

HUMAN RESOURCES MEMORANDUM
#5-2022

DATE: June 27, 2022

TO: Honorable Mayor Meredith Leighty and City Council Members

THROUGH: Heather Geyer, City Manager *hmg*

FROM: Tamara Dixon, Human Resources Director and Chief Diversity Officer *TD*

SUBJECT: Revised Employee Volunteer Program Policy

PURPOSE

To provide Council with suggested revisions to the proposed Employee Volunteer Program policy.

BACKGROUND

In April of 2022, Human Resources suggested the addition of an Employee Volunteer Program policy to the Employee Handbook. The policy aligns with City employees' new vision: "Where excellent public service thrives through employee equity, trust, innovation, and work-life balance." As research shows, volunteering provides individuals with a sense of purpose, provides a sense of community, and adds to work-life balance by helping to lessen stress and anxiety, all factors that benefit the organization and community.

Based on feedback from City Council April 18, 2022, this new version of the program reduces the hours available to staff from 16 to 8 and puts accountability measures in place.

Research on public sector volunteer programs in the Denver Metro area noted that many organizations have such a policy for their employees, ranging from eight to 16 hours per calendar year. The approximate cost to provide eight hours of volunteer time per year to employees is \$110,000 (assumes all employees choose to serve the Northglenn community or another non-profit organization during the year). As an example, an employee paid at the City average total compensation rate of \$37.63 per hour receives this additional optional benefit if they choose to participate in the program. This translates to a value of \$301.04 to have this City employee out in the community supporting important causes.

BUDGET/TIME IMPLICATIONS

Overall, the budget impact depends on actual utilization of the program. Staff will track utilization on an annual basis and report back to City Council. Staff who utilize volunteer time on a weekend must flex the hours spent volunteering during the work week. Additionally, volunteer time would not count as hours worked for the purposes of calculating overtime.

STAFF RECOMMENDATION

Staff is seeking additional feedback from City Council. If Council consensus is provided, staff would bring the Volunteer Program forward for approval on July 11, 2022.

STAFF REFERENCE

If Council members have any questions, please contact Tamara Dixon, Human Resources Director and Chief Diversity Officer, at tdixon@northglenn.org or 303.450.8877.

ATTACHMENTS

1. Presentation
2. Revised Employee Volunteer Program Policy
3. Employee Volunteer Program Acknowledgment Form

REVISED EMPLOYEE VOLUNTEER PROGRAM

Tamara Dixon

*Human Resources Director and
Chief Diversity Officer*

303.450.8877

tdixon@northglenn.org

City Council Meeting

June 27, 2022



**CITY OF
Northglenn**

PURPOSE

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REFRESHER

Employee Volunteer Program Suggested as an Addition to Employee Handbook – April 2022

Feedback from City Council Suggesting Edits – April 2022

Revised Employee Volunteer Program – June 2022



WHY AN EMPLOYEE VOLUNTEER PROGRAM?

City's new vision

Gives a sense of purpose

Provides a sense of community

Adds to work-life balance

Employees more productive and engaged

Employer of choice

Competitive recruiting advantage



OTHER PUBLIC SECTOR PROGRAMS

City – Hours Per Year

Arvada – Director’s discretion (no time cap)

Bennett – 8

Woodland Park – 8

Estes Park – 8

Durango – 16

Cortez – 8

Westminster – Implementing 10 hours per year beginning this summer



ACCOUNTABILITY



Volunteer Acknowledgment Form

The City of Northglenn believes in giving back to the community. Employees are encouraged to give back to our local community through our Employee Volunteer Program.

Employees must have the managing director/sponsor of the organization at which they are volunteering acknowledge the time spent volunteering by signing the acknowledgment form below.

Employees must return this completed form to their manager.

ACKNOWLEDGMENT

By signing below, I certify that _____ (Employee) has volunteered at _____ (Organization) on _____ for a period of _____ hours.

Print Employee Name

Print Sponsor Name

Employee Signature

Sponsor Signature

Manager Use Only

Date Received: _____

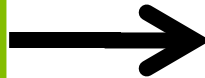
Date Sent to Human Resources: _____



COSTS TO CITY TO IMPLEMENT PROGRAM

Per Year Cost:

**Approximately \$110,000
(Assumes all employees
choose to serve the
Northglenn community or
other nonprofit organization
for 8 hours during the year)**



Example:

**Employee paid at total
compensation rate of
\$37.63 per hour = value of
\$301.04 for this employee
to be out serving the
community**



QUESTIONS?

Tamara Dixon

*Human Resources Director and
Chief Diversity Officer*

303.450.8877

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CITY OF
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EMPLOYEE VOLUNTEER PROGRAM

PURPOSE

It is the purpose of the City of Northglenn to add an employee Volunteer program to our employee benefit offerings. The intention of this program is to create community engagement opportunities for City of Northglenn employees that are meaningful, purposeful and helps those in need. At the same time, the City of Northglenn recognizes that participating in these activities will also enrich and inspire the lives of our employees. "Community" is not defined as just local community but may encompass a global perspective or City-sponsored events.

GUIDELINE

All regular full-time and part-time employees of the City of Northglenn are eligible to participate in this program after successful completion of the probationary period. The employee must be in good standing. The employee must provide reasonable notice (a minimum of 14 days) to their supervisor and work responsibilities will take priority over the volunteer request. Employees can choose a non-profit organization or City-program of their choice or work together with their departments on a team volunteer activity.

All regular full-time and part-time* employees can volunteer up to 8 hours (1 day) per calendar year with a nonprofit organization, or at a City-sponsored event in accordance with the City of Northglenn's volunteering guidelines. More than one organization or event may be chosen.

- Employees will be paid at their normal rate of pay for the hours volunteered.
- If the employee is volunteering on a day outside of their normal work schedule, the employee must flex the time within the same pay period. As an example, if an employee who works Monday through Friday volunteers 4 hours on a Saturday, 4 hours must be flexed during the work week.
- Employees must have the Director or Sponsor of any volunteer opportunity sign the Volunteer Acknowledgement form verifying hours volunteered. This form must be provided to the employee's supervisor upon completion of the volunteer opportunity. Completed forms must be returned to Human Resources for volunteer hours tracking purposes.
- Volunteer time will not count as hours worked for the purposes of calculating overtime.
- Volunteer time can be taken in the following increments:
 - Employees can volunteer a maximum of 8 hours per calendar year (4 hours for part time employees).
 - Minimum of 2 hours per volunteer opportunity.
 - Employee timesheets must be completed using the appropriate volunteer time code.
 - *Part-time employees are eligible at a pro-rated schedule if their regularly scheduled hours are 20 or more per week.
- Employees who work a 4/10 or 9/80 schedule must account for the appropriate number of hours when utilizing volunteer time. As an example, if an employee working a 4/10 schedule utilizes volunteer time, the employee must account for 8 hours of volunteer time and two hours of general leave must be submitted to account for their 10-hour shift.

INELIGIBILITY

Employees are ineligible to participate in the volunteer program if:

- The employee is on a Performance Improvement Plan (PIP).
- The employee violates the provisions of the program.
- The employee has given notice of intent to separate employment with the City of Northglenn.
- The volunteer program is discontinued. The City of Northglenn reserves the right to modify, amend, suspend, or discontinue this program at any time without prior notice. The City of Northglenn also reserves the right to revoke approval if it is felt that the employee is misusing the program.

QUESTIONS

Employees who have any questions or concerns, or who need additional information regarding this guideline should contact their Supervisor or Human Resources.



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