

# BHR BULLETIN

Tuesday, June 29, 2021

A weekly update from the Bureau of Human Resources.

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## July 15, Merit Distribution

*(New-ish)* 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-ish)** 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.)

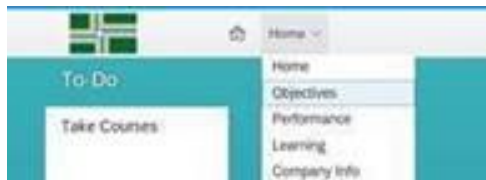
If you need help in defining good objectives for your role, use the following resources:

- [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](http://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](mailto: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**

### **Family Planning and Support Guide for City Employees**

**(New)** The Health & Financial Benefits team has created a Family Planning and Support Guide to assist City Employees in navigating options and benefits associated with family planning. Take a look: [family-planning-and-support-guide.pdf \(portland.gov\)](#)

### **Flexible Spending Account Plan Information and Debit Cards**

**(New)** 2021-22 plan year elections are updated within your WageWorks/Health Equity account and new deductions begin on your July 1 paycheck. Rollover/carryover funds from this current year will not be viewable until after the runout period ends on September 30. To check account balances, please log in at [www.wageworks.com](http://www.wageworks.com). If you have a Healthcare FSA debit card expiring this month, a new one has been issued, however it may not arrive in your mailbox by July 1. If eligible expenses are incurred prior to receiving your new card, you may submit a reimbursement claim through the WageWorks website or EZ Receipts app until a new card is received. If you have a debit card with a later expiration date, your existing card will automatically load the full election and be ready to use on July 1. Please contact the Benefits office if you have questions or need additional support with your Flexible Spending Account.

### **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 see 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](#)

## **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**

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](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:** I'm fully vaccinated. What are the risks to me or children/grandchildren in my household or "pod" when I mix with people who are not vaccinated? Can I carry the virus to others even after being fully vaccinated?

**A:** COVID-19 vaccines are effective and are a critical tool to bring the pandemic under control. However, no vaccines are 100% effective at preventing illness in vaccinated people. There will be a small percentage of fully vaccinated people who still get sick from COVID-19. There is some evidence that vaccination makes illness less severe for those who are vaccinated and still get sick. Although the risk is low, it is in this small number of [breakthrough cases](#) where transmission could potentially occur. We know that the amount of circulating virus is generally lower in breakthrough cases though, so getting vaccinated is still the best way to lower risk and protect your family.

**Q:** Where can I find COVID-19 vaccination clinics for myself or my family?

**A:** There are several ways to find a convenient place to get vaccinated. Your local pharmacy or your primary care provider may be able to vaccinate you or direct you to a partner. Check out Multnomah County's website on [Upcoming COVID-19 Vaccination Clinics](#) or Oregon's [Find a COVID-19 Vaccine](#) website. You can also use the CDC's tools which include a visit to [vaccines.gov](https://www.vaccines.gov), text your ZIP code to 438829, or call 1-800-232-0233 to find locations near you in the United States.

**Q:** Do I need to do anything to prepare for my COVID-19 vaccination?

**A:** Reading up on what to expect and the different vaccine options should help you feel even more confident with your decision. Check out the CDC webpage on [Preparing for Your COVID-19 Vaccination](#) to learn more.

**Q:** Should I stop any medications before my COVID-19 vaccination appointment?

**A:** While it is generally not recommended to avoid, discontinue or delay medications for underlying medical conditions around the time of your COVID-19 vaccination, you should talk with your healthcare provider about what is known and not known about the effectiveness of vaccination when taking medications that suppress the immune system. It is not recommended you take over-the-counter medicine such as ibuprofen, aspirin, or acetaminophen before vaccination for the purpose of trying to prevent vaccine related side effects since it is not known how these medications might affect how well the vaccine works.

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.](#)

### **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**

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](mailto: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](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).

## **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](#).

## **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**

***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***  
Wednesday, July 7, 8 a.m. - 11:30 a.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 understand 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](#)

### **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.

Facilitated by: Dawn Uchiyama, Deputy Director, Bureau of Environmental Services

Part 1: Tuesday, July 13, 1 p.m. - 4 p.m.

Part 2: Thursday, July 15, 1 p.m. - 4 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](mailto: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](#)

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