

# BHR BULLETIN

08 . 04 . 20

A weekly update from the Bureau of Human Resources.

## ADA 30<sup>th</sup> Anniversary Proclamation

This year marks the 30th anniversary of the Americans with Disabilities Act (ADA), a landmark civil rights law that promotes accessibility, inclusion, and anti-discrimination for people with disabilities. Read the [City's statement](#) and review the [Mayor's Proclamation of July 26, 2020 as Americans with Disabilities 30th Anniversary Day](#).

## Vacation and management leave policies for employees taking furlough

Last week, City Council passed ordinances to ensure employees who are subject to furlough do not lose any "vacation over max" or management leave in calendar year 2021. This means all furloughed employees will have calendar year 2021 to use this time. This exception to [HRAR 6.03](#) is for one year only. Regular rules come back in 2022. Any "vacation over max" or management leave is subject to forfeiture at that time.

## COVID-19 Leave Notice (Represented)

Non-public safety represented employees, Managers, and Supervisors can find detailed information in this [Letter of Agreement](#), regarding how to take COVID-related leave.

## COVID-19 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](http://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](#).

## Work Share

We know Work Share can be confusing, and we also know your time record is critical for taxes, benefits and other ways you manage your paycheck. If you need to correct a mistake on your time record (e.g., took furlough and didn't report it correctly), here is your opportunity to do so. Please work with your timekeeper to make required changes on your timesheet for previous pay periods. The City will be implementing a process to retroactively report time changes from 05/31/2020 to present. These changes will be submitted to the Oregon Employment Department (OED) for corrective claims processing and will be part of your pay record, which may result in corrective pay actions within the City.

Due to the manual nature of reporting retroactive time changes and recalculating pay results, this is expected to be a one-time activity for each OED workweek. It will take the City several weeks to retroactively recalculate and resubmit each workweek to OED.

Once retroactive reporting is caught up, we will make corrected claims for workweeks that ended approximately four weeks earlier. **To ensure the initial claims are correct and do not result in future overpayments or underpayments to employees, those responsible for time entry are asked to please make every attempt to submit time by the Monday 5:00 p.m. deadline for reporting to OED.**

If you submitted a Work Share Initial Claim form in June and you haven't received a Wage and Potential Benefit Report yet, please send an email with your name and Personnel Number (PERNR) to: [inboxworkshare@portlandoregon.gov](mailto:inboxworkshare@portlandoregon.gov). We will provide that information to OED, which will research the status of your claim.

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

## Harassing Messages

Recently, multiple City of Portland employees have received harassing and threatening phone calls in relation to the ongoing protests. If you receive harassing messages, always remember to document what was said, the context of the call, and if there was a number associated to the call. Please notify City Security Manager Manny Guerra at [manuel.guerra@portlandoregon.gov](mailto:manuel.guerra@portlandoregon.gov), and/or the Portland Police Bureau.

[Additional safety tips](#)

## 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](mailto: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

Now that we have an interim process addressing urgent needs, bureaus have begun submitting requests and we anticipate a very busy time ahead! Our senior recruiters and support team are currently understaffed, so we are temporarily suspending recruiter assignments based on classifications (i.e., engineering, trades), returning to assignments by bureau until staffing levels increase. This requires an adjustment to delivery time for things like existing lists, responses to new requisitions, etc., which increases from two days to three. If you have

questions, please [contact your senior recruiter](#).

[Current Internal Recruitments](#)

[Current External Recruitments](#)

[Current Lateral Transfer Opportunities](#)

## Training

Required:

Virtual -- **Racial Equity 101 Training**, 08.07.20, 8:30 a.m. - noon

Virtual -- **HR 2.02 for Employees**, 08.21.20, 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 impacts to the training, and we are hoping to have an updated course up and running in the fall. An announcement will go out when the training is relaunched.

## Benefits

Take advantage of these self-care webinars!

**Avoiding Job Burnout**, 08.04.20, 11 a.m. - noon. **TODAY!**

In this seminar participants will learn the potential causes of job burnout and how to reduce risk by better managing internal and external boundaries. Participants will also learn how to recognize warning signs and assess job stress levels.  
<https://attendee.gotowebinar.com/register/4412648433691438862>

**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>

**The following webinars are available for Managers/Supervisors, on demand:** <https://www.portlandoregon.gov/bhr/article/750308>

Thank you for all you do for the City,



## BHR Communications

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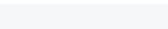
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## City of Portland Core Values:

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

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