

# BHR BULLETIN

Tuesday, December 21, 2021

**A weekly update from the Bureau of Human Resources.**

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## **Employee Assistance Program: ComPsych = CityStrong GuidanceResources**

*(New-ish)* CityStrong and Benefits are pleased to announce **ComPsych** as our new Employee Assistance Program (EAP) provider effective **Jan. 1, 2022\***. We are rebranding EAP services as **CityStrong GuidanceResources**. This benefit provides a holistic, comprehensive, and personalized approach to connect employees in a straightforward and efficient way to resources.

Please join one of the EAP orientations in January -- where an overview of CityStrong GuidanceResources will be provided for all City employees. Get information on different ways to access services, how to find out your specific benefits, who's eligible and how to get started. Learn about the vast array of available benefits, resources, and tools.

Register here:

[Jan. 4, 2022, 9-10 a.m.](#)

[Jan. 11, 2022, 11 a.m. - 12 p.m.](#)

[Jan. 19, 2022, 2-3 p.m.](#)

*\*This change in EAP provider is for Non-rep, DCTU, PCL, PPA-BOEC, PROTEC17, and Recreation. There is no coverage change for PFFA, PPA, PPCOA, which will continue to receive service from Cascade Centers.*

**+ One \$25 gift card will be raffled off at each orientation! +**

**Note:** Cascade has been notifying people of the change upon intake, so individuals are aware of services ending Dec. 31. For those with visits authorized into 2022, please to ask your provider if they are a part of the ComPsych panel. If so, you'll need to obtain a new authorization for January and beyond.

If your provider is not a part of the new panel, you can possibly transfer your sessions over to medical coverage if they are a part of Moda or Kaiser (dependent upon health plan selection). The City has waived in-network mental health copays on the medical side, so there would be no cost. You can also encourage a provider to become part of the panel (which may take a little time) or you can establish a relationship with a new provider. We understand these may not be ideal options and can help navigate the best one for you.

Everyone will start the new year with access to all 10 visits, so no previous visit usage will carry forward.

## **Moving Forward**

As we transition past the vaccination mandate deadline of October 18, it's important that everyone has a clear understanding of how the City will ensure safety in the workplace for employees moving forward.

Please see the following requirements for all employees, and the new Citywide accommodations for staff who are not fully vaccinated (received all required doses of a COVID-19 vaccine **and** have completed the 14-day waiting period), have a medical or religious exception, or are unvaccinated sworn police officers exempt under ORS 433.416.

### **Current Safety Citywide Protocols for all employees regardless of vaccine status:**

- Follow all Workplace Health and Safety Guidance protocols.
  - Wear a face covering at all indoor City worksites. Vaccinated employees can remove masks when able to work in a single office with the door closed.
  - Wear a face covering in all outdoor settings when social distancing is not possible.
  - Frequently wash your hands.

- o Complete the daily [Health Assessment Survey | Portland.gov](#) prior to reporting to a City facility.
  - o Stay home when you're sick.
- Follow any Bureau-specific safety protocols issued by a Bureau Director.
- Link to guidance at <https://www.portlandoregon.gov/bhr/81288>.

**Citywide requirements** for employees who are not fully vaccinated and have a temporary accommodation during the final 14-day waiting period, have a medical or religious exception, or are unvaccinated sworn police officers exempt under ORS 433.416:

- Wear a **KN95** face covering at all indoor City worksites, at all times of the day or night, regardless of whether you can work in a single office with the door closed or in a City vehicle.
- As soon as the face covering is issued, it must be worn.
- To the extent possible, each person shall take additional precaution by social distancing during break and lunch periods, such as taking staggered breaks and lunches when approved by a supervisor, having one person at a time in a break room, taking breaks outside, etc.
- In all City-owned congregated live/work spaces, unvaccinated employees shall be required to eat in their individual living spaces (in a fire station) or otherwise separated from other employees, such as eating outside.
- All unvaccinated employees who are unable to maintain a 6-foot distance from coworkers and must work in proximity will be provided an N95 mask. This will be for use in situations such as when required to make an emergency repair in a confined space. Please see your manager/supervisor if you cannot maintain a 6-foot distance from coworkers.
- Abide by any other safety precautions as required by each employee's bureau.
- The City's intent is to implement both detection and prevention strategies, which will include testing and become part of the requirements for unvaccinated employees once all protocols are established. We expect to have testing in the coming weeks. The City reserves the right to reconsider, alter, or change any of these requirements and will provide employees with notice of such changes.

