

BHR BULLETIN

Tuesday, September 14, 2021

A weekly update from the Bureau of Human Resources.

Included in this issue:

- [Employee Vaccination](#) *(New)*
- [COVID-19](#) *(On-site vaccine clinics)*
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- [CAAN Black Employee Support Survey](#) *(Closing this Friday)*
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- [Training](#) *(New)*

Employee Vaccination

(New-ish) The City Council announced a new policy requiring all City of Portland employees to be fully vaccinated for COVID-19 or receive a medical or religious exception by Monday, Oct. 18. Those who do not fulfill this requirement will be separated from City employment on Tuesday, Oct. 19. Those who are in the process of becoming fully vaccinated, or awaiting approval of a medical or religious exception, will be placed on leave until their employment status is verified.

This Friday, Sept. 17, 11:59 p.m. is the deadline for [submitting proof](#) of vaccination, requesting a medical or religious exception, demonstrating that you are in the process of getting vaccinated, or attesting that you are not intending to become vaccinated or apply for an exception.

A cross-bureau team is working hard to make this process as simple and accessible as possible. Below are two helpful and important resources.

- A “[quick guide](#)” to meeting the Sept. 17 deadline, with easy-to-follow links and forms for submitting your information.
- A detailed [question-and-answer document](#), which will be updated regularly as additional information is available. Be sure to keep checking back.

(New) Popular Question: Is it OK to submit my vaccination proof through email?

Answer: Please use the [City’s SAP system](#) to complete the attestation and upload your vaccine documentation. If you don’t have access to SAP, you can [submit a SmartSheets form](#).

Many employees are using the City's email system to transmit vaccine cards that are confidential health information. The City avoids transmitting or storing health information by email or any location not specifically secured for healthcare information. Once you have uploaded the vaccine information into the City SAP Portal, all other convenience copies (duplicates) may be deleted from City email or document folders. City retention rules only require one copy be retained, in the City SAP Portal. Your emailed confirmation may be deleted as well, BHR has the record of your submission.

To delete: For email, delete with “shift delete” to remove from inbox and deleted items. For other folders, delete and empty recycle bin.

If you have any questions or concerns about the City’s vaccination requirement, please email VaccinePolicy@portlandoregon.gov.

COVID-19

For more information regarding **Guidance, Testing, Temporary Leave, and Leave Sharing**, please go to this [COVID-19 Update page](#).

Vaccine for City employees

(New-ish) On-site vaccine clinics for City employees are available. With direction from Mayor Wheeler, these clinics have been organized to make it easy for staff to receive their vaccine.

The Pfizer vaccine will be provided at staff clinics. [Please sign up to get vaccinated and review additional information here](#). Please register today, so we can ensure adequate vaccine supplies.

COVID-19 Vaccinations

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: Am I knowledgeable enough about the vaccines and their safety?

A: Test your knowledge here! [How much do you know about COVID-19 vaccines?](#)

Q: How well are the vaccines working to protect us against COVID-19 and the Delta variant?

A: COVID-19 vaccination reduces the risk of COVID-19 and its potentially severe complications. All COVID-19 vaccines currently authorized for use in the United States helped protect people against COVID-19, including severe illness, in clinical trial settings. So far, [studies](#) that have looked at how COVID-19 vaccines work in real-world conditions (vaccine effectiveness studies) have shown that these vaccines are working well.

While COVID-19 vaccines are working well, some people who are fully vaccinated against COVID-19 will still get sick, because no vaccines are 100% effective. These are called [vaccine breakthrough cases](#). However, data suggest that vaccination may make symptoms less severe in people who are vaccinated but still get COVID-19. mRNA COVID-19 vaccines have been shown to provide protection against severe illness and [hospitalization among people of all ages eligible to receive them](#). This includes people 65 years and older who are at higher risk of severe outcomes from COVID-19.

