

The City of Spokane

## Weekly News Update for July 11

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

### **Goodbye Party!**

Join us for a Goodbye Party for Council President Breean Beggs and Hannahlee Allers! The party is tomorrow, July 12, 4 p.m. at the 1<sup>st</sup> Floor Lobby of City Hall.



## **City Hall HVAC Work**

The chiller at City Hall will undergo maintenance this weekend. Work to replace the part is extensive and will begin Friday, July 14, 5 p.m. and continue through the weekend. The chiller will be shut down while the work is completed. Work is expected to be finished by Sunday, July 16.

All City Hall and skywalk windows will also be cleaned this weekend starting on Saturday, July 15. That work is expected to be completed by Monday, July 17.

Thank you for your patience while both jobs are completed. Please [contact the Facilities Department](#) with any questions.

## **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.

## **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:*

### **[Keeping on Track at Work When Vacation Is on Your Mind](#)**

It's important to plan time off, even if it's just a short break.

Perhaps if you could pitch a beach umbrella in the middle of the office, it would help you feel better about spending the summer behind your desk. Everyone, it seems, is on vacation. Everyone except you. ([click here for more](#))

### **[Plan Your Vacation Well to Get the Most Out of It](#)**

Plan your vacation to get the most out of it!

- Devise a strategy to avoid post-trip letdown
- Plan your return before you leave
- Differing Vacation Needs

[\(click here for tips\)](#)

### **[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.