

# BHR BULLETIN

Tuesday, January 18, 2022

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

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## **Vacation Over Maximum Carryover**

*(New)* Please note that the Vacation Over the Maximum Carryover will not appear on paystubs until Feb. 3, 2022. Due to the timing with the transfer of vacation over max hours from the vacation over max (VOM) quota bank to the vacation over max carryover (VOMC) quota bank, there will be an unavoidable gap in these quotas showing up on employee paystubs.

While the Jan. 13 paycheck shows either no VOM accruals or a small number representing the amount accrued during the first pay period of the year, the VOM quotas have been carried over and are available in the VOMC bank as of Jan. 6. The VOMC (one-time carryover bank) will display accurate accruals on the next paycheck -- Feb. 3, 2022 -- and continue to show thereafter as long as there is time in the bank.

VOM Carryover can now be viewed and verified via ESS by clicking on Leave Balances (under “Time”) after logging in to ESS or on the employee timesheet under Quota Balances. The available amount showing in the VOM bank on the last pay stub may not be the exact amount that has moved over to VOMC if you have used any vacation leave since the last paycheck or if your accrual rate changes, increasing the cap of your vacation bank.

Example of ESS Quota Balance in Timesheet Display:

Quota Balances ( as of 01/11/2022 )			
Quota text	Start Date	End Date	Quota remaining
Personal Time	01/06/2022	12/31/2022	24.00000
Sick Dependent Care	01/01/2022	12/31/2022	104.00000
Disaster Leave	07/01/2021	12/31/2022	80.00000
Vacation Over Maximum	06/10/2021	12/31/9999	4.93000
VOM Carryover	01/06/2022	01/31/2024	52.51000

Example of Leave Balances in ESS:

Leave Balances			
Quota: All Types Show On: 01/11/2022 Apply			
Quota	Use by	Available	
Vacation Leave	12/31/9999	256.36 Hours	
Personal Time	12/31/2022	24.00 Hours	
Sick Dependent Care	12/31/2022	104.00 Hours	
Vacation Over Maximum	12/31/9999	4.93 Hours	
VOM Carryover	01/31/2024	52.51 Hours	

Example of what employees who have VOM Carryover will see on the bottom of the Feb. 3 paystub: "VACATION MAXIMUM EXCEEDED BY 4.93 HOURS; One Time VOM Carryover = 52.51 HOURS"

### Background

Per City Ordinance and Union letters of agreement, any remaining vacation over max at the end of 2021 will be carried over. Vacation over max hours that typically would be forfeited on Jan. 6, 2022, will be moved to a new bank called VOM Carryover.

- This is a one-time bank; no additional hours can be added to this bank.
- The new VOM Carryover bank is effective Jan. 6, 2022 - Jan. 17, 2024. You will be able see your balance on your Pay Statement beginning February 03, or in the POL employee portal and ESS SAP under Leave Balances on or after January 06, 2022.
- Employees will be able to access quotas in the VOM Carryover bank by using new absence codes. There is no order of use for this bank, which provides maximum flexibility for employees.

**VOMC** (VOM Carryover – Paid)

**ASVM** (VOMC in Lieu of Sick – Pd)

**FMVM** (Family Leave VOM Carryover)

- Employees who separate from the City between Jan. 6, 2022 - Jan. 4, 2023, shall be eligible for a payout of 25% of any unused VOM Carryover banked hours.
- Employees who separate from the City between Jan. 5, 2023 - Jan. 17, 2024, will not be eligible for payout of any hours held in the VOM Carryover bank. On Jan. 18, 2024, (at

the end of the second pay period of January 2024), any remaining VOM Carryover bank hours will be forfeited.

- Questions on this bank should be referred to bureau timekeepers.

## **COVID-19**

### **Third Dose (Booster) Vaccine Schedule and Sign-ups**

**(New)** The City has arranged for more COVID-19 third dose (booster) shot clinics for all interested employees who are five months past their second Pfizer, six months past their second Moderna shot, or two months past their one dose of J&J vaccine. The CDC allows mixing of vaccines, so anyone may safely get any type of booster. Pfizer is being offered at all clinics except for the Justice Center and East Portland Community Center which will have Moderna.

Slots are still available but going quickly, and we will open more slots as the current ones get filled, so please check back daily. Last time there were cancellations that created opportunities right up until the day of these clinics – *so keep checking back!*

Vaccines may also be available at many pharmacies or through your primary care provider. Visit [Vaccine Finder](#) to locate a pharmacy with COVID shots, or check [Multnomah County Vaccine Sites](#).

Any City Employee may attend any of the shot clinics (on-site workers first) except for the Justice Center which has restricted access and is only for Police Bureau staff.

**Third doses (boosters) are not required** by the City but are recommended by the CDC. You may use COVID Emergency Paid Sick Leave (EPSL) to attend these offerings. Talk with your bureau timekeeper for coding and timesheet questions.

