



NEW EMPLOYEE ORIENTATION

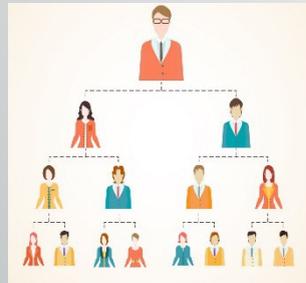
Agenda



Brief Introduction



- Retirement Plans
- Health Plans (Medical, Dental, Vision)
- Life Insurance
- Spending Accounts
- Next Steps



President's Message
YC ELT Team
Strategic Plan
Participatory Governance



- HR Website
- HR Toolbox
- New Employee Onboarding tools

Yavapai College Leadership Team

Dr. Lisa Rhine, Ph.D.
President



Dr. Clint Ewell,
Ed.D.

Vice President
Finance &
Administrative
Services



Mr. Rodney Jenkins
Vice President
Community Relations
& Student
Development



Dr. Diane Ryan,
Ph.D.
Vice President
Academic
Affairs



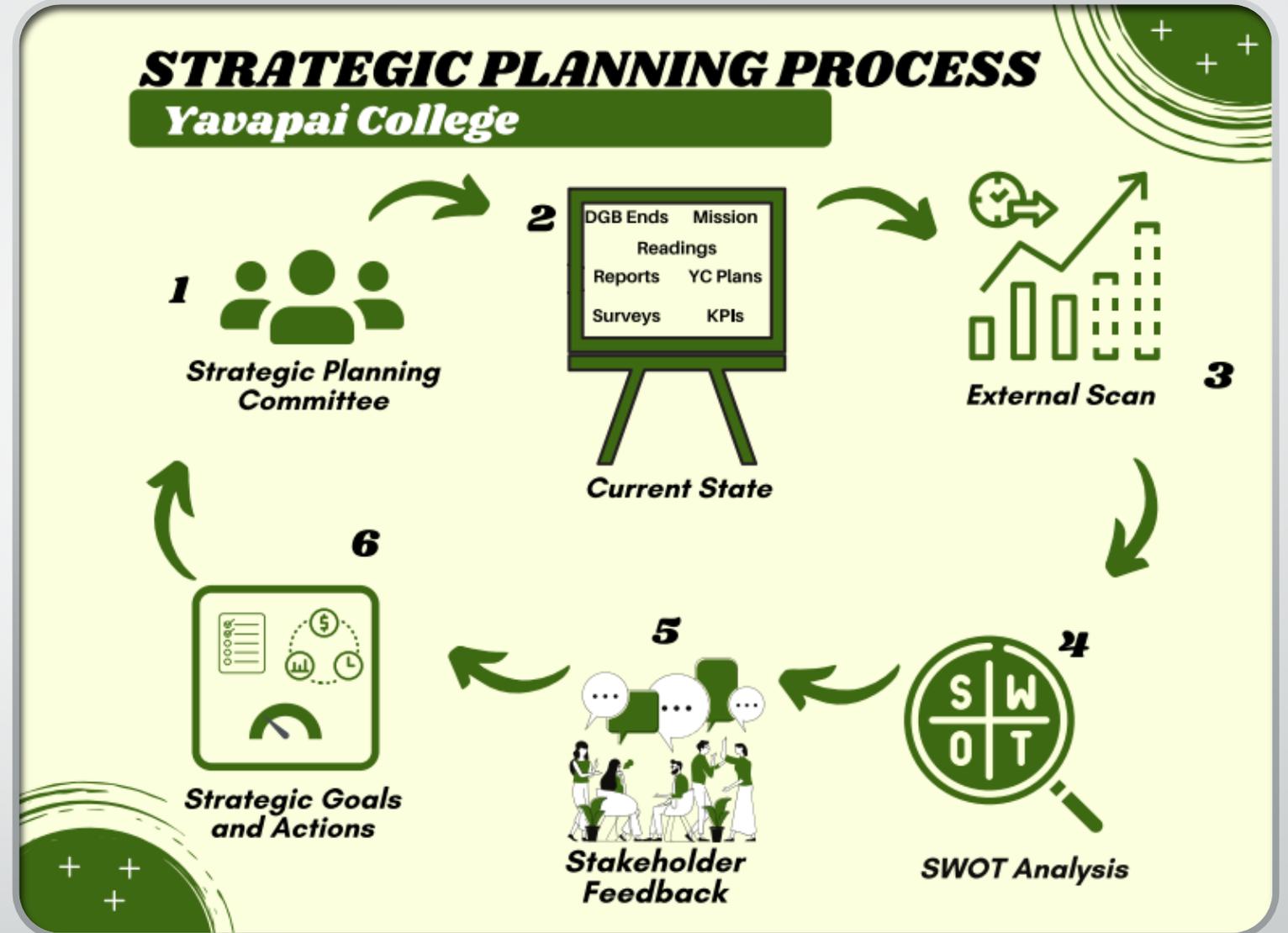
Dr. Janet Nix
Ed.D.
Chief Human
Resources Officer



Strategic Planning

What is Strategic Planning?

Strategic planning is a continuous process that guides the future direction of the college and operationalizes the District Governing Board Ends, College Vision, Mission, and Values.



Participatory Governance

Why Participatory Governance?

Participatory governance was defined by the District Governing Board (Resolution 2021-07), "as an interactive communication and information-sharing model involving all college groups, including faculty, students, and staff."

Yavapai College Participatory Governance DECISION-MAKING DIAGRAM

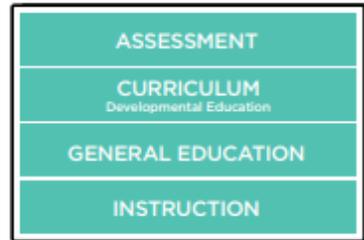
GOVERNANCE ASSOCIATIONS



Governance Associations are essential to the YC Participatory governance process and participate by:

- serving on the Council and its committees,
- initiating proposals for consideration, and
- considering proposals submitted by their constituency groups.

ACADEMIC GOVERNANCE COMMITTEES



Academic Matters
(as defined by YC Policy 10.11.01)



Approved →



Not Approved ↘



Other Matters Not Academic

NON-ACADEMIC GOVERNANCE COMMITTEES



Approved →



Not Approved ↘

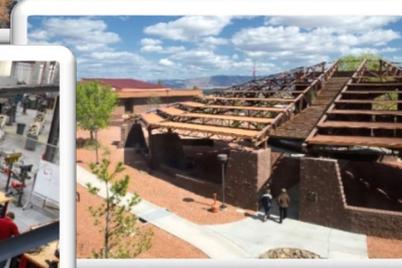


Yavapai College Today

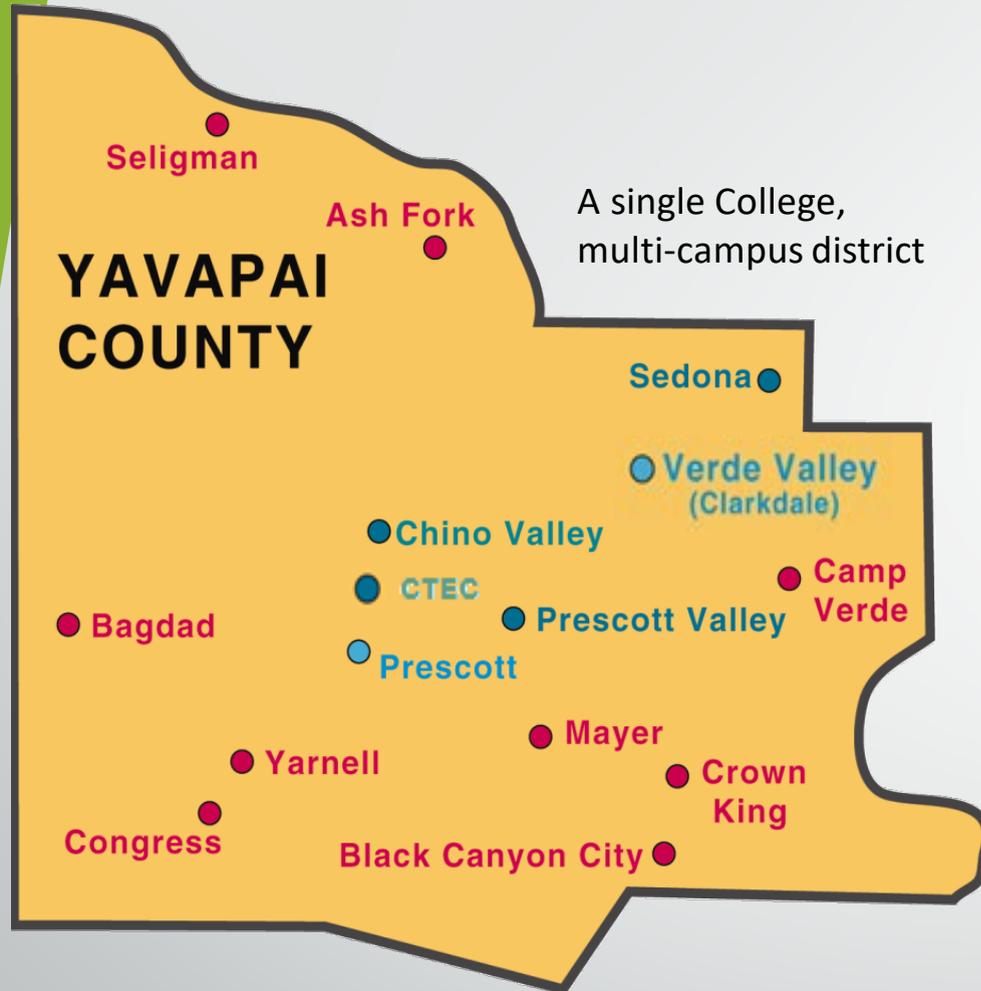
- **Mission:** Yavapai College enriches our community by providing accessible, quality workforce, transfer, lifelong, and cultural learning opportunities
- **Vision Statement:** Yavapai College ensures that Yavapai County is a premier place to learn, work, and live.
- We are a **multi-campus** institution with specialty centers serving the various needs of the community across Yavapai County

Check out our Cultural resources:

- Performing Arts Center – Prescott Campus
- Outdoor pavilion – Verde Campus
- Art galleries – Both Campuses



Yavapai College Campuses & Centers



Campuses

- Prescott
- Verde Valley

Centers

- Sedona Center (SC)
- Chino Valley Center (CV)
- Career & Technical Education Center (CTEC)
- Prescott Valley Center (PV)

Fun Fact!

