

BHR BULLETIN

Tuesday, July 20, 2021

A weekly update from the Bureau of Human Resources.

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July 15, Merit Distribution

As recently communicated in the Commissioners' joint statement on pay raises for non-represented staff, non-represented non-casual employees received a 1.6 percent cost-of-living raise on July 1. In addition, a 2% merit award is being 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. Non-represented employees are eligible for a *full* 2% Merit award effective July 15, 2021, *if* the employee was in a merit-eligible classification from **July 15, 2020 - July 14, 2021**. These awards will be processed centrally by BHR's Operations team and all merit increases are 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** are eligible for a prorated merit increase. Instructions on how operating bureaus 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** are not eligible for a merit increase. They

are considered “too new to rate” from a process standpoint and these employees will 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 for Non-Represented Employees

-- It's time to GO LIVE!!!



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)

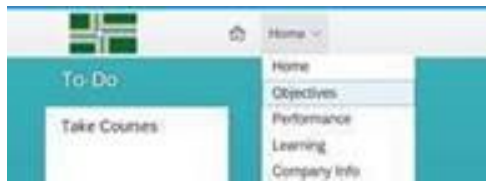
- 2. Meet with your manager to discuss and approve your objectives by September 30.**

(*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

You should 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.

Recruiting

Hiring Manager Toolkit – Relaunch!

The services provided by the Workforce Recruitment and Training team in the Bureau of Human Resources are designed to be efficient, timely and assist in finding the most qualified and diverse candidates for bureaus. We’re excited to share the updated [Hiring Manager Toolkit](#). We took the previous toolkit, gathered input from stakeholders, reviewed and updated the material using an equity lens, and adjusted for ease-of-use. This toolkit offers support in the recruitment, selection and onboarding process as bureaus make the most important decision affecting their team – bringing on someone new. The toolkit gives an [overview of the process](#), details the steps at each stage and provides additional resources.

Questions? Please contact: InboxRecruitment@portlandoregon.gov

[Current Internal Recruitments](#)

[Current External Recruitments](#)

[Current Lateral Transfer Opportunities](#)

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"](#).

Important Update *(New)*

- Survey deadline has been extended to **Tuesday, July 27, 2021.**
- If you did not complete the survey, please send an email to naccc@usc.edu to receive a new link prior to the deadline.
- Anyone who has not completed the survey will receive an email with instructions to send an email to naccc@usc.edu for a new link.
- 75.98% employees completed the survey, let's get to 100%!
- We've added a [Pay Equity Study FAQ](#) to our website.

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

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 at <https://www.portland.gov/sites/default/files/2021/family-planning-and-support-guide.pdf>.

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 (Reentry webinars)

Managing Emotions Related to Workplace Reintegration

Wednesday, July 21, 11 a.m. - 12 p.m.

Managing Stress and Anxiety During Uncertain Times

Tuesday, July 27, 4 p.m. - 5 p.m.

Supporting Employees During Workplace Reintegration

Thursday, August 5, 1 p.m. - 2 p.m.

Resilience & Mental Flexibility

Wednesday, August 11, 10:30 a.m. - 11:30 a.m.

Working in a Changing Environment

Wednesday, August 18, 3 p.m. - 4 p.m.

Financial Coaching with Cascade Centers EAP

(New) Members have unlimited access to free and confidential financial coaching and online resources. Topics include: budgeting, credit reports, student loans, foreclosure prevention, debt management, retirement and taxes.

Webinars for All – On Demand

Managers/Supervisors – On Demand

[Access previous Cascade Centers and Moda Health webinars.](#)

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: I'm fully vaccinated and face coverings are no longer required by the Oregon Health Authority or my workplace. How do I explain my continued use of a mask?

A: After many months of wearing face coverings, many people may find they are struggling with the sudden change in requirements.

Some individuals may continue to wear a face covering because they are more likely to become severely ill if they get COVID-19. This could be due to their [older age](#), [medical conditions](#) or [being pregnant or recently pregnant](#).

