

BHR BULLETIN

Tuesday, June 22, 2021

A weekly update from the Bureau of Human Resources.

Included in this issue:

- [July 15, Merit Distribution](#) (New)
- [SuccessFactors – GO LIVE!](#) (New)
- [Pay Equity](#)
- [Benefits](#) (New)
- [Free2Move Carsharing](#)
- [COVID-19](#) (New)
- [Work Share](#) (New-ish)
- [Vacation Carryover/Vacation Over Maximum](#)
- [Black Space](#)
- [Racial Equity Support Line](#)
- [Recruiting](#)
- [Procurement Trainings](#)
- [Training](#) (New)

July 15, Merit Distribution

(New) As recently communicated in the Commissioners' joint statement on pay raises for non-represented staff, non-represented non-casual employees will receive a 1.6 percent cost-of-living raise on July 1. In addition, a 2% merit award will be provided to eligible non-represented employees, based on the extraordinary fiscal year (July 1, 2020 - June 30, 2021) and the complex impacts it had on staff performance. These awards will be processed centrally by BHR's Operations team and all merit increases will be effective July 15, 2021 for eligible staff.

- Please be aware, consistent with our new fiscal year cycle within SuccessFactors, staff hired or promoted into a merit-eligible position **prior to January 1, 2021** will be eligible for a prorated merit increase. Instructions on how operating bureaus will enter prorated merit increases into SAP will be communicated separately to Operating Bureau Personnel Administrators.
- Also consistent with our new fiscal year model, staff hired or promoted into a merit-eligible position **on or after January 1, 2021** will not be eligible for a merit increase. They are considered "too new to rate" from a process standpoint and these employees

would be eligible for a full merit increase the following July (2022).

- If you have questions relating to these increases, please contact your Human Resources Business Partner and/or your Operating Bureau Personnel Administrator.

SuccessFactors Performance Management -- It's time to GO LIVE!!!



(New) After a brief pause to our launch in 2020 and many months of preparation, the SuccessFactors Performance Management system is ready for us to dive in and get started.

As we have shared in the past, this new process will provide a consistent, standardized, and transparent way to ensure quality feedback, engagement and fair ratings across the City. And it all starts with this first step: setting good, clear objectives. You've heard about the need for this important change, you've had the opportunity to learn about how this new process works, and you've been given access to training videos and other resources to help navigate within the new system.

Now, during phase one of our new performance cycle, **the Assess Phase**, we're asking you to take two specific actions:

1. Work with your manager to set a minimum of three Service Objectives and three People Objectives in both objective plans.

- For a brief video tutorial on how to create an objective in the system, click [here](#).
- There are two mandatory Citywide People Objectives in this initial cycle, each related to our City Core Values.
 - Every employee must have **one People Objective** on how they will **Demonstrate the City Core Value of Anti-Racism**.
 - Every employee must have at least **one additional People Objective** related to a **different City Core Value that is closely related to their role**.

(*Remember: you will need to toggle between the two objective plans, Service and People)

2. Meet with your manager to discuss and approve your objectives by September 30.

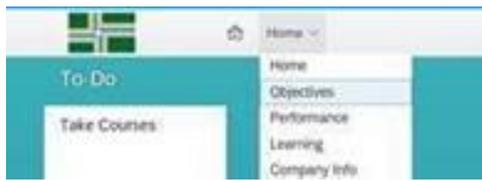
(*Remember: these objectives can change throughout the course of the year, so focus on the work that is most important right now.)

If you need help in defining good objectives for your role, use the following resources:

- [Objective Setting Reference Guide](#)
- City Core Value Objectives [Reference and Examples Sheet](#)

- Objectives Library, available within the SuccessFactors platform created by the Citywide SuccessFactors Steering Committee
 - o The Objectives Library is sorted by bureau and contains hundreds of general and specific objectives that you can edit and add to your plan.
- Your manager

Starting July 1, you will be able to access the new SuccessFactors Performance Management platform in CityLearner through [the employee portal](#), or by opening the following CityLearner link in your browser www.portlandoregon.gov/sf and clicking on “objectives” in the drop-down menu.



If you missed any of the communication or resources leading up to this point, you can access a simple process overview guide [here](#) or check out the dedicated [BHR web page](#), full of useful videos and reference material on our process.

For any questions regarding actions to take during this phase, or about the process overall, please contact your Bureau Admin, your Human Resources Business Partner or your SuccessFactors Steering Committee Representative by referencing this [Bureau specific chart](#).

For technology related questions please contact the BTS Helpdesk - btshelpdesk@portlandoregon.gov or by phone at x35199.

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!

Benefits

Upcoming Flexible Spending Account Deadline and Minimum Carryover Amount

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!

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

Designating a Healthcare Proxy

(New) If a healthcare emergency happened, and you couldn't speak for yourself, do you have someone prepared to advocate for you that knows your wishes? Join a discussion featuring physician, patient and caregiver perspectives. Learn how having these conversations now can make a world of difference for your care later.

