

IN THE LOOP

JANUARY 2010



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REDUCTION IN FORCE

This newsletter is designed to keep employees *"in the loop"* during the budget reduction process. Sharing information is critical during times of change. This communication tool is intended to be shared with all employees via e-mail, posted on bulletin boards, and discussed during work meetings. It supports other communications that are available on the "Budget Updates" website: look for the link at the top right side of the Inside Phoenix home page. Your suggestions, questions and comments are welcome. Please send them to:

www.phoenix.gov/phxwell.html

- Frequently Asked Questions / Answers are available on the "Budget Updates" website .

TIMELINE

ALL EMPLOYEES WELCOME

- | | |
|-------------------------|--|
| Jan 25 - 11 a.m. | Employee Budget Information Session with the City Manager—City Council Chamber |
| Feb 2- | Position cuts sent to City Council |
| Feb 5- | Mail retirement voluntary separation letters (2 weeks to respond) |
| Feb 22- | Meetings with impacted employees |
| Mar 12- | |
| Mar 2- | Final Budget to City Council |
| Apr 5- | All changes are effective |

CONTACT US

RIF Process: 602-534-0800
Benefits: 602-262-4777
Retirement: 602-534-4400
Personnel Hotline:
 602-534-0800/voice or
 602-261-8687/TTY.
E-mail:
per.admin@phoenix.gov
In the Loop: 602-262-7216 or
 602-495-5715.
Employee Suggestion Program: 602-262-4819 or visit the ESP web site on Inside Phoenix. Departments/Personnel/Employee Development.

LETTER FROM OUR CITY MANAGER

This week I would like to encourage you to attend the last remaining employee budget meeting scheduled for Monday, Jan. 25, at City Council Chambers. Human Resources Director Janet Smith and Budget and Research Director Cathy Gleason will join me to discuss the process for reductions in staff that, unfortunately, will be necessary.

If you are unable to attend, PHX 11 taped the first session which is posted on the Intranet. To find the link to the video, click "Budget Updates" on the Inside Phoenix home page and scroll to the bottom of the Budget Updates page.

I've already shared with you the difficult news about our estimated budget shortfall of \$245 million. This number represents the remaining shortfall for the current fiscal year and 2010-11 fiscal. Unfortunately, this is our third straight year of revenue decreases. After some one-time actions and innovation and efficiency savings, the amount we must cut from city general fund services is \$140 million. City employees and residents will all feel the effects of this severe budget shortfall.

The Budget and Research Department will prepare the City Manager's Trial Budget by Thursday, Jan. 28, to send it to City Council. City staff and council members will receive public input on the draft proposals during the community hearings that are scheduled in February. Following the hearings, the Council will adopt a final budget plan March 2.

One of the questions that has been asked over the last several weeks is what employees can do to save city services and jobs. First of all, employees can continue to do the outstanding work that the community has come to expect every day.

Employees have successfully worked hard to identify savings. With these efforts, departments saved more than \$35 million during our “3 + 9” budget-cutting process. Without these savings, we would have to cut more than \$175 million in services. Individual ideas for savings are also welcome through the city’s Employee Suggestion Program. Details are available at <http://inphx:8000/PERSONNL/EMPDEV/espmain.html>.

Also, employees continue to help in other ways. Just this past year, for example, employees have taken voluntary furloughs totaling close to \$1 million in savings. Thank you. As I indicated in my last message, I have asked each executive and middle manager in the organization to take five voluntary furlough days this fiscal year. As leaders, it is important that our most senior people set an example.

Once again, I want to thank all city employees for the work you do for the community. We have a difficult job ahead of us but I know we can support each other as we make these painful decisions together. -- *David Cavazos*

RESOURCES

Community Information and Referral –

Confidential Help Hotline referrals to human services and health programs. 602-263-8856 or 1-800-352-3792, or www.cirs.org

Not-for-Profit Charities that provide assistance in the greater Phoenix Area:

Catholic Charities – Help with utility bill payments, plus programs to help low income individuals meet basic needs of food, clothing, shelter, transportation, employment preparation, and counseling. www.CatholicCharitiesAz.com or 602-285-1999.