A Campus is different than a center in the fact that a Campus has a library, lecture halls, and student services.

Students, Faculty, and Staff

Students Enrolled:

- ❖ 29% Online Only
- ❖ 37% Online and On Campus
- ❖ 35% On Campus Only

Faculty:

- ❖ 102 Full-time
- ❖ 241 Adjunct

Staff:

- ❖ 363 Regular Full-time & Part-time
- ❖ 564 Temporary Part-time
- ❖ 84 Student workers



Yavapai College Foundation

Supports Yavapai College by enhancing educational, cultural, social and economic opportunities both on campus and in the community:

- Endowed Student Scholarships
- Employee Development Opportunities
- Capital and Special Program Support

Mission: support Yavapai College objectives and activities through resource development and promote community awareness of the College and its programs.

Vision Statement: support Yavapai College by enhancing educational, cultural, social and economic opportunities in our community.

The Foundation promotes student scholarships, faculty development and programs that enrich both campus and community life.

Places have a story to tell. At Yavapai College, we want to honor the people who have made significant contributions to our community of learning – both financially and with their time and effort. And so, we indelibly tie these people's names to this place.

Did you know about workplace giving?

- Staff, faculty and administration can provide financial help to our students in different ways:
- 1. Visit: www.yc.edu/workplacegiving
- 2. Choose how to donate: (Tax Credit) online, Donation, payroll deductions)
- 3. Sign up online or complete the pledge form and return to the foundation

More information?

Phone: 928-776-2025

Foundation@yc.edu

www.yc.edu/ycf



Donate

You can make a huge impact **Workplace Giving**

\$50* = \$1,300/year

\$45* = \$1,170/year

\$40* = \$1,040/year

\$35* = \$910/year

\$30* = \$780/year

\$25* = \$650/year

* per pay period

Yavapai College Foundation



The Fund for YC

For the area of greatest need.



Yavapai College Athletics

Support Athletics at Yavapai College - join the Roughrider Athletics Association.



Performing Arts

Help bring audiences and artists together at the YC Performing Arts Center.



Specific YC Programs

Support the many innovative programs of Yavapai College.



The "Friends" of FEC

Supporting early childhood education at the Dell E. Webb Family Enrichment Center.



Student Scholarships

Make a difference in the life of a YC student.



The "Friends" of SWC

Increasing recognition and funding for the Southwest Wine Center in Clarkdale AZ.



Osher Lifelong Learning Institute

Support Lifelong Learning opportunities at Yavapai College with a gift to OLLI.



Alumni Initiatives & Events

Your dream started here. Help dreams flourish for future generations of YC students.



Student Clubs & Initiatives

Support student-led efforts like the YC Food Pantry.

How far will your gift reach?

Student Learning Opportunities

Bachelor Degrees Coming Fall 2023

- Earn a Degree (More than 30 [programs](#))
- Obtain a Certificate (More than 90 [options](#))
- Transfer to one of our University Partners

 **Arizona State University**

 **NORTHERN ARIZONA UNIVERSITY**

 **American Public University**
Ready when you are.™

 **EMBRY-RIDDLE**
Aeronautical University

 **THE UNIVERSITY OF ARIZONA**

 **GRAND CANYON UNIVERSITY™**

 **WGU**
THE UNIVERSITY OF YOU

 **Prescott College**
For the Liberal Arts, the Environment, and Social Justice

 **University of Phoenix®**

 **ARIZONA CHRISTIAN UNIVERSITY**

 **NCU**
Northcentral University

- NAU-Yavapai:
 - Transfer options for Bachelor degrees
 - Unique partnership between Northern Arizona University and Yavapai College, with a physical campus located in Prescott Valley
- Participate in Continuing Education
 - Improve or learn a new skill set
 - Personal interest and enrichment

Scholarship Opportunities

- **Aimed to make the College more affordable and accessible for all Yavapai County residents**



- **2nd lowest tuition in the state. 80% lower than public universities**
- **Senior Citizen Discount – 50% discount for credit classes**
- **Full-Time Student Scholarship – Credits 13 and up are free**
- **YC Promise Program – tuition reimbursement**
- **Workforce Promise: Tuition reimbursement for out-of-pocket costs when a CTE degree is completed on time**

Campus Amenities

Prescott Campus:

- Rider Diner Cafeteria and Common Grounds Café
- YC Bookstore (Prescott) offers a variety of books, supplies, apparel, and more - 10% employee discount on many items
- Gym (Full-time employee rate \$2/day, \$12.50/month - \$20 for combo pass)
- Pool (Full-time employee rate \$2/day, \$12.50/month - \$20 for combo pass)
- Free Wi-fi
- Library
- Mail and Distribution services: Hours for personal transactions are T – TH 9am to 4pm

Verde Valley Campus:

- The Verde Campus Cafe offers an assortment of food, snack, and beverage options
- Gym
- Free Wi-fi



Breaking Bread Benefit

- Full-time and regular part-time (i.e. 30 hour per week) employees: YC will provide weekly opportunities for us to get to know each other -- and our students -- better while enjoying our on-site food services!



Prescott, Prescott Valley, and Chino Valley:

- Meals will be loaded onto each employee's OneCard to be used at the Rider Diner throughout the semester -- one meal per week. Additional information about what a meal includes can be found at the Rider Diner.

Verde and Sedona:

- Each employee will receive a café gift card that is periodically loaded over the semester to allow for weekly on-site dining.

CTEC:

- YC will periodically load credits onto each employee's Open Market Store account. Alternatively, CTEC employees may use their OneCard for a weekly meal at the Rider Diner.

OneCard

- Serves as both Student and Employee ID card
 - Issued same day (Prescott & Verde Valley)
 - ID delivered and available within a week (CTEC, PV, SC, & CV)
- Apply “Flexicash” to card through Cashier (Bld 1) or through employee portal
 - Campus food service locations (discounts with Flexicash purchase)
 - Mail Center
 - Bookstore
 - Learning Center Copier
- Can be used as Library card when activated by Library staff
- May be designated for door entry when requested by supervisor (if necessary)

Prefer mobile ID? We have an app for that!

Getting Started with Mobile ID

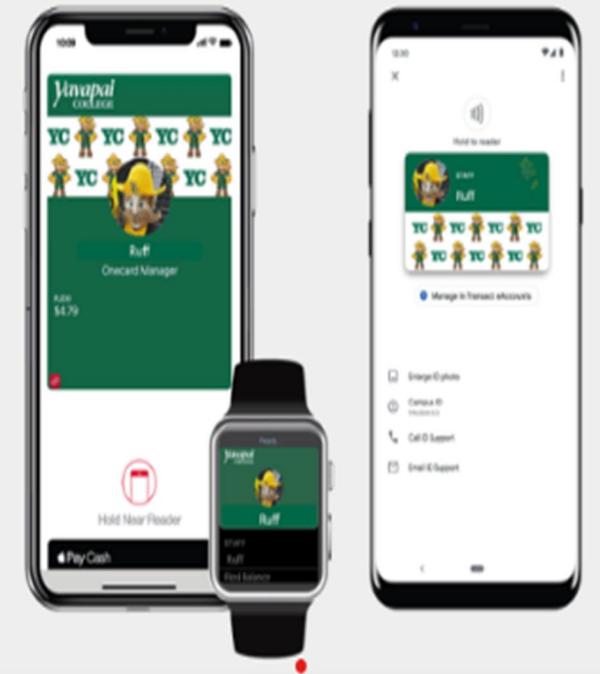
Minimal set up is required to use Mobile ID. Most users can begin using their YC OneCard on their phone or Apple Watch in minutes.

