

PHX CONNECT

The Weekly Connection Newsletter for City of Phoenix Employees • December 21, 2021

VACCINE INFO SESSIONS

The city of Phoenix is partnering with Blue Cross Blue Shield of Arizona to bring you information and answer questions about the effectiveness and safety of the COVID 19 vaccine. Tune in to one of two sessions on Thursday, Jan. 6, to learn more, ask questions and get the answers you need to make an informed decision about getting the vaccine.

With both the Delta and Omicron variants of COVID-19 now spreading in Maricopa County, public health experts are reminding us that vaccination is still one of the best tools we have to protect against COVID and COVID-related health complications. You can register for a morning or afternoon Vaccine Information Session using the following links:

[Thursday, Jan. 6, 9-10 a.m.](#)

[Thursday, Jan. 6, 1-2 p.m.](#)

Free COVID Vaccines and Testing Options

According to the [CDC](#), most children 5 years and older, teens and adults can get a vaccine. As a reminder, employees can receive a free vaccine through the City, and testing is available for employees and household family members. For additional questions, please visit the [Vaccine Information and Resources webpage](#) or contact your HR liaison.



RETURN TO WORK—PHASE 2B

In March of 2021, the city unveiled a three-phased plan to transition teleworkers back to the office as vaccinations became more widely available. Phase 2 began in June 2021 and the city has now created a Phase 2B. This allows for continued telework at the Department Head's discretion, for anyone who applied during Phase 2 and was approved for ongoing telework during Phase 3. Phase 2B will bring workplace capacity to 50-80% and begin on Monday, Jan. 31, 2022.

The city will continue to enforce safety measures during Phase 2B, such as the mandatory face covering policy, physical distancing requirements, virtual meetings, frequent hand washing, enhanced cleaning measures, and requiring employees to stay home when sick.

Eligibility for Ongoing Telework:

Many [applications](#) for the ongoing [Telework Program](#) have already been submitted and approved. New applications or revised applications to meet the guidance below must be approved by Jan. 18, 2022 to be considered for ongoing telework into Phase 2B. New telework schedules should begin on Jan. 31, 2022. Anyone who hasn't applied for ongoing telework may be required to return to the workplace for all scheduled hours on Jan. 31, 2022. It's important to note that approval for ongoing or long-term teleworking is not guaranteed. Also, telework is largely based on the operational needs of each department and is ultimately decided by the department head.

Premium Pay

The city recently announced eligibility requirements for ARPA premium pay of up to \$2,000. One requirement is that employees cannot telework more than two days per week. Anyone who needs to adjust their telework schedule to qualify for premium pay, **must do so by Jan. 18, 2022.**

Please see the enterprise email sent on Dec. 17 for more details about the topics in this article.

FEATURED JOBS OF THE WEEK

Administrative Aides

Unit 3: \$17.97-\$26.08/hour

Unit 7: \$17.57-\$26.65/hour

Unit 8: \$18.48-\$27.49/hour

This position provides advanced administrative support within an assigned program or work area. Some positions issue instructions on behalf of a supervisor or exercise direct supervision over a small number of lower-level clerical personnel. Work involves independent decision making and a thorough knowledge of the terminology, procedures, and practices within a defined activity area. Employees plan and organize workflow utilizing departmental rules, regulations, and procedures. Examples of duties include reviewing documents for completeness and accuracy; composing and responding to a variety of correspondence; interpreting and making decisions in accordance with policies and laws; updating computer databases or other systems, running reports, comparing data, and auditing records; preparing reports or other documents; providing customer service and responding to issues or complaints; scheduling meetings or events; providing general administrative support such as accounts payable, typing, managing phone lines, and filing; and using a variety of office software such as Word, Excel and Outlook. Currently, vacancies exist in Water, Street Transportation and Retirement departments. **Requirements:** Four years of experience performing clerical duties or a bachelor's degree in public or business administration or a related field.

