

The City of Spokane

Weekly News Update for May 5

Information about COVID-19 is evolving rapidly, and our important work as a City is continuing. We want to make sure our City employees have up-to-date information on both COVID and employee news. We will provide this update, as needed, to communicate what you need to know, while we work to reduce the spread of this disease in our community and continue to provide critical public services.

Employees Only Downtown

Historic Walking Tour

Happy Historic Preservation Month! The Historic Preservation Office is excited to announce our first ever City/County Employees only tour of downtown Spokane. We'll talk about buildings from the time just after the Great Fire of 1889; discuss some mid-century structures; gossip about missing millionaires and other odd stories we've heard; point out where Bob's Chili Parlor once was; touch on Spokane's one time International District; and much, much more! The walk will be about 1.5 miles at a leisurely pace. Meet at the Looff Carrousel on **Wednesday, May 25 at noon**. In order to keep the group to a manageable size, we're asking those interested to [sign up NOW!](#)



Photo of the original City Hall Building on Front (now Spokane Falls Boulevard) and Howard Street. Constructed in 1894 and demolished in 1914 for the construction of the Northern Pacific Railroad Depot (demolished for Expo '74).

Updating Telework Guidelines: Effective May 15

As data continues to show a decline in positive COVID case trends in our area, the City of Spokane will be phasing back into a work environment that more closely resembles pre-pandemic operations at City Hall and other City facilities. As such, along with lifting the masking mandate and relaxing social distancing restrictions, the following approved guidelines for teleworking will be in place **effective Sunday, May 15** to better align the City's operational posture with post-pandemic conditions. 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 2 days/week regardless of regular day off. For example, an employee on a 4/10 flex schedule must be onsite 2 days/week, and they could telework the other 2 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 employee 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.

Your leadership will be working with you on implementation shortly. 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.

More Information to Assist You

Here are some more resources from our Employee Assistance Program:

- [Healthy Relationships in Adolescence](#)
During adolescence, young people learn to form safe and healthy relationships with friends, parents, teachers, and romantic partners. Both boys and girls often try different identities and roles during this time, and relationships contribute to their development. Peers, in particular, play a significant role in identity formation, but relationships with caring adults — including parents, mentors, or coaches — are also important for adolescent development. Often, the parent-adolescent relationship is the one relationship that informs how a young person handles other relationships. Unfortunately, adolescents sometimes develop unhealthy relationships and experience or exhibit bullying or dating violence.

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.