



[Home](#) / [Portland Policy Documents](#) / [Adopted Rules for the Auditor's Office](#) / [Human Resources Adopted Rules for the Auditor's Office](#) / [Employment](#)

ARA-3.17 - Community Relationship-Building

Administrative Rules Adopted by Bureaus Pursuant to Rule Making Authority (ARB)

Search Code, Charter, Policy

Policy category: [Employment](#)

Keywords

Policy number: ARA-3.17

Search

A. Purpose and Authority

The Auditor's Office recognizes that building long-term, reciprocal relationships with community-based organizations is a key component of the Auditor's Office's outreach and equity efforts. To help facilitate relationship-building, the Auditor's Office is initiating a three-year pilot that allows eligible Auditor's Office employees to use paid work time to provide qualifying services to community-based organizations ("Community Relationship-Building").

Community Relationship-Building is intended to be a coordinated, office-wide effort that complements the Auditor's Office's more traditional outreach, networking, and relationship-building efforts. The purpose is to:

- Advance the Auditor's Office's equity and communication plan goals of building partnerships with community-based organizations;
- Raise community awareness about the services and information available from the Auditor's Office, with a focus on historically underserved communities; and
- Provide services that enhance and serve the communities in the Portland area.

This rule sets forth Community Relationship-Building requirements. This rule does not apply to outreach, networking, and relationship-building activities that employees perform as part of their regularly assigned work duties, or to volunteer activities performed by employees in their personal time. See [Auditor's Office Administrative Rule 4.05 – Outside Employment and Unpaid Activities](#).

Section 2-506 of the Portland City Charter authorizes the City Auditor to adopt, amend, and repeal administrative rules to carry out the Auditor's Office's duties.

The Community Relationship-Building pilot will run from September 1, 2020

– August 31, 2023, provided that the City Auditor reserves the right to change the terms and conditions of this pilot, or to terminate Community Relationship-Building, at any time, without prior notice.

B. Amount of Time

Eligible full-time employees may use up to 16 hours of paid work time per calendar year to provide qualifying Community Relationship-Building services to qualifying 501(c)(3) nonprofit organizations. Eligible part-time employees may use hours on a prorated basis.

1. Time may be used during the workday, or time spent during non-work hours may be flexed during the workweek.
2. Unused available hours in one calendar year will not roll over to the next year.
3. Employees may not use more than 16 hours of paid work time per year for Community Relationship-Building services unless the City Auditor approves the additional hours in writing.

C. Employee Eligibility

All regular, non-represented Auditor's Office employees may participate in Community Relationship-Building, unless:

1. The employee is not meeting performance standards. Factors that may be taken into consideration include but are not limited to quality of work, daily work habits, and employee leave balances.
2. The employee has been disciplined for misuse of time or a related policy infraction within the last year.
3. The employee misuses Community Relationship-Building time, such as by claiming time when qualifying services were not provided. Employees who abuse Community Relationship-Building may be subject to discipline in accordance with [Auditor's Office Administrative Rule 5.01 - Discipline](#).
4. The employee's use of Community Relationship-Building is not working to advance the purposes of this rule.
5. The pilot is discontinued.

D. Qualifying Organizations

1. To qualify for Community Relationship-Building:
 - A. The organization must have 501(c)(3) nonprofit tax status. Employees can confirm an organization's 501(c)(3) status on the Internal Revenue Services' [website](#).
 - B. The mission of the organization must be focused on underserved communities in the Portland area or the organization must be led by historically underrepresented

Portlanders / communities. Examples of organizations focused on underserved communities in the Portland area include:

- Asian Pacific American Network of Oregon (APANO)
- Northwest Health Foundation

- Disability Rights Oregon
- Immigrant and Refugee Community Organization (IRCO)
- Latino Network
- Momentum Alliance
- Native American Youth and Family Center (NAYA)
- Q Center (note, organization has a tax-exempt 501(c)(3) status under the name LGBT Community Center Fund)
- Street Roots
- YWCA of Greater Portland
- Muslim Educational Trust
- National Alliance on Mental Illness of Clackamas County
- Unite Oregon
- Habitat for Humanity
- Oregon Food Bank
- Big Brothers-Big Sisters
- Hacienda Community Development Corporation
- Living Cully
- Verde
- Wisdom of the Elders
- Black Parent Initiative
- Portland Opportunities Industrialization Center

This list is not exhaustive, but can be used to generate ideas. Employees may propose organizations that serve underserved communities but are not on this list.