See step-by-step instructions for:

[New Students or New Employees](#)

[Existing OneCard ID users](#)

Just need to upload a photo? Click on the “New Students or New Employees” button and see “Submit your ID photo online”



College Police/Campus Safety

- College Police – All Campuses:
 - State Certified Police Officers
 - 24/7 coverage, Prescott & Verde campuses
 - Safety Officers
 - Coverage , Extension Campuses
- Emergency Blue Light Phones - All Campuses
- Services:
 - Annual Campus Safety Reports
 - Safety Escorts/Shuttle Service
 - Safety Awareness Presentations
 - Disabled Vehicle Assistance/Jumpstarts
 - Lockouts
 - Lost & Found

Prescott Campus

Building 28

(928)776-2185 - non-emergency

(928)237-0420 – emergency

Verde Valley Campus

Building F

(928) 634-6599 - non-emergency

(928)239-0172 - emergency

Emergency Alert System



alertYC

alertYC is an emergency text message / email notification system used to provide information and instructions to students, faculty, and staff in the event of an incident or emergency on-campus, including campus closures or late starts/early releases.

There is no cost to signup for the service and you can STOP at anytime.
(mobile charges may apply by your carrier)

YC Employees and Students Start Here

You may be prompted to enter your YC Network username and password

Guests and Non-Credit Students Start Here

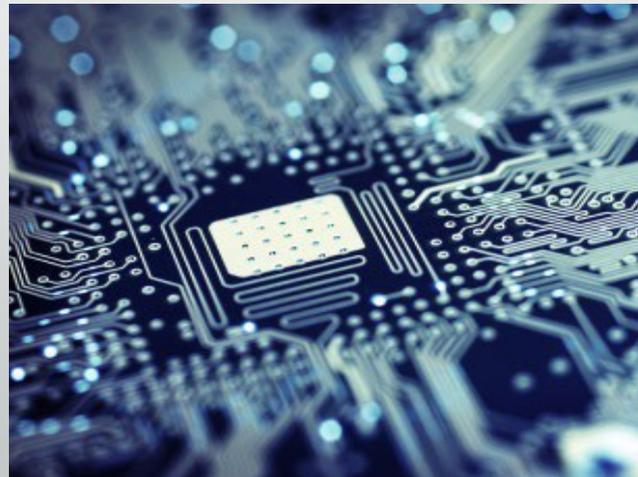
For questions call Helpdesk at (928) 776-2168, or in the Verde Valley Area at (928) 649-5558



Technology & Support Services

Desktop Computer Support

- **Help Desk:** (928) 776-2168
- Available 24 hours a day, 7 days a week, 365 days a year
- **Microsoft Office Outlook** (email) is accessible both on-campus and off-campus through the YC Website
- **Cloud:** Allows off-campus access to computing resources that contains all of the software available in the YC general computer labs
- **Teaching & eLearning Support (TeLS)** provides resources, training, and support for educational technology to students and faculty



Communication

Mail Center

Ground Mail (External)

- USPS, UPS, FedEx
- 1:30 pm- Fed Ex
- 3:00 pm- USPS and UPS
- Personal Transactions: Tues- Thursday 9am to 4pm
- College Businesses: Mon- Thurs 8am to 5pm

Electronic Notices

- Newsflash
- Duck Soup
- HR Happenings

Intercampus courier between to the Prescott, Verde Valley, Sedona, Prescott Valley, CTEC, and Chino Valley campuses and centers

Switchboard

Faculty and Staff listing & search directory

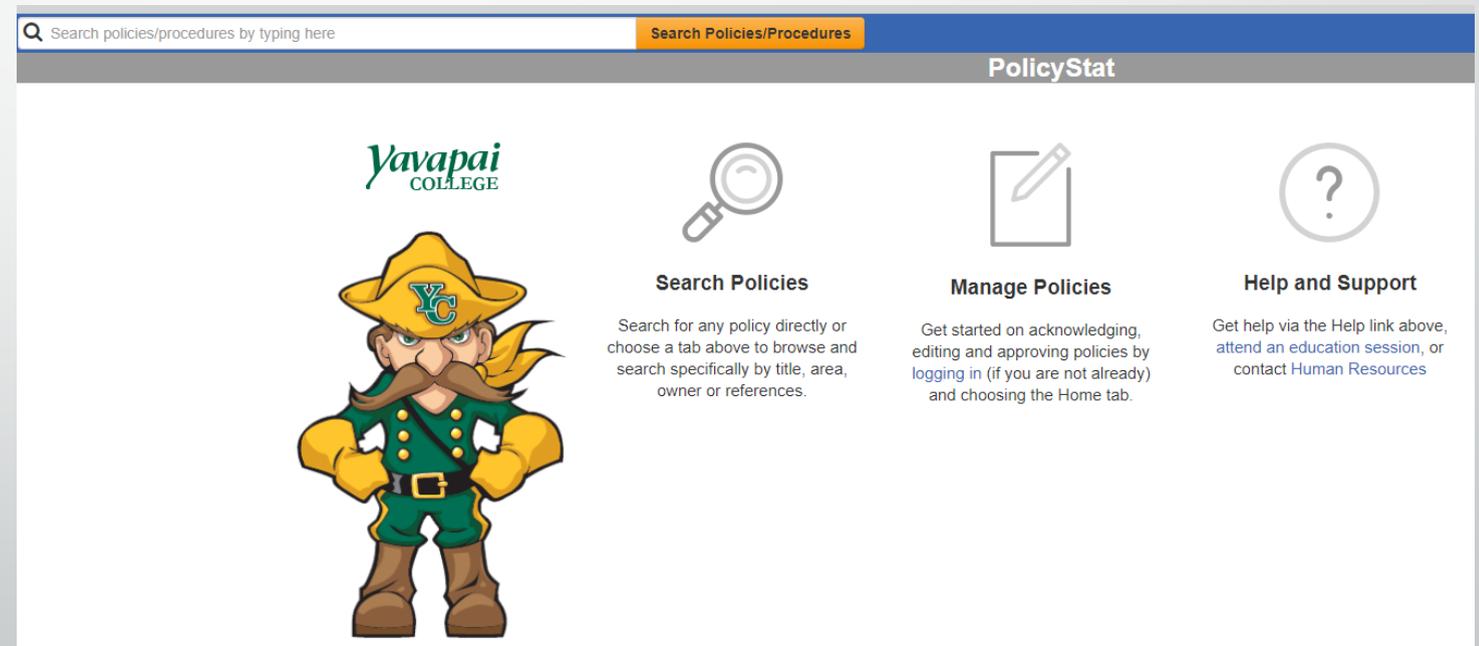
Department telephone & fax numbers



Policies and Procedures

- Become familiar with the policies and procedures that govern our conduct
- It is your responsibility to review, understand, and abide by YC policies
- Policies can be accessed through the YC website
- Check out PolicyStat!
- Applicable Policy Sections
 - General Section Policies [10.0](#)
 - Human Resources Policies [2.0](#)

RLDatix™ | PolicyStat



The screenshot shows the PolicyStat interface for Yavapai College. At the top, there is a search bar with the placeholder text "Search policies/procedures by typing here" and a "Search Policies/Procedures" button. Below the search bar, the Yavapai College logo is displayed on the left, featuring a cartoon cowboy character. To the right of the logo are three main navigation options: "Search Policies" (with a magnifying glass icon), "Manage Policies" (with a document and pencil icon), and "Help and Support" (with a question mark icon). Each option includes a brief description of its function.

Search policies/procedures by typing here Search Policies/Procedures PolicyStat

Yavapai COLLEGE

Search Policies
Search for any policy directly or choose a tab above to browse and search specifically by title, area, owner or references.

Manage Policies
Get started on acknowledging, editing and approving policies by [logging in](#) (if you are not already) and choosing the Home tab.

Help and Support
Get help via the Help link above, [attend an education session](#), or [contact Human Resources](#)

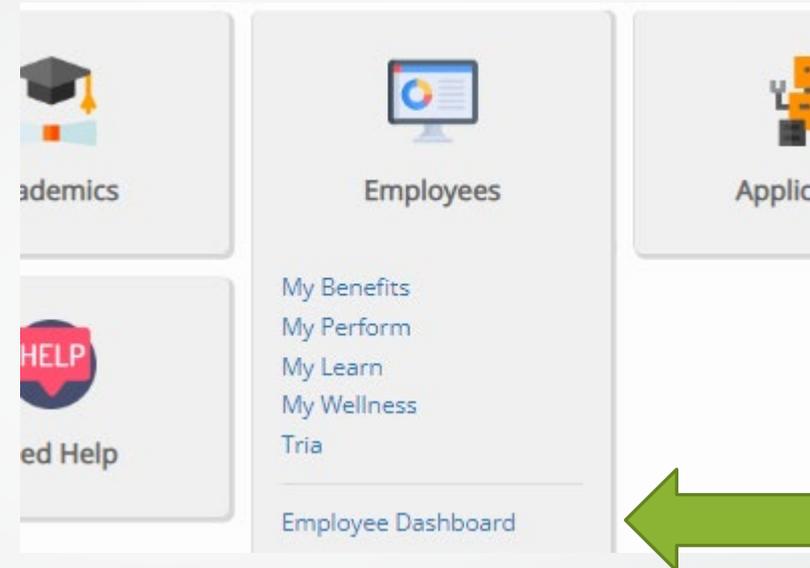
Payroll

- Bi-weekly Payroll
 - [Payroll Calendar](#)
- Paycheck Direct Deposit
 - Available and encouraged

Payroll Policies to Check Out:

- 2.09 Vacation
- 2.11 Sick Leave
- 2.14 Personal Days

Fiscal year runs from July 1st – June 30th



- Tutorials
 - [Time Entry for employees](#)
- New Forms W-4 and A-4

Employee Development

- Opportunities available through Human Resources, Individual Departments/Divisions, TeLS, YC courses, and external resources
 - Summer/Winter Institutes
 - Online Tutorials
 - Outward Mindset training
 - My Learn annual trainings
- Register for internal training opportunities at My Learn
- YCSA Professional Development Funds and more...



