

BHR BULLETIN

08.26.20

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.

Access code: City of Portland

In Our Own Voice,

presented by the National Alliance on Mental Illness (NAMI) Multnomah

In Our Own Voice is a unique education presentation that offers hope and provides insight. The presentation challenges attitudes, assumptions and ideas about people with mental health conditions. A leader with lived experience will provide a personal perspective, and talk openly about what it's like to live with a mental health condition.

8/27/20, 11:00 a.m.

Join Zoom Meeting at <https://us02web.zoom.us/j/85920711045>

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/>

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.

Deadline for Entry into SAP for Retroactive Work Share Timesheet Reporting

The standard deadline for making retroactive changes for City time and payroll is by the end of the following pay period. For purposes of reporting to the Oregon Employment Department (OED), retroactive timesheet corrections should be made as soon as they are discovered.

For purposes of OED reporting, all retroactive timesheet changes for the period 05/31 through 08/08 should be updated by 09/07 in SAP. We are unable to guarantee that retroactive changes to timesheets for the period 05/31 through 08/08 made after 09/07 will be included in the updated reporting to OED.

In order to request retroactive timesheet changes employees should contact their timekeeper or manager.

For future Work Share claims, all attendance and absence hours need to be entered into SAP and saved by 5:00 p.m. Monday -- for the prior Sunday through Saturday OED workweek -- if an employee furloughed during that week. For negative pay employees, all exceptions need to be recorded (overtime, vacation time, etc.). For positive pay, all hours in the workweek they furloughed need to be entered and saved, not just their furlough hours.

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. In your message, please provide information about which week of benefits has been denied and the reason given, or attach a scan or photo of the denial letter.

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.

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

Core Values

In June 2020, City Council formally adopted 6 core values of anti-racism, equity, transparency, communication, collaboration and fiscal responsibility. [These values](#) will serve as the cornerstone and compass for each action and behavior within our City workforce. The values were identified through collaboration with internal and external partners over the course of 2 years. Bureau Equity Managers and the Office of Equity and Human Rights played key roles, in partnership with BHR to inform the behaviors associated with each value. This effort led to the development of a [core competency model \(core competency accessible document\)](#).

The Bureau of Human Resources continues to engage partners throughout the City to ensure each core value will be exhibited in each stage of the employee experience within the City of Portland; however, it is each of our responsibility and opportunity to demonstrate what unites us all; a shared commitment to demonstrating anti-racism, equity, transparency, communication, collaboration and fiscal responsibility in each of our interactions and delivery of impactful work. The values are now intentionally included in the following outlets and soon to be added to others:

- Recruitment announcements
- Electronic Onboarding -- to be added September
- Virtual New Employee Orientation -- launching September 2020
- [Offer letters](#)

Future work planned:

- Reorganizing HRARs to align with associated value or values.
- Ensuring the workforce is accountable for living into the values and behaviors adopted by council.
- Leveraging the competency model in training and workshops, including Citywide Manager and Supervisor training.
- Interview questions guide for each core value.
- Alignment of values and associated behaviors through performance management.

Stay tuned for more updates regarding the City's core values. All feedback is welcome.

Benefits

Webinars:

Estate Planning: Financial Basics

Many of us know we should have an estate plan, but we don't know how to get started -- or when to get started. In this presentation, we discuss the necessary steps in estate planning that are relevant for any stage of life. Learn why it's important for you and your loved ones, and also get a review of the documents and steps involved in the process.

8/27/20, 9:00 a.m. OR 12:00 p.m., [Register Here](#)

Managing Your Roles: Work Stress and Educating Your Child at Home

This one-hour webinar will be guided by a master's level therapist to support parents and families who are managing changes that have occurred due to COVID-19. Many people are juggling their professional roles, competing responsibilities, and providing support to children learning virtually. This webinar will provide support with how to create a schedule, helpful hints to navigate shifting roles, and stress reduction skills and tools for managing uncertainty.

9/2/20, 11:00 a.m. - noon, [Register Here](#)

9/3/20, 1:00 - 2:00 p.m., [Register Here](#)

Space is limited. A recording of the webinar will be posted on the [Cascade Centers YouTube Channel](#) following the live broadcast.

I Want to Buy a House

The dream of owning your home is attainable if you get your finances in order and learn as much as you can about the process. In this class, we'll help you get started by walking through the different mortgage loans available, reviewing what lenders look for in a borrower, and what costs you can expect during the process.

9/3/20, 12:00 p.m. - 1:00 p.m., [Register Here](#)

Article: Buying Your First Home

For lots of us, property and the American dream are inextricably linked - it's a huge milestone on the path to success and security. If you're looking to buy a house, it's important to go into the process with as much information as possible. [Read these tips to buying your first home](#).

Planning for College 101

The costs of attending college continue to increase, so planning is imperative. This class will discuss different types of college savings accounts and review the FAFSA financial aid process.

9/8/20, 9:00 a.m. OR 12:00 p.m., [Register Here](#)

Student Loan Repayment Strategies

For many employees, especially in the first half of their careers, student loan repayment are a significant monthly expense. This class helps attendees consider repayment options that meet their individual goals.

9/24/20, 9:00 a.m. OR 12:00 p.m., [Register Here](#)

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" title.

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

Recruiting

[Current Internal Recruitments](#)

[Current External Recruitments](#)

[Current Lateral Transfer Opportunities](#)

Training

New Employee Orientation, 9/8/20, 10:00 a.m. - 1:30 p.m. (30-minute lunchbreak)

For more information on this training, visit our webpage at <https://www.portlandoregon.gov/bhr/77721>

Required:

Virtual -- **Racial Equity 101**, 9/4/20 OR 9/25/20, 8:30 a.m. - noon

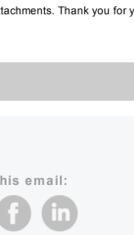
Virtual -- **HR 2.02 for Non-Supervisory Employees**, 9/24/20, 9:30 a.m. - 11:30 a.m. OR

10/27/20, 1:00 p.m. - 3:00 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 hrtraining@portlandoregon.gov.

Thank You!



BHR Communications

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[Twitter](#) | [Facebook](#) | [Instagram](#) | [YouTube](#)

City of Portland Core Values:
Anti-racism | Equity | Transparency | Communication | Collaboration | Fiscal Responsibility

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