C. Providing services to the organization may not create a conflict of interest or the appearance of a conflict of interest for the employee or Auditor's Office, and the services may not impair independence, as described in Section F.

2. Organizations that discriminate based on race, ethnicity, religion, gender, marital status, familial status, national origin, age, mental or physical disability (as defined by the Americans with Disabilities Act and state law), sexual orientation, gender identity, source of income, protected veterans' status, or any other protected status under applicable law, do not qualify.

E. Qualifying Services

1. Employees proposing Community Relationship-Building must demonstrate that the services and/or time at the organization is intended to meet the following goals:
 - A. Advancing the Auditor's Office's equity and communication plan goals of building relationships with community-based organizations.
 - B. Raising community awareness about the services and

information available from the Auditor's Office, with a focus on historically underserved communities.

NOTE: If the Community Relationship-Building services do not directly lend themselves to raising awareness about the Auditor's Office, employees should look for other opportunities to share information about the Auditor's Office's work with staff and clients of the organization. For example, an employee serving meals to people experiencing homelessness is not expected to distract organization staff or tell each person they serve about the Auditor's Office. However, the employee is expected to find a time to share information about the Auditor's Office with the organization's staff, and to share information with the organization's clients when appropriate.

C. Providing services that enhance and serve communities in the Portland area.

2. Supervisors may approve Community Relationship-Building only if the services or time spent at the organization are intended to meet all three goals. Many activities that provide important community services will not qualify because they offer only limited opportunities for relationship building and/or outreach about the Auditor's Office.

Example: Packing food at a food bank provides an important community service, but will generally not qualify if the services are performed primarily with other volunteers and offer little opportunity for relationship-building or outreach. However, providing other types of services to the food bank, such as administrative services or assisting at a food distribution event, may qualify if the services are likely to meet all three goals.

3. Employees should be responsive to the needs of the organizations in terms of hours and the type of work they perform. Providing services over an extended period of time is generally preferred to help develop and sustain long-term community partnerships.
4. Examples of services that may qualify include:
 - Becoming a Big Brother or Big Sister
 - Performing administrative work for an organization on a quarterly basis
 - Assisting an organization to organize or hold a community event
 - Serving food to people experiencing homelessness at a soup kitchen
 - Helping to digitize an organization's newspaper archive
5. Examples of services that will not qualify include:
 - Coaching your child's basketball team or serving as your child's scout leader

- Attending your child's school conference
 - Attending a professional, religious, or personal interest conference
 - Canvassing for a political candidate or ballot initiative
 - Serving on the governing Board of an organization
 - Volunteering for a City Bureau
6. Employees can work individually or with other employees on a team, and may volunteer for more than one organization.

F. Potential Conflicts of Interest / Independence Impairments

Community Relationship-Building may not create a conflict of interest or the appearance of a conflict of interest, or interfere with the structural independence of the Auditor's Office (such as providing services to a City bureau).

1. The Division manager, in consultation with the City Auditor, will determine whether services create a conflict of interest or impair independence.
2. An organization that receives funding from the City may qualify for Community Relationship-Building, but this fact must be disclosed and considered to determine whether the funding may create a conflict of interest or raises independence concerns.
 - A. The employee must determine whether the organization receives funding from the City, a City Bureau, or Prosper Portland, and disclose such funding on the COMMUNITY RELATIONSHIP-BUILDING APPROVAL form (Appendix A).
 - B. Employees must immediately inform their Division manager, in writing, if services provided to an organization include financial transactions or financial decisions involving funds received directly or indirectly from the City.
3. Employees must immediately inform their Division manager if a new Auditor's Office assignment or a change in services provided to an organization may create a conflict of interest or raises independence concerns.

