

BHR BULLETIN

08.11.20

A weekly update from the Bureau of Human Resources.

Employee Assistance Program (EAP)

If you are in crisis, EAP is a confidential phone call away.

Cascade/EAP: (phone) 1-800-433-2320 (text) 503-850-7721

National Suicide Hotline: (phone) 1-800-273-8255

(website) <https://suicidepreventionlifeline.org/>

City employees are also encouraged to turn to EAP for legal consultation, financial coaching, and retrieval services for things like childcare and eldercare. Find more information on EAP, and how to get connected, by watching this [96-second video](#).

Additional EAP benefits are offered through the City's [LifeBalance](#) Program.

Employees have access to exclusive savings on thousands of recreational, wellness, travel, and cultural activities locally and throughout the United States. [Sign up for LifeBalance](#).

Caregivers

As the City continues to think about what meaningful support can be provided to staff during the COVID-19 pandemic, employees who are caring for others may have additional burdens to consider. Whether you are helping an elderly parent or figuring out how your child will be supported to start the school year, we are interested in hearing from you! Look for more information, coming soon, on how to provide feedback -- in the meantime, please feel free to contact us at BHRCommunications@portlandoregon.gov with any thoughts regarding support, you may have right now.

Bereavement End Date (Time to Grieve and Reflect)

On Monday, June 8, the Mayor communicated his desire to give employees space to grieve and reflect. In response to his commitment, BHR temporarily expanded the use of [HRAR 6.08](#), Funeral and Bereavement Leave, with the intent of allowing staff a chance to grieve over the recent loss of Black lives in America and the trauma that has accompanied this. There are complexities within race and how different communities are experiencing this movement for Black justice and grieving the atrocities racism has placed on our communities of color. The intended use of the bereavement leave is for individuals experiencing the impacts of racism.

The temporary expansion of HRAR 6.08, Funeral and Bereavement Leave, will end on December 31, 2020. After this expanded leave ends, the regular rules for HRAR 6.08 will be in place.

COVID-19

Guidance

An intranet page is now available with documents providing guidance on COVID-19 safety practices as well as how to manage illness and exposure in the workplace. The information is a collection of both new and previously released documents. The page is hosted by the Bureau of Human Resources and is part of the Emergency Coordination Center's ongoing effort to improve information sharing and promote collaboration among City bureaus and offices during the City's pandemic response. While intended for all City staff, it is especially important for business partners, continuity planners, safety professionals, managers, and supervisors to bookmark this [COVID-19 Resource page](#).

Testing

For those covered by City Benefits, testing is available at no cost if you are exhibiting symptoms, at high risk, or exposed at work to someone with COVID-19. Contact your primary care provider or use this link; www.healthoregon.org/covid19testing, to find a testing site. For additional information about testing, and to assess your risk, visit the [Multnomah County COVID-19 Testing website](#).

Quarantine

The City has coordinated a quarantine location (a local hotel) for employees exposed to COVID-19 while at work, who are unable to quarantine safely at home. To access the hotel, please contact your supervisor, HR business partner, or bureau safety manager.

Work Share

Processing

The Oregon Employment Department (OED) is still processing a large number of City employees' initial claim forms. So, if you have not received a Wage and Potential Benefit Report, please wait two weeks, then send a notice to inboxworkshare@portlandoregon.gov.

OED is processing multiple claims for multiple weeks at the same time. Depending on what week gets processed first, you may receive a benefit payment for a week that is later than the second week you furloughed, or you may get a notice that your waiting week is a week later than the actual first week you furloughed. OED has advised this is due to timing differences when processing claims.

Please keep track of payments you receive, and which weeks' payments you have not received. Wait two weeks, and if you still have not received benefits for a week you were expecting, use the above email to report the issue.

Waiting-Week

Multiple Work Share participants have received notice from OED, stating they would not be paid for their first week of qualifying for benefits -- due to a waiting week. This is happening because OED hasn't been able to update its system yet, to allow payment during the waiting week, which was waived by Governor Brown.

Work Share participants may not get paid initially for that first week, but when OED catches up, you will be paid, along with the CARES Act benefit if you qualify. We have asked OED what their estimated time frame for paying the waiting week benefit is, and they simply do not know.