Outward Mindset

- Develop lasting relationships with fellow staff and faculty
- Learn about different collaboration tools
 - - Avoiding collusions
 - - SAM Tools
 - - Meet to Learn
- Learn how to think and act outward

Participants will learn to move from:

INWARD → **OUTWARD**

Tunnel Vision → **Awareness**

Silos → **Collaboration**

Blame → **Accountability**

Stagnation → **Innovation**

Low Morale → **Engagement**



Performance Management

YC Policy [2.04](#) Performance Management is applicable to regular Full-time (Staff and Faculty) and regular Part-time employees

- FACULTY
 - Year-end reviews are to be completed by April 30th through My Perform
 - Performance plans are finalized by September 15th for continuing employees
- STAFF
 - Year-end reviews are to be completed by June 30th through My Perform
 - Performance plans are finalized by September 15th for continuing employees
 - **(within 60 days of hire for new employees)**
- NEW EMPLOYEES
 - Your supervisor will meet with you to discuss performance expectations and goals
- Learn more about the [Performance Management Review](#) process on the Human Resources website.

Get ready to set your goals!

What Are Employee Goals?

Employees are required to set 3 to 5 Goals each academic year. The use of SMART Goals is highly recommended. Start that conversation with your manager if you haven't already.

My Learn has **short tutorial courses** to demonstrate how to enter your goals as an employee and how to approve goals as a supervisor.

Please see [Accessing My Learn for Performance Management.](#)



What's Next?

- Complete any required training within **30 days** of hire
- Meet with your supervisor/dean
- Get to know your YC colleagues and work environment
- Sign up for YC Alerts if you have not done so already



Employee Benefits



Overview and Eligibility

- Full Time employees are eligible –
- **Day 1 of hire:**
 - ASRS (Arizona State Retirement System) or ORP (Optional Retirement Program) Required Contribution is 12.03% for fiscal year 2022/23
 - Basic Life Insurance
 - Short Term Disability Insurance
 - Long Term Disability Insurance
- **1st of the month following 30 days of employment:**
 - Medical, Dental, Vision
 - Voluntary Benefits
 - Health Spending Accounts
 - Teladoc
 - Employee Assistance Program (EAP)

Standard Retirement Plans

Arizona State Retirement System (ASRS)–Defined Benefit Plan

- ASRS controls and monitors investments
- No vesting schedule. Retirement is based on a formula:
Years of Service x Graded Multiplier x Average Monthly Compensation

<https://www.azasrs.gov/content/retirement-eligibility>

<https://www.azasrs.gov/content/estimate-your-benefits>

- Several distribution/annuity options upon retirement
- Long Term Disability (LTD) included - .14 % payroll deduction

ASRS Member Services: (800) 621-3778

12.03 % payroll deduction is matched by YC

Elections are made within 30 days of hire and cannot be changed!

Optional Retirement Plan (ORP) – Defined Contribution Plan

- You control and monitor investments
 - Three investment firms available:
 - VOYA – (623) 341-4923
 - TIAA – (480) 350-3213
 - VALIC- (800) 892-5558 Ext. 89199
- 100% vested after three years
- Several distribution options upon retirement
- Long Term Disability (LTD) is optional - .55% payroll deduction
 - ❖ Contact VOYA, TIAA or VALIC within 30 days of hire to set up your account

12.03 % payroll deduction is employer matched

Elections are made within 30 days of hire and cannot be changed!

You will automatically be enrolled in the Arizona State Retirement System (ASRS) as a new employee or a newly-retirement eligible employee. You may choose the Optional Retirement Plan instead of ASRS within 30 days of your eligibility. After 30 days you are locked into your selected retirement plan for the duration of your employment at Yavapai College.

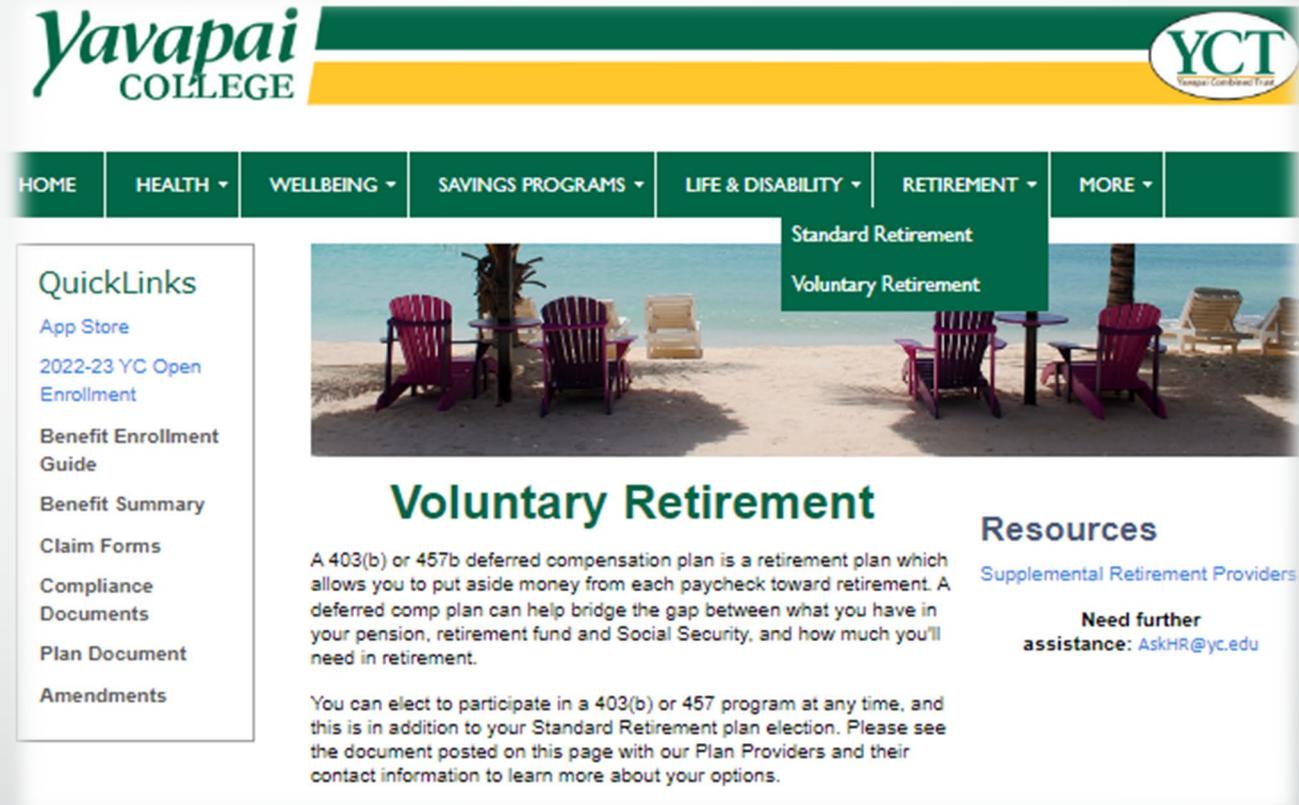
If you are electing an ORP please notify your business partner
If you are doing ASRS log into My Benefits for account set up

Elective Retirement Plans

- Tax Sheltered Annuities - 403(b) Plan
 - Pre-Tax Option
- Tax Deferred Compensation - 457 Plan
 - Pre-Tax and Roth Options

Elections can be made at any time.

If you are Interested, please contact your HR Business Partner



The screenshot shows the Yavapai College website's Retirement page. The header includes the Yavapai College logo and the YCT (Yavapai Combined Trust) logo. The navigation menu has tabs for HOME, HEALTH, WELLBEING, SAVINGS PROGRAMS, LIFE & DISABILITY, RETIREMENT, and MORE. The RETIREMENT tab is active, showing a dropdown menu with options for Standard Retirement and Voluntary Retirement. The main content area features a beach scene with lounge chairs and a table. Below the image, the heading "Voluntary Retirement" is displayed. The text explains that a 403(b) or 457b deferred compensation plan is a retirement plan that allows you to set aside money from each paycheck. It also notes that you can elect to participate in a 403(b) or 457 program at any time, in addition to your Standard Retirement plan election. A "Resources" section provides a link to "Supplemental Retirement Providers" and contact information for further assistance: AskHR@yc.edu.

QuickLinks

- [App Store](#)
- [2022-23 YC Open Enrollment](#)
- [Benefit Enrollment Guide](#)
- [Benefit Summary](#)
- [Claim Forms](#)
- [Compliance Documents](#)
- [Plan Document](#)
- [Amendments](#)

Voluntary Retirement

A 403(b) or 457b deferred compensation plan is a retirement plan which allows you to put aside money from each paycheck toward retirement. A deferred comp plan can help bridge the gap between what you have in your pension, retirement fund and Social Security, and how much you'll need in retirement.

