

BHR BULLETIN

Tuesday, January 25, 2022

A weekly update from the Bureau of Human Resources.

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Vacation Over Maximum Carryover

(New-ish) 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

Booster Shots *(New)*

The COVID-19 vaccines are still effective in preventing severe disease, yet protection can lessen over time. A [booster shot](#) is an additional shot recommended for all vaccinated adults to get longer lasting protection. Many vaccines need boosters after a period of time.

Q: Can I get a COVID-19 booster shot?

A: Everyone ages 12 and older is eligible for a booster shot once it has been:

- At least 5 months after receiving the second dose (or third dose if you are immunocompromised) of Pfizer or Moderna.
- At least 2 months after receiving the Johnson & Johnson vaccine.

Booster doses for youth 11 and under are not available at this time.

Q: Which brand should I get?

A: 12-17-year-old children must get Pfizer. Ages 18 and up can get any brand, based on availability. All are safe and effective.

Q: Am I still considered “fully vaccinated” if I don’t get a booster shot?

A: Yes, the definition of fully vaccinated has not changed and does not include the booster shot. Everyone is still considered fully vaccinated two weeks after their second dose in a two-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. Fully vaccinated, however is not the same as optimally protected. To be optimally protected, a person needs to get a booster shot when and if eligible.

Q: Does the definition of “up to date” include a booster shot?

A: It depends. Everyone is considered up to date until the time they are eligible for a booster – which is five months after the second dose in a two-shot series, (Pfizer-BioNTech or Moderna vaccines), or two months after the J&J/Janssen vaccine. After this time, a booster shot is recommended, and a person is no longer up to date on their recommended COVID vaccination. A person needs to get a booster shot to be considered up to date.

Q: Where can I get a booster?

A: To get a booster shot:

- Contact your healthcare provider.

- Ask your local pharmacy.
- Call 2-1-1.
- Visit [GetVaccinated.Oregon.gov](https://www.getvaccinated.oregon.gov).
- [Visit a weekly clinic.](#)

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. 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 At-home Testing Options *(New)*

For all employees: The federal government announced free rapid tests available for home shipping. Beginning Jan. 19, orders for up to four tests per residential address became available at www.covidtests.gov.

For Kaiser enrollees: Rapid antigen home tests are available at local drugstores or online. In the coming days, as supplies increase, Kaiser will make more FDA authorized rapid antigen home tests available to members. Please visit kp.org for the most up-to-date information on supply, testing and vaccinations. To submit a reimbursement claim, please login to kp.org, go to the "Coverage & Costs" section, then select "Submit a Claim."

For Moda (CityCore/CityNet/CityBasic) enrollees: Members can purchase FDA authorized at-home COVID test kits from retailers (including pharmacies and online) and submit to Moda for reimbursement using this form -- [COVID At Home Test Reimbursement](#). Itemized receipts are required, and shipping costs are not reimbursable.

Additional details for Kaiser and Moda members: Quantities are limited to eight tests per person, per 30 days. Tests purchased prior to Jan. 15 are not eligible for reimbursement under this guidance. This does not modify previous guidance stating plans and issuers are not required to provide coverage of testing (including an over-the-counter COVID-19 test) for employment purposes.

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.

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 5th Ave RM 987, Portland OR 97204 OR by email it to 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 5th Ave RM 987, Portland OR 97204 OR by email it to 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-jinkins-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 \(portlandoregon.gov\)](#)

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.

[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.

SuccessFactors Performance Management for Non-Represented Employees



Grow in 2022!

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 of these 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	https://youtu.be/Fmh8-fhIW8	January 1-14
Employee	Nominate Raters	https://youtu.be/c7kSrRmt3x8	January 17-28
Manager	Edit & Approve Raters	https://youtu.be/6BN4nmPAlto	January 31 - February 4
Respondents	Provide Feedback	https://youtu.be/TQHv2kQc9bY	February 7-28
Manager & Employee	Review Feedback	https://youtu.be/imFlsOriMdU	March 1-31
Manager & Employee	Acknowledge Discussion	https://youtu.be/bnqudr6oCq0	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 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

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

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.

