

BHR BULLETIN

Tuesday, February 9, 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 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. 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: What is an mRNA vaccine, and how does it work?

A: An mRNA vaccine uses a piece of messenger RNA — a set of instructions that tells a cell to make a specific protein. For SARS-CoV-2, this is the spike protein that is found on the surface of the virus wall. The mRNA used in the vaccine does not enter the cell's nucleus and consequently

has no interaction with a cell's DNA. It is also not a full virus and cannot spread. The mRNA is rapidly broken down by the cell once the instructions have been received, so it does not cause cell changes. Once the spike protein is made, it is put on the surface of the cell, where it is seen by the body's immune cells and causes them to become activated and respond. The result is the production of protecting antibodies. If a person who is immunized becomes infected with the virus, the antibodies will bind to the virus and prevent it from entering cells and causing disease.

Q: Can an mRNA vaccine cause COVID-19?

A: No. An mRNA vaccine is not a virus and can't cause disease. Because it activates the immune system, it can cause mild symptoms in some people (e.g., fatigue, achiness, fever). Based on data from the clinical trials, the most common reactions to the vaccine are pain at the injection site, fatigue, headache, and muscle aches. These symptoms are very common with other vaccines, including the flu shot, and are a sign that the body is responding to the vaccine.

Q: Are COVID-19 vaccines safe?

A: All the COVID-19 vaccines being used have gone through rigorous studies to ensure they are as safe as possible. Systems that allow the CDC to watch for safety issues are in place across the entire country.

The U.S. Food and Drug Administration (FDA) has granted Emergency Use Authorizations for COVID-19 vaccines that have been shown to meet rigorous safety criteria and be effective as determined by data from the [manufacturers](#) and findings from large clinical trials. [Watch a video describing the emergency use authorization.](#)

Clinical trials for all vaccines must first show they meet rigorous criteria for safety and effectiveness before any vaccine, including COVID-19 vaccines, can be authorized, or approved for use. The known and potential benefits of a COVID-19 vaccine must outweigh the known and potential risks of the vaccine. Learn more about [how federal partners are ensuring the safety of COVID-19 vaccines in the United States.](#)

Q: Do I still need to wear a mask and physically distance if I have the vaccine?

A: Yes! While the vaccines provide protection against COVID-19 disease, they have not yet been shown to prevent infection, so people who are immunized may still be able to transmit the virus. Additionally, the greater than 94% efficacy in preventing disease was not observed until several weeks after the second dose of the vaccines. Everyone will still need to wear a mask and practice physical distancing until a large section of the population has developed immunity, which may not be until late 2021. Even then, more data will be needed to see how long immunity lasts. Additional rounds of immunizations may be needed.

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.

COVID-19 Workplace Risks Training

(New Info) Thanks to the 94 percent of City employees who completed the COVID-19 workplace safety training required by [Oregon Occupational Safety and Health](#) – an impressive success rate! If you missed the City’s January 21 deadline, please go to CityLearner and sign up right away – or talk to your supervisor if you face a barrier to completing the training. We recently learned that the state denied our request for an extension for remaining employees to finish the course. They deemed the request unnecessary, advising the City to document our training process and demonstrate a good-faith effort to comply with the requirement. City employees have the right to appeal this determination individually. For more information, [see Oregon OSHA’s response](#).

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-ish 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 . 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 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.

Public Employees Retirement System (PERS)

PERS Benefit estimates/retirement

(New Info) When within 24 months of the earliest date you are eligible to retire, you can request a [Tier One/ Two written benefit estimate](#) or [OPSRP written benefit estimate](#), located on the Oregon PERS website. Signed, completed forms should be mailed to PERS directly at:
PO Box 23700,
Tigard, OR 97281-3700

You can also create an estimate online at any point in your career. Simply log into your Online Member Services (OMS) account and follow the instructions.

