

BHR BULLETIN

Tuesday, June 15, 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, with a few additions from BHR, is sharing a short list of resources for those who want to honor and learn more about Black lives and Juneteenth.

History of Juneteenth: <https://nmaahc.si.edu/blog-post/historical-legacy-juneteenth>

Events sponsored by the City's WE ARE BETTER TOGETHER:

- *2021 Juneteenth Oregon Celebration:* <https://www.juneteenthor.com/>
- *Portland Pride Waterfront Festival and Parade:* <https://portlandpride.org/portland->

[pride-parade-update](#)

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
- *Mediocre*, 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

Adidas Employee Store Passes!

(New) Just in time for summer -- download your invitation here:

<https://www.portlandoregon.gov/bhr/article/784374>

Enrollment is Closed

(New-ish) 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-ish) 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-ish) 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 our new Family Planning and Support Guide to learn more about the fertility and support benefits the City offers, available at the below link.

[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

Living Well with A Chronic Condition

(New) Learn about the common emotional responses when being diagnosed with a chronic condition. We'll discuss tips and tools about positive healthy lifestyle behaviors that improve self-management and control.

Thursday, June 17, 11 a.m. - 12 p.m. No registration needed.

Join Online at: <https://kponline.webex.com/kponline/k2/j.php?MTID=t186d7bfde28776fda989d6d34ac80610>

Password: Thrive123

To join by phone, dial: 408-418-9388

Access code: 133 411 6124

Tai Chi Energy Boost

(New) Are you ready to shake off the past year and shift into summertime fun? Get ready to explore the energizing, rhythmic movements of Tai Chi. This ancient martial art increases circulation and the flow of *chi* (energy) to release tension and refresh focus. Learn easy ways to integrate Tai Chi for an energy boost in your workday.

Wednesday, June 23, 12 p.m. - 12:30 p.m.

Register at: https://us02web.zoom.us/webinar/register/WN_O_RT5dcgQRi88XxQvfW75g

For questions, contact Courtney.Gilmore@portlandoregon.gov

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-ish)*

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

- 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

- We are working on a City Pay Equity web page to provide information to employees.
- We are 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: If someone has a severe allergic reaction from the first dose, and is advised not to get the second dose can that individual be classified as "fully vaccinated?" How is it documented?

A: If someone only receives one shot from a two-shot series, they are considered "partially" vaccinated, not fully. Their vaccine card will only have one vaccine documented. We do not yet know how much protection or how long the protection lasts this case. This too is being studied with more direction expected from the CDC eventually.

Q: Some vaccine clinics have been providing COVID-19 shots without asking for identification or insurance card information. Do these people still receive a vaccination card? How are they scheduled for the second shot if they were not originally identified?

A: The vaccinations are being paid for by the federal government. Healthcare providers can charge an administration fee, but people do not have any out of pocket cost associated with the COVID-19 vaccine. Information is gathered during the registration and consent process that allows the clinic to log the vaccination into the State's Immunization Information System (IIS) and provide you a proof of vaccine card. Most sites schedule you for your second dose during your visit, so you leave with your second appointment on the calendar. If you lose your card, you can contact your State's IIS for proof of vaccination, or your healthcare provider has access to this information and can provide it as well.

Q: Has anyone asked if identifying one's vaccination status is a privacy issue?

A: For some, the decision to become vaccinated against COVID-19 is both personal and private.

We all have different reasons for choosing whether or when to become vaccinated. It can bring up trust issues and be triggering for those who have experienced discrimination or are aware of our country's history of racist medical practices and experiments performed on Black people. It makes sense that for some, even disclosing your vaccination status could feel like a violation of privacy. While workplaces and business are legally permitted to ask IF you are vaccinated, they are not allowed to ask you WHY. The personal reasons why you made the decision and your medical history are off limits when it comes to asking about your vaccine status.

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 for those who have not already exhausted their two weeks of paid sick leave. The City's voluntary extension of FFCRA emergency paid sick leave will be ending June 30th.

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

(New) The Work Share team is pleased to share that the City's application to renew its Work Share plan for a second year has been approved by the Oregon Employment Department (OED). The renewal is valid from May 30, 2021 through May 28, 2022. If you are furloughing during this period and you submitted or resubmitted your forms in April or May as part of the City's renewal process, they have been processed by OED and you can continue to furlough or reduce your schedule. If you plan to furlough during this period but did not submit or re-submit

your forms, please send a message to the Work Share inbox at inboxworkshare@portlandoregon.gov for PDFs of the necessary forms and a link for submission.

Recent updates to the City's Work Share FAQs can be found here: [Work Share Program FAQ 06-08-2021 \(portlandoregon.gov\)](#)

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=98tyKuGrgqjopHtyQuBuGRpwqBoj4b-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, July 15, 9:30 a.m. - 11:30 a.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.

Racial Equity 101
Friday, June 25, 4 p.m. - 7:30 p.m.

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

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
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.

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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