

# BHR BULLETIN

Tuesday, February 2, 2021

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

---

## **Included in this issue:**

- [COVID-19](#) *(New Info)*
- [2020 W-2, 1095-B and 1095-C tax documents](#) *(New Info)*
- [2021 W-4 Elections](#)
- [Enrolling/Canceling PERS IAP Voluntary Contributions](#) *(New Info)*
- [Black Space](#) *(New Info)*
- [Work Share](#) *(New-ish Info)*
- [Racial Equity Support Line](#)
- [Benefits](#) *(New Info)*
- [Recruiting](#)
- [Procurement Trainings](#)
- [Training](#) *(New Info)*

## **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 vaccination questions; keeping you informed on a weekly basis regarding the City's vaccination planning -- which is underway. If you have questions, please submit them to [Joel.Michels@portlandoregon.gov](mailto: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:** I believe I'm eligible for a vaccine based on the current phase of distribution (currently 1A). How do I sign up?

**A:** Visit Oregon’s vaccine website: <https://covidvaccine.oregon.gov/>. Check out this short instructional video: [Scheduling COVID-19 OCC Vaccinations - How to Guide](#).

**Q:** How long does it take for the vaccine to start working?

**A:** It takes a few weeks for your body to produce antibodies after any vaccination. With the Pfizer and Moderna vaccines, you won’t get peak protection until after you get the booster shot three to four weeks after the first shot. Trial data from both vaccines indicate they were around 52% effective 1-2 weeks after the first dose and reached 95% efficacy two weeks after the second dose.

**Q:** What if I can’t get the second dose or I miss my appointment?

**A:** Try to stick as closely as possible to the prescribed schedule. If scheduling conflicts prevent you from coming back for the booster shot on the exact day it’s due, federal health officials say that second doses can be given up to four days earlier than the recommended date. The CDC now says that if supplies are low or appointments aren’t available, patients may extend the interval between doses up to six weeks if getting it sooner is “not feasible.”

**Q:** Is it safe to take a pain or fever reducer before or after getting my vaccine?

**A:** While it is safe to take a pain or fever reducer like acetaminophen or ibuprofen to relieve discomfort after you get vaccinated, don’t try to prevent discomfort by taking these before getting the shot. Several medical and health groups, including the [Henry Ford Health System](#) and [UCI Health](#), think taking these medications before receiving a vaccine may lessen your immune response to the vaccine, reducing its overall effectiveness.

Next week we will continue to answer 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](mailto:Joel.Michels@portlandoregon.gov).

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

**(New Info)** We are delighted to announce that a **record-breaking 92%** of City employees have taken the Occupational Safety and Health Administration (OSHA) COVID-19 eLearning as of Tuesday, Jan. 26.

We still have **496** 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](mailto: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](#).

### **2020 W-2, 1095-B and 1095-C tax documents – Arriving Soon**

**(New Info)** If you don't receive these documents by Monday, Feb. 15, we may have an incorrect address on file. Please note the W-2 and the 1095s will be arriving in separate envelopes.

If you have questions about the W-2 or need to request a replacement W-2 after Feb. 15, please contact Central Payroll at 503-823-3149 or email [InboxBHRCentralPayroll@Portlandoregon.gov](mailto:InboxBHRCentralPayroll@Portlandoregon.gov). You can also view your W-2 electronically by going to <https://www.portlandoregon.gov/employee/> and looking for the W-2 Statement link under the Employee Services portal. You will need an active City of Portland employee username and password to access your information online.

The 1095 is an Affordable Care Act mandated form which includes all months in which you and any covered dependent(s) were enrolled in a City of Portland health plan throughout calendar year 2020. Kaiser participants will not see dependent information on the form provided by the City, so expect an additional mailing from Kaiser.

You do not need to submit your 1095 form when filing taxes, just store it with any other tax documents. We are unable to upload a copy of your 1095 into the Employee Self Service portal, so please watch for the hard copy in the mail by mid-February.

If you have questions about the 1095, please contact the Health & Financial Benefits Office at [benefits@portlandoregon.gov](mailto:benefits@portlandoregon.gov) or call 503-823-6031.

