

# BHR BULLETIN

Tuesday, April 6, 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)* As more of us begin to get vaccinated, this week we will focus on questions about vaccine side effects and what to expect after the shot. Please submit vaccination questions to [Joel.Michels@portlandoregon.gov](mailto: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 know if my symptoms are related to the vaccine or if I might have COVID-19?

**A:** Mild vaccine side effects are common, expected, and mean your body is building a protective immune response against the virus that causes COVID-19. Hurray! [Vaccine side effects](#) include a sore arm, mild redness or swelling at the injection site, fever, fatigue, and head or body aches. Vaccine reactions usually start 12-24 hours after receiving the shot, but some may start up to

48 hours later. If your symptoms begin later than 48 hours after the shot, or they are more typical of COVID-19 including a cough, shortness of breath, or loss of smell or taste, then it could be COVID-19 and you should discuss your symptoms with a healthcare provider and consider getting tested. The CDC [V-Safe](#) health checker is also available to guide you, help you keep track of, and report your side effects through a smart phone.

**Q:** Could I get COVID-19 from the vaccine?

**A:** No. It is impossible to get COVID-19 from any of the vaccines because of how they are made. They do not contain any part of a real coronavirus.

**Q:** How common are side effects?

**A:** In clinical trials, local (arm pain) and systemic (fatigue, headache) vaccine side effects were noticeable in around 80% of those receiving the vaccine, especially after the second shot. When it comes to severe side effects like anaphylaxis, only between 2-5 per million people (0.0005%) or less had a serious reaction. These serious side effects come within the first 15-30 minutes after vaccination which is why there is an observation period after receiving vaccine with trained medical staff ready to help if that happens. At the end of March, 150 million doses of the vaccine have been given in the US with no evidence of any death related to vaccination.

**Q:** What if I don't have any side effects? Does that mean the vaccine didn't work?

**A:** The vaccine works even without side effects. We know that around 20% of those vaccinated have no side effects, but the vaccine works 95% of the time which means it works regardless of the severity or presence of symptoms.

**Q:** Can I still work if I have vaccine side effects?

**A:** Many people have no reaction or only a sore arm after vaccination and work the next day. If you have a fever, fatigue, or other symptoms that would make work difficult, you need to rest at home until the fever is gone, your symptoms are improving, and you feel ready to work. If the symptoms start within 48 hours of the shot, there is no need to quarantine, isolate, or have concern for COVID-19. Most symptoms are gone within 1-3 days, so if they last longer than that, or if you develop increased swelling or redness at the injection site, contact your healthcare provider for an evaluation and treatment if needed before coming back to work.

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](mailto: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.

## **FFCRA Protections Extension -- Expanded Reasons**

**(New Info)** To provide ongoing stability to you and your loved ones impacted by the coronavirus pandemic, the City is working to voluntarily extend protections and benefits under the Families First Coronavirus Response Act (FFCRA). There is nothing different employees need to do currently. Council approved this action on March 10, 2021 and BHR is working with our labor partners to extend the effective dates for eligible represented employees (currently have signed LOAs for PFFA and PPA-BOEC).

The extension does not provide new entitlement to employees who have already exhausted FFCRA paid leave benefits, but extends the eligibility period through June 30, 2021 for those who have paid leave remaining.

Time off to get the COVID-19 vaccine as well as recovery from any side effects (without medical diagnosis unless the absence is more than three calendar days) are now expanded qualifying reasons for leave. This is part of the City's voluntary extension of FFCRA emergency paid sick leave, for those who have not already exhausted their two weeks of paid sick leave.

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>. Amendments related to this current extension will be added soon.

## **Work Share**

### **Corrections to Work Share Claims**

**(New Info)** Oregon Employment Department (OED) is no longer accepting corrected Work Share claims. Until now, OED allowed the City to file corrected claims. We have been doing a routine lookback at employee timesheets with furloughs or reduced schedules, then reporting corrections to OED.

Going forward, we will no longer be able to submit corrections to time after filing the regular weekly claim every Friday. It is extremely important for those who would like to receive Work

Share benefits to ensure your timesheets are accurate by 5 p.m. Monday -- the week after you furloughed or reduced your schedule.

If you are currently participating in Work Share and do not enter your own time on your timesheet, please talk to your bureau timekeeper about the importance of entering your time by the 5 p.m. Monday deadline.

If you or your timekeeper make a change to your timesheet **after** the Monday 5 p.m. deadline, **and it is still within the same week**, please email the Work Share team at [inboxworkshare@portlandoregon.gov](mailto:inboxworkshare@portlandoregon.gov) as soon as possible, **prior to 9 a.m. Friday**. The Work Share team will make every effort to update your claim before submitting to OED Friday afternoon.

[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**

**1099-G Discrepancies**

**City Work Share Plan Renewal**

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](mailto:Inboxworkshare@portlandoregon.gov).

