

HR HAPPENINGS

April 9, 2021

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Operational Policy Updates

Following recommendations by the [Operational Policy Council](#) and the President's Cabinet, President Rhine has approved the following operational policy changes now in effect.

[Revised Operational Policy](#)

[2.23: Staff Grievance](#) - Minor changes to align this policy with new Title IX legislation and YC Title IX policy.

[Sunset Operational Policies](#)

4.6: The Rough Writer and Other Student Publications
Published Under Authority of Yavapai College: Sunset – no longer applicable as the college no longer has a student newsletter. Last revised in 2003.

3.18: Non-Credit

Courses: Sunset – restrictive policy not relevant to today's environment. Policy last revised in 2003.



Coming Soon: Open Enrollment for the 2021-22 Year

We have some exciting new changes in our benefits program offerings this year! We will continue to use our My Benefits site available through the YC employee portal for enrollment.

Here's a summary of what you need to know...

1. Open Enrollment: **Enroll May 1st to May 31st** ~ changes are effective **July 1st – June 30th**
2. Enroll in **My Benefits** – easy access through your YC portal, select the Employee card and then My Benefits. You will see an Open Enrollment link there.
3. Who needs to enroll? **All benefit-eligible people** including full-time staff and faculty.
4. **Contributions:** We did receive an approximately 4% increase on our rates for the medical, dental and vision plans over the current year, so you will see some changes in the employee contributions. We have also made some improvements to the medical plan benefits and added 4-tier rates.
5. **Rate Structure:** On our Medical, Dental and Vision plans we are moving to a 4-tier rate structure to give you more flexibility on who you cover – for people covering a spouse only, or their children only, they would pay a lower rate than employees covering their family (spouse and children).

Choose from:

- Employee only
- *NEW* - Employee + Spouse
- *NEW* - Employee plus a child or children
- Employee Plus Family

6. Medical Plan Changes:

- Our medical plans have a new name to match the plan deductible:
 1. The Premier Plan is now the **PPO 350**
 2. The Basic Plus plan is now the **PPO 600**
 3. The High Deductible Health Plan is now the **HDHP 2800**
 - **PPO 350 plan:** We have added copays for Specialists (\$35) and Urgent Care (\$50) visits.
 - **PPO 600 plan:** We have added copays for Primary Care (\$30) Specialists (\$45) and Urgent Care (\$60) visits.
 - The **HDHP 2800** plan has several changes:
 1. The plan now has an "embedded deductible" - this means that if you have family coverage, you will only need to meet the individual deductible (\$2800)
- (Continued on p. 2)

Benefits Fair & University Partners Fair

Mark your calendar! HR will be offering a virtual [Benefits Fair May 4th, 11:00 am to 1:00 pm](#).

This is a great opportunity to learn more about the benefit options before you enroll during Open Enrollment. Each provider will be available for drop in to answer your questions. Meet with providers from:

Summit, Marquee Health, Tria Health, Jorgenson Brooks Group (EAP), and the optional benefit providers

HR is also hosting a virtual [University Partners Fair on April 27, from 12 – 2 pm](#). Join us to learn more about our university partners, their programs, and the discounted costs for YC employees. No RSVP is required. However, if you think you might attend, please help us tailor the presentations to your interests [by completing this short questionnaire](#). Universities represented:

Grand Canyon University,
North Central University,
Northern Arizona University,
University of Phoenix,
Western Governors University



Open Enrollment for the 2021-22 Year

(Continued from p. 1)

before the plan pays. If your family has claims of \$5600 during the year, then all members will have met the deductible.

2. The deductibles have been increased from \$2500/person and \$5,000/family to \$2800/person and \$5600/family. This is an IRS requirement as a minimum deductible if we were to add the “embedded” feature.

3. There is a new expanded list of preventive drugs which will not be subject to the deductible to help people with maintenance medications.

7. Health Saving Account (HSA) contributions from YC will be increasing to \$120/month for all HDHP 2800 participants, including employees with coverage for one or more family members.

8. All Medical Plans: We have updated the number of covered visits and/or removed the dollar benefit maximums on chiropractic, speech therapy, cardiac rehab and pulmonary rehab services.

9. New Wellness Vendors:

- **Marquee Health:** Personalized health coaching, education and referral services to help you get and stay healthy, with an extensive number of resources available on their App.
- **Tria Health:** One-on-one consulting with a certified coach and pharmacist to review medications and ensure your medication program is effective.

10. Retirement Plan and Long-Term

Disability (LTD) Rates

- **ASRS and ORP Retirement:** Contributions will increase from 12.04% to 12.22% of gross compensation.
- **ASRS LTD:** Contributions will increase from 0.18% to 0.19% of gross compensation
- **ORP LTD:** Contributions will not change: 0.55% of gross compensation

Join us at an information or drop-in session for more information:

Info Sessions	Drop-in Sessions
Thurs., 4/29, 2 pm https://yavapai.zoom.us/j/93159760104	
Wed., 5/5, 1 pm https://yavapai.zoom.us/j/98971383162	Wed., 5/5, 1:30 pm https://yavapai.zoom.us/j/98971383162
Tues., 5/11, 10 am https://yavapai.zoom.us/j/96092081145	Tues., 5/11, 10:30 am https://yavapai.zoom.us/j/96092081145
	Mon., 5/17, 10 am https://yavapai.zoom.us/j/98448027898
	Thurs., 5/27, 12 pm https://yavapai.zoom.us/j/98569551650

Exempt or Non-Exempt: What's the Difference?

