

The City of Spokane

## Weekly News Update for July 18

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

### **Interim City Administrator**

Garrett Jones will be the interim city administrator through the end of the year. His Parks and Recreation team is prepared to support his work as the director of that division. Jason Conley will assist by serving as interim Parks and Recreation division director.

We appreciate the willingness of the organization to step forward in this time of transition to keep delivering the services our community expects.

### **Order A Name Plate For Your Office**

Reprographics is accepting your name plate orders! To place an order, visit the City's [SharePoint site](#), click request at the top of the page, and select Reprographics Order. You will need the first four digits of your department's budget code in order to login. The catalog entry is under Signage as item 1313.

A nameplate costs \$22, that is for a single nameplate with magnetic or Velcro backing. If multiple orders are bundled, some cost savings can be realized.

### **Washington Cares Act (Long-Term Care Tax) Update**

The Washington Cares Fund is the mandatory long-term care insurance benefit for workers in Washington State which will help pay for eligible long-term care related expenses. The program is funded by a mandatory payroll tax by workers in Washington State and started Saturday, July 1, 2023. This mandatory payroll tax was reflected in your Friday, July 14 paycheck.

Unless you purchased a qualified plan that enabled you to "opt out" of this tax or you meet an alternate exemption, you are required to participate in withholding of the tax.

### **KnowBe4 Security Awareness Training**

All City staff are required to annually take security awareness training. KnowBe4 is the vendor providing this training. All staff should complete the KnowBe4 training by **Monday, July 31**. Please do not wait until then, take the training as soon as possible. This training program has significantly reduced the successful phishing attacks on the City and your diligence in this area is very appreciated. You are the best security measure the City has and your diligence is making a positive difference.

The City also sponsors monthly phishing tests through KnowBe4, which is another key aspect of our ongoing Security Awareness Training program. If you receive phishing emails, you should delete them and move on with your day. If an email looks malicious, please contact the Help Desk at 625-6460 or email [helpdesk@spokanecity.org](mailto:helpdesk@spokanecity.org).

## **More Information to Assist You**

*Here are some more resources from our Employee Assistance Program:*

### **Living to 100**

#### **Centenarians' Secrets: Coping, Laughing, and Keep Moving**

The U.S. Census Bureau cites centenarians as the fastest-growing age group. With people living longer, healthier lives, more attention is being focused on the lifestyles and habits of happy, relatively healthy 90-somethings and beyond.

There's no magic recipe for longevity. Some people who eat well and exercise throughout their lives die before retirement. Others break all the rules, indulge vices like smoking and alcohol and live well into their 90s. Genes and luck are big factors—and out of your control. Yet scientists and people who work with the elderly say that some tricks seem to work in favor of a long and healthy life.

What is number one among the tricks? Positive thinking. ([Click here](#) to continue)

### **Plan Your Vacation Well to Get the Most Out of It**

So many ways to forget! You forget names and faces; appointments and anniversaries; where you left the car keys; what you read; what you said; what you were doing before you were interrupted. Not to mention all the numbers you have to memorize nowadays: telephone and cell numbers, new area codes, PINs, password and user IDs, Social Security numbers, which five of those 500 cable channels you actually use.

How does your memory handle it all? And how can you get it to be more reliable? ([Click here](#) to continue)

### **Employee Information Portal** ([covid19.spokanecity.org/](https://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.