## **Calendar Year 2021 Tax Changes**

**(New Info)** Two new taxes went into effect January 1, 2021. You may be affected.

### **Metro Measure 26-210**

In the May 19, 2020 election, Metro area voters approved Measure 26-210. This measure funds

supportive housing services to prevent and reduce homelessness in Washington, Clackamas, and Multnomah counties within Metro District boundaries by taxing residents of the district beginning January 1, 2021.

Personal income over \$125,000 for individuals and \$200,000 for couples filing jointly are taxable, for people living within Metro's jurisdiction, as well as nonresidents who receive income sourced within said jurisdiction. Further information on this new tax can be found at <https://www.oregonmetro.gov/public-projects/supportive-housing-services/taxes-and-funding>.

### **Multnomah County Measure 26-214**

In the November 3, 2020 election, Multnomah County voters approved Measure 26-214. This measure establishes a "Preschool for All Program" which is supported by a new tax on Multnomah County residents and taxable income derived within Multnomah County beginning January 1, 2021.

For single filers, all Oregon taxable income over \$125,000 is taxed at a 1.5 percent rate. All income above \$250,000 is taxed at a 3.0 percent rate. This rate will increase by 0.8 percent in 2026.

For joint filers, all Oregon taxable income over \$200,000 is taxed at a 1.5 percent rate. All income above \$400,000 is taxed at a 3.0 percent rate. This rate will increase by 0.8 percent in 2026.

Further information on this new tax can be found at <https://multco.us/dchs/preschool-all-tax-information>.

Employers, including the City of Portland, are not required to withhold for these taxes in 2021. Beginning January 1, 2022, employers will be required to begin employee withholdings. Further information will be provided during the coming months as we work on implementing payroll software changes to accommodate these new requirements.

All taxes owed must be remitted by April 15, 2022 for calendar year 2021 liabilities. Employees are encouraged to withhold themselves based on their individual 2021 tax situation. If there are questions about either of these taxes, employees should contact the respective tax authorities for further information.

### **Back to School Safety Campaign**

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/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)

## **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**

### ***Save the Date -- May 14 through June 2, 2021 -- Open Enrollment!***

Mark your calendars for the opportunity to make changes to your benefit plans and enroll in a Flexible Spending Account.

For up-to-date information, check the open enrollment web page:

[www.portlandoregon.gov/openenrollment](http://www.portlandoregon.gov/openenrollment).

Sign up to receive text alerts! We will send a reminder when open enrollment is here, as well as when it's about to close so you don't miss anything. Text "city benefits" at 31996 to join the text club.

Want an easy and convenient way to check your benefits and make changes on the go? Download the app a for free!

1. Install the BENEFITFOCUS App from Google Play or the Apple Store
2. Enter the company ID: citybenefits
3. Log into your benefits using the same username and password you use on your computer

Contact us at [benefits@portlandoregon.gov](mailto:benefits@portlandoregon.gov) with any questions or concerns.

### **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**

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**

### ***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. **(TODAY)**

[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.](#)

### ***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.](#)

### ***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 [April 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***  
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**

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.

**Executive Master of Public Administration (EMPA) Program (New)**

Are you looking to make a larger impact and improve your leadership skills in the public sector? Portland State's [Executive MPA program](#) may be the right choice for you. An accelerated master's degree program specially designed to fit into the schedule of busy public sector professionals. PSU Executive MPA Information Session.

Registration Links:

[Thursday, April 8, 12 p.m. - 1 p.m.](#)

[Thursday, April 22, 12 p.m. -1 p.m.](#)

[Thursday, May 6, 12 p.m. -1 p.m.](#)

[Thursday, May 6, 5:30 p.m. -6:30 p.m.](#)

After registering, participants will receive an email with a link and password for the meeting.

(Note: these sessions are NOT in CityLearner)

**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.

***Diversity & Conflicts: A Source for Growth***, Cost: \$350

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

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.

### ***Roles & Responsibilities in Construction Invitation to Bid Process (New)***

Course objectives are to create a timeline outlining the major steps of the Construction Invitation to Bid (ITB) process and review the roles and responsibilities in each step of the Construction Invitation to Bid (ITB) process.

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

[Join Microsoft Teams Meeting +1 971-323-0035](#) Conference ID: 884 780 167#

### ***Market Research (New)***

Course objective is to be able to perform the Market Research Process, which is comprised of three distinct activities: Market Research, Market Analysis, and Market Intelligence. The Market Research Process is critical because it's the first step in making the most appropriate decision regarding the procurement of purchases.

Tuesday, April 27, 10 a.m. - 12 p.m.

[Join Microsoft Teams Meeting +1 971-323-0035](#) Conference ID: 963 636 280#

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](mailto:hrtraining@portlandoregon.gov).

***Thank You!***



#### **BHR Communications**

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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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