

The City of Spokane

Weekly News Update for April 26

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.

Watch The State of the City Address Tomorrow

Mayor Nadine Woodward will give her annual State of the City Address tomorrow, April 27, at noon! You can watch the address live [on our website](#).

Bloomsday Is Back!

Bloomsday is Sunday! We are so excited for this signature Spokane event to be back in-person.

Help us celebrate! Email your Bloomsday photos to [Jessica Fisher](#) to be featured on the City of Spokane's [Instagram account](#).



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 May 15th 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:

- [Behavioral Health and LGBT Youth](#)
As the Institute of Medicine has noted, lesbian, gay, bisexual, and trans (LGBT) youth are typically well adjusted and mentally healthy. However, they experience higher rates of mental health challenges and increased health complications arising from these challenges compared to their heterosexual peers.
- [Helping Someone with Depression](#)
It may be hard to believe that the person you know and love would ever consider something as drastic as suicide, but a depressed person may not see any other way out. Depression clouds judgment and distorts thinking, causing a normally rational person to believe that death is the only way to end the pain they're feeling. Since suicide is a genuine danger when someone is depressed, it's essential to know the warning signs.

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.