Simply put, a nonexempt employee is eligible to be paid overtime for work in excess of 40 hours per week, per federal guidelines. An exempt employee is not entitled overtime pay by the Fair Labor Standards Act (FLSA). These "salaried" employees receive the same amount of pay per pay period, even if they put in overtime hours. Another way of looking at it is that non-exempt employees are paid by the hour whereas exempt employees are paid for doing a job, regardless of how long it takes.

Here are examples of the types of questions we occasionally receive from exempt employees:

"I worked a couple of days over the break – can I get compensated for that work time or can I take

an extra day off without using my vacation time?"

Unfortunately, because an exempt employee is paid by the job, if they choose to work over break to get that job done, they are not entitled to additional compensation or time off.

"I'm a faculty member and I teach at night and/or on the weekend (or I teach early/late Monday – Thursday). I don't want to attend a department meeting on Friday. Do I have to be available that day?" The answer is yes; although an exempt employee, especially faculty members, may not keep regular business hours (Monday – Friday, 8am – 5pm), they are expected to be available to work during that time. If an employee does not want to be available during those hours, they can take personal time (faculty and staff) or vacation time (staff and year-round faculty).

Questions? Please contact your HR Business Partner.

COVID Sick Leave Ending

YC has offered employees COVID sick leave for the past year. Although the Federal mandate to provide the leave bank ended December 31st; the college generously extended this leave through the first 3 months of 2021. The past pay period (pay date April 9, 2021) is the last time that leave bank was available. This decision was made due to the reopening of schools and childcare, and the fact that any YC employee who wanted a vaccine should be fully vaccinated by now. As always, employees can continue to use the generous sick leave offered by the college for COVID or any other illness. Questions? Please reach out to your HR Business Partner.

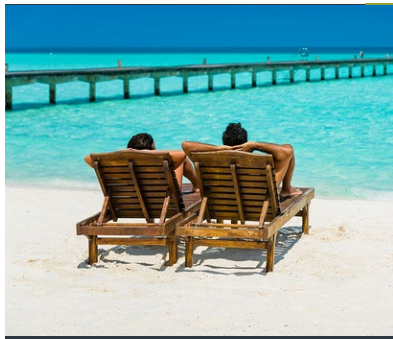
Outward Mindset

If you have not yet completed the Outward Mindset workshop, there are open seats in the April 16 & 23 class facilitated by Katherine Anderson and Lisa Schlegel and in the May 17 & 18 class facilitated by James Perey and Thatcher Bohrman. Enroll now through My Learn in your YC Portal, Employee card. Search the Course Catalog for Outward Mindset.

Performance Management End-of-Year

Believe it or not, we are nearing the end of the performance management cycle! Faculty self-evaluations are due April 20 and supervisor evaluations are due April 30. Staff self-evaluations are due June 10 and supervisor evaluations are due by June 12.

Need some help with completing your evaluation? Check out the "How to" job aids in the Tools for NEOGOV Perform section of the [Performance Management Toolbox](#). By April 16, in My Learn, you will also find video tutorials titled "How to enter end-of-year self-evaluation in My Perform" and "How to enter end-of-year employee evaluation in My Perform."



Time for a Retirement Plan Check-up?

We know that around tax time some people think about their retirement plans and goals. Whether you are currently contributing and need to review your goals, or you are close to retirement, talking with a retirement advisor is a good start. You can use the following contact information for our Standard retirement plans to get started.

Arizona State Retirement Services (ASRS): www.asrs.gov

- Member Call Center: 800-621-3778 or use the Secure Message feature by logging into your account

TIAA: www.tiaa.org/yc, National Contact Center: 800-842-2252

- YC Plan Representative: Don Fitch, DFitch@tiaa.org

Valic/AIG Retirement Services: www.aigrs.com, Client Care Center: 800-448-2542

- YC Plan Representative: James Lesniewski, 928-300-3006, James.Lesniewski@aig.com

Voya Financial: www.voya.com

- YC Plan Representative: John Bartimoccia, 623-341-4923 (cell); jbartimoccia@sjj.us.com

April is National Financial Literacy Month so it's the perfect time to give your retirement plan a check-up.

Did you know YC offers voluntary retirement programs to allow you to increase your retirement savings? You can elect to participate in a 457 or 403(b) plan at any time during the year. See more information in My Benefits in the Retirement section.

Nationwide, the administrator for the ASRS 457(b) Supplemental plan invites all ASRS members to learn more about the 457 plan offering in an upcoming webinar on May 5. [Register online here.](#)

APRIL IS
FINANCIAL
LITERACY
MONTH



Human Resources Projects

Your Human Resources Department has been working on a variety of projects that will benefit the YC community and we wanted to share these with you:

- Organizing a university partners fair for all employees to learn about educational programs and benefits for YC employees (April 27)
- Preparing for our second Benefits Open Enrollment (OE) using My Benefits online (OE is May 1-31)
- Planning a Benefits Fair for all employees to learn about all our benefit options (May 4)
- Leading the President's Employee Appreciation Picnic planning group (picnic is planned for May 20, depending on COVID phase)
- Revising the performance management program based on feedback from this year's process and the new YC strategic plan priorities (belonging, living wage, adult learners, delivery)
- Leading a cross-college team to develop a comprehensive onboarding program for new employees and their supervisors
- Improving the YC required training plan and courses based on employee feedback
- Supporting continued Outward Mindset learning through workshops and Monthly Mindset discussion groups
- Supporting and participating on President's Equity Task Force, YC Strategic Planning, and YCSA
- Developing career pathways with supervisors
- Leading the Operational Policy Review Council
- Supporting department and division reorganizations