

The City of Spokane

Weekly News Update for May 10

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

A Message from Mayor Woodward

Congratulations to Kelly Stevens on being named the [Employee of the Quarter!](#)



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:

- [Being Supportive to Someone Who Has Experienced Trauma](#)
When a person experiences trauma, caring and appropriate support from the people around them can help them heal and move forward. One model that has proven effective for providing this support is called psychological first aid. Just as medical first aid is needed when someone is physically injured, psychological first aid can help people who have been emotionally wounded by trauma.
- [Depression Basics](#)
Do you feel sad, empty, and hopeless most of the day, nearly every day? Have you lost interest or pleasure in your hobbies or being with friends and family? Are you having trouble sleeping, eating, and functioning? If you have felt this way for at least 2 weeks, you may have depression, a serious but treatable mood disorder.

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.