

BHR BULLETIN

Tuesday, April 13, 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) 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 long does it take to build up immunity to COVID-19 after being vaccinated?

A: After you finish your COVID-19 vaccination series, whether it's the two-dose series or the single dose, you need to wait two weeks to get the full benefit of the COVID-19 vaccine. Even then, when you have the full benefit of your COVID-19 vaccine, COVID-19 is still circulating in the community. There is no widespread immunity yet. Therefore, people still need to wear masks and practice social distancing.

Q: Why do people who have been vaccinated for COVID-19 still have to wear a mask and practice social distancing while in public?

A: It's frustrating that we're not quite there yet, but taking off your mask and letting down your physical distancing while in public right now is a little bit like deciding that you don't need to wear your seat belt because you're a good driver. You can't control all the risks out there, and no COVID-19 vaccine is 100% effective. So right now, until more of the population is protected, you should not relax those precautions.

Q: How do I code my timesheet and get paid if I have vaccine side effects and can't work?

A: Employees who have a vaccine side effect may use sick time or FFCRA type leave. Contact your bureau timekeeper or leave coordinator for help in completing FFCRA paperwork.

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.

FFCRA Protections Extension -- Expanded Reasons

(New Info) To provide ongoing stability to you and your loved ones impacted by the coronavirus pandemic, the City voluntarily extended protections and benefits under the Families First Coronavirus Response Act (FFCRA). There is nothing different employees need to do currently.

Update -- We have signed Letters of Agreement for these extensions with all our labor partners. 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 interested in vaccine-related time off, please submit a [COVID-19 Vaccine Time Off Application](#) to your bureau's Timekeeper for processing.

For all other FFCRA qualifying reasons, 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 are posted now.

Work Share

City of Portland Work Share Renewal

(New Info) Last Tuesday, we sent emails to Work Share participants who have furloughed or reduced their schedule since January 1, 2021. Information was provided about the City's Work Share plan renewal with instructions for how to submit the necessary forms to continue to participate in Work share between May 30, 2021 and May 28, 2022. If you did not receive that email and would like more information about how to participate in Work Share after May 29, 2021, please email inboxworkshare@portlandoregon.gov for forms and the submission link.

An updated [Work Share FAQ is available here](#).

Corrections to Work Share Claims

(New-ish 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 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

If you have questions regarding Work Share benefits or the process, please email

Inboxworkshare@portlandoregon.gov.

Calendar Year 2021 Tax Changes

(New-ish 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 #DriveLikelt 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-jxiCVHjY1lsz3COy5gYQjXlrdiaoRSOfnq>

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.

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 with any questions or concerns.

Voya Service Day -- Friday, April 16

(New Info) Local Voya Financial Advisors are here to help you build your roadmap to a successful retirement. They offer employees assistance with Deferred Compensation, financial wellness, online tools to help you through each financial stage in your life, and personalized one-on-one meetings. Securities and investment advisory services are offered through Voya Financial Advisors, Member SIPC. Schedule an appointment online here:

<https://go.oncehub.com/ColumbiaSquare>

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/>

Health, Wellness, and Financial Well-being Webinars

Complicated Grief During Uncertain Times

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

Taking Care of YourSELF

This webinar focuses on four ways to improve SELF-care: **S**leep, **E**xercise, **L**ove, and **F**ood.

Tuesday, April 20, 12 p.m. - 1 p.m. (No registration necessary)

Join here:

<https://kponline.webex.com/kponline/k2/j.php?MTID=t56f1b5c6fe6abb521abf2dc47ec79d05>

Password: Thrive123

To join by phone: 408-418-9388

Access code: 133 540 9292

Financial Forum -- April is National Financial Literacy Month

Money coaches are ready to answer your questions live on any financial topic -- such as debt, budgeting, saving, investing, mortgages, retirement or financial habits.

Thursday, April 22, 9 a.m. **OR** 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

Thursday, May 6, 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

Friday, April 23, 1:30 p.m. - 5 p.m.

Professional Development

New Employee Orientation

Tuesday, May 11, 10 a.m. - 1:30 p.m.

Reasonable Employment Accommodations Training

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.

GobierNOS Webinar (sponsored by PBOT) (New)

You are invited to the second iteration of "GobierNOS: Govern-meant para ti." This Zoom webinar will primarily be in Spanish, with live bilingual interpreters and closed captions. Latinx panelists from regional non-profit and private sectors will share their perspectives on mobility

justice. We will explore perspectives on freedom of movement and relationships to transportation and land. We are honored to feature the following Latinx panelists:

- Cesar Tapia-Chavez, *Latino Network*
- Yoana Molina Marcial, *Guerreras Latinas*
- Andrés Oswill, *Oregon Futures Lab*

This event is sponsored by the Portland Bureau of Transportation (PBOT) and PBOT Equity Program, with the support of a small event planning team of LatinxPDX members including PBOT staff Vanessa Micale, Lale Santelices, Marianna Lomanto, Anamaria Perez, Fabiola Casas from the Portland Water Bureau, and Yolanda Sanchez-Marquez from the Office of Equity and Human Rights.

Monday, April 26, 12 p.m. - 1 p.m.

The event is free and open to all City employees, including the public and community members.

[Register here](#). (**Note:** this session is NOT in CityLearner)

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 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.

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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