

BHR BULLETIN

11.10.20

A weekly update from the Bureau of Human Resources.

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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.](#)

New System to Report Workplace Injuries and Near-Misses *(New Info)*

If you experience an injury on the job – or a near-miss – Risk Management wants to know. Please use the new centralized [reporting system on PortlandOregon.gov](#) so we can track incidents that affect the safety and health of employees.

The new system allows Loss Prevention staff to analyze data for patterns of potential loss. The system automatically notifies Bureau Safety Representatives so they can immediately analyze an event and take quick action to address issues.

Questions can be directed to project lead Penelope.luedkte@portlandoregon.gov.

[More information is available here.](#)

Quick Help for OneDrive *(New Info)*

Want to expand your knowledge of OneDrive? Or just need a refresher course? Quick Help makes it easy with short courses focused on file storage, organization, sharing, and collaboration.

[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 *(New Info)*

BHR deducted the lump sum retroactive voluntary IAP deductions on or before the City's November 5, 2020 paycheck for all employees identified by PERS as having elected voluntary deductions. Any written requests for IAP retroactive deductions submitted by employees to PERS that have been accepted will be processed as feasible in the next regular payroll after the City receives notification from PERS of the election.

Elections for 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

OED Adjudication (Judgment) for Missed Opportunities to Work *(New Info)*

If you were ineligible for Work Share benefits because of missing an opportunity to work (sick time, vacation time, funeral leave, etc.), you may get a phone call from an Oregon Employment Department (OED) adjudicator to verify the reason for your absence. If you receive a call, you will be asked to confirm what day(s) you missed work, why you missed work, and when you returned to work. The adjudicator will use this information to make a final determination on your eligibility for benefits. If the adjudicator leaves you a message, **you must return their call within 48 hours** or they will make a decision without your input.

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.

Note (New Info): Many employees have received a letter from OED indicating they have not yet certified to be eligible for LWA on their unemployment insurance claim, and they must certify within 5 days.

We have been in communication with OED and they have confirmed that the City did certify on your behalf, but that OED did not follow through on marking all City employees as being certified.

OED is now working their way through the City's list of Work Share participants and marking them as certified for LWA.

You do NOT need to self-certify within 5 days of the date in the letter. This issue will be corrected by OED on your behalf. You do not need to repay any LWA benefits already received unless you receive future communication from OED asking you to do so (for example, if OED determines you were paid LWA benefits in error).

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.

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:

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. **TODAY!**

[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.

Workplace Contact Tracing for COVID-19 (Now open to all employees!)

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

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: Measure Development for Program Management

Intended for program managers and others who use performance data to make management decisions, 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 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.

Roles & Responsibilities in Construction Invitation to Bid Process

Tuesday, Nov. 16, 1 p.m. – 3 p.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.

Communication Strategies, Cost: \$125.00

Day 1: Tuesday, Nov. 17, 10 a.m. - 11:30 a.m.

Day 2: Wednesday, Nov. 18, 10 a.m. - 11:30 a.m.

Critical Elements of Customer Service, Cost: \$125.00

Day 1: Monday, Nov. 23, 10 a.m. - 11:30 a.m.

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

Social Intelligence, Cost: \$125.00

Day 1: Tuesday, Nov. 24, 10 a.m. - 11:30 a.m.

Day 2: Tuesday, Dec. 1, 10 a.m. - 11:30 a.m.

Project Management for Municipalities, Cost: \$499.00

Day 1: Tuesday, Dec 1, 10 a.m. - 11:30 a.m.

Day 2: Thursday, Dec. 3, 10 a.m. - 11:30 a.m.

Day 3: Tuesday, Dec. 8, 10 a.m. - 11:30 a.m.

Day 4: Thursday, Dec. 10, 10 a.m. - 11:30 a.m.

Day 5: Tuesday, Dec. 15, 10 a.m. - 11:30 a.m.

Day 6: Thursday, Dec. 17, 10 a.m. - 11:30 a.m.

(You must attend both (or all) 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

City of Portland, OMF Bureau of Human Resources

Ph: 503.823.3572 | Fax: 503.865.3288

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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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