### **SCHEDULE**

Tuesday, Jan. 18, 1-3 p.m. -- East Portland Community Center, Multi-Purpose Room. 740 SE 106<sup>th</sup> Avenue, Portland (Moderna)

<https://www.signupgenius.com/go/EPCC>

Wednesday, Jan. 19, 5-7 a.m. -- Transportation Bureau, Assembly Area. 2929 N. Kerby, Portland (Pfizer)

<https://www.signupgenius.com/go/PBOT>

Wednesday, Jan. 19, 1-3 p.m. -- Water Treatment Plant, Mt. Mazama Room. 5001 North Columbia Blvd., Portland (Pfizer)

<https://www.signupgenius.com/go/CBWTP>

Thursday, Jan. 20, 6-8 a.m. -- Water Bureau, Auditorium. 664 N. Tillamook Street, Portland

(Pfizer)

<https://www.signupgenius.com/go/WBAuditorium>

Thursday, Jan. 20, 11 a.m. - 1 p.m. -- Portland Building, Room 100. 1120 SW 5<sup>th</sup> Avenue, Portland (Pfizer)

<https://www.signupgenius.com/go/PB100>

### **Information on Boosters**

On Monday, Nov. 29, 2021, 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:** Does being “fully vaccinated” require a third (booster) dose?

**A:** No. The CDC and the City have not yet changed the definition of being fully vaccinated. However, new guidance says that without the third (booster) dose for mRNA (Pfizer and Moderna) vaccines five months after the series, and a second (booster) dose with the J & J vaccine two months after the first dose, you will be required to [quarantine after a close-contact exposure](#) to someone with COVID-19.

**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:** 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.

As we move forward, 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.](#)

### **Moving Forward**

To 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.
  - o 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.
  - o Wear a face covering in all outdoor settings when social distancing is not

possible.

- o 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.

[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.

## **CityStrong GuidanceResources**

CityStrong and Benefits want to remind employees of the City's new partnership with **ComPsych** as our 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 the EAP orientation -- where an overview of CityStrong GuidanceResources will be provided. 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.

Wednesday, Jan. 19, 2-3 p.m.

[Register here.](#)

*\*This change in 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 Canopy (formerly known as Cascade Centers).*

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

**Note:** If your provider is part of the ComPsych panel, 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 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 started the new year with access to all 10 visits, so no previous visit usage carried forward.

**CityStrong GuidanceResources contact info:**

855.888.9891

[guidanceresources.com](http://guidanceresources.com)

App: GuidanceNow

Web ID: CityStrong

**City Incident Reporting**

City safety and security colleagues banded together to create a City Incident Reporting Form (see the link and QR code below). The intent of this form is to track increases in safety and security concerns that employees face, hotspots of activity, and to provide safety information data that can be shared across all bureaus.

Please note, this form is not a substitute for reporting criminal activity or immediate life-safety concerns to 911.

[Employee security report](#)



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

**(Updated Info)** 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 because your base gross income is \$200,000 or more, further information will be communicated directly to you by Central Payroll regarding your specific circumstances.

In some circumstances, for example, if you receive a large amount of overtime pay or a large supplemental payment amount, the SAP payroll system will also automatically consider your gross payday amount of \$7,692 (\$200,000 / 26 pay period(s) in 2022) or greater as subject to mandatory withholding. If you believe that you may have a payday which would cause you to become subject to mandatory “opt-in” withholding, and do not want withholding for either Multnomah County or Metro withheld, you may complete the “Opt In / Opt Out Form,” located at <https://www.multco.us/finance/preschool-all-personal-income-tax> to “opt-out” of any mandatory withholding. 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.

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)**

On January 1, 2020, the state of Washington implemented a new paid family and medical leave program. Due to the COVID-19 pandemic, City employees began working remotely in the state of Washington in March 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 four 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. As of January 1, 2022, employees are 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 affects or interacts with FMLA leaves.
- Additional information will soon be available in an FAQ.

### **Work Share**

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

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**

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

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



### **Grow in 2022!**

**(New-ish)** The Grow phase of our performance cycle runs from Jan. 1 - March 31.

During this phase, the only action that is required is to:

1. Conduct the Grow check-in with your manager – review your Service and People

objectives and discuss progress to date.

- [Performance Form 01 Check Ins \[ Employee \] – YouTube](#)
  - 2. Your manager will need to enter the date that you conducted the check-in on the review form to complete this action.
    - [Performance Form 02 Check Ins \[ Manager \] - YouTube](#)
- 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.

In addition, the Grow Phase serves as a chance for bureaus to launch optional **360 and Upward Feedback Surveys**.

