

# BHR BULLETIN

Twosday, 2.22.22

A weekly update from the Bureau of Human Resources.

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## **COVID-19 Testing for Unvaccinated Employees**

*(New-ish)* The City is moving forward with the Mayor and City Council’s directive to test employees who are unvaccinated for COVID-19. The goal remains to keep the workplace as safe as possible as we continue to provide services to the Portland area.

Details and many answers are available in this [COVID-19 Testing FAQ](#).

Scheduling is underway for those who have not yet declared vaccination status along with those who have an approved exception. You will be notified once scheduled, before testing begins. If you telework, you will not be tested unless you’re coming to a City worksite.

Testing adds to the pandemic health and safety plan for the City, but other measures are equally important. Please continue to distance when possible, wear a well-fitting mask, wash your hands frequently, and stay home if you are sick with any COVID-19 symptoms.

## **Emergency Shelter Training**

**(New) Prepare Now to Help Others.** When the weather gets very cold or very hot, the City and County open emergency shelters for people who don't have access to safe spaces. These shelters can be lifesaving! We rely on both community volunteers and paid staff to keep them open. Training time before an emergency can be captured under an [emergency expense internal order: MF00120010](#). During a declared emergency, work (straight time and overtime) in support of the Emergency Coordination Center or shelters may also be coded to the emergency expense internal order. **If you can help at a shelter, please talk to your supervisor and take the training today, before the next severe weather arrives.** General staff training videos take about 3.5 hours. Learn more about shelter staff roles and how to access training on the [Employee Severe Weather webpage](#).

## **CityStrong GuidanceResources: You're covered.**

**(New-ish)** CityStrong GuidanceResources is a **free and confidential service** provided by the City of Portland offering support for personal and work-related issues. Professionally trained GuidanceConsultants are available 24 hours a day, 7 days a week, 365 days a year.

### ***Dealing with a personal or work issue?***

CityStrong GuidanceResources provides support, referrals and resources for:

- Relationship issues
- Legal matters
- Grief and loss
- Eldercare/caregiving issues
- Budgeting, financial worries and reducing debt
- Childcare and parenting issues
- Job burnout
- Concern about another person

- Domestic abuse
- Crisis and trauma
- Depression
- Conflict at work
- Workplace issues/change
- Education issues
- Gambling and other addictions

CityStrong GuidanceResources is designed to address life's challenges. You and your loved ones are encouraged to seek help before an issue escalates. When in doubt, contact CityStrong GuidanceResources for support. A GuidanceConsultant will listen, then assess the situation.

Your GuidanceConsultant may:

- **Work** with you on a plan to resolve issues or concerns.
- **Help** you navigate the GuidanceResources site.
- **Refer** you to a GuidanceResources counselor for short-term support.
- **Guide** you to resources in your community such as a support group or agency.
- **Recommend** community support for long-term counseling needs.

**CityStrong GuidanceResources is a service provided by the City of Portland at no cost to you.**

*\*This service is available to Non-rep, DCTU, PCL, PPA-BOEC, PROTEC17, and Recreation groups. PFFA, PPA, and PPCOA receive services from Canopy (formerly known as Cascade Centers).*

**CityStrong GuidanceResources contact info:**

855.888.9891

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

App: GuidanceNow

Web ID: CityStrong

## **TriMet/CTran Open Enrollment**

**(New-ish)** TriMet and CTran annual options are now available! Open enrollment began Monday, Feb. 7, and goes through March 18. [More info is available here.](#)

## **Trail Blazers – City of Portland Employee Appreciation Nights**

*It's a great day for a Blazers game! You're invited to bring family and friends to join coworkers for City of Portland Employee Appreciation Nights! Choose from three discounted games or see them all. [Check out this flyer](#) for dates, promo code and more info. (**Note:** This type of group ticketing option is also available to any large group of potential ticket purchasers.)*

## **Opportunity Builds Diversity**

The City African American Network (CAAN) seeks to build a common bond of fellowship among Black employees who honorably serve the City of Portland. CAAN advocates for fair employment and equal promotional opportunities for African Americans through positive relationships with City and community leaders who value and embrace “diversity” beyond just awareness. Opportunity Builds Diversity.

### **Upcoming February CAAN Events**

- Black Employee Panel, Feb. 23, 1-3 p.m.
- Word is Bond, *more details to come...*
- ***More to Come***

City African American Network (CAAN) Affinity Group is an approved affiliation of Diverse and Empowered Employees of Portland (DEEP). To learn more about CAAN events and programs or to sign up for the CAAN Newsletter, please contact the cohort at [CAAN@portlandoregon.gov](mailto:CAAN@portlandoregon.gov).

## **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.

(New-ish) Meetings will now occur on the third Tuesday of the month, 1-2:30 p.m.

