

BHR BULLETIN

11.03.20

A weekly update from the Bureau of Human Resources.

Included in this issue:

- [Election Day](#)
- [Employee Assistance Program \(EAP\)](#)
- [Racial Equity Support Line](#)
- [Safety Net Program](#)
- [COVID-19](#)
- [Public Employees Retirement System \(PERS\) Education Sessions](#)
- [Individual Account Program \(IAP\)](#)
- [Flu Shots](#)
- [Work Share](#)
- [Benefits](#)
- [Recruiting](#)
- [Procurement Trainings](#)
- [Training](#)

Election Day

"Our lives begin to end the day we become silent about things that matter."

-Martin Luther King Jr.

Official ballot drop sites in Oregon and Washington are open until 8 p.m.

[Oregon Drop Box Locator](#)

[Washington Drop Box Locator](#)

Webinar:

Respect in the Workplace

Today's presidential and local elections may be an additional source of anxiety and disagreement for many people across the country. Check out the [EAP Member Site](#) and [flyer](#) to help you find tools to manage distress or conflict, maintain respectful communication with others, and help voters navigate the polls safely amidst the pandemic.

Post-Election Town Hall

This meeting will be informal, where we will practice mindfulness and provide a safe space for you to express your feelings and connect with others.

Wednesday, Nov. 4, 3 p.m.

Please join at

<https://us02web.zoom.us/j/87846821506?pwd=QmVGUjltWndmSHphcmJrUGhWZ2ZQUt09>

Thursday, Nov. 5, 9 a.m.

Please join at

<https://us02web.zoom.us/j/84872961966?pwd=U2QwVlhmbjR6dEVUNkFzMjBkZVVYUT09>

Employee Assistance Program (EAP)

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

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

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

National Suicide Hotline: 1-800-273-8255 (website) <https://suicidepreventionlifeline.org/>

Racial Equity Support Line

503-575-3764

This is a service led and staffed by people with lived experience of racism. They offer support to those feeling the emotional impacts of racist violence and microaggressions, as well as the emotional impacts of immigration struggles and other cross-cultural issues.

They get it. And they're there to talk. To support. To connect.

[More information is available here.](#)

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>.

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. 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.

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.

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.

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.

There was a limited, one-time retroactive election option which was available until October 31, 2020, for members to elect to make voluntary post-tax contributions back to July 1, 2020. Retroactive deductions are being made from employee pay in one lump sum deduction after PERS provides the deduction information to the City. BHR plans to take remaining lump sum retroactive deductions for employees on the **November 5, 2020 paycheck** based upon the employee election information provided by PERS.

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

This year, it's more important than ever to get your flu shot. Help protect yourself, your coworkers and the people you care about by accessing a no-cost flu shot through your City benefit plan. More information is available at <https://www.portlandoregon.gov/bhr/77492>.

Work Share

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.

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.

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](#).

OED has been working on setting up direct deposit for City employees who submitted direct deposit authorization forms. If you requested direct deposit, be sure to check both the balance on your ReliaCard (you can create a user account on the [ReliaCard website](#)) **AND** in your bank account. For ReliaCard, you can sign up for text and email alerts to let you know when new funds have been deposited.

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:

COVID-19: Teaching Kids at Home

This webinar is designed to support parents struggling with the new role teaching at home during the COVID-19 pandemic. Scheduling strategies and identifying/combatting learning anxieties are some of the topics that will be discussed.

Wednesday, Nov. 4, 10:30 a.m. - 11:30 a.m.

[Register here.](#)

Managing Your Roles: Work Stress and Educating Your Child at Home

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 uncertainty.

Thursday, Nov. 5, 11 a.m. - 12 p.m.

[Register here.](#)

Voya Financial Retirement Readiness

This webinar is ideal for Tier One/Tier Two members who are within three years of PERS retirement. Topics include a step-by-step review of a PERS estimate of retirement benefits, and retirement timelines.

Tuesday, Nov. 10, 12 p.m. - 1 p.m.

[Register here.](#)

Getting & Keeping Good Credit

This webinar will explore the criteria that determines a credit score, as well as how to establish new credit, how to recover from credit challenges, and best practices for maintaining an excellent credit score.

Tuesday, Nov. 10, 9 a.m. - 10 a.m.

[Register here.](#)

Holiday Stress During Uncertain Times

Whether you are unable to spend time with loved ones due to social distancing or have added financial burdens, there are many reasons this time of year is difficult. This webinar will focus on strategies to help cope with the holiday season and improve mental and emotional resilience

Wednesday, Nov. 11, 11 a.m. – 12 p.m.

[Register here.](#)

Your Debt-Free Game Plan

Debt is one of the biggest obstacles keeping Americans from reaching financial goals. This webinar will focus on specific debt reduction strategies and help you choose one you can sustain.

Thursday, Nov. 19, 9 a.m. - 10 a.m.

[Register here.](#)

COVID-19: Stress Management Techniques to Cope with Social Distancing and Isolation

This webinar will review the following concepts: Overcoming isolation working from home,

Unexpected feelings with loss of connection, Mindfulness practices for coping with anxious feelings, Tips for staying connected through technology and creativity.

Thursday, Nov. 19, 11 a.m. - 12 p.m.

[Register here.](#)

Prioritizing Emotional Health During Uncertain Times

Join Healthy Foundations LCSW Health Coach Stacey Benson, for an open discussion about maintaining emotional well-being during times of uncertainty and change. We will highlight five effective strategies to support mental health, build resources, and increase resilience.

Thursday, Nov. 19, 12 p.m.

[Register here.](#)

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](#)

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](#).

Training (VIRTUAL)

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

New Employee Orientation

Click [New Employee Orientation](#) for more information.

Tuesday, Nov. 10, 10 a.m. - 1:30 p.m. (30-minute lunch break is included)

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, Nov. 13, 8:30 a.m. - 12 p.m.

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

Tuesday, Nov. 17, 1 p.m. - 3 p.m.

Professional Development

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.

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, Nov. 18, 12 p.m. - 1:30 p.m.

Performance 201: Managing Data for Performance Management

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.

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#

Roles & Responsibilities in Construction Invitation to Bid Process

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

[Join Microsoft Teams Meeting +1 971-323-0035](#) Conference ID: 884 780 167#

PCC Virtual Classes -- FALL Term

Supervisor/Manager approval is required for courses with a fee.

Please sign up as soon as possible to avoid cancellation of the class due to low enrollment.

Conflict Resolution: Dealing with Difficult People, Cost: \$125.00

Day 1: Friday, Nov. 6, 1 p.m. - 2:30 p.m.

Day 2: Friday, Nov. 13, 1 p.m. - 2:30 p.m.

Advance Business Writing, Cost: \$125.00

Day 1: Monday, Nov. 9, 10 a.m. - 11:30 a.m.

Day 2: Monday, Nov. 16, 10 a.m. - 11:30 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.

VOTE!



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](#)

Confidentiality Notification: Information in and/or accompanying this email is the property of the City of Portland Bureau of Human Resources, intended for the use of the person to whom it is addressed, and may be confidential or privileged in nature. Disclosure, copying, distribution or the taking of any action in reliance on confidential or privileged information without the knowledge and express consent of the original sender is prohibited. If you are not the intended recipient, please notify the original sender that you received this email in error, and then delete the e-mail and any/all related attachments. Thank you for your cooperation