

## 5 Steps to Ensure Employee Safety

Recently, the city sent an enterprise email talking about all the ways it is working to keep employees safe during this pandemic. Each week, we will highlight one of those steps here:

### Enhanced Cleaning Protocols

Employees are seeing additional cleaning of common areas throughout the city. The Public Works Department launched enhanced cleaning protocols which add another layer of protection to the workplace.

Using Environmental Protection Agency-approved cleaning agents or virucide, contracted custodial staff are conducting **more frequent cleaning of restrooms and kitchenettes, as well as high-touch surfaces, such as elevator buttons, door handles and light switches in city-owned facilities.**

Public facing areas with high customer interaction are also receiving additional cleaning services. Any work area where a confirmed case of COVID-19 has been reported will receive enhanced, targeted cleaning.

## COVID-19 Updates



### UPDATE: Teleworking for City Employees

The city of Phoenix continues to make the safety of its employees a top priority. Based on advice from HR and health experts, the city will extend current teleworking opportunities for certain employees **through October 16**. Some employees may be asked to return to their normal workplace sooner and will be notified by a supervisor. More details can be found in an enterprise email dated August 3.

### Financial Help for City Employees:

The city of Phoenix is committed to helping its employees in many situations, including financial hardship as a result of COVID-19. If you would like to see if you qualify for financial assistance through the city of Phoenix's [COVID-19 Hope Fund, start here](#).

### Latest City Manager Podcast:

July 31: [Interview with Kathryn Sorensen](#). Hear how her department continues to offer seamless service for customers.

### Keep Checking the Employee Updates Webpage:

The [Employee Health Updates website](#) provides the latest COVID-19 information and resources for city of Phoenix employees.

### Testing Improvements for City Employees & Their Households:

Live-virus testing site for employees and their households is located at the Washington Activity Center and is open Monday - Thursday, 7 a.m. - 3:10 p.m. Results are expected in 3 - 5 days. To schedule an appointment, call the scheduling line at **602-534-0693**. Please review [all your testing options](#) thoroughly.

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[Phoenix.gov/Newsroom](http://Phoenix.gov/Newsroom)



## Resources for Employees Impacted by In-Person School Closures

As the school year gets underway with virtual classes, there are still many questions about the reopening of Arizona schools for in-person learning. The city of Phoenix recognizes the COVID-19 pandemic has caused uncertainty for employees with school-aged children.

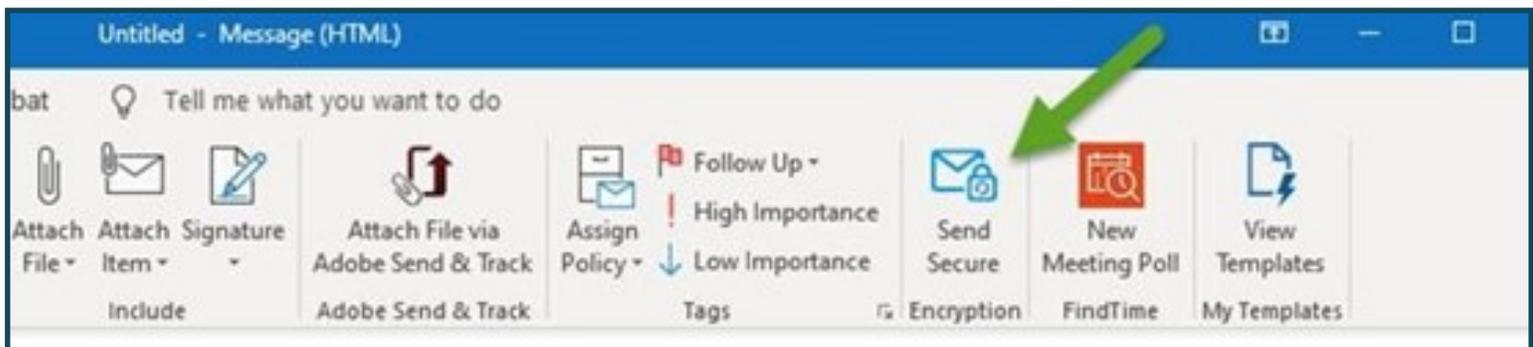
The Human Resources Department has created a [guidance document](#) detailing programs to address many of the concerns we've received from employees that fall into this category. From teleworking to various leave options, these programs are designed to help employees balance work with the needs of their families. Please contact your HR liaison if you have any questions about the [guidance document](#).

