

The City of Spokane

Weekly News Update for May 17

Stay up-to-date on City of Spokane and employee news with our weekly Employee Update.

Updating Telework Guidelines: Effective NOW

The following guidelines for teleworking are in place **NOW!** These guidelines are meant to support a positive working environment while maintaining mission effectiveness. The guidelines include:

- **Up to three days of combination telework/flexible work schedule per week** at an alternate work location, typically the employee's home. This means that an employee must be onsite at least two days/week regardless of regular day off. For example, an employee on a 4/10 flex schedule must be onsite two days/week, and they can telework the other two days/week.
- Management has the right to adjust the number of weekly telework days to meet specific operational needs or unique circumstances.
- Management has the right to approve/disapprove telework requests though every effort should be made to accommodate the request if the employee is eligible.
- Requests for a greater number of telework days per week should be exceptionally rare, made on a case-by-case basis and vetted through HR.
- All employees seeking approval of a regular telework schedule should have an updated Telework Agreement in place by end of 2022. HR will take the lead on this process and maintain the document repository. Guidelines forthcoming.
- A new and improved Telework Agreement form is forthcoming.
- Telework training will be available for supervisors and employees.
- These guidelines apply to in-state teleworking (as well as Idaho).
- Employees must ensure dependent care is in place while teleworking.

We hope these approved guidelines provide assistance for a successful transition to post-pandemic operating conditions. As always, Human Resources is available for clarification on the information provided. Please reach out to your supporting Human Resources Analyst if you need further assistance.

Bike to Work Day Ride

Friday is National Bike to Work Day! Join us for a ride from The Hive, exploring the planned Pacific Avenue Greenway route, over the new University District Gateway Bridge, and through Riverfront Park on the Centennial Trail, ending at City Hall for coffee at the City of Spokane's Energizer Station.

Date: Friday, May 20

Time: 8:15 a.m.

Location: The Hive, 2904 E Sprague Avenue

You're Invited! 2021 City of Spokane Employee Awards Ceremony

You are invited to the City of Spokane Employee Awards Ceremony where we will recognize our employees and the accomplishments for 2021.



Please join us!

Wednesday, June 1, 2022

The Pavilion at Riverfront Park

4:30 p.m. with reception to follow

Kindly RSVP to mayor@spokanecity.org

More Information to Assist You

Here are some more resources from our Employee Assistance Program:

- [Mental Health is Real](#)

Good mental health, like good physical health, is important to human wellbeing. As the World Health Organization (WHO) puts it, "Mental health is an integral part of health; indeed, there is no health without mental health." And the mental health of employees is a critical element in the success of any organization.

- [Manage Stress and Build Resilience](#)

It's hard to avoid stress. Work, money, current events, and the hassles of everyday life are just a few of the things that can cause stress. Long-term, or chronic, stress is linked to several health conditions like heart disease, high blood pressure, diabetes, depression, and anxiety.

It's important to learn how to manage stress so it doesn't overwhelm you. The first step is to recognize your body's signals. These could include headaches, poor concentration, or feeling on edge. Once you identify these signs, work to counter their effects. Some people benefit from deep breathing, going for a walk, or writing down their thoughts.

Employee Information Portal (covid19.spokanecity.org/)

Remember, this Employee Information Portal is a great resource for employees to stay current on what's happening with the COVID-19 response. The [Employee Information Portal](#) can be accessed from work or home, using a computer or mobile device. All of the emailed information we have sent to employees is archived here.