

RESOLUTION No.

Authorize the Bureau of Human Resources to establish processes and procedures necessary to support Affinity Group work and membership Citywide (Resolution)

WHEREAS, the City of Portland values all employees, and

WHEREAS, the City of Portland supports the valuable contributions Affinity Groups create to honor a diverse employee culture, and

WHEREAS, Employees who establish formal membership within an Affinity Group(s) shall be allotted up to one (1) hour of regularly scheduled work time monthly to attend a meeting, ensuring the employee has time to travel to the meeting, and/or participate.

WHEREAS, Employees who establish formal leadership/executive leadership roles within the Affinity Groups(s) shall be allotted up to two (2) hours of regularly scheduled work time monthly to perform tasks and attend meetings specifically related to their group and their leadership role.

WHEREAS, Employees who have established membership can use up to twelve (12) hours of regularly scheduled work time per calendar year to host and/or plan special annual events and celebrations honoring the Affinity Group, and/or volunteer as a representative during Citywide New Employee Orientation events.

NOW THEREFORE, BE IT RESOLVED, the Bureau of Human Resources is directed to establish appropriate time codes for employee use and supervisor approval; and

BE IT FURTHER RESOLVED, the Bureau of Human Resources is directed to establish appropriate expectations for participation, and to proactively work with bureaus ensuring equitable outcomes; and

BE IT FURTHER RESOLVED, The Chief Human Resources Officer shall be responsible for review and update of the process and procedures required for successful implementation and review

Adopted by the Council:
Mayor Ted Wheeler

Commissioner Amanda Fritz

Prepared by: Cathy Bless
Date Prepared: September, 13 2019

Mary Hull Caballero
Auditor of the City of Portland
By

Deputy

IMPACT STATEMENT

Legislation title: Authorize the Bureau of Human Resources to establish processes and procedures necessary to support Affinity Group work and membership Citywide (Resolution)

Contact name: Cathy Bless
Contact phone: 503.823.5207
Presenter name: Cathy Bless

Purpose of proposed legislation and background information:
 To allot up to one (1) hour of regularly scheduled work time monthly for employees who establish formal membership within an Affinity Group(s) to attend a meeting, ensuring the employee has time to travel to the meeting, and/or participate. Employees who have established membership can use up to twelve (12) hours of regularly scheduled work time per calendar year to host and/or plan special annual events and celebrations honoring the Affinity Group, and/or volunteer as a representative during Citywide New Employee Orientation events.

For employees who establish formal leadership/executive leadership roles within the Affinity Groups(s) can take up to two (2) hours of regularly scheduled work time monthly shall be allotted to perform tasks and attend meetings specifically related to their group and their leadership role.

Financial and budgetary impacts:

There is no financial impact for this ordinance approval. The impact would be reflected in productivity versus an actual hard cost.

Community impacts and community involvement:

This action is internal to City government processes.

100% Renewable Goal:

Budgetary Impact Worksheet

Does this action change appropriations?

- YES:** Please complete the information below.
- NO:** Skip this section

Fund	Fund Center	Commitment Item	Functional Area	Funded Program	Grant	Sponsored Program	Amount