

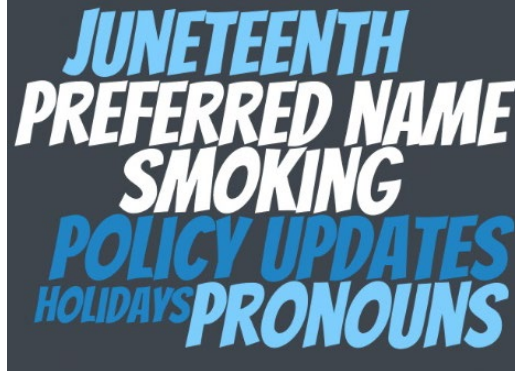
# HR HAPPENINGS

## Fitness Appraisal

For YC benefitted employees, as part of the incentive to complete a health screening or physical exam in order to earn a medical premium discount in 2022-2023, you can sign up for the Fitness Appraisal. We have added additional dates and times at both the Prescott and Verde Valley Campuses. See p. 4 of this newsletter for more details and to sign up. More info on the medical premium discount on p. 5.

## Jet Dental Teeth Cleaning

There are still appointments available for teeth cleaning with Jet Dental. All are eligible: employees, dependents, students, even if you have no insurance they will make arrangements with you. We especially need additional sign-ups at Verde Valley Campus by Nov. 10! See p. 6 for more information and sign-up links.



## Policy Updates

The following college policies have been added/revised:

### [2.08: College Holidays and Other Business Closures](#)

Added Juneteenth as a summer holiday. College will be closed. Holiday may fall on different dates due to summer school scheduling. Watch the Academic Master Calendar for exact date of closure.

Also added language to accommodate 30 hour employees.

### [10.09: Smoking and Tobacco Use](#)

Updated policy to reflect current practices. Added resource links to policy.

### [4.04: Chosen or Preferred Name Policy](#)

New policy providing students the opportunity to enter preferred name into their academic record. Being addressed by chosen or preferred names or pronouns is important part of identity and expression. Outlines where a legal name must be used (i.e.: employment, billing, transcripts, financial aid, etc.).

November 5, 2021

## In this issue

Minimum Wage Increase **P.1**

Policy Updates **P.1**

Required Training **P.1**

Fitness Appraisal/Jet Dental **P.1**

Supervisors' Corner **P.2**

Upcoming Holidays & Outward Mindset **P.2**

Program for Continuing Education Grant **P.3**

Medicare Seminar **P.3**

## Minimum Wage Increase

In accordance with A.R.S. § 23-363(B), Arizona's minimum wage will increase from \$12.15 to \$12.80 effective January 1, 2022.

The 65 cent increase in minimum wage is based on the increase in inflation between August 2020 and August 2021, as published in the U.S. Bureau of Labor Statistics' Consumer Price Index. Employees currently earning minimum wage do not need to take any action as this will automatically apply to your worked hours starting January 1, 2022.

## Required YC Training

One last reminder that your annual required training was due on October 31. If you have not yet completed this, please make time to do it. If you have any issues with your courses, please contact your [HR Business Partner](#).

## Upcoming Holidays

YC will be closed on the following dates:

Thursday, Nov. 11- Veterans Day

Wednesday, Nov. 24 –

Friday, Nov. 26,  
Thanksgiving

Monday, Dec. 20 – Friday,  
Dec. 31, Winter Break

## Outward Mindset

There is still space in the next **Outward Mindset workshop** on Dec. 15 & 16.

You must be available both days. Sign up now through your YC Portal>Employees card>My Learn. Once in My Learn, select Browse Training Catalog from the Quick Actions box. In the Search, enter Developing and Implementing an Outward Mindset. Click on View Classes and select your dates.

**Monthly Mindset discussion groups** coming up:

- Wed., Nov. 10, 2-3 pm  
Daily Dose of Outwardness in [Zoom](#)
- Fri., Jan. 21, 12-1 pm  
The Impact of Collusion with Dr. Rhine and Dr. Ryan, in person Bldg. 3-119, Prescott Campus



## Supervisors' Corner

### Strategic Initiative – Living Wage

**Good News!** ELT has approved lifting the cap on wages for student workers. That means YOU decide the hourly rate to pay student workers for the part time positions in your department. Some things to consider as you look at raising the hourly rate:

**Pay equity** – Student workers should be paid the same rate as other casual part-time workers in the same position. So if you decide to pay student workers \$15 an hour for a job, casual part time workers need to receive the same wage and vice versa.

