

BHR BULLETIN

Tuesday, October 12, 2021

A weekly update from the Bureau of Human Resources.

Included in this issue:

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- [COVID-19](#) *(New Leave Info)*
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- [SuccessFactors – REFINE!](#) *(New-ish)*
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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:**

How will I know if a new hire is vaccinated or not?

Answer: Vaccination information provided is maintained in a confidential and secure repository, and is not generally subject to release without the employee's authorization. In keeping with City compliance standards and safeguards, stringent efforts will be made to limit the number of individuals with access to this information and to avoid sharing it with bureau management except on a need-to-know basis. If a new employee is approved for an exception

to the City's vaccination mandate, the manager will be informed of the approved exception to ensure ongoing accommodations are met.

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

COVID-19

COVID-19 Leave for Non-Represented, DCTU, PROTEC17 and LiUNA Represented Employees

(New) Sept. 20, 2021, the City and non-public safety labor unions signed a letter of agreement to bargain impacts of the City's vaccine mandate. Part of this agreement includes additional sick leave of up to 80 hours for qualified COVID-19 related reasons (listed below) between July 1, 2021 and June 30, 2022.

Non-represented, as well as DCTU, PROTEC17 and LiUNA represented employees must request this leave/time off utilizing your bureau's current process for leave requests. When requesting COVID-19 Emergency Paid Sick Leave through the ESS leave request system, select the leave type "other," and enter **EPSL** (or **EPSM** if used to care for a family member) in the comment section. Requests will be reviewed by your manager/supervisor, like other requests.

Once approved, use **EPSL** (or **EPSM** if used to care for a family member) as the absence type on your timesheet. When you certify your timesheet, you are verifying that the time is only being used for one of the qualifying reasons listed below. No additional forms are required.

If you have taken time off for one of these reasons after July 1, 2021, you will need to submit or modify a corresponding leave request. When approved, work with your bureau timekeeper to update your timesheet retroactively.

Employees can use COVID-19 EPSL/EPSM leave if they are:

1. advised to quarantine related to COVID-19
2. experiencing symptoms of COVID-19 and seeking a medical diagnosis (including, but not limited to, obtaining a COVID-19 test or telehealth visit)
3. providing care for an impacted individual subject to quarantine or experiencing symptoms of COVID-19
 - a. Individual is defined as an immediate family member, roommate, or a similar person with whom the employee has a relationship that creates an expectation that the employee would care for the person in a quarantine or self-quarantine situation, and that individual depends on you for care during the quarantine or

self-quarantine.

4. caring for your child whose school or place of care is closed or unavailable due to COVID-19 related reasons
5. taking time off to receive the vaccine or boosters (if the time off exceeds the following)
 - b. Employees may use up to two hours of regular, paid time to get a vaccination, whether on or off duty. These hours are recorded as regular paid hours on the timesheet; therefore, time entry is only required for positive pay employees or hours outside of an employee's work schedule.
 - c. For COVID-19 vaccinations that require two doses, each employee may be granted up to two hours paid time off for each dose.
 - d. Employees must submit a time request with the time type "other" and note "vaccine" in the comment section.
6. recovering from adverse side effects of the vaccine (adverse side effects or allergic reactions which require medical treatment may be filed as a workers' comp claim; EPSL and a workers' comp claim cannot be used concurrently for the same dates)

If you have questions, please turn to your bureau timekeeper.

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: Do I need a booster shot?

A: Studies show that after getting vaccinated against COVID-19, **protection against the virus may decrease** over time and be less able to protect against the Delta variant. Although COVID-19 vaccination for adults 65 years and older remains effective in preventing severe disease, [recent data](#) suggest vaccination is less effective at preventing infection or milder illness with symptoms. Emerging evidence also shows that among healthcare and other frontline workers, vaccine effectiveness against COVID-19 infections is decreasing over time. This lower effectiveness is likely due to the combination of decreasing protection as time passes since getting vaccinated (e.g., waning immunity) as well as the greater infectiousness of the Delta variant.

