

# BHR BULLETIN

12.01.20

A weekly update from the Bureau of Human Resources.

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## **Included in this issue:**

- [Buy Native Week](#) *(New Info)*
- [ShopSmallPDX.com](#) *(New-ish Info)*
- [CityStrong Holiday Hop Challenge](#) *(New-ish Info)*
- [Employee Care & Support Guide](#) *(New-ish Info)*
- [Employee Assistance Program \(EAP\)](#)
- [Racial Equity Support Line](#)
- [Telework Agreement Form FAQ](#)
- [Oregon OSHA Temporary Rule Addressing COVID-19 Workplace Risks](#)
- [Deferred Compensation Limits](#)
- [Quick Help for Microsoft Teams](#) *(New-ish Info)*
- [Safety Net Program](#)
- [COVID-19](#)
- [Public Employees Retirement System \(PERS\) Education Sessions](#)
- [Individual Account Program \(IAP\)](#)
- [Flu Shots](#)
- [Work Share](#) *(New-ish Info)*
- [Benefits](#)
- [Recruiting](#)
- [Procurement Trainings](#)
- [Training](#) *(New-ish Info)*

## **Buy Native Week**

*(New Info)* The Office of Mayor Ted Wheeler, the Oregon Native American Chamber, and Prosper Portland invite you to participate in Buy Native Week this week through Dec. 6.

The Portland area is home to over 50,000 Native American and Alaska Native people who descended from more than 380 tribes or bands. Many Native American Portlanders are entrepreneurs and business owners who are crucial to the local economy.

Participating in Buy Native Week is simple. Support local Native-owned shops, restaurants, and other businesses this week, and encourage your friends and family to do the same.

A good resource for finding Native-owned businesses is the Oregon Native American Chamber's member list at <http://chamber.onacc.org/list/>. Another is Mercatus's Buy Native Guide, located at <https://mercatuspdx.com/directory/buy-native-guide/#!directory>.

### **ShopSmallPDX.com**

*(New-ish Info)* The City of Portland, led by Prosper Portland, the city's economic development agency, has launched [ShopSmallPDX.com](http://ShopSmallPDX.com)! The website links directly to hundreds of local small businesses throughout the city and makes it easy for shoppers this holiday season.

ShopSmallPDX features an inclusive focus on businesses owned by members of Black, Indigenous, and People of Color communities to broaden multicultural shopping possibilities, offering a way to make buying more intentional, imaginative and meaningful for local businesses that need the support right now.

### **CityStrong Holiday Hop Challenge**

*(New-ish Info)* It's that time of year again! The time when family, friends, and food are common themes as people of all backgrounds celebrate various holidays and the coming of winter. Join the CityStrong Holiday Hop Challenge and travel (virtually) to festive places throughout the country while learning lots of interesting history along the way. With this fun and engaging movement challenge, staying motivated during the holidays will be a breeze.

Register at [citystrong.walkertracker.com](http://citystrong.walkertracker.com) to join the CityStrong Holiday Hop Challenge today!

### **Employee Care & Support Guide**

*(New-ish Info)* The City of Portland acknowledges and understands the unique challenges facing employees during the COVID-19 pandemic. Work-life balance has been turned upside and it's difficult to know where to turn for help. With you in mind, this [Employee Care & Support Guide](#)

was created to provide stability during these uncertain times.

Topics covered include: Families First Coronavirus Response Act, COVID-19 Leave Sharing Program, Back to School – Fall 2020, Dependent and Caregiver Resources, and the Safety Net Program.

## **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. We 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.

We get it. And we're here to talk. To support. To connect.

[More information is available here.](#)

## **Telework Agreement Form FAQ**

The [Telework Agreement Form](#) is used for staff working remotely on a regular and recurring basis at a location other than a City-owned or leased facility or at City field sites. Now that all employees have access to the form, which is due to managers and supervisors by January 1, 2021, there may be some questions. [You can find answers here.](#) Please remember, all teleworking employees need to submit an updated form – even if you had an old form on file.

## **Oregon OSHA Temporary Rule Addressing COVID-19 Workplace Risks**

The Oregon Occupational Safety and Health Administration (OSHA) [Temporary Rule](#) went into effect on November 16, 2020. The City’s COVID-19 Workplace Safety Workgroup is working with Bureaus, Facility Managers, Safety Officers, and Human Resources to implement these requirements within the designated timelines. One of the requirements is to provide the OSHA [“COVID-19 Hazards Poster”](#) to all employees. Please take the time to review and understand the information in the poster. If you are a supervisor or manager be sure your employees who do not have access to email see the poster.