**Budget** – This will impact your budget, so please be aware of that when you are thinking of increasing wages.

**Work Study Students** –Work study students are awarded a certain amount of dollars each year; an increase in their wages means their awards will run out sooner (i.e., an increase in wages means fewer hours worked).

**Other Student Workers** – Any student enrolled in at least 6 credits (with at least one class towards a degree) can be employed as a part-time student worker. This benefits both the department and the student (work study or regular student worker) in two ways:

1) During the academic year, a student worker does not have FICA/Medicare withheld from their pay. This saves students money and also helps with your budget since the college does not have to pay those taxes either.

2) Student workers can work up to 25 hours per week – they are NOT limited to 19.5 hours like other casual part-time employees. ASRS rules do not apply to student workers.

Ready to make changes? Please go to [the HR Toolbox](#) and complete a Personal Action Form (PAF) for each student the wage increase will apply to. Send the signed PAF to your [HR Business Partner](#).

Questions? Please contact your [HR Business Partner](#).



## Program for Continuing Education Grant

The Program for Continuing Education (PCE) is a need based grant providing one-time financial assistance to women whose education has been interrupted and who find it necessary to return to school to improve their marketable skills for employment. The grant is a maximum of \$3000 based on available funds and the applicant's individual needs.

### Eligibility:

- Is a citizen or permanent resident of the US or Canada
- Is enrolled in a certification or degree program from an accredited institution
- Is living and studying in the US or Canada for the entire course of study
- Has had a least 24 consecutive months as a non student sometime in her adult life
- Is within 18 consecutive months of completing her educational program which, at the conclusion of, will lead to employment or job advancement

A woman is not eligible for grant consideration if she:

- Is requesting the grant for use in prerequisite courses needed to secure admission into another program of study

-is choosing immediate continuation of her education beyond the current program for which the grant is requested

-is enrolled in a post-master's certificate or doctoral program

Grants may be awarded for one term of academic or technical courses, including online programs offered by an accredited educational institution in the US or Canada.

### Use of Grant

The money is intended as a grant-in-aid for educational expenses such as: tuition, books and supplies, testing and graduation fees, transportation (cost of gas, parking, or local bus fare, but not for automobile loan payments or maintenance), childcare while in class or studying, uniforms required by the educational program, equipment/tools necessary for the course of study.

The grant is not to be used for living expenses, to repay educational loans or personal debt.

To apply, contact Louise Storvick at [lstorvick@hotmail.com](mailto:lstorvick@hotmail.com). She will email applicants the next steps in the process including a pre-application income and expense worksheet and a scheduled interview.

## Medicare Seminar Coming Nov. 19

Looking for more information about how to navigate Medicare for you or a loved one? Save-the-date for a virtual Medicare workshop on Nov. 19, from 12 – 1 pm. More details will be sent soon so watch your inbox!

## As Seen on Facebook



Fall is in the air at Kachina Hall



Folks enjoying the Spanish Café at the Prescott Campus Library

# YCT HEALTH RISK & PHYSICAL FITNESS AGE PROGRAM

COVID-19 PRECAUTIONS OBSERVED



THE BELOW TESTS WILL BE CONDUCTED TO DETERMINE YOUR HEALTH & FITNESS AGE. HOW OLD ARE YOU REALLY???

- ⇒ BLOOD PRESSURE, HEART RATE AND O2% SATURATION
- ⇒ BODY COMPOSITION ANALYSIS-SKINFOLD METHOD
- ⇒ RESPIRATORY ANALYSIS
- ⇒ HEALTH AGE SCORE
- ⇒ AEROBIC FITNESS - SUB-MAX. EKG EXERCISE TREADMILL TEST (TO DETERMINE CARDIO FITNESS)
- ⇒ FLEXIBILITY ASSESSMENT
- ⇒ CORE STRENGTH/ENDURANCE – TIMED PLANK HOLD
- ⇒ MAXIMUM PUSH-UPS
- ⇒ PHYSICAL FITNESS AGE SCORE
- ⇒ COMPUTER REPORTS AND CONSULTATION



**PRESCOTT LOCATION:** YAVAPAI COLLEGE—1100 E. SHELDON ST. PRESCOTT, BUILDING 2 (ROOM 127)

**VERDE LOCATION:** YAVAPAI COLLEGE– 601 W BLACK HILLS DR. CLARKDALE, BUILDING 1 (ROOM 137)

**TIME:** 1 HOUR APPOINTMENT TIME (ON THE HOUR START TIMES)

**DATE:** CHOOSE YOUR TOP 3 DAYS/TIMES FROM THE CALENDARS AND [CLICK HERE](#) TO SCHEDULE!

## November 2021

Mon	Tue	Wed	Thu	Fri
		17 7AM-5PM	18 7AM-5PM	19 7AM-5PM
<b>PRESCOTT LOCATION</b>				
22 7AM-5PM	23 7AM-5PM			
<b>PRESCOTT LOCATION</b>				
29 9AM-4PM	30 8AM-3PM			
<b>VERDE LOCATION</b>				

## December 2021

Mon	Tue	Wed	Thu	Fri
		1 7AM-5PM	2 7AM-5PM	3 7AM-5PM
<b>PRESCOTT LOCATION</b>				
6 7AM-5PM	7 7AM-5PM	8 7AM-5PM	9 7AM-5PM	10 7AM-5PM
<b>PRESCOTT LOCATION</b>				
13 7AM-5PM	14 7AM-5PM	15 7AM-5PM	16 7AM-5PM	17 7AM-5PM
<b>PRESCOTT LOCATION</b>				



# YAVAPAI COLLEGE

## IS OFFERING FREE EMPLOYEE-SPONSORED BIOMETRIC SCREENINGS TO EARN A MEDICAL PREMIUM DISCOUNT\* IN 2022-2023



In addition to the new Wellness Program, Yavapai College is offering **FREE** Biometric health screenings this fall!

Participants who complete a screening or Schedule an annual exam with their physician will earn a medical premium discount\* for 2022-2023! Stay healthy while saving money!

### ONSITE SCREENINGS COMING FALL 2021!

Approximately a week after your health screening, you can review your results on your YCTWell portal page:

1. Log into your employee portal and select the **My Wellness** link on the Employees
2. Go to the **Biometric Screenings** tile and select **Learn More** to review your results.

**The deadline to complete your health screening is April 30, 2022. Employees who complete a health screening or annual exam by that deadline will earn a medical premium discount for their 2022-2023 medical plan.**

\*Individual results will not be shared with the HR team



**DEADLINE TO COMPLETE HEALTH SCREENING IS APRIL 30, 2022!**

#### QUESTIONS?

Contact Marquee Health at 800.882.2109 or [info@mywellportal.com](mailto:info@mywellportal.com)



We are happy to offer a new benefit for all our faculty and students at Yavapai College (Prescott and Verde Valley campuses). Jet Dental, a professional dental team, will come directly to our offices to provide comprehensive exams, preventative cleanings and x-rays at no cost (with insurance) for all our staff and any family member you would like to attend.

**WHEN:** Verde Valley Campus: November 17<sup>th</sup>; Prescott Campus: November 18<sup>th</sup>

**WHERE:** Jet Dental Trailer

**WHO:** All faculty, their dependents, and students

**COST:** **NO COST\* with INSURANCE!** Just bring your insurance info.

\*Regular preventive cleanings are covered 100% by our dental insurance. Patients with periodontal gum disease may need a deeper cleaning (known as scaling & root-planing), which requires a copay. Jet Dental's professional team will review any applicable costs before performing treatment, and can offer flexible payment options as needed.

**Please note:** We are currently only accepting appointments for patients on PPO plans (no HMO plans at this time).

Take advantage of this convenient benefit! If you have any questions, reach out to your [HR Business Partner](#). Reserve your time online: [Prescott appointment](#) OR [Verde Valley appointments](#).