Data from a small clinical trial show that a Pfizer-BioNTech **booster shot increased the immune response** in trial participants who finished their primary series six months earlier. With an

increased immune response, people should have improved protection against COVID-19, including the Delta variant.

Q: Who is eligible for a booster now?

A: COVID-19 Vaccine booster shots are available for the following Pfizer-BioNTech vaccine recipients who completed their initial series at least six months ago and are:

- 65 years and older
- Age 18+ who live in [long-term care settings](#)
- Age 18+ who have [underlying medical conditions](#)
- Age 18+ who work in [high-risk settings](#)
- Age 18+ who [live in high-risk settings](#)

Q: What should people who received Moderna or Johnson & Johnson's Janssen (J&J/Janssen) vaccine do?

A: The Advisory Committee on Immunization Practices (ACIP) and CDC's recommendations are bound by what the U.S. Food and Drug Administration's (FDA) [authorization](#) allows. Currently, the Pfizer-BioNTech booster authorization only applies to people whose primary series was Pfizer-BioNTech vaccine. People in the recommended groups who got the Moderna or J&J/Janssen vaccine will likely need a booster shot. More data on the effectiveness and safety of Moderna and J&J/Janssen booster shots are expected soon. With those data in hand, CDC will keep the public informed with a timely plan for Moderna and J&J/Janssen booster shots.

Q: What are the risks to getting a booster shot?

A: So far, [reactions reported](#) after getting the Pfizer-BioNTech booster shot were similar to that of the 2-shot primary series. Fatigue and pain at the injection site were the most reported side effects, and overall, most side effects were mild to moderate. However, as with the 2-shot primary series, [serious side effects are rare](#), but may occur.

Q: Am I still considered "fully vaccinated" if I don't get a booster shot?

A: Yes. Everyone is still considered fully vaccinated two weeks after their second dose in a 2-shot series, such as the Pfizer-BioNTech or Moderna vaccines, or two weeks after a single-dose vaccine, such as the J&J/Janssen vaccine.

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.

Forfeited Vacation Carryover Hours to be moved to a Separate Bank

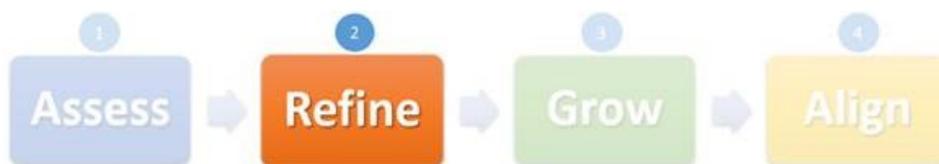
(New) In support of your ongoing effort to serve the community during the pandemic, a new accrual bank for potentially forfeited (carryover) vacation hours will be established.

[Read the ordinance here.](#)

Historically, vacation hours over the maximum allowed (two to three years' accruals, depending on position) were forfeited if not used by the end of the first pay period in January. Now, accruals over maximum will be moved to a separate bank, accessible until calendar year 2024. If not used by then, the hours will be forfeited.

Find your vacation accrual rate in [HRAR 6.03](#).

SuccessFactors Performance Management for Non-Represented Employees



***(New-ish)* 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.

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

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 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.

October is National Retirement Security month.

(New-ish) Imagine what your life will be like in retirement. When do you want to retire? How much income will be enough? [Discover the tools and retirement options](#) that can help fund your future so you can retire well. It's your future, just fund it!

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 [October 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, Dec. 15, 1-3 p.m.

Racial Equity 101

Friday, Oct. 22, 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

Reasonable Employment Accommodations

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

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, Edge 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. Click “See Classes” to view the class dates and Zoom meeting invitation information. Be sure to add the Zoom meeting invitation to your Outlook Calendars, then 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](#).

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](#)

City of Portland Core Values:

Anti-racism | Equity | Transparency | Communication | Collaboration | Fiscal Responsibility

[core competency model](#) — [core competency accessible document](#)

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