

Family Planning and Support Guide

**Navigating pregnancy, adoption, fertility and leave
benefits for City of Portland Employees**



Support for Your Growing Family

Learn about the many benefits available to help support your growing family. From parental leave, fertility support services, time off, and more.



Health & Financial Benefits
HEALTHY LIVING. HEALTHY FUTURE.

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Supporting Employees and their Families through Life-Changing Moments

At the City of Portland, families come in all shapes and sizes. The journey to becoming a family can be different for everyone. The Health & Financial Benefits Office is here to help you and your family on your journey towards birth, adoption, foster care; and anywhere in between.

Contacts and Directories

Leave Coordinator Directory

Are you expecting an addition to your family? Begin by speaking with your Leave Coordinator; every bureau has at least one. Your Leave Coordinator is your guide through the FMLA, OFLA, and parental leave process, and can help you navigate your eligibility for various types of leave, your desired time off, and so much more. <https://www.portlandoregon.gov/bhr/article/423838>

HR Business Partner Directory

Your HR Business Partner can help you determine how and when to approach your supervisor or manager with your leave needs, as well as connect you to resources. <https://www.portlandoregon.gov/bhr/article/430513>

Bureau Access Coordinators (access to lactation rooms)

Bureau Access Coordinators can help you with resources at your work locations, such as gaining access into your building's lactation room. Your HR Business Partner can connect you to your Access Coordinator.

City Mamas Affinity Group

A supportive environment to exchange information, ideas, and challenges to City of Portland working parents. This group partners with the City to advocate on behalf of working parents, and develop ways to attract, support and retain working parents.

Join the closed PDXCityMamas group on Facebook.

For more information contact: Courtney Duke, Sarah Santner, Rachele Altman, Lora Lillard, Alicia Gruber or Hannah Schafer, or visit <https://www.portlandoregon.gov/50895>.

Health & Financial Benefits

www.portlandoregon.gov/bn

Enroll or make changes online: www.portlandoregon.gov/benefits

Email: Benefits@portlandoregon.gov

Phone: 503-823-6031

Join the Text Club! Text "city benefits" to 31996

A Message from CityStrong Wellness

Self-care: Why taking care of yourself is essential as a new parent

Like most new parents, it may seem nearly impossible to find time for yourself with a new baby or child in the house – but taking care of yourself physically, mentally and emotionally helps you give your baby the best possible care. It is important to try to carve out a few moments each day for yourself. By doing so, not only will that help you be less frustrated, irritable, and self-critical, you may even protect yourself from [postpartum depression](#).

The first 6-8 weeks after birth or placement of your child, don't put high expectation on yourself and your relationship with your partner. This is a time of transition and use this time to get to know your child and managing sleep deprivation.

Self-care: activity, food and rest

Self-care looks different for anyone; however, there are three things that can make a difference in your energy levels and capability to help your child grow and flourish:

- Exercise/movement
- Eating nourishing food
- Resting

Staying active helps improve circulation, increases your overall metabolism, boost the immune system and makes you feel better. Daily walk will get you out of house and into the fresh air. A change of scenery can do wonders for your mood, or you can simply jump and dance around the house listening to your favorite music.

Healthy foods will give you energy. Plan to have nourishing food on hand, such as fresh vegetables, fruit, yogurt, and whole grains.

When it comes to **rest**, there are two rules: go to bed early and nap whenever you can! **So, sleep when the baby sleeps.**

Postpartum Depression

Postpartum can affect parents in the weeks and months after their babies are born, as can post-adoption depression.

Signs and symptoms of postpartum depression (PPD) and post-adoption depression may include:



- Inability to sleep or sleeping too much
- Changes in appetite – loss of appetite or eating more than usual
- Lack of concentration
- Excessive crying
- Feeling overwhelmed
- Depressed mood or mood swings
- Extreme fatigue or loss of energy
- Intense irritability and anger
- Feelings of worthlessness, shame or guilt
- Difficulty bonding with your child
- Feelings of doubt or inadequacy as a parent
- Thoughts of harming yourself or your baby

If you are experiencing any of these signs or symptoms after giving birth or after placement of a child, call your doctor. It is important to notify your doctor as soon possible. Untreated, postpartum depression may last for months or longer.

Dealing with Stress

As a new parent, you will experience stress from time to time. After all, raising children is a beautiful, important and challenging job. You can manage stress by using the following strategies:

- Stay Flexible
- Limit your exposure to negative thoughts and negative media
- Focus on the good: Acts of self-compassion



Did You Know?

Mental Health Copays are Waived for Moda CityCore and Kaiser Participants

Copays for mental health/ substance abuse related office visits for both Kaiser and Moda CityCore plans continue to be waived at this time.

Coinsurance costs for in-patient services/ treatment under the Moda plan are also waived.

- and empathy
- Time management
- Establish and maintain a routine
- Making time for yourself
- Stay connected with other parents and loved ones

Also, asking family and friends for support – or just having an outlet to share how you feel – can take help with managing stress.

