

BHR BULLETIN

Tuesday, April 20, 2021

A weekly update from the Bureau of Human Resources.

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Meet Our New Commissioners

(New Info) Women's Empowerment (WE) hosted a Zoom event last week to get to know the City's newest elected officials. Commissioners Rubio, Mapps, and Ryan took questions for an hour from City employees. Hear the commissioners' views on protecting and supporting staff who've endured disproportionate violence and grief over the past year, developing a policy and apprenticeship or training program for women and people of color, solving the ill-fitting personal protective equipment and gear issues women in the field face every day, along with many other employee-related topics.

The event video is available for five more days and can be watched here:

<https://zoom.us/rec/share/VRKWn3qoW4WN9n8MgDgwhXV-GPTIYehu4824r3mpzXF3sZsdmJgpEtYrbGqLYIQ.PdZz-jY6nuaDUNxH?startTime=1618340168000>

Women's Empowerment is an approved affiliation of the Diverse and Empowered Employees of Portland (DEEP). To be on an affinity group email list, please sign up at

www.portlandoregon.gov/deep/signup.

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: Is there a difference between the first and second doses of the Pfizer or Moderna vaccine? If these are the same, what causes people to have more adverse side effects with the second dose?

A: First and second doses of Pfizer and Moderna vaccines are exactly the same. The second shot can trigger more of a noticeable immune response and cause side effects because your body has already been “primed” by the first dose which has begun protecting you with antibodies. This second reaction boosts the effectiveness of the vaccine even higher and ensures you will have even longer lasting protection. While some feel more noticeable side effects after that second dose, this is normal and a sign that your immune system is responding as expected.

Q: How do I find a vaccine site, and how do I sign up?

A: There are several resources to help locate vaccine and then sign up for the shot. The CDC has a locator called [VaccineFinder](#) that displays information about the vaccine provider including:

- types of COVID-19 vaccines available
- website and phone number
- hours of operation
- instructions on how to take the next step to get vaccinated

Some additional links to find and sign up for vaccines:

- [Get Vaccinated Oregon](#)
- [OHSU's Vaccine Tool](#)
- [Walgreens](#)
- [RiteAid](#)

- [Safeway](#)
- [Costco](#)
- [Salem Health Vaccine Website](#)

Q: Is the City tracking who is vaccinated and who is not? Will vaccinated employees be allowed to work together without masks or travel together in the same vehicle?

A: The City is not tracking who gets vaccinated and has no plans to change any working conditions or remove any safety protocols based on vaccination status at this time. We are following Oregon OSHA rules that do not yet include any variation for vaccinated employees. Also, the uncertainty around how long vaccination immunity will last makes it safest for everyone to continue wearing face coverings, keeping six feet of distance, washing hands frequently, and avoiding medium or large gatherings. We will continue to follow CDC and OSHA guidance as well as the science on how well the vaccines protect the workplace, and revisit any policies relating to vaccinated employees as we learn more.

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-ish 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-ish 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

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.

New Citywide Performance Management/Goal Management (PMGM) Process

(New Info) A new Performance and Development Review process, traditionally a paper-based system, is moving online in July. This will add ease of use and consistency Citywide.

The SuccessFactors Performance and Development Review process is currently being used by merit eligible City staff across all bureaus. This excludes Commissioners and their staff, as well as Bureau Directors. Currently, most represented City staff are not using SuccessFactors. However, union represented employees within the Bureau of Planning and Sustainability will be piloting the system as we launch later this year.

A wealth of information can be found in the links below.

Overview: <https://www.portlandoregon.gov/bts/78136>

FAQ: <https://www.portlandoregon.gov/bts/article/708353>

uPerform Library for PMGM: <https://up.portlandoregon.gov/gm/folder-1.11.22208?mode=EU>

Vacation Carryover/Vacation Over Maximum

(New Info) Today is a good day to check your vacation accrual. Vacation credits may be accumulated up to a maximum of two years' earnings by the end of the first pay period in January 2022. Don't get surprised at the end of the year with more vacation than you know what to do with. Plan it. Take it. You've earned it!

Confirm your accrual rate and get more information in [HRAR 6.03, Vacation](#).

Calendar Year 2021 Tax Changes

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.

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=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

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.

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

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.](#)

Follow Along Lunchtime Workout

(New) Join a fitness professional for a short workout to engage key postural muscles in the hips, shoulders and spine while creating freedom of movement throughout the body. This refreshing sequence is best suited for those who can get up and down off the floor with ease and bear some weight on hands and knees. All you will need is your body, a yoga or exercise mat (or big towel), and the willingness to listen to your body's signals. Have fun and leave feeling good!

Wednesday, April 28, 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 [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

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.

Mental Health First Aid

Day 1: Tuesday, May 18, 8:30 a.m. - 11:30 a.m.

Day 2: Wednesday, May 19, 8:30 a.m. - 11:30 a.m.

Workplace Contact Tracing for COVID-19

Thursday, April 22, 11 a.m. - 12 p.m.

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, May 19, 12 p.m. - 1:15 p.m.

Reasonable Employment Accommodations Training

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

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.

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](tel:19713230035) 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](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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