

BHR BULLETIN

Tuesday, February 23, 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. Answers will be provided in the following week's BHR Bulletin and [a compiled list is posted here](#).

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

Q: How can people with mobility, technology, or language challenges sign up for the vaccine when it is their turn?

A: While the Oregon Convention Center is the primary location for vaccinations, people with mobility concerns and seniors who would be best served in a vehicle, may use the drive-through clinic at the Portland International Airport Red Economy Parking Lot. Visit

www.CovidVaccine.Oregon.gov to register for both mass vaccination clinics. Seniors and any others who need help navigating the tool, can dial 2-1-1. People who read or speak a language other than English can dial 2-1-1 for interpreter support.

Q: How are COVID-19 vaccine side effects tracked?

A: The CDC is tracking side effects through a smartphone application called [V-safe](#). This smartphone-based tool uses text messages and web surveys to provide personalized health check-ins after you receive the COVID-19 vaccine. Through this app, you can quickly tell CDC if you are having side effects and depending on your answers, someone from CDC may call you to check on you or get more information. [V-safe](#) also sends a reminder to get your second COVID-19 vaccine dose if you need one. Register at www.vsafe.cdc.gov.

Q: What is herd immunity, and how do we reach it?

A: Herd immunity occurs when enough people become immune to a disease to make its spread unlikely. As a result, the entire community is protected, even those who are not themselves immune. Herd immunity is usually achieved through vaccination, but it can also occur through natural infection. According to a report by the Center for Infectious Disease Research and Policy, current data suggests that around 70 percent of the population would need to be immune to achieve herd immunity to coronavirus.

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.

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

Labor Contracts – We've moved!

(New-ish 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>.

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.

March 29, 1 p.m.

April 26, 1 p.m.

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

1099-G Phone Number

(New Info) The Work Share team has received many inquiries about tax form 1099-G. Oregon Employment Department (OED) advised the City that all 1099-G's were posted by Jan. 31, and to allow 2-3 weeks for delivery. **We have learned the phone number previously provided for contacting Work Share about a missing 1099-G is not being monitored.** At this time, if you have not received your 1099-G, you can call the main Work Share line at 503-947-1800. When you call, OED can look up your individual tax information and provide it over the phone. A copy of your 1099-G can be sent after speaking with an OED representative.

Updates to Work Share Missed Opportunities to Work

(New-ish Info) 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.

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.

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](#).

Adidas Pass!

(New Info) The adidas Employee Store has shared an exclusive employee discount with City of Portland employees. Please [download and present this Employee Store Pass](#) upon your arrival. Ahead of your visit, please note a few changes below -- implemented to create a safe shopping environment.

- It is recommended that all guests schedule an appointment to guarantee timely entry, the Fast-Track. If you want to just show up and shop, there will be a first-come, first-served line; however the Fast-Track line has priority.
- To support social distancing, the number of guests allowed to shop at one time is reduced. The specific details of your shopping access and sign-up are included in the invitation: <https://www.portlandoregon.gov/bhr/article/781492>
- Enhanced cleaning practices have been implemented to ensure all areas are clean and sanitized in accordance with CDC recommendations.
- Trying on clothing is not permitted and fitting rooms are closed.
- In-store shopping bags are not available.

- The store is now accepting returns impacted by closure.

Thank you for your patience and flexibility while shopping.

Health and Well-being Webinars

Resilience and Mental Flexibility

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

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.](#)

Managing Stress and Anxiety During Uncertain Times

(New Info) This webinar reviews steps we can take to improve mental and emotional resilience.

Friday, Feb. 26, 12 p.m. - 1 p.m.

[Register here.](#)

Eating for Mind and Body Health

(New Info) This webinar covers why nutrient-dense food is so important, what foods to include as part of a healthy lifestyle, and behavior change to support, motivate, and maintain a healthy diet.

Thursday, March 11, 11 a.m. - 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 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, March 18, 1:30 p.m. - 2:30 p.m.

Workplace Harassment, Discrimination, & Retaliation Prevention (HR 2.02) Refresher For Managers/Supervisors (New!)
Wednesday, March 17, 10 a.m. - 11 a.m.

Workplace Harassment, Discrimination, & Retaliation Prevention (HR 2.02) For Managers/Supervisors (New!)
Wednesday, April 21, 9 a.m. - 11 a.m.

Administering the Discipline Process-Managers & Supervisors (New!)
Wednesday, June 9, 9 a.m. - 12 p.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.

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.

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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