



JANUARY 7, 2026

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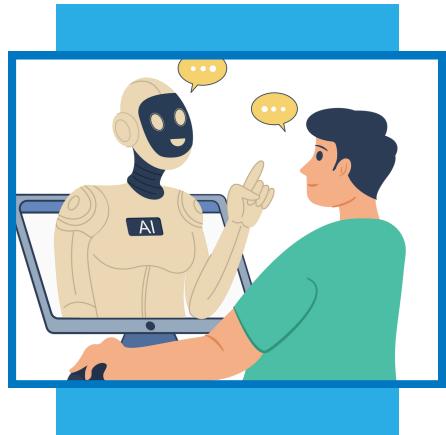
Changes to Using AI at Work

Be aware that now all Generative AI tools not approved by the City will be blocked from the City network to ensure compliance with [A.R. 1.65](#) and ultimately safeguard our City's sensitive information and systems.

While many of these tools are helpful in conducting City business, they have the potential for exposing sensitive information to unauthorized personnel. They also often lack proper security features which may pose a cybersecurity risk to the City.

You can view the current list of [approved Generative AI tools](#) on the [AI Hub](#). If there is a critical business need for a tool not on the list, please forward that request to your senior leadership for consideration and submission for approval.

Please email the AI team in ITS at ai@phoenix.gov with any questions.



W-2 Tax Information Update

W-2 forms for the 2025 tax year will be mailed to employees by **Monday, February 2, 2026**, in accordance with the official IRS deadline (adjusted because January 31 falls on a weekend.) **Please ensure your contact information in eCHRIS is current to avoid any delays.**

Employees who have elected electronic delivery will be able to access their 2025 W-2 through eCHRIS approximately one week prior to the mailing date. The City's Finance Department continues to monitor all updates to federal tax laws to ensure full compliance with this year's reporting.



Safety Starts With Awareness

As we begin 2026, please stay alert in and around City facilities. If you notice unattended items or suspicious behavior, don't touch, call 911, and notify your supervisor. You should also report suspicious activity to the on-site security or on-site law enforcement.

Thank you for practicing "**see something, say something**" and keeping our team and community safe.

ASSISTANCE AVAILABLE:

Employees can receive a vehicle escort to and from the Washington St. and Adams St. garages:

- *Monday-Friday | 4 a.m. to 8 p.m.*
- *Dial "80" from a City land line, or 602-534-8000*

New Year Benefits Reminders

With a new calendar year comes a new benefit plan year for City of Phoenix employees. This means that your deductible and out-of-pocket maximums reset. It also means you may receive a new member ID card. The medical insurance cards will be dually branded with pharmacy (MedImpact) information on the back side of the card.

You can also get your medical or pharmacy cards via app or online:

- [Banner|Aetna](#)
- [Blue Cross Blue Shield](#)
- [MedImpact](#) (If you want a separate pharmacy ID card)



If you have enrolled in the **BCBS Saver's Choice HDHP** and have not elected to enroll in the Health Savings Account, it's not too late to enroll and receive the City contribution!

You can still enroll in the Health Savings Account by logging in eCHRIS and [following these instructions](#). Please allow 30 business days for processing.

DON'T MISS OUT...

If you are currently enrolled in City-sponsored medical coverage, it's not too late to complete your 2026 wellness incentive.

It only takes 3 steps:

- Visit your Primary Care Provider (PCP)
- Complete the Health Assessment
- Complete the PCP Attestation

All three steps must be completed in the 2026 calendar year to qualify. To get started, log in to [Personify Health](#).

The City is excited to introduce Flexible Benefit Administrators (FBA) as the administrator for Flexible Spending Accounts (FSA) beginning **January 1, 2026**.



Employees who contributed to a health or dependent care FSA through the City in 2025 will continue to have access to their account through Optum Financial until the **2025 FSA grace period ends on March 31, 2026**.

Did You Know: City Employees Cannot Purchase Surplus Items



Phoenix City Code (Section 43-22) prohibits City employees from buying or receiving surplus City property unless specifically authorized by the City Council. This rule applies to all surplus City items, including vehicles, office furniture, and other equipment sold through the City's contracted vendor, Sierra Auction Management Inc. As part of Sierra's registration process, bidders must confirm they are not City of Phoenix employees before participating in auctions of City surplus.

Help Raise Awareness

January is Human Trafficking Prevention Month. Here are a couple of ways you can support this Strategic Initiative:

- **Jan. 8:** Wear blue and join a group photo at noon on City Hall's first-floor atrium steps.
- **Jan. 13:** Webinar: Hidden in Plain Sight: Recognizing & Responding to Human Trafficking in Phoenix at noon.
- Register in PHXYou with **code HSD129-ILT** for 3x Community & Organizational Awareness points.



