

BHR BULLETIN

Tuesday, May 3, 2022

A weekly update from the Bureau of Human Resources

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Find information about COVID-19 testing options, COVID-19 leave, Work Share and more in [recent issues](#).

Week of awareness for missing and murdered Indigenous people

The #MMIP movement was born out of the alarming rate of missing and murdered Indigenous women in Canada and the United States that mostly goes unnoticed. Through community conversations, valuable knowledge reflecting cultural values offer a sense of justice and a path to healing. To learn more, take part in this week's [community events](#), accessible both virtually and in person.

Travel Time – To pay or not to pay?

The following questions and answers pertain to FSLA non-exempt employees assigned to telework – addressing travel time during the workday, and travel from telework sites to City/office work sites. If you need further clarification, please contact your bureau's [Human Resources Business Partner](#).

Q: If an employee is scheduled to work their regular schedule (start time to end time) at a City facility, does the employee receive pay for travel time to and from the facility?

A: No. The employee's work site for the day is at a City facility and any travel time is considered regular home-to-work/work-to-home travel and is not compensable (to be or can be compensated).

Q: Does an employee get paid for travel between work sites?

A: Yes, travel between work sites includes travel within a single day between multiple work sites and is compensable time if an employee must travel *to accomplish their day's work*. For example, if an employee begins their day at their telework location and needs to travel to a City facility, *to accomplish their day's work*, the travel time to and from the City facility is compensable. **Note:** Please continue to read questions and answers below on splitting time between two or more work sites based on different scenarios.

Q: If an employee is teleworking and travels to a City facility for a meeting or other work-related business before or after their regularly scheduled shift, does the employee receive pay for the travel time?

A:

- a. The employee's telework location is their work site for the day, therefore, the employee is "on the clock" once travel time occurs to a City facility (the employee would need to follow internal bureau policies when working outside of their regularly scheduled hours).
- b. An employee must be paid in accordance with HR Administrative rules, union contracts and federal/state laws, including any overtime for compensable travel hours.

Q: If an employee is traveling from one work site to another work site for business reasons, are they eligible for mileage reimbursement?

A:

- a. An employee who uses their own personal vehicle for travel between different work sites is eligible for mileage reimbursement. **Note:** This is subject to preauthorization from the employee's supervisor as the supervisor may require the employee to check out a City Fleet vehicle instead.
- b. Here is the link to the mileage reimbursement policies and form: [Mileage Reimbursement Guidelines | Forms | The City of Portland, Oregon \(portlandoregon.gov\)](#)

Q: If a telework employee works half of the day at a City facility and the other half of the day at their telework location, does the employee receive pay for their travel time to either of these locations, (depending on where they start and end their day)?

A:

- a. The employee's workday starts at a City facility, therefore, that is considered their work site for the day.
- b. The employee does not receive compensation to commute to the City facility and needs to arrive at their scheduled work time.
- c. If the employee needs to travel to another work location, including their telework location, to accomplish their day's work the time is compensable. Note: If the employee made the choice to finish the day's work at their telework location, but could have remained at the City facility to complete work, then travel time is not compensable. However, if the employee's supervisor determined that only a half-day at one location and half a day at another location met business needs then the travel time is compensable.

Q: An employee is designated as an essential worker, but the bureau has permitted the employee to work from home for a day. Do they receive pay for their travel time to a City facility?

A:

- a. Yes, the same criteria applies whether an employee is an essential worker or not.
- b. The definition of an essential worker has a different interpretation when it is weather related than during a pandemic – if an employee had the capabilities with City resources to work from home, then the directive was to work from home.

References:

[Oregon Bureau of Labor & Industries](#) (BOLI)

[City of Portland Labor Agreements](#)

[Human Resource Administrative Rules](#) (HRARs)

Reentry and Work Accommodations

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. [HRBP Bureau Assignments](#)

Updating your vaccination status with booster shot info

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.

SuccessFactors Performance Management for non-represented employees



It's time to Align!

The Align phase of our performance cycle runs from April 1 - July 14.

During this phase, there are a few actions that are required to ensure that performance forms can be equitably calibrated by each bureau, including:

1.) You and your manager hold a third quarterly check-in on your objectives and key results.

- Managers need to conduct a check-in with each of their direct reports, enter date discussion completed and click the "Discussion Completed" button.

2.) Once the check-in is complete, employees enter [their self-assessment](#).

- Select a self-rating for each objective using the five-point rating scale.
- Add any overall comments.
- Send to "Next Step."

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.

Q: Do I need a COVID-19 vaccine booster?

A: Yes. The City does not require it, but the CDC recommends it. The protection COVID-19 vaccines provide decreases over time, especially for certain groups of people.

