

# BHR BULLETIN

Tuesday, May 25, 2021

**A weekly update from the Bureau of Human Resources.**

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## **Included in this issue:**

- [Benefits](#) (*Open Enrollment is here!*)
- [Oregon OSHA COVID-19 eLearning](#) (*New*)
- [Pay Equity](#) (*New-ish*)
- [COVID-19](#) (*New*)
- [Work Share](#)
- [Performance Management/Goal Management Process](#) (*New*)
- [Vacation Carryover/Vacation Over Maximum](#)
- [Black Space](#)
- [Racial Equity Support Line](#)
- [Recruiting](#)
- [Procurement Trainings](#)
- [Training](#) (*New*)

## **Benefits**

### **Open Enrollment is here!**

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](http://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 Benefitplace 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](mailto:benefits@portlandoregon.gov)

## **Open Enrollment Informational Meetings**

**Tuesday, May 25, 12 p.m. (New time)**

Join Zoom Meeting:

<https://zoom.us/j/96907928812?pwd=YzJpSzJWay80ZS9leFJYZG9jdTVCdz09>

Meeting ID: 969 0792 8812 | Passcode: Benefits

**Wednesday May 26, 3 p.m.**

Join Zoom Meeting:

<https://zoom.us/j/96147631725?pwd=STQxYkxSQ3BLeUo1NnJNS1QxaGtPZz09>

Meeting ID: 961 4763 1725 | Passcode: Benefits

**Thursday May 27, 12 p.m.**

Join Zoom Meeting:

<https://zoom.us/j/91631359808?pwd=aFNkSUFOS0hDSU4vc0l0VzBhVDJqdz09>

Meeting ID: 916 3135 9808 | Passcode: Benefits

**Tuesday, June 1, 9 a.m.**

Join Zoom Meeting:

<https://zoom.us/j/92220943890?pwd=V3FEY0RKTdVDMkF0ZWWhRUDR6YWY3UT09>

Meeting ID: 922 2094 3890 | Passcode: Benefits

### **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**

#### ***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.](#)

### **Oregon OSHA COVID-19 eLearning Update**

**(New)** May 4, 2021 the Oregon OSHA Temporary Rule became a Permanent Rule. It includes the same training requirement the Temporary Rule had, so the eLearning **continues to be required for all employees** (including interns, regular full- and part-time employees, limited duration employees, and actively working seasonal/casual employees). This training requirement continues until the Permanent Rule is repealed. If you've already completed the training, you don't need to take it again. However, any employees who haven't completed the eLearning and all new hires are expected to complete the training as soon as possible. The eLearning can be accessed through CityLearner. Questions? Unable to access CityLearner? Contact the BHR Training team at [hrtraining@portlandoregon.gov](mailto:hrtraining@portlandoregon.gov).

## **Pay Equity**

**(New-ish)** We've begun the City's 2021 Pay Equity Study! The City of Portland is partnering with the University of Southern California (USC) Race and Equity Center to conduct this year's pay equity study. The study will include a pay equity analysis allowing the City to make sure we are following the law established by House Bill 2005, "[The Pay Equity Bill](#)". According to Oregon's pay equity law, every worker must get equal pay for equal work regardless of your gender, race, age, or other protected characteristics.

### **What's new**

- We are partnering with USC Race and Equity Center.
- We've purchased software to enhance our analyses and reporting.
- We are providing [Pay Equity 101 training to managers and supervisors](#).
- We've announced via email the start of the study and an upcoming survey.

### **What's coming**

- We are sending out an invitation to complete a survey about your education, training, and work experience.
- We are providing [Pay Equity 101 training to all non-represented employees](#) in June.
- We are working on a City Pay Equity web page to provide information to employees.

BHR is committed to a pay philosophy for the City that is transparent, equitable, and responsive to employee input. We are grateful for your support and will continue to provide regular updates about this year's Pay Equity Study. Stay tuned!

## **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](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:** Is it safe for my child to get a COVID-19 vaccine?

**A:** Yes! Studies show that COVID-19 vaccines are [safe](#) and [effective](#). Like adults, children may have some [side effects](#) after COVID-19 vaccination. These side effects may affect their ability to do daily activities, but they should go away in a few days. Children 12 years and older are now eligible to get vaccinated against COVID-19. COVID-19 vaccines have been used under the most intensive safety monitoring in U.S. history, including studies in children 12 and older. Your child cannot get COVID-19 from any COVID-19 vaccine.

**Q:** Should my child get the COVID-19 vaccine?

**A:** COVID-19 vaccination can help protect your child from getting COVID-19. Although fewer children have been sick with COVID-19 compared to adults, [children can be infected with the virus that causes COVID-19](#), can get sick from COVID-19, and can spread the virus that causes COVID-19 to others. Getting your child vaccinated helps to protect your child and your family. Vaccination is now recommended for everyone 12 years and older. Currently, the [Pfizer-BioNTech COVID-19 Vaccine](#) is the only one available to children 12 and older.

**Q:** I'm hesitant to get the COVID-19 shot because I'm scared of needles. Can't I just keep wearing a face covering instead?

**A:** While face coverings help limit the spread of COVID-19, being fully vaccinated provides much stronger protection which is why the CDC has issued [updated guidance](#) that allows fully vaccinated people to resume some activities without wearing a mask or distancing. Case numbers in the United States and Oregon are starting to go down which is being attributed to so many people getting the vaccine, not the use of face coverings.