If you have concerns that another City employee is failing to comply with these requirements

within your workgroup or otherwise, or if you witness any other situation which gives rise to a safety concern, please direct those concerns to your manager, supervisor, even beyond your usual chain of command, or your bureau's assigned [HR Business Partner](#). The City will strictly enforce these requirements, up to and including termination for failure to comply.

Now Available: [Frequently Asked Questions, and Answers, that include work safety information as well as requirements moving forward.](#)

Please be mindful that everyone's situation is unique to them, and that each of us plays a role in how we move forward as the City that works.

## **COVID-19**

### **Information on Boosters**

On Monday, Nov. 29, the CDC and Director Dr. Rochelle P. Walensky strengthened their recommendation on booster doses for individuals who are 18 years and older. Everyone ages 18 and older should get a booster shot either when they are 6 months after their initial Pfizer or Moderna series or 2 months after their initial J&J vaccine.

The recent emergence of the Omicron variant (B.1.1.529) further emphasizes the importance of vaccination, boosters, and prevention efforts needed to protect against COVID-19. Early data from South Africa suggest increased transmissibility of the Omicron variant, and scientists in the United States and around the world are urgently examining vaccine effectiveness related to this variant. Dr. Walensky strongly encourages the 47 million adults who are not yet vaccinated to get vaccinated as soon as possible and to vaccinate the children and teens in their families as well because strong immunity will likely prevent serious illness. The CDC also wants to encourage people to get a COVID-19 test if they are sick. Increased testing will help to identify Omicron quickly.

And finally, to stop the spread of COVID-19, continue to follow the [prevention strategies](#) we know work.

Anyone can find available vaccines near them at [www.vaccines.gov](http://www.vaccines.gov) and can consult their health care provider or local pharmacist if they have questions about vaccines or boosters. Be sure to check Multnomah County for options: [Upcoming COVID-19 Vaccination Clinics | Multnomah County \(multco.us\)](#).

**Q:** Can I use COVID-related Emergency Paid Sick Leave (EPSL) to get a booster?

**A:** Yes. You may use EPSL for many COVID-19 related work absences including the need to isolate if sick with COVID-19, recovering from a booster shot, or going to get the booster shot.

**Q:** If we need a booster shot, are the vaccines working?

**A:** Yes. [COVID-19 vaccines are working well](#) to prevent severe illness, hospitalization, and death, even against the widely circulating [Delta variant](#). However, public health experts are starting to see reduced protection, especially among certain populations, against mild and moderate disease.

**Q:** What are the risks of getting a booster shot?

**A:** So far, [reactions reported](#) after getting a booster shot were similar to that of the 2-shot or single-dose initial series. Fever, headache, 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 or single-dose initial series, [serious side effects are rare](#), but may occur.

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. Please submit vaccination questions to [Joel.Michels@portlandoregon.gov](mailto:Joel.Michels@portlandoregon.gov). Answers will be provided in the following week's BHR Bulletin and [a compiled list is posted here](#).

The information provided is taken from the Centers for Disease Control and Prevention ([CDC](#)) and Oregon Health Authority ([OHA](#)) resources with input from our own Joel Michels, Nurse Practitioner, Occupational Health and Well-being Program Manager.

### **COVID-19 Leave for Non-Represented, DCTU, PPA-BOEC, PROTEC17, LiUNA and PFFA Represented Employees**

Non-represented, DCTU, PROTEC17, LiUNA, PPA-BOEC, and PFFA 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 (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)

### **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>.

[The City's COVID-19 Response page is available here.](#)

### **2022 Updates to Salary Limit and PERS Member Redirect**

Every January, PERS adjusts subject-salary limits and requirements in accordance with the Consumer Price Index (CPI) for the Western States. This ensures that the numbers we use to

calculate retirement benefits keep pace with inflation and cost of living. PERS recently released that the 2022 Salary limit will be \$210,582/year.

