

BHR BULLETIN

Tuesday, April 27, 2021

A weekly update from the Bureau of Human Resources.

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COVID-19

For more information regarding **Guidance, Testing, Temporary Leave, and Leave Sharing**, please go to this [COVID-19 Update page](#).

COVID-19 Vaccinations

(New) 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: Why should I get vaccinated for COVID-19?

A: Getting vaccinated will help keep you from getting COVID-19. Getting vaccinated also helps keep you from getting seriously ill even if you do get COVID-19. It may also protect people around you, [particularly people at increased risk for severe illness from COVID-19](#). The vaccines have been shown to be safe and effective in clinical trials and continuing as hundreds of millions of people are being successfully vaccinated. [After you are fully vaccinated for COVID-19](#), you may be able to start doing a bit more like gathering indoors with other friends or family who are fully vaccinated. Being vaccinated is a much safer and longer-lasting way to help build

protection than getting sick with COVID-19 which can have [serious, life-threatening complications](#). Vaccination will be an important tool to help stop the pandemic as well. We need to use all available tools to effectively stop the spread of COVID-19, and vaccinated people are less likely to be infected without symptoms and are potentially less likely to spread the virus.

Q: Why was there a pause with the Johnson & Johnson COVID-19 vaccine?

A: The pause was implemented on April 13 after reports of six cases of blood clots were reported among six women who received Johnson & Johnson's COVID-19 vaccine. These were in women 18 - 48 years old and occurred an average of 8 days after vaccination. The CDC and Food and Drug Administration (FDA) recommended a pause in the use of the vaccine for several reasons including: determining if the vaccine caused these clots, examining the data closely including watching for more cases in those most recently vaccinated, being fully transparent with the public about this risk, and educating healthcare providers about this type of blood clot and how to recognize and treat it effectively.

On April 23, the CDC's Advisory Committee on Immunization Practices (ACIP) met to review the data and weigh the benefits of the vaccine against its risks. The panel estimated that in women 18 - 49 years of age, Johnson & Johnson vaccine would prevent far more deaths and intensive care unit admissions than the potential number of vaccine-related blood clots. ACIP voted that the Johnson & Johnson vaccine again be recommended for persons 18 years of age and older in the U.S. population under the FDA's Emergency Use Authorization. The Food and Drug Administration has followed the recommendation and lifted the pause, adding a warning about the potential for rare blood clots in women under age 50. It's important to note that the concerns about clots with the J & J vaccine do NOT apply to the other two vaccines (Pfizer and Moderna).

Q: Is it possible to get COVID-19 after being fully vaccinated?

A: Even though COVID-19 vaccines are [effective](#), a small percentage of people who are fully vaccinated will still get COVID-19 if they are exposed to the virus that causes it. These "vaccine breakthrough cases" mean that while people who have been vaccinated are much less likely to get sick from it, it may still happen. Experts continue to study how common these cases are. No vaccine is perfect, but current estimates are that around 95% of those vaccinated will be protected. This leaves some who are vulnerable. It's also possible a person could be infected just before or just after vaccination and still get sick since it takes about two weeks for the body to build protection. Until we know more, it is safest to continue physical distancing, avoiding crowds, wearing your face covering, and washing hands frequently when you are at work or outside your home, even after vaccination.

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.

Families First Coronavirus Response Act (FFCRA)

(New-ish) 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.

Safety Net Program

(Reminder) The Safety Net Program offers support options for employees and budget-constrained bureaus, addressing needs brought on by COVID-19. Tools have been created to provide bureau-approved flexible leave options to employees during national- and state-declared emergencies. Details can be found on the BHR Safety Net page at <https://www.portlandoregon.gov/bhr/81209>.

Work Share

City of Portland Work Share Renewal

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](mailto:inboxworkshare@portlandoregon.gov).

New Citywide Performance Management/Goal Management (PMGM) Process

(New-ish) 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-ish) 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](#).

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.

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-jxiCVHjY1lsz3COy5gYQjXlrdiaoRSOfng](https://us02web.zoom.us/join/https://us02web.zoom.us/meeting/tZcpduqspj4iGNXOBGXnSckAt5A8VMIAZ1JM/ics?icsToken=98tyKuGrqjopHtyQuBuGRpwqBoj4b-jxiCVHjY1lsz3COy5gYQjXlrdiaoRSOfng)

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/>

Eldercare Webinar Series Hosted by Multnomah County Aging Services (New)

Tools for Tough Conversations

Get ideas and strategies to discuss difficult topics with aging loved ones. Topics include health and care concerns, giving up car keys, family conversations, planning for future care needs.

Tuesday, May 4, 12 p.m. - 1 p.m.

[Register here.](#)

Alzheimer's and Other Dementias

Alzheimer's and other dementias cause memory, thinking and behavior changes that interfere with daily living. Learn about common warning signs, symptoms, and tips to approach someone who is experiencing changes in their memory, and the benefit of early detection and diagnosis.

Tuesday, May 11, 12 p.m. - 1 p.m.

[Register here.](#)

Legal Strategies to Maximize Peace of Mind, Independence, and Quality of Life for Older Adults and Their Families

An overview of legal issues related to long-term care, incapacity, and estate planning.

Tuesday, May 25, 12 p.m. - 1 p.m.

[Register here.](#)

Health, Wellness, and Financial Well-being Webinars

Follow Along Lunchtime Workout

(New-ish) 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, May 19, 3 p.m. - 4 p.m.

***Workplace Harassment, Discrimination, & Retaliation Prevention (HR 2.02) for
Managers/Supervisors***
Thursday, June 17, 1 p.m. - 3 p.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

Thursday, May 13, 1:30 p.m. - 5 p.m.

Professional Development

New Employee Orientation

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

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, 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.

Change Management Leadership, Cost: \$250 (**New**)

Monday, May 3, 9 a.m. - 3 p.m.

Project Management for Municipalities, Cost: \$499 (**New**)

Day 1: Thursday, May 6, 9 a.m. - 3 p.m.

Day 2: Thursday, May 13, 9 a.m. - 3 p.m.

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

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

Roles & Responsibilities in Goods and Services Processes

Course objectives are to outline the major steps within the procurement process for Goods and Services for both competitive and non-competitive solicitations, provide you with an overview of the roles and responsibilities between Procurement Services and the requesting Bureau for each step of the Goods and Services procurement processes.

Monday, May 3, 1 p.m. - 3 p.m.

[Join Microsoft Teams Meeting +1 971-323-0035](#) Conference ID: 825 566 948

Roles and Responsibilities in Procuring for Design Services

Course objectives are to understand the differences between Design and Ordinary Services. This includes Design vs. Services, Timelines, Process Steps, and major steps of the Design Procurement Process and roles and responsibilities in each step of the Design Procurement Process.

Thursday, May 6, 9 a.m. - 10:30 a.m.

[Join Microsoft Teams Meeting +1 971-323-0035](#) Conference ID: 882 973 615

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.

Tuesday, May 11, 9 a.m. - 11 a.m.

[Join Microsoft Teams Meeting +1 971-323-0035](#), Conference ID: 396 513 889#

Alternate Construction Methods

The purpose of this course is to introduce employees to alternate construction methods other than the standard "Design, Bid, Build Method" currently in use.

Friday, May 21, 9 a.m. - 11 a.m.

[Join Microsoft Teams Meeting +1 971-323-0035](#) Conference ID: 602 450 159#

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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