



The Weekly Connection Newsletter for City of Phoenix Employees • June 16, 2021

COVID-19 NEWS

Employee COVID-19 Vaccine: 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. Visit [COVID Vaccine Resources](#) to make an appointment.

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 the 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. Visit [COVID Safety Awards Procedures](#) for details.

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](#).

COVID-19 Testing Opportunities:

-> **Employee Healthcare Clinic, 1 N. Central Ave.**
PCR live virus nasal swab tests for employees only, 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.**
Free Rapid COVID tests **for employees and their household members** on Tuesdays and Thursdays. To schedule an appointment, have employee ID and call 602-534-0693.

EAP Assistance

A year and a half after the start of the pandemic, life for many people is slowly getting back to a state that feels a little closer to normal. For others, however, feelings of depression, anxiety, stress and more are a daily struggle. The city of Phoenix wants you to know that the Employee Assistance Program (EAP) has a network of people ready to help.

All city employees and everyone in their household have access to [ComPsych Guidance Resources](#). From confidential emotional support to work-life solutions, this service offers no cost support, resources and information 24 hours a day, seven days a week. If you need assistance, please call 602-534-5433 anytime.

Return To Workplace

Phase II of the [Return to the Workplace Plan](#), which is now in place, is designed to reconnect our workgroups while maintaining protocols to keep everyone safe.

If you have been teleworking, please notice the safety precautions in place at city facilities, including electronic messaging on in city buildings and elevators, automated paper towel dispensers and new navigational signage to help you get around safely.

In case you missed it, please take a moment to [watch our Employee Welcome Back to the Workplace](#) video for great information!

Jobs of the Week

Courtroom Specialist \$18.44 - \$23.33/hour (\$18.74 - \$23.70 hour – effective 7/12/2021)

This position will provide assistance to the Judges and Hearing Officers in the courtroom by performing court-related clerical work and coordinating the flow of court cases and hearings. Job duties follow established routines, but unusual cases require the application of judgment and discretion. The position reports directly to a Court Supervisor and works daily with a City Judge or Hearing Officer. Currently, there are vacancies in the Jail Court and Courtroom Operations Sections of the Municipal Court.

Requirements: Two years of experience performing court or law office, related clerical tasks. Working irregular hours, weekends, holidays and evenings may be required.

For more information about these positions, 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.](#)

Did You Know?

It's official! The city of Phoenix is rolling out a new **Telework Program** to replace the Temporary Telework Policy that has been in place for most of the pandemic.

Phase II of the Return to the Workplace Plan (RTW) kicked off June 7, bringing some workers back to city facilities for the first time since the Temporary Telework Policy launched nearly a year and a half ago

We are excited to announce that **employees will be able to apply to telework one or more days per week on an ongoing basis, during Phase III of the RTW plan.** To obtain more information about the program and complete the online application, visit the [Telework Program Information and Resources](#) webpage.

Leave Donations

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

- ◆ Charles Rummage — Aviation

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

Class & Comp Study Underway

The city has launched a classification and compensation study to conduct a comprehensive job evaluation and market analysis focused on reviewing job descriptions or classification specifications; and compensation (salary) for those jobs.

The key goals of the study are:

- ◆ to ensure the city's job classifications are accurate and up to date
- ◆ to ensure an equitable and market-based compensation structure exists
- ◆ to better define career paths and associated training opportunities within the city
- ◆ to ensure the city's job classifications meet legal compliance such as the Fair Labor Standards Act and Americans With Disabilities Act

By now, several staff have received an email invitation requesting your participation in the Classification and Compensation Study. Through random selection, employees representing each of the city's nearly 900 job classifications were contacted by email to complete a Position Description Questionnaire (PDQ). The PDQs will provide a better understanding of the requirements of each job, to include day to day responsibilities and essential job functions.

Virtual Orientation Sessions for staff invited to participate in the PDQ process are scheduled for Wednesday through Friday of this week. Only employees who have been selected for the study should attend these sessions. For event dates and registration, visit the [city's Class & Comp Study website](#).

This study will enable the city to retain the best talent in the market and be an employer of choice for future generations.



- ◆ In 1863, President Abraham Lincoln signed the Emancipation Proclamation ending slavery in the United States. However, not everyone in the Confederate territory would be freed.
- ◆ Two years later, June 19, 1865, Union troops arrived in Texas to announce enslaved black people in the state were free by executive order.
- ◆ This day came to be known as “Juneteenth,” by the newly freed people in Texas, which was recognized as America’s second Independence Day by the United States Congress in 1997.

Everyone is invited to attend this year’s **Valley of the Sun Juneteenth Celebration** and encouraged to reflect upon the value of freedom for all. The event will take place at Eastlake Park, 16th and Jefferson streets, on Saturday, June 19. For more information, visit the [Valley of the Sun Juneteenth Celebration](#) website.

Support the Phoenix Suns



As the Phoenix Suns continue to advance in the NBA Playoffs, City Manager Ed Zuercher invites city staff to support the home team by wearing Suns’ gear and colors on game days. The official team colors are purple,

orange, black, gray and yellow. Please check with your supervisor first to make sure it’s appropriate for your work area. City employees who wear uniforms should continue to do so.



Just like the Phoenix bird rises so do our summer temperatures. The city’s [Summer Safety](#) campaign encourages residents to be aware of warning signs of heat exposure. With excessive heat warnings this week, **Watch PHXTV** for summer safety tips and visit [phoenix.gov/summer](#) for more information.



Final Racial Equity Dialogue

Join Us on Thursday, June 24 for the Final Installment of Racial Equity Dialogue Series...

Registration is now open for the eighth and final installment of the Racial Equity Dialogue Series titled, “*Now Where Do We Go from Here?*”

We have come full circle with presenter Eric M. Bailey, who introduced the series back in October. Bailey will lead an open, candid discussion about what our organization can do from here.

Awareness is only the first step. Now, let’s take action!

Bring your ideas, ask questions, or just share your comments as we work collectively to affect sustainable culture change in the city of Phoenix.

Join us Thursday, June 24 from 10—11:15 a.m. **Registration is now open.** Be sure to complete the online form to receive your WebEx invitation and **enroll in eCHRIS using Course Code: REQ008.** (These two steps will track your attendance and update your training history). If you’ve missed any of the sessions, visit the [Racial Equity Dialogue Series](#) webpage where you’ll find session recordings, speaker presentations and other relevant content.