

BHR BULLETIN

Tuesday, March 2, 2021

A weekly update from the Bureau of Human Resources.

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FFCRA Protections Extension

(New Info) To provide ongoing stability to you and your loved ones impacted by the coronavirus pandemic, the City is working to extend protections and benefits under the Families First Coronavirus Response Act (FFCRA). There is nothing different employees need to do at this time. Council is expected to consider this retroactive action on March 10, 2021.

The proposed extension does not provide new entitlement to employees who have already accessed FFCRA paid leave benefits in 2020/21, but will extend the eligibility period for those who have not already exhausted their qualifying paid leave entitlement. The new ordinance will ensure a seamless transition to any new federal legislation expected in the coming weeks.

If you are interested, please submit a new [FFCRA Application](#) to your bureau's FMLA Coordinator for approval processing.

An FFCRA FAQ can be found at: <https://www.portlandoregon.gov/bhr/80750>.

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) Saturday, Feb. 27, the FDA granted emergency use authorization for the Johnson & Johnson single shot Jansen viral vector vaccine for COVID-19 prevention. Today we answer general questions about the new vaccine option. If you have more vaccination 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 does the Johnson & Johnson viral vector vaccine work?

A: Viral vector vaccines use a modified version of a different virus (the vector) to deliver important instructions to our cells. For COVID-19 viral vector vaccines, the vector (not the virus that causes COVID-19, but a different, harmless virus) will enter a cell in our body and then use the cell's machinery to produce a harmless piece of the virus that causes COVID-19. This piece is known as a spike protein, and it is only found on the surface of the virus that causes COVID-19.

The cell displays the spike protein on its surface, and our immune system recognizes it doesn't belong there. This triggers our immune system to begin producing antibodies and activating other immune cells to fight off what it thinks is an infection.

At the end of the process, our bodies have learned how to protect us against future infection with the virus that causes COVID-19. The benefit is that we get this protection from a vaccine, without ever having to risk the serious consequences of getting sick with COVID-19. Any temporary discomfort experienced after getting the vaccine is a natural part of the process and an indication that the vaccine is working.

Q: What are the advantages and disadvantages of the Johnson & Johnson vaccine?

A: While the vaccine's overall effectiveness against moderate disease is less than the mRNA vaccines (66% overall vs. 95%), it still works quite well, especially at preventing serious disease from COVID-19 (85% vs. 95%). It also prevented all hospitalizations and deaths from COVID-19 in those vaccinated. The J & J vaccine seems to work well against the South African variant (B.1.351) while the other vaccines are still under investigation with the variants. J & J only requires one shot, and it doesn't need the freezing cold storage that the mRNA vaccines do. This means more people, even in more remote places, can be effectively vaccinated. The possible side effects are similar for both types of vaccine and include a sore arm, fever, chills, tiredness, and headache.

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.](#)

Wheelchair Service for Vaccination

(New Info) The Oregon Convention Center is offering a free wheelchair service for people with mobility disabilities who are getting vaccinated there (similar to what is at the airport). Anyone who wants to borrow a wheelchair or be pushed can get one. Simply ask someone wearing a yellow vest and they will direct you.

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

Overpayment Letters

(New Info) We have received an update from Oregon Employment Department (OED) about actions employees should take if you receive an overpayment letter -- notice of overpayment for one or more week(s) of benefits, resulting in an owed balance that must be repaid.

Employees still furloughing or reducing schedules have the option to continue to claim weekly benefits and have the balance subtracted from future weekly benefit payments. If you receive an overpayment letter and are no longer furloughing, it's important that you call OED at 503-947-1995 or 503-947-1710 for repayment options to avoid garnishment and the accrual of interest on your balance.

1099-G Phone Number

(New-ish 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.

Report of Additional Income

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
- Missed Opportunities to Work

[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.

Adidas Pass!

(New-ish 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

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.](#)

Stress Management Techniques to Cope with Social Distancing & Isolation

(New Info) This webinar reviews the following concepts:

- Overcoming isolation working from home
- Unexpected feelings with loss of connection
- Mindfulness practices for coping with anxious feelings
- Tips for staying connected through technology and creativity

Tuesday, March 23, 12 p.m. - 1 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)

Be sure to visit [CityLearner](#) for course descriptions and the most current class details.

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

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

Portland's History of Racist Planning (New and currently full. Please sign up on the waitlist to support the need for additional sessions.)

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.

Go to CityLearner and search for the class by typing "Portland's" in the Find Learning field, then click Go. Click Register, and you will see the option to Waitlist.

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

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.

Tuesday, March 9, 9 a.m. - 11 a.m.

[Join Microsoft Teams Meeting +1 971-323-0035](#) 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.

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

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.

Thursday, March 25, 9 a.m. - 11 a.m.

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

Alternative Construction Methods (New)

The purpose of this course is to introduce employees to alternate construction methods other than the standard "Design, Bid, Build Method" currently in use.

[Join Microsoft Teams Meeting +1 971-323-0035](#) Conference ID: 602 450 159#

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

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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