

BHR BULLETIN

Tuesday, March 15, 2022

A weekly update from the Bureau of Human Resources.

Included in this issue

- [Reentry and Work Accommodations](#) *(New)*
- [Updating Your Vaccination Status with Booster Shot Info](#) *(New)*
- [Online Benefits Enrollment System](#) *(New)*
- [How to use the Phish Alert button in Microsoft Outlook](#) *(New)*
- [Wonder Woman Awards – Everyday Greatness!](#) *(New)*
- [Affinity Groups](#) *(New-ish)*
- [Black Space](#)
- [COVID-19](#)
- [Benefits](#) *(Deferred Comp: Market Volatility info)*
- [Recruiting](#)
- [Training](#)

The following topics are available in [recent issues](#).

- COVID-19 Leave for Non-Represented, DCTU, PPA-BOEC, PROTEC17, LiUNA and PFFA Represented Employees
- Safety Net Program
- Emergency Shelter Training
- 2021 City of Portland Tax Documents Mailed
- Work Share
- 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)*
- Preparing for 2021 PERS Member Annual Statements
- Washington State Paid Family Medical Leave
- SuccessFactors – GROW!

Reentry and Work Accommodations

(New) Our hybrid return to the office is happening soon! If you are someone with a disability, pregnant, and/or observe a religious practice, and in need of an accommodation to perform your job, please contact your Human Resources Business Partner (HRBP) for assistance. Here's a

link to HRBP bureau assignments: <https://www.portlandoregon.gov/bhr/article/430513>.

Updating Your Vaccination Status with Booster Shot Info

(New) The City now has the capability to accept booster shot information if employees want to update their COVID-19 vaccination status. This is not a requirement. Reporting booster information is entirely up to you.

For those with access to a City computer as well as access to the City's network, booster information can be added to your vaccination status form online through the [CityLink Portal](#), where you will again find the "My Vaccination Status" tab. Click the tab to access the vaccination status form, then update your status with booster information.

For those who have internet access but do not have access to the City's network, you can update your vaccination status online here: [Employee COVID-19 Vaccination Status Form \(smartsheet.com\)](#).

If you have questions, please email bhrcommunications@portlandoregon.gov.

Online Benefits Enrollment System

(New) The City's Health & Financial Benefits team is transitioning operations to a new online benefits enrollment system – effective **April 1, 2022**.

While this change takes place, access to your online benefits account will be temporarily unavailable **March 18 to 31**.

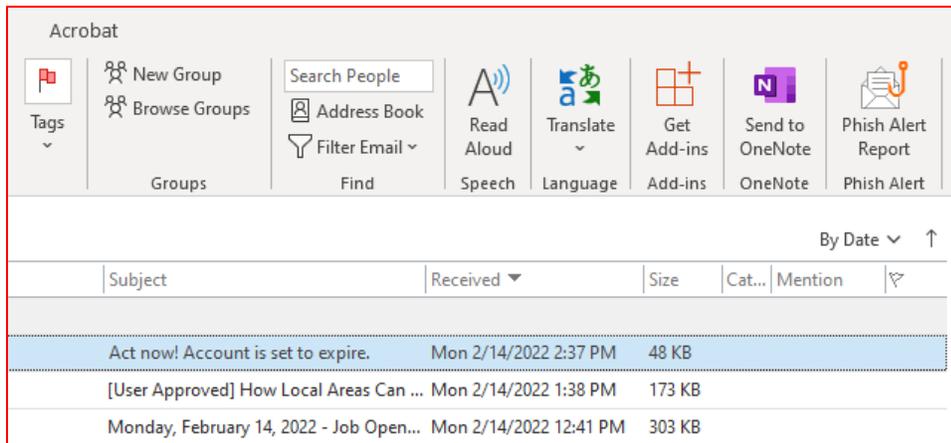
If you are a new employee needing to make your benefit elections, or a current employee needing to make changes to your benefits due to a qualifying life event, please wait until Friday, April 1, to access your online benefits account. If you need to enroll urgently, please contact the benefits office at benefits@portlandoregon.gov.

Thank you for your patience.

How to use the Phish Alert button in Microsoft Outlook

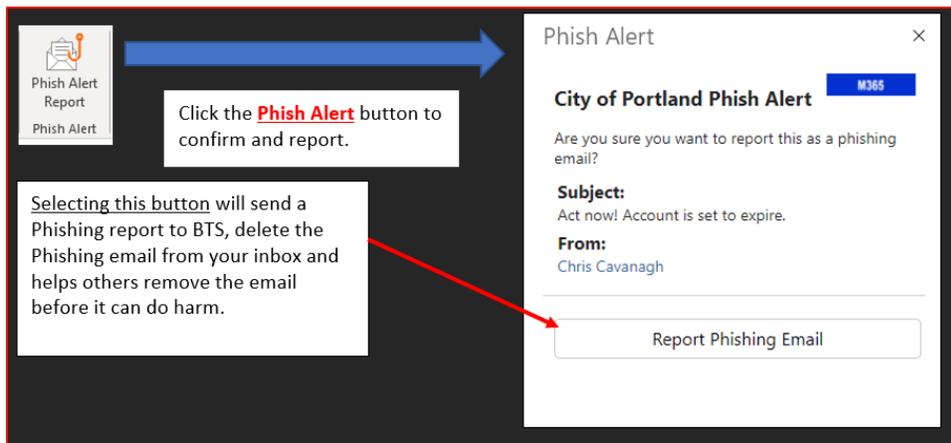
(New) If you receive an email that you think could be a phishing message, with the reading pane open, select (single click) the email, then press the Phish Alert Report button (upper right corner)!