Example: If Audit Services plans to audit a City program that provides funding to an organization, and an employee uses time under this rule to provides services to the organization, the employee must immediately notify their Division manager.

G. Approval Process

Supervisor approval is required before an employee may participate in Community Relationship-Building. Approval is at the discretion of the supervisor.

1. To request approval, employees must submit a completed COMMUNITY RELATIONSHIP-BUILDING APPROVAL form (Appendix A) to their supervisor.
2. Upon receipt of an approval form, the supervisor must determine whether:

- A. The employee is eligible for participation (Section C), the organization qualifies (Section D), and the proposed services qualify (Section E).
- B. The proposed Community Relationship-Building creates a conflict of interest / appearance of a conflict of interest or impairs independence (Section F).
- C. The Auditor's Office can accommodate the proposed service dates and times. Participation should not create a hardship for the Division or other employees, work should not have to be reassigned to accommodate an employee's time away, and deadlines may not be missed because of an employee's time away.
3. The supervisor may request more information from the employee and/or may consult with the Division manager and/or City Auditor, as needed, to evaluate a request.
4. Supervisors should provide all eligible employees with equal opportunities to participate, while considering the constraints of specific positions, and are encouraged to work with employees to try to accommodate participation.
5. A supervisor or Division manager denying a request should notify the employee, in writing, of the reason for the denial. The employees may amend the request to alleviate concerns, such as changing service dates, and request reconsideration.

H. Expectations

1. Before providing services, an employee must inform the organization's staff coordinating their services that the employee is on paid time representing the Auditor's Office and is working to advance the Auditor's Office's goals.
2. During Community Relationship-Building, employees are expected to try to raise awareness about the Auditor's Office. Ways to increase awareness may include talking with the organization's staff or clients about the work of the Auditor's Office and bringing Auditor's Office brochures for the organization to display and distribute.
3. Employees must follow all applicable Auditor's Office human resources rules, including but not limited to [Auditor's Office Administrative Rule 2.02 – Prohibition Against Workplace Harassment, Discrimination, and Retaliation](#), [Rules 4.01 – 4.13 – Employee Behavior and Expectations](#), and [Rules 11.01 – 11.04 – Ethical Conduct](#).
4. Employees must record their services in the Community Contacts database, which is used to track Auditor's Office's outreach activities. Employees may be given outreach assignments with the organization, in addition to Community Relationship-Building.
5. Employees must record their time in accordance with Division requirements, and must appropriately flex time during a workweek, to avoid overtime, if applicable.

6. Supervisors are responsible for ensuring that employees update the Community Contacts database, record their time in accordance with Division requirements, and flex their time, as needed. Employees covered by the Fair Labor Standards Act are entitled to overtime pay

if they work more than 40 hours in a workweek. Supervisors must manage the work time of covered employees to avoid overtime.

7. Supervisors are not required to verify employee time at an organization, but must consult Operations Management if they suspect abuse or misuse of time.

HISTORY

Adopted by the City Auditor on August 4, 2020.

Related documents

 [ARA-3.17 - Community Relationship Building](#) (189.66 Kb)



ARA 3.17 COMMUNITY RELATIONSHIP-BUILDING

A. Purpose and Authority

The Auditor's Office recognizes that building long-term, reciprocal relationships with community-based organizations is a key component of the Auditor's Office's outreach and equity efforts. To help facilitate relationship-building, the Auditor's Office is initiating a three-year pilot that allows eligible Auditor's Office employees to use paid work time to provide qualifying services to community-based organizations ("Community Relationship-Building").