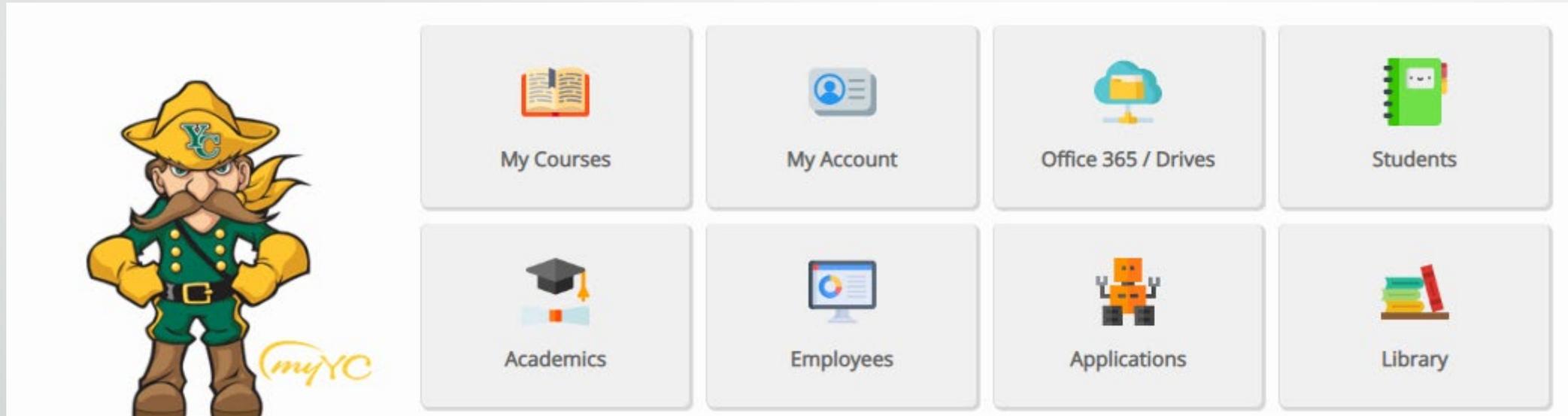
You can elect to participate in a 403(b) or 457 program at any time, and this is in addition to your Standard Retirement plan election. Please see the document posted on this page with our Plan Providers and their contact information to learn more about your options.

Resources

[Supplemental Retirement Providers](#)

Need further assistance: AskHR@yc.edu

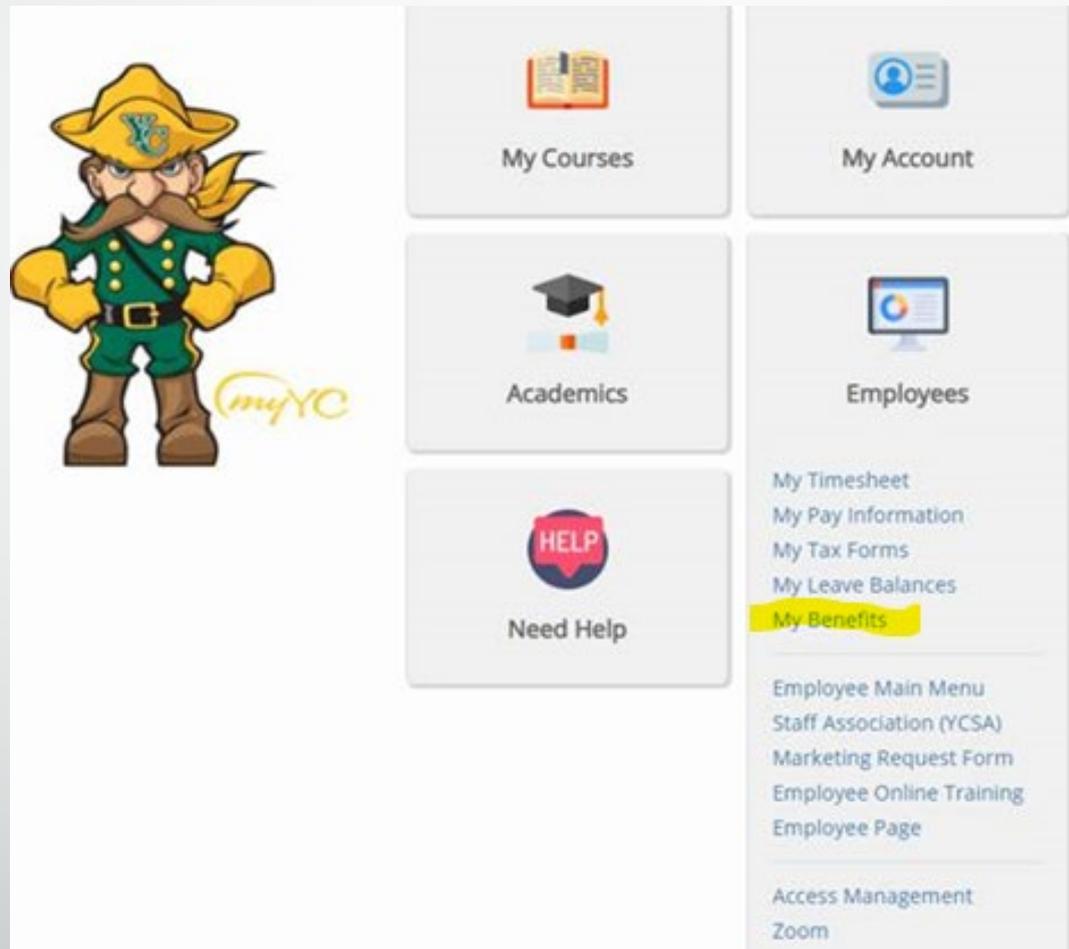
My YC Portal



- Your YC Portal contains:
 - Employee Dashboard: Timesheet, Pay Stubs, Earnings History, W2's
 - My Benefits
 - My Learn
 - My Perform

My Benefits

Access **My Benefits** through your **Employee Portal**



The screenshot displays the Employee Portal interface. On the left is a cartoon mascot of a man with a yellow hat and green outfit, with the text "myYC" below it. The main area contains several navigation buttons: "My Courses" (with a book icon), "My Account" (with a person icon), "Academics" (with a graduation cap icon), "Employees" (with a computer monitor icon), and "Need Help" (with a red "HELP" sign icon). Below the "Employees" button is a list of links: "My Timesheet", "My Pay Information", "My Tax Forms", "My Leave Balances", and "My Benefits" (which is highlighted in yellow). At the bottom, there are additional links: "Employee Main Menu", "Staff Association (YCSA)", "Marketing Request Form", "Employee Online Training", "Employee Page", "Access Management", and "Zoom".

My Benefits

Select the **New Employees** section and get started!

The screenshot shows the Yavapai College My Benefits Portal. At the top is the Yavapai College logo and the YCT (Yavapai Combined Trust) logo. Below the header is a navigation menu with tabs for HOME, HEALTH, SAVINGS PROGRAMS, LIFE & DISABILITY, RETIREMENT, and OTHER BENEFITS. On the left side, there is a 'QuickLinks' sidebar with links to: 2020 - 2021 YCT Benefits Enrollment Guide, 2020 - 2021 Benefit Summary, 2020 - 2021 YCT Plan Document, App Store, Claim Forms, and Compliance Documents. The main content area features a welcome message: 'Welcome, Lisa to My Benefits Portal!' followed by instructions on how to use the portal. Below the text are four large, green-tinted buttons with images and text: 'Open Enrollment' (with an image of two women), 'Retirement' (with an image of a mascot), 'New Employees' (with an image of a man), and 'Total Rewards' (with an image of two women). A yellow arrow points from the 'New Employees' button towards the right side of the page.

This screenshot shows the enrollment instructions page. It features the same Yavapai College and YCT logos at the top. The navigation menu is identical to the previous page. A 'QuickLinks' sidebar is present on the left. The main content area starts with a video player titled 'Welcome to Yavapai College! We are glad you joined the team!'. Below the video, there is a section titled 'Prepare for Your Enrollment' with a list of tasks: Review the Benefit Summary, Review the Enrollment Guide, Review the Plan Documents, Check out the Cost Estimator tool, and Review information in the main menu links above. This is followed by a section titled 'Three Easy Steps to your Benefit Elections' with a numbered list: 1. Choose your retirement plan, 2. Consider donating to the YC Foundation in support of our students, and 3. To enroll in medical, dental, vision, flexible spending account, health savings account, and/or voluntary life insurance, get started here: A yellow arrow points from the third step to a 'Start Now' button. To the right of the button is a yellow star with a face. At the bottom, there is a note: '**Please have your benefit elections completed within 31 days of your start date**' and a link for 'Tips when completing enrollment:'.

My Benefits Cost Estimator

Cost Estimator

A decision-support tool to help you select the best medical plan for you!

The **Cost Estimator** allows you to use your real claims data from the past year, or a national average, to estimate your claims for the next year. Then compare what your costs will be in each of the three plans.

Tell us about your expected healthcare usage

Choose from one of our pre-defined usage scenarios or personalize your usage for the upcoming plan year and we will estimate how much each plan will cost you.