**Reminder: If you are feeling distressed, frustrated or the inability to cope, put your child in a safe place – for example, a cot or bed – and take a time out to decompress. Or ask someone else to look after your child until you feel calmer. It is OK to ask for help. If you are having trouble coping, call your primary care physician.

Self-care: getting support

There are a range of services available to help support parents. You can receive free parent support by contacting [National Parent Hotline](#).

Local Resources for Parents:

- [Help for First-Time Moms](#)
- [Healthy Birth Initiative](#)
- [Breastfeeding Support](#)
- [Breastfeeding and Working](#)

Helpful Resources:

- [Childbirth and beyond](#) – Find out how to care for yourself and your baby in the first few weeks.
- [Kelly Mom](#)
- [La Leche League International](#)
- [Baby Blues Connection](#)

Learn more about CityStrong at www.portlandoregon.gov/bhr/79288

Navigating Your Leave Benefits



When you or a family member has a medical need that requires you to be off work, these benefits can help you make the most of your time off; some provide job protection while others provide pay.

Types of Leave (protecting your job)

FMLA/OFLA **LEAVE**

FMLA and/or OFLA protection can ensure that your job is protected while you are out on a medical leave of absence.

Benefits that Pay (while out on leave)

PAID PARENTAL **LEAVE**

City of Portland employees receive 6 weeks of Paid Parental Leave for the birth of a child, placement of adoption, or placement of a foster child.

SHORT TERM **DISABILITY**

The City offers Basic Short-Term Disability to all benefit-eligible employees, as well as an optional plan that can be purchased separately to increase your disability benefit.

FMLA/OFLA Leave (protecting your job)

What is FMLA/OFLA Leave?

The Federal Family and Medical Leave Act (FMLA) and the Oregon Family Leave Act (OFLA) are laws that protect an eligible employee's absence from work due to certain family and medical related reasons. Both laws provide leave for an employee's own serious health condition, including leave for pregnancy disability and prenatal care or for parental leave for a new parent for the birth and care of a newborn child, newly adopted child or newly placed foster child.

What Benefits Do FMLA/OFLA Provide?

Employees who are eligible for FMLA and/or OFLA can take up to 12 weeks of Parental Leave to bond and care for a newborn or newly placed child. They can also take up to 12 weeks of leave for pregnancy disability each calendar year they are eligible. This leave is available for routine prenatal visits and for pregnancy related incapacity, such as part or full-day absences for serious morning sickness, periods of bed rest ordered by a health care provider, a reduced work schedule because of pregnancy complications, and the period of recovery following childbirth.

City Paid Parental Leave

The City provides 6 weeks of paid parental leave to eligible employees due to the birth, placement for adoption, or placement of foster care. Most employees are eligible for this benefit after 180 days of employment, but it does exclude casual, seasonal, and temporary employees who are in non-budgeted positions. Paid parental leave must be taken in one continuous period of up to 6 calendar weeks.

Short-Term Disability Leave

Basic Short-Term Disability is paid for by the City. It provides employees with up to 40% income replacement due to pregnancy. Employees have the option to elect voluntary Buy-Up STD, which provides an additional 20% benefit (paid for by the employee). If you are enrolled in either of these benefits, you can receive additional earnings while on pregnancy disability. To access this benefit, file a claim with The Standard Insurance. Your Leave Coordinator will provide you with additional information on how to do this.

More details regarding this benefit, including maximum benefit caps, waiting periods, and how to sign up can be found on our website at www.portlandoregon.gov/bhr/28407.

Am I Eligible? How do I get started?

Contact your Bureau Leave Coordinator. The Health & Financial Benefit Office, along with your Bureau's Leave Coordinator will assist you in the entire FMLA/OFLA Leave process.

<https://www.portlandoregon.gov/bhr/article/423838>

Health Benefit Coverage While On Leave

Under FMLA and/or OFLA Protected Status

The City will pay its share of premiums for group health coverage as if you were continuing to work. You will be responsible for your portion of health insurance premiums and premiums for any other benefits (life insurance, disability, etc), which will be collected as long as you are in paid status. If you are on unpaid status, any uncollected premiums will be collected upon your return to paid employment.

When not under FMLA and/or OFLA Protected Status

The City will pay its share of premiums for group health insurance coverage as long as you are in paid status. If you are not in paid status, or don't have enough paid hours to cover the premiums, you will receive a COBRA notice for the option to continue health insurance at your own cost.

Additional Leave Resources

LEAVE COORDINATORS BY BUREAU	https://www.portlandoregon.gov/bhr/article/423838
FACT SHEET ABOUT FMLA/OFLA LEAVE	https://www.portlandoregon.gov/bhr/71677
HRARS FOR FMLA/OFLA LEAVE	https://www.portlandoregon.gov/bhr/62383



Leave Checklist

This basic list can help guide you on important tasks to complete during your leave.