- [Recent data](#) suggest their effectiveness at preventing infection or severe illness wanes over time, especially in people ages 65 years and older.

The emergence of the variants further emphasizes the importance of vaccination, boosters and prevention efforts needed to protect against COVID-19.

CDC recommends everyone ages 12 and older get a booster for the best protection against COVID-19.

- Data show that an mRNA booster increases the immune response, which improves protection against getting a serious COVID-19 infection.

Q: If we need a booster, are the vaccines working?

A: Yes. [COVID-19 vaccines are working well](#) to prevent severe illness, hospitalization and death. However, public health experts see reduced protection over time against mild and moderate disease, especially among certain populations.

Q: Do boosters have the same ingredients as existing vaccines?

A: Yes. COVID-19 boosters are the same ingredients (formulation) as the current COVID-19 vaccines. However, in the case of a Moderna COVID-19 vaccine booster, the dose is half the amount of the vaccine people get for their primary series.

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

A: Yes, the definition of fully vaccinated has not changed and does not include a booster. Everyone is still considered fully vaccinated two weeks after their second dose in a two-dose series, such as the Pfizer-BioNTech and Moderna vaccines, or two weeks after the single-dose J&J/Janssen vaccine. Fully vaccinated, however, is not the same as having the best protection. People are best protected when they [stay up to date with COVID-19 vaccinations](#), which includes getting boosters when eligible.

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.

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

Benefits

Save the Date! Open enrollment for employee benefits 2022-23

May 13 through May 31, 2022

Mark your calendars for your opportunity to make changes to benefit plans and enroll in flexible spending accounts. For the most up-to-date information, check our open enrollment web page: www.portland.gov/benefits

Sign up to receive text alerts: Text "City Benefits" to 31996

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

Deferred Compensation Program Resources

Navigating Market Volatility

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

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

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

Wednesday, May 11, 4-6 p.m.

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

Wednesday, July 20, 1-3 p.m.

Workplace Harassment, Discrimination, & Retaliation Prevention (HR 2.02) Refresher Training

for Managers/Supervisors

Wednesday, June 22, 4-5 p.m.

Workplace Harassment, Discrimination, & Retaliation Prevention (HR 2.02) for Council Staff

Thursday, May 12, 10-11:30 a.m.

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

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

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

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

Racial Equity 101

Wednesday, May 4, 8:30 a.m. - 12 p.m.

Friday, May 13, 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](#)

Path to Leadership

We are pleased to announce the upcoming posting for the **2022/23 Path to Leadership Program**, a 9-month leadership development cohort program for City employees who are not currently in a manager or supervisor role. The posting opens on Monday, May 9, and the new program year begins in August 2022.

Details on Path to Leadership: [2022-2023 Path to Leadership Program Outline.pdf](#)

Two optional information sessions are now open for registration:

- [Friday, May 6, 11-11:45 a.m. – Register here in CityLearner](#)
- [Thursday, May 12, 3-3:45 p.m. – Register here in CityLearner](#)

Professional Development

New Employee Orientation

Click [New Employee Orientation](#) for more information.

Tuesday, May 10, 10 a.m. - 1:30 p.m. (30-minute lunch break is included)

Bloodborne Pathogen Training

Wednesday, May 4, 1:30-3:30 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](#)

Procurement Training

Contractual Risk

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, May 24, 9-11 a.m.

[Join Microsoft Teams Meeting +1 971-323-0035](#), Conference ID: 900 700 535#

Roles & Responsibilities in Construction Invitation to Bid Process

Tuesday, June 7, 9-11 a.m.

[Join Microsoft Teams Meeting +1 971-323-0035](#) Conference ID: 500 931 085#

Roles & Responsibilities in Goods and Services Processes

Tuesday, June 14, 9-11 a.m.

[Join Microsoft Teams Meeting +1 971-323-0035](#) Conference ID: 278 610 125#

Design Bid Build Construction

Tuesday, June 21, 9-11 a.m.

[Join Microsoft Teams Meeting +1 971-323-0035](#) Conference ID: 405 228 732#

Alternative Construction Methods

Thursday, June 23, 9-11 a.m.

[Join Microsoft Teams Meeting +1 971-323-0035](#) Conference ID: 243 823 419#

Roles and Responsibilities in Procuring for Design Services

Tuesday, June 28, 9-10:30 a.m.

[Join Microsoft Teams Meeting +1 971-323-0035](#) Conference ID: 222 425 086#

View [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.**

Problem Solving & Critical Thinking \$175.00

Thursday, May 5, 9 a.m. - 1 p.m.

Public Speaking and Presentations Virtual/In-Person \$175.00

Wednesday, May 18, 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!



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

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