Variants and Vaccines

- FDA-authorized COVID-19 vaccines help protect against Delta and other known variants.
- These vaccines are effective at keeping people from getting COVID-19, getting very sick, and dying.
- To maximize protection from the Delta variant and prevent possibly spreading it to others, you should wear a mask indoors in public if you are in an area [of substantial or high transmission](#) even if you are fully vaccinated.
- We don't know how effective the vaccines will be against new variants that may arise.

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

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

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.

End of COVID-19 Federal Stimulus and How it Impacts Current Work Share Participants

The COVID-19 stimulus provided by the federal government to supplement unemployment benefits expired Sept. 4, 2021. **This means that the extra \$300 (or \$252 with taxes withheld) per week will no longer be available** to City employees participating in the Work Share program. Those who continue to furlough or reduce their schedules under the Safety Net program will still be eligible to receive Work Share benefits. If you have any questions or concerns, please reach out to the Work Share team at inboxworkshare@portlandoregon.gov.

[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 of Portland Work Share Renewal

Corrections to Work Share Claims

If you have questions regarding Work Share benefits or the process, please email Inboxworkshare@portlandoregon.gov.

IAP Member Choice window NOW OPEN

The Member Choice program was established by Senate Bill 1049 to enable Individual Account Program (IAP) participants to change how their IAP account is invested. Normally, each member's IAP is invested in a "Target-Date Fund" (TDF) based on the year you will reach your target retirement age. The farther away the target retirement year, the riskier (but potentially profitable) the fund's investments. The closer the year, the safer (but potentially less profitable) the fund's investments. Member Choice enables participants to choose a Target-Date Fund for your IAP -- based on the amount of risk you prefer, regardless of your target retirement year. This option is available once a year in a one-month window during September. The change goes into effect in January of the following year.

More information about TDFs and guidance on how to make a change can be found here: [IAP Target-Date Funds](#).

School routes are everywhere. Drive like it.

Students have returned to classrooms in Portland. PBOT Safe Routes to School and Metro created a campaign called "[Students are Everywhere Drive Like It](#)," reminding drivers that students are still biking, walking and playing in our neighborhoods as well as traveling to and from schools for in-person learning, school lunches and materials. This campaign is available online, and in five languages in addition to English: Arabic, Chinese, Spanish, Russian and Vietnamese.



It's easy to help us get the word out! Download materials for Facebook, Twitter and Instagram, virtual meeting backgrounds, social media captions and more by visiting: www.oregonsaferoutes.org/resources/campaigns/. You're invited to download and share any of the materials with friends, colleagues and networks. You can also follow #DriveLikeIt on social media and reshare posts from PBOT [Safe Routes to School](#). Thank you for doing your part to keep our students safe!

Win big with the Oregon Get There Challenge

(New) Challenge yourself and help make Oregon an even better place to live, work and play, with the Oregon Get There Challenge.

The Get There Challenge is a 14-day statewide challenge to encourage Oregon residents and employees to make trips by carpool, vanpool, walking, biking, riding transit, and **even remote work**. You can join anytime, but this year, the challenge runs Oct. 4-17.

Unlock fun and skill-building achievements, plus log transportation options trips, including remote workdays, for your chance to win many prizes. Each achievement is worth points toward weekly and grand prize drawings. The more points you earn, the greater your chances of winning the grand prize.

Joining the challenge is as easy as 1-2-3!

1. [Create an account](#) in the Get There tool or log in [here](#).
2. [Go to the Challenge page](#) and unlock achievements to earn points.
3. Become eligible to win [Get There Challenge prizes](#)!

Find everything you need to know [here](#).

CAAN Black Employee Support Survey

Last year at the beginning of the pandemic, City African American Network (CAAN) surveyed Black employees to gauge how well they were being supported as most of us transitioned into working from home. The survey results were a clear indicator that Black employees were unsupported, lacked access to promotional opportunities, and wanted Black leadership in the City of Portland.

