

# BHR BULLETIN

10.06.20

A weekly update from the Bureau of Human Resources.

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## **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 can 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.

## **Child Care Resources**

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>.

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

In response to the recent Dependent Care survey, more information will be provided regarding FFCRA leave. For starters, employees are provided up to two weeks (capped at 80 hours) of emergency paid sick leave for certain COVID-19 qualifying reasons, including to care for themselves or a family member's COVID-related illness. For details, please attend one of the following live webinars.

Wednesday, Oct. 7, 11 a.m. - 12 p.m. ***TOMORROW!***

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

[Read a detailed FAQ regarding FFCRA.](#)

## **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 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](http://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.

## **Procurement Trainings**

Do you buy goods and services as part of your job for the City? Sign up for an upcoming procurement class to learn about rules, tools, resources and best practices that will ensure we're accountable to the public – and simplify your work. Whether you're a newcomer looking for an introductory lesson or a pro who wants specialized advice, we have a class for you. Learn more about [October through January classes](#).

## **Employee Assistance Program (EAP)**

### **24-hour Help During Emergencies and Other Times of Need**

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 - CLOSED.**

- 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 closing date was Wednesday, Sept. 30, 2020).** The choice is irrevocable and cannot be canceled.

*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](http://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:** For questions and issues related to ReliaCard, please call Cardholder Services at 866-567-8590, or visit [www.usbankreliacard.com](http://www.usbankreliacard.com).

If you have questions regarding Work Share benefits or the process, please email [Inboxworkshare@portlandoregon.gov](mailto:Inboxworkshare@portlandoregon.gov).

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

## **Benefits**

Webinars:

### ***A Holiday Planning Guide***

Tuesday, Oct. 13, 9 a.m. OR 12 p.m.

### ***Live Financial Forum: Debt and Saving***

Thursday, Oct. 22, 9 a.m. OR 12 p.m.

### ***How Managers can Support Respectful Workplace Communication***

Wednesday, Oct. 28, 10 a.m. - 11 a.m.

Webinars On Demand:

### ***Wildfires and Trauma Response***

### ***Family Stress and Parenting Children Under 12 During COVID-19***

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

### **[Webinars for all – On Demand](#)**

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

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

For detailed descriptions and registration information, please visit the [Benefits Webinar page](#).

## **Recruiting**

### **[Current Internal Recruitments](#)**

[Current External Recruitments](#)

[Current Lateral Transfer Opportunities](#)

## **Training (VIRTUAL)**

### ***New Employee Orientation***

Tuesday, Oct. 13, 10 a.m. - 1:30 p.m. (30-minute lunch break)

For more information on this training, [visit our web page](#).

### **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.

#### ***Quarterly Reporting***

This training will explain the new performance reporting process in detail and allow time for questions and answers.

Thursday, Oct. 22, 10 a.m. - 11:30 a.m.

#### ***Performance 201: Measure Development for Program Management***

This training will offer hands-on guidance for developing measures that are aligned with your goals and are effective at measuring impact.

Thursday, Nov. 12, 10 a.m. - 11:30 a.m.

### **Performance 201: Managing Data for Performance**

Learn more about measure types, metadata, navigating the technical aspects of performance, and accessing data for reporting.

Thursday, Dec. 10, 10 a.m. - 11:30 a.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.

### ***Cooperative and City Agreements***

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

[Join Microsoft Teams Meeting +1 971-323-0035](#), Conference ID: 355 477 073#

### ***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](#), Conference ID: 882 973 615#

### ***Contractual Risk***

Tuesday, Oct. 20, 9 a.m. - 11 a.m.

[Join Microsoft Teams Meeting +1 971-323-0035](#), Conference ID: 396 513 889#

### **PCC Classes -- FALL Term**

***The upcoming virtual classes (Intro to Process Mapping, Conflict Resolution, Communication Strategies, and Change Management for Leadership) that were announced in the prior BHR BULLETIN will be rescheduled due to extenuating circumstances. Classes should occur later in the fall and new dates will be announced soon.***

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](mailto:hrtraining@portlandoregon.gov).

Thank you!



## **BHR Communications**

City of Portland, OMF Bureau of Human Resources

Ph: 503.823.3572 | Fax: 503.865.3288

[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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