



PHX CONNECT

The Weekly Connection Newsletter for City of Phoenix Employees • November 25, 2020

Important: Mask Policy

City policy requires that all employees wear face coverings (face masks) at all times in common areas (regardless of the ability to physically distance).



A common area is any location where there could be more than one person present including but not limited to some of the following locations: *elevators, hallways, break rooms, conference/meeting rooms, and briefing areas (inside or outside).*

Face coverings will not be required when an employee is: *alone in an office, alone in a high-wall cubicle or alone in a city vehicle,* however a face covering is recommended when working in a high-wall cubicle. A face covering is **required at all times in a low-wall cubicle.**

Although it is not the city's desire to discipline employees for not wearing a mask, it is critically important for all employees to follow face mask policies. Should an employee or contractor arrive at City Hall or the Calvin C. Goode building without a face covering, and a city issued disposable mask is not available, they will be denied access to the facility.

If an employee is not wearing a mask in a common area, they will be reminded to do so. If an employee refuses to wear a mask, they may be sent home and/or subject to corrective or disciplinary action.

Employees who are unable to wear a face covering due to a medical reason should contact their HR liaison.

Message from Ed

It is natural to want to be close to family and friends, especially during the holidays. Thanksgiving is upon us and the COVID-19 positive numbers are rising at an alarming rate across the country and here in Phoenix. That is why I am asking each of you to put safety first this holiday. Please follow guidelines for social gatherings, including physical distancing, mask wearing, hand washing and consider virtual gatherings.

You can come in contact with the virus anywhere, including holiday gatherings, retirements, weddings and baby showers. Once exposed you put yourself, your colleagues and your loved ones at risk. The more we are able to limit our exposure to others, the more we can avoid spreading the virus.

Remember this is an illness that ranges from mild symptoms to death. It is not to be taken lightly. Our ability to protect ourselves, our families and the community is directly related to adherence to safety behaviors that help prevent the spread of COVID-19.

For safety reminders and answers to questions from your fellow employees, I encourage you to listen to the most recent **Live with the City Manager special podcast** with the



city's epidemiologist, Dr. Saskia Popescu, who provides the latest data and creative ideas for celebrating the holidays and other special events while staying safe.

Visit the city of Phoenix Human Resources site for information on free testing for employees and other frequently asked questions regarding COVID-19.

Thank you for your dedication and service to the residents of Phoenix. I wish you a safe, happy and healthy Thanksgiving.

-Ed

City of Phoenix Expanding Day Camp Options for Employees

The Parks and Recreation Department continues to offer free youth day camps for children and dependents of full- and part-time city of Phoenix employees. Attendees must be between the ages of 6 and 17, and will be accepted on a first-come, first-served basis. The day camps will support distance learning. Students can access city Wi-Fi, but must bring their own laptop or tablet and earphones to log into their virtual schoolwork.

Staff at each center are following Centers for Disease Control (CDC) guidelines and limiting group sizes in accordance with physical distancing standards. Masks or face coverings are required (unless children are unable to wear them as determined by a physician). The camps are being offered weekdays from 7 a.m. - 7 p.m., at:

- ◆ Beuf Community Center, 3435 W. Pinnacle Peak Road, 602-534-4754
- ◆ Desert West Community Center, 6501 W. Virginia Ave., 602-495-3700
- ◆ Eastlake Park Community Center, 1549 E. Jefferson St., 602-262-6759
- ◆ Longview Neighborhood Recreation Center, 4040 N. 14th St., 602-534-6570
- ◆ Paradise Valley Community Center, 17402 N. 40th St., 602-495-3777



Camps will be added at Longview Neighborhood Recreation Center, Paradise Valley Community Center and Pecos Community Center starting Monday, Nov. 30.

Registration Process:

Call the camp location of your choice to schedule a time to go to the center and register your child. The call is also to ensure there is availability at that site. When you go to the community center, take your employee badge (if you have one), or your most recent pay stub and proof of legal guardianship (birth certificate, insurance card, or other paperwork designating the child as a dependent).

