

BHR BULLETIN

12.29.20

A weekly update from the Bureau of Human Resources.

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Leave Carryover for Employees Required to Furlough or Take Reduced Workweeks

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.

Year-end Quota Use, Expiration, and New Year Quota Generation

(New Info) There are quotas that expire or drop-off every year based on union contract and HR Admin Rules. Below is a list of when those hours need to be used by.

- Quota hours that expire on 12/31/2020 are: personal time, dependent care, any hours over 40 in City sick time, management leave for employees not required to furlough or take reduced workweeks (see previous section on management leave carryover exception), and deferred holiday hours in excess of 60 hours for PPA-PPB and PFFA employees.
- Quota hours that expire on 1/6/2021 are: vacation over the maximum (2 years of accruals) for employees not required to furlough or take reduced work weeks (see previous section on vacation over the maximum carryover exception) and any deferred holidays over 5 days for PTE-17 and 2 days for Non-Rep employees (3 days for BOEC – ECS Non-Rep employees).
- 104 hours of dependent care are available on 1/1/2021 for the 2021 calendar year.
- Personal time hours are available on 1/7/2021 for the 2021 calendar year. This means no personal time can be used between 12/31/2020 when the old hours expire and 1/7/2021 when the new hours populate.
- Please refer quota questions to bureau timekeepers.

2020 W-2 Employee Mailing Addresses & 2021 W-4 Elections

(New Info) Now is the time to make sure your information is accurate! Your address must be updated **no later than January 15, 2021** to ensure your 2020 Form W-2 is mailed to the correct location.

Update your mailing address online by accessing the Employee Self Service (ESS) page on the SAP CityLink Portal, then navigating to “My Address Information” under the Personal Information tab: www.portlandonline.com/ess (Click the **SAP CityLink Portal** link on this page). Employees may also have their addresses updated by providing changes directly to their bureau Operating Bureau Personnel Administrator or Timekeeper.

Exemption from Withholding for 2021

Employees who have been claiming “exempt” withholding status are required each year to submit a new Form W-4. Forms for the coming year must be provided in *hard copy* to Payroll Services **no later than February 15, 2021**. Failure to submit a new Form W-4 by this date will result in a default withholding status of “*single*” without any additional adjustment for calendar year 2021.

Review Current Form W-4 for 2021

Employees should also use this opportunity to review and update marital status and number of withholding allowances for the coming year. Form W-4 can be updated online by accessing the ESS page on the SAP CityLink Portal and navigating to “My Tax Withholding (W-4)” under the Compensation tab. Alternatively, employees can still manually complete new forms and provide a *hard copy* directly to HR and Payroll Services. Please contact Rod Morales at 503-823-4377 or Steve Baron at 503-823-3149 regarding any questions or concerns.

DCTU and Protec-17 COLA

(New Info) Employees who are represented by DCTU and Protec-17 will receive a 2.9% Cost of Living Allowance (COLA), effective Jan. 1, 2021. This increase will be reflected in the January 14, 2021 paycheck.

COVID-19

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

COVID-19 Workplace Health and Safety Training

(New-ish Info) To support employee safety and comply with the Oregon Occupational Safety and Health Administration (OSHA’s) [Temporary Rule](#), all City of Portland employees must complete a **required [COVID-19 Safety Guidance Training](#) by Thursday, Jan. 21, 2021**.

This training requirement for all city employees includes limited-term, seasonal/casual employees who are actively and currently working for the City, and interns. Volunteers may be offered the opportunity to participate in the training, but are not required to take it.

To access the training, visit [CityLearner](#) (a remote access token is not required). Select the

COVID-19 Workplace Health and Safety tile or select the class in the “Take Courses” tile.

COVID-19 Staff Safety and Workplace Illness Resources

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

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.](#)

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>.

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.](#)

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

- OED Letters Regarding Pandemic Unemployment Assistance (PUA)

(New-ish Info) Some City employees recently received a letter from OED stating their regular unemployment insurance claim is being adjudicated -- and that applications for the PUA program must be received by December 26, 2020. **We have been advised by OED that this letter, which was automatically generated, does not apply to most City employees and can be disregarded.** If you received this letter, were denied Work Share benefits for a particular week, and would like to know if you qualify for PUA, please refer to OED's FAQ on the PUA program here: <https://unemployment.oregon.gov/frequently-asked-questions#faqTopic-2008>.

- 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

[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, 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.

Reasonable Employment Accommodations

Wednesday, Jan. 27, 1 p.m. - 2:15 p.m.

Required, All Employees

COVID-19 Workplace Health and Safety

To support employee safety and comply with the Oregon Occupational Safety and Health Administration OSHA's [Temporary Rule](#), **all City of Portland employees** must complete a required [COVID-19 Safety Guidance Training](#) by **Thursday, Jan. 21, 2021**.

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

Tuesday, Jan. 21, 9:30 a.m. - 11:30 a.m.

(New Info) Workplace Harassment, Discrimination, & Retaliation Prevention (HR 2.02)

Refresher: Non-supervisory version

Wednesday, Jan. 27, 10 a.m. - 11 a.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, 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.

BHR Year in Review

(New Info) 2020 has been quite a year, to say the least. We have all been challenged, surprised, and pushed and pulled from multiple angles. Work has been performed at an alarming rate and capacity -- both remotely and on site -- and in many ways the workforce has grown closer together. Thank you for all you do for the City of Portland -- for doing your best, getting it done under not-so-ideal conditions, and for trusting us to do right on your behalf. We're looking forward to 2021!

To see some of what took place in the Bureau of Human Resources during 2020, [please go to this BHR Year in Review PDF.](#)

Thanks Again & Farewell 2020!



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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