

BHR BULLETIN

09 . 01 . 20

A weekly update from the Bureau of Human Resources.

Dependent Care Survey

BHR has designed a short survey to identify needs/barriers facing City employees who are caregivers. The collected information will be used to explore possible strategies to offer support. Deadline for filling out the survey is 5:00 p.m. Thursday, 9/10/20. [Take the Dependent Care Survey now.](#)

Employee Assistance Program (EAP)

September is Suicide Prevention Awareness Month

The key to lowering the suicide rate is prevention, which includes education, stigma reduction, and improving support resources for those who are at risk. Mental health conditions and suicidal thoughts can affect anyone regardless of age, gender or background.

EAP resources:

[Suicide and Mental Health Awareness](#)

[La conciencia sobre el suicidio y la salud mental](#)

[Suicide Prevention Support booklet](#)

[Suicide Awareness video](#)

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

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

National Suicide Hotline: 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 at 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 messages as the program continues to evolve. Please see below for a summary of the more recent updates.

9/7/20, Labor Day Holiday Time Entry Deadline

Monday, 09/07 at 5:00 p.m., is the time entry deadline for the Oregon Employment Department (OED) 08/23-08/29 workweek. Since 09/07 is a City recognized holiday, please make sure time entry for this workweek is completed before the date -- if this is your day off.

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 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.

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 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.

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 to allow payment during the waiting week, which was waived by Governor Brown.

If you have questions regarding Work Share benefits or the process, please email inboxworkshare@portlandoregon.gov.

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

Benefits

Webinars:

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 uncertain

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 payments 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" tile.

Webinars for Managers/Supervisors – On Demand

Recruiting

[Current Internal Recruitments](#)

[Current External Recruitments](#)

[Current Lateral Transfer Opportunities](#)

Training

New Employees:

Virtual -- **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, All Employees:

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.

Professional Development:

Virtual -- **How to Apply**, 9/16/20, 12:00 p.m. - 1:30 p.m.

Looking for a new job within the City of Portland? Course participants will refresh their knowledge regarding City of Portland's online application process, types of employment, submitting application materials, and interviewing.

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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City of Portland Core Values:

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

[core competency model](#) — [core competency accessible document](#)

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