

BHR BULLETIN

Tuesday, January 12, 2021

A weekly update from the Bureau of Human Resources.

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“One of the great liabilities of history is that all too many people fail to remain awake through great periods of social change. Every society has its protectors of status quo and its fraternities of the indifferent who are notorious for sleeping through revolutions. Today, our very survival depends on our ability to stay awake, to adjust to new ideas, to remain vigilant and to face the challenge of change.”

--Martin Luther King Jr.

[MLK DAY OF SERVICE :: Monday, Jan. 18, 2021](#)

Benefits

FFCRA and FMLA/OFLA Protections

(New Info) As previously communicated, City Council recently adopted two ordinances meant

to provide ongoing stability to you and your loved ones impacted by the coronavirus pandemic.

Ordinance #1009-1 allowed the Chief Human Resources Officer to create a one-year change exception to HRAR 6.05 Family Medical Leave. For leave taken in calendar year 2021, employees will still need to meet the length of service requirements to be eligible for Family and Medical Leave Act (FMLA) and/or Oregon Family Leave Act (OFLA) protected leave, but the City is waiving the “actual hours worked” lookback requirement for all City employees (including casual, seasonal, and temporary employees).

To be eligible for OFLA qualifying reasons, an employee will only need to have been employed with the City for at least 180 consecutive calendar days immediately preceding the start of their leave. For FMLA qualifying reasons, an employee must only have been employed with the City for 12 months preceding the start of their leave.

If you would like more information about applying for FMLA or OFLA leave protection, please talk to your bureau’s [FMLA Coordinator](#).

Ordinance 1009-2 provides City employees an extension of protections and benefits under the Families First Coronavirus Response Act (FFCRA). While the required federal FFCRA paid leave entitlement ended on December 31, 2020, the City is voluntarily extending FFCRA-like protections and benefits based on the federal FFCRA framework through February 28, 2021.

The Ordinance does not provide new entitlement to employees who have already accessed FFCRA paid leave benefits in 2020, but rather extends the eligibility period for those who have not already exhausted their qualifying paid leave entitlement. Essentially, an employee may “carryover” any remaining unused Emergency Paid Sick Leave and/or Expanded FMLA leave entitlement from 2020 to use for a FFCRA qualifying reason between January 1 through February 28, 2021.

If you’re interested, you will need to submit a new [FFCRA Application](#) to your bureau’s FMLA Coordinator for approval processing before any remaining “carryover” paid leave can be used.

An updated City FFCRA FAQ can be found at: <https://www.portlandoregon.gov/bhr/80750>.

(New Info) The federal COVID-19 legislation approved in late December allows you to make temporary changes to flexible spending accounts. The City is offering the following:

- Carryover unused flexible spending account balances 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.
- Employees can make certain prospective changes in Health and Dependent Care FSA election amounts for plan year 2020-21.

HealthEquity (formerly WageWorks) has not updated member accounts with this new information yet, but is acting quickly on behalf of the City. Questions and assistance can be directed to the Benefits Office at benefits@portlandoregon.gov.

Health and Well-being Webinars

[For all – On Demand](#)

[Managers/Supervisors – On Demand](#)

[Access previous Cascade Centers and Moda Health webinars.](#)

For detailed descriptions and registration information, please visit the [Benefits Webinar page](#)

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 Vaccinations

(New Info) As we begin 2021, there is light at the end of the pandemic tunnel: Two COVID-19 vaccines are FDA-approved. Vaccinations for the City’s first responders have begun, and you might be wondering when you will be offered the vaccine. Although that information is not yet available, we will keep you informed on a weekly basis, right here, regarding the City’s vaccination planning -- which is underway. If you have questions, please submit them to Joel.Michels@portlandoregon.gov. Answers will be provided in the following week’s BHR Bulletin and a [compiled list is posted here](#).

The information provided is taken from the Centers for Disease Control and Prevention ([CDC](#)) and Oregon Health Authority ([OHA](#)) resources with input from our own Joel Michels, Nurse Practitioner, Occupational Health and Well-being Program Manager. Please see below.

Q: How are vaccines being allocated?