- The optional surveys are launched and managed within SuccessFactors.
- There are two types of surveys available in the system:
  - **Upward Feedback Survey** - Upward feedback allows leaders to collect feedback from their direct reports. Collective feedback from the people who report to them helps managers understand how they are doing in their leadership role, including what they’re doing well and where they might need to improve.
  - **360 Feedback Survey** - 360 feedback is a process in which employees can receive candid and valuable feedback from the people they work with each and every day, whether that’s from leaders, peers, or direct reports.
- The focus of both surveys is on developmental feedback to inform future People objectives for employees and/or managers.
- Bureaus that choose to use these developmental surveys can determine a timeline that works best for them, however here is a sample process flow for **the Upward Feedback process** with helpful links on each step included:

Owner	Action	Instructions	Timeline
Manager	Launch Survey	<a href="https://youtu.be/Fmh8-fhlW8">https://youtu.be/Fmh8-fhlW8</a>	January 1-14
Employee	Nominate Raters	<a href="https://youtu.be/c7kSrRmt3x8">https://youtu.be/c7kSrRmt3x8</a>	January 17-28
Manager	Edit & Approve Raters	<a href="https://youtu.be/6BN4nmPAto">https://youtu.be/6BN4nmPAto</a>	January 31 - February 4
Respondents	Provide Feedback	<a href="https://youtu.be/TQHv2kQc9bY">https://youtu.be/TQHv2kQc9bY</a>	February 7-28

<b>Manager &amp; Employee</b>	Review Feedback	<a href="https://youtu.be/imFlsOrjMdU">https://youtu.be/imFlsOrjMdU</a>	March 1-31
<b>Manager &amp; Employee</b>	Acknowledge Discussion	<a href="https://youtu.be/bnqudr6oCq0">https://youtu.be/bnqudr6oCq0</a>	By March 31

Finally, speaking of surveys, now that we are halfway through the new SuccessFactors Performance Review Process cycle, **we want to hear your feedback.**

Please let us know what tweaks, revisions, or updates you'd like to see in the 2022/23 Performance Cycle. You can share your feedback [here](#).

- As always, remember 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.
- When employees are hired after October 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>.
- 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\\_CKPTxiCFdjY1urS\\_zWjEDNxDTB\\_VbHJhWQt7S](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

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+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](https://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**

#### ***(New) Deferred Comp 101 -- Overview of Your City of Portland 457b Retirement Savings Plan***

Whether you're new to saving or would like a refresher of the plan benefits, this webinar will review the plan provision, contribution limits, pre or post tax options and the Voya investment menu.

Tuesday, Jan. 25, 12 p.m.

[Register here.](#)

#### ***Thriving in Stressful Times***

***(New-ish)*** This webinar explores key practices and habits of resilient individuals and gives simple exercises to use immediately when dealing with difficult situations in a healthy and productive way. These tools will not only help you stay calm and collected under pressure, but they can help you thrive in high-stress environments, leading to a happier and healthier life. You'll learn mindsets and perspectives that foster resilience, mindfulness practices to effectively manage stress, and self-regulation techniques to navigate difficult emotions.

Wednesday, Jan. 26, 12 p.m.

[Register here.](#)

[Webinars for All – On Demand](#)

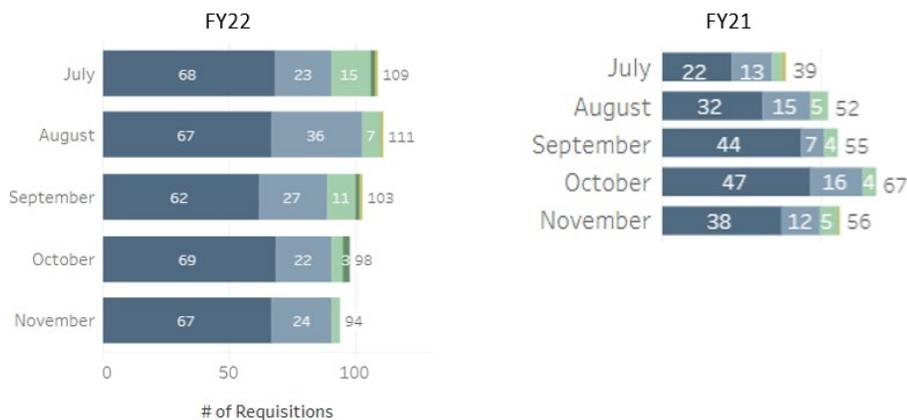
[Managers/Supervisors – On Demand](#)

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

## **Recruiting**

### **Data Corner**

**(New-ish)** The number of requisitions received each month to start new recruitments (the dark blue sections of the bar charts below) has remained steady in the sixties since the start of the 2021-22 fiscal year. During the same period one year ago, monthly requests for new recruitments ranged from 22 to 47. This represents a continuing trend toward recovery from a decline in recruitments in the City due to the COVID-19 pandemic.



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

### **Jobs**

[Current Internal Recruitments](#)

[Current External Recruitments](#)

[Current Lateral Transfer Opportunities](#)

## **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.

#### ***Centering Wellbeing: Let's Talk Mental Health!***

The Centering Wellbeing training for leaders was 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 who experience mental health disabilities; to create and implement policies practices and procedures that center wellbeing from a person-centered lens.

This virtual class was created and is facilitated by Tyesha McCool-Riley, Mental Health Program Specialist at the Office of Community & Civic Life.

Wednesday, Feb. 9, 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, Feb. 8, 10 a.m. - 1:30 p.m. (30-minute lunch break is included)

#### ***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**

### ***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!***



## **BHR Communications**

City of Portland, OMF Bureau of Human Resources

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[Twitter](#) | [Facebook](#) | [Instagram](#)

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

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