Community Relationship-Building is intended to be a coordinated, office-wide effort that complements the Auditor's Office's more traditional outreach, networking, and relationship-building efforts. The purpose is to:

- Advance the Auditor's Office's equity and communication plan goals of building partnerships with community-based organizations;
- Raise community awareness about the services and information available from the Auditor's Office, with a focus on historically underserved communities; and
- Provide services that enhance and serve the communities in the Portland area.

This rule sets forth Community Relationship-Building requirements. This rule does not apply to outreach, networking, and relationship-building activities that employees perform as part of their regularly assigned work duties, or to volunteer activities performed by employees in their personal time. See [Auditor's Office Administrative Rule 4.05 – Outside Employment and Unpaid Activities](#).

Section 2-506 of the Portland City Charter authorizes the City Auditor to adopt, amend, and repeal administrative rules to carry out the Auditor's Office's duties.

The Community Relationship-Building pilot will run from September 1, 2020 – August 31, 2023, provided that the City Auditor reserves the right to change the terms and conditions of this pilot, or to terminate Community Relationship-Building, at any time, without prior notice.

B. Amount of Time

Eligible full-time employees may use up to 16 hours of paid work time per calendar year to provide qualifying Community Relationship-Building services to qualifying 501(c)(3) nonprofit organizations. Eligible part-time employees may use hours on a prorated basis.

1. Time may be used during the workday, or time spent during non-work hours may be flexed during the workweek.
2. Unused available hours in one calendar year will not roll over to the next year.
3. Employees may not use more than 16 hours of paid work time per year for Community Relationship-Building services unless the City Auditor approves the additional hours in writing.

C. Employee Eligibility

All regular, non-represented Auditor's Office employees may participate in Community Relationship-Building, unless:

1. The employee is not meeting performance standards. Factors that may be taken into consideration include but are not limited to quality of work, daily work habits, and employee leave balances.
2. The employee has been disciplined for misuse of time or a related policy infraction within the last year.
3. The employee misuses Community Relationship-Building time, such as by claiming time when qualifying services were not provided. Employees who abuse Community Relationship-Building may be subject to discipline in accordance with [Auditor's Office Administrative Rule 5.01 - Discipline](#).
4. The employee's use of Community Relationship-Building is not working to advance the purposes of this rule.

5. The pilot is discontinued.

D. Qualifying Organizations

1. To qualify for Community Relationship-Building:
 - a. The organization must have 501(c)(3) nonprofit tax status. Employees can confirm an organization's 501(c)(3) status on the Internal Revenue Services' [website](#).
 - b. The mission of the organization must be focused on underserved communities in the Portland area or the organization must be led by historically underrepresented Portlanders / communities. Examples of organizations focused on underserved communities in the Portland area include:

- Asian Pacific American Network of Oregon (APANO)
- Northwest Health Foundation
- Disability Rights Oregon
- Immigrant and Refugee Community Organization (IRCO)
- Latino Network
- Momentum Alliance
- Native American Youth and Family Center (NAYA)
- Q Center (note, organization has a tax-exempt 501(c)(3) status under the name *LGBT Community Center Fund*)
- Street Roots
- YWCA of Greater Portland
- Muslim Educational Trust
- National Alliance on Mental Illness of Clackamas County
- Unite Oregon
- Habitat for Humanity
- Oregon Food Bank
- Big Brothers-Big Sisters
- Hacienda Community Development Corporation
- Living Cully

- Verde
- Wisdom of the Elders
- Black Parent Initiative
- Portland Opportunities Industrialization Center

This list is not exhaustive, but can be used to generate ideas. Employees may propose organizations that serve underserved communities but are not on this list.

- c. Providing services to the organization may not create a conflict of interest or the appearance of a conflict of interest for the employee or Auditor’s Office, and the services may not impair independence, as described in Section F.
2. Organizations that discriminate based on race, ethnicity, religion, gender, marital status, familial status, national origin, age, mental or physical disability (as defined by the Americans with Disabilities Act and state law), sexual orientation, gender identity, source of income, protected veterans’ status, or any other protected status under applicable law, do not qualify.