PHX Youth Can Earn Scholarship



The Outstanding Phoenix Youth Leader of the Year award honors students in grades 9–12 who've overcome adversity and contributed to their communities. Each council district winner receives \$1,000; two overall winners earn an additional \$2,000.

Apply by **March 1** at Phoenix.gov/Education. Applicants must attend in-person interviews on Saturday, April 11.

Tickets on Sale!



Join the 40th Annual AZMLK Living the Dream Awards Breakfast on **Friday, Jan. 16** at the Phoenix Convention Center. Tickets are \$100. The event honors recipients of the Calvin C.

Goode Lifetime Achievement Award, Dr. Martin Luther King Jr. "Living the Dream Award," and the AZ MLK Drum Major for the Community Award.

REGISTER:

- Complete an [In-County Form](#) and [Individual Ticket Form](#)
- [Register on PHXYou](#) for 3x Community & Organizational Awareness points
- More info: azmlk.org



Join the Film Discussion

The next Phoenix LGBTQ Employee Alliance film discussion is based on the film: *The Wedding Banquet*.

Participants are encouraged to watch the film ahead of time as it is not shown during the discussion session. Watch it now on [Kanopy](#).

Details:

- Thursday, Jan. 15 | Noon
- Virtual event via PHXYou: [**LEA100-VLT-LGBTG Film**](#)
- Earn 3x Community & Organizational Awareness Points



New Year, New Headshot

Step into the year looking your best! Phoenix Hispanic Network members receive a complimentary professional headshot session and two retouched photos. Details:

- Thursday, Jan. 22 | 9 a.m.-noon
- City Hall, 1st Floor Assembly Rooms



The RSVP link will be emailed exclusively to members. To join or renew your membership, email phx.hispanic.network@phoenix.gov.

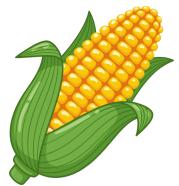
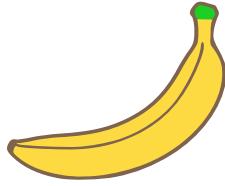


Employee Farm Bag Program

Sign up for the Sun Produce Co-op Farm Bag Program to get fresh, local produce at City Hall.

Information:

- \$18 for a Simple Harvest (Small) bag with ~5 produce types
- Pickup Third Thursday monthly at City Hall
- Limited to 100 employees. Sign up for the **Jan. 15 bag by Jan. 8 at noon**
- Learn more at [Office of Environmental Programs Farm Bag Program](#)



Garden Preparation and Tips for the Heat



Learn how to prepare your garden for successful growing in Arizona and get practical tips for gardening in the summer heat from Master Gardener Lorry. For questions, please contact ariel.lebarron@phoenix.gov.

Details:

- Wednesday, Jan. 14 | Noon-1 p.m.
- Calvin Goode Coronado Training Room (CCG10)
- Earn 3x Community & Organizational Awareness Points.
- Register in PHXYou: **Garden Prep & Tips: EP102-ILT**



Leading with Respect Starts Here

Respect is foundational to how we work and how we lead. In the City's PHXRespect for Leaders course, attendees learn about unconscious bias, diversity, inclusion, workplace harassment, and bullying.

Additional leader resources are shared to foster a respectful and inclusive workplace.

New course days and times are now available on PHXYou. Sign-up here: [HRS333-ILT-PHXRespect for Leaders](#)

Employee Leave Requests

The following employees are accepting leave donations. If you would like to help, use eCHRIS.



Complete list of eligible employees:
[Leave Donation website](#).

EMPLOYEES:

- *Benjamin Benitez | Public Works*
- *Serena Covarrubias | Law*
- *Beatriz Erives | Human Services*
- *Jessica Hernandez | Aviation*
- *Savanna Navarro | Planning & Development*
- *Angelique Padilla | Police*



Reminder: CSFD Payroll Donations

If you chose to make a Community Service Fund Drive (CSFD) donation through payroll deduction(s), this is a reminder that they will start with the Jan. 9, 2026 paycheck.

Please email csfd@phoenix.gov if you have any questions.

Engaging Leader Graduation



Congratulations to our newest Engaging Leaders graduates! Recently, 36 supervisors from 17 City departments completed the five-month leadership program! Our Engaging Leader program broadens participants' leadership awareness, accountability, and actions using a blend of in-person and virtual sessions. The program starts with self-awareness topics, zooms out to team awareness, then organizational awareness, and concludes with group capstone projects, encouraging participants to apply the concepts taught in the classroom. Congratulations to Engaging Leaders Class 23!