### [SB 1049 Changes: Salary Limit](#)



## **Multnomah County & Metro District Tax Withholdings Begin January 1, 2022**

(New-ish) In May 2020, voters in the greater Portland (Multnomah, Clackamas, Washington Counties) area within the Metro District, approved a measure to raise money for supportive housing services for people experiencing homelessness or at risk of experiencing homelessness. This is funded by a personal income tax, that went into effect Jan. 1, 2021.

In November 2020, Multnomah County voters approved a measure to establish a tuition-free preschool program, which is funded by a personal income tax, and went into effect Jan. 1, 2021.

By law, individuals working for the City of Portland who make \$200,000 or more gross income annually, will be automatically “opted-in,” and have payroll tax withholding(s) begin Jan. 1, 2022, for both the Metro and Multnomah County taxes. If the City of Portland identified that you will be subject to mandatory withholding, further information will be communicated directly to you by Central Payroll regarding your specific circumstances.

Individuals not subject to mandatory withholding(s) who wish to “opt-in,” for voluntary tax withholding for either the Multnomah County and/or the Metro taxes may do so by notifying the City of Portland Central Payroll group, in writing, by filling out the “Opt In / Opt Out Form,” located at <https://www.multco.us/finance/preschool-all-personal-income-tax>. Please send the form to Attn: Payroll, 1120 SW 5<sup>th</sup> Ave RM 987, Portland OR 97204 OR by email it to [InboxBHRCentralPayroll@portlandoregon.gov](mailto:InboxBHRCentralPayroll@portlandoregon.gov). When returning your form via email, please include *only* your employee number (PERNR), if available, not your Social Security Number.

Important information regarding these two taxes, including Frequently Asked Questions (FAQs), can be found at <https://www.oregonmetro.gov/public-projects/supportive-housing-services> and <https://www.multco.us/finance/preschool-all-personal-income-tax>.

FAQs specific to the City of Portland, including further information and tax withholding(s) examples can be found at <https://www.portlandoregon.gov/bhr/article/797813>. Please be aware that the City of Portland cannot offer any general or specific tax advice and recommends consulting a tax professional if needed.

## **Calendar Year 2022 Washington State Cares Fund Tax**

**(Implementation Postponed)** The WA Cares Fund is a new mandatory long-term care insurance benefit for workers in Washington state -- which will help pay for eligible long-term care related expenses. This program is required by state law and is administered by the state of Washington.

Washington State had previously announced that the program be funded by a mandatory payroll tax for workers in Washington state beginning January 2022. On December 17, 2021, Governor Jay Inslee of Washington ordered the Washington State Employment Security Department to delay the implementation of this program and not to collect the premiums from employers.

*What does this mean for City employees?*

Under guidance and suggestion from the WA State Governor's office and the WA State Legislature, the City of Portland will not implement WA Cares Fund withholding until further details and/or changes to the WA Cares Act law are provided.

Please see the link below for the full media release from WA State Governor Inslee's office.

<https://www.governor.wa.gov/news-media/inslee-billig-jenkins-statement-delaying-wa-cares-fund-premium-assessment>

Additional information will be provided to employees and bureau timekeepers on this program and the timeline for implementation as soon as it is available to the City. Washington State contact information for additional questions and answers can be found on the State of Washington's website: <http://www.wacaresfund.wa.gov/>.

## **Washington State Paid Family & Medical Leave (WAPFML)**

**(New)** On January 1, 2020, the state of Washington implemented a new paid family and medical leave program. Due to the COVID-19 pandemic, city of employees began working remotely in the state of Washington in March of 2020. City of Portland employees who work remotely a minimum number of hours in Washington may be eligible for this benefit.

**What is Washington State Paid Family & Medical Leave (WAPFML)?**



- Employees may be eligible for up to 12 weeks of paid leave for their own medical needs or to care for a family member (or up to 16 or 18 weeks for more than one qualifying event in the same year or for pregnancy incapacity)
- If an employee is approved for WAPFML, the employee may receive up to 90% of their weekly pay—up to a maximum of \$1,206 per week in 2021. The maximum weekly benefit amount for 2022 is \$1,327 per week.

