

BHR BULLETIN

09.22.20

A weekly update from the Bureau of Human Resources.

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City of Portland Core Values

In June 2020, City Council formally adopted six City of Portland core values: anti-racism, equity, transparency, communication, collaboration and fiscal responsibility. [These values](#) now serve as the cornerstone and compass for each action and behavior within our City workforce. It is exciting to have a solid foundation in place as we move forward together as one City. If you haven't already, please take time to familiarize yourself with the [Core Competency Model](#) and/or the [Core Competency Accessible Document](#).

Child Care Resources

We are still gathering information from the Dependent Care Survey, as well as other related feedback -- working on ways to support caregivers. In the meantime, Multnomah Education Service District (MESD) put together a flyer to help families find assistance and affordable child care. The information is available in multiple languages at <https://www.multnomahesd.org/covid-child-care.html>.

COVID-19

COVID-19 Temporary Paid Leave Program

The State of Oregon's [COVID-19 Temporary Paid Leave Program](#) is available to people who need to quarantine or isolate because of COVID-19 exposure or are experiencing symptoms and need a medical diagnosis, but do not qualify for COVID-19-related paid sick leave (or do not have access to COVID-19-related paid time off).

If you meet all of the eligibility requirements, you will get a \$120 per-day payment, up to 10 working days (\$1,200 total) for the time you need to quarantine or isolate.

[Check to see if you are eligible.](#)

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 a City health plan administered by Moda, testing is available at no cost if you are exhibiting symptoms, at high risk, or exposed at work to someone with COVID-19. To find a testing site, contact your primary care provider or use this link: www.healthoregon.org/covid19testing. Kaiser members can [find testing information here](#). For additional facts, and to assess your risk, visit the [Multnomah County COVID-19 Testing website](#).

Quarantine

In our continuing effort to assist employees during this challenging time, 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.

PublicAlerts

[Sign up for PublicAlerts](#) so you know when an emergency is happening in the Portland-Vancouver Region. Encourage your friends, family, and neighbors to as well. Getting info quickly gives you power to take action. It could save your life and the lives of your loved ones. The [PublicAlerts website](#) also contains a wealth of information about our current wildfire and air quality situation, as well as information about how to prepare for emergencies and get involved in creating disaster resilience.

Oregon Wildfire Resources

If you have a specific need or request for resources, call 800-433-2320 for immediate attention. Cascade Work/Life specialists are connecting people to evacuation shelters, temporary housing, access to food

and/or basic needs, locations where livestock can be safely moved, and more. Cascade is following Oregon's wildfire situation closely, and will update resources as changes occur. If you need help, specialists are available to assist in coping with trauma, grief, loss, and all the emotions that come with uncertainty.

Prescription Medication Options

Did you lose medications to wildfire, leave them behind while evacuating, or need additional medications for your emergency preparedness kit? Here's how you can get some relief:

Kaiser -- Kaiser NW pharmacy is allowing early/replacement refills for members impacted by wildfire and evacuation. Applicable member cost shares apply. Members can contact their KP pharmacy as they normally would. Pharmacy staff are prepared to assist at 503-813-2000 or www.kp.org.

CityCore/CityNet Moda -- Prescriptions are handled by Express Scripts. [More information is available here.](#)

Employee Assistance Program (EAP)

[24-hour Help During Emergencies and Other Times of Need](#)

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, help 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/>

Individual Account Program (IAP)

Interested in what's going on with your retirement account, and how to gain more control? See below for details.

[IAP Target-Date Fund Member Choice available until September 30](#)

[IAP Redirect](#)

[IAP Voluntary Contributions](#)

All information on IAP Voluntary Contributions can be found on the PERS website at [PERS IAP Information](#). If you have questions, please contact PERS Customer Service at 888-320-7377.