Nicholas Buwalda, Aviation
Anita Ponce, Community & Economy Development
Ryan Richelson, City Auditor
Rebecca Molina, Finance
Crystal Perea, Finance
Alba Rodriguez, Finance
Cesarina Rodriguez, Finance
Claudia Ruiz, Finance
Nedenia Bennet, Fire
Scott Kalkbrenner, Fire
David Kirk, Fire
Omar Reyes, Fire
Rosanna Benites, Housing
Carmen Rentas, Human Services
Azadeh Kittl, Law
Kacey Anderson, Library
Kelley Howard, Library
Naxheli Zamudio, Municipal Court

Antonella Carrasco, Parks & Recreation
Christopher Kunszt, Parks & Recreation
Allyson Pacini, Parks & Recreation
Brian Shelley, Parks & Recreation
Juan Flores, Planning & Development
Leila Gamiz, Planning & Development
Monica Hinegardner, Planning & Development
Vicky Vela-Thai, Planning & Development
Glenda Stevens, Police
Bevey McCloud, Public Transit
Erica Brown, Public Works
Fitna Bahnoo, Street Transportation
Katrina Mendoza, Street Transportation
Yesenia Sapore, Street Transportation
Robert Torres, Street Transportation
Mario Villagran, Street Transportation
Arzina Bhimji, Water Services
Christian Delgado, Water Services

Featured Job of the Week

Instrumentation & Control Apprentice Specialist

(Close Date: 1/12/2026)

The Instrumentation & Control Specialist (I&C Specialist) apprenticeship program is a 3-year program designed to train apprentices into becoming Instrumentation and Control Specialists. Apprentices perform a variety of unskilled tasks while learning to maintain, repair and install instrumentation equipment and systems.

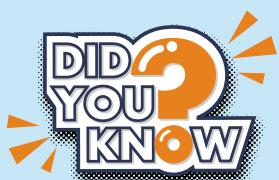
Assignments are routine at the beginning of the program. As an apprentice's knowledge and skill increases, the complexity of assignments increases until performance and technical ability are at the journeyman level. Apprentices will rotate between water, wastewater, lift stations, and remotes sites. No experience is required prior to starting the program. All required training is paid for and provided by the City of Phoenix while on the job and being employed full-time. Program tentative start date is March 2026.

Apprentices must successfully and satisfactorily complete all assigned classroom and equipment training. During this period of the program, apprentices will be non-classified and paid as an I&C apprentice. After successful completion of the program, apprentices will promote into the I&C Specialist classification and serve a one-year City probationary period.

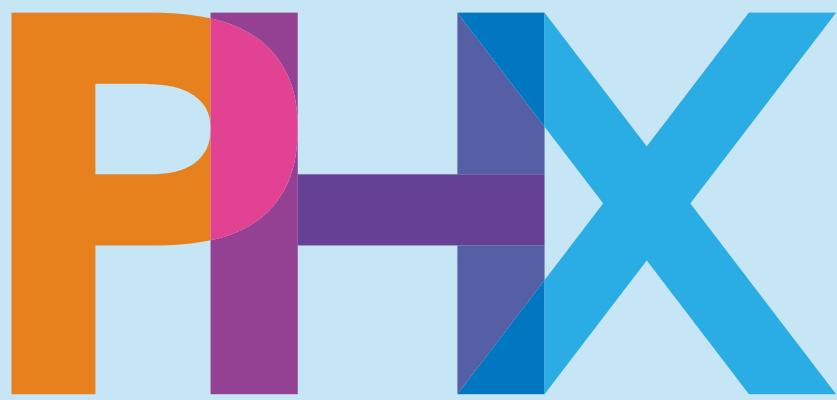
SALARY DETAILS:

- **\$27.49/HR. starting wage as an apprentice.**
- **\$28.86/HR. after 1,000 OJT hours of successful performance as an apprentice.**
- **\$30.31/HR. after 2,000 OJT hours of successful performance as an apprentice.**
- **\$31.82/HR. after 3,000 OJT hours of successful performance as an apprentice.**
- **\$33.41/HR. after 4,000 OJT hours of successful performance as an apprentice.**
- **\$35.08/HR. after 5,000 OJT hours of successful performance as an apprentice.**
- **\$36.84/HR. after 6,000 OJT hours of successful performance as an apprentice, including promotion to I&C Specialist.**

Learn about role responsibilities and more information at phoenix.gov/jobs or log into eCHRIS. [Check out all current job openings here](#)



The City of Phoenix does not discriminate based on race, religion, sex, age, disability, national origin, sexual orientation, or gender identity or expression. All individuals are encouraged to apply and compete for jobs. View the City's [Statement of Commitment](#).



 **CONNECT**

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