

BHR BULLETIN

09.29.20

A weekly update from the Bureau of Human Resources.

Included in this issue:

- Child Care Resources
- Furlough Deadline
- We the People? | By Dr. Markisha Smith
- Families First Coronavirus Response Act (FFCRA) -- Leave Overview
- COVID-19
- Employee Assistance Program (EAP)
- Individual Account Program (IAP)
- Latinx PDX Employee Affinity Group
- Flu Shots
- Work Share
- Benefits
- Recruiting
- Training

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>.

Furlough Deadline

The deadline for both non-represented and represented employees required to furlough is October 31, 2020. The non-represented deadline was revised from October 14 to October 31, 2020 to align with the represented employee deadline.

Upon request, bureau timekeepers are able to generate SAP reports that show the year to date number of hours taken by employees as furlough (SAP time code FRUP) and reduction in

workweek (SAP time code RSUP). Please refer to the non-represented [Furlough Matrix](#) to determine your required number of furlough hours based on earnings and hours scheduled.

The DCTU, PROTEC17, and LIUNA Letters of Agreement (see the following link for an overview of each, [COVID-19 LOAs](#)) specify an agreed to furlough requirements separate from those in the non-represented Furlough Matrix.

We recognize that COVID-19 has created significant stress on employees and changed how we live and work. The City and its citizens thank every employee who has furloughed and experienced a shared sacrifice to help mitigate the impact of COVID-19 revenue shortfalls.

[We the People? By Dr. Markisha Smith](#)

Powerful and relevant words from Office of Equity and Human Rights Director Dr. Markisha Smith. This article speaks to the work the City is doing and must continue to do to deconstruct inequitable systems, policies and practices that impact our workforce. As Dr. Smith highlights, the structures historically adhered to are part of the problem, which demands us to think, act and show up differently for Black, Indigenous, and People of Color, who have been marginalized from this country's beginning.

Note: This was written just before the Jefferson County, Kentucky Grand Jury's decision not to indict police officers for the killing of Breonna Taylor.

Families First Coronavirus Response Act (FFCRA) -- Leave Overview

Want to get more familiar with the FFCRA leave options? For starters, it provides employees up to 80 additional hours of paid sick leave to care for themselves or family members with a COVID-related illness. For more details, please attend one of the following live webinars.

Wednesday, Oct. 7, 11 a.m. - 12 p.m.

Join Zoom Meeting at

<https://us02web.zoom.us/j/83788114094?pwd=Qk1HK1FUUkVvNlpRTjhQMFRqSmNFdz09>

Meeting ID: 837 8811 4094 | Passcode: 827134 | +1 253 215 8782 US

Wednesday, Oct. 14, 12 p.m. - 1:30 p.m.

Join Zoom Meeting at

<https://us02web.zoom.us/j/84888102866?pwd=Qjd6ZGpkVUEvTDFMa1dzYkpqaWNtZz09>

Meeting ID: 848 8810 2866 | Passcode: 835298 | +1 253 215 8782 US

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.

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.

1. IAP Target-Date Fund Member Choice available until September 30.

As a participant in the [Individual Account Program \(IAP\)](#), you are currently invested in the default IAP investment option, an IAP Target-Date Fund (TDF) based on your year of birth.

Now, through **September 30, 2020**, you have the option to make a "[Member Choice election](#)," which allows you to pick a TDF that better reflects your retirement savings goals or your personal risk tolerance.

- Note that any election you make in 2020 will **not go into effect until January 1, 2021**, which means you will not see annual investment returns until your 2021 Member Annual Statement, which is sent in spring 2022.
- **You can change your TDF only once per calendar year.** The choice is irrevocable and cannot be canceled.
- If you make a choice, you are required to certify that you have learned about the Oregon Investment Council's [IAP TDF strategy](#) and considered the risk and return characteristics of your IAP TDF. Read Oregon State Treasury's "[Understanding IAP Target-Date Funds and Member Choice](#)" document to fulfill this requirement.
- Read [step-by-step instructions](#) on how to choose a different TDF for the upcoming calendar year in Online Member Services (OMS). Please make sure you have OMS open in only one web browser or tab.

Member Choice is optional. You do not have to take any action. If you do nothing, you will continue to be invested in your current TDF.

2. IAP Redirect

Starting **July 1, 2020**, SB 1049 requires that members earning more than \$2,500 per month have a portion of their 6% IAP contributions redirected to a new Employee

Pension Stability Account (EPSA) for each member. Funds from your EPSA will be used to pay for part of your pension benefits at retirement. The IAP Redirect is in effect when the PERS system is less than 90% funded**.

The portion of the 6% redirected to your EPSA depends on your membership type:

Tier One and Tier Two – 2.5% will go to your EPSA.

OPSRP – 0.75% is redirected to your EPSA.

The remainder of your 6% will be contributed to your IAP as usual.

More details about the IAP Redirect and opportunities to make additional, after-tax voluntary contributions, are available online for **Tier One/Tier Two** and **OPSRP** members, including new animated videos that help explain the changes.

***The latest official actuarial valuation shows that PERS' funded status including side accounts was 74.9% as of December 31, 2018. The December 31, 2019, actuarial valuation will be adopted in fall 2020.*

3. IAP Voluntary Contributions

PERS members are given the choice to elect to contribute after-tax dollars through their employer via payroll deduction to offset the amount of contributions that are being redirected to a member's EPSA. **This election is made by employees through PERS. PERS will notify employees on how to make the election. PERS will then notify the City of the deduction and any retroactive amounts to be withheld.**

Members have no choice in how much they can voluntarily contribute through this option. It is either 2.5% of qualifying gross salary for Tier One/Tier Two members or 0.75% of qualifying gross salary for OPSRP members.

