

BHR BULLETIN

08.18.20

A weekly update from the Bureau of Human Resources.

Mental Health Wellness

[WholeLife](#) Directions measures and provides immediate feedback for nine areas of mental health, connecting you to proven methods of treatment and support.

Take the first step toward a happier, healthier you, and [download the WholeLife Directions app](#) today.

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://suicidpreventionlifeline.org/>

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

We understand the State of Oregon sponsored Work Share program messages can be confusing, and participants have received many different ones as the program continues to evolve. Please see below for a summary of the more recent updates.

ReliaCard

All employees who receive a Work Share benefit will receive a US Bank [ReliaCard](#). Typically, this should arrive in the mail within 10 days after you receive a check for your first week of benefits. Be sure to activate the card and keep it in a safe place. More information about [ReliaCards](#) and how to use one can be found in this [detailed FAQ](#).

We don't know whether the Oregon Employment Department (OED) has been able to process direct deposit forms for all City employees yet. It is possible you may get your next payment or several payments on your [ReliaCard](#), even though you signed up for direct deposit. Be sure to check the balance on your [ReliaCard](#) by creating a user account on the [ReliaCard website](#). You can also sign up for text and email alerts to let you know when new funds have been deposited.

Denial Letters

If you receive a letter indicating your Work Share claim for a particular week cannot be paid, and that you need to call OED, or return the enclosed form within five days of the date of the letter, **you do not need to return the form**. Send a message to the Work Share Inbox (below), and we can investigate why your claim might have been denied.

Processing

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.

Multiple claims for multiple weeks are being processed 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](#).

Classification and Compensation

Over the past year, the Bureau of Human Resources has been working to determine the tools necessary to move forward with a transparent pay equity structure for all employees.

We are excited to announce the next step in pay equity implementation -- the creation of a Job Architecture framework. This framework will formalize groupings of comparable work for each position. Once the Job Architecture framework and pay philosophy are finalized, BHR will move forward with completing a pay equity analysis by the end of 2021.

Reviewing everyone at the same time and under the same framework will ensure consistent, equitable and transparent results for all employees.

We are committed to ensuring the City is compliant with legislation, as well as making sure employees are compensated equitably now and into the future.

Recruiting

[Current Internal Recruitments](#)

[Current External Recruitments](#)

[Current Lateral Transfer Opportunities](#)

Training

Required:

Virtual -- **Racial Equity 101**, 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.

If you have questions about the listed trainings, or any others, please send a message to hrrtraining@portlandoregon.gov.

Benefits

Webinars:

Healthy Sleep, 8/20/20, 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 and 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!



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City of Portland Core Values:

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

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