

BHR BULLETIN

Tuesday, March 1, 2022

A weekly update from the Bureau of Human Resources.

Included in this issue

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The following content is available in our [Feb. 22 issue](#).

- Moving Forward *(Current Safety Citywide Protocols)*
- TriMet/CTran Open Enrollment *(Deadline Friday, March 18)*
- Trail Blazers – City Employee Appreciation Nights *(Order Deadline, Friday March 18)*
- Opportunity Builds Diversity – CAAN *(Includes link to calendar of events)*
- Preparing for 2021 PERS Member Annual Statements *(Statements to be mailed in May 2022)*
- Washington State Paid Family Medical Leave
- Vacation Over Maximum Carryover
- SuccessFactors – GROW!

Affinity Groups

(New) Affinity groups are voluntary employee-driven groups, organized around a particular shared interest or dimension. Diverse and Empowered Employees of Portland (DEEP) envisions that affinity groups are organized relevant to the protected classes set forth in non-discrimination laws such as race, disability, ethnicity, gender or sexual orientation. Groups are open to any and all City of Portland employees. To receive more information, please go the Affinity Groups signup page: www.portlandoregon.gov/deep/signup.

COVID-19 Testing for Unvaccinated Employees

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-ish) 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 web page](#).

CityStrong Guidance Resources: You're covered.

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

Dealing with a personal or work issue?

CityStrong Guidance Resources 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

App: GuidanceNow

Web ID: CityStrong

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)

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. 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, 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 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.

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](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

For all employees: The federal government provides free rapid tests for home shipping available at www.covidtests.gov.

For Kaiser enrollees: Rapid antigen home tests are available at local drugstores or online. Please visit kp.org/covidtests for the most up-to-date information on participating retailers. 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.

(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.](#)

Benefits

Webinars

Vision Care is Healthcare – The Importance of an Eye Exam

(New) An eye exam is so much more than determining your ability to see 20/20. The only place your vascular system can readily be seen is in your eyes -- an eye exam can help detect medical conditions. Learn how you can maximize the VSP vision benefits offered by the City.

Tuesday, March 8, 11:30 a.m. - 12 p.m.

[Register here.](#)

Managing Seasonal Allergies

(New) Spring is upon us, but are you planning to stay indoors? Is it hard to find relief? Do allergies have you feeling miserable? Please join Healthy Foundations, while we:

- explore the reasons behind seasonal allergies
- discover ways we can be proactive and feel better
- learn how to best approach our next allergy season

Wednesday, March 9, 12-12:30 p.m.

[Register here.](#)

Paying off Debt while building Wealth

(New) This session covers the basics (or essentials) and lays out practical techniques to help you formulate your own plan to manage personal finances and organize a sensible debt repayment plan without sacrificing financial goals.

Tuesday, March 15, 11 a.m. - 12 p.m.

[Register here.](#)

Mental Fitness for Optimal Brain Power

(New) Depending on our lifestyle, we can weaken or destroy neural pathways, or create new, stronger ones. Engaging regularly in certain behaviors and activities, like physical exercise, addressing mental health issues, meditation, and learning a new language or musical instrument, support new wiring and can make existing pathways stronger. Essentially, we can slow down or somewhat prevent cognitive decline by doing challenging mental exercises to keep our brains fit for optimal power.

Wednesday, March 30, 1-2 p.m.

[Register here.](#)

Budgeting: Establish good spending and saving habits

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](#)

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, April 13, 9-10 a.m.

Racial Equity 101

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](#)

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) Training for Managers & Supervisors

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

Employee Lifecycle Training

Part 1: Tuesday, April 5, 9 a.m. - 12 p.m.

Part 2: Thursday, April 7, 9 a.m. - 12 p.m.

Understand the Neurology of Equity & Inclusion

[Portland State University, Center for Executive and Professional Education](#), [Tia Coachman](#)

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.

Centering Wellbeing: Let's Talk Mental Health!

Wednesday, May 4, 9 a.m. - 12:30 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

Cooperative and City Agreements

Thursday, March 8, 9-11 a.m.

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

Introduction to Procurement

Wednesday, March 23, 9 -11 a.m.

[Join Microsoft Teams Meeting +1 971-323-0035](#) Conference ID: 132 463 572#

Design Bid Build Construction

Tuesday, March 29, 9 - 11 a.m.

[Join Microsoft Teams Meeting +1 971-323-0035](#) Conference ID: 293 342 271#

Alternative Construction Methods

Thursday, March 31, 9 -11 a.m.

[Join Microsoft Teams Meeting +1 971-323-0035](#) Conference ID: 436 434 061#

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.**

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.

Thank you!



BHR Communications

City of Portland, OMF Bureau of Human Resources

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

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

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