### **Deferred Compensation Limits**

The Internal Revenue Service has announced the 457(b) Deferred Compensation Limits for tax year 2021:

<b>Contribution Category</b>	<b>2021 Annual Maximum Amount</b>	<b>Equivalent Amount Per Pay Period (26 pay periods)</b>	<b>Documentation Requirements</b>
<b>Regular</b>	\$19,500	\$750	Participation Agreement Form <b>OR</b> change contribution election online through ESS Portal
<b>Participants Age 50 and over</b>	\$26,000 Total (\$6,000 Additional)	\$1,000	Participation Agreement Form <b>OR</b> change contribution election online through ESS Portal
<b>3 Year Catch-up Provision</b>	Unused prior deferrals up to \$39,000	\$1,500	<b>*3-Year Catch-up Application Required</b> Participation Agreement Form <b>OR</b> change contribution election online through ESS Portal

To learn more about how to enroll in the 457(b) Deferred Compensation Plan, make contribution changes online or how to submit a Participation Agreement Form, please visit <https://www.portlandoregon.gov/bhr/26734>. **Contribution changes are due to [christina.pham@portlandoregon.gov](mailto:christina.pham@portlandoregon.gov) or [benefits@portlandoregon.gov](mailto:benefits@portlandoregon.gov) by December 15, 2020 for your new deduction amount to start January 7, 2021.**

## **Quick Help for Microsoft Teams**

**(New-ish Info)** Want to expand your knowledge and skills regarding Teams? Or just need a refresher course? Quick Help makes it easy with short basic courses focused on communicating through channels, managing files, using tabs, and managing calls and meetings.

[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. 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).

### **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. 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](#).

## **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)**

For more IAP information, [please refer to the Nov. 17 BHR BULLETIN](#).

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**

### **- Waiting Week Payments *(New-ish Info)***

It has been reported in various news media that the Oregon Employment Department (OED) will begin to make "waiting week" benefit payments to unemployment recipients this week. This is true, but for Work Share participants, this payment will likely come later. Each waiting week claim for Work Share participants must be keyed manually, which will take additional time. OED has indicated they are actively working on this project, and their goal is to have all

waiting weeks paid by the end of January. OED has also indicated that the \$600 CARES Act benefit should still be paid to anyone whose waiting week falls between May 31 and July 25. The \$300 Lost Wages Assistance Program benefit should be paid to anyone whose waiting week falls between July 26 and September 5.

- **OED Adjudication (Judgment) for Missed Opportunities to Work**
- **Lost Wages Assistance**
- **Processing**
- **ReliaCard**

For more Work Share information about the above topics, [please refer to the Nov. 17 BHR BULLETIN.](#)

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

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

## **Benefits**

[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) (New-ish Info)**

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, Jan. 12, 10 a.m. - 1:30 p.m. (30-minute lunch break is included)

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

Tuesday, Dec. 8, 11 a.m. - 12 p.m.

## **Required, All Employees**

### ***Racial Equity 101***

Friday, Dec. 4, 10 a.m. - 1:30 p.m.

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

Tuesday, Dec. 15, 1:30 p.m. - 3:30 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, Dec. 16, 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.

***Roles and Responsibilities in Procuring for Design Services***

The course objectives are to understand the differences between Design and Ordinary Services. This includes Design vs. Services, Timelines, and Process Steps, major steps of the Design Procurement Process and roles and responsibilities in each step of the Design Procurement Process.

Tuesday, Dec. 1, 1 p.m. - 2:30 p.m.

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

***Contractual Risk***

Attendees will learn the basic terminology associated with contractual risk, common insurance coverages required by the City of Portland, and how to use the new Risk Assessment Tool.

Tuesday, Dec. 1, 9 a.m. - 11 a.m.

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

***Roles & Responsibilities in Goods and Services Processes***

The courses objectives are to outline the major steps within the procurement process for Goods and Services for both competitive and non-competitive solicitations, provide you with an overview of the roles and responsibilities between Procurement Services and the requesting Bureau for each step of the Goods and Services procurement processes.

Monday, Dec.7, 9:15 a.m. - 11 a.m.

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

***Introduction to Procurement***

A 2-hour introductory course explaining the fundamental of public procurement at the City of Portland. This course is recommended before taking other courses in the curriculum.

Tuesday, Dec. 8, 9 a.m. - 11 a.m.

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

***To view the complete list of Procurement classes, click - [Procurement Trainings](#)***

**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.

***Problem Solving & Decision Makings, Cost: \$125.00***

Day 1: Monday, Dec. 7, 10 a.m. -11:30 a.m.

Day 2: Wednesday, Dec 9, 10 a.m. - 11:30 a.m.

***Coaching: A Leadership Skill, Cost: \$125.00***

Day 1: Monday, Dec. 14, 1 p.m. - 2:30 p.m.

Day 2: Wednesday, Dec. 16, 1 p.m. - 2:30 p.m.

***NEW!***

***Effective Remote Collaboration, Cost: \$100.00***

Tuesday, Dec. 15, 10 a.m. - 12:00 p.m.

***Engaging Remote Employees, Cost: \$100.00***

Wednesday, Dec. 16, 1 p.m. - 3:00 p.m.

***Managing Remote Teams, Cost: \$100.00***

Thursday, Dec. 17, 10 a.m. - 12:00 p.m.

***Time Management for Working from Home, Cost: \$100.00***

Thursday, Dec. 17, 1 p.m. - 3:00 p.m.

***(You must attend full sessions or 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 the most up-to-date information 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](mailto:hrtraining@portlandoregon.gov).

***Thank You & Please Mask Up!***



## **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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