

BHR BULLETIN

12.15.20

A weekly update from the Bureau of Human Resources.

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Happy National Cat Herders Day!

Leave Carryover for Employees Required to Furlough or Take Reduced Workweeks

(New-ish Info) As 2020 winds down, you may be checking your leave balances or thinking about future time off. Please remember that you may have more flexibility than usual in carrying over leave. In August 2020, City Council passed exceptions to [HRAR 6.03 Vacation](#) and [8.03 Management Leave](#), for employees required to furlough or take reduced workweeks during 2020. These exceptions allow for carryover of management leave not used by Dec. 31, 2020 and vacation over the maximum accruals not used by the end of the first pay period in January 2021 (Jan. 6, 2021). The carried over management leave and vacation over the maximum will be available to use during calendar year 2021.

The carryover exception does not apply to other accruals such as Personal Holidays (shown as Personal Time on the timesheet) or Deferred Holidays. **Personal Holidays are required to be used by end of day, Dec. 31, 2020.** If you have questions, please contact your bureau timekeeper.

COVID-19

For more information regarding **Guidance, Testing,** and the **COVID-19 Temporary Leave Program**, please [go to the Dec. 8, BHR BULLETIN.](#)

Oregon OSHA Temporary Rule Addressing COVID-19 Workplace Risks

(New Info) 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"](#) **as well as training to all employees. A link to the required training will be provided later this week,** but in the meantime, 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.

COVID-19 Staff Safety and Workplace Illness Resources

(New-ish Info) For employees continuing to report to work on-site, please remember to take these safety precautions:

- Wear your face covering.
- Stay six feet apart.
- Wash your hands frequently for at least 20 seconds.
- Don't come to work if you're sick.

If you believe guidelines are not being followed in your workplace, you may remove yourself from the situation and contact your supervisor/manager, your bureau's Human Resources Business Partner, or your bureau's Safety Officer for resolution.

[The City's COVID-19 Response page is available here.](#)

COVID-19 Response Leave Sharing Program

(New-ish Info) Created during a National, State, and City declared state of emergency – the COVID-19 Response Leave Sharing Program provides City employees a way to assist colleagues whose leave of absence during the declared state of emergency is resulting in a loss of income.

[More information is available here.](#)

Employee Care & Support Guide

The City of Portland acknowledges and understands the unique challenges facing employees during the COVID-19 pandemic. Work-life balance has been turned upside down, 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.](#)

Free Crisis Counseling for Oregon Residents Affected by Wildfires

(New-ish Info) The Safe + Strong Helpline is available for both children and adults who are struggling with stress, anxiety or disaster-related depression-like symptoms. For help, call 800-923-4357 or visit safestrongoregon.org/mental-emotional-health. This is a free service provided by the Oregon Health Authority and Portland-based nonprofit Lines for Life.

Adults and children having negative thoughts or feelings can also contact the Substance Abuse and Mental Health Services Administration's Disaster Distress Helpline at 800-985-5990 (Spanish, Press 2), or text "TalkWithUs" to 66746 (Spanish, text "Hablanos"). This national hotline is toll-free, multilingual, and confidential.

For information about who is most at risk for emotional distress from wildfires, and to find related resources, visit <https://www.samhsa.gov/find-help/disaster-distress-helpline>.

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>.

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.

Work Share

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

[Detailed Work Share Updates are available here.](#)

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

If you have questions regarding Work Share benefits or the process, please email Inboxworkshare@portlandoregon.gov.

Benefits

Webinar:

(New-ish Info) Flexible Spending Accounts (FSA)

Join representatives from the Health & Financial Benefits Office for important FSA updates including: IRS guidance for allowed plan changes and provisions due to COVID-19, deadlines for filing a claim, eligible expenses, and FSA resources for you.

Thursday Dec. 17, 1 p.m. - 2 p.m.

Join Zoom Meeting:

<https://us02web.zoom.us/j/87143999101?pwd=ektJQWJtV2dyeW1QYWxoaU1iSVdqUT09>

Meeting ID: 871 4399 9101 | Passcode: 835268

One tap mobile +16699009128,,87143999101#,,,,,0#,,835268# US (San Jose)

+12532158782,,87143999101#,,,,,0#,,835268# US (Tacoma)

Reminder: The claims deadline for remaining 2019-20 funds is December 31, 2020. For more information visit <https://www.portlandoregon.gov/bhr/article/761031>.

[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 Info)

PCC Virtual Classes -- FALL Term

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

Engaging Remote Employees, Cost: \$100.00

Wednesday, Dec. 16, **10 a.m. - 12:00 p.m.** (note time change)

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.

A Zoom meeting invitation will be sent 2-3 business days before the class.

Required, All Employees

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

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

Racial Equity 101

Wednesday, Jan. 20, 8:30 a.m. - 12 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.

Wednesday, Jan. 20, 12 p.m. - 1:15 p.m.

Wednesday, Feb. 17, 12 p.m. - 1:15 p.m.

Wednesday, March 17, 12 p.m. - 1:15 p.m.

Roles and Responsibilities in Procuring for Design Services

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

Tuesday, Jan. 5, 1 p.m. - 2:30 p.m.

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

Roles & Responsibilities in Goods and Services Processes

Course 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.

Wednesday, Jan. 6, 11 a.m. - 1 p.m.

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

Roles & Responsibilities in Construction Invitation to Bid Process

Course objectives are to; Create a timeline outlining the major steps of the Construction Invitation to Bid (ITB) Process and Review the roles and responsibilities in each step of the Construction Invitation to Bid (ITB) Process.

Tuesday, Jan. 12, 10 a.m. - 12 p.m.

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

Introduction to Procurement

Introduction to Procurement is 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.

Thursday, Jan. 21, 9 a.m. - 11 a.m.

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

Cooperative and City Agreements

This course is intended to familiarize you with how Cooperative Agreements work, how to find one that fits your purchasing needs, and when to use them.

Wednesday, Jan. 27, 9 a.m. - 11 a.m.

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

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

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.

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, Jan. 12, 10 a.m. - 11 a.m.

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

Thank You & Good Luck!



BHR Communications

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[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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