

The City of Spokane

## Weekly News Update for Nov. 22

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

### **Coat and Beanie Season Is Here!**

The City's [online employee store](#) is open **NOW through Wednesday, Nov. 30**. Check it out for items you would like to purchase and have the City's logo embroidered on it. If you would like to try on items for sizing visit City Hall – 2nd Floor - enter on the west door (by the soda machine) and first cubicle area on the right. They will be here through Wednesday, Nov. 30, the ordering deadline.



Completed orders will be distributed from City Hall and other City facilities as needed around Dec. 20. If you have questions please contact our coordinator Lori Humphrey at [lulupromotion@aol.com](mailto:lulupromotion@aol.com) or (509) 534-7477.

### **2<sup>nd</sup> Harvest Food Drive**

Hunger and food shortage is one of the great challenges affecting our community. The City of Spokane is hosting a food drive for 2<sup>nd</sup> Harvest. Collection boxes are located near the elevators on each floor of City Hall and at the City's satellite facilities.

2<sup>nd</sup> Harvest is looking for the following items:

- Canned fish and lean meats
- Healthy soups and stews
- Dry or canned beans
- Whole grain pasta, rice and cereal
- Canned fruits and vegetables
- Peanut butter and other nut butters



Bring your food donated items anytime between now and **Friday, Dec. 30**, to help support and sustain the members of our community experiencing hunger and food uncertainty. To learn about where your donations end up, visit the 2nd Harvest [website](#).

## **More Information to Assist You**

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

### **[Do's and Don'ts for Building a Can-Do Work Force](#)**

What makes a good manager? Some favorite answers include "getting things done through others," "being paid to make the difficult decisions," and "protecting people from the rest of the organization."

However, a better definition might be found in what a manager doesn't do. For example, good managers don't solve employees' problems for them, don't ask employees to do things they wouldn't do themselves, and don't take credit for their ideas or work. That's why one of the best gauges of whether someone is a good manager is to observe what happens when the manager isn't around—in other words, when the manager isn't doing anything. [Click here](#) to learn more do's and don'ts.

### **[Fighting Depression Around the Holidays](#)**

As the holidays approach and another year comes to an end, many enter a period of reflection. Reflection can offer an opportunity to revel in the many exciting events of the year, or it can cause us to be consumed with self-doubt and regret. Instead of focusing on the promotions, new friends, and exciting vacations, for example, people remember all of things they had hoped to accomplish—losing weight, going back to school, learning to cook—the list can be endless and overwhelming. Fortunately, however, the challenges that come with managing depression during the holidays are not impossible.

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