

# BHR BULLETIN

Tuesday, January 5, 2021

**A weekly update from the Bureau of Human Resources.**

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## **Work Share**

### **- CARES Act Extension**

***(New Info)*** Our understanding of the CARES Act Extension recently passed by Congress is that employees who have a valid Work Share claim between Dec. 27, 2020 and March 13, 2021 will receive a supplemental weekly benefit of \$300, in addition to their Work Share benefit. Oregon Employment Department (OED) is working to get these new benefits to employees as soon as possible. Currently, OED is waiting to receive rules and instructions from the Department of Labor. Until that information is received, OED cannot give the City a date as to when supplemental benefit payments will be issued. The City will continue to send in weekly claim certifications to OED, and once everything is finalized, the additional payments will be reviewed and issued by OED.

### **- OED Letters Regarding Pandemic Unemployment Assistance (PUA)**

### **- 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](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](#)

***(New FSA Info)*** The COVID-19/Consolidated Appropriations Act bill (signed into law on December 27th, 2020) allows temporary plan revisions for flexible spending accounts. The changes are:

- Allowing Health and Dependent Care Flexible Spending Accounts (FSAs) to carryover unused benefits up to the full annual elected amount from the 2019-20 year to the 2020-21 plan year (previously limited to \$500 maximum for Healthcare and \$0 for Dependent Care).
- Temporarily extending the maximum age of eligible dependents from “under 13” to “under 14” for Dependent Care FSAs
- Allowing plans to permit a prospective change in election amounts for Health and Dependent Care FSAs for plan years ending in 2021 (previously set to expire December 31, 2020).

**The City’s Benefits Office is working to understand the details and confirm new plan effective dates.**

HealthEquity (formerly WageWorks) will not have these provisions updated in their system prior to January 1st, 2021, but they are acting quickly on behalf of the City. More details will be communicated in the coming weeks, but we wanted to ensure some information was shared before December 31st.

Questions and assistance with allowable changes can be directed to the Benefits Office at [benefits@portlandoregon.gov](mailto:benefits@portlandoregon.gov).

## **Bureau Assignments**

**(New Info)** As you probably heard, Mayor Wheeler [recently updated City Commissioners' bureau and liaison assignments](#). -- sparking adjustments for many City employees. This information is updated in SAP. Please notify [inboxesapbhr@portlandoregon.gov](mailto:inboxesapbhr@portlandoregon.gov) if you experience any related questions and/or issues.

## **Year End Quota Use, Expiration, and New Year Quota Generation**

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

- Quota hours that expired Dec. 31, 2020: 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 Dec. 29 BHR Bulletin, [“Leave Carryover”](#) for exception info), and deferred holiday hours in excess of 60 hours for PPA-PPB and PFFA employees.
- Quota hours that expire on Jan. 6, 2021: vacation over the maximum (2 years of accruals) for employees NOT required to furlough or take reduced workweeks (see Dec. 29 BHR Bulletin, [“Leave Carryover”](#) for exception info), 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 became available Jan. 1, 2021 for the 2021 calendar year.
- Personal time hours are available Jan. 7, 2021 for the 2021 calendar year. This means no personal time can be used between Dec. 31, 2020, when the old hours expired, and Jan. 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-ish 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 page on the SAP

CityLink Portal, then navigating to “My Address Information” under the Personal Information tab: [www.portlandonline.com/ess](http://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 Employee Self Service 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-ish 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, Temporary Leave, Leave Sharing**, and the **Safety Net Program**, please go to this [COVID-19 Update page](#).

### **COVID-19 Workplace Health and Safety Training**

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.](#)

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

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, 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.

## **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 [January through July 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-ish 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](mailto:hrtraining@portlandoregon.gov).

***Happy New Year!***



### **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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