

BHR BULLETIN

Tuesday, March 16, 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) Last week the CDC issued new guidance on how to protect yourself and others after being fully vaccinated. Today we answer questions around those changes. 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: What does it mean to be “fully vaccinated” against COVID-19?

A: People are considered fully vaccinated:

- Two weeks after their second dose in a 2-dose series, like the Pfizer or Moderna vaccines, or
- Two weeks after a single-dose vaccine, like Johnson & Johnson's Janssen vaccine.

If it has been less than 2 weeks since your shot, or if you still need to get your second dose, you are NOT fully protected. Keep taking all [prevention steps](#) until you are fully vaccinated.

Q: What changes after someone is fully vaccinated?

A: *Outside the workplace*, if you've been fully vaccinated:

- You can gather indoors at home with fully vaccinated people without wearing a mask.
- You can gather indoors with unvaccinated people from one other household (for example, visiting with relatives who all live together) without masks, unless any of those people or anyone they live with has an [increased risk for severe illness from COVID-19](#).

Q: What has NOT changed after someone is fully vaccinated?

A: Oregon OSHA guidance is unchanged, so masking and distancing are still required as before while in the workplace. For now, even if you've been fully vaccinated:

- You should still take steps to [protect yourself and others](#) in many situations, like wearing a mask, staying at least six feet apart from others, and avoiding crowds and poorly ventilated spaces. Take these precautions whenever you are:

- In public.
- While at work, in a City facility or vehicle.
- Gathering with unvaccinated people from more than one other household.
- Visiting with an unvaccinated person who is at [increased risk of severe illness or death from COVID-19](#) or who lives with a person at increased risk.

- You should still avoid medium or large-sized gatherings.

- You should still delay domestic and international travel. If you do travel, you'll still need to follow CDC [requirements and recommendations](#).

- You should still watch out for [symptoms of COVID-19](#), especially if you've been around someone who is sick. If you have symptoms of COVID-19, you should get tested and stay home and away from others.

- You will still need to follow guidance at your workplace.

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

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

1099-G Discrepancies

(New Info) After reviewing your 1099-G, if you think you did not receive all the benefits indicated on the form, or believe your 1099-G is incorrect, please contact the Work Share team at inboxworkshare@portlandoregon.gov. We can research the payments you received and compare them to the payments issued by Oregon Employment Department (OED) to determine if something is missing. Then we can contact OED on your behalf.

City Work Share Plan Renewal

(New Info) The City's Work Share plan expires May 29, 2021. Throughout April, we will be collecting new initial claim forms, additional income forms, and direct deposit forms from all employees planning to participate in the Work Share program after expiration. To avoid a lapse in your benefits payments, please respond as soon as possible to emails regarding the renewal process.

Overpayment Updates Clarification

(New-ish Info) Previously, we shared two phone numbers 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.

[The following 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

1099-G Phone Number

Report of Additional Income

Work Share Claim Recertification

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/tZcpdugspj4iGNXOBGXnSckAt5A8VMIAZ1JM/ics?icsToken=98tyKuGrqjopHtyQuBuGRpwqBoj4b-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)

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](#).

Health, Wellness, and Financial Well-being Webinars

Stress Management Techniques to Cope with Social Distancing & Isolation

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-ish 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-ish 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

Wednesday, April 7, 9:30 a.m. - 11:30 a.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) for Managers/Supervisors (New!)

Wednesday, April 21, 9 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.

Reasonable Employment Accommodations Training-Managers & Supervisors (New!)

Wednesday, April 21, 1 p.m. - 2:15 p.m.

Racial Equity 101

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

Professional Development

New Employee Orientation

Tuesday, April 13, 10 a.m. - 1:30 p.m.

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

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

Engaging Remote Employees, Cost: \$100

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

Becoming an Inclusive Leader, Cost: \$350

Day 1: Thursday, March 25, 9 a.m. - 1 p.m.

Day 2: Tuesday, March 30, 9 a.m. - 1 p.m.

How to Lead With(out) Power, Cost: \$175

Wednesday, March 31, 9 a.m. - 1 p.m.

[See the full list of PCC Virtual classes.](#)

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#

Introduction to Procurement

Covering the fundamentals of public procurement at the City of Portland. This course is recommended before taking other courses in the curriculum.

Monday, April 5, 10 a.m. - 12 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.

Wednesday, April 7, 10 a.m. - 12 p.m.

[Join Microsoft Teams Meeting +1 971-323-0035](#) Conference ID: 355 477 073

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](mailto: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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