Join Zoom Meeting at

<https://us02web.zoom.us/j/81234850345?pwd=TDJGN1ZWNDVILzJXZEtHcHJFRWErdz09>

Meeting ID: 812 3485 0345

Passcode: 230082

One tap mobile

+16699006833,,81234850345#,,,,\*230082# US (San Jose)

+12532158782,,81234850345#,,,,\*230082# US (Tacoma)

## **Preparing for 2021 Member Annual Statements**

All PERS members should make sure your mailing address with PERS is correct before Monday, Feb. 28, 2021. PERS member annual statements will be mailed in May 2022 to the address PERS has on file as of Feb. 28.

You can check the address PERS has on file here: [Online Member Services \(OMS\)](#). From the Account Homepage, click the “Member” link under Account Type.

If you would like to access your account information, please select an account below.	
<b>Account Plan</b>	<b>Account Type</b>
OPSRP - Pension	<a href="#">Member</a>

**Q: What should I do if my address is incorrect?**

**A:** Contact Katie Kicza, City of Portland PERS liaison  
503.823.3145 | [katie.kicza@portlandoregon.gov](mailto:katie.kicza@portlandoregon.gov)

## **2021 City of Portland Tax Documents Mailed**

If you didn't receive these documents by Feb. 15, 2022, we may have an incorrect address on file. Please note the W-2 and the 1095s will arrive in separate envelopes.

**If you have questions about the W-2 or need to request a replacement W-2, please contact Central Payroll at 503-823-3149 or email [InboxBHRCentralPayroll@Portlandoregon.gov](mailto:InboxBHRCentralPayroll@Portlandoregon.gov).** You can also view your W-2 electronically by going to <https://www.portlandoregon.gov/employee/> and looking for the W-2 Statement link under the Employee Services portal. Please note, you need an active City of Portland employee username and password to access your information online.

## **Work Share**

### **1099-Gs for the 2021 Tax Year**

City Employees who received Work Share benefits in 2021 should receive their 1099-Gs in the mail from OED, detailing the taxes paid on unemployment insurance benefits for the 2021 tax year. If you participated in Work Share in 2021 and have not received your 1099-G, please reach out to the Work Share team at [inboxworkshare@portlandoregon.gov](mailto:inboxworkshare@portlandoregon.gov), so we can ensure that OED has your current address on file. When you do receive your 1099-G in the mail, please review it carefully for errors before filing your taxes and contact the Work Share team if you see any discrepancies.

**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**

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

**Vacation Over Maximum Carryover**

Please note that the Vacation Over the Maximum Carryover was included on Feb. 3, 2022, paystubs. 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 was 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:



The screenshot shows a table titled "Quota Balances ( as of 01/11/2022 )". The table has four columns: "Quota text", "Start Date", "End Date", and "Quota remaining". The rows are as follows:

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 Feb. 3, or in the POL employee portal and ESS SAP under Leave Balances on or after Jan. 6, 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

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:** With so many people getting infected with the Omicron variant, do the vaccines really help?

**A:** Yes! A new [report from the Oregon Health Authority](#) confirms that cases of COVID-19 are much more common in unvaccinated individuals including during the Omicron surge. Being vaccinated lowers risk for infection and receiving a third (booster) dose provides the best protection.

**Q:** If I already had COVID-19 and recovered, am I protected by natural immunity, or do I still need to get a COVID-19 vaccine?

**A:** You should get a COVID-19 vaccine even if you already had COVID-19.

Getting sick with COVID-19 offers some protection from future illness with COVID-19, sometimes called “natural immunity.” The level of protection people get from having COVID-19 may vary depending on how mild or severe their illness was, the time since their infection, and their age. No currently available test can reliably determine if a person is protected from infection.

[All COVID-19 vaccines currently available](#) in the United States are [effective](#) at preventing COVID-19. Getting a COVID-19 vaccine gives most people a high level of protection against COVID-19 even in people who have already been sick with COVID-19.

[Emerging evidence](#) shows that getting a COVID-19 vaccine after you recover from COVID-19 infection provides added protection to your immune system. [One study](#) showed that, for people who already had COVID-19, those who do not get vaccinated after their recovery are more than two times as likely to get COVID-19 again than those who get fully vaccinated after recovery.

**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](#).
- [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](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 At-home Testing Options**

For all employees: The federal government provides free rapid tests for home shipping available at [www.covidtests.gov](http://www.covidtests.gov).

For Kaiser enrollees: Rapid antigen home tests are available at local drugstores or online. Please visit [kp.org](http://kp.org) for the most up-to-date information on supply, testing and vaccinations. To submit a reimbursement claim, please login to [kp.org](http://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.

### ***(New-ish)***

**Q:** What is a Self-test or At-home COVID-19 test?

**A:** **Self-tests** for COVID-19 give rapid results and **can be taken anywhere**, regardless of your vaccination status or whether you have symptoms. Along with [vaccination](#), [wearing a well-fitted mask](#), and physical distancing, self-tests help [protect you and others](#) by reducing the chances of spreading COVID-19.