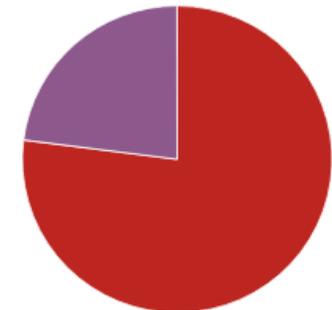
National Average

Group Average Claims Data

Customize Usage

Note: Number of uses and costs are based on national claims averages for persons with similar age, gender, and regional demographics as you and your dependents.

0	Immediate Medical Care ?	\$0.00
0	Outpatient Care ?	\$0.00
0	Inpatient Hospitalization ?	\$0.00
10	Physician Office Care ?	\$1,992.85
9	Prescription Drugs and Refills ?	\$594.66
Total Usage Cost		\$2,587.51



We have an App for that!

Available through **Quicklinks** - you can go to the App store for **Summit, Teladoc, HealthEquity and Jorgensen Brooks** - all have an App.



Yavapai COLLEGE

HOME HEALTH SAVI

QuickLinks

- 2020 - 2021 YCT Benefits Enrollment Guide
- 2020 - 2021 Benefit Summary
- YCT Plan Document 7/1/19
- App Store**
- Compliance Documents

This is a list of the mobile apps available to you to help you access your benefits on y

Summit Mobile Apps



Summit Mobile App Available for your Health and FSA benefits in Your App Store

Teladoc Mobile App



Teladoc Mobile App Available in Your App Store

Health Equity App



Voluntary Benefits

- We offer the following voluntary benefits to give you more options for additional benefits customized to your needs:
 - AFLAC plans
 - Critical Illness
 - Accident
 - Hospital Indemnity
 - Identity theft protection
 - Legal Insurance
 - Home & Auto insurance
 - Renter's insurance

Dependent Verification Forms

- All required documents for **dependents you are adding (marriage certificate, birth certificates, adoption decrees, etc.)** should be uploaded through the My Benefits portal.
- Please follow the instructions as you are enrolling for benefits. These are required documents in order to cover your dependents.

Summit and YCT



- Yavapai College is part of the Yavapai Combined Trust - we partner with other agencies to make up the Trust (Yavapai County, City of Prescott, Town of Chino Valley)
- Summit Plan Administrators is the Third Party who administers our Medical, Vision, Flexible Spending, Short-Term and Long-Term Disability programs
- Summit has a call center, web portal and dedicated agents to answer questions on coverage, claims, etc. (888) 690-2020 or www.summit-inc.net
- For Medical Plans, we utilize the Blue Cross Blue Shield of AZ Network so that you may benefit from contracted rates.
- The Network is only for *Arizona providers*, not other states' Blue Cross Blue Shield providers.
- When talking with your provider(s), please tell them your medical *insurance company is SUMMIT, NOT Blue Cross Blue Shield.*
- For Dental, we utilize Delta Dental PPO and Premier Networks
- Vision Plans, there is **NOT** a provider network. You are able to choose a licensed provider for care.
- Summit issues your insurance card ONE TIME. It will not be re-issued if you change plans, change dependents or during annual open enrollment.
- Summit's website allows you to view coverage and explanation of benefits (EOB's)

Medical Plan Options

	PPO 350 Plan		PPO 600 Plan		HDHP 2800 with Health Savings Account	
	In-Network Benefits Preferred PPO Providers	Out-of-Network Non-Preferred Providers	In-Network Benefits Preferred PPO Providers	Out-of-Network Non-Preferred Providers	In-Network Benefits Preferred PPO Providers	Out-of-Network Non-Preferred Providers
Deductible per person per plan year (July 1 – June 30)	\$350/person \$700/family	\$350/person \$700/family	\$600/person \$1,200/family	\$1,200/person \$2,400/family	Individual: \$2,800 per year Family: \$5,600 per year	
Out-of-Pocket Limit (July 1 – June 30) Includes deductibles, copayments & coinsurance	Individual: \$3,350 Family: \$6,700	Unlimited	Individual: \$6,600 Family: \$13,200	Unlimited	Individual: \$2,800 per year; Family: \$5,600 per year	Individual: \$10,000 per year; Family: \$20,000 per year
Coinsurance (you pay)	20%	40%	40%	50%	0% after \$2,800 deductible met for an individual; \$5,600 family	50% after deductible met
Monthly Premium	Individual: \$72/month Employee + Spouse: \$576/mo. Employee + Children: \$510/mo. Family: \$597/mo.		Individual: \$16/month Employee + Spouse: \$191/mo. Employee + Children: \$168/mo. Family: \$197/mo.		Individual: \$30/month Employee + Spouse: \$395/mo. Employee + Child: \$350/mo. Family: \$410/mo.	

Health Savings Account

HealthEquity

Only Participants of the High Deductible Health Plan (HDHP 2800) can enroll in a Health Savings Account (HSA)

1. Save pre-tax money in a savings account
2. No “use-it-or-lose-it rule”. Any money in the HSA rolls over to future plan years, continuing to grow tax free
3. Use the HSA money to pay for qualified, eligible health care expenses, for you and your dependents, including deductibles, copays and coinsurance, with no taxes or tax penalties. Debit card will be sent to you or you can submit reimbursement requests. (*Cannot be used to pay toward Medical premiums)
4. Yavapai College contributes \$120 per month to employees who are eligible for the HSA
5. Contributions are posted each pay date, as they are deducted - your annual election is NOT “front-loaded”
6. You are eligible for an HSA if you meet all of the following: 1) you are covered under an HDHP, 2) have no other health coverage, 3) are not enrolled in Medicare, Medicaid or TriCare, and 4) cannot be claimed as a dependent on someone else’s tax return

Maximum HSA limit for Calendar year 2022

(Includes all contributions - pre-tax, post tax and employer contributions)

- Single Coverage = \$3,650
- Family Coverage = \$7,300
- Age 55+ = Additional \$1,000

To maximize your contribution (for employee only):

$\$120 \times 12 = \$1,440$ (employer contribution for employee only)

$\$3,650 - \$1,440 = \$2,210$ (this would be your annual contribution)

Flexible Spending Account



- Save pre-tax money to pay for eligible expenses such as co-pays, prescriptions, medical equipment and services.
- Use it or lose it!
- You will receive a Flex debit card.
- You can contribute up to \$2,850 for plan year 2022/23
- Contributions are posted in advance for the plan year: It is “front-loaded”

There are two types of Health FSAs:

- Traditional Flexible Spending - If you are enrolled in the PPO 350 or PPO 600:
 - All money contributed to your FSA must be used for eligible Medical, Dental, Vision and Prescription expenses incurred during that plan year.
- Limited Flexible Spending - If enrolled in the HDHP 2800:
 - All money contributed to your Limited FSA must be used for eligible Dental and Vision expenses ONLY.

Flexible Spending Account



Spend your FSA at the point of sale (Pharmacy, Dr. Office) OR request reimbursement after paying out of pocket by providing receipts and the claim form:

1. Email to flex@summit-inc.net
2. Mail to Summit at P.O. Box 25160
Scottsdale, AZ
3. Fax to 480-505-0406
4. Upload online through Summit's member portal

The deadline to submit receipts for services from July 1 until June 30 is **September 28**

Manage Your FSA Online

1. To log into your Flexible Spending Account and access your FSA information, visit:
2. <https://summitmember.Lh1ondemand.com/>
Your first login has a pre-assigned user name and password. You will use the 1st initial of your first name, full last name, and the last 4 digits of your SSN.

Example:

Joe Miller SSN xxx-
xx-1234 User name:
jmiller1234
Password:
jmiller1234

For questions or to order a replacement FSA "my benny" card, contact Summit at 1-888-690-2020

Dependent Care Spending Account

- Allows you to deduct pre-tax money to pay for eligible dependent care expenses.
- Can contribute up to \$5,000.
- Reimbursement Only
- Eligible dependents include:
 - Dependents up to age 13
 - Spouses needing care
 - Parents needing care
 - IRS definition of “dependent” on your taxes

Unlike the Medical FSA, Dependent Care contributions are posted each pay date, as they are deducted - your annual election is NOT “front-loaded”.

Teladoc Services



Teladoc

- ▶ Visits are reimbursed to you for a **\$0** cost if you are enrolled in the PPO 350 and PPO 600 Plans
- ▶ **\$55** per visit if you are enrolled in the HDHP 2800

Physician

FOR ISSUES LIKE:

- Cold & flu symptoms
- Bronchitis
- Allergies
- Pink eye
- And more!

Dermatologist

FOR ISSUES LIKE:

- Skin infection
- Acne
- Skin rash
- Abrasions
- Moles/warts
- And more!

Therapist

FOR ISSUES LIKE:

- Stress/anxiety
- Depression
- Addiction
- Domestic abuse
- Grief counseling
- And more!