Additional Camp Information:

- ◆ Do not send your child to the camp if they are sick, or if they have recently been sick or are symptomatic.
- ◆ Meals will not be provided – please send your child with a nonperishable sack lunch, snacks and a water bottle.
- ◆ City staff are not authorized to help children with toileting and cannot distribute or administer medications.

Assistance for City Employees

We realize the uncertainty of the COVID-19 health emergency can create feelings of anxiety. Help is available through the Employee Assistance Program (EAP). City employees *and everyone in their household* have access to [ComPsych Guidance Resources](#) for free support, information, and services. Please call **602-534-5433** to learn more.

The city of Phoenix is also committed to helping its employees experiencing financial hardship as a result of the COVID-19 pandemic.

If you would like to see if you qualify for financial assistance through the city of Phoenix's COVID-19 HOPE Fund, [start here](#).

COVID Testing & Flu Shots

Protect yourself, your family and the community. COVID-19 cases are rising nationally and in Arizona. There has been an increase in the number of confirmed cases among city of Phoenix employees.

The city of Phoenix offers FREE COVID-19 testing and FREE flu vaccines for employees, their dependents and household members. Please visit the [Employee Health Updates website](#) to learn how to book your appointment(s) today.



Join the **Conversation**



Get Ready for a New MentorPHX Class



Have you thought about becoming a Mentor? Or, are you looking for guidance to make progress on your professional goals? If so, you are a candidate for the MentorPHX Program!

The MentorPHX Program matches employees (Mentees) who want to enhance their leadership and organizational effectiveness skills with Mentors who are interested in sharing their expertise and networks to further develop others. The six-month development process is designed to support individuals at all levels who will commit to a one-on-one partnership. In the first three years of MentorPHX, 61 mentoring pairs completed the program and 90% of Mentees have made progress or completed their professional goals. **Key Information and Dates:**

The application process for the MentorPHX 2021 program will be open on **Dec. 1** for Mentors and **Dec. 15** for Mentees through **Jan. 15, 2021**.

If you are curious about becoming a mentor, please join us for an interactive panel discussion with previous mentors: Thursday, Dec. 3 at 10 a.m. Sign up via eCHRIS with course code: **MENTRX** and join the meeting via WebEx link: **[Join meeting \[cityofphoenix.webex.com\]](https://cityofphoenix.webex.com)**

If you are not sure if you would like to be a mentee or mentor, join us for the MentorPHX Program overview session on **Dec. 17** at 2 p.m. Sign up via eCHRIS with course code: **MENPHX** and join the meeting via WebEx link: **[Join meeting \[hrphoenix.webex.com\]](https://hrphoenix.webex.com)**

Both events will offer great information about the MentorPHX program. MentorPHX is a citywide initiative that is sponsored by the Women in Leadership (**W.I.L.**) Employee Resource Group. For more information, please visit the MentorPHX website **[MentorPHX Website](#)** or **[email your questions](#)**.

World Aids Day Film



In observance of World AIDS Day, the Phoenix LGBTQ Employee Alliance has partnered with the city of Phoenix Fast-Track Cities

Initiative for a film discussion on *COMMON THREADS*, a powerful story of the first decade of the AIDS epidemic in the US.

Everyone is invited to a candid conversation featuring a panel of community members who will be sharing their personal stories about living with HIV. You will also hear from community leaders and local HIV experts regarding the current state of HIV/AIDS and the progress made towards achieving the targets and goals identified in the Fast-Track Cities Plan.

Participants should watch the film prior to discussion. Details:

- ◆ Tuesday, Dec. 1, noon - 1 p.m.
- ◆ Register in eCHRIS with course code: **LGBTQ5**
- ◆ Link to discussion will be emailed

Excellence Awards

There's still time to submit nominations for the City Manager's Employee Excellence Awards. These awards are meant for employees to recognize other employees; managers to recognize staff; and for all of us to celebrate those who have made **exceptional contributions** to the city and the public during the 2020 calendar year.

Nominate someone or a team through Dec. 4. You can learn more about the online nomination process, categories and deadlines on the **[Peak of Excellence SharePoint site](#)**.

Career Opportunities

The regular "job of the week" article will return next week. In the meantime, career opportunities are regularly being updated. Check back often:

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

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