**Q:** When should I take an At-home COVID-19 test?

**A:** If you have any [COVID-19 symptoms](#), you may test immediately, although it can take 24 hours after symptom onset for the test to accurately detect the virus. You may want to repeat the test 24 hours after a negative test to confirm results if you are still having symptoms.

If you were exposed to someone with COVID-19, wait at least five days after exposure. If you test negative for COVID-19, consider testing again one to two days after your first test.

If you are going to an indoor event or a gathering, test immediately before the gathering, or as close to the time of the event as possible. **This is especially important before gathering with individuals at risk of severe disease**, [older adults](#), those who are [immunocompromised](#), or people who are not [up to date on their COVID-19 vaccines](#), including children who cannot get vaccinated yet.

**Q:** Should I trust the results of a self-test?

**A:** **Positive results** from self-tests are highly reliable.

**Negative results** from self-tests do not rule out SARS-CoV-2 infection. A negative self-test result may not be reliable, especially if you have symptoms associated with COVID-19.

**Invalid results** from self-tests mean the test did not work properly, and a new test is needed to get an accurate result

### **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.

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

On Jan. 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 Jan. 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.

## 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	<a href="https://youtu.be/Fmh8-fhIW8">https://youtu.be/Fmh8-fhIW8</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/6BN4nmPAlto">https://youtu.be/6BN4nmPAlto</a>	January 31 - February 4
Respondents	Provide Feedback	<a href="https://youtu.be/TQHv2kQc9bY">https://youtu.be/TQHv2kQc9bY</a>	February 7-28
Manager & Employee	Review Feedback	<a href="https://youtu.be/imFlsOrjMdU">https://youtu.be/imFlsOrjMdU</a>	March 1-31
Manager & Employee	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.

## **Benefits**

### **Webinars**

#### **The Five Pillars of Personal Finance**

The United States Department of the Treasury has proposed a set of financial core competencies that will be used to establish a clear understanding about what all adults should know regarding the basic concepts of financial literacy.

The five core concept areas identified are:

1. Earning
2. Spending
3. Saving
4. Borrowing
5. Protecting against risk

This session covers the basics (or essentials) of each area and describes practical skills needed to competently address (or manage) personal finances.

Thursday, Feb. 24, 1 p.m.

[Register here.](#)

#### **Budgeting: Establish good spending and saving habits**

**(New-ish)** Take control of your day-to-day finances by getting organized and learn new ways to help you reach your goals.

Tuesday, April 26, 9 a.m.

Thursday April 28, 6 a.m. *and* 12 p.m.

Duration: around 30 minutes

[Register here.](#)

### **Webinars for All – On Demand**

#### **Budgeting: Build your budget using Voya’s budget calculator**

**(New-ish)** Learn how to create a budget personalized to you, using Voya’s budget calculator and

the 50/30/20 approach. Creating a budget is an important step in helping you achieve your financial goals.

Duration: 3 minutes

[Managers/Supervisors – On Demand](#)

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

## **Recruiting**

### **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, March. 4, 1:30-3:30 p.m.

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

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

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

Wednesday, March 9, 9-11 a.m.

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

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

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

Thursday, Feb. 24, 8:30 a.m. - 12 p.m.

Thursday, March 10, 8:30 a.m. - 12 p.m.

### **General Security Awareness Training**

This eLearning is due annually. Here's a link to the course: [General Security Awareness](#)

### **Reasonable Suspicion of Drug and Alcohol Use Training for Managers and Supervisors**

**(New)** The training has been split into two separate trainings:

#### **1) Reasonable Suspicion Training (DOT) Cost \$30.00 (New)**

Thursday, March 17, 9 a.m. - 12 p.m.

#### **2) Reasonable Suspicion Training (NonDOT) Cost \$30.00 (New)**

Thursday, March 3, 9-11 a.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.)

#### **Emotional Intelligence**

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**

[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, March 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

### ***Safety Committee Boot Camp***

Created with Oregon OSHA and Risk Management, this OSHA required safety committee training covers three main sections: Safety Committees and Centralized Committee Rules, Hazard Identification, and Accident Investigation. OSHA requires all new safety committee members complete this training.

Tuesday, March 22, 9 a.m. - 12 p.m.

## **Procurement Training**

### ***Roles and Responsibilities in Procuring for Design Services***

Tuesday, Mar. 1, 9-10:30 a.m.

[Join Microsoft Teams Meeting +1 971-323-0035](#) Conference ID: 490 272 946#

***Cooperative and City Agreements***

Thursday, March 3, 9-11 a.m.

[Join Microsoft Teams Meeting +1 971-323-0035](#) Conference ID: 619 033 769#

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

**Virtual Portland Community College Classes *(New)***

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.**

***Change Management Leadership* \$275.00**

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

***Excel Essentials* \$225.00**

***(New date!)*** Tuesday, March 15, 9 a.m. - 1 p.m.

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

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

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

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

For class descriptions and 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**

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

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