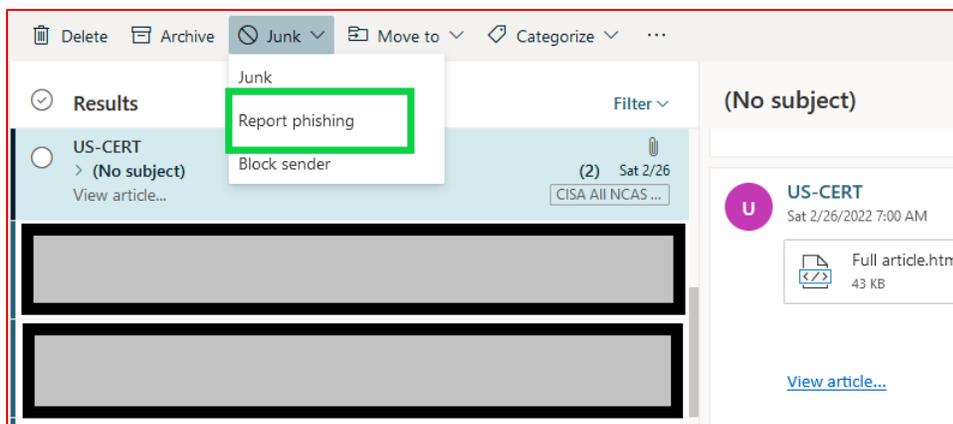
Outlook Desktop Client



Simple new process:

1. Click on the offending email (phishing message).
2. Find and click on the Phish Alert button in the upper right in Outlook.
3. A dialog box appears giving some information and asking if you want to report.
4. Click **“Report Phishing Email”**
5. Done.





Reporting phishing will:

- Remove the phishing email from your mailbox.
- Alert BTS about the phishing attack, providing exactly what BTS needs to respond.
- You get credit for reporting!
- Multiple reports about the same message are aggregated.
- Automated rules will process the messages.
- BTS receives the alert and removes the message from other mailboxes as needed.

Q: What if I clicked on a link within the email, responded to the email or my device is infected?

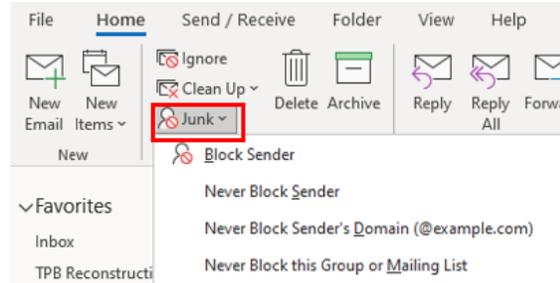
A: If you believe your device is infected or interacted with the email more than simply reading it in the preview pane, then helpdesk needs to know immediately to protect you, your device and other City assets/data:

- In this case, calling the helpdesk (503) 823-5199 is the best step.
- Reporting the phishing via the phishing button is still helpful.

Q: How is Spam different from phishing?

A: Spam or junk email is not the same as phishing. Spam is any kind of unwanted, unsolicited emails that get sent out in bulk. While spam is annoying it is not as malicious as phishing and should not be reported as phishing.

If you get spam or junk email you can **simply delete the unwanted email** and/or add to your Block Sender list to keep future email from the sender out of your inbox.



Questions or issues? Contact the BTS Helpdesk:

[Technology Portal](#)

or 503-823-5199

Twelfth Annual Wonder Woman Awards – Everyday Greatness!

(New) Nominate any woman at the City of Portland who stands out as a community connector, supportive resource, inclusive leader, mentor or simply a fabulous City employee. Please think about everyday heroes such as our field staff, our mental health responders, and our dedicated women working from home – taking care of others and/or pets, keeping you motivated despite a pandemic ... *everyday greatness!*

Nominees don't have to be immediate co-workers. And you can nominate more than one woman. Please nominate in the following categories:

WONDER WOMAN AWARD

(All nominees receive a certificate and recognition)

FABULOUS WONDER WOMAN AWARD

(Jury selected)



NOMINATIONS ARE OPEN UNTIL THURSDAY, MARCH 31.

