

Respectful Conversations in the Workplace

With so much going on in the world today, we know it can be challenging to keep conversations at work solely focused on the task at hand. As a reminder, city of Phoenix Policy [A.R. 2.99](#) requires that all conversations in the workplace be respectful and civil.

No matter what views you may have on current affairs such as the COVID-19 pandemic or politics, city employees, volunteers and contractors are expected to demonstrate respect, acceptance, collaboration, openness, safety and inclusion when interacting with other city employees, customers, business contacts and the public.

Employees are asked to guard your words and to be mindful of those around you, especially while engaging in conversations related to current affairs. Please refer to [A.R. 2.99](#) for more information on this topic.

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COVID-19 Help

COVID-19 Testing Opportunities: City of Phoenix employees have access to resources like **priority testing** to help navigate this pandemic:



City of Phoenix Employee Healthcare Clinic: COVID-19 live-virus testing for employees, regardless of health plan, is available weekdays 7 a.m. - 5:40 p.m., **by appointment only**. The clinic is located at 1 N. Central Ave. **Employees can schedule an appointment** and select "COVID Virus Testing – City of Phoenix." **NEW: You must specify whether or not you are symptomatic.** This is a walk-in test site (not a drive-thru).

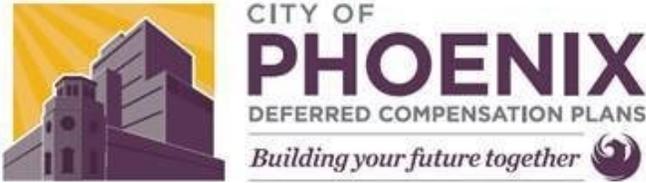
Washington Activity Center (WAC) Test Site: The Washington Activity Center is open to employees and members of their households. Schedule an appointment by calling 602-534-0693. Testing is available weekdays from 7 a.m. - 3:50 p.m. This is a walk-in test site (not a drive-thru).

Please do not visit the WAC if you are experiencing any symptoms of illness. Instead, you should contact your healthcare provider or utilize the employee healthcare clinic testing option.

COVID-19 Vaccine Information: Maricopa County has moved into Phase 1b of the **Maricopa County Vaccine Prioritization** plan. The city of Phoenix has already identified employees who fit into the initial groups of Phase 1b, and we've developed a plan to provide the vaccine through a dedicated city of Phoenix dispensing site. Once the city receives the vaccine allocation, **eligible employees who fall into the identified populations will receive an email** with instructions to set up an appointment to receive the vaccination through our dispensing site.

Right now, current city of Phoenix vaccine efforts are focused on obtaining vaccines for **eligible employees; dependents and members of the public** will be addressed in later phases. Please refer to the Jan. 7 employee notification: **Covid-19 Vaccine Distribution for City Employees**, for further details.

Retirement Master Class



The next city of Phoenix Retirement Master Class 3-5 is 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)
- ◆ Healthcare options
- ◆ Medical Expense Reimbursement Plan (MERP)
- ◆ Post Employment Health Plan (PEHP)
- ◆ 457 and 401(a) programs
- ◆ Making savings last
- ◆ Social Security

and other valuable retirement resources.

Employees can register for the Retirement Master Class 3-5 on Thursday, Jan. 21. The all-day course is from 8 a.m. - 4 p.m.

Register at PhoenixDCP.com and an email will be sent with a link to the virtual webinar.

Submit Your Nominations

The application process for this year's Outstanding Young Man/Young Woman of the Year Awards Program is currently open.

If you know of a youth in the community that should be recognized for his/her contributions, [watch this video from PHXTV](#) to see how to nominate them.



Political Activity Policy

The city of Phoenix will hold a Runoff Election on March 9, for City Council Districts 3 and 7. Registered voters in Districts 3 and 7 will elect council members for a full four-year term that begins on April 19, 2021.



The city's political activity policy allows city employees to privately express their political opinions in city of Phoenix elections. Examples of what the policy allows includes: posting private opinions on personal or nongovernmental social media accounts, displaying yard signs on nongovernmental property, signing nominating petitions and communicating with another person or group of people regarding city elections when the employee does not do so in an official capacity.

While the policy allows private political expression for city employees, there are still certain restrictions to be aware of. City employees **may NOT**:

- ◆ Use any official city authority or influence for the purpose of interfering with or affecting the results of an election.
- ◆ Participate in the management or affairs of any city candidates' campaign for Mayor of Phoenix or Phoenix City Council including, but not limited to, soliciting or making financial contributions to candidates.
- ◆ Display bumper stickers and posters on city vehicles or display bumper stickers, posters, literature, buttons, or other campaign material on city property or at their individual work sites.
- ◆ Use an official city title or designate employment with the city in political advertisements, endorsements, or speeches.

Please review [A.R. 2.16](#) and discuss the issue with your supervisor if you have any questions.



Tomorrow: LGBTQ Film Series



To a More Perfect Union: U.S. v Windsor A Pivotal Case in the Marriage Equality Movement

This documentary tells a story of love, marriage and a fight for equality. It chronicles two unlikely heroes, octogenarian Edie Windsor and her attorney, Roberta Kaplan, on their quest for justice. Edie had been forced to pay a huge estate tax bill upon the death of her spouse because the federal government denied federal benefits to same-sex couples.

Deeply offended by this lack of recognition of her more than forty-year relationship with the love of her life, Edie decided to sue the United States government - and won. **Details:**

- ◆ Thursday, Jan. 21
- ◆ Noon - 1:30 p.m.
- ◆ Virtual Meeting (link to be sent after registration)
- ◆ **Participants are asked to watch the movie before the discussion**
- ◆ Diversity credits earned with attendance

LGBTQ Support Group Meeting

Phoenix LGBTQ Employee Alliance will be hosting its monthly virtual support group for Alliance members and city of Phoenix employees.



This time will be used to offer support, ideas and resources during this difficult time. **Join us:**

- ◆ Friday, Jan. 22
- ◆ Noon - 1 p.m.
- ◆ **Join the WebEx meeting here**

Job of the Week

Parking Meter Specialist

\$17.45 - \$23.97/hour

This position is in the Traffic Services Division and works out of the Traffic Services field office, located at 1101 E. Jefferson St. The parking meter specialist will apply knowledge, skills and experience in keeping parking meters in good working condition by inspection, repair, cleaning and adjustments. Regular duties will include checking to make sure meters are in proper and fully-operational condition, cleaning, repairing, placing bags on meters when taken out of service and assist in the coin collection process as needed. Other duties include supporting the parking meter supervisor on projects when necessary.

Requirements: One year of experience in the repair of small mechanical equipment such as clocks and coin-operated devices and working irregular hours, second and/or third shifts, weekends, holidays and evenings may be required.

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

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

Did you Know?

There are several resources throughout the city to provide some economic and debt relief for city employees? Please check out the link to economic and debt services available [here](#).

Leave Donations

The following employees are accepting leave donations. Use eCHRIS to make your donation:

- ◆ Melissa Adams, Planning & Development
- ◆ Alicia McGee, Water Services

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

Join the **Conversation**