Facing your fear of needles isn't easy but knowing what to expect and talking with others may help you once you decide to get vaccinated. Know that you are not alone. One in four adults has some anxiety about needles, and one in 10 may avoid shots altogether unless they work to overcome this fear. Start by understanding [what to expect](#) ahead of time. Review the questions you will be asked at the vaccination site by visiting their web page. Vaccine clinics are well organized, calm, and provide the opportunity for you to ask questions and talk about your fear of needles with staff which will allow them to help address your concerns. Having a solid plan for vaccination day can also help -- such as how you will distract yourself, who you want to go with you, how you will get there, how you will celebrate after, and then stay with your plan.

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.

**(New-ish)** Walk-up vaccinations are now available along with scheduled appointments at the Oregon Convention Center for anyone 12 and older. Visit <https://all4oregon.org/> for more information.

### **Guidelines for 12- to 15-year-olds**

**(New-ish)** 12- to 14-year-olds must be accompanied by either a parent, a guardian, or someone designated by the parent. 15-year-olds do not need to be accompanied and do not require parental consent in the state of Oregon.

If someone other than a parent or guardian accompanies the 12- to 14-year-old, they will need to provide proof of parental or guardian consent.

Proof of consent is either:

- A signed consent form
- A written or typed note that includes the parent/guardian's name, their relationship to the young adult, the young adult's date of birth, a statement saying the parent/guardian consents to the young adult being vaccinated, and the parent/guardian's signature.

To learn more about the Pfizer COVID-19 vaccine, please review the Emergency Use Authorization Fact Sheet: <https://www.fda.gov/media/144414/download>.

### **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**

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](mailto: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](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**

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**

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.**

**(New)** A wealth of information and training 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>

Manager Workshop: [https://youtu.be/KO2\\_BSXI-aw](https://youtu.be/KO2_BSXI-aw)

Bureau Administrator Training: <https://youtu.be/VXWWZiMLNiI>

Employees: [SAP - PMGM Employee Workshops](#)

## **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.

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.

## **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**

***Records Management An Everyday Responsibility*** is being revised. It will not be available until revisions are complete. Thank you for your patience!

***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***  
Thursday, June 17, 9 a.m. - 10 a.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***

Friday, May 28, 8:30 a.m. - 12 p.m.

Wednesday, June 9, 9 a.m. - 12:30 p.m.

## **Leadership Engagement and Development (LEAD) Program for Managers & Supervisors**

### ***Emotional Intelligence (New)***

This training focuses on emotional intelligence for leaders who strive to create and support diverse and inclusive workplaces. Participants will use Daniel Goleman's five emotional intelligence competencies to explore how they show up as team leaders, and to reflect on their own emotional intelligence capacities. Because emotional intelligence can be learned and developed through practice and feedback, this training will also provide opportunities for participants to engage with one another through activities and reflective discussions, all using a strengths-based approach.

Day 1: Tuesday, June 15, 9 a.m. - 12:30 p.m.

Day 2: Thursday, June 17, 9 a.m. - 12:30 p.m.

### ***Employee Lifecycle Training (New)***

In this 2-part LEAD certification kickoff course, core values, including transparency, human-focused service, and equity will be emphasized within each phase of the employee lifecycle. Through this training, managers and supervisors will be equipped with an essential understanding of policies, processes, tools, and best practices for supporting employees in each of the five phases (Recruitment, Talent Selection, Onboarding, Development, and Retention).

Day 1: Recruitment, Talent Selection: Tuesday, June 22, 9 a.m. - 12:30 p.m.

Day 2: Onboarding, Development, and Retention: Thursday, June 24, 9 a.m. - 12:30 p.m.

## **Professional Development**

***SAP SuccessFactors hosts the City's new online Performance Review Process for all merit-eligible staff -- starting in July 2021! (New)***

Specifically designed for non-supervisory staff as well as managers and supervisors, to provide participants with an overview of the fiscal year process with information on the four phases of the performance review cycle including – Assess, Refine, Grow, and Align.

At the completion of the courses, participants should have an understanding of the following:

- Performance cycle
- Two types of objectives used in this process
- How to conduct a check-in
- How this cycle supports fair and consistent ratings.

Here are the direct link to the classes:

[SuccessFactors Performance Review Process Overview](#)

[SuccessFactors Performance Review Process Overview for Managers and Supervisors](#)

***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.

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

***Pay Equity Training (New)***

The City has begun the work of its second triennial pay equity study. We know you’ll have questions. In this insightful, easy-to-follow training, Deputy City Attorney Anne Milligan will take a complicated legal topic and break it down into an accessible introduction to Oregon’s Pay Equity Act, explaining 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. There are 2 sessions available on the dates shown in the chart. Please register in CityLearner for **one** of the sessions that works for your schedule:

<b>Date</b>	<b>Session 1</b>	<b>Session 2</b>
Monday, June 14	9 a.m. - 10:30 a.m.	1 p.m. - 2:30 p.m.

Wednesday, June 16	9 a.m. - 10:30 a.m.	1 p.m. - 2:30 p.m.
Thursday, June 17	10:30 a.m. - 12 p.m.	3 p.m. - 4:30 p.m.
Monday, June 21	10:30 a.m. - 12 p.m.	3 p.m. - 4:30 p.m.
Wednesday, June 23	9 a.m. - 10:30 a.m.	1 p.m. - 2:30 p.m.
Thursday, June 24	9 a.m. - 10:30 a.m.	1 p.m. - 2:30 p.m.

***Facilitation Training: Learn to Lead Reflective Conversations (New)***

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.

Monday, June 21, 10 a.m. - 3:30 p.m.

Tuesday, June 22, 10 a.m. - 3:30 p.m.

Monday, June 28, 10 a.m. - 12:00 p.m.

***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, June 16, 12 p.m. - 1:15 p.m.

***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 courses 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](#). 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).

***With Appreciation,***



#### **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](#)

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