3. If medically necessary, a **prescription** will be sent to the **pharmacy of your choice**.

URGENT CARE SITUATIONS

- Ear or eye infection
- Fever
- Cuts that may need stitches
- Possible broken bones or simple fractures
- Severe sore throat
- Sprains and strains
- Vomiting / Diarrhea

EMERGENCY SITUATIONS

- Chest pain or squeezing sensation in the chest
- Seizure or loss of consciousness
- Severe abdominal pain
- Sudden paralysis or slurred speech
- Uncontrolled bleeding

Dental Plan Options

You have a choice of two dental plans: Comprehensive or Basic

- We are part of the Delta Dental network

Dental Plan Benefits Highlights and Comparison		
Network	PPO & Premier Network	
	In-Network & Out-of-Network Comprehensive Plan ¹	In-Network Only Basic Plan
Benefit Description		
Annual Deductible (July 1-June 30)	\$50/\$150	\$50/\$150
Annual Maximum (July 1-June 30)	\$2,000 (\$500 Rollover to max of \$4,000)	\$1,000
Preventive Services (subject to annual dental maximum)	100%	100%
Basic Services (includes fillings, extracts, oral surgery)	90% after ded.	70% after ded.
Major Services (includes onlays, crowns, dentures)	60% after ded.	40% after ded.
Orthodontic Services (Adult & Child)	50% up to \$1,500 Lifetime Maximum	N/A

¹ For the Comprehensive Plan if you choose to receive the services from an out-of-network dentist, you will have to pay the difference between the dentist's charges and the Plan's allowable fee in addition to the normal plan costs.

The Comprehensive Plan includes a \$500 rollover to a maximum of \$4,000 if you get 2 preventive cleanings a year.

Vision Plan Option

One Vision plan: There is no network of providers - you can go to any qualified optometrist, ophthalmologist or optician you choose

- Each person receives benefits up to \$500 per plan year for any eligible expenses which may include:
 - Exams
 - Lenses
 - Frames
 - Prescription sunglasses
 - Contact lenses

	VISION PLAN
\$500/person benefit in the plan year (July 1 - June 30)	Employee - \$7/mo. Employee + Spouse - \$14/mo. Employee + Children - \$14/mo. Employee + Family - \$19/mo.

Please note there is no “12 month rule” between dates of service

Life Insurance

- ❖ Basic Life Insurance - offered by Securion Life
 - 2x Your Annual Base Salary (reduced payout benefit beginning age 65)
 - Paid by the College
- ❖ Voluntary Life Insurance - offered by Securion Life
 - Additional life insurance for employees, spouses and children.
 - Term life plan - premiums paid by employee through a payroll deduction
 - You may elect insurance in increments of \$10,000
 - Request up to \$500,000 for yourself and \$250,000 for your spouse (some amounts will be subject to underwriting approval following submission of a medical questionnaire)
 - **ONE-TIME GUARANTEED ISSUE AMOUNTS AVAILABLE FOR NEW HIRES!**
 - Guaranteed issue (no medical underwriting) for new hires only
 - \$250,000 for yourself and \$50,000 for your spouse
 - Child life is also available for up to \$20,000 for each child

Voluntary Life Insurance Cost Example

Employee and Spouse Supplemental Term Life Monthly Rates (based on age)

Age	< 25	25-29	30-34	35-39	40-44	45-49	50-54	55-59	60-64	65-69	70-74	75*
Rate per \$1,000 Coverage	\$0.05	\$0.06	\$0.08	\$0.09	\$0.12	\$0.21	\$0.37	\$0.61	\$0.75	\$1.31	\$2.06	\$2.38
\$5,000	0.25	0.30	0.40	0.45	0.60	1.05	1.85	3.05	3.75	6.55	10.30	11.90
\$10,000	0.50	0.60	0.80	0.90	1.20	2.10	3.70	6.10	7.50	13.10	20.60	23.80
\$20,000	1.00	1.20	1.60	1.80	2.40	4.20	7.40	12.20	15.00	26.20	41.20	47.60
\$30,000	1.50	1.80	2.40	2.70	3.60	6.30	11.10	18.30	22.50	39.30	61.80	71.40
\$40,000	2.00	2.40	3.20	3.60	4.80	8.40	14.80	24.40	30.00	52.40	82.40	95.20
\$50,000	2.50	3.00	4.00	4.50	6.00	10.50	18.50	30.50	37.50	65.50	103.00	119.00

- Joe is 30 years old
- Joe wants an extra \$50,000 of coverage in addition to the Basic Life
- The cost per \$1,000 of coverage is \$0.08 (based on age)
- $\$.08 \times 50 = \4
- Joe's monthly cost is \$4.00

Disability Insurance

❖ Short Term Disability (STD) Insurance

- Provided automatically to benefit-eligible employees and paid for by the College
- Benefit starts after a 30-day elimination period

❖ Long Term Disability (LTD) Insurance

- Your long-term disability plan is based upon your retirement plan election:
 - If you elect the ORP, LTD coverage is OPTIONAL - all premiums are employee-paid at .55% of gross pay.
 - If you elect ASRS, LTD coverage is MANDATORY - premiums are split between the employee and College at .14% of gross pay
- Benefits start after a 180-day elimination period

If you need a leave of absence, please contact your HR Business Partner

Employee Assistance Program (EAP) – Jorgensen Brooks

JBG Clinical Care

- Free for employees and dependents, the EAP offers a variety of counseling, referral and consultation services; up to 6 sessions per issue per year (released a few at a time)
- Confidential (Yavapai College is not told who uses JBG services)
- Topics include: Legal, Financial, ID theft recovery, Child and Elder care, Education, Housing
- Savings Center: Discounts on thousands of personal, home and business goods without a membership fee.
- Crisis services: available 24/7
- Medical advice: Website information provided through the Mayo Clinic

www.jorgensenbrooks.com

Phone: (888) 520-5400

Marquee Health – Health and Wellness Program



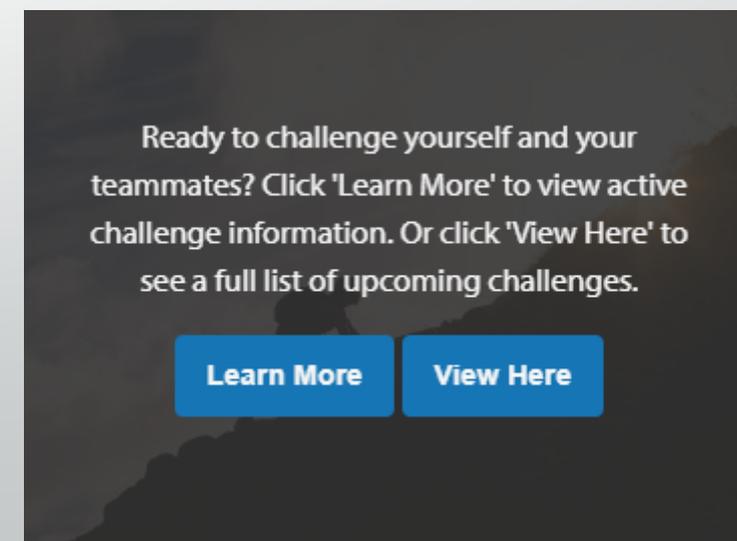
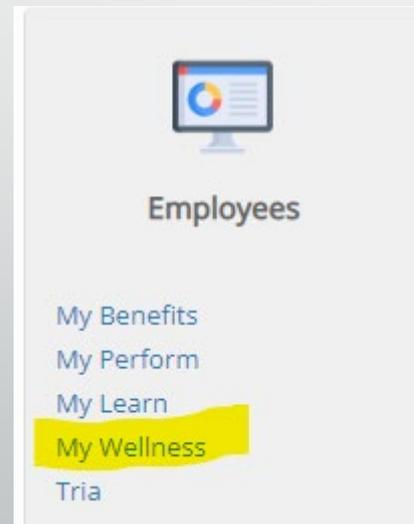
- Set health goals with professional guidance!
- Biometric screening!
- No cost for those enrolled in our medical plan!
- \$20 lower insurance premium!

Their comprehensive coaching program provides many different options, including:

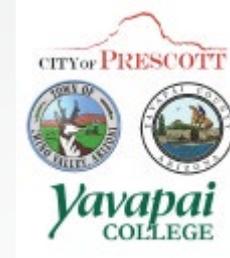
UFIT ADVANCED PHYSICAL ACTIVITY	UBALANCE STRESS MANAGEMENT	UBEAT HEART HEALTH
UFUEL PERSONALIZED NUTRITION	UPREVENT CANCER RESISTANCE	U&YOURS FAMILY HEALTH
UREST SLEEP HYGIENE	UBREATHE TOBACCO CESSATION	UTHRIVE DIABETES EDUCATION
UPLUSONE PRENATAL WELLNESS	UBODY WEIGHT MANAGEMENT	UCONTROL GENERAL HEALTH
UCENTS FINANCIAL FITNESS	UMOVE BEGINNING PHYSICAL ACTIVITY	

Visit your 'My Wellness' platform in your employee portal to connect with a coach today!

Participating in Challenges:



Tria Health – Prescription Medication Assistance



Tria Health – Save Money on Your Medications

Have you heard about Tria Health and what they can do for you as a benefit? Tria Health provides one-on-one, confidential telephonic counseling with a pharmacist. Tria Health's pharmacists are your personal medication experts and work with you and your doctor(s) to make sure your conditions are properly controlled without the risk of medication-related problems. Tria Health is recommended for members who have the following conditions and/or take multiple medications:

- Diabetes
- High Cholesterol
- Mental Health
- Osteoporosis
- Heart Disease
- High Blood Pressure
- Asthma/COPD
- Migraines

Active participants will receive **free generics and reduced select brand medications** used to treat targeted chronic conditions. You are not required to change your medications, [pharmacy](#) or doctor to receive this benefit. Participants with diabetes can also receive a free blood glucose meters and testing supplies.

