

**RESOLUTION No. 37453**

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: OCT 16 2019  
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

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Agenda No. \_\_\_\_\_  
 Item Type: Resolution \_\_\_\_\_ No. 37453  
 Council Meeting Date: October 16, 2019

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

**AGENDA TYPE**

- Consent  
 Regular  
 Time Certain Start Time

Item 1 of 1

Total amount of time needed for presentation, testimony and discussion (Regular and Time Certain Only): 15 Minutes

**INTRODUCED BY: Mayor Ted Wheeler & Commissioner Fritz**

**COMMISSIONER / AUDITOR APPROVAL**

Mayor - Finance & Admin. - Wheeler Digitally signed by Mustafa Washington  
Washington  
Date: 2019.10.08 11:54:31 -0700  
 Position 1/ Utilities - Fritz *Amanda Fritz*  
 Position 2/ Works - Fish  
 Position 3/ Affairs - Hardesty  
 Position 4/ Safety - Eudaly  
 City Auditor - Hull Caballero

**BUREAU APPROVALS**

Bureau: OMF/BHR  
 OMF/CAO: Tom Rinehart Digitally signed by Tom Rinehart  
Date: 2019.09.30 13:48:12 -0700  
 Bureau Approval: Cathy L. Bless Digitally signed by Cathy L. Bless  
Date: 2019.09.28 12:55:28 -0700

Prepared By: Cathy Bless  
 Date Prepared: August 26, 2019

- 1) Is a completed Impact Statement attached?  Yes  
 3) Is the item a Code ordinance?  Yes  No  
 If yes, Auditor Office Approval  
 5a) Is item a Portland Policy Document or Administrative Rule?  Yes  No

- 2) Does the item amend the budget?  Yes  No  
 If yes, Budget Office Approval  
 4) Is this item a contract (current or future), code, easement, franchise, comp plan or Charter?  Yes  No  
 If yes, Attorney Office Approval  
 5b) If yes, is the City Policy/Admin Rule directive in the ordinance or resolution?  Yes  No

**ACTION TAKEN:**

CLERK USE: DATE FILED 10/8/19

Mary Hull Caballero  
 Auditor of the City of Portland

By: Keelan McClymont Digitally signed by Keelan McClymont  
McClymont  
Date: 2019.10.08 14:19:30 -0700  
 Deputy

**FOUR-FIFTHS AGENDA**

- |             |
|-------------|
| 1. Fritz    |
| 2. Fish     |
| 3. Hardesty |
| 4. Eudaly   |
| Wheeler     |

**COMMISSIONERS VOTED AS FOLLOWS:**

	YEAS	NAYS
1. Fritz	✓	
2. Fish	✓	
3. Hardesty	✓	
4. Eudaly	✓	
Wheeler	✓	