

# BHR BULLETIN

Wednesday, February 17, 2021

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

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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)* Today 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:** Which lasts longer, immunity from having been infected by COVID-19, or protection from the COVID-19 vaccine?

**A:** The protection someone gains from having an infection, called "natural immunity," varies depending on the disease, and it varies from person to person. Because this virus is new, we

don't know how long natural immunity might last. Current evidence suggests that getting the virus again (reinfection) is uncommon in the 90 days after the first infection. We won't know how long immunity lasts after vaccination until we have more data on how well COVID-19 vaccines work in real-world conditions. Experts are working to learn more about both natural immunity and vaccine-induced immunity, so stay tuned!

**Q:** What's the easiest way to find out if I'm eligible or sign up for the vaccine?

**A:** Check out <https://covidvaccine.oregon.gov/>. There is a chat function that can automatically tell you who is currently eligible, and if it is your turn. The site will help you sign up. This site also has lots of helpful vaccine and COVID-19 information.

**Q:** What percentage of the population needs to get vaccinated to reach herd immunity?

**A:** Experts do not yet know. Herd immunity means that enough people in a community are protected from getting a disease because they've already had the disease, or they've been vaccinated. Herd immunity makes it hard for the disease to spread from person to person, and it even protects those who cannot be vaccinated, like newborns. The percentage of people who need to have protection to achieve herd immunity varies by disease. CDC and other experts are studying herd immunity and will provide more information as it becomes available.

**Q:** What can I do to protect myself from COVID-19, including the new virus variants while I'm waiting for my turn to be vaccinated?

**A:** The variants spread the same way as the main SARS-CoV-2 virus. To protect yourself and others, follow these recommendations:

- Wear a mask over your nose and mouth
- Stay at least 6 feet away from others
- Avoid crowds
- Avoid poorly ventilated spaces
- Wash your hands often
- 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. Get more information about these and other steps you can take to [protect yourself and others from COVID-19](#).

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).

[The City's COVID-19 Response page is available here.](#)

## **Labor Contracts – We've moved!**

**(New Info)** As we continue to transition to the City's new portland.gov website, documents are being reorganized and new pages have been created for your convenience. Labor contracts can now be found here: <https://www.portland.gov/bhr/employee-relations/documents>.

## **Public Employees Retirement System (PERS)**

### **PERS Benefit estimates/retirement**

**(New-ish 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-ish 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-ish 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](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**

### **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**

### ***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-ish 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-ish 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.](#)

### ***Working in a Changing Environment***

***(New Info)*** Areas addressed during this presentation are the elements of change, different loss experienced related to change, the transitional stages, and ways of coping with stress and change.

Thursday, Feb. 25, 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.

#### ***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](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**

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

Friday, March 10, 3 p.m. - 5 p.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) Refresher For Managers/Supervisors (New!)***

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

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

Friday, Feb. 26, 1:30 p.m. - 5 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, 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.

***Executive Master's 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)

***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#

***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.

Wednesday, March 3, 1:00 p.m. - 3:00 p.m.

[Join Microsoft Teams Meeting +1 971-323-0035](#) Conference ID: 306 301 558

***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.

Thursday, March 11, 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.

Monday, March 15, 1:00 p.m. - 3:00 p.m.

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

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

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[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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