**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).

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

App: GuidanceNow

Web ID: CityStrong

Webinars

Thriving in Stressful Times

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

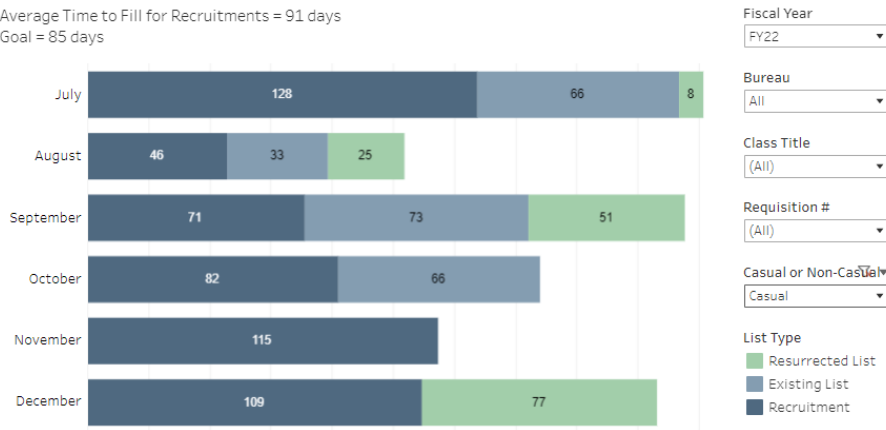
Data Corner

(New) Here's an update on Time to Fill for casual vs. non-casual recruitments in FY22 through December. Time to Fill is the number of days from the time a requisition is received in BHR until the hiring manager extends an offer to the successful candidate. The first image below shows Time to Fill data for **casual** hires for all bureaus and classifications in FY22. The second image shows Time to Fill data for **non-casual** hires for all bureaus and classifications in FY22. You can

see that the average Time to Fill so far this fiscal year is 91 days for casuals, compared to 87 days for non-casuals. Overall, the Citywide average Time to Fill for all hires in FY22 is 89 days.

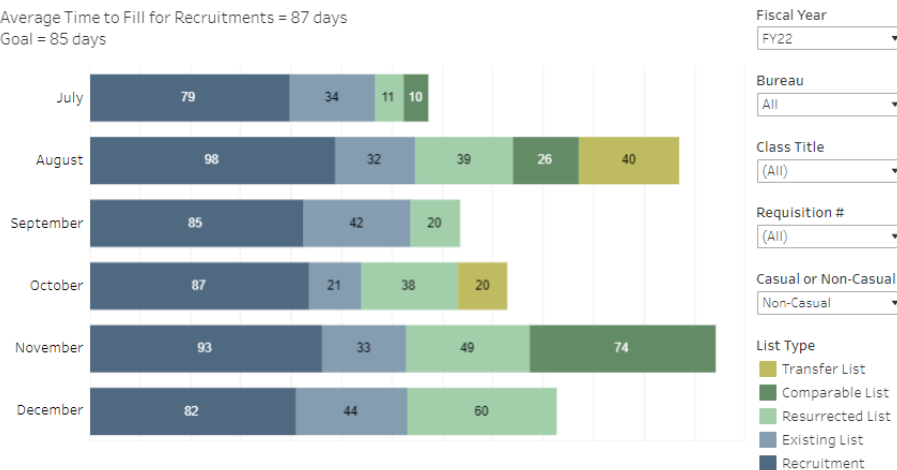
Time to Fill

Average Time to Fill for Recruitments = 91 days
Goal = 85 days



Time to Fill

Average Time to Fill for Recruitments = 87 days
Goal = 85 days



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

Jobs

[Current Internal Recruitments](#)

[Current External Recruitments](#)

[Current Lateral Transfer Opportunities](#)

Training (VIRTUAL)

Required, All Employees

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

Workplace Harassment & Discrimination Prevention (HR 2.02) Initial for Non-Supervisory Employees

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

Workplace Harassment & Discrimination Prevention (HR 2.02) Refresher for Non-Supervisory Employees

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

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

Wednesday, Feb. 16, 10 a.m. - 12:00 p.m.

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

Wednesday, Feb. 23, 9-10 a.m.

Racial Equity 101

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.)

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.

