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## NetWork Employee News

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January 25, 2017

# network



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## Employee News

**Don't recognize that email? Don't open it.**  
*This message come to you from City Light Security & Emergency Management (SEM).*



About a year ago, [NetWork published a warning about "phishing" emails](#). Last October, the City's InWeb Blog [ran another phishing warning](#). And the phish are still biting: on the last day of 2016, the Washington Post reported that [Russian hackers used a phishing scam to attack the Burlington Electric Department in Vermont](#), though the Post later followed up to say that the utility wasn't the target of the scam.

Whether it's "phishing" (broadcasted emails, seeking sensitive private information from whoever opens them) or "spearphishing" (emails targeting a specific individual or company), email scams like these are a threat to everyone's privacy and security. As a City Light employee, you may be responsible for sensitive personal, technical, or financial information relating to utility assets, personnel, or even our customers' information. Regardless, it's incumbent upon you to keep your City Light email account(s) safe.

Here are some don'ts and dos you can take to increase your email security:

- Don't:
- Give out personal or financial info in email—and don't respond to requests for it.

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- Open suspicious looking emails—report them to the [Seattle IT Service Desk](#) and then delete them.
- Use short/obvious passwords—they're easy for hackers to figure out.
- Use the same password over and over—it's an open door for hackers and thieves.

Do:

- Use shared online drives to send sensitive info—An online drive to which you and your colleagues have access is even safer than a zipped folder with a password.
- Report any hacks—Tell your supervisor and the Seattle IT Department Help Desk if you think your City Light email account has been hacked.

For more information about how to protect your sensitive City Light (and personal!) information, see [City Light Security Tip: Phishing](#) or contact the [Seattle IT Service Desk](#).

**Say thanks with a CLEA Cookie Gram**

Cookie Grams are back for 2017! For the reasonable price of \$2 for CLEA members and \$3 for non-members, you can send a two-cookie package with a personal message to your coworkers. If you would like to show appreciation for one of your colleagues, Cookie Grams are always a sweet surprise.



Orders are due on Feb. 3 for delivery on Feb. 12. Ordering is easy; all you have to do is email your order to [SCL\\_CLEA@seattle.gov](mailto:SCL_CLEA@seattle.gov) or use the online form at <http://sclweb/CLEA/cookieform.aspx>.

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## Human Resources

**Welcome to our new employees**



*Electrical Service Rep Joe Valmonte (l) and Electrical Engineering Assistant Christopher Lee (r).*

**Upcoming Training Available**

There are few classes coming up at the end of this month and at the beginning of February that you can use to beef up your work skills, your emergency preparedness and even your mental acuity. All of the classes below will be held at either SMT or 901, and full details can be found in [Cornerstone](#).

**SCL Brain Game Training**

Next sessions: Jan. 30 at 8 a.m.; Jan. 31 at 1p.m.; Feb.1 at 11:30 a.m.; Feb. 2 at 9:30 a.m.

Come to this class with an open mind and leave with your learning lobes warmed-up and raring to go for another year!

**SCL Emergency Preparedness**

Next sessions: Jan. 30 at 9 a.m.; Jan. 31 at 10 a.m.; Feb. 1 at 11 a.m.; Feb. 2 at 11 a.m.

This Emergency Preparedness course provides information on how to prepare and train for emergencies and the hazards to be aware of when an emergency occurs.

**SCL De-escalation Techniques 2-Hr**

Next sessions: Feb. 1 at 8 a.m.; Feb. 2 at 1 p.m.

This short course covers topics on how to handle tense situations with customers, animals and environment.

**Electric Utility System Operations 1-Day**

Next session: Feb. 9 at 8:30 a.m.

This popular one-day course instructs and presents a clear understanding of the technical heartbeat of the utility by providing employees with a comprehensive understanding of electric utility system operations.

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**Safety**

**Health and Wellness events**

Wellpower has events scheduled during the latter half of this month

which should help you keep on track with New Year's resolutions.

Click the digital flier below for opportunities to learn about healthy finances, blood pressure, exercise and Weight Watchers meetings.

Health and Wellness Events

Date	Event	Topics	When & Where
1/17/2017 Tuesday 	New Year...New You! 10 Financial resolutions you can keep  Webinar	<ul style="list-style-type: none"><li>• Health and finances go together</li><li>• Create an action plan</li><li>• Implement a monthly budget</li><li>• How to be successful</li></ul>	<a href="#">Click here to register!</a> 12:00 pm – 1:00 pm Webinar at your Desk/Computer
1/25/2017 Wednesday 	Free Blood Pressure Screening	<ul style="list-style-type: none"><li>• Get your pressure checked</li><li>• Receive coaching from a nurse</li></ul>	 Double Click to Open Outlook 10:30 am – 1:30 pm SMT 4070
1/26/2017 Thursday 	Get Fit on the Clock	<ul style="list-style-type: none"><li>• Gain practical tips</li><li>• Fitting more physical activity into your busy schedule</li></ul>	 Double Click to Open Outlook 12:00 pm – 1:00 pm SMT 4050

Weekly...

