

What to Expect When You Return to the Workplace

Beginning Monday, June 7, there will be more employees in our facilities and offices, at least part of the week, as we move into Phase Two of the [Return to the Workplace plan](#). During this phase, returning to the workplace will no longer be optional for teleworkers, and instead, will be at the discretion of the department head.

Although workplace capacity is not to exceed 50% (not including areas where employees have already been working onsite) during Phase Two, our facilities are expected to be at their busiest since we first launched the temporary telework program nearly a year and a half ago.

Reducing the number of employees in our facilities has been vital in our efforts to prevent the spread of COVID-19 at work. We've also been able to maximize physical distancing in city facilities in order to make important updates to workspaces and protocols, so they align with public health guidance. Watch the special [video tour](#) to learn about some of the major changes employees will observe throughout our facilities and in individual work areas. It also highlights some of the protocols the city is asking every employee to adhere to for your own safety and the safety of others.



"Getting vaccinated is important to me because someone I care about died from COVID-19. I want to do my part to stop the spread

of this devastating illness."

-Carrie Wikle, Librarian II

COVID-19 News

COVID-19 Vaccine Safety Award Incentive

All city employees who take the COVID-19 vaccine in 2021 are encouraged to submit a completed COVID vaccine card to track percentage of workforce vaccinated for the city to reach its 50% employee vaccination goal. Employees submitting completed vaccine cards showing the dates of all required doses are eligible to receive a Vaccine Safety Award of \$75. For more information on how to receive the incentive, visit [COVID Safety Awards Procedures](#) online.

Lost Vaccine Card

If you've misplaced your COVID vaccine card, you may be able to view and print your vaccine record through the [Arizona Department of Health Services](#).

Employee COVID-19 Vaccine location

The city's designated COVID-19 vaccine dispensing site for **employees AND their household members 12 years and older** is located at the city of Phoenix Employee Driver Training Academy (EDTA), 3535 S. 35th Ave., south of Lower Buckeye Road. Appointments are required. Visit [COVID Vaccine Resources](#) to schedule an appointment.

COVID-19 Testing Opportunities

City of Phoenix employees can receive a COVID-19 test at the following locations:

- ◆ **City of Phoenix Employee Healthcare Clinic**, 1 N. Central Ave., PCR live virus nasal swab tests are for employees only, regardless of health plan, weekdays from 7 a.m. - 5:40 p.m., **by appointment only**. Click on the [Banner Health Clinic Link](#) and select "COVID Virus Testing – City of Phoenix."
- ◆ **Concentra Phoenix Airport Medical Center**, 1818 E. Sky Harbor Circle North, Suite #150, offers free Rapid COVID tests **for employees and their household members** on Tuesdays and Thursdays. Employees are required to schedule ALL test appointments and must provide employee ID when calling 602-534-0693.

Jobs of the Week

Customer Service Representative

Water Customer Services Division

\$15.98 - \$23.33/hr

This position is responsible for assisting customers over the telephone and web with a wide variety of questions, requests and complaints related to their utility account and utility bills to include, but not limited to, assisting customers with start/stop requests for services, explanation of services provided, delinquencies, billing inquires and adjustments and other issues related to utility services, using various complex computer programs. Corrects account problems by reviewing account information and generating service requests, if needed. Responds to customer inquiries regarding water consumption, leaks, and services requests.

Requirements: One year of customer service experience performing functions such as cash handling or experience in a large customer call center. May require flexibility on shift start times and work locations on short notice.

For more information about this position, visit the city's [employment website](#) online or log into eCHRIS.

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

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

Important Reminders

- **The City of Phoenix is still requiring face coverings indoors, in common areas at all city facilities and in vehicles with others, regardless of vaccination status.**
- Please note that **some city facilities**, including airport and transit facilities, are subject to federal regulations and **require face coverings at all times.**
- Appointments are still required in all city facilities.

Leave Donations

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

- ♦ Steven Pike — Water
- ♦ Tylor Gosda — Streets
- ♦ Kathleen Hernandez—Human Services

For a complete list of all employees accepting leave donations, visit the [Leave Donation website](#).