***Remember!* You have a savings account with PERS.**

Your Individual Account Program (IAP) is a defined contribution portion of the PERS hybrid model -- payable as a separate benefit, similar to a qualified savings account. It is not included in a PERS benefit estimate and should be treated as an addition to the defined benefit pension. Upon retirement, it is payable in installments or as a rollover-eligible lump sum distribution. IAP balances appear on PERS annual statements and are available online through [Voya](#).

Enrolling/Canceling PERS IAP Voluntary Contributions

(New-ish Info) Any elections made to your PERS IAP Voluntary Contribution account are done through your PERS OMS account. After signing in, 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, or have any questions on retirement eligibility or understanding benefit options of a recently completed estimate, please contact PERS directly at 503-598-7377.

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 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](#).

Black Space

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=98tyKuGrgjopHtyQuBuGRpwqBoj4b-jxiCVHjY1lsz3COy5gYQjXlrdjaoRSOfnq>

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

Updates to Work Share Missed Opportunities to Work

(New Info) Oregon Employment Department (OED) recently updated categories of leave falling under the temporary rule. In the past, the rule has allowed Work Share participants to use approved, accrued leave when sick, taking care of someone who is sick, for COVID-19 related reasons, or for jury duty -- without those hours counting as missed opportunities to work.

Now -- Taking funeral/bereavement leave will no longer be considered as a missed opportunity to work. Under the temporary rule, those leave hours will count as hours worked, for purposes of determining eligibility for Work Share.

Report of Additional Income

(New Info) Employees currently participating in Work Share should submit a [Report of Additional Income form](#) if you have any income to report from an additional employer, pensions, annuities, or retirement.

Note that any additional income you receive directly from a third party (like an insurance company) to replace lost wages due to injury or illness should also be reported using the form.

If the additional income does not change from week to week, the Report of Additional Income form only needs to be submitted one time. However, if additional income is different from week to week (e.g., you don't always work the same number of hours each week at a second job), the form needs to be submitted for each week you take furlough, or have a reduction in schedule. It should be submitted to the same secure portal you used to submit the initial claim form (the link to the secure portal can be obtained from your HRBP) and must be submitted by 5 p.m. on Monday, the week after the furlough or schedule reduction occurred. The income reported on the form should be the earnings for the Sunday through Saturday workweek in which you furloughed or reduced your schedule.

- OED Letters Regarding Pandemic Unemployment Assistance (PUA)

- **Waiting Week Payments**
- **OED Adjudication (Judgment) for Missed Opportunities to Work**
- **Lost Wages Assistance**
- **Processing**
- **ReliaCard**
- **1099-G Tax Information for Work Share Benefits**
- **CARES Act Extension**

[Additional 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.

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

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

Healthy Mind, Healthy Heart

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. - 11 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

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.

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

[Register here.](#)

Wellness During Your Workday

(New Info) This presentation will focus on ways to incorporate wellness into different types of workplace environments, and will review why wellness during the workday is so important. Tips will be provided to increase motivation and attainment of wellness goals.

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

[Register here.](#)

Resilience and Mental Flexibility

(New Info) This seminar focuses on understanding how resilience is defined and what skills can be learned to improve it. One of those is mental flexibility which involves being able to see different perspectives of a situation and adapt to new information.

Wednesday, Feb. 24, 12 p.m. - 1 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](#).

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.

Bias Awareness for Interview Panels (New!)

Wednesday, Feb. 10, 9 a.m. - 10 a.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

(New Info) We still have **394** 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 94%)!

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 a.m. - 11 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, March 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.

Portland's History of Racist Planning (New!)

The Office of Equity and Human Rights, Bureau of Planning and Sustainability, and the Fair Housing Council of Oregon are providing a training for City staff and their community partners to learn about Portland's history of racist planning and the current harm still experienced by Portland Black, Indigenous, and people of color today. The training uses interactive exercises to dig deeper into the material in BPS's report "Historical Context of Racist Planning: A history of how planning segregated Portland." Participants will leave with an understanding of how this history is relevant to their own work, how to align our shared values of racial equity with our practices, and how they can work with others to redress past harms and set intentional outcomes for a more equitable and just future.

Wednesday, March 3, 9 a.m. - 12 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 Session:

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.

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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