

BHR BULLETIN

Tuesday, January 26, 2021

A weekly update from the Bureau of Human Resources.

Included in this issue:

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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) This week we answer more questions about vaccination safety. 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: Is it safe to receive the vaccine if I have an underlying health condition?

A: People with underlying medical conditions can receive the FDA-authorized COVID-19 vaccines provided they have not had [an immediate or severe allergic reaction](#) to a COVID-19 vaccine or to any of the ingredients in the vaccine. Learn more about vaccination [considerations for persons with underlying medical conditions](#). Vaccination is an important consideration for adults of any age with **certain underlying medical conditions** because they are at increased risk for severe illness from the virus that causes COVID-19.

Q: Do I need to wear a mask and avoid close contact with others after I receive two doses of the vaccine?

A: Yes. Not enough information is currently available to say if or when CDC will stop recommending people [wear masks](#) and [avoid close contact with others](#) to help prevent the spread of the virus that causes COVID-19.

Experts need to understand more about the protection COVID-19 vaccines provide in real-world conditions before making that decision. Other factors, including how many people get vaccinated and how the virus is spreading in communities, will also affect this decision. We don't yet know whether getting a COVID-19 vaccine will prevent you from spreading the virus that causes COVID-19 to other people, even if you don't get sick yourself.

Continue using all the tools available to [protect yourself and others](#) to help stop this pandemic including:

- Wear a mask over your nose and mouth.
- Stay at least six feet away from others.
- Avoid crowds.
- Avoid poorly ventilated spaces.
- Wash your hands often.

Q: Can I get the COVID-19 vaccine at the same time as other vaccines?

A: No. Wait at least 14 days before or after getting any other vaccine, including a flu or shingles vaccine.

If a COVID-19 vaccine is inadvertently given within 14 days of another vaccine, you do not need to restart the COVID-19 vaccine series; you should still complete the series on schedule. When more data are available on the safety and effectiveness of COVID-19 vaccines administered simultaneously with other vaccines, CDC may update this recommendation.

Next week we will answer more questions related to COVID-19 vaccinations. 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 Update

(New Info) We are delighted to announce that **5,578** employees (a **record-breaking 87%** Citywide completion rate) took the Occupational Safety and Health Administration (OSHA) COVID-19 eLearning as of Friday, Jan. 22.

We still have **757** employees who need to complete the eLearning. If you are in this group, it is extremely important you complete the training as soon as possible – the OSHA compliance deadline was Jan. 21. Please help the City reach 100%!

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.

For help, or questions, please contact your training coordinator or hrtraining@portlandoregon.gov.

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.](#)

Black Space

(New Info) This meeting is specifically for City of Portland's Black employees. We will provide support where needed, and work together to identify common experiences as well as ways the City can better support and retain Black employees.

Meetings occur on the last Monday of every month.

Feb. 22, 1 p.m.

March 29, 1 p.m.

April 26, 1 p.m.

May 31, 1 p.m.

June 28, 1 p.m.

Please download and import the following iCalendar (.ics) files to your calendar system.

Monthly:

<https://us02web.zoom.us/meeting/tZcpduqspj4iGNXOBGXnSckAt5A8VMIAZ1JM/ics?icsToken=98tyKuGrgjopHtyQuBuGRpwqBoj4b-jxiCVHjY1lsz3COy5gYQjXlrdiaoRSOfnq>

Join Zoom Meeting: <https://us02web.zoom.us/j/83413485821>

Meeting ID: 834 1348 5821 | Passcode: BLM2021

One tap mobile: +13462487799,,83413485821#,,,,*0798510# US (Houston)

Benefits

FFCRA and FMLA/OFLA Protections

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/article/759109>.

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 of 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.
- **Correction (New Info):** It has been determined that participants in FSAs for 2019-20 and 2020-21 received incorrect information; this plan year will NOT be extended through December 31, 2021, however all unused funds for both the Health and Dependent Care FSA WILL carry over into the 2021-22 plan year (through June 30, 2022). Participants can expect the carryover to happen after the 2020-21 plan year run out period ends September 30, 2021.

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](#)

Work Share

- 1099-G Tax Information for Work Share Benefits

(New Info) All employees who received Work Share (or regular unemployment) benefits in 2020 should receive a 1099-G -- reporting the amount of benefits you received and any taxes withheld. The form will be mailed to the address Oregon Employment Department (OED) has on file, and will be postmarked no later than January 31, 2021. If you do not receive your 1099-G soon, you can call 503-947-1320. [There is a general FAQ page here.](#) The FAQ on this topic is called *"Will I receive a year-end statement to file with my taxes?"*.

- 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. 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.

2021 W-4 Elections

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

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.](#)

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/>

EAP Webinars *(New Info)*

Making Tax Returns Less Taxing

In this class, we cover how income tax is calculated, types of adjustments/deductions, ways to reduce taxation and strategies to save. Information about tax law changes and common mistakes will also be included.

Tuesday, Feb. 9, 9 a.m. *OR* 12 p.m.

[Register here.](#)

Healthy Mind, Healthy Heart

Recent studies show poor mental health is a risk factor for chronic physical conditions such as heart disease. In this webinar, you'll learn why anxiety and depression contribute to heart health risk factors, how to assess your mental stressors, and best practices to keep your mind sharp and your heart strong.

Wednesday, Feb. 10, 10 a.m.

[Register here.](#)

Whole Body Health

This seminar will focus on Nutrition, Movement, and Mindfulness. Whole body health is the acknowledgement of the physical, mental, emotional and social components in life that assist in increased fulfillment. Proactively addressing each of these components can increase resilience and positively impact your health and well-being.

Thursday, Feb. 11, 11 a.m. - 12 p.m.

[Register here.](#)

Relationships & Money

Join us as we explain how life experiences and emotions influence our finances, and then outline best practices to increase our awareness and improve our communications with friends and family.

Thursday, Feb. 25, 9 a.m. *OR* 12 p.m.

[Register here.](#)

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)

(New 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, Feb. 9, 10 a.m. - 1:30 p.m. (30-minute lunch break is included)

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 and complete 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

We still have **757** employees who need to complete this **required** eLearning. If you are in this group, it is extremely important you complete the training as soon as possible – the OSHA compliance deadline was Jan. 21. Please help the City reach 100% completion!

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.

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

Friday, Feb. 12, 9:00 a.m. - 11:00 a.m.

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

Refresher: Non-supervisory version

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

Thursday, Feb. 18, 9 a.m. - 10 a.m.

Racial Equity 101

Friday, Jan. 29, 8:30 a.m. - 12 p.m.

Wednesday, Feb. 10, 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, Feb. 17, 12 p.m. - 1:15 p.m.

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

Facilitation Training: Learn to Lead Reflective Conversations

Oregon Humanities' facilitation training prepares people to plan and facilitate conversations about vital issues and questions across differences, beliefs, and backgrounds. These conversations help build strong relationships within organizations and among communities. This is a 3-part training with limited seating and the training will focus on both online and in-person facilitation techniques and skills.

Thursday, Feb. 18, 10 a.m. - 3:30 p.m.

Friday, Feb. 19, 10 a.m. - 3:30 p.m.

Friday, Feb. 26, 10 a.m. - 12 p.m.

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](#)

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, Feb. 9, 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, Feb. 10, 10 a.m. - 12 p.m.

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

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, Feb. 23, 9 a.m. - 11 a.m.

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

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.

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](#).

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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