

# HR HAPPENINGS

August 13, 2021

## Faculty Compensation Schedule Change

In preparation for implementation of the 3% District Governing Board approved increase for the 2021-2022 academic year, preliminary analysis showed 10% or more of faculty would not achieve a full 3% increase due to reaching or exceeding top of grade (Step 19 in their respective grade). In lieu of supporting a Top of Grade bonus for these faculty, the HR Department recommended adding a step to the top of the faculty pay scale. This recommendation was approved by the ELT. Step 20 has been added to the faculty salary schedule which is located in the [HR Toolbox/ Compensation Tools on the HR website.](#)

## HR Annual Report

It was a busy year for the Human Resources Department. [Check out our annual report.](#)

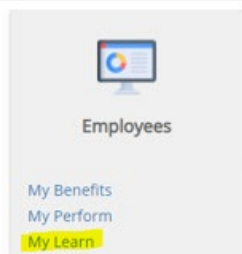


## Welcome Back Faculty!

We hope that you had a chance to rest and recharge this summer! Fall semester is just around the corner and we wanted to make sure that you were caught up on some things that happened over the summer.

First, the yearly required training was launched in July through My Learn with the due date of Oct. 31. We listened to the feedback from last year and streamlined the number of courses and amount of time that your training will take. Completion of the required training will count toward the Learning Excellence competency for the performance evaluation this year. Here's how to access your courses:

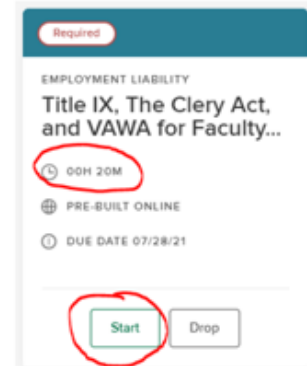
Access My Learn from your YC Portal, Employees card



## Special Issue: Welcome Back Faculty

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On your Learn Dashboard, all your courses will be listed. You can see each course length on the course card. To get started, simply click on Start for each course.



Need help? Attend an info session on how to access your courses on Thursday, Aug. 26, 12 – 12:30 pm

<https://yavapai.zoom.us/j/96806974322?from=addon>

## Live Well, Work Well from Hays

The Live Well, Work Well newsletter is produced monthly by Hays and covers topics like health, wellness, fitness, nutrition and personal finance. [This month's newsletter](#)

discusses summer travel safety tips, long-term effects of COVID-19 and how caffeine and sleep can impact your day.

## New Hire Referrals

A big thanks to YC employees for their referrals this past fiscal year!

Out of 329 new hires, 126 were referred by YC employees!

This is a true indicator of the YC culture and employee satisfaction.



## Policy 3.08 Academic Records

As a reminder to faculty right before the end of Spring 2021, Academic Systems Operational Policy 3.08: Academic Records policy was changed to be in alignment with AZ State Records Retention Schedules as follows:

Full-time faculty will retain class grade records and course syllabi for **two** years.

Adjunct faculty will turn-in class grade records to the appropriated Division Office at the end of each semester. The grade records will be retained by the Division Office for a minimum of **two** full years. Copies of course syllabi must be retained by the Division Office for a minimum of **two** full years.

Please contact the Office of Instructional Support (928) 776-2005 if you have questions.

## Faculty Salary Compensation Study

We are pleased to announce that we will be conducting a market study on all full-time faculty positions to determine equitable placement on the salary scale. Keep an eye out for a Newsflash with more information.

## Grades 9-13 Compensation

ALL Full Time Staff positions at Yavapai College are on a schedule for classification and salary market review every three years. During 2021-22, Human Resources will be reviewing the salary grades 9 – 13. If you are in these grades, keep an eye on your email – you will be receiving information soon!

## Juneteenth

In support of our equity value and President's Equity Taskforce focus, the ELT recently agreed to add another holiday to our YC offerings. Juneteenth, a federal holiday, will now be a paid holiday for all regular employees and 12-month faculty. The College will be closed that day in remembrance and celebration.

Juneteenth (officially Juneteenth National Independence Day and historically known as Jubilee Day, Emancipation Day, Freedom Day, and Black Independence Day) is now a federal holiday in the United States [commemorating the emancipation of enslaved African Americans](#). Juneteenth will be celebrated annually on the 19th of June to mark the date when some of the last enslaved people in the Confederacy were notified of their freedom following the Civil War.

Emily Weinacker, CHRO, said, "This will be a great opportunity for YC to educate our students and employees on the history and meaning of this federal holiday."

## Org. Charts

Did you know? Up-to-date YC organizational charts are available [on the HR web page.](#)

## As Seen on YC Family Facebook Page



- Love the rain
- He found himself
- I got engaged
- Hope and Grace
- I'm graduating soon

What's your 3 word happy story today?



## Outward Mindset

YC is now offering the Outward Mindset two-day training quarterly. If you haven't had a chance to enroll yet, there is space available this year! If you are a new employee, now is the time to sign up. Register by logging into the YC Portal and selecting My Learn from the Employees card. In My Learn, select Browse Training Catalog from the Quick Actions box. Search "Outward Mindset" and View Classes for Developing and Implementing an Outward Mindset. Select your dates and click on Enroll. Upcoming dates:

- Sept. 24 & Oct. 1, 2021
- Dec. 15 & 16, 2021
- Feb. 11 & 18, 2022
- May 16 & 17, 2022

## Monthly Mindset

For those of you who have attended the two-day Outward Mindset workshop, Monthly Mindset is a chance to keep the Outward Mindset principles fresh and accessible. Please join us for Monthly Mindset in August and September. These discussion groups are a chance to talk with colleagues about how Outward Mindset is working in your life, ask questions about the concepts, and practice the tools. No RSVP required for these hour-long sessions.

### **Friday, Aug. 27, 12 – 1 pm**

Topic: Befriending Fear

Facilitator: Katherine Anderson

<https://yavapai.zoom.us/j/97775447878>

### **Monday, Sept. 20, 12 – 1 pm**

Topic: Outward Mindset Journey

Facilitators: Lisa Rhine & Diane Ryan

<https://yavapai.zoom.us/j/96091401604?from=addon>