

BHR BULLETIN

Tuesday, September 28, 2021

A weekly update from the Bureau of Human Resources.

Included in this issue:

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Employee Vaccination

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.

Below are two helpful and important resources.

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

***(New)* Popular Question:**

If my exception request is approved, who determines the accommodation I will be provided?

Answer: Each City of Portland bureau and office has a designated Human Resources Business Partner to oversee the reasonable accommodation process. All exception requests are handled by or in conjunction with the business partner. When a determination of reasonable accommodation is made, the business partner will ensure the accommodation provided appropriately meets the operational needs of the City and the employee’s needs, and enables

the person to perform the essential functions of their position safely. The Bureau of Human Resources will be responding directly to every employee who has requested an exception and accommodation related to the City's COVID-19 Vaccination requirement.

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](#).

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.

SuccessFactors Performance Management for Non-Represented Employees



(New) Time to Check-In!

The Refine phase of our new performance cycle runs from Oct. 1 – Dec. 31.

During this phase, BHR will conduct a mass launch of performance forms for all active employees on Oct. 1.

When employees are hired after Oct. 1, the employee's manager can launch their form by following the instructions on the Performance and Development Review web page under the,

“07 Create a Performance Form (for a New Employee)” section.

<https://www.portlandoregon.gov/bhr/80673>

The only action you will need to take during this Phase is to:

- a. Conduct the Refine check-in with your manager – review your Service and People objectives and discuss progress to date.
 - [Performance Form 01 Check Ins \[Employee \] – YouTube](#)
- b. Your manager will need to enter the date you conducted the check-in on the review form to complete this action.
 - [Performance Form 02 Check Ins \[Manager \] - YouTube](#)

Remember, a good check-in simply ensures that you and your manager are taking a few moments to address four questions.

What we call the 4x4, which includes two questions that look backward and two questions that look forward.

Here’s what a 4x4 quarterly check-In should cover:

- 1) How did you do against your service objectives during the last quarter?
 - 2) How did you do against your people objectives during the last quarter?
 - 3) What are your priorities for the next quarter?
 - 4) What training, resources, or coaching do you need to meet those priorities?
- Following each quarterly check-in, you and your manager should record progress, results, comments, as well as note any changes or necessary adjustments to each objective on your Performance form.
 - 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.

IAP Member Choice window NOW OPEN

(Closing Thursday, Sept. 30) 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](#).

Win big with the Oregon Get There Challenge

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!

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

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

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, 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)

Recruiting

Jobs

[Current Internal Recruitments](#)

[Current External Recruitments](#)

[Current Lateral Transfer Opportunities](#)

Benefits

Flu Shots

(New-ish) On-site flu shot clinics are operating at most worksites this year to keep City employees healthy.

Because worksites need to limit the number of people in buildings, and some staff are required to be on-site, we ask -- **if you are currently working from home, please do not come into a City facility for your flu shot.**

Instead, Moda members can get flu shots at no cost from your primary care provider or any Express Scripts in-network pharmacy (when presenting your pharmacy card). If you are a Kaiser participant, members can schedule a flu shot appointment starting Friday, Oct. 1 at kp.org/flu. Kaiser members can also visit retail pharmacies including Albertsons, Costco, CVS, Fred Meyer, Rite Aid, Safeway, Walgreens, and Walmart to get a shot at no additional cost.

For those currently reporting to worksites, a complete list of on-site flu shot clinic options as well as instructions are available at: [2021 Flu Shot Clinics for Employees](#).

Please read the vaccine information sheet and complete the paperwork before visiting a worksite clinic.

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.

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 Sept. 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

[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, Oct. 14, 9:30-11:30 a.m.

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

Refresher: Non-supervisory version

Wednesday, Oct. 20, 1-2 p.m.

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

Wednesday, Oct. 20, 9-11 a.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. 30, 8:30 a.m. - 12 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, Oct. 19, 1-4 p.m.

Day 2: Thursday, Oct. 21, 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, Oct. 12, 10 a.m. - 1:30 p.m. (30-minute lunch break is included)

Investigative Interview (Best Practices) (New)

This course is intended for Citywide managers, supervisors and HRBPs. You will learn the factors that apply to investigative interviews at the City of Portland and how to:

- Determine when to conduct or not conduct an investigation
- Prepare for and conduct an effective investigative interview
- Collect and analyze information to determine next steps

Monday, Oct. 4, 9 a.m. - 12:30 p.m.

Reasonable Employment Accommodations (New)

Get 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). Includes a brief review of the City of Portland's legal and equity commitments, definitions of covered groups, and a step-by-step look at the accommodations process.

Friday, Oct. 22, 11 a.m. - 12:15 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

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#

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.

Thursday, Oct. 7, 9-11 a.m.

[Join Microsoft Teams Meeting +1 971-323-0035](#) Conference ID: 141 322 762

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

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Ph: 503.823.3572 | Fax: 503.865.3288

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

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