Lutheran Social Services of the Southwest Full range of health and human services throughout Arizona. 877-258-2059 or www.lss-sw.org

Foundation for Senior Living – Serving the senior population to maintain dignity and independence. 602-285-1800 or www.fsl.org

Resources for Phoenix Residents – City of Phoenix Social Services, including housing, employment, and youth programs, homeless services, etc. 602-262-6666 or <http://phoenix.gov/residents/socserv/index.html>

Modest Needs - Web-based charity dedicated to the financial needs of the working poor. www.ModestNeeds.org
www.healtharizona.org - Online application for medical, food/nutrition and cash assistance.

Money Management/Consumer Credit Counseling Services— Offer financial guidance, free credit counseling, educational resources, and debt management assistance. 1-866-490-0453
www.moneymanagement.org

Web-Based Financial Management Information:

www.SmartAboutMoney.org - Basics on budgeting and investing, credit and debt, and saving for retirement. Advice and practical information on how to start achieving all your financial goals, and helping ordinary people take control of their finances.

www.ChooseToSave.org - Promotes savings through tips and resources, and helps you figure out how much you need to save for retirement. The site also lists dozens of calculators to help you save, invest, and budget.

www.CardWeb.com - Information on credit and other cards such as prepaid cards, ATM cards, and phone cards; lists of low-rate and no-annual-fee cards; and calculators to show you how long it will take to pay off credit card debt.

www.BenefitsCheckUp.org - Information on over 1,550 public and private benefits programs for seniors, to help ease the financial and emotional toll of elder care by helping to pay for prescription drugs, in-home services, transportation, energy assistance, and other needs.

www.FinAid.org - Information for college students and their families about financial aid, student loans, saving for college, scholarships, and more.

www.CollegeSavings.org - For parents and others seeking information about 529 College Savings Plans.

VOLUNTARY FURLOUGH UPDATE 2010

To date, over 900 employees have participated in the voluntary furlough program resulting in more than 25,000 hours, and more than three-quarters of a million dollars in savings! This level of leadership, caring and generosity has saved jobs and has allowed important services to continue in the community.

The voluntary furlough program is extended through December 31, 2010. Please consider taking a voluntary furlough day and join more than 900 employees who have led the way in making a difference.

Note: Employees should be aware that voluntary furlough days could impact their final average salary for the purposes of calculating retirement pension, or for public safety employees, it could impact credited service calculations.

There is another option for employees who are not able to voluntarily furlough - “Change for Phoenix Fund.” This allows employees to make a tax deductible donation to the City’s general fund. Employees may forward their contributions to the City Treasurer at 251 W. Washington St., ninth floor in the Calvin C. Goode Building. Donors should ensure their names and addresses are included on the check or in an accompanying memo. This will enable staff to send a thank you letter confirming the amount of the donation for tax purposes.

If you have questions about voluntary furlough, please refer to Personnel Department Letter #2008-1 on the City intranet under Policies; contact your personnel liaison; or call the Human Resources Department at 602-262-6608.

Resources for Employees:

H.O.P.E. Fund—Helping Other Phoenix Employees— to assist with financial burdens caused by unexpected health and human service emergencies. Human Services Department, 602-262-4520.

<http://inphx:8000/PIO/CSFD/HOPE.pdf>

City of Phoenix 457 Deferred Compensation Plan Request for Unforeseeable Emergency Withdrawal—If all other options are exhausted, contact Nationwide Retirement Solutions, 602-266-2733, to discuss qualifying for an unforeseeable emergency withdrawal from your 457 plan account.

CLASSES

Human Resources and Workforce Connection offer the following additional classes specific to the reduction in force. Training room capacity is limited, so if a class code is indicated after the title, please enroll in the classes by logging on to e-CHRIS.

