

BHR BULLETIN

Tuesday, March 30, 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) Please submit vaccination questions 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: How do I find a vaccine?

A: Aside from checking with your healthcare provider and pharmacy, there are two places to check for vaccines. <https://vaccinefinder.org/search/> is a nation-wide search engine that works no matter where you are. Oregon has a vaccine finder tool as well: <https://getvaccinated.oregon.gov/#/>.

Q: Can I choose which vaccine I get?

A: The CDC suggests you get any COVID-19 vaccine that is available when you are eligible. Do not wait for a specific brand. All currently authorized and recommended COVID-19 vaccines are [safe](#) and [effective](#), and CDC does not recommend one vaccine over another.

Learn more about [your COVID-19 vaccination](#), including how to find a vaccination location, what to expect at your appointment, and more.

Q: Will the City's vaccine clinic provide shots for anyone that is eligible?

A: The City is not able to vaccinate employees who are outside of our target population, which is determined by the Oregon Health Authority. We anticipate offering vaccine to frontline workers (those unable to telework) first. If you qualify for the vaccine sooner for another reason such as your age or a health condition, you can use the [GetVaccinated.org](#) tool and find other options.

Q: I'm a frontline worker with the City. How do I add my name to the list?

A: If you meet the frontline worker definition, have not yet received a vaccine, and would like to have the option to participate in a City vaccine clinic, **please enter your information into this survey by end of the day TOMORROW, March 31:**

<https://app.smartsheet.com/b/form/60c8172e85714bdd865566bd4b330794>.

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

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

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.

[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

Overpayment Updates Clarification

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.

Back to School Safety Campaign

(New-ish Info) Beginning March 29, many students returned to classrooms in Portland. PBOT's Safe Routes to School and Metro have partnered to build a new campaign to remind drivers that although in-person school may not look the same this year, our kids are still biking, walking and playing in our neighborhoods as well as traveling to and from schools for hybrid learning, school lunches and materials. Phase 1 of the campaign is all online, and is available in 5 languages in addition to English: Arabic, Chinese, Spanish, Russian and Vietnamese. Download Phase 1 materials for Facebook, Twitter and Instagram, virtual meeting backgrounds, social media captions and more by visiting: <http://www.oregonmetro.gov/kidseverywhere>.

PBOT invites you to download and share any of the materials with friends, colleagues, and

networks. You can also follow #DriveLikeIt on Facebook, Twitter or Instagram and reshare posts from [PBOT Safe Routes to School](#).

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.

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

PERS related questions can be answered 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 *(New Info)*

Retirement Readiness -- Presented by VOYA Financial

Your local licensed Voya Financial representative will discuss topics including Deferred Compensation, 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), and a list of available resources.

Tuesday, March 30, 12 p.m. - 1 p.m. ***(TODAY!)***

[Register here.](#)

Retirement Readiness -- Presented by PERS

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, April 27, 12 p.m. - 2 p.m.

[Register here.](#)

A Simple Approach to a Whole Foods Lifestyle

Wednesday, March 31, 12 p.m. - 1 p.m. (No registration necessary)

Join here:

<https://kponline.webex.com/kponline/k2/j.php?MTID=tb2072cc4c14c60dab243c1fcc932216b>

Password: Thrive123

To join by phone: 408-418-9388

Access code: 133 485 7419

Social Security 101

Learn more about preparing for your retirement, how you qualify for benefits, how earnings and age affect your benefits, which family members qualify for benefits, and what you should consider when deciding when to start receiving your Social Security benefits. The presentation will include reminders about Medicare and information about online tools and services that streamline applying for Social Security.

Tuesday, April 6, 12 p.m. - 1 p.m.

[Register here.](#)

Medicare 101

Understand how and when to enroll in Medicare Parts A & B, the Medicare alphabet, the difference between supplemental vs. advantage plans, and PERS health plans options.

Tuesday, April 13, 12 p.m. - 1 p.m.

[Register here.](#)

It's My Budget and I'm Sticking to It!

Learn a process for creating a spending plan and practical tips for sticking to it.

Tuesday, April 13, 9 a.m. **OR** 12 p.m.

[Register here.](#)

Complicated Grief During Uncertain Times

The global pandemic has caused many of us to experience a great deal of emotional turmoil. Particularly grief, which is a common, yet misunderstood emotion. This webinar focuses on the various types of grief, coping skills, utilizing social supports, community resources, and much more.

Wednesday, April 14, 10 a.m. - 11 a.m.

[Register here.](#)

Healthy Futures: Nourishing the Whole Family

Learn the impact that lifestyle choices have on family life and well-being. Get tools and tips on how to plan and prepare nourishing meals and engage in family physical activity.

Thursday, April 15, 11 a.m. - 12 p.m. (No registration necessary)

Join here:

<https://kponline.webex.com/kponline/k2/j.php?MTID=t65245c6e0e320de0cbc744877c1122c6>

Password: Thrive123

To join by phone: 408-418-9388

Access code: 133 110 2316

All About OPSRP

This overview is ideal for PERS members at any stage in their careers who began PERS-covered employment after August 28, 2003. Topics include membership and vesting requirements, information regarding Online Member Services and estimates, retirement eligibility, detailed information about the Individual Account Program (IAP), and member resources.

Tuesday, April 20, 10 a.m. - 12 p.m.

[Register here.](#)

Financial Wellness in 5

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
Wednesday, April 21, 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.

Workplace Harassment, Discrimination, & Retaliation Prevention (HR 2.02) Refresher for Managers/Supervisors (New!)
Wednesday, June 30, 1 p.m. - 2 p.m.

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

Racial Equity 101
Wednesday, April 7, 8:30 a.m. - 12 p.m.

Professional Development

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

Reasonable Employment Accommodations Training (New!)

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

Facilitation Training: Learn to Lead Reflective Conversations (New!)

Oregon Humanities' facilitation training prepares people to plan and facilitate conversations about vital issues and questions across differences, beliefs, and backgrounds. These conversations help build strong relationships within organizations and among communities. This is a 3-part training with limited seating and the training will focus on both online and in-person facilitation techniques and skills.

Thursday, April 15, 10 a.m. - 3:30 p.m.

Friday, April 16, 10 a.m. - 3:30 p.m.

Friday, April 23, 10 a.m. - 12 p.m.

PCC Virtual Classes – Winter/Spring Term

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

Please sign up as soon as possible for PCC classes to avoid cancellation due to low enrollment.

Motivating Employees, Cost: \$175 (New!)

Wednesday, April 7, 9 a.m. - 1 p.m.

Introduction to Process Mapping, Cost: \$125 (New!)

Thursday, April 8, 9 a.m. - 12 p.m.

Diversity & Conflicts: A Source for Growth, Cost: \$350 (New!)

Day 1: Tuesday, April 20, 9 a.m. - 1 p.m.

Day 2: Thursday, April 22, 9 a.m. - 1 p.m.

Role of the Supervisor, Cost: \$175 (New!)

Wednesday, April 28, 9 a.m. - 1 p.m.

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

Go to [CityLearner](#) for class information and registration.

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](#). 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

Ph: 503.823.3572 | Fax: 503.865.3288

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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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