

BHR BULLETIN

Tuesday, June 8, 2021

A weekly update from the Bureau of Human Resources.

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Juneteenth

Last year, City Council adopted an ordinance establishing June 19 as a formal day of remembrance and a holiday to honor and recognize Black American history and the end of slavery in the United States.

Mayor Ted Wheeler said the objectives of the day are to grieve, listen, learn, engage, and heal. In that spirit, The Office of Equity and Human Rights shared a short list of resources for those who want to honor and learn more about Black lives and Juneteenth.

History of Juneteenth: <https://www.juneteenth.com/history.htm>

Event:

- 2021 Juneteenth Oregon Celebration: <https://www.juneteenthor.com/>

Films:

- *13th*
- *Da 5 Bloods*
- *When They See Us*
- *Just Mercy*
- *The Black Power Mixtape: 1967-1975*
- *I am Not Your Negro*

Books:

- *So You Want to Talk About Race*, by Ijeoma Oluo
- *White Fragility: Why It's So Hard For White People To Talk About Racism*, by Robin DiAngelo
- *Between the World and Me*, by Ta-Nehisi Coates
- *The New Jim Crow: Mass Incarceration in the Age of Colorblindness*, by Michelle Alexander
- You can find these and other books (including books for children at this link: <https://bookshop.org/lists/estelita-s-library>)

When choosing books, consider:

- Do the authors have lived experiences of the topics they are writing about?
- Are you including authors who can speak about anti-Blackness as it relates to identities of disability, gender, and/or sexual orientation?
- Are the books or materials you are purchasing supporting Black-owned organizations/businesses?

Podcasts:

- NPR's Code Switch
- 1619
- About Race
- Racist Sandwich

[Support Black-owned businesses](#) and Black-led organizations.

Benefits

Enrollment is Closed

(New) Elections for plan year 2021-22 are complete. If you did not elect within the enrollment period, benefits (excluding flexible spending accounts) and dependents carry forward to the next plan year. A confirmation statement will be mailed to your home address later this month. Please review and contact the Benefits office immediately if there are any errors. New elections and deductions begin July 1, 2021.

Upcoming Flexible Spending Account Deadline and Minimum Carryover Amount

(New) Due to the COVID-19 pandemic, government relief efforts are allowing unlimited carryover of unused Dependent Care and Healthcare Flexible Spending Accounts in the benefits plan year 2021-2022. There is a minimum of \$50. If your balance is below \$50, you must spend it by June 30, 2021 to prevent forfeiture. Any amount above \$50 will automatically carry over -- there is nothing you need to do. You can expect to see any amount carried over in your account by mid-October, after our 90-day (July-September) runout period ends. A runout period allows you to submit claims for expenses incurred by June 30. To check account balances, please log in at www.wageworks.com.

Say hello to your new Carrot benefit!

(New) Now you have access to fertility and family-forming education, virtual chats with physicians and other specialists, an expert-authored library of resources, exclusive discounts, and holistic pregnancy support. All included in your new Carrot benefit.

Visit our website to take a look at the new *Family Planning and Support Guide* to learn more about the fertility and support benefits the City offers, available at the link below.

[Say hello to your new Carrot benefit | Portland.gov](#)

Attend the informational webinar on Tuesday, June 29, at 12 p.m. for an in-depth overview of the Carrot benefit. Join Zoom meeting at:

<https://zoom.us/j/94159200134?pwd=cTZyTEJJVGpGYXZTc2VNczRZUEtkdz09>

(ID: 94159200134, passcode: 008361)

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.](#)

Free2Move Carsharing – Now in Portland

Free Registration, Easy To Use App, Access 200+ Vehicles *(New)*

For employees with a low-car or no-car lifestyle, free-floating carsharing is back in Portland. Free2Move Carsharing offers a new mobility service for those who want greater flexibility in how they travel in and out of the city. Locate and book a vehicle directly through their app.

Benefits:

- Access to over 200 free-floating Jeep Renegade vehicles around Portland with more vehicles to come
- Flexible rates from minute to seven days
- Currently no cost to park at meters with time limit of two hours or more, and in residential zones
- Gas in tank included, refill up to \$25 for 125% credit
- Insurance coverage is provided
- First 500 miles are included

Interested? [Download the app](#) to start your registration process. Use promo code **CITYOFPORTLAND** and receive \$30 in free credits to try the service.

Pay Equity

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"](#).

What's new *(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 all non-represented employees.](#)
- We sent the employee pay equity survey to all non-represented employees.

- We've received **1050 employee surveys completed** and **266 employee surveys in progress** with a **response rate of 60.76%**.
- We've added a [Pay Equity Study FAQ](#) to our website.

What's coming (New)

- We are working on a City Pay Equity web page to provide information to employees.
- We're working to review Job Framework feedback given by supervisors and managers.
- We will send an email to supervisors and managers finalizing job family assignments.
- Our employee pay equity survey deadline for completion is July 14, 2021.

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. 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 true that the availability of the "first dose" will soon no longer be available in the Portland area? How much longer will we be able to receive the first dose in our area?

A: As demand for vaccines declines, the larger mass-vaccination sites will begin to close. COVID-19 vaccines will remain available through healthcare providers and pharmacies. It's never too late to get vaccinated!

Q: Can people who have autoimmune conditions receive the COVID-19 vaccine?

A: People with autoimmune conditions may receive a COVID-19 vaccine. However, they should be aware that no data are currently available on the safety of COVID-19 vaccines for people with autoimmune conditions. People from this group were eligible for enrollment in some of the clinical trials.

Q: Can people who have previously had Guillain-Barre syndrome (GBS) receive the COVID-19 vaccine?

A: People who have previously had GBS may receive a COVID-19 vaccine. To date, no cases of GBS have been reported following vaccination in participants in the mRNA COVID-19 vaccine clinical trials. One case of GBS was reported in a vaccinated participant in the Johnson & Johnson Janssen COVID-19 Vaccine clinical trial (compared to one GBS case among those who received placebo). With few exceptions, the independent Advisory Committee on Immunization Practices' (ACIP) general best practice guidelines for immunization do not include a history of GBS as a precaution to vaccination with other vaccines.

Q: Since the COVID-19 vaccines are approved under emergency use only under the FDA, and not yet officially approved and licensed, can proof be required by schools, employers and other institutions, or would vaccine exemptions (like religious, personal or medical) be accepted for the COVID-19 vaccine in Oregon?

A: Proof of vaccination may be requested or even required by workplaces or businesses. If you have a valid reason such as medical or religious, you may qualify for an exemption. If requested but not required, you have the option to withhold your proof of vaccination and continue wearing your face covering and following other safety protocols like distancing, or you may do your business elsewhere. The effectiveness of the vaccine, even though it was an emergency use authorization, makes it a valid safety consideration for businesses and employers. It continues to be well studied and will likely receive full use authorization in the coming months.

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.](#)

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 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>.

Oregon OSHA COVID-19 eLearning Update

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.

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.

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-ish) 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

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 [June 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

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

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!

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 a 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 (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:

Date	Session 1	Session 2
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.

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.

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.

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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