

BHR BULLETIN

Tuesday, May 11, 2021

A weekly update from the Bureau of Human Resources.

Included in this issue:

- [Asian American and Pacific Islander Heritage Month](#)
- [COVID-19](#) (New)
- [Work Share](#)
- [Citywide Performance Management/Goal Management Process](#) (New-ish)
- [Vacation Carryover/Vacation Over Maximum](#)
- [Black Space](#)
- [Racial Equity Support Line](#)
- [Benefits](#) (Open Enrollment is here!)
- [Recruiting](#)
- [Procurement Trainings](#)
- [Training](#) (New)

Asian American and Pacific Islander Heritage Month

Re-Imagining and Re-Imagining Our Sufficiency Workshop

A presentation specifically designed for participants with marginalized and historically under-represented identities. Intended to serve as an opportunity to recognize, reclaim, and unpack personal and collective power. Dr. Alison Allen-Hall from the Lynx will deliver the workshop. Participants will be able to find unity in shared collective experiences, discover an improved sense of self in the wake of oppressive social trauma, and gain concrete tools to navigate socially traumatic spaces.

Thursday, May 20, 12 p.m. - 1:30 p.m.

Join on Zoom:

<https://us02web.zoom.us/j/81790570626?pwd=UGhzVnJ4dGJKUGdvOVZGd0ErZStldz09>

Meeting ID: 817 9057 0626 ,,, Passcode: 412364

Hapa, Asian, and Pacific Islanders (HAPI) of Portland and Filipino American City Employees (FACE) are approved affinity groups of Diverse and Empowered Employees of Portland (DEEP). To sign up to be a part of an affinity group, please go to www.portlandoregon.gov/deep/signup

Liberation in Practice

Anti-racism workshops sponsored by the Asian Pacific American Network of Oregon (APANO):
<https://www.apano.org/liberationinpractice/>

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](#).

As vaccines become more widely available, this week we share testimonials from employees who decided to get the COVID-19 shot. We asked three questions: **Why did you decide to get vaccinated? What was it like to get the shot? What did it feel like afterward?** Responses follow.

"I jumped at the first opportunity to get vaccinated because I missed being with persons in person. Physical distancing with close friends was getting old. I needed connection and knew that once more of my friends and family got vaccinated, I would be able to experience some semblance of pre-pandemic socialization.

The process at the Portland Veterans Administration clinic was efficient and smooth. It took just 20 minutes for the whole process and 15 minutes of that was after the shot, sitting in a waiting area to ensure I didn't have any immediate negative reactions.

I was surprisingly emotional during the process. 2020 was a tough year for so many people and the vaccination gave me hope that we could get through this crisis more quickly."

-Jeff Selby, Office of Equity and Human Rights

"My first job is protecting my family, so I take every precaution to keep us safe. In my second job, as a PBEM Duty Officer, I owe it to Portland residents and our 2,100 NET volunteers to remain healthy and able to perform my responsibilities.

My experience at the Portland Fire & Rescue/City site was very pleasant, and the staff was great. It was the first time I have ever enjoyed getting a shot! The mood of everyone was almost celebratory, knowing that we were doing something historic and good for our community and for ourselves.

My first Moderna shot caused a sore shoulder. The second one knocked me out for about 36 hours with chills, aches, and fatigue. But I had been warned, and, knowing that it would pass quickly, I just laid back and caught up on some reading. The mental relief was unexpected. I did not realize how much emotional weight and worry I was carrying before vaccination. We are still masking outside, observing physical distancing, and staying home, but with much less anxiety.”

Glenn Devitt, Portland Bureau of Emergency Management

“Why? To help protect my family and community. Especially those who are hesitant or may be too young for eligibility.

I used a mass vaccination site. Incredibly smooth process and felt a sense of relief, especially after the second dose.

I experienced minor side effects after the second dose. Lasted approximately 12 hours and mostly felt fatigued. Mentally, it was like a 14-month weight had been partially lifted, but I also felt heavy-hearted knowing so many lives continue to be impacted by this pandemic.”

-Michelle Taylor, Bureau of Human Resources

“To assist with defeating the pandemic, I feel it is everyone’s responsibility to get vaccinated. I also did it for personal reasons such as the ability to see aging family members and be comfortable that I have limited the chance of exposing them. Plus, for comfort going on public outings to maintain life (food, gas, etc.).

The processes were well organized, the volunteers friendly and helpful with questions. Communication was clear and concise.

Physically the shot site was sore for 24 hours, significantly noticeable. I also felt fatigue the next day and for a few hours the morning after the shot I had a low-grade headache that went away. Mentally and emotionally I feel fantastic to get the shot and the protection it affords, however I understand the need to continue safeguards (face covering, hygiene, social distancing) to continue fighting the pandemic, but much more relieved now that I have been vaccinated.”

-Michael Cave, Bureau of Risk Management

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.

(New) Walk-up vaccinations are now available along with scheduled appointments at the Oregon Convention Center for anyone 16 and older. Visit <https://all4oregon.org/> for more information.

Families First Coronavirus Response Act (FFCRA)

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 month we sent emails to Work Share participants who have furloughed or reduced schedules since January 1, 2021. Information was provided about the City's Work Share plan renewal with instructions on 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.

Now is the perfect time to join a drop-in session and get comfortable navigating this new platform as we prepare to go live.

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

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-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

Open Enrollment Begins Friday, May 14!