For more information about these positions, visit the [city's employment website](#) online or log into eCHRIS. [Check out the latest job openings.](#)

**Happy holidays and
Happy New Year!**
The PHXConnect
newsletter will
return on Jan. 5.



BEHAVIORAL HEALTH SERIES

The [registration link](#) for the next session in the Mental and Behavioral Health Resource Series is now LIVE. The City has partnered with ComPsych for this unique eight-part webinar event aimed at bringing awareness to various topics associated with mental and behavioral health. The next session, **Counseling and Therapy, Demystified**, is scheduled for noon on Dec. 29, 2021. List of upcoming sessions:

- ◆ Dec. 29: Counseling and Therapy, Demystified
- ◆ Jan. 12, 2022: Managing Staff Through Stressful Situations
- ◆ Jan. 26, 2022: Mental Health Awareness for Leaders
- ◆ Feb. 9, 2022: Resiliency: Bouncing Back after a Setback
- ◆ Feb. 23: Using Kindness to Achieve Personal Success and Happiness

To register for an upcoming webinar and to learn more about each session, please visit the [Mental and Behavioral Health Awareness Series website](#).

If you are unable to attend an event, remember the city offers a number of [wellness programs](#) and support services, including the Employee Assistance Program. You can contact [ComPsych](#) at 602-534-5433 or reach out to your HR liaison for information and resources related to mental and behavioral health for you and your family.

LEAVE DONATIONS

The following employees are accepting leave donations. Use eCHRIS to make your donation to any eligible employees. Visit the [Leave Donation website](#) for a complete list.

- ◆ **Kristi Guerriero, Public Works**
- ◆ **Cherice Hicks, Street Transportation**
- ◆ **Ofc. Cassidy Freemer, Police**
- ◆ **Joseluis Vallejo, Neighborhood Services**

LEADERSHIP GRADUATES

On Dec. 5, the Engaging Leader Program held a graduation event for its largest class of front-line supervisors. This was the 15th class, which included 33 graduates representing 25 city departments.

The five-month program provides front-line supervisors with new leadership concepts and tools and several self-assessments for personal reflection. This class also worked on five Capstone Projects which focus on process improvement ideas with sponsoring departments that such as Parks, Human Resources, and the Library. The ceremony concluded with leadership “words of wisdom” from Frank McCure in the Office of Government Relations.

Congratulations to the following graduates:

- ◆ Aaron Fritzingler
- ◆ Abner Landas
- ◆ Adam Kozma
- ◆ Brian Scholl
- ◆ Chadwick Graham
- ◆ Charles Barker
- ◆ Dominic Dominguez
- ◆ Francisco Trujillo
- ◆ Greg Thul
- ◆ Jacob Noble
- ◆ Jacquelyn Host
- ◆ Jeff Stapleton
- ◆ Jerry Temple
- ◆ Kevin Lynch
- ◆ Lindsey Vogel-Teeter
- ◆ Marcus Guzman
- ◆ Marcus Haynes
- ◆ Natalie Gruner
- ◆ Nichole Krupela
- ◆ Odette Bakker
- ◆ Renee Blakely
- ◆ Robert Ross
- ◆ Rudy Guinea
- ◆ Shoni Burg
- ◆ Simon Ramos
- ◆ Sue Wood
- ◆ Susan Lang
- ◆ Tanya Gray
- ◆ Troy Azeltine
- ◆ Velina Valencia
- ◆ Yvonne Briseno
- ◆ Yesenia Mejia
- ◆ Natalie Gruner

AIDS WALK ARIZONA 2022

Now is the time to sign up and join the city of Phoenix Fast Track Team participating in AIDS Walk



Arizona 2022. This year’s event will return to Tempe Beach Park on Sat. Feb. 19, 2022. The AIDS Walk registration and vendor village opens at 1 p.m. The walk and run start at 3 p.m.

Through Saturday, Feb. 19, the city of Phoenix Fast Track Team will be fundraising online for AIDS Walk Arizona. All proceeds benefit 14 community partner agencies in Arizona that provide critical HIV services including testing, treatment, behavioral health, housing, prevention, and more.

Register as a walker, runner or as a virtual walker and walk from anywhere in the U.S. Employee participation in the AIDS Walk is an eligible activity for city department’s EO Plans and credit will be given towards your department’s goals. [Join or donate to the city of Phoenix Fast Track Team.](#)

When we work together, we are all stronger, so let's reach our fundraising goal of \$1,200 to help keep these critical HIV services in our community!

RIDE FOR FREE ON NYE

Ride for free on Valley Metro / Phoenix public transit! Valley Metro is partnering with Coors Light for free rides starting at 7 p.m. on Dec. 31, 2021 on Valley



Metro rail, bus and paratransit. This is your opportunity to celebrate safely and not have to worry about a ride home. Valley Metro Rail will have enhanced services until 2 a.m. and buses will operate on a Sunday schedule. [ValleyMetro.org/news](https://www.valleymetro.org/news)