To schedule your first appointment, visit www.triahealth.com/enroll or call 1.888.799.8742 to speak with a Tria Health member advocate.

Other Benefits

- Tuition Waiver
 - Full-time Staff, Faculty & Adjunct Faculty: May enroll in up to 6 credit hours at YC for credit course work per semester Tuition Free. Spouse and eligible dependent children may enroll in a partial or full program of course work at YC Tuition Free.
 - Regular Part-time Staff: May enroll for up to 3 credit hours at YC for credit course work per semester Tuition Free during each semester employed.

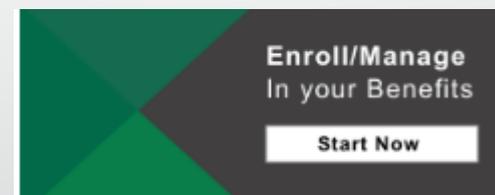
Who Can I Enroll?

- Your legally married spouse
- Your children up to age 26 for Dental, Vision, & Medical
- Mix or match - You do not have to cover all dependents in all plans
(Example, spouse has Medicare, you don't want to cover them on the Medical Plan but you want your children on. You want your spouse covered on Vision but not your children)

You DO have to cover yourself in order to cover your dependents!

How Do I Enroll?

- ❖ Review My Benefits and watch our new hire benefits video
- ❖ Prepare for your Enrollment:
 1. Review the [Benefit Summary](#)
 2. Review the [Enrollment Guide](#)
 3. Review the [Plan Documents](#)
 4. Check out the [Cost Estimator tool](#)
 5. Review information in the main menu links
- ❖ Three Easy Steps to your Benefit Elections
 1. Choose your retirement plan – you must do this within 31 days of your start date!
 2. Consider donating to the [YC Foundation](#) in support of our students
 3. To enroll in medical, dental, vision, flexible spending account, health savings account, and/or voluntary life insurance, get started here:



Please have your benefits elections completed within 31 days of your start date!

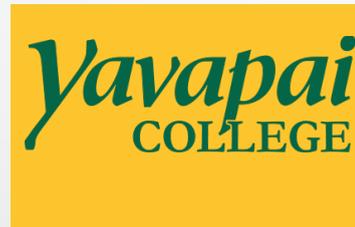
When Can I Change My Benefits?

- ❖ Three opportunities to make benefits elections or changes:
 - Initial Enrollment (only once when newly hired)
 - Open Enrollment (annually in May with an effective date of July 1)
 - Qualifying Life Event
- Qualifying Life Events include: Marriage, Divorce, Birth, Adoption, Loss of Coverage or Reduction in coverage.
 - Per IRS regulations, you have 31 days to make a change after the date of the event.

Example, if you have a new child (birth or adoption) and want to add them to your insurance, you need to log into My Benefits, add your dependent and select which benefits they will be enrolled in. You will be prompted to upload proof of the event (birth or adoption records, etc.) within 31 days. Your dependent will not be covered until you provide the required documents and we have verified them!



Employee Resources



Check out our Toolbox!

Benefits & Health

- Benefit Tools
- Benefit Plans
- COVID 19 Info/Procedures
- FMLA/Leaves/ADA Tools
- Injured @ YC?

Professional Development

- Pro Development Tools
- Performance Management
- Learn Tools

People

- New Hire Tools
- All Employee Tools
- Faculty Tools
- Provisional Faculty Tools
- Volunteer Tools
- Supervisor Tools
- Staff Mentor Toolbox
- Spanish Interpreter Program

Organization

- Organizational Charts
- Job Descriptions

Employee Life Cycle

- Hiring Process Tools
- Search Committee Tools
- Onboarding Tools
- Leaving YC?

Compensation

- Payroll Tools
- Job Analysis Tools
- Compensation Tools

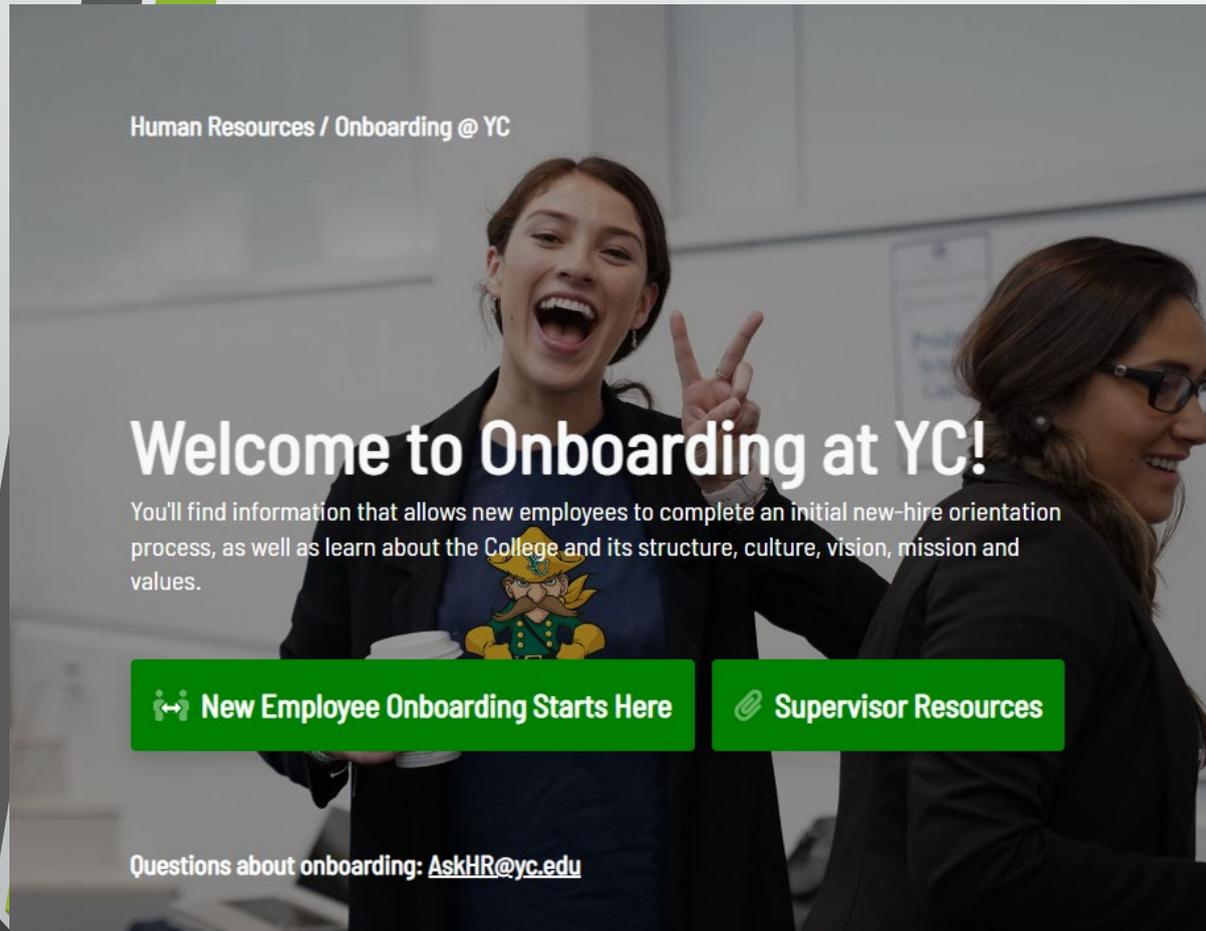
Secure Document Uploader

- Upload tool



Onboarding

Human Resources / Onboarding @ YC



Welcome to Onboarding at YC!

You'll find information that allows new employees to complete an initial new-hire orientation process, as well as learn about the College and its structure, culture, vision, mission and values.

Questions about onboarding: AskHR@yc.edu

YC's Commitment to New Employees

- New employees will feel welcomed and engaged on their first day,
- **develop relationships and feel connected,**
- have the equipment and system/location access that will set them up for success,
- **develop an understanding of the YC culture,**
- receive consistent training,
- **have opportunities for offering feedback on their job, college processes, and culture, and**
- can begin the process of planning for their long-term future and development at YC.



Staff Mentor Program

- The YC Staff Mentor Program is coordinated by the Outward Mindset Ambassador Group in conjunction with the Human Resources Department.
- The purpose of the program is to provide new employees a mentor for one year to help welcome them to YC, guide them in their new experience, and explore the culture at YC.
- We invite all full-time staff members to participate in YC's staff mentorship program. It's a great way to share the YC Way with the newest members of the Yavapai College family.
- Need Help? Contact by email [Wyatt Brannock](mailto:Wyatt.Brannock@yc.edu) or (928) 717-7793.



Questions?

Thank you for taking the time to join us today!

Need to reach out to your business partner? Use this link: [HR Business Partner List](#)

For more information. . .

Faculty, FT & PT Employees: Human Resources (928) 776-2217

Student Employees: Student Employment (928) 776-2081

Adjunct Instructors: Office of Instruction (928) 776-2310



The End