Rule Change

OED is adopting a temporary rule. This is to make changes to the Unemployment Insurance Work Share program in response to COVID-19, as a result of Governor Brown's March 8, 2020 Declaration of Emergency.

Now, Work Share participants can use approved, accrued leave for personal illness, caring for someone who is sick, jury duty, or for COVID-19 related issues during a week in which they furlough -- and those approved leave hours will count as hours worked. This does not apply to other types of leave, including vacation.

If an employee who is scheduled to work 40 hours takes eight to 16 hours of furlough during a particular week, but also needs to take additional time off during that week for one of the above reasons, the time taken off for that reason will be reported to OED as time worked. **Example:** For the week of August 16-22, an employee is scheduled for 40 hours and takes eight hours of furlough. They also take eight hours of approved, accrued sick leave that week. We will report 32 hours worked, out of 40 hours scheduled that week.

This temporary rule adoption is effective August 2, 2020 through December 26, 2020. It does not apply to Work Share claims submitted for weeks prior to August 2.

Read a detailed [FAQ regarding the Work Share program](#).

Human Resources Administrative Rules Workgroups

The Bureau of Human Resources is looking for staff to help revise, rewrite, and create new Human Resources Administrative Rules (HRARs) for the City. We will use the City's core values as a guide: Anti-racism, Equity, Transparency, Communication, Collaboration, and Fiscal Responsibility.

Administrative rules cover many aspects of our roles as City employees, from hiring practices to employee conduct to benefits. We hope to bring together diverse teams to deconstruct all administrative rules, gather feedback and ideas from different perspectives, and come out with unbiased, consistent, and easy-to-understand rules for a multicultural workforce.

If you are interested in joining the workgroup, please send a message to BHRCommunications@portlandoregon.gov, and include your reason why.

If you are not interested in joining the workgroup, but have ideas and/or questions related to administrative rules and the City's core values, please use the above email.

All are welcome.

Recruiting

[Current Internal Recruitments](#)

[Current External Recruitments](#)

[Current Lateral Transfer Opportunities](#)

Training

Required:

Virtual -- **Racial Equity 101 Training**, 8/20/20, 2 - 5:30 p.m.

Virtual -- **HR 2.02 for Employees**, 8/21/20, 1 - 3 p.m.

To register, go to [CityLearner](#) (using Internet Explorer or Chrome; a remote access token is not needed), select "Learning," type the course name into the "Find Learning" search field, then click "Go" to locate the course. Register for the date and time that work for your schedule. If you need assistance with [CityLearner](#), please go to [CityLearner Help](#), or send an email to [BHR Training](#). Upon successful registration in [CityLearner](#), a Zoom meeting invitation, training instructions, and materials will be sent two to three business days before the class date.

Note: HR 2.02 for Managers/Supervisors is on hold due to recent changes in the HR 2.02 rule, based on updated 2020 state law. City Attorneys are reviewing the impact on the training, and we are hoping to have an updated course in the fall. An announcement will go out when the training is relaunched.

Benefits

Webinars:

Healthy Sleep, 08.20.20, 11 a.m. - noon This training addresses how stress impacts sleep along with key principles for getting better rest, including mindfulness and guided imagery. Insomnia and its impact is also addressed. <https://attendee.gotowebinar.com/register/6040003708125407758>

Conflict Resolution, 8/25/20, noon - 1 p.m.

This training will identify components required to resolve conflict, including active listening and the ability to articulate one's position. Using creativity when exploring possible solutions will be discussed as a strategy to successfully resolve conflict. <https://register.gotowebinar.com/register/5182954185483420174>

[Webinars for all – On Demand](#)

Haven't logged in yet? To access:

1. Go to: www.cascadecenters.com
2. Click "Member Login"
3. Register as a new user

Enter the Company Name (City of Portland) -- Once logged in, select the "Webinars" tile

[Webinars for Managers/Supervisors – On Demand](#)

Thank you!



BHR Communications

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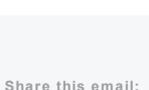
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City of Portland Core Values:

Anti-racism | Equity | Transparency | Communication | Collaboration | Fiscal Responsibility

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