

COVID-19 Testing for City Employees & Household Members

A new city of Phoenix COVID-19 testing site has opened to employees and their household members over the age of two. The new site is located at the Parks and Recreation Department's Washington Activity Center at 2240 W. Citrus Way, in Phoenix, north of Bethany Home Road. This is **not a drive-through test site** and **appointments are mandatory.**

Concentra is administering the test and will provide results. This is **active virus** testing that is performed using a nasal swab. Employees do not need to accompany their household member(s) to the test, but a parent must accompany a minor (child) to the appointment. Please arrive no more than 10 minutes in advance to fill out paperwork.

Tests are available Monday through Thursday from 7 a.m. to 3:10 p.m. **Appointments can only be scheduled by city of Phoenix employees.** To make an appointment, call the scheduling line at 602-534-0693, Monday through Friday from 8 a.m. to 5 p.m. A six-digit employee identification number will be required during the call, to verify employment and confirm the appointment.

Please do not visit the testing site if you are experiencing any symptoms of illness. Instead, you should seek medical attention. Face coverings are required to enter the testing facility. Visit the [Employee Health Updates](#) website for more COVID-19 information.

Weekly Updates



- ◆ **New City Manager Podcasts:**
[Episode #25:](#) City Manager Ed Zuercher updates employees about the city's response to COVID-19 with Assistant City Manager Milton Dohoney Jr.
- ◆ [Employee Updates Webpage](#)
- ◆ [FAQs on Teleworking](#)
- ◆ [Latest Stories in the PHXNewsroom](#)

Benefit in Response to COVID-19

New legislation by the Internal Revenue Service (IRS) **may allow** employees to make midyear changes to Flexible Spending Accounts (FSA). Under the original FSA guidelines, the employee would be locked into the pledge amount and bi-weekly deductions determined during open enrollment. The new provision would allow employees who qualify to adjust or stop their deductions now through the end of calendar year 2020, if their circumstances have changed due to the COVID-19 health emergency. Qualification for midyear FSA changes is based on each employee's individual circumstances. For example, if an employee has already used the amount they pledged at the beginning of the year, but the amount hasn't yet been satisfied through payroll deductions, the employee would not qualify for this provision. Please contact Human Resources Benefits at 602-262-4777 or benefits.questions@phoenix.gov to see if you qualify to adjust your FSA account.

Reminder: Extra HSA Money

Exciting news! The Health Care Benefits Trust Board has approved an increase to the Employer Health Savings Account (HSA) annual contribution!

Employees that are enrolled in the city's Savers Choice Medical Plan (High Deductible Plan) as of June 15, 2020, will receive an additional employer HSA contribution. The money will be deposited into their HSA account July 2 as follows:

- ◆ \$750 for family coverage
- ◆ \$375 for single coverage

IMPORTANT NOTE:

- ◆ Employees that switched from family coverage to single coverage during the calendar year 2020, will **not** receive the additional employer HSA contribution.
- ◆ In 2020, the IRS maximum for HSA contributions is \$3,550 for an individual and \$7,100 for a family. Under [the catch-up provision](#) (page 7), employees age 55 or older can contribute an additional \$1,000. The city's contributions and any funds you contribute through bi-weekly payroll deductions or directly to your HSA account apply to the annual [IRS maximum allowable amount](#).
- ◆ Your account balance in the HSA is yours to keep and is not forfeited even if you leave employment. Any funds unused at the end of the year will rollover to the next year. You can also change the amount you contribute through bi-weekly payroll deductions.
- ◆ Review your 2020 HSA pledge amount. If you need to adjust your contribution amount, you can do so using eCHRIS Self-Service (Benefits/ Benefits Information/Health Savings Account change).

If you have any questions, please contact the city's Benefits Office at (602)262-4777 or send an email to [Loretta Plassmeyer](#) or [the Benefits office](#).

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Job Openings

Supplies Clerk III: \$18.72 - \$26.11/hour

Supplies Clerk III*U2: \$18.42 - \$24.50/hour

Supplies Clerk III*U7: \$18.05 - \$27.41/hour

Multiple vacant positions (critical positions).

This position performs responsible supervisory and stock inventory-control work in the operation of a central supply room or warehouse which services most of the departments and agencies of the city with common use items; or a very large supply room, warehouse, or yard which services one large department with technical or specialized items. Other responsibilities include inputting and retrieving information via computer and maintaining the security of supplies and equipment. **Requires:** Working well in teams, flexibility in meeting customer demands while maintaining strict control over warehouse assets.

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

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

DID YOU KNOW: The Phoenix College Business Department, along with the city of Phoenix, is offering a unique opportunity to our employees by offering classes in downtown Phoenix. This opportunity is only for city of Phoenix employees, and is focused on your success. The classes are also eligible for tuition reimbursement. This is a first-of-its-kind partnership program letting city employees start, or continue, on the path to an Associate in Applied Science (AAS) Degree in General Business, Accounting, Management, Organizational Leadership, Administrative Professional, and more.

Leave Donations

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

- ◆ Sandra Malone, Municipal Court
- ◆ Roberto Provencio, Water Services

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