#### **How does an employee qualify?**

- Employees must be working from Washington state and work a minimum of 820 hours in the last 4 quarters (which equals one year) to qualify for benefits.
- Bureaus will be responsible for reporting an employee's current and expected work location to the Bureau of Human Resources each pay period.
- Washington State manages this program, determines eligibility, and makes payments to employees directly.

#### **How is this benefit funded?**

- The program is funded by both employers and employees at the rate of .6% an employee's gross wages. Beginning January 1, 2022, employees will be responsible to pay these premiums through a biweekly payroll deduction. The law requires 73.22% of the premium to be paid by the employee and 26.78% to be paid by the employer. For instance:
  - Employee's gross paycheck equals \$1,000 for the pay period
  - \$4.39 is deducted from the employee's paycheck
  - \$1.61 is paid by the City
  - A total of \$6 is sent to the state of Washington to fund the program

#### **How do I apply or find out more information?**

- Visit the WAPFML website to apply for WAPFML leave: <https://paidleave.wa.gov>
- Contact your bureau timekeeper to notify them of an application for WAPFML, learn how to enter leave on your timesheet, and answer questions regarding payroll deductions or to report changes in remote work in Washington state.
- Contact your bureau FMLA coordinator with questions about how this impacts or interacts with FMLA leaves.
- Additional information will be available through an FAQ in the next Bulletin.

## **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](mailto:inboxworkshare@portlandoregon.gov) as soon as possible, **prior to 9 a.m. Friday**. The Work Share team will make every effort to update your claim before submitting to OED Friday afternoon.

[The following Work Share updates are available here.](#)

**OED Letters Regarding Pandemic Unemployment Assistance (PUA)**

**Waiting Week Payments**

**OED Adjudication (Judgment) for Missed Opportunities to Work**

**Lost Wages Assistance**

**Processing**

**ReliaCard**

**1099-G Tax Information for Work Share Benefits**

**CARES Act Extension**

**Missed Opportunities to Work**

**1099-G Phone Number**

**Report of Additional Income**

**Work Share Claim Recertification**

**Overpayment Updates Clarification**

**1099-G Discrepancies**

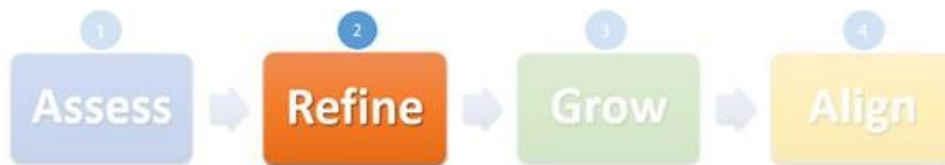
**City of Portland Work Share Renewal**

**Corrections to Work Share Claims**

**End of COVID-19 Federal Stimulus -- Impacts to Participants**

If you have questions regarding Work Share benefits or the process, please email [Inboxworkshare@portlandoregon.gov](mailto:Inboxworkshare@portlandoregon.gov).

**SuccessFactors Performance Management for Non-Represented Employees**



### 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.

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](http://www.portlandoregon.gov/sf) and clicking on “objectives” in the drop-down menu.

If you missed any of the communication or resources leading up to this point, you can access a simple process overview guide [here](#) or check out the dedicated [BHR web page](#), full of useful videos and reference material on our process.

## **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, Jan 31, 1 p.m.

Monday, Feb. 28, 1 p.m.

Monday, March 28, 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\\_CKPTxiCFdiY1urS\\_zWjEDNxDTB\\_VbHJhWQt7S](https://us02web.zoom.us/meeting/tZMlcO6opj0sGNSQPv9q05sEQwyNJI2fbqmR/ics?icsToken=98tyKuGvpjwTgtyTthuHRpwEGo_CKPTxiCFdiY1urS_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)

## **Benefits**

### **Flu Shots**

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](http://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.

## **Webinars**

[Webinars for All – On Demand](#)

[Managers/Supervisors – On Demand](#)

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

## **Recruiting**

### **Jobs**

[Current Internal Recruitments](#)

[Current External Recruitments](#)

[Current Lateral Transfer Opportunities](#)

## **Procurement Trainings**

Do you buy goods and services as part of your job for the City? Sign up for an upcoming procurement class to learn about rules, tools, resources and best practices that will ensure we're accountable to the public – and simplify your work. Whether you're a newcomer looking for an introductory lesson or a pro who wants specialized advice, we have a class for you. Learn more about [upcoming December classes](#).