Wednesday, June 23, 12 p.m. - 1 p.m.

Register at: https://heart.zoom.us/webinar/register/WN_Rv6tekwuQu2X3fmNyILktg

Tai Chi Energy Boost

(New-ish) 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

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.

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 I already had COVID-19 and recovered, do I still need to get vaccinated with the COVID-19 vaccine?

A: Yes, you should be vaccinated regardless of whether you already had COVID-19. That's because experts do not yet know how long you are protected from getting sick again after recovering from COVID-19. Even if you have already recovered from COVID-19, it is possible—although rare—that you could be infected with the virus that causes COVID-19 again. Studies have shown that vaccination provides a strong boost in protection in people who have

recovered from COVID-19. Learn more about [why getting vaccinated is a safer way to build protection](#) than getting infected.

If you were treated for COVID-19 with monoclonal antibodies or convalescent plasma, you should wait 90 days before getting a COVID-19 vaccine. Talk to your doctor if you are unsure what treatments you received or if you have more questions about getting a COVID-19 vaccine.

If you or your child has a history of multisystem inflammatory syndrome in adults or children ([MIS-A](#) or [MIS-C](#)), consider delaying vaccination until you or your child have recovered from being sick and for 90 days after the date of diagnosis of MIS-A or MIS-C. Learn more about the [clinical considerations](#) people with a history of multisystem MIS-C or MIS-A.

Experts are still learning more about how long vaccines protect against COVID-19. CDC will keep the public informed as new evidence becomes available.

Q: Q: Can I choose which COVID-19 vaccine I get?

A: Yes. All currently authorized and recommended COVID-19 vaccines are [safe](#) and [effective](#), and CDC does not recommend one vaccine over another. The most important decision is to get a COVID-19 vaccination as soon as possible. Widespread vaccination is a critical tool to help stop the pandemic.

People should be aware that a risk of a rare condition called thrombosis with thrombocytopenia syndrome (TTS) has been reported following vaccination with the J&J/Janssen COVID-19 Vaccine. TTS is a serious condition that involves blood clots with low platelet counts. This problem is rare, and most reports were in women between 18 and 49 years old. For women 50 years and older and men of any age, this problem is even more rare. There are other COVID-19 vaccine options available for which this risk has not been seen (Pfizer-BioNTech, Moderna).

Learn more about [your COVID-19 vaccination](#), including how to find a vaccination location, what to expect at your appointment, and more.

Q: I would like to have a baby and may become pregnant soon. Can I still get the COVID-19 vaccine?

A: Yes. If trying to get pregnant now or in the future, would-be parents can receive a COVID-19 vaccine. There is currently no evidence that **any** vaccines, including COVID-19 vaccines, cause female or male fertility problems—problems getting pregnant. CDC does not recommend routine pregnancy testing before COVID-19 vaccination. If you are trying to become pregnant, you do not need to avoid pregnancy after receiving a COVID-19 vaccine. Like with all vaccines, scientists are studying COVID-19 vaccines carefully for side effects now and will report findings as they become available.

Q: I have a weakened immune system due to a medical condition. Can I get the COVID-19 vaccine?

A: People with a weakened immune system due to illness or medication [might be at increased risk for severe COVID-19](#). They may receive a COVID-19 vaccine. However, they should be aware of the limited safety data:

- Information about the safety of COVID-19 vaccines for people who have weakened immune systems in this group is not yet available.
- People living with HIV were included in clinical trials, though safety data specific to this group are not yet available at this time.
- If you have a condition or are taking medications that weaken your immune system, you may NOT be fully protected even if you are fully vaccinated. Talk to your healthcare provider. Even after vaccination, you may need to continue taking all [precautions](#).

Q: I have had Bell's palsy in the past. Can I get the COVID-19 vaccine?

A: People who have previously had Bell's palsy (an unexplained episode of facial muscle weakness or paralysis involving the 7th cranial nerve) may safely receive a COVID-19 vaccine. Cases of Bell's palsy were reported following vaccination in participants in the COVID-19 vaccine clinical trials. However, the Food and Drug Administration (FDA) does **not** consider these to be more than the rate expected in the general population. They have **not** concluded these cases were caused by vaccination.

Next week we will continue to answer questions related to COVID-19 vaccinations. The intent of the information is to help you make an informed decision about vaccination. If you have questions, please send them to Joel.Michels@portlandoregon.gov.

[The City's COVID-19 Response page is available here.](#)

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-ish) 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.

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=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.](#)

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, July 22, 1:30 p.m. - 2:30 p.m.

***Workplace Harassment, Discrimination, & Retaliation Prevention (HR 2.02) for
Managers/Supervisors***
Wednesday, September 15, 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.

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 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.

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

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.