City African American Network

City African American Network (CAAN) seeks to build a common bond of fellowship among Black employees who work for the City of Portland. CAAN advocates for fair employment and equal promotional opportunities for Black employees through positive relationships with City and community leaders who value and embrace “diversity” beyond just awareness. *Opportunity builds diversity!*

CAAN hosts monthly lunches, “Always Eat Together,” the first Tuesday of every month and puts on Black History Month and Juneteenth programming. All activities are now virtual due to COVID precautions. [Sign up to join our email list](#) and receive newsletters along with event details. CAAN is currently seeking more members for our Leadership Team. If you are interested in being a part of CAAN, please email CAAN@portlandoregon.gov.

Note: Your time participating in affinity groups is covered up to one hour per month or 12 hours per year. In October 2019, City Council passed a resolution that supports the valuable contributions affinity groups create to honor a diverse employee culture.

Flu Shots

On-site flu clinics are operating at most, but not all, worksites this year to keep City employees healthy.

Because worksites need to limit the number of people in buildings, and some staff are required to be on-site, we ask -- **if you are currently working from home, please do not come into a City facility for your flu shot.** Instead, you and your dependents can get flu shots at no cost from your primary care provider or any in-network pharmacy through your Moda administered health plan. If you are a Kaiser participant, please go to <https://healthy.kaiserpermanente.org/health-wellness/flu>, to get information about receiving a flu shot.

For those currently reporting to worksites, a complete list of on-site flu shot clinic options as well as instructions are available at <https://www.portlandoregon.gov/bhr/77492>.

Please read the vaccine information sheet and complete the paperwork before visiting a worksite clinic.

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.

Lost Wages Assistance

On August 8, 2020, the President made available up to \$44 billion from FEMA’s Disaster Relief Fund to provide financial assistance to people who have lost wages due to the COVID-19 pandemic. This

temporary emergency program, known as the Lost Wages Assistance (LWA) program, gives an additional \$300 per week to people who have had a reduction in work hours due to COVID-19, and are receiving at least \$1 of unemployment benefits. This is effective from July 26 through September 5, 2020. LWA will be paid retroactively to Work Share participants in the same manner as their regular Work Share weekly benefits but as a separate payment. The Oregon Employment Department (OED) has indicated their goal is to issue these payments before the end of September.

City of Portland has certified to OED that the need to reduce hours and subsequent participation in Work Share was due to a disruption from COVID-19. Employees do not need to take any action themselves, to receive this additional retroactive payment for weeks they were eligible for Work Share benefits between July 26 and September 5.

Processing

OED is still processing claims, so it is common for Work Share participants to be missing payments. If you email the Work Share inbox regarding missing payments, please include your furlough dates, the number of payments received, and the weeks listed on any paper checks. If you received a letter regarding the waiting week, please include the date listed. All of this information will help us assess which payments are being processed.

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.

OED stated last week that it is planning to pay the "waiting week" benefit by late November, but cannot guarantee the success of this plan.

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.

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 Railcars, 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.

Correction: Last week we shared incorrect contact information for questions and issues related to ReliaCard. OED has instructed that participants please call Cardholder Services at 866-567-8590, or visit www.usbankreliacard.com.

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:

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.

Thursday, Sept. 24, 9 a.m. OR 12 p.m., [Register here](#)

Tune into Your Body: Wake-Up Sleeping Muscles and Work More Effectively

Do you feel stiff or sore during your workday? If so, this lunch and learn will help you better understand your physical habits and how to focus on more effective posture and movement. We'll practice simple exercises that you can fit into your day to "turn on" underutilized muscles, avoid strain, and create more physical ease.

Thursday, Sept. 24, 12 p.m., [Register here](#)

COVID-19: Marital and Relationship Stress

This webinar is designed to support communication for people experiencing additional strain in their relationships during the COVID-19 pandemic. Tips and useful information to improve communication will be provided.