## **Training (VIRTUAL)**

### **Required, All Employees**

Be sure to visit [CityLearner](#) for course descriptions and the most current class details.

#### ***HR 2.02, Workforce Harassment & Discrimination Prevention for Non-Supervisory Employees***

Friday, Feb. 4, 9:30-11:30 a.m.

#### ***Workforce Harassment & Discrimination Prevention (HR 2.02) Refresher for Non-Supervisory Employees***

Friday, Apr. 29, 3-4 p.m.

#### ***Racial Equity 101***

Thursday, Jan. 20, 8:30 a.m. - 12 p.m.

Wednesday, Jan. 26, 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**

(These classes are open to all Managers and Supervisors for registration.)

#### ***Employee Lifecycle Training***

In this 2-part LEAD course, the City's core values 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 the five phases: Recruitment, Talent Selection, Onboarding, Employee Development, and Employee Engagement.

Part 1: Tuesday, Jan. 25, 9 a.m. - 12:30 p.m.

Part 2: Thursday, Jan. 27, 9 a.m. - 12:30 p.m.

#### ***Emotional Intelligence***

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.

Part 1: Tuesday, March 8, 9 a.m. - 12 p.m.

Part 2: Thursday, March 10, 9 a.m. - 12 p.m.

## **Professional Development**

### ***New Employee Orientation***

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

Tuesday, Jan. 11, 10 a.m. - 1:30 p.m. (30-minute lunch break is included)

### ***Bloodborne Pathogen Training***

Training for those exposed to blood or other potentially infectious materials in the course of their work. We review the OSHA standard including required training, record keeping, vaccination options, various pathogens and ways to lower risk, and what to do if there is ever an exposure incident.

Tuesday, Dec. 28, 11 a.m. - 12 p.m.

### ***Workplace Contact Tracing for COVID-19***

This course provides information about how COVID-19 can spread in the workplace and the steps managers and supervisors along with HRBPs and Safety Officers are expected to take in response to illness in the workplace and exposure to COVID-19. An overview of COVID-19 is provided.

Thursday, Jan. 13, 11 a.m. - 12:30 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 understand the following:

- Performance cycle
- Two types of objectives used in this process
- How to conduct a check-in
- How this cycle supports fair and consistent ratings.

Here are the direct links to the classes:

[SuccessFactors Performance Review Process Overview](#)

[SuccessFactors Performance Review Process Overview for Managers and Supervisors](#)

## **Procurement Training**

### ***Cooperative and City Agreements***

This course is intended to familiarize you with how Cooperative Agreements work, how to find one that fits your purchasing needs, and when to use them.

Wednesday, Jan. 5, 9-11 a.m.

[Join Microsoft Teams Meeting +1 971-323-0035](#) Conference ID: 856 406 942#

### ***Introduction to Procurement***

Introduction to Procurement is an introductory course explaining the fundamental of public procurement at the City of Portland. This course is recommended before taking other courses in the curriculum.

Wednesday, Jan. 12, 9-11 a.m.

[Join Microsoft Teams Meeting +1 971-323-0035](#) Conference ID: 217 058 151#

### ***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.

Tuesday, Jan. 18, 9-11 a.m.

[Join Microsoft Teams Meeting +1 971-323-0035](#) Conference ID: 298 885 497#

### ***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, Jan. 25, 9-11 a.m.

[Join Microsoft Teams Meeting +1 971-323-0035](#) Conference ID: 653 876 203#

### ***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, Feb. 1, 9-11 a.m.

[Join Microsoft Teams Meeting +1 971-323-0035](#) Conference ID: 819 630 83#

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 “CityLearner” tile, 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 then register for the date and time that works for your schedule. The Zoom or Teams meeting invitation information will be sent via email in the **initial** registration confirmation. 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](mailto:hrtraining@portlandoregon.gov).

***Thank You!***



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**City of Portland Core Values:**

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

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