

Proper Work Precautions

It's vital that all employees continue to follow the safety guidance and protocols that have been communicated by the city to reduce risks of exposure.

- ◆ **Stay home if you are sick**, even if your symptoms are mild.
- ◆ **All city of Phoenix employees must wear face coverings (masks) at all times in common areas** and where physical distancing of six feet or more cannot be maintained. Common areas include but are not limited to: elevators, hallways, breakrooms, and conference/meeting rooms. Face coverings will not be required when an employee is alone in an office or cubicle, or alone in a city vehicle, **as long as physical distancing of six feet or more can be maintained.**
- ◆ Continue good hygiene practices such as **washing hands for at least 20 seconds** or using an alcohol-based hand sanitizer.
- ◆ **Do not gather in large groups** while in the workplace. Workplace operations should continue to be tailored where feasible to allow for minimal interaction between employees.
- ◆ Employees should stagger lunch and break times and eat lunch in different locations to allow for six feet of physical distancing between each employee.
- ◆ There shall be no employee work group gatherings, luncheons, or potlucks during this health emergency.

Weekly Updates



- ◆ **New City Manager Podcasts:**
 - ◆ **Episode #24:** City Manager Ed Zuercher updates employees about new mask requirements and general updates, including a discussion with Planning and Development Director Alan Stephenson.
 - ◆ **Episode #23:** City Manager Ed Zuercher updates employees on impacts to city services related to COVID-19. Ed is joined by Maricopa County Disease Control Division Medical Director Dr. Rebecca Sunenshine.
- ◆ **Employee Updates Webpage**
- ◆ **FAQs on Teleworking**
- ◆ **Latest Stories in the PHXNewsroom**

Reminder of resources for employees regarding COVID-19:

The Employee Health Updates page is an extensive intranet page available for all city employees with valuable information about how the city is operating during this health pandemic, including:

- ◆ Updated COVID-19 case numbers for the city, by department
- ◆ Updated COVID-19 Frequently Asked Questions (FAQs)
- ◆ Live virus and antibody testing information for employees
- ◆ Financial assistance and loan program information
- ◆ Archive of all COVID-19 related enterprise information

To access this page, you must log in with your city credentials through insidePHX.

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 roll over 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](#).

Join the **Conversation**



Job Openings

Fire Emergency Dispatchers (Critical Position):
\$20.03 - \$29.37/hour.

Work involves answering and evaluating incoming 911 calls to determine the appropriate level of fire or emergency medical assistance required, dispatching units, giving medical pre-arrival instructions and transmitting information and messages according to established procedures.

REQUIRES: One year of experience in public contact and clerical work including experience in general typing, must be able to type a minimum 40 wpm, must be able to pass the Emergency Medical Dispatch program and the CPR training course within 3 months of hire and maintain throughout employment. **Applicants must apply by July 6.**

This is a 24-hour per day, 7 days a week operation. Employees are required to work evenings, nights, weekends, and holidays.

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

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

DID YOU KNOW: Human Resources Organizational Development has created an on-line library designed for all city of Phoenix employees to access learning tools and resources for developing professional, personal, physical, wellness and emotional [skills](#).

There are selections to help employees and leaders navigate some of the work and life challenges we may be facing during the COVID-19 health crisis.

Leave Donations

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

- ◆ Anna Madrid, Human Services
- ◆ Dennis McGrorty, Street Transportation
- ◆ Darren Lomay, Convention Center
- ◆ Brenda Garcia Steinhaus, Municipal Court

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

2020 Census: Working Together to get the Word Out

The COVID-19 health emergency has had an impact on our city. We are all being challenged in ways we've never before experienced. In spite of this reality, people living in Phoenix depend on vital, daily services provided by city employees. The 2020 Census is truly a lifeline for city of Phoenix resources. Everything from libraries, after-school programs, head start, housing, transportation and public safety are all impacted by Phoenix getting a complete count. Annually, it represents approximately \$866 million for programs serving communities citywide.

While today's reality includes unprecedented challenges, city of Phoenix staff are working hard to find ways to continue supporting programs that impact your city. With the announcement that Parks and Recreation Department summer programs such as swimming pools and recreation centers would not be opening due to the national pandemic staff quickly came together to find a creative way to support an important city initiative like the 2020 Census.

The Phoenix Census team along with Parks and Recreation staff partnered up to conduct a robust census canvassing effort. Canvassing is an important, effective tactic which helps the city provide direct, census reminders to households in areas with low response rates. All canvassers are equipped with the proper masks and gloves, and will simply drop off door-hangers.

To learn more about the 2020 Census or to respond today visit icount2020.info or call 1-844-330-2020 (English) or 1-844-468-2020 (Spanish).



Last Week: PHXConnect Survey

We are still taking your feedback about the current PHXConnect newsletter and what changes you would like to see happen.



Please take a moment to fill out this brief survey

Your feedback will help us! The survey is confidential — however, there is a space for general comments. Feel free to say if you'd like us to follow up with you on any questions or suggestions you may have.

The survey will close on Tuesday, June 30.

Employee Excellence Awards

Each year, the City Manager's Employee Excellence Awards serve as an opportunity to recognize employees who have made **exceptional contributions** to the city of Phoenix and the public.



Due to physical distancing requirements, we were unable to have the annual Employee Excellence Awards luncheon for 2019, but we still want to take a moment to acknowledge the **2019 honorees**. Please help us in congratulating these deserving employees and visit the **city's Peak of Excellence SharePoint website** to learn more about their outstanding contributions.