Employees may elect to make post tax voluntary contributions retroactively to July 1, 2020. Due to programming requirements with PERS Online Member Services (OMS), PERS will not be able to accept voluntary contribution elections until late September 2020.

There will be a **limited, one-time** retroactive election option, available until **October 31, 2020**, for members to elect to make voluntary contributions back to July 1, 2020. PERS will alert members once this functionality is available via [GovDelivery](#) and through updates on the PERS website. Members must be signed up for the [“Senate Bill 1049 Information”](#) topic to receive an alert via email or text. All information on IAP Voluntary Contributions can be found on the PERS website. If you have questions, please contact PERS Customer Service at 888-320-7377.

Increasing contributions to your [City of Portland's Deferred Compensation Plan](#) is another great alternative option when considering the offset of these funds.

[Read additional Voluntary Contributions FAQs.](#)

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.

Latinx PDX Employee Affinity Group

September 15 marked the beginning of Latinx Heritage Month. Latinos, Latinas, Latinxs and Hispanics, all drive our economy as workers, owners, and entrepreneurs. They are the force of social and political change as advocates, activists and elected officials. They innovate as teachers, scientists and engineers. They enrich the arts as poets, storytellers, actors and directors. They ensure our health and essential needs as grocery store workers, truck drivers, agricultural workers, day laborers, sanitation workers, childcare providers, caretakers, nurses, doctors and so much more.

The [Latinx PDX](#) Affinity Group is committed to developing a Latino professional network in order to promote professional advancement and mentoring opportunities for all Latinx City employees, as well as help recruit Latinos for employment. Latinx PDX advocates for strengthening community inclusiveness through public outreach toward policies, plans, and investments, and highlights contributions made by the Latinx Culture. Lastly, Latinx PDX collaborates with Latinx community organizations and institutions for shared goals and accomplishments.

The City of Portland recognizes the Latinx community during this month and every day, the contributions and impact our Latinx neighbors make are invaluable to the fabric of our City. You will find an excel file that our group put together, this valuable resource includes details about events, books, podcasts, films & webinars that you can check out and enjoy in honor of Latinx Heritage Month! [Link to resources here](#).

Sign up to be on the email list at www.portlandoregon.gov/deep/signup. Latinx PDX is seeking more members for our leadership team! Please contact [Cynthia Castro](#) if you are interested or want more information about Latinx PDX.

Latinx PDX is an approved affiliation of the Diverse and Empowered Employees of Portland (DEEP).

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: Two weeks ago 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:

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](#)

A Holiday Planning Guide

Is the holiday season bringing you stress and debt? In this presentation, we will share the best planning, saving, and spending practices. Technology has become a bigger part of our holiday shopping and planning experience, so we will discuss online ideas and sites, as well as important dates to remember, to help you this time of year!

Tuesday, Oct. 13, 9 a.m. OR 12 p.m., [Register here](#)

Live Financial Forum: Debt and Saving

This is a great time of year to focus on debt and saving issues since the holidays are around the corner. Our panel of money coaches will be ready to address any live questions from people across the country related to investing, mortgages, retirement, and more.

Thursday, Oct. 22, 9 a.m. OR 12 p.m., [Register here](#)

How Managers can Support Respectful Workplace Communication

Effective communication is at the core of a safe and productive workplace. When employees are under added stress and anxiety it can impact cohesiveness and morale. This webinar will focus on communication skills and how to maintain an empathetic and compassionate workplace. Topics include assertiveness, boundaries, and emotion management.

Wednesday, Oct. 28, 10 a.m. - 11 a.m., [Register here](#)

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

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

Recruiting

[Current Internal Recruitments](#)

[Current External Recruitments](#)

[Current Lateral Transfer Opportunities](#)

Training

New Employee Orientation

Tuesday, Oct. 13, 10 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>

Managers/Supervisors Only

Workplace Contact Tracing for COVID-19

Tuesday, Oct. 13, 1 p.m. - 2 p.m.

Required, All Employees

Racial Equity 101

Friday, Oct. 9; Friday, Oct. 23, 8:30 a.m. - 12 p.m.

HR 2.02, Workforce Harassment & Discrimination Prevention for Non-Supervisory Employees

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

Professional Development

How to Apply

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.

Wednesday, Oct. 14, 12 p.m. - 1:30 p.m.

Performance 101

Relevant to people in a variety of roles, from program managers to analysts to community-facing positions, this training is an introduction to the theory and practice of performance management.

Thursday, Oct. 8, 1 p.m. - 2:30 p.m.

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***

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](#)

PCC Classes -- FALL Term

Manager/Supervisor approval is required for classes with a fee

Virtual – Intro to Process Mapping

Thursday, Oct. 8; Monday, Oct. 12, 9 a.m. - 10:30 a.m.

Virtual – Conflict Resolution

Thursday, Oct. 8; Thursday, Oct. 15, 1 p.m. - 2:30 p.m.

Virtual – Communication Strategies

Tuesday, Oct. 13; Wednesday, Oct. 14, 10 a.m. - 11:30 a.m.

Virtual – Change Management for Leadership

Thursday, Oct. 15; Friday, Oct. 23, 10 a.m. - 12:00 p.m.

Thursday, Oct. 29, 9 a.m. - 11 a.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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City of Portland Core Values:

Anti-racism | Equity | Transparency | Communication | Collaboration | Fiscal Responsibility
[core competency model](#) — [core competency accessible document](#)

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