

Affinity Group Participation

The City of Portland supports the valuable contributions Affinity Groups create to honor a diverse employee culture. To formally recognize these groups, and provide the time necessary for success, the following hours will be allocated through the creation of 3 new time codes within SAP as defined below:

Affinity Group Leader: City employees who have taken on the executive leadership roles of an Affinity Group shall be allotted up to 2 hours monthly to be used/integrated as part of their normal work day/week to perform tasks and attend monthly meetings specifically related to their Affinity Group.

Group Member: City employees who are members of an Affinity Group can use 1 hour of regularly scheduled work time monthly to attend a meeting. Meetings are to be scheduled over a normal non-paid lunch period, and this allowed time is intended for travel and/or for those who normally have a 30-minute lunch period, so participants can attend a full meeting.

Affinity Group Volunteer: City employees who are members of an Affinity Group can use up to 12 hours per calendar year to host and/or plan special annual events and celebrations honoring the Affinity Group, and/or to volunteer as a representative of the Affinity Groups during Citywide New Employee Orientation events. A volunteer can be group members or group leaders and the hours allowed within this category are separate from those listed above.

Expectations:

- The leader(s) of each group will make available a list of attendees' if requested by a supervisor/manager to validate attendance.
- In no circumstance is it expected that one individual would be assigned all the duties and that committee members would be expected to share in the responsibilities of the group.
- Affinity Group Leaders cannot also be considered a Group Member for the purposes of allocating time.
- Affinity Group Leaders can be considered Affinity Group Volunteers
- Affinity Group Members can be considered Affinity Group Volunteers
- Group leaders/members will provide a schedule to their supervisor of the expected uses of the allocated time (e.g. NEO, monthly meeting) ensuring the supervisor has adequate notice and can plan work accordingly. There may be occasions when the work responsibilities of the member must take priority, or the employee works within a crew and the members absence would substantially impact the work of the crew; in those instances, proactive solutions should involve the supervisor, HRBP or BHR Liaison, and the group member.
- Affinity Group members/leaders/volunteers must be in good standing as an employee of the City of Portland. For the purposes of this document, good

standing shall mean the employee is not actively subject to discipline and is not subject to a performance improvement plan (PIP) or last chance agreement.

- Where an employee's work time is allocated to special Grant work, or other projects billed on an hourly basis, Affinity Group members time should be charged to the bureau, as with other bureau associated costs (e.g. bureau wide meetings).