

BHR BULLETIN

10.20.20

A weekly update from the Bureau of Human Resources.

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Safety Net Program

The recently updated Safety Net program offers support options for employees and budget-constrained bureaus, addressing needs brought on by COVID-19. Tools have been created to provide bureau-approved flexible leave options to employees during national- and state-declared emergencies. The updates include:

- Split / Flex Schedules
- Reduced Schedules
- Voluntary Layoffs
- Unpaid Leave
- Severance Agreements
- Voluntary Furlough Days

Bureau directors will determine which options are available to their teams, with a goal of

providing as much flexibility as possible to employees. If you are interested, or have questions about the Safety Net program, please speak to your manager/supervisor and/or Human Resources Business Partner.

Details and much more information can be found on the BHR Safety Net page at <https://www.portlandoregon.gov/bhr/81209>.

Workplace Safety

Cold and flu season is upon us! And workplace safety remains the City's top priority during the pandemic. If you have [COVID-19 symptoms](#), please stay home for at least 10 days from the onset of symptoms and until you feel better.

If you experience close contact exposure (closer than six feet for 15 minutes or longer) to someone who is COVID-19 positive, you must quarantine for 14 days. Written authorization for return-to-work is only required if you are diagnosed with COVID-19.

Please take the [self-assessment health survey](#) each day before coming into work. This will help you decide when to stay home as well as keep us all safe.

Time off due to COVID-19 related illness or quarantine may be covered by Families First Corona Response Act (FFCRA) leave, accrued sick or vacation leave, or other leave options such as the City's [COVID Response Leave Sharing Program](#) or [Oregon's COVID-19 Temporary Paid Leave Program](#). For more information on FFCRA or the COVID Leave sharing program, contact your Human Resources Business Partner or [bureau FMLA coordinator](#).

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

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 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.

Human Resources Administrative Rule (HRAR) 6.01 Revision

An updated version of [HRAR 6.01 General, ADA, and Administrative Leaves](#) is in effect as of October 1, 2020. A new section of the rule, “Americans with Disabilities Act (ADA) Reasonable Accommodation Leave,” describes circumstances in which a City employee with a qualifying disability may request a leave of absence as a reasonable ADA Title I accommodation. If you have questions, please contact your [Human Resources Business Partner](#) for assistance.

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. City leaders thank every employee who has furloughed and experienced a shared sacrifice to help mitigate the impact of COVID-19 revenue shortfalls.

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/>

Public Employees Retirement System (PERS) Education Sessions -- Now

Available Online

Though their offices are currently closed, PERS staff remain available to answer questions during regular business hours via phone (888-320-7377) and [email](#). PERS is also offering virtual education sessions for members who are at any point in their careers.

Retirement Readiness with Financial Planning

For Tier One (hired before Jan. 1, 1996) and Tier Two members (hired between Jan. 1, 1996 and Aug. 28, 2003) who are within three years of retirement.

Multiple dates/times -- [Register here](#)

All About OPSRP With Financial Planning

For employees who were hired by a PERS employer or the City after Aug. 28, 2003.

Multiple dates/times -- [Register here](#)

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

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 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.*

2. 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 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 IAP redirect makeup contributions retroactively to July 1, 2020. PERS Online Member Services (OMS) is accepting voluntary contribution elections for Tier One/Tier Two and OPSRP employees.

There is a **limited, one-time** retroactive election option available until **October 31, 2020**, for members to elect to make voluntary post-tax contributions back to July 1, 2020. Retroactive deductions will be made from employee pay in one lump sum deduction after PERS provides the deduction information to the City. Retroactive lump sum deductions will be taken as soon as practical after PERS communicates deduction information to the City and the City is able to include these deductions in the next regular scheduled paycheck.

Elections for both retroactive and ongoing contributions must be made by employees through PERS. All information on IAP Voluntary Contributions can be found on the PERS website at [PERS IAP Information](#). You must log into your PERS Account at PERS Online Member Services found at the following link in order to make deduction elections [How to Elect and Update IAP Voluntary Contributions](#). 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.

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.

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](#).

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 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.

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:

Voya Financial Retirement Readiness

Tuesday, Oct. 20, 12 p.m. – 1 p.m. **TODAY!**

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)

Be sure to visit [CityLearner](#) for course descriptions and the most current class details.

Managers/Supervisors Only

Workplace Contact Tracing for COVID-19

Tuesday, Nov. 17, 11 a.m. - 12 p.m.

Required, All Employees

Racial Equity 101

Friday, Oct. 23; Friday, Nov. 13, 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

Reasonable Employment Accommodations

This training offers an overview of the reasonable accommodations process for City of Portland job applicants and employees who have disabilities, are pregnant or nursing, and/or observe religious practice(s).

Tuesday, Oct. 27, 11 a.m. - 12 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.

Roles and Responsibilities in Procuring for Design Services

Tuesday, Oct. 20, 1 p.m. - 2:30 p.m. **TODAY!**

[Join Microsoft Teams Meeting +1 971-323-0035](#), Conference ID: 882 973 615#

Introduction to Procurement

Thursday, Nov. 5, 9 a.m. - 11 a.m.

[Join Microsoft Teams Meeting +1 971-323-0035](#) Conference ID: 306 301 558#

Roles & Responsibilities in Goods and Services Processes

Tuesday, Nov. 10, 9:15 a.m. - 11 a.m.

[Join Microsoft Teams Meeting +1 971-323-0035](#) Conference ID: 825 566 948#

Role of the Supervisor, Cost: \$125.00

Day 1: Monday, Oct. 26, 10 a.m. - 11:30 a.m.

Day 2: Wednesday, Oct. 28, 10 a.m. - 11:30 a.m.

Public Speaking -Speaking under Pressure, Cost: \$125.00

Day 1: Tuesday, Oct. 27, 1 p.m. - 2:30 p.m.

Day 2: Thursday, Oct. 29, 1 p.m. - 2:30 p.m.

Introduction to Process Mapping, Cost: \$125.00

Day 1: Tuesday, Nov. 3, 1 p.m. - 2:30 p.m.

Day 2: Tuesday, Nov. 10, 10 a.m. - 11 a.m.

(You must attend both days to receive credit for attendance. A Zoom meeting invitation will be sent 2-3 business days before the class). Click [PCC Fall 2020 Virtual classes](#) to view the full list of courses and go to CityLearner to learn more about the classes.

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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