

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:

Facility Upgrades in Accordance with Public Health Guidelines

Employees working onsite at city facilities are already seeing significant changes to reinforce physical distancing and mitigate the risks of exposure. Some updates include the following:

- ◆ Redesign of workspaces where appropriate
- ◆ Installation of Plexiglass barriers in reception areas and other areas of the department, if necessary
- ◆ Installation of signs in common areas that provide public-health guidance for the safety of employees and customers
- ◆ Set up conference rooms and meeting spaces in adherence to physical-distancing guidelines
- ◆ Marking floors to delineate the recommended 6-foot physical-distancing requirements in facilities where people must form lines to receive services
- ◆ Marking elevator floors to enhance physical distancing
- ◆ Installation of hand-sanitizer stations throughout departments

COVID-19 Updates



Latest City Manager Podcast:

Aug 7: City Manager Ed Zuercher [updates employees about current work conditions](#) and resources to support everyone's mental, emotional and fiscal health. Also, hear from Chief Presiding Judge Don Taylor about how Phoenix Municipal Court has adapted to assist those experiencing domestic violence.

Availability for Employees and Households to Get Tested:

The city of Phoenix encourages city employees and members of their households to use free COVID-19 testing options available only to them. Live-virus, nasal-swab testing is located at the Washington Activity Center and open Monday - Thursday, 7 a.m. - 3:50 p.m. Results are expected in 2 - 5 days. Since this is not a drive-thru location, appointments are required.

To schedule an appointment, call the scheduling line at **602-534-0693**. Please review [all your testing options](#) thoroughly.

Keep Checking the Employee Updates Webpage:

The [Employee Health Updates website](#) provides the latest COVID-19 information and resources for city of Phoenix employees. You are encouraged to check it weekly.

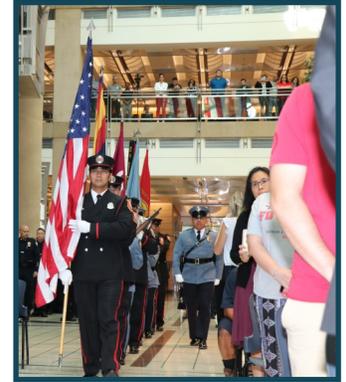
Financial Help for City Employees:

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

City 9/11 Memorial Event

The city of Phoenix will hold the 19th annual September 11 Memorial Event to honor the lives lost during the terrorist attacks on our nation. In past years, the event has been open to the public and city employees to attend in person.

However, due to the COVID-19 pandemic, this year's event will be available to watch on a livestream.



The ceremony, which will be held on Friday, Sept. 11 at 9 a.m., will include the posting of an American flag that flew over Ground Zero during the rescue and recovery operation at the World Trade Center. The event will also include city leadership providing remarks.

A link to watch the virtual event will be shared in a future issue of the PHXConnect employee newsletter.

Phoenix College Info Sessions

The next semester of classes for city of Phoenix employees through Phoenix College begins on Aug. 24. To help, two additional information sessions to assist current students as well as those that are interested in attending this college have been set up. In these informational sessions, you will be able to ask questions about the school and classes that are being offered for the semester, schedule an appointment to meet with an academic advisor or enroll for classes.

Below are the dates and times for these sessions (*please note that you can join a session anytime within the one hour time slot*):

- ◆ Thursday, Aug. 13, 5:30 - 6:30 p.m.
- ◆ Thursday, Aug. 20, 5:30 - 6:30 p.m.
- ◆ To join the meeting, [use this WebEx link](#)

Join the Conversation



City of Phoenix AZ

How to Engage Employees

Join Phoenix Hispanic Network (PHN) to discuss how employers have adjusted to the needs of their employees during the pandemic. The featured guest for this conversation will be Deputy City Manager Jeff Barton. The event is happening on Wednesday, Aug. 19 at 11:30 a.m.



*If you are a PHN member, you will receive the registration link soon. Non-members **can email the group** about joining PHN to sign up for the event.*

Brown Bag Series

Join PHN in a conversation on how to utilize technological platforms to build your brand and network remotely and to be efficient during virtual meetings and webinars. [Register today!](#)

The virtual event is happening on Thursday, Aug 27 at 11:30 a.m.

You do not need to be a member to attend this webinar.

Retirement Master Class

The city of Phoenix Retirement Master Class 3-5 will be offered as a webinar, in order to adhere to physical-distancing guidelines. The webinar, designed for employees who plan on retiring within three to five years, provides valuable insight into the following topics:

- ◆ City of Phoenix Employee Retirement System (COPERS)
- ◆ Public Safety Retirement System (PSRS)
- ◆ Medical Expense Reimbursement Plan (MERP)
- ◆ Post Employment Health Plan (PEHP)
- ◆ 457 and 401(a) programs
- ◆ Making savings last
- ◆ Social Security
- ◆ Other valuable retirement resources

The Retirement Master Class 3-5 will take place on Tuesday, September 15, 2020. The all-day course is scheduled for 8 a.m. to 4:30 p.m. Employees can register at phoenixdcp.com.

PHXTV: Virtual Reporting

Watch how one Phoenix Small Business owner has been impacted during the COVID-19 pandemic.

K.S. Garner Fashion Designs is a local fashion designer who makes trendy

and hip clothes for all sizes. She is now making masks to accompany the clothing and for every mask package she sells, she donates to first responders, hospitals, and to a foster care organization.

Her story is one of passion and giving back—watch it right now as part of [PHXTV's Virtual reporting](#).



Job of the Week

Court Clerk II

\$16.84 - \$21.23/hour

This position performs a variety of clerical tasks related to court cases. Duties may include providing customer service in person or by phone; explaining court processes to members of the public; scanning and creating case files; generating and processing dockets/documents/discovery/subpoenas; reading and interpreting court documents/defendant notices/computer printouts or case files; accessing, reading, and interpreting case-related information from data and/or image computer systems; entering and updating computer records from source documents or customer transactions; working with outside agencies; and handling cash. Currently, there are two vacancies in the Municipal Court.

Requirements: Two years of clerical or public contact experience, including one year in a courtroom or law office.

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

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

Leave Donations

The following employees are accepting leave donations. If you'd like to help, use eCHRIS to make your donation:

- ◆ Jonathan Arroyo, Parks and Recreation
- ◆ Kathleen Hernandez, Human Services
- ◆ Nikki Imperial, Police
- ◆ Darren Lomay, Phoenix Convention Center
- ◆ Timothy Cienfuegos, Water Services

To see a complete list of all employees currently accepting leave donations, [visit this web page](#).