The survey served as a jumping point for CAAN. We stopped just being a lunchtime affinity group and began [writing letters](#) to Directors/Commissioners, asking for accountability. We wrote a [Workforce Report](#) that got citywide attention. Now that it's been over a year, CAAN is preparing to work with City Council to address the Workforce Report. We hope to share the experiences and feedback from Black employees, and make meaningful change to support us. We also know that during this time of crisis; our work environment in addition to people's fear, anxiety, trauma responses and feelings of being overwhelmed can be at an all-time high -- resulting in negative impacts on mental well-being.

CAAN is interested in providing Black employees with a voice, as well as elevating that voice. We recognize we don't speak for all Black experiences, which is why we hope this survey will provide a safe and confidential space to share the depth of our experiences. While CAAN

cannot speak directly with all managers, we hope to use the survey results to present to our policy makers and City Council, so that our voices are heard. Please take the survey.

- SURVEY LINK: <https://forms.gle/bGCvAu4kHoAozAE79>
Open until **Friday, Sept. 17. (this week)**

This survey is confidential, and responses are anonymous. Please feel free to email CAANLeadership@portlandoregon.gov if you want to share more or need additional support. Last year's survey report is [here](#).

Survey participants are automatically entered in a drawing to win a \$50 digital gift card!

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, 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.](#)

SuccessFactors Performance Management for Non-Represented Employees **-- It's time to GO LIVE!!!**



Have you set your objectives yet?

The first phase in our new performance cycle, [the Assess Phase](#), wraps up Sept. 30.

During this phase you need 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 you 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 your 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 Sept. 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 can access the 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

Data Corner

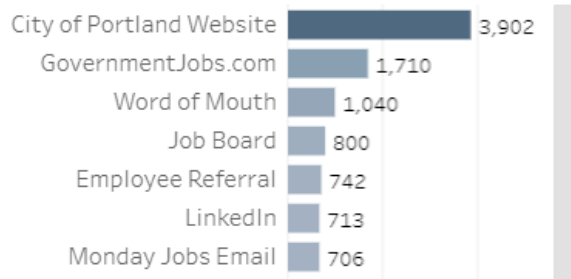
Did you know that “employee referral” is consistently one of the top five responses qualified applicants and hires give when asked how they first heard about a job at the City of Portland? As part of the monthly BHR dashboard, we track this data. Turns out your good reviews are playing a key role in building the City’s reputation as a destination employer.

Thank you!

Sourcing Metrics

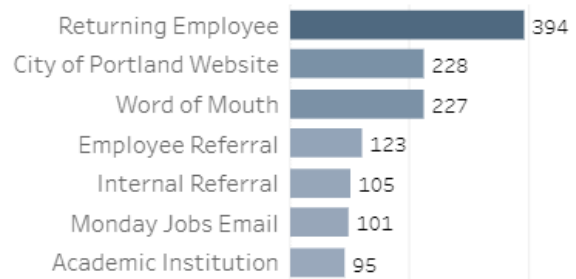
Qualified Applicant Sources

Qualified Applicants = 12,775



Hire Sources

Hires = 1,608



The BHR dashboard is published on the City's website by the third Wednesday of each month. To see more of the BHR dashboard, go to <https://www.portlandoregon.gov/bhr/77445>.

Jobs

[Current Internal Recruitments](#)

[Current External Recruitments](#)

[Current Lateral Transfer Opportunities](#)

Benefits

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/>

Culturally Specific Resources for Moda Members | Portland.gov

Moda understands the need for culturally competent care, and is working to create more culturally specific content in order to help members find resources. If you're a Moda member, now you can identify providers in your area and in-network.

Deferred Compensation Enrollment

It's important to have a long-term financial strategy in place and the City's deferred compensation program can help! Enrollment is easy, whether you're enrolling for the first time or making a contribution change due to COLA/merit, just log into Employee Self Service ([ESS](#))

[Portal](#)) and select the Employee Programs tab. For more information on the deferred compensation plan, please visit <https://prime.beready2retire.com/> or connect with your local Voya service team at 503-937-0378.