Understand the Neurology of Equity & Inclusion

In this interactive session, Tia Coachman will share her insight on defining and understanding the neuroscience of equity and inclusion.

Course objectives: To create an awareness of:

- The balance of employment perspectives and how inequity plays a role
- How our brains are wired to project us against perceived threats including racist behaviors (intentional and unintentional)
- Why we behave the way we do when we are confronted by the things that threaten our core needs

This class is offered and facilitated by [Portland State University, Center for Executive and](#)

[Professional Education](#), [Tia Coachman](#).

Thursday, March 31, 9 a.m. - 12 p.m.

Thursday, April 7, 1-4 p.m.

Thursday, April 28, 9 a.m. - 12 p.m.

Thursday, May 5, 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 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#

Design Bid Build Construction (New)

This course is a comprehensive overview of contracting for construction services and focuses on bidding and contracting requirements that include an update on recent changes and latest developments. Topics include contracting basics, recent developments, roles and responsibilities, and new small business program requirements.

Tuesday Feb. 8, 9-11 a.m.

[Join Microsoft Teams Meeting +1 971-323-0035](#) Conference ID: 225 883 742#

Alternative Construction Methods

The purpose of this course is to introduce employees to alternate construction methods other than the standard "Design, Bid, Build Method" currently in use.

Thursday, Feb. 10, 9-11 a.m.

[Join Microsoft Teams Meeting +1 971-323-0035](#) Conference ID: 738 368 43#

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.

Tuesday, Feb. 22, 9-11 a.m.

[Join Microsoft Teams Meeting +1 971-323-0035](#), Conference ID: 878 306 628#

See [a complete list of Procurement Trainings](#).

Virtual Portland Community College Classes

Please note Supervisor/Manager approval is required for courses with a fee. Be sure to sign up as soon as possible to avoid cancellation of a class due to low enrollment.

Resilience in the Workplace \$175.00

This seminar helps you grow your resilience, your ability to adapt well in the face of adversity or any significant sources of stress. Within the context of the changes City of Portland staff are likely experience, we'll apply a handful of techniques—all backed by rigorous research—to raise our resilience.

Tuesday, Feb. 22, 8:30 a.m. - 12:30 p.m.

Change Management Leadership \$275.00

Change is inevitable and constant. Leaders within organizations are challenged to help their team members cope with change, while contending with their own personal issues during times of change. This workshop will help you identify skills and apply tools to effectively handle the changes and challenges of the modern workplace. Participants will gain a better understanding of their change environments and how to differentiate the emotional realities of change from the behavioral necessities of work.

Tuesday, March 1, 9 a.m. - 4 p.m.

***Excel Essentials* \$225.00**

In this course, students learn required foundation skills to work in Excel. Topics include terminology, the uses of Excel, entering and manipulating data, managing the spreadsheet layout, cell formats, tabs and how to set up a sheet for printing. This course is appropriate for individuals with a basic knowledge of Windows and the Microsoft Office Suite who want to learn the essentials of Microsoft Excel. Students are often self-taught on the fundamentals and unaware of easier ways to do the most essential tasks and/or unaware of basic tools available.

Tuesday, March 8, 9 a.m. - 1 p.m.

***Excel Calculations and Charts Introduction* \$225.00**

This course introduces students to the fundamentals of using Excel to perform calculations and create charts. Participants will learn the advantages of using Excel to perform calculations, different methods to perform calculations, how to display and read existing formulas, and create dynamic charts for effective visual data presentation. This course is appropriate for individuals who have a basic knowledge of Excel who want to learn the essentials of performing calculations and creating charts.

Wednesday, March 23, 9 a.m. - 1 p.m.

***Excel Power Calculations* \$225.00**

In this course, students move beyond fundamental functions and charts. Topics include understanding how to utilize the function palette, defining advanced functions such as xlookup (vlookup), payment, net workdays, taking advantage of cell and range names, how to use conditional formatting and Sparklines, and how to protect data and save a chart as a template. This course is appropriate for individuals who need to utilize more sophisticated Excel calculation capabilities.

Tuesday, March 29, 9 a.m. - 1 p.m.

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.

Thank you!



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

Responsibility

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

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