E. Qualifying Services

1. Employees proposing Community Relationship-Building must demonstrate that the services and/or time at the organization is intended to meet the following goals:
 - a. Advancing the Auditor’s Office’s equity and communication plan goals of building relationships with community-based organizations.
 - b. Raising community awareness about the services and information available from the Auditor’s Office, with a focus on historically underserved communities.

NOTE: If the Community Relationship-Building services do not directly lend themselves to raising awareness about the Auditor’s Office, employees should look for other opportunities to share information about the Auditor’s Office’s

work with staff and clients of the organization. For example, an employee serving meals to people experiencing houselessness is not expected to distract organization staff or tell each person they serve about the Auditor's Office. However, the employee is expected to find a time to share information about the Auditor's Office with the organization's staff, and to share information with the organization's clients when appropriate.

- c. Providing services that enhance and serve communities in the Portland area.
2. Supervisors may approve Community Relationship-Building only if the services or time spent at the organization are intended to meet all three goals. Many activities that provide important community services will not qualify because they offer only limited opportunities for relationship building and/or outreach about the Auditor's Office.

Example: Packing food at a food bank provides an important community service, but will generally not qualify if the services are performed primarily with other volunteers and offer little opportunity for relationship-building or outreach. However, providing other types of services to the food bank, such administrative services or assisting at a food distribution event, may qualify if the services are likely to meet all three goals.

3. Employees should be responsive to the needs of the organizations in terms of hours and the type of work they perform. Providing services over an extended period of time is generally preferred to help develop and sustain long-term community partnerships.
4. Examples of services that may qualify include:
 - Becoming a Big Brother or Big Sister
 - Performing administrative work for an organization on a quarterly basis
 - Assisting an organization to organize or hold a community event
 - Serving food to people experiencing houselessness at a soup kitchen
 - Helping to digitize an organization's newspaper archive

5. Examples of services that will not qualify include:

- Coaching your child's basketball team or serving as your child's scout leader
- Attending your child's school conference
- Attending a professional, religious, or personal interest conference
- Canvassing for a political candidate or ballot initiative
- Serving on the governing Board of an organization
- Volunteering for a City Bureau

6. Employees can work individually or with other employees on a team, and may volunteer for more than one organization.

F. Potential Conflicts of Interest / Independence Impairments

Community Relationship-Building may not create a conflict of interest or the appearance of a conflict of interest, or interfere with the structural independence of the Auditor's Office (such as providing services to a City bureau).

1. The Division manager, in consultation with the City Auditor, will determine whether services create a conflict of interest or impair independence.
2. An organization that receives funding from the City may qualify for Community Relationship-Building, but this fact must be disclosed and considered to determine whether the funding may create a conflict of interest or raises independence concerns.
 - a. The employee must determine whether the organization receives funding from the City, a City Bureau, or Prosper Portland, and disclose such funding on the COMMUNITY RELATIONSHIP-BUILDING APPROVAL form (Appendix A).
 - b. Employees must immediately inform their Division manager, in writing, if services provided to an organization include financial transactions or financial decisions involving funds received directly or indirectly from the City.

3. Employees must immediately inform their Division manager if a new Auditor's Office assignment or a change in services provided to an organization may create a conflict of interest or raises independence concerns.

Example: If Audit Services plans to audit a City program that provides funding to an organization, and an employee uses time under this rule to provides services to the organization, the employee must immediately notify their Division manager.

G. Approval Process

Supervisor approval is required before an employee may participate in Community Relationship-Building. Approval is at the discretion of the supervisor.

