

BHR BULLETIN

Tuesday, May 10, 2022

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](#).

\$50 credit to support small businesses – Here for Portland

City Employees,

Thank you for your commitment and service to our city as we recover from the pandemic.

As many of you begin spending more time working in City offices, I wanted to ensure you were aware of a campaign we have launched to support the recovery of our local small businesses and business districts. We're launching a series of stimulus initiatives to support sales and customers for restaurant and retail businesses that have been struggling throughout the pandemic and are vital to the vibrancy and appeal of our city.

Our first initiative, kicking off during this week's National Small Business Week, is to offer downtown workers, including City employees, an opportunity to intentionally shop and dine downtown. If you work one day or more downtown, you're eligible to receive, on a one-time basis, \$50 in Kuto app credit that can be spent at local small businesses participating in this program. **Please visit the following web page to find out about where to collect and how to**

spend a \$50 Kuto app credit: [DOWNTOWN WORKERS ARE HERE FOR PORTLAND — Here for Portland.](#)

Even if you don't work downtown, you can still participate in any number of other initiatives that we'll be organizing over the course of the next six months. Please consider participating in this program as a small token of my appreciation for your work, and to support the many small businesses in our city that continue to recover from the impacts of the pandemic.

Thank you for what you do for our community,

Mayor Ted Wheeler

Winterhawks – special round 2 ticket offer for City of Portland employees

A promotional poster for the Winterhawks Round Two Playoffs. The background features a hockey player in a red jersey with the number 92 on his helmet. The text on the poster includes the Winterhawks and Seattle logos, the title "ROUND TWO" with a trophy icon, and a list of seven games with their dates and times. At the bottom, it says "HOME // RWBY" and "WINTERHAWKS.COM • 503-236-4295".

ROUND TWO

GAME 1 • SATURDAY, MAY 7 • 6:05 P.M.
GAME 2 • SUNDAY, MAY 8 • 5:00 P.M.
GAME 3 • WEDNESDAY, MAY 11 • 7:00 P.M.
GAME 4 • FRIDAY, MAY 13 • 7:05 P.M.
*GAME 5 • SATURDAY, MAY 14 • 6:00 P.M.
*GAME 6 • MONDAY, MAY 16 • 7:05 P.M.
*GAME 7 • TUESDAY, MAY 17 • 7:00 P.M.

HOME // RWBY WINTERHAWKS.COM • 503-236-4295 *IF NECESSARY

Fresh off a first-round sweep of the Prince George Cougars, the Hawks are now up 2-0 on Seattle in round two of the 2022 WHL Playoffs. City employees are invited to purchase discounted tickets for upcoming action: [City of Portland Discounted Ticket Link](#). (Note: This type of group ticketing option is also available to any large group of potential ticket purchasers.)

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.”

3.) Once the self-assessment is complete, the [manager will need to enter their assessment](#).

- Manager selects a rating for each objective using the five-point rating scale.
- Add any comments they wish to make.
- Manager will add together the average People and Service objective ratings, select an overall rating as well as the appropriate merit award.

4.) The combined review will then go to the bureau’s senior leadership for a calibration review process to ensure overall equity in year-end ratings.

For bureaus to hold year-end calibration sessions before the end of this phase, your bureau may be announcing a specific timeline for each of these abovementioned steps.

Please work with your manager or supervisor to perform your respective tasks as soon as possible during this phase of our process.

[HRAR 9.02](#) sets citywide policy on merit awards for eligible staff which are, "based on available resources, the maximum amount of merit pay that may be awarded to eligible staff shall be determined annually by City Council." This coming July, City Council approved a merit award budget of 2% and this year’s merit matrix can be accessed on the [Performance and Development Process webpage](#).

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.

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

Open enrollment for employee benefits 2022-23

May 13 through May 31, 2022

Your opportunity to make changes to benefit plans and enroll in flexible spending accounts begins this Friday. 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

CityShape Fitness Facilities in the 1900 Building and the Portland Building

City staff in the downtown central core can use either fitness center by contacting your bureau access coordinator to modify your access. You will receive an email confirming the request. Click the link in the email and complete the online waiver. Membership usually becomes active within one business week.

Employees may not access the space without a completed waiver.

Standard employee access hours to the fitness center and locker room are 6 a.m. to 6 p.m. Monday through Friday.

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

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

Friday, May 13, 1:30-5 p.m.

Thursday, May 26, 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 share the [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 opened 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](#)

Information session now open for registration:

- [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, June 14, 10 a.m. - 1:30 p.m. (30-minute lunch break is included)

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.**

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!



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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