Those who have children who are too young for COVID-19 vaccination, may also decide to continue wearing a face covering to reduce their risk of getting COVID-19. Wearing a face covering can prevent transmission to their children or other people in their lives who are at [higher risk of being severely ill](#).

If you choose to continue wearing a face covering, you may find this raises questions for some of the people in your life, and some may not feel comfortable masking up if you ask them to. Here are some things to consider when having a conversation with colleagues, friends, or family about wearing a face covering:

- Ask them to understand that not everyone feels comfortable without a face covering yet. "It may take me a while to feel comfortable without a mask since I'm so used to wearing it."
- If you're comfortable with it, explain the reason you are wearing a face covering. "I have a health condition and my healthcare provider recommends that I continue to wear a mask even though I'm fully vaccinated."
- Ask them to join you. "I'm still not feeling comfortable without a mask. I'd like to spend time with you, but it will be easier for me to enjoy our conversation and time together if we both wear masks."
- If you'd like them to mask up when you're together, avoid shaming or scare tactics, such as criticizing people who don't wear a face covering. This type of talk is more likely to shut down conversations.
- If others around you are not wearing a face covering, there are still things you can do to protect yourself and feel more comfortable. Distancing, wearing your own face covering, and meeting outdoors are still effective strategies to reduce risk.

You can find OHA's [recommendations for face coverings here](#) as well as information on the

places face covering are still required.

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.](#)

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 City's application to renew its Work Share plan for a second year was 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 FAQ 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.

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.

Monday, July 26, 1 p.m.

Monday, Aug. 30, 1 p.m.

Monday, Sept. 27, 1 p.m.

Monday, Oct. 25, 1 p.m.

Monday, Nov. 29, 1 p.m.

Monday, Dec. 13, 1 p.m.

Please download and import the following iCalendar (.ics) files to your calendar system. Daily:
https://us02web.zoom.us/meeting/tZMlcO6opj0sGNSQPv9q05sEQwyNJI2fbqmR/ics?icsToken=98tyKuGvpjwTgtyTthuHRpwEGo_CKPTxiCFdjY1urS_zWjEDNxDTB_VbHJhWQt7S

Join Zoom Meeting:

<https://us02web.zoom.us/j/87877086620?pwd=Q1VoWkNjb2xHT21ta1VVMWxNSEsvQT09>

Meeting ID: 878 7708 6620 | Passcode: 275417

One tap mobile

+13462487799,,87877086620#,,,,*275417# US (Houston)

+16699006833,,87877086620#,,,,*275417# US (San Jose)

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.](#)

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 [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, Aug. 19, 1 p.m. - 3 p.m.

Workplace Harassment, Discrimination, & Retaliation Prevention (HR 2.02)

Refresher: Non-supervisory version

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

Thursday, Aug. 19, 3 p.m. - 4 p.m.

Workplace Harassment, Discrimination, & Retaliation Prevention (HR 2.02) for Managers/Supervisors

Wednesday, Sept. 15, 1 p.m. - 3 p.m.

Workplace Harassment, Discrimination, & Retaliation Prevention (HR 2.02) Refresher for Managers/Supervisors

Wednesday, Aug. 18, 1 p.m. - 2 p.m.

Racial Equity 101

Friday, July 23, 4 p.m. - 7:30 p.m.

Defensive Driver Training -- eLearning now available in CityLearner – Updated July 2021

Purpose: Present basic defensive driving techniques useful for any driver. Program also reviews expectations while driving on city business. These classes enable city drivers to comply with [HRAR 4.13 Vehicle Loss Prevention](#). Drivers need to refresh defensive driver training every three years. Content is broken into five modules or sections. Each module can be taken individually.

Training topics include:

- Driving policies

- Defensive driving strategies and techniques
- Factors affecting driver performance
- Safe backing
- Driving in adverse conditions
- Sharing the road
- Incident reporting requirements.