Please note – there will be no exceptions this year to the nomination deadline due to the high expectancy of nominees. In efforts to honor each recipient, we humbly ask that you submit nominations early.

Nominate here: www.portlandoregon.gov/deep/nomination

All nominees (awardees) will be notified in April. Recognize your colleagues today!

Q: Does every woman who is nominated receive an award?

A: Yes. Every woman who's nominated and is a City of Portland employee receives a certificate via email.

Q: Do you have to be born a woman to qualify?

A: No. You qualify as a woman if you identify as a woman or women, are transgender or non-binary. Nominees must be human or at least an employee of the City of Portland.

Q: Do they have to be a full-time or permanent employee?

A: No. They can be part-time, seasonal, contract, etc. If they are working for the City of Portland at the time of the awards, then they are eligible!

Q: How will the nominees know that they are receiving an award?

A: Debbie Caselton or someone from the Wonder Woman Awards Committee will send them an email.

Q: Will there be an awards ceremony this year?

A: No. But there will be a specially produced video that will be distributed later in April.

Q: Will there be any Exceptional Wonder Women Awards given again this year?

A: Yes. It is now called the Fabulous Wonder Woman Award. These awardees are selected by a jury (the Wonder Woman Awards Committee). These women will also be notified in April and presented on the video.

Q: After the awards, how do I get a list of the Wonder Woman awardees at my bureau?

A: All nominees, listed by bureau will be available on the DEEP web page, under Women's Empowerment: <https://www.portlandoregon.gov/70511>. You can find everything from 2015 through this year.

For more information contact Debbie Caselton at Debbie.Caselton@portlandoregon.gov.

Affinity Groups

(New-ish) 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.

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.

Meetings occur on the third Tuesday of every month, 1-2:30 p.m.

Join Zoom Meeting at

<https://us02web.zoom.us/j/81234850345?pwd=TDJGN1ZWNDVlZlJXZEtHcHJFRWErdz09>

Meeting ID: 812 3485 0345

Passcode: 230082

One tap mobile

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

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

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.

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.

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.

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.

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

Benefits

CityStrong GuidanceResources: a free and confidential Employee Assistance Program (EAP) 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.

CityStrong GuidanceResources contact info:

855.888.9891

guidanceresources.com

App: GuidanceNow

Web ID: CityStrong

Webinars

Mental Fitness for Optimal Brain Power

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

[Register here.](#)

Budgeting: Establish good spending and saving habits

Tuesday, April 26, 9 a.m.

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

[Register here.](#)

Budgeting: Build your budget using Voya's budget calculator

[Watch this 3-minute video.](#)

Deferred Compensation Program Resources

Investments and Market Volatility

(New-ish) Overview of investment risk/returns, asset allocation, portfolio diversification and dollar cost averaging through volatile markets.

Wednesday, March 16, 12 p.m.

[Register here.](#)

Navigating Market Volatility

(New-ish) If market volatility is causing you to consider making changes to your retirement strategy, keep in mind your long-term retirement planning goals and risk tolerance. A great way to learn more is to [visit this resource page](#) designed to help you understand the fundamentals of market volatility and learn strategies that can help guide you through uncertain times.

Addressing uncertainty series: Market Volatility

(New-ish) Market fluctuations may be concerning but saving for retirement involves investing for the long term. Learn about the importance of staying invested and why staying the course matters.

[Watch this 1-minute video.](#)

Money Management Strategies During Inflationary Times

(New-ish) The inflation reading from Jan. 2021 to Jan. 2022 was a whopping 7.5%. As a result, inflation worries are now a leading cause of financial anxiety for many households as purchases like groceries, gas, furniture and used cars have spiked in cost. [This article](#) provides some great suggested strategies to help lessen the stress and financial bite of your day-to-day finances.

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

Tuesday, April 12, 9:30-11:30 a.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) Refresher Training for Managers/Supervisors

Wednesday, April 13, 9-10 a.m.

Reasonable Suspicion of Drug and Alcohol Use Training (DOT), Mgrs./Sups. – Cost \$30.00

Thursday, June 16, 9 a.m. - 12 p.m.

Reasonable Suspicion of Drug and Alcohol Use Training (Non-DOT) - Mgrs./Sups. – \$30.00

Thursday, June 2, 9-11 a.m.

Racial Equity 101

Wednesday, March 23, 1:30-5 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

The eLearning can be taken at any time. 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.

Emotional Intelligence

Part 1: Wednesday, April 13, 9 a.m. - 12 p.m.

Part 2: Friday, April 15, 9 a.m. - 12 p.m.

Understanding 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, April 12, 10 a.m. - 1:30 p.m. (30-minute lunch break is included)

Reasonable Employment Accommodations

Monday, April 25, 1-2:30 p.m.

Performance Review Process

Specifically designed for non-supervisory staff, managers and supervisors. Provides participants with an overview of the fiscal year process. 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

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

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 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
Ph: 503.823.3572 | Fax: 503.865.3288

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

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