Join the **Conversation**



Did You Know?

Effective June 1, the city's Rapid COVID-19 test site for employees and household members will be located at the Concentra Airport Phoenix Medical Center. Concentra is located at 1818 E Sky Harbor Circle #150, Phoenix, AZ 85034. COVID testing is no longer available at the Washington Activity Center.

Rapid test results are typically available within 10-15 minutes of the test being administered. You will need to wait on site for results. The live-virus PCR test via nasal swab is still available upon request. According to public health experts, the PCR test is more likely to have fewer false negative results than other diagnostic tests such as the rapid test.

City of Phoenix employees must schedule **ALL** appointments at Concentra and provide their employee ID number. COVID tests are available on Tuesdays and Thursdays at Concentra by appointment. To schedule an appointment, call the scheduling line at 602-534-0693, weekdays from 8 a.m. to 5 p.m.

Free PCR live-virus testing via a nasal swab is still available for employees only at the city of Phoenix Employee Healthcare Clinic, 1 N. Central Ave., downtown. Results available within 24 hours. Employees can schedule an appointment through the [Banner online scheduling portal](#).

City Employee News and Information



Watch PHX TV to see how city employee Lewis Marshall, a Streets Motor Broom Operator, served the community in more ways than usual as a good Samaritan when he came to the aid of local resident Dennis Davis. PHX TV was there to capture the reunion of two strangers whose paths crossed one Phoenix morning as a result of a flat tire and a need for a Nurse Practitioner essential worker to get to work on time. Watch the video on the city's YouTube channel at <https://youtu.be/i3sfyig2GqU>.

HandsOn VISTA: City of Phoenix Workforce Development

Serve with the city of Phoenix - Human Services Department, Business and Workforce Development Division as a part of the city of Phoenix HandsOn Team!

For over 25 years, HandsOn Greater Phoenix has worked with nonprofits, Title I schools, neighborhood associations and government entities to assess and meet the volunteer needs of the Greater Phoenix area. The HandsOn VISTA program supports 20~ VISTA members at multiple placement sites across the valley.

Our VISTA members enable our community service partners to expand capacity and build lasting infrastructure by creating the processes and tools needed to effectively access and utilize valuable resources. HandsOn VISTA members will improve their own capacity for leading communities during and beyond their terms of service by developing their knowledge, skills, and abilities related to volunteer mobilization, civic engagement, and other areas. In addition to the site-specific work of the individual role, all of our VISTA members: participate in two AmeriCorps National Days of Service, lead projects at two HandsOn community service days, attend monthly VISTA team trainings with the other HandsOn VISTA members, and lead a monthly community volunteering opportunity. For more information on the city of Phoenix HandsOn VISTA program, [contact Ashley Henderson](#).

DIVERSITY, EQUITY & INCLUSION COORDINATOR

Be a part of the team working to make Phoenix Workforce more equitable for All!

FOR MORE INFORMATION CONTACT:
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Engaging Leader Program for Supervisors Goes Virtual

The Engaging Leader Program for front-line supervisors just completed its first 100-percent virtual co-hort session. This 5-month program focuses on 3 key areas: self, team and organizational awareness.

This leadership development training introduces its participants to a variety of new tools, concepts and assessments that will help them building skills for success. This year's class had 23 graduates representing 15 City departments.

Congratulations to the graduating Class of 2021:

Dave Adams, Parks; Danielle Ruiz, Library; Charlene Arrillaga, Convention Center; Brandy N. Ryan, Aviation; David Bishop, Aviation; Annette Soto, Parks; Mario Casillas, Convention Center; Adam Usher, Fire; Aaron Conway, Fire; Michael Vigil, Water Services; Kyle Corbin, Retirement; Chelsey Weaver, Water Services; Jacqueline Davis, Convention Center; Jessica Wibeto, Aviation; Michael E. DeRosa, Convention Center; Matthew Drexel, NSD; Dianna Evans, Public Transit; Christina Hernandez, Public Transit; Carl Langford, Streets; T.J. Penkoff, Parks; Serena Perches, Municipal Court; Steve M. Petrie, Fire and Richard Rogowski, Aviation.