The eLearning can be taken at any time. Here is a direct link to the course: [Defensive Driver](#)

Professional Development

New Employee Orientation

Click [New Employee Orientation](#) for more information.

Tuesday, Aug. 10, 10 a.m. - 1:30 p.m. (30-minute lunch break is included)

Reasonable Employment Accommodations

(New) An overview of the reasonable accommodations process for City of Portland job applicants and employees who have disabilities, are pregnant or nursing, and/or observe a religious practice(s). A brief review of the City of Portland's legal and equity commitments, definitions for each of the covered groups, and a step-by-step look at the accommodations process are included.

Tuesday, July 27, 9:30 a.m. - 10:45 a.m.

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](#)

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

Employee Lifecycle Training

(New) In this 2-part LEAD certification kick-off 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 five significant employee phases (Recruitment, Selection, Onboarding, Employee Development, and Employee Engagement).

Part 1: Tuesday, Aug. 24, 9 a.m. - 12:30 p.m.

Part 2: Thursday, Aug. 26, 9 a.m. - 12:30 p.m.

Centering Well-being

(New) The Centering Mental Well-being training for managers and leaders is a training created to promote awareness; destigmatize mental health to increase understanding; and provide tools, resources, and information to capacitate leaders. Capacity building enables leadership to be more skilled to acknowledge the prevalence of mental health disabilities; provide safety, support, and inclusivity for those persons in the workplace that experience mental health disabilities; to create and implement policies practices and procedures that center well-being from a person centered lens.

Wednesday, Aug. 25, 9 a.m. - 12:30 p.m.

Ethical Leadership

(New) The focus of this training is ethical leadership, including the roles of leaders in creating and maintaining an ethical workplace. Participants will explore the “why” and the “how” of ethical leadership including hands-on opportunities to apply ethical leadership concepts to their work.

Part 1: Tuesday, Aug. 31, 9 a.m. - 12 p.m.

Part 2: Thursday, Sept. 2, 9 a.m. - 12 p.m.

Procurement Training

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.

Tuesday, Aug. 24, 9 a.m. - 11 a.m.

[Join Microsoft Teams Meeting +1 971-323-0035](#) Conference ID: 593 852 886

Roles & Responsibilities in Goods and Services Processes

Course objectives are to outline the major steps within the procurement process for Goods and

Services for both competitive and non-competitive solicitations, provide you with an overview of the roles and responsibilities between Procurement Services and the requesting Bureau for each step of the Goods and Services procurement processes.

Tuesday, Aug. 31, 9 a.m. - 11 a.m.

[Join Microsoft Teams Meeting +1 971-323-0035](#) Conference ID: 595 616 390

Roles & Responsibilities in Construction Invitation to Bid Process

The courses objectives are to; Create a timeline outlining the major steps of the Construction Invitation to Bid (ITB) Process and Review the roles and responsibilities in each step of the Construction Invitation to Bid (ITB) Process.

Tuesday, Sept. 14, 9 a.m. - 11 a.m.

[Join Microsoft Teams Meeting +1 971-323-0035](#) Conference ID: 145 588 439#

Roles and Responsibilities in Procuring for Design Services

Course objectives are to understand the differences between Design and Ordinary Services. This includes Design vs. Services, Timelines, Process Steps, and major steps of the Design Procurement Process and roles and responsibilities in each step of the Design Procurement Process.

Thursday, Sept. 23, 1 p.m. - 2:30 p.m.

[Join Microsoft Teams Meeting +1 971-323-0035](#) Conference ID: 383 041 285#

Design Bid Build Construction

(New) This course is a comprehensive overview of contracting for construction services and focuses on bidding and contracting requirements that include an update on recent changes and latest developments. Topics include contracting basics, recent developments, roles and responsibilities, and new small business program requirements.

Tuesday Oct. 5, 9 a.m. - 11 a.m.

[Join Microsoft Teams Meeting +1 971-323-0035](#) Conference ID: 397 710 192#

See [a complete list of 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

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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