## **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.

## **Enrolling/Canceling PERS IAP Voluntary Contributions**

**(New Info)** Any elections made to your PERS IAP Voluntary Contribution account are done through your PERS Online Member Services (OMS) account. Simply sign into your OMS account to do either. You are the only person who can designate enrollment or cancelation. City of Portland is notified once the request is completed. If you need help logging into your PERS OMS account, please contact PERS directly at 503-598-7377.

## **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.

**(date change)** May 24, 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=98tyKuGrqjopHtyQuBuGRpwqBoj4b-jxiCVHjY1lsz3COy5gYQjXlrdiaoRSOfnq](https://us02web.zoom.us/join/https://us02web.zoom.us/meeting/tZcpduqspj4iGNXOBGXnSckAt5A8VMIAZ1JM/ics?icsToken=98tyKuGrqjopHtyQuBuGRpwqBoj4b-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)

## **Work Share**

### **- 1099-G Tax Information for Work Share Benefits**

***(New-ish 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 was mailed to the address Oregon Employment Department (OED) has on file, and is postmarked no later than January 31, 2021. If you do not receive your 1099-G soon, 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**

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](mailto:Inboxworkshare@portlandoregon.gov).

## **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.](#)

## **Benefits**

### **FFCRA and FMLA/OFLA Protections**

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

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-ish 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](mailto:benefits@portlandoregon.gov).

### **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/>

### **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.

### **Health and Well-being Webinars**

#### ***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.](#)

***Beyond New Year's Resolutions: Making Lasting Change***

**(New Info)** Are you ready to embark on new habits you can sustain throughout the year? With a few tips and support, you can! Please join Healthy Foundation health coaches as we discuss the change process and strategies for effective goal setting. We will share how the health coaching relationship can help you clarify your vision, reveal your strengths and move you to action.

Feb. 18, 12 p.m. - 12:30 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.

[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](#).

**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 [February 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)

### ***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](mailto:hrtraining@portlandoregon.gov).

If you do not have access to City Learner, email [hrtraining@portlandoregon.gov](mailto: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 **496** 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 (currently 92%)!

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***

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

#### ***Workplace Harassment, Discrimination, & Retaliation Prevention (HR 2.02) For Managers/Supervisors (New!)***

Wednesday, Feb. 17, 1 p.m. - 3 p.m.

#### ***Workplace Harassment, Discrimination, & Retaliation Prevention (HR 2.02) Refresher For Managers/Supervisors (New!)***

Wednesday, Mar. 17, 10 a.m. - 11 a.m.

#### ***Racial Equity 101***

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.

### ***Executive Master in Public Administration (EMPA) Program (New!)***

Are you looking to make a larger impact and improve your leadership skills in the public sector? Portland State's [Executive MPA program](#) may be the right choice for you. An accelerated master's degree program specially designed to fit into the schedule of busy public sector professionals. PSU Executive MPA Information Sessions:

Thursday, Feb. 4, 5 p.m. - 6 p.m.

Registration Link: <https://pdx.zoom.us/meeting/register/tZ0scO-prD4rG9USX-u69CGFhoJ8UUm7ogX0> OR

Tuesday, Feb. 23, 12 p.m. - 1 p.m.

Registration Link:

<https://pdx.zoom.us/meeting/register/tZMtcOCqrz4uHNMxbhFdafpeMDUOYLyju40k>

After registering, participants will receive an email with a link and password for the meeting. **(Note:** these sessions are not in CityLearner)

### ***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 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).

***Thank You!***



### **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](#)

**Confidentiality Notification:** Information in and/or accompanying this email is the property of the City of Portland Bureau of Human Resources, intended for the use of the person to whom it is addressed, and may be confidential or privileged in nature. Disclosure, copying, distribution or the taking of any action in reliance on confidential or privileged information without the knowledge and express consent of the original sender is prohibited. If you are not the intended recipient, please notify the original sender that you received this email in error, and then delete the e-mail and any/all related attachments. Thank you for your cooperation