

## FMLA CHANGES

On November 29, 2017, the Phoenix City Council adopted recommendations from the citywide Sick Leave Work Group to implement changes to FMLA leave.

**Effective January 1, 2018**, the current FMLA leave codes “F1” and “F2” will be eliminated from eCHRIS. Under the new changes, employees will be able to choose whether to use FMLA leave from their available sick or vacation banks, whether the employee is caring for themselves or a qualifying family member. Once the employee has identified which leave bank to use, FMLA leave will be designated under one of the following codes: “FMLA Sick” or “FMLA Vacation”. This change allows the employees the freedom and flexibility to manage their FMLA leave and leave banks based upon their preferences.

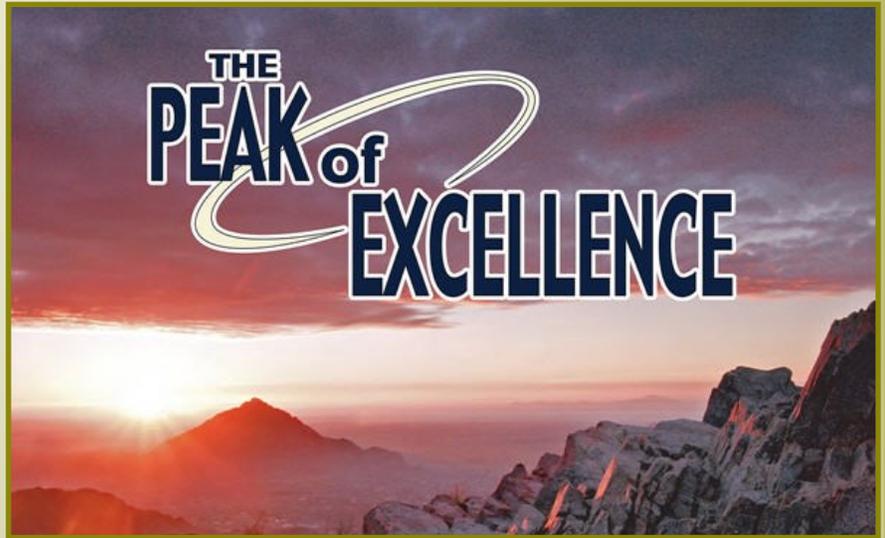
**Note: The employee is responsible for selecting whether to use “FMLA Sick” or “FMLA Vacation” leave code.**

**Additionally, the immediate supervisor has the ability to enter the employee’s requested leave code.**

Please be advised that no changes have occurred with FMLA administration through FMLASource. All current processes will continue to be administered as usual. Please continue to follow your current call-in procedures.

If there are any questions or concerns, please contact your department HR Liaison or the FMLA Administration team at [fmla@phoenix.gov](mailto:fmla@phoenix.gov).

## EXCELLENCE AWARDS



### WHO SHOULD BE RECOGNIZED?

Nominations are now being accepted for the 2017 City Manager’s Employee Excellence Awards. This program provides a high-profile means of recognizing employees for exceptional work performance and efforts related to their jobs. The program also allows the city to demonstrate to the public the high levels of achievement in their local government.

If you know an employee or group of employees who have made exceptional contributions to the city and public, be sure to nominate them for the honor. The outstanding act or accomplishment should have taken place between Jan. 1, 2017 and Dec. 31, 2017.

Nominations are being accepted through Jan. 30, 2018. Detailed criteria and links to the online nomination forms can be found on the [employee web site](#) or through the Excellence Awards link on the Inside Phoenix home page.

For more information, please contact Sue Schoenfeld in the Human Resources Department at 534-3943, or the Human Resources (HR) Center at 495-5700.



# PHOENIX @WORK WEDNESDAYS

## Estevan Castro

User Technology Specialist  
Water Services



Estevan works in the Process Control Technology Services division of the Water Services Department.

In his spare time, he enjoys doing (simple) yard work, camping, fishing and hiking.

Estevan has worked for the city for ten years.



Estevan provides end-user support for computers and network devices across all water plants and other sites.

His job includes maintaining security access control to water facilities with ID card readers and camera perimeter surveillance.

What makes the city a great place to work?

*"The vast support from peers and supervisors."*

### Fast Facts

- ◆ Dream vacation:  
**One month in Europe**
- ◆ Best place for dessert:  
**See's Candies store (free chocolate)**
- ◆ Favorite ice cream flavor:  
**Culver's Reese's Concrete Mixer**
- ◆ Favorite Phoenix facility:  
**Arizona Science Center**

Check out all of the profiles on our amazing city employees by clicking on [this link](#).

Have an idea for the next PHXConnect?

E-mail us: [phxconnect@phoenix.gov](mailto:phxconnect@phoenix.gov)

FUN FOR FREE



*Explore the Valley of the Sun  
with a free Culture Pass.*

A Culture Pass gives a library customer FREE admission for two people at participating arts and cultural institutions. Participating destinations include Arcosanti, Arizona Science Center, Desert Botanical Garden, Heard Museum, Phoenix Art Museum, Scottsdale Museum of Contemporary Art and many more.

Passes are available on a first-come, first-served basis. They cannot be renewed and they cannot be placed on hold. Check which [Culture Passes](#) are currently available at Phoenix Public Library.

Culture Pass program displays are located in each city library location. Find a laminated card for the destination in which you're interested and take it to the checkout desk. Staff will give you a date-due slip admitting two people for one visit to that museum or cultural institution during the following seven days. You do not need to return the slip; it will expire on its own. Customers are limited to one pass per family at any one time, up to two passes per month.

[View a list of participating destinations and learn more about Culture Pass.](#)

## GET "CERT"-IFIED

Want to know about how to respond to emergency situations in your community? Community Emergency Response Training (CERT) includes disaster preparedness, basic disaster medical operations, light search and rescue operations, terrorism awareness and more. **Details:**

- ◆ Monday & Tuesday, Feb. 5 & 6: 8:30 a.m. - 5 p.m.
- ◆ Wednesday, Feb. 7: 8:30 a.m. - 2 p.m.
- ◆ Phoenix Sky Harbor Airport, Aviation Corporate Office Building, 2485 East Buckeye Rd.
- ◆ Register through eCHRIS using course code **AVCERT** or email [Don Peyton](mailto:Don.Peyton).

## PARK CENTRAL LIBRARY



Imagine what it would take to create a new library? It's happening right now as "Phoenix Public Library @ Park Central" is about ready to open. This location is to make library services available during the temporary closure of Burton Barr Central Library. [PHXTV went behind the scenes to check it out.](#)



## LEAVE DONATIONS

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

- ◆ DeAndea Nerini, police comm op\*radio/911, Police
- ◆ Brittney Bales, lab technician, Police
- ◆ Jeannie Carrillo, senior center assistant, Human Services
- ◆ Tony Banks, solid waste equipment operator, Public Works
- ◆ Kevin Horacek, equipment service worker II, Public Works
- ◆ Gloria Rochin, court/legal clerk II, Municipal Court

## JOB OF THE WEEK

**Featured Listing:** Auditor Intern (\$17.04 - \$24.73/hour)

*"Work under the guidance and supervision of trained auditors and perform basic audit tasks. Perform basic investigations and preliminary audit work while conducting field audit or desk assessment, as well as developing, implementing, and tracking audit project research. Requires a bachelor's degree in accounting, finance or other closely related field."*

Each Monday, the city posts jobs available for current employees to consider. [Here's the link](#) to the most recent job opportunities.

## FINALLY ... SOME FUN