Flexible Spending Account Rollover/Carryover

Rollover/carryover funds from the previous plan year will not be posted in your account until after the runout period ends September 30.

What's a runout period? The runout period is a 90-day period (July-September) allowing FSA participants to submit reimbursement claims for eligible expenses incurred during the previous plan year ending June 30, 2021. To check your account balance, please log in at www.wageworks.com.

Webinars

Financially Savvy Seniors

This webinar addresses specific retirement concerns such as managing money, Medicare, Social Security, improving cash flow, insurance, investing, estate planning and more.

Thursday, Sept. 16, 5:30 p.m.

[Register here.](#)

[Webinars for All – On Demand](#)

[Managers/Supervisors – On Demand](#)

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

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 [September through December 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, Sept. 16, 3-5 p.m.

Workplace Harassment, Discrimination, & Retaliation Prevention (HR 2.02)
Refresher: Non-supervisory version
Thursday, Sept. 23, 9-10 a.m.

Workplace Harassment, Discrimination, & Retaliation Prevention (HR 2.02) for Managers/Supervisors
Wednesday, Sept. 15, 1-3 p.m.

Workplace Harassment, Discrimination, & Retaliation Prevention (HR 2.02) Refresher for Managers/Supervisors
Wednesday, Sept. 29, 9-10 a.m.

Racial Equity 101
Thursday, Sept. 16, 1:30-5 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](#)

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

Emotional Intelligence

Do you ever get upset at work? Do you work with people who sometimes get upset or shut down? If you answered yes, you're human and you work with people who are human! And, it's likely you experience a range of emotions at work from anger and fear to joy and true compassion.

In this introductory class, we will examine the spectrum of emotions in our daily lives and learn how to cultivate awareness and acceptance of what our emotions are telling us. In this 2-part training, we will break down the core competencies of emotional intelligence at work and identify specific strategies to slow down, process what is happening and build the support you and your teams need. Emotional intelligence is essential to embodying the City of Portland's core values, and is foundational to dismantling systems of oppression and leading resilient and empowered teams. Hosted by BHR, this virtual class is led by Dawn Uchiyama, Deputy Director at the Bureau of Environmental Services, who wholeheartedly invites you to join the conversation.

Day 1: Tuesday, Sept. 21, 1-4 p.m.

Day 2: Thursday, Sept. 23, 1-4 p.m.

Centering Well-being

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 using a person-centered lens.

Wednesday, Oct. 13, 9 a.m. - 12:30 p.m.

Professional Development

New Employee Orientation

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

Tuesday, Sep. 14, 10 a.m. - 1:30 p.m. (30-minute lunch break is included)

Hang up and Drive (New)

Meet Jacy Good and Steve Johnson, public speakers and advocates for phone-free roads. Since Jacy's miraculous recovery from the 2008 crash that claimed her parents and left her partially paralyzed -- caused by a distracted driver, they have worked tirelessly to educate the country about the dangers of phone use behind the wheel. In this session you will learn about the dangers of distracted driving and hear Jacy and Steve's amazing story.

Tuesday, Sept. 28, 12-1 p.m.

SAP SuccessFactors hosts the City's new online Performance Review Process for all merit-eligible staff!

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](#)

Procurement Training

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, 1-2:30 p.m.

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

Design Bid Build Construction

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, 9-11 a.m.

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

Contractual Risk

Attendees will learn the basic terminology associated with contractual risk, common insurance coverages required by the City of Portland, and how to use the new Risk Assessment Tool.

Thursday, Oct. 14, 9- 11 a.m.

[Join Microsoft Teams Meeting +1 971-323-0035](#), Conference ID: 634 388 966#

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

City of Portland Core Values:

Anti-racism | Equity | Transparency | Communication | Collaboration | Fiscal Responsibility
[core competency model](#) — [core competency accessible document](#)

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