## New Citywide Email Encryption

Protecting sensitive information in emails is very important to the city of Phoenix. As you have learned from past enterprise messages, **encryption is no longer automatic** and recent changes in the encryption process help protect confidential city, employee, vendor, and resident information sent by email.

Email encryption disguises the content of your messages to protect potentially sensitive information from being read by anyone other than intended recipients. An email message should be encrypted if it is being sent to an external recipient and it contains sensitive or personally identifying information. [Learn what items](#) the city requires to be encrypted.

Since encryption is no longer automatic, you must press the **'Send Secure' [Encryption]** button found in Outlook to send encrypted email. [Learn more at IT at Your Service](#).



## Staying Informed

A reminder to check out [Phoenix.gov/Summer](https://www.phoenix.gov/Summer). This web page is maintained by the city as a resource for helping you navigate the extreme heat, wild weather and other tips to protect yourself during the monsoon. Much of the information can also be found on the city's [Facebook](#) and [Twitter](#) accounts.



## Apply for Retirement Board

Eligible employees are invited to apply for **three** employee positions on the city of Phoenix Employees' Retirement System (COPERS) Board. The positions with terms of January 1, 2021 through December 31, 2023, will be filled during a November 30, 2020 election.

Chapter 24, Section 4 of the City Charter establishes a nine-member COPERS Board to administer, manage, and operate the COPERS Plan which provides retirement, survivor, refund and disability benefits to general employees. Three of the members are elected from and by active general employees to serve three-year terms. The terms of the three current elected members expire on December 31, 2020.

Eligible candidates for the office of employee board member must have at least 10 calendar years of credited service. The usual rounding procedures, sick leave credit conversion and purchases or transfers of service from other plans, do not apply for the purposes of meeting the 10 calendar year requirement.

Any active member wishing to be a candidate for the board election must complete an application available by request from the Retirement Office.

If you are interested in receiving an application or in learning more about the COPERS' Board responsibilities and procedures, contact Trista Eaden: [trista.eaden@phoenix.gov](mailto:trista.eaden@phoenix.gov).

Applications must be received by 5 p.m. on **Friday, September 4, 2020** in the Retirement Office, 200 W. Washington St., 10th Floor, Phoenix, AZ 85003.

Join the **Conversation**



## Job of the Week

**Records Clerk II**  
\$15.31 - \$21.23/hour

This position performs clerical functions, which may vary based on assignment. Duties include reviewing documents for completeness and accuracy; retrieving a large volume of material; researching electronic, microfilmed and paper documents; classifying, correcting, indexing, filing, storing and scanning documents into a document / records management system. Other duties include customer service contact over the telephone, internet / email and in-person. Currently, vacancies exist in Aviation, Security Badging Office and the City Clerk Department.

**Requirements:** Three years of clerical recordkeeping experience, including at least one year of experience working with a large central records system.

[Check out the latest job openings here.](#)

[Check out the entire job database here.](#)

**DID YOU KNOW:** The city of Phoenix has a robust set of wellness programs for the benefit of its employees. Programs that encourage and train employees to get up and move, eat in a healthier way, and spend their money in more fruitful ways. Check out the quarterly newsletter [here](#)

## PHXTV: Virtual Reporting

The city of Phoenix recently helped coordinate two COVID testing sites in underserved parts of Phoenix with the help of federal and state partners. The 12-day testing blitz served more than 15,000 people at both Maryvale High School and South Mountain Park.



[Watch the virtual reporting from PHXTV.](#)