

BHR BULLETIN

Tuesday, March 9, 2021

A weekly update from the Bureau of Human Resources.

Included in this issue:

- [FFCRA Protections Extension](#) *(New-ish Info)*
- [COVID-19](#) *(New Info)*
- [Work Share](#) *(New Info)*
- [Black Space](#)
- [Racial Equity Support Line](#)
- [Benefits](#) *(New Info)*
- [Recruiting](#)
- [Procurement Trainings](#)
- [Training](#) *(New Info)*

FFCRA Protections Extension

(New-ish 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 currently. 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/article/759109>.

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) Please submit your questions regarding vaccination 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.

Q: If I've had COVID-19, do I need to wait 90 days before getting vaccinated?

A: Not usually. People with COVID-19 who have symptoms should wait to be vaccinated until they have recovered from their illness and have met the [criteria](#) for discontinuing isolation. Those without symptoms should also wait until they [meet the criteria](#) before getting vaccinated. This guidance also applies to people who get COVID-19 before getting their second dose of vaccine. If you were treated for COVID-19 with monoclonal antibodies or convalescent plasma, you should wait 90 days before getting a COVID-19 vaccine. Talk to your doctor if you are unsure what treatments you received or if you have more questions about getting a COVID-19 vaccine.

Q: Is there a pregnancy registry for those receiving the COVID-19 vaccine?

A: Yes! [V-safe](#), the after-vaccine health checker, includes pregnancy tracking. If you report within [v-safe](#) that you were pregnant at the time of vaccination or had a positive pregnancy test after vaccination, you might receive a phone call requesting your participation in the **v-safe** COVID-19 Pregnancy Registry. Registry participants will be contacted for health check-ins several times throughout their pregnancy, as well as at the end of their pregnancy and when their baby is 3 months old. All participation is voluntary, and participants may opt out at any time. Participation is important because the registry helps monitor the safety of COVID-19 vaccines when administered during pregnancy.

Q: Where is the [v-safe](#) app? I can't find it in the Google Play or Apple Store.

A: V-safe is not an app you have to download* — it's a secure, online tool you can access with any smartphone that has a touch screen. See these instructions on [how to enroll](#). (***This is a correction from the Feb. 23, 2021 BHR Bulletin.**)

Q: Who is paying for the COVID-19 vaccines?

A: The federal government is providing the vaccine free of charge to all people living in the United States. Vaccination providers can be reimbursed for vaccine administration fees by the patient's public or private insurance company or, for uninsured patients, by the Health Resources and Services Administration's Provider Relief Fund. No one can be denied a vaccine if they are unable to pay a vaccine administration fee.

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-ish 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.

Work Share

Work Share Claim Recertification

(New Info) The City's current Work Share plan is active through May 29, 2021. Over the next few weeks, we will begin the process of resubmitting the City's Work Share application. Approval will enable employees to participate in the program for a second year. This process requires employees to submit new, completed initial claim forms, direct deposit forms, and additional income forms if you plan to continue furloughing or working a reduced schedule between May 30, 2021 and June 30, 2022. An email will be sent later this week to employees who have recently been participating in Work Share. Further instructions and links for form submission will be included.

Overpayment Updates Clarification

(New Info) In last week's BHR Bulletin, we shared two phone numbers Oregon Employment Department (OED) indicated participants should call if they received an overpayment letter. Some City employees have experienced issues with the numbers -- so we recommend contacting the Work Share team at inboxworkshare@portlandoregon.gov with questions about overpayment letters. If you've received an overpayment letter and would like to discuss payment options or make a payment, please call OED's recovery department at 503-947-1710.

1099-G Phone Number

The Work Share team has received many inquiries about tax form 1099-G. 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.

Additional [Work Share updates are available here](#).

- **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**

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.

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=98tyKuGrqjopHtyQuBuGRpwqBoj4b-jxiCVHjY1lsz3COy5gYQjXlrdjaoRSOfng>

Join Zoom Meeting: <https://us02web.zoom.us/j/83413485821>

Meeting ID: 834 1348 5821 | Passcode: BLM2021

One tap mobile: +13462487799,,83413485821#,,,,*0798510# US (Houston)

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 -- 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](#).

Health, Wellness, and Financial Well-being Webinars

Deferred Compensation 101

(New Info – Tomorrow!) The 457(b) Deferred Compensation Plan is a voluntary savings plan. It may be a meaningful supplement to your pension benefit. You can choose to save on a pre-tax and post-tax basis, as well as increase, decrease, or stop contributions throughout the year. This presentation provides information on the City's Deferred Compensation Program and how to get started.

Wednesday, March 10, 12 p.m. - 1 p.m.

[Register here.](#)

Eating for Mind and Body Health

(New-ish 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-ish 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.](#)

Retirement Readiness

(New Info) For Tier One and Tier Two members thinking of retiring within the next three years. Topics include a review of PERS estimate of retirement benefits, retirement options, retirement timelines, guidelines on completing the retirement application, an explanation of working after retirement rules, detailed information regarding the Individual Account Program (IAP), Deferred Compensation, and a list of available resources.

Tuesday, March 30, 12 p.m. - 1 p.m.

[Register here.](#)

Financial Wellness in 5

(New Info) This quick on-demand video walks you through the basics of holistic financial wellness including spending and savings, debt management, emergency savings, retirement, protection, and other savings goals. Learn more here!

[Webinars for all – On Demand](#)

[Managers/Supervisors – On Demand](#)

[Access previous Cascade Centers and Moda Health webinars.](#)

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 [March 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.

PCC Virtual Classes – Winter/Spring Term (New!)

Supervisor/Manager approval is required for courses with a fee.

Managing Remote Teams, Cost: \$100

Thursday, March 18, 10:30 a.m. - 12:30 p.m.

Engaging Remote Employees, Cost: \$100

Tuesday, March 23, 10:30 a.m. - 12:30 p.m.

Click here for the full list of [PCC Virtual classes](#)

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.

Tuesday, March 30, 9 a.m. - 11 a.m.

[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

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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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