Weight Watchers meetings are available throughout the Puget Sound area. You will receive City savings by enrolling online\* at [Wellness.WeightWatchers.com](#). Participants will receive special pricing and are not required to attend classes in the Seattle Municipal Tower (SMT). Temporary employees are ineligible for City pricing.

Weight Watchers At-Work Meetings

Day	When & Where	Contact	Weight Watchers Information
Thursdays	11:30 am – 12:30 pm Location Varies**	Benefits Unit 615-1340	Services, pricing and savings: <ul style="list-style-type: none"><li>• <a href="#">http://www.seattle.gov/employees/benefits/ww_services_and_pricing.pdf</a></li><li>Additional program details: <ul style="list-style-type: none"><li>• <a href="#">http://www.seattle.gov/employees/benefits/wellness/program.asp</a></li></ul></li></ul>

\* Enroll online at [https://wellness.weightwatchers.com/](#) and use Employer ID: 62344. Employer Passcode: WW62344. Include the Employee Number, the last 4 digits of the participant's SSN along with credit card information. The address for the City of Seattle Weight Watchers members is: 700 Fifth Avenue, Seattle WA 98104.

\*\* Weight Watchers At-Work calendar link for dates & locations: [http://inweb.inwebcalendar.htm](#)



City of Seattle  
for health and living — take charge



For the HEALTH of It!

(spot)Light

Leigh Barreca is the Strategic Planning project manager in the Power Supply and Strategic Planning business unit, a position she attained after 26 years of service at the utility. After joining City Light in 1990, Leigh spent her first 26 years in the information technology group and the Corporate Performance Division.

Leigh received her bachelor's degree in English from the University of Idaho and her MBA from the University of Washington. In between her college stints, she spent three years in the Peace Corps, an experience that exemplifies her love for travel and volunteerism.





*Strategic Advisor Leigh Barreca*

"I come from a quite conservative family in Idaho, and much of what I heard in those surroundings didn't ring true to me. I was always seeking a voice to describe my own belief system. Going to college in Idaho didn't expand my world much."

"My mother often talked about how she wished she had gone into the Peace Corps. Her father was in the Air Force and so she had traveled a lot as a child. Even though we didn't travel much as a family, my mother always talked about travel in a way that made me think I might like to do it. At some point in college during my last semester, I saw an ad for the Peace Corps so I applied," said Leigh.

"I was one of the first Peace Corps volunteers from the University of Idaho. I decided to apply in February and was on a plane to Gabon in June. I was an English major, but I had a minor in secondary education and French, so I was the perfect person to send to French-speaking Africa to teach English."

"When I got to the Peace Corps, I realized that I'd had a sheltered upbringing. That blew the doors open for me. I spent two years in Gabon before I heard about a new Peace Corps program in West Africa that involved training African English teachers. I ended up in Togo traveling around the region on a motorcycle, holding workshops on teaching techniques."

"I've always felt like you should help people if you can, in areas that you feel are important. And that's led me to become a lifelong volunteer. Recently I've worked for Catholic community services at a downtown women's shelter and now I'm finishing up my fourth term on the board of a social service agency on Bainbridge Island."

"It's really important to me to work on things that I believe in. I'm proud of the fact that I work for a city and an organization whose values largely reflect my own."

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## Take Notice

### Seattle IT alert: Changes coming to City Light computing

Several significant changes are coming to City Light's computing in the next several months. The change will roughly fall into one of these four categories:

1. Office 365 Upgrade: All City Light desktops and laptops will be upgraded from Office 2013 to Office 365 ProPlus 2016. You need to save personal Excel macro files (if you use them) and make sure you have at least 10GB on your local hard drive for your upgrade to be successful. For more information, download [City Light's Upgrade to Office 365 ProPlus 2016](#) (.pdf).
2. Network Printing: All network printing will be migrated from Novell iPrint to Windows printing. This will require all users to take note of the current printers and reinstall them after the migration. All the same physical printers will remain in place and be available for reinstallation. For further information, download [How to Reinstall Your Printers after the Windows Printing Migration](#) (.pdf).
3. Network File Migration: City Light file servers currently host over 22 million files (documents, configuration files, application files, etc.). These files will migrate from Novell servers to Windows servers. Because we are moving from Novell servers to Windows servers, we cannot keep the exact same folder structure. For further information, download [What You Need to Know: Network File Migration](#) (.pdf).
4. Network File Backup Retention: Backup retention periods are being modified to better align with industry best practices. File system backups will be purposed for disaster recovery only, and not to meet data retention requirements. For files that need extended retention, they should reside on our systems for the life of their retention requirement and where it makes economic sense IT will support archive policies which migrate the data from our systems and file shares to long term storage. For further information, download [Network File Backup Retention](#) (.pdf).

If you have questions, contact [Service Desk](#).

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## Jobs

[Click here to see all of the City of Seattle's job opportunities.](#)

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## City Light Calendar

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NetWork is published every Tuesday for the employees of Seattle City Light. To comment or to contribute story ideas or photos, contact [Tony White](#), (206) 684-3684. Please submit items at least two weeks in advance.