Location of training rooms:
 Rooms A, B, 300, first Floor Test Room = Human Resources (Personnel Bldg.), 135 N. Second Ave.
 ASTC = Adams Street Training Center, NW corner Adams Street and Third Avenue.
 Phoenix College Downtown Campus—640 N. First Ave.

Classes that need an explanation:

Retirement Express is for employees receiving a Voluntary Retirement Separation letter.

You in Transition is for anyone who wants to better understand the phases of personal change.

Writing Winning Resumes, Interviewing, Sphere of Influence/Networking and **Virtual Job Search** are preparation for placement within the city and for external employment.

Staying Healthy in Hard Times offers classes on managing stress and smoking cessation.

Retirement Express It's one thing to get all the facts and figures about retiring; it's another to be able to EXPRESS yourself with those facing the same decision. Join this shared conversation to explore your thoughts, reactions (and even feelings!) about your decision.

Wednesday, **Feb 17**, Room A 10 a.m.—11:30 a.m.

Facilitator: Ronnie Costa

Sphere of Influence/Networking

Thursday, **Feb 25**
 9 a.m.— Noon **OR**
 2 p.m.— 5 p.m.

Interviewing Skills/Networking

Wednesday, **Feb 10, 24**
 8 a.m. — Noon

Thursday, **Mar 11, 25**
 1 p.m.— 5 p.m.

These classes are in HR, First Floor Test Room.

Instructor: Phoenix Workforce Connection

Writing Winning Resumes
 (CD1030)

- Wednesday, **Feb 3**, ASTC 2 p.m. – 4 p.m.

- Monday, **Feb 22**, ASTC 10 a.m.— Noon

- Monday, **Mar 1**, ASTC 10 a.m. — Noon

- Monday, **Mar 29**, ASTC 2 p.m. – 4 p.m.

Instructor: Tobin Daily

You in Transition (WW0060)

- Tuesday, **Feb 9** , HR 300 3 p.m. — 4 p.m.

- Tuesday, **Feb 16**, HR 300 9 a.m.—10:30 a.m.

- Tuesday, **Mar 2**, HR 300 9 a.m.—10:30 a.m.

- Tuesday, **Mar 16**, HR 300 1 p.m.—2:30 p.m.

Facilitator: Ronnie Costa

For Supervisors: Helping Your Employees Cope with Change (ED1000)

- Tuesday, **Feb 9** ,HR 300 9 a.m.—11 a.m.

- Monday, **Feb 22**, HR 300 1 p.m. —3 p.m.

- Tuesday, **Mar 2**, HR 300 1 p.m.—3 p.m.

- Tuesday, **Mar 16**, HR 300 9 a.m.—11 a.m.

Instructors: Ann Gaddis, Judi Muller

Virtual Job Search

Thursday, **Feb 18**
 9 a.m. — Noon **OR**
 1:30 p.m. — 4:30 p.m.

This class is computer-based and will be located at Phoenix College Downtown Campus. Leave message at Workforce Connection, 534-7362 for reservation.

Staying Healthy in Hard Times:

Stressbusters—Coping Under Pressure

- Thursday, **Feb 4, Feb 25**

- Thursday, **Mar 18**

Instructor: CIGNA

Smoking Cessation

- Thursday, **Mar 4**

All classes will be held in HR First Floor Test Room from Noon — 1 p.m.

Instructor: Greg Morrill, PharmD

Unemployment Insurance Benefits and Reemployment Services and Assistance

- Wednesday, **Mar 10 ,17**
 HR First Floor Test Room
 9 a.m. — 10:30 a.m.

- Wednesday, **Mar 24** HR
 First Floor Test Room
 1 p.m. — 2:30 p.m.

Instructor: Phoenix Workforce Connection

Money and Credit (WW4256)

- Thursday, **Feb 4**
 HR Basement, Room A
 8:30 a.m.— 11:30 a.m.

- Tuesday, **April 6**
 HR Basement, Room A
 8:30 a.m.—11:30 a.m.

Instructor: Consumer Credit Counseling Services