

# HR HAPPENINGS

## Outward Mindset

The 2021-2022 Outward Mindset workshop dates are ready for registration. Simply log into the YC Portal, select My Learn from the Employees card, click on Course Catalog in the main menu, and enter Outward Mindset in the Search box. On the course card, click on View Classes to see the choices and enroll by clicking on your selected dates.

- July 22 & 29, 2021
- Sept. 24 & Oct. 1, 2021
- Dec. 15 & 16, 2021
- Feb. 11 & 18, 2022
- May 16 & 17, 2022

## MONTHLY MINDSET

If you missed a Monthly Mindset discussion group, you can access the [recordings online \(log in required\)](#). Join us for these upcoming discussion groups:

- Making Outward Mindset Part of My Daily Practice  
Tuesday, June 22  
11 am – 12 pm  
<https://yavapai.zoom.us/j/96939118194>
- Red Flags of an Inward Mindset  
Monday, July 26  
1 – 2 pm,  
<https://yavapai.zoom.us/j/93525100161>



June 7, 2021

## In this issue

- Thinking of Moving? **P.1**
- Performance Eval End-of-Year **P.1**
- New Outward Mindset Dates **P.1**
- Live Well, Work Well from YC Trust **P.2**

## Thinking of Moving?

Thinking of moving out of the area or working from a different state? Before you sell your house, pack your belongings and your household, you will need to work with your supervisor and HR Business Partner to get such a virtual work arrangement approved.

Why? Every state has different labor laws that an employer must comply with that are related to the state in which the employee works. Payroll taxes may need to be submitted on your behalf to both states, your health care benefits may be impacted, and so forth. In addition, as we move forward with developing a telecommuting policy and other virtual employment agreements, there may be certain activities that are mandatory on-campus activities.

If in doubt, contact your HR Business Partner.



## Performance Evaluation End-of-Year

It's that time of year...the spring semester has ended, the fiscal year is about to close, and it's time to complete your performance evaluation.

Staff self-evaluations are due in My Perform on June 10, followed by supervisor evaluations due on June 12. When you review your supervisor's evaluation, you have the opportunity to add additional comments, and then electronically sign that you have received the evaluation. The final step is the supervisor's approval and signature due on June 13.

Why so early? We need time to make sure that all employees are eligible for the 3% increase that was approved with the budget in time for the the new fiscal year starting on July 1.

More info and helpful tools are available on the [Performance Management web page](#).

Questions? Need help? Your [HR Business Partner](#) is just an email or phone call away.

**Yavapai**  
COLLEGE

# Live Well, Work Well

June 2021

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## Outdoor Exercise Safety Tips

As we move into summer, many will want to exercise outdoors to stay active and get some fresh air. That's great news, as experts recommend at least 150 minutes of moderate aerobic activity each week. Working out in hot and humid weather can put extra stress on your body; however, there are simple precautions you can take to protect yourself.

In 2021, **50%** of gym members plan to run and do other outdoor activities instead of indoor activities.

Source: RunRepeat



### Workout Tips

By moving your workout outdoors, you can boost your mood and improve your concentration. Also, you don't need to stick to your own yard or neighborhood. Jogging trails, exercise parks, sports fields and stairs provide endless opportunities to switch up your workout. Keep in mind the following tips to safely exercise outside during the summer:

- **Avoid the hottest part of the day.** If possible, plan your workout before 10 a.m. or after 3 p.m. to dodge those strong sun rays.
- **Wear light-colored clothing.** Dark colors absorb the heat, while light colors will reflect the sun.

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Lightweight, loose-fitting clothing will help air circulate and keep you cool.

- **Apply sunscreen.** Opt for a broad-spectrum sunscreen that's at least 30 SPF. Reapply every two hours, even if the label says it's sweatproof. Wearing a wide-brimmed hat can also protect your face from sun exposure.
- **Stay hydrated with water.** Drink water before you head out, and try to take sips every 15 minutes during your workout—whether you're thirsty or not.
- **Replenish your electrolytes.** Instead of reaching for a sports drink after a workout, consider replacing electrolytes through real food like chia seeds, kale, coconut, or fruits and vegetables.
- **Listen to your body.** If you're feeling dizzy, faint or nauseous, stop immediately. Sit down in the shade and drink some water until you're feeling better.

Your body may need to adapt to outdoor workouts, so follow its lead and gradually pick up the pace or intensity. As always, talk to your doctor before you start a new exercise regimen.



## Health Benefits of Gardening

It's likely that you may already have a garden. According to the Garden Media Group, 16 million people started gardening during the pandemic.

As we enter the growing season, gardening is a great way to spend time outdoors—and get some exercise. The Centers for Disease Control and Prevention counts activities like raking and cutting grass as light to moderate exercise—while shoveling, digging and chopping wood are vigorous exercise.

In addition to physical activity, consider these health benefits of gardening:

- Increased vitamin D levels essential for body functions
- Boosted self-esteem
- Improved mood
- Reduced stress and anxiety

Talk to your doctor to learn more about ways to manage your well-being.

### 5 Herbs to Grow Indoors

Not everyone has space for an outdoor garden, so consider keeping your kitchen supplied with fresh herbs year-round. The following herbs grow well on a windowsill:

Basil      Cilantro      Mint  
Parsley      Rosemary



### 3 Ways to Snack Smartly

It's completely normal to snack throughout the workday. However, it can especially be tempting to opt for the fast, easy (but unhealthy) option if you are working from home. Keep the following three tips in mind to help you snack smartly during the workday at the office or at home.

1. **Plan your snacking.** Think ahead so you don't desperately reach for unhealthy items. At the beginning of the week, make or pre-portion your healthy snacks so they're ready to go.
2. **Be mindful of portions.** Avoid eating directly out of the bag or original container, and portion your snacks before eating.
3. **Choose healthy snacks.** Nibble on fruits, vegetables, whole grains and healthy fats to stay satisfied and full. Pass on the junk food since chips, candy and cookies can leave you feeling sluggish.

You might not have control over where you're working, but try to work away from the kitchen. Click [here](#) to learn about nutritionist-approved snack options.

## Cucumber Blueberry Salad

Makes: 4 servings

### Vinaigrette Ingredients

- 1 ½ Tbsp. extra virgin olive oil
- 2 Tbsp. white balsamic vinegar
- 1 Tbsp. lime juice
- 1 tsp. sugar
- ¼ tsp. salt
- ⅛ tsp. black pepper

### Salad Ingredients

- 1 cup fresh blueberries
- 1 medium cucumber (chopped)
- 4 cups fresh arugula
- ¼ medium red onion (thinly sliced)
- ¼ cup reduced-fat feta cheese (crumbled)
- 2 Tbsp. walnuts (coarsely chopped)
- 4 slices whole-grain bread

### Preparations

- 1) Whisk together vinaigrette ingredients in a small bowl.
- 2) Mix together all salad ingredients, except bread, in a large bowl.
- 3) Add the vinaigrette to the salad—and toss to serve.
- 4) Toast bread, then cut each slice into four pieces.

### Nutritional Information

#### (per serving)

Total calories	212
Total fat	10 g
Protein	7 g
Sodium	368 mg
Carbohydrate	24 g
Dietary fiber	4 g
Saturated fat	3 g
Total sugars	10 g

Source: MyPlate