Before your leave begins		
	TALK TO YOUR LEAVE COORDINATOR	Your Leave Coordinator is your first go-to when you know you will need to be on leave. Speak to them about your leave options, how long you want to take off, your eligibility, and more. Your Leave Coordinator will also supply you with any forms that need to be completed prior to your leave.
	NOTIFY YOUR SUPERVISOR/MANAGER	Once you are ready to do so, notify your supervisor/manager about your upcoming leave. At least 30 days prior notice is required in most circumstances, such as anticipated birth, adoption, or surgery. You are encouraged to discuss potential timelines with your supervisor as soon as you feel comfortable to do so. This timeline may be different for everyone (for example, if you plan to adopt).
	COMPLETE LEAVE PAPERWORK	Completion of a FMLA/OFLA Leave of Absence Application form should be completed and submitted to your supervisor or responsible administrator. This form is available from your Bureau FMLA Leave Coordinator. Once paperwork is completed, you will receive an Eligibility Notice as well as a Designation Notice.
During your leave/prior to returning to work		
	ADD YOUR NEW DEPENDENT ONTO YOUR BENEFIT PLANS	A newborn child or child placed for adoption is automatically covered under the employee's medical plan for a limited period (30 days), after which the dependent will be dropped from coverage unless action is taken to actively enroll them. You can do this by going to your benefits portal online at www.portlandoregon.gov/benefits and adding a new dependent.
	CHECK IN WITH YOUR LEAVE COORDINATOR AND SUPERVISOR	When you know your date to return to work, notify your Leave Coordinator and Supervisor/Manager. Your Leave Coordinator will notify you if you need to supply the City with a release to return to work (completed by your physician). This is usually required in the case of a return from a disability (including pregnancy disability).
After you return to work		
	ARE YOU NURSING? LOOK INTO BENEFITS AT YOUR WORKSITE	Access to lactation rooms, wellness rooms, etc if you need it.

Special Benefits For Kaiser Members

Coordinated Prenatal Care



Learn more about what to expect from Kaiser by visiting <https://healthy.kaiserpermanente.org/oregon-washington/health-wellness/maternity/healthy/prenatal>. Learn about the birthing suites, enroll in optional prenatal classes, tour your local hospital's maternity wing, and more.

Free Apps: Class Pass and Calm



Kaiser members can receive the ClassPass and Calm apps for free. To obtain the ClassPass membership: <https://healthy.kaiserpermanente.org/oregon-washington/secure/health-wellness/choose-healthy/classpass>. For the Calm app: https://healthy.kaiserpermanente.org/health-wellness/mental-health/tools-resources/digital?kp_shortcut_referrer=kp.org/selfcareapps

Special Benefits for Moda Members

Womens Health & Maternity Care



A health coach can give information and support to help you have the best possible experience during and after your pregnancy.

Call 877-277-7281 or email careprograms@modahealth.com.

Healthy Foundations



Moda members who are managing a health condition during pregnancy including chronic stress/anxiety, depression, gestational diabetes, and more can get support by enrolling in Healthy Foundations. Visit www.portlandoregon.gov/bhr/76462 or healthyfoundationspdx.com.

CARROT

Say hello to your new Carrot benefit

Your Carrot benefit gives you access to fertility and family-forming education, virtual chats with physicians and other specialists, an expert-authored library of resources, exclusive discounts, and holistic pregnancy support through Carrot Pregnancy.

CARROT FERTILITY

A program that supports all paths to parenthood

Fertility and family-forming benefits designed for your unique parenthood journey

- Carrot gives you access to education and expert chats on topics including fertility education and assessments, fertility preservation (egg, sperm, and embryo freezing), in vitro fertilization (IVF), third-party reproduction including gestational carrier services and adoption
- Lower negotiated rates for treatments at top fertility clinics — more than \$2,000 USD savings per treatment

Personalized support from knowledgeable and compassionate experts

- Guidance and support from the Carrot Care Team, including education, coaching, and identification of top provider options in your area
- Mental health and emotional support including, unlimited access to family therapists, relationship coaches, and grief counselors
- Unlimited virtual visits with reproductive endocrinologists, urologists, adoption experts, and more — a benefit worth up to \$500 USD on its own



CARROT RX

A single source for fertility medications, at the best price

A premium pharmacy experience with significant savings

- Significant savings on fertility medications
- Easy prescription, vitamin, and supplement ordering
- Free overnight delivery and same-day delivery on most medications

Exceptional care and personalized support, every step of the way

- A dedicated clinician available anytime, day or night
- Virtual appointments with a fertility nurse to help with your medications, treatments, and injection administration

Ready to get started?

Activate your benefit today and explore all the resources Carrot has to offer. Learn more about your benefit at [carrotfertility.com](https://www.carrotfertility.com)



CARROT PREGNANCY

Find peace-of-mind with world-class pregnancy support

Vetted healthcare professionals in your pocket

- Virtual chats with doctors and specialists to answer your pregnancy questions — in the comfort of home
- Support from doula and midwives on your birth plans, changing hospital restrictions, and more

Holistic support through your full pregnancy

- Virtual sessions with emotional well-being experts to reduce stress and anxiety
- Helpful resources for anxiety reduction, including prenatal yoga and meditation classes



CARROT