

HR HAPPENINGS

Summer 2020 Hours

Summer will be here again before we know it! With this in mind, we have already scheduled summer hours to make it more convenient for employees to plan ahead. Our first Friday off for Summer 2020 will be May 15th and the last Friday will be August 7th.

Wellness at YC

Wellness Screening: Option 3

What is your health risk and physical fitness age? It may predict your longevity!

[Please click here](#) for dates, times, and appointments. Remember that you must have participated in [Option 1](#) or have your own blood work done to participate.

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October 25, 2019

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Developing and Implementing an Outward Mindset Training

The Outward Mindset training you have all been waiting for is now available! Five **2-day classes** will be held at a mix of campuses and centers in November, December, and January. Each class is limited to 24 participants, and sign-ups are first-come, first-served. Check with your supervisor to make sure that you can attend BOTH DAYS then sign up online by selecting your preferred date/location below.

More classes will be scheduled in the spring in case you can't attend these dates, so stay tuned.

[Fridays, Nov. 15 & 22](#)
[8 am – 5 pm](#)
[Prescott Campus, 19-215](#)

[Tuesday, Dec. 17 & Wednesday, Dec. 18](#)
[8 am – 5 pm](#)
[Prescott Campus, 19-215](#)

[Tuesday, Dec. 17 & Wednesday, Dec. 18](#)
[8 am – 5 pm](#)
[Verde Valley Campus, M-137](#)

[Fridays, Jan. 24 & 31](#)
[8 am – 5 pm](#)
[Prescott Campus, 19-215](#)

[Fridays, Jan. 24 & 31](#)
[8 am – 5 pm](#)
[Prescott Valley Center, Room 214](#)

Welcome New Employees to YC

Please welcome these new employees who have joined us since July 2019!

George Carpenter	Faculty, Biology
Eric Dieffenbach	Program Director, Fire Science
Maria Kirwin	Specialist, ABE Program
Miles Kizer	Assistant Coach, Baseball
Porter McIntire	Custodian, Prescott Campus
Kristofer Orellana	Assistant II, Chino Valley Ctr.
Richard Pierce	Senior Specialist, PTSS
Wendy Present	Assistant III, Division 3
Kelsey Ream	Buyer, Purchasing
Kathryn Rollis	Specialist, Learning Center
Diane Ryan	VP Strategic Initiatives
Yvonne Sandoval	Executive Asst., Pres. Office
Shellie Son	Program Director, Radiology
Luis Tovar	Custodian, Prescott Campus
Rachel Whisenand	Faculty, Nursing
John Willoughby	Specialist, TeLS

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Wellness at YC

Continued from P.1

YCT Health Coach


Would you like to lose weight, improve cholesterol, reduce hypertension, or manage diabetes or stress? Do you need fresh ideas for eating well or putting life back into a tired exercise routine? Health Coach Desiree Lewis can help you meet your wellness goals! You can now set up individual 20-minute wellness appointments (free!) at either the Prescott Campus or Verde Valley Campus.

For more information and to schedule your appointment, please [click here](#).

Online Training Due 10/30

YC believes in the importance of creating a safe and healthy environment for all of our employees. To this end, we have partnered with Everfi to provide trainings that will help us all be informed on topics vital to achieving this goal. This is a reminder that you need to complete your required online training by Oct. 30. Access the courses by logging into your YC portal, choose the Employees block, and then Employee Online Training.

Employer Relations

News & Information from the  ARIZONA STATE RETIREMENT SYSTEM



Dear Employer,

The Arizona State Retirement System (ASRS) would like to make you aware of retirement education and counseling available to your employees during Fall Break this October.

Most members can fully educate themselves on retirement options and factors by using our [Retirement Central](#) online resources and online education tools. We also offer a responsive and skilled call center as well as Member Education programs for further coverage of the topics.

[Member Education](#) programs answer the most commonly asked questions and walk attendees through the process of applying for [ASRS retirement](#). Programs are offered as group meetings in both Phoenix and Tucson, as well as live and pre-recorded online sessions. Your employees can visit the ASRS [Member Education](#) page for descriptions and a complete list of upcoming programs.

We do, however, understand that some employees require a one-on-one appointment with an ASRS staff member for answers to their more complex questions before making the retirement decisions. For those employees, please be aware of the following information and **share this with your employees**:

APPOINTMENT PREREQUISITE:

To support our commitment to providing the highest quality and most cost-effective service to our members, the ASRS requires all members to first participate in a [Member Education](#) meeting *prior* to scheduling an in-person counseling session.

ONE-ON-ONE APPOINTMENTS:

If your employee still has questions after attending a Member Education meeting they can call the ASRS Member Advisory Center to schedule a 30-minute appointment with a Senior Benefit Advisor. Scheduling appointments ahead of time allows us to ensure staff is available to meet with your employee when they visit. Walk-ins without an appointment may experience longer wait times or may be requested to schedule an appointment on another day.

Appointments are required for all in-person counseling sessions in our Phoenix & Tucson offices.

In Phoenix: (602) 240-2000

In Tucson: (520) 239-3100

Outside the Metro Areas: (800) 621-3778

ONLINE SERVICES:

Members can also log into their secure [myASRS account](#) to view their benefit estimates, update their personal information and beneficiaries, initiate a service purchase request, register to attend a member education meeting and more!

Your partnership with the ASRS is important to us. Thank you for sharing this information with your staff!

Arizona State Retirement System

Build a Better You!



Join us for a Halloween themed
OPEN HOUSE
to learn how Toastmasters can
help improve your public speaking
and build leadership skills.



Yavapai College Toastmasters
Thursday, October 31
12pm to 1pm
Prescott Campus
Building 30, Room 109



WHERE LEADERS ARE MADE

Short Term Disability Update

The Yavapai College Short Term Disability Policy has been revised to include a shorter elimination period and longer maximum benefit period. Check out the details on the HR Forms & Guidelines page, under [Short Term Disability Information](#).

New Tools for Employees Coming Soon!

A cross-College committee has been working over the past year to streamline the new employee recruitment, onboarding and separation processes and we are in the final testing stages of the new tools. Check out the November issue of HR Happenings for more information.

Another cross-College committee has been redeveloping the YC performance management purpose, competencies, and tool. The November HR Happenings issue will include the new competencies and the roll-out timeline.

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