1. To request approval, employees must submit a completed COMMUNITY RELATIONSHIP-BUILDING APPROVAL form (Appendix A) to their supervisor.
2. Upon receipt of an approval form, the supervisor must determine whether:
 - a. The employee is eligible for participation (Section C), the organization qualifies (Section D), and the proposed services qualify (Section E).
 - b. The proposed Community Relationship-Building creates a conflict of interest / appearance of a conflict of interest or impairs independence (Section F).
 - c. The Auditor's Office can accommodate the proposed service dates and times. Participation should not create a hardship for the Division or other employees, work should not have to be reassigned to accommodate an employee's time away, and deadlines may not be missed because of an employee's time away.
3. The supervisor may request more information from the employee and/or may consult with the Division manager and/or City Auditor, as needed, to evaluate a request.

4. Supervisors should provide all eligible employees with equal opportunities to participate, while considering the constraints of specific positions, and are encouraged to work with employees to try to accommodate participation.
5. A supervisor or Division manager denying a request should notify the employee, in writing, of the reason for the denial. The employees may amend the request to alleviate concerns, such as changing service dates, and request reconsideration.

H. Expectations

1. Before providing services, an employee must inform the organization's staff coordinating their services that the employee is on paid time representing the Auditor's Office and is working to advance the Auditor's Office's goals.
2. During Community Relationship-Building, employees are expected to try to raise awareness about the Auditor's Office. Ways to increase awareness may include talking with the organization's staff or clients about the work of the Auditor's Office and bringing Auditor's Office brochures for the organization to display and distribute.
3. Employees must follow all applicable Auditor's Office human resources rules, including but not limited to [Auditor's Office Administrative Rule 2.02 – Prohibition Against Workplace Harassment, Discrimination, and Retaliation](#), [Rules 4.01 – 4.13 - Employee Behavior and Expectations](#), and [Rules 11.01 – 11.04 – Ethical Conduct](#).
4. Employees must record their services in the Community Contacts database, which is used to track Auditor's Office's outreach activities. Employees may be given outreach assignments with the organization, in addition to Community Relationship-Building.
5. Employees must record their time in accordance with Division requirements, and must appropriately flex time during a workweek, to avoid overtime, if applicable.

6. Supervisors are responsible for ensuring that employees update the Community Contacts database, record their time in accordance with Division requirements, and flex their time, as needed. Employees covered by the Fair Labor Standards Act are entitled to overtime pay if they work more than 40 hours in a workweek. Supervisors must manage the work time of covered employees to avoid overtime.
7. Supervisors are not required to verify employee time at an organization, but must consult Operations Management if they suspect abuse or misuse of time.

Auditor's Office Administrative Rule Information and History

Questions about this administrative rule may be directed to the [Auditor's Office's Operations Management Division](#).

Adopted by the City Auditor on August 4, 2020. The pilot period will begin on September 1, 2020.



P O R T L A N D
CITY AUDITOR
Mary Hull Caballero

**APPENDIX A:
Community Relationship-Building Approval Form**

EMPLOYEE INFORMATION

Employee name:

Division:

Organization information	Organization:	
	Address:	
	Website:	
	Describe the organization's mission and who it serves:	
	Describe the service(s) you will provide to the organization:	
	Explain how providing these services to this organization will meet the following outreach and equity goals:	
	1. Advancing the Auditor's Office's equity and outreach goals by building relationships with community-based organizations.	
	2. Raising community awareness about the services and information available from the Auditor's Office, with a focus on historically underserved communities.	



P O R T L A N D
CITY AUDITOR
Mary Hull Caballero

	3. Providing services that enhance and serve the communities in the Portland area.	
	<i>Employee certification:</i> I have confirmed that the organization needs and/or wants my assistance: <input type="checkbox"/> YES	
	Does this organization receive funding from the City of Portland, a City Bureau or Prosper Portland? <input type="checkbox"/> YES <input type="checkbox"/> NO	

Date(s) and time(s) of planned volunteer work:

Total number of hours requested:

Employee certification: I have read and understand Auditor's Office Administrative Rule 3.17: YES

Employee signature:

SUPERVISOR AND AUDITOR APPROVAL

Supervisor signature:

City Auditor signature:
