

Association Newsletter | YMCA of Columbia-Willamette

For a Better Us

Association Newsletter

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From the desk of Bob Hall



Dear Staff,

In May, I wrote letting you know that the Y hired two new professionals to our Association staff.

Carolyn Rayback, VP and CFO, joined us and introduced herself to you in our June newsletter. Mark Burris, COO began working July 25, and will introduce himself to you in our August newsletter. Please, as you meet Carolyn and Mark, welcome them to our Y.

Earlier this month, along with several other staff members, I attended the General Assembly of YMCAs. The General Assembly meets once every three years. We heard an inspirational speech by Kevin Washington, the CEO of the YMCA of the USA. Among other things, Kevin reminded us to be a cause centered organization. I firmly believe that unity, inspired by our mission, vision and purpose is the key to diversity and inclusion. Uniting under the cause of our mission allows us to welcome all who stand with us as we seek to achieve our goals.

I hope you join me, each day, seeking to live out our mission. "To put the Christian principles of love, respect, honesty, responsibility and service into practice through programs that build a healthy spirit, mind and body for all."

Blessings,

Bob

From HR

New Employee "On-boarding" At ASO

Effective August 1, 2016 all individuals receiving a job offer with the YMCA of Columbia-Willamette will begin their employment with an On-boarding day at the Association Services Office. This day is their first paid day of employment. On this day newly hired employees will:

1. Complete all new hire paperwork
2. Receive instructions on how to use Compli
3. Complete New Employee Orientation (NEO) training
4. Complete Christian Principles (CP) training

All On-boarding days are posted on a Google Calendar. Supervisors will select a day for their newly hired employees. There are a variety of days throughout each month including 2 Saturdays per month.

Why On-Boarding at ASO?

- New employees feel a sense of structure
- No delay! New employees receive NEO and Christian Principle trainings at the start of employment
- New employees can be assured that their new hire paperwork is complete and correct and have the opportunity to ask questions from the source of policies and procedures (HR)
- New employees receive all Compli instructions in person

Benefits

Generally, when you enroll in benefits as a new employee (or waive coverage), you cannot make any changes until the next Open Enrollment period. However, if you experience a qualified change in status you can make mid-year changes. *You have 31 calendar days from the date of the event to request the change and provide the required documentation.*

A qualified change in status (also known as a qualifying event) can include the following:

- Marriage, divorce, legal separation or death of a spouse
- Birth, adoption, award of legal guardianship or death of a dependent
- Gain or loss of current coverage (dropped from spouses plan or enrolling in spouses plan during their OE, no longer eligible to be on parents plan, etc.

If you experience any type of qualifying event, please contact Sue Gilbert right away to determine what steps need to be completed so you do not have to wait until Open Enrollment to enroll in benefits.

From the Recruitment Desk

Career Opportunities of the Month! Visit the new [Career Center](#) for full descriptions.

Swim Instructors: Extra Benefit! All newly hired [Swim Instructors](#) will have the chance to take advantage of a 40% discount on Y-USA Instructor Certification training. With this certification instructors can enhance their aquatics portfolio. Lifeguards can qualify as well.

School Age: Fall staffing efforts have begun. Before and After Elementary child care is in need to [Site Directors](#), [Program Leaders](#) and Program Aides.

Cooks: [Child Development Centers](#) and [Camp Collins](#) are building kitchen staff. Minimal food services/kitchen experience necessary.

Use the [ERP \(Employee Referral Program\)](#) to help with recruiting efforts and receive \$250! Keep up to date on all open positions with the bi-monthly [Career Opportunities Newsletter](#).

Meet the Human Resources Interns

An HR Internship gives interns the opportunity to perform a variety of projects to help gain experience in the field of HR. You may hear from them or see them at sites as they help with training, payroll, recruitment and benefits.

Hayley Bemis: I am 22 years old and was born and raised in Tigard, OR. I was very actively involved in club soccer when I was growing up. In high school, I also played on the school's varsity team for three years. Soccer allowed me to travel all over the west coast and even to Canada when I was playing. After graduating from Tigard High School in 2012, I choose to continue my studies at Oregon State University. Go Beavs! This past June I was able to graduate with a Bachelor of Science in Business Management, and will be earning another degree in International Business this coming fall. To fulfill my International Business degree, I have received the opportunity to be an exchange student in Spain. I am so excited to attend the Universidad de Murcia in Murcia, Spain this fall!



Anne Spangler: Hello YMCA! My name is Anne Spangler and this fall I will be starting my senior year at Portland State University where I'm studying Human Resources Management and Management & Leadership. I'm very excited to be gaining experience in the HR field and working alongside amazing mentors here at the YMCA! My main interest in HR is in recruiting, but it's great to be gaining hands on experience in all areas of HR. In my free time I enjoy spending time with friends and family, reading, and exploring new places. I'm grateful for the opportunity to be an HR intern at the YMCA and working with all of you!



Eric Englund Tuition Reimbursement Program

The YMCA of Columbia-Willamette has established a fund through Eric Englund Trust, for employees that are pursuing their undergraduate degree. This fund is to help employees with books and tuition who are seeking a degree in their current employment or career within the YMCA or in a related field to positions within the YMCA. If you are interested in the Tuition Reimbursement Program new applications are being accepted until May 15, 2017. You can find the application on s:\corp\hr forms\tuition reimbursement folder.

Congratulations to the following recipients! Receiving a total of 12,500 in tuition reimbursement dollars towards their undergraduate degree.

Jessica De Le Melena, Clackamas/Clark County Family YMCA

Jennie Sowder, Childcare Division

Marshall Anderson, Sherwood Child Development Center

Kelsey Strain, Camp Collins

Ana Wakefield, Clackamas/Clark County Family YMCA

Hope Glembo, Clackamas/Clark County Family YMCA

Richard Newbill, Clark County Family YMCA

Joshua Souza, Clark County Family YMCA

Kahlea Croft, Orchards Child Development Center

Upcoming Trainings

New Employee Orientation / Christian principles trainings are more frequent due to the new process of bringing in new hires. Please check out our [Training Calendar](#) for registration information.

Are you on Direct Deposit? Are you tired of your check stubs?

Go paperless, by accessing the [Employee Portal](#). Go to the Myself tab, Pay, and Pay statements, you can click

on the box to go paperless.

You can always access the portal to retrieve statements at any time. For questions, please contact someone in Human Resources.

Congratulations to the following staff:

- Renee Brouse Executive Director of the Sherwood Regional Family YMCA who was recently awarded Business Leader of Sherwood
- Clackamas Child Development Center to successfully renewing their NAEYC accreditation