Tuesday, Sept. 29, 11 a.m. - 12 p.m., [Register here](#)

Question & Answer Forum: Work/Life Challenges During COVID-19

This unique Question and Answer forum will provide participants access to a Master's level clinician who can answer questions and provide guidance on these topics:

- Managing your stress response and practical strategies for healthy coping
- Managing the changes and challenges that come with teleworking
- Family plan and talking to children about COVID-19
- Tools to maintain a positive outlook
- Learning what resources are available for support

Thursday, Oct. 1, 11 a.m. - 12 p.m., [Register here](#)

[Access previous Cascade Centers and Moda Health webinars.](#)

Wildfires and Trauma Response

Wildfires can be particularly stressful because the factors that influence their strength and direction can change at any moment. It is common for people who have lived through these circumstances to experience strong emotions. This webinar helps participants understand normal responses to these abnormal events. Tips are presented to help you cope effectively with your feelings, thoughts, and behaviors related to this significant stressor.

[View on demand](#)

Family Stress and Parenting Children Under 12 During COVID-19

As we all adjust to the "new normal" of social distancing and isolation, we are faced with unique challenges in all aspects of our lives. This webinar will review the following concepts: Family dynamic challenges, Parenting children under 12 while in quarantine, Co-parenting strategies, Creating a family schedule, Mindfulness practices for coping with anxious feelings.

[View on demand](#)

Teens and Young Adults and the Unique Challenges They Face During the Pandemic

As teens and young adults, feelings of loss, anger and anxiety are common during this time and the loss of social opportunities are difficult. This webinar connects you and your teen with ideas you can utilize during these uncertain times including: Discussion of life stage and loss, Choices regarding the feelings of anger and anxiety, Staying connected in new ways and old ways, Creating community and supporting all those around to stay safe.

[View on demand](#)

Webinars for all – On Demand

Haven't logged in yet? To Access:

- 1) Go to: www.cascadecenters.com
- 2) Click "Member Log-In"
- 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

Managers/Supervisors Only

Virtual -- ***Workplace Contact Tracing for COVID-19***, Tuesday, Oct. 13, 1 p.m. - 2 p.m.

Required, All Employees

Virtual -- **Racial Equity 101**, Friday, Sept. 25; Friday, Oct. 9; Friday, Oct. 23, 8:30 a.m. - 12 p.m.

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

Tuesday, Oct. 27, 1 p.m. - 3 p.m.

Professional Development

Virtual -- **How to Apply**, Wednesday, Oct. 14, 12 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.

Virtual -- **Facilitation Training: Learn to Lead Reflective Conversations (this is a 3-part training with limited seating)**

Thursday, Dec. 3, 10 a.m. - 3:30 p.m.

Friday, Dec. 4, 10 a.m. - 3:30 p.m.

Friday, Dec. 11, 10 a.m. - 12 p.m.

Introduction to Procurement

Tuesday, Oct. 6, 9 a.m. - 11 a.m.

[Join Microsoft Teams Meeting +1 971-323-0035](#) United States, Portland (Toll) Conference ID: 306 301 558# [Local numbers](#) | [Reset PIN](#) | [Learn more about Teams](#) | [Meeting options Help](#) | [Legal](#)

-----Cooperative and City Agreements

Cooperative and City Agreements is a two-hour instructor led class. This course is intended to familiarize you with how Cooperative Agreements work, how to find one that fits your purchasing needs, and when to use them.

Wednesday, Oct. 7, 9 a.m. -11 a.m.

[Join Microsoft Teams Meeting +1 971-323-0035](#) United States, Portland (Toll) Conference ID: 355 477 073# [Local numbers](#) | [Reset PIN](#) | [Learn more about Teams](#) | [Meeting options Help](#) | [Legal](#)

Roles and Responsibilities in Procuring for Design Services

Tuesday, Oct. 20, 1 p.m. - 2:30 p.m. [Join Microsoft Teams Meeting +1 971-323-0035](#) United States, Portland (Toll) Conference ID: 882 973 615# [Local numbers](#) | [Reset PIN](#) | [Learn more about Teams](#) | [Meeting options Help](#) | [Legal](#)

Contractual Risk

Tuesday, Oct. 20, 9 a.m. - 11 a.m. [Join Microsoft Teams Meeting +1 971-323-0035](#) United States, Portland (Toll) Conference ID: 396 513 889# [Local numbers](#) | [Reset PIN](#) | [Learn more about Teams](#) | [Meeting option Help](#) | [Legal](#)

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

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

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