A: Both the [CDC](#) and [OHA](#) have released plans based on getting vaccine to those at highest risk first. The plan is to distribute vaccine in phases -- targeting healthcare personnel, first

responders, and people living and working in long-term care and assisted living facilities first. Subsequent phases will get vaccine to those with pre-existing health conditions, older age groups, and frontline essential workers.

Q: Why are there phases? Isn't there enough vaccine for everyone?

A: Not yet. Phases are needed to get the vaccine to those at the highest risk and people having complications from COVID-19. Production of vaccine is ongoing and eventually everyone will have an opportunity to be vaccinated.

Q: When will I receive my vaccine?

A: It depends on which phase targets you, and when vaccine is available. While you may be offered vaccine from your employer (more on that below), it might be faster to get vaccinated by your primary care provider or a pharmacy if you have a health condition or your age puts you into a high-risk group in one of the earlier phases.

Q: How long until essential workers and other staff are offered shots?

A: It depends on how long it takes to vaccinate everyone in prior phases. We are estimating the frontline essential workers' phase may come in early March, but planning is underway preparing for a possible earlier date. No decisions have been finalized about how or where employees will get their shots -- expect more information in the coming weeks.

Next week we will answer questions about vaccine safety, benefits, and possible side effects. The intent of the information is to help you make an informed decision about vaccination. If you have questions, please send them to Joel.Michels@portlandoregon.gov.

COVID-19 Workplace Health and Safety Training

(Deadline Approaching!) 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.](#)

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

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 (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 (using Internet Explorer only) 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.

Note: (New Info) Currently, only Internet Explorer works with the SAP interface to change your W-4 withholding information.

Work Share

- CARES Act Extension

(New-ish 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.

Bureau Assignments

(New-ish 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 if you experience any related questions and/or issues.

DCTU and PROTEC17 COLA

Employees who are represented by DCTU and PROTEC17 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.

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.](#)

CityStrong Winter Sports Around the World

(New Info) *YOU'RE INVITED* -- to stay active, healthy, and have fun along the way! Join the

CityStrong Winter Sports Around the World Movement Challenge. Taking place Jan. 25 through Feb. 21. This challenge sends you around the world to various winter wonderlands where you'll try a variety of snow activities without needing the skill of an Olympic athlete. Ski jump in Slovenia! Ice skate in Russia! You bring the hot cocoa and we'll bring the frosty fun.

Register at citystrong.walkertracker.com to join the movement challenge today!

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](#).

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.

Reasonable Employment Accommodations

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

Working in Severe Weather Shelters

To access the videos and log your training, follow these steps if you have access to [CityLearner](#):

1. Go to [CityLearner](#) (a remote access token is not required), select the Learning tile, then type Shelters into the "Find Learning" search field and click "Go" to locate the course.
2. Click the training link for the title **Working at Severe Weather Shelters (ELRN 3003)**.
3. Click the links to read the **FAQ**.
4. Click **Start Course**. **** if you have completed ELRN 3003 in the past, due to the packet reading requirement, please retake the course.** You will need to click Assign to Me, then Click Start Course to retake**
5. Click links to watch the two videos (**Working at Severe Weather Shelters:** <https://vimeo.com/304690714/d83c5b778a> and **Values and Guiding Principles:** <https://youtu.be/b3HvNe7iMqw> - Each is about 10 mins long).
6. Read the required 2020 Winter Weather Disaster Resource Center/Shelter Participant Packet (<https://multco.us/file/94069/download>). This is also linked on the County's Disaster Resource Page: [Disaster Resource Centers | Multnomah County \(multco.us\)](#).
7. After viewing the videos as many times as needed to understand the content, go back to the CityLearner page.
8. Click **Return to Content Structure**.
9. **(IMPORTANT)** Click the **Acknowledgement Form** which serves to certify training completion. If you need assistance with CityLearner, please send an email to [BHR Training](#).

If you do not have access to City Learner, email hrtraining@portlandoregon.gov after you have finished watching the videos and reading the 2020 Winter Weather Disaster Resource Center/Shelter Participant Packet to get your training logged manually.

Required, All Employees

COVID-19 Workplace Health and Safety

(Deadline Approaching!) 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.

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.

Thank You!



BHR Communications

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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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