You have until June 2, 2021 to make changes to your plans. Our "What's New" brochure was mailed to your home address and you can also find it at:

www.portlandoregon.gov/openenrollment.

Want an easy and convenient way to check your benefits and make changes on the go?

Download the app! It's free and convenient.

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

Questions? Contact us at: benefits@portlandoregon.gov

Dependent Care Flexible Spending Account

(New-ish) The American Rescue Plan, recently signed by the Federal Government, allows employer plans to temporarily increase dependent care flexible spending account (DCFSA) limits for calendar year 2021 only. The City's benefit plan year runs on a fiscal year (July 1 - June 30), so implementing this change presents several administrative complexities. For this reason, we are not increasing limits unless the change becomes permanent. The City's limit for DCFSA remains at \$5,000. Please know the temporary change may not be your only option to take advantage of dependent care tax savings. Find out more about claiming the child care tax credit through your 2021 filing: <https://www.irs.gov/taxtopics/tc602>.

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 Hosted by Multnomah County Aging Services

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

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 [May 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, June 10, 1:30 p.m. - 3:30 p.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

Pay Equity Training for Managers & Supervisors (New)

Note: This course is only for employees who supervise non-represented staff, and received the Pay Equity email dated May 7, 2021.

The City has begun the work of its second triennial pay equity audit. Your employees will have questions. Will you know how to answer them? In this insightful, easy-to-follow training, Deputy City Attorney Anne Milligan takes a complicated legal topic and breaks it down into an accessible introduction to Oregon's Pay Equity Act. She will explain why this work matters, the differences between Oregon's Pay Equity Act vs. the Federal Equal Pay Act, challenges interpreting and applying the law, and practices to consider as supervisors and managers to include compliance basics and pay equity audits.

Monday, May 17, 10 a.m. - 11:30 a.m.

Tuesday, May 18, 9 a.m. - 10:30 a.m.

Thursday, May 20, 2 p.m. - 3:30 p.m.

Monday, May 24, 1 p.m. - 2:30 p.m.

Tuesday, May 25, 9 a.m. - 10:30 a.m.

Thursday, May 27, 1 p.m. - 2:30 p.m.

Leadership Engagement and Development (LEAD) Informational Sessions for Managers & Supervisors (New)

The LEAD program is the result of Citywide collaboration and offers professional development courses for current City of Portland managers and supervisors designed to enhance leadership skills and uplift the City's six core values. For more information, please attend one of the following Info Sessions.

Monday, May 17, 10 a.m. - 10:45 a.m.

Monday, May 17, 3 p.m. - 3:45 p.m.

Path to Leadership Program (New)

The Bureau of Human Resources is pleased to announce the return of Path to Leadership, a nine month leadership development program for emerging leaders (employees not currently in a manager or supervisory role) at the City of Portland, beginning July 2021.

This cohort program provides a highly diverse and collaborative environment where future

leaders take part in peer-to-peer training opportunities as well as leadership development training. Material is provided by internal and external facilitators to build confidence, insight, and motivation needed when seeking future promotional opportunities.

Path to Leadership provides an opportunity for emerging leaders across the City to create unique leadership skills. The refreshed program implements the City of Portland's Core Values of anti-racism, equity, transparency, communication, collaboration, and fiscal responsibility. Participants spend approximately 8-12 hours per month over nine months in the program, in addition to their regular work assignment. Applications for the 45-person Path to Leadership cohort are currently being accepted in [NEOGOV](#).

Want to learn more? Interested applicants are encouraged to attend the following Path to Leadership Info Session! Session covers the interview/selection process and what to expect if selected for the program.

Tuesday, May 11, 2:30 p.m. - 3:15 p.m. **(Today!)**

To sign up for Path to Leadership Info Sessions, go to [CityLearner](#), type "Path" in the **Find Learning** field, then click **Go**.

New Employee Orientation

Tuesday, June 8, 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.

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#

Market Research

The 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.

Monday, June 7, 9 a.m. - 11 a.m.

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

Roles & Responsibilities in Construction Invitation to Bid Process

The course objective is 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 ITB Process.

Tuesday, June 8, 10 a.m. - 11 a.m.

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

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.

Thursday, June 10, 9 a.m. - 11 a.m.

[Join Microsoft Teams Meeting +1 971-323-0035](#) Conference ID: 355 477 073

Introduction to Procurement

Learn the fundamentals of public procurement at the City of Portland. This course is recommended before taking other courses in the curriculum.

Friday, June 11, 10 a.m. - 12 p.m.

[Join Microsoft Teams Meeting +1 971-323-0035](#) Conference ID: 306 301 558

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

City of Portland, OMF Bureau of Human Resources

Ph: 503.823.3572 | Fax: 503.865.3288

[Twitter](#) | [Facebook](#) | [Instagram](#) | [YouTube](#)

City of Portland Core Values:

Anti-racism | Equity | Transparency | Communication | Collaboration | Fiscal Responsibility

[core competency model](#) — [core competency accessible document](#)

Confidentiality Notification: Information in and/or accompanying this email is the property of the City of Portland Bureau of Human Resources, intended for the use of the person to whom it is addressed, and may be confidential or privileged in nature. Disclosure, copying, distribution or the taking of any action in reliance on confidential or privileged information without the knowledge and express consent of the original sender is prohibited. If you are not the intended recipient, please notify the original sender that you received this email in error, and then delete the e-mail and any/all related attachments. Thank you for your cooperation.