



Paid Community Service Hours

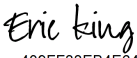
Policy No. HR-0903

City Manager Administrative Policy


Bend Code Chapter 1.30.005 provides for ‘City Manager Authority to Adopt Administrative Regulations, Policies and Guidelines.’ All regulations, policies and guidelines adopted by the City Manager shall be consistent with the City of Bend Charter, the Bend Code, and council ordinances.

The following policy conforms to the above stated standards. This Policy replaces and rescinds Policy No. ADM 2024-8

Authorized by City Manager:

DocuSigned by:

409EE33EB4F64D3
Eric King, City Manager

Reviewed by Legal Counsel:

Signed by:

392FD2178C27458...
Ian Leitheiser, City Attorney

Dated: 5/2/2025

Dated: 5/2/2025

I. Purpose

The City of Bend (“City”) recognizes the importance of engaging with and giving back to the community. City employees are encouraged to volunteer their time and talents with eligible charitable organizations that work to better lives in the local community. This Policy establishes the Paid Community Service Program (“Program”) for eligible City employees and defines the Program scope, eligibility, and criteria.

II. Policy

The Program provides eligible City employees up to eight (8) hours of paid leave per calendar year to be used during regularly scheduled work hours while volunteering at a local charitable organization. Paid Community Service Hours are a type of leave as set forth in the Employee Handbook.

III. Scope

All eligible Non-Represented and City of Bend Employee Association (COBEA) represented employees.

If this Policy conflicts with an applicable collective bargaining agreement, the collective bargaining agreement controls.

Participation in the Program is voluntary, and employees are not required to participate.

V. Policy Terms & Provisions

A. Employee Eligibility

Employees are only eligible to receive Paid Community Service Hours if each of the following criteria are met:

1. Employee is in a Non-Represented or City of Bend Employee Association (COBEA) represented position;
2. Employee must be appointed to a Regular or Limited Term position at the time the volunteer work is performed;
3. Employee’s manager or supervisor has approved the Volunteer time; and
4. Employee has complied with the criteria and procedure provided in this Policy.

Employees of Bend Police Department and employees represented by the Bend Fire Association are not eligible to participate in this Program. Employees in seasonal and temporary positions are not eligible to participate in this Program.

B. Rules for Employee Participation

1. Employees who participate in the Program are not considered to be within the course and scope of their City employment while engaging in the community service activity, including but not limited to while traveling to or from performing the activity. Time spent doing community service activities is just like other paid time off, where the City is not directing or controlling the employee's activity or time.
2. To access Paid Community Service Hours, employees shall reference and follow the Program's procedural and operating process documents as maintained by the Organizational Development and Employee Experience Manager.
3. Employees must volunteer with a Charitable Organization that meets the criteria established in this Policy.
4. The Program is not intended to create additional income-earning opportunities for employees. Time spent performing community service activities must be on a volunteer basis between the employee and the organization being served. Employees must be mindful of the prohibition on use of their official position and may not use or attempt to use their position with the City to obtain financial gain or avoidance of financial detriment for the employee, a relative or member of the household of the employee, or any business with which the employee or a relative or member of the household of the employee is associated, if the financial gain or avoidance of financial detriment would not otherwise be available but for the employee's holding of the official position or office. Employees are individually responsible for complying with state law ethics requirements for public officials and all City policies.
5. Paid Community Service Hours must be used during a normally scheduled workday.
6. Employees should plan volunteer time in a way that results in minimal interruption to the workday. Requested Paid Community Service Hours may not create a need for overtime or cause conflicts with other employees' schedules.
7. Employees are responsible for meeting the individual requirements of the entity with which they are volunteering. The City will not reimburse expenses related to required screening, nor will the City's current background or drug screen results be used for this purpose.

8. Volunteering on behalf of the City at City-sponsored events (e.g., City Fest, Pride, and Juneteenth) can be done on paid time with supervisor approval and does not count towards an employee's usage of Paid Community Service Hours. This Policy does not change that established City practice.

C. Organization Eligibility

Organizations must meet the following criteria to be eligible for employee utilization of Paid Community Service Hours:

1. A 501(c)(3) non-profit or public entities serving charitable, civic, or humanitarian purposes.
2. Must operate and provide services in Deschutes County.

Political advocacy is not considered volunteer service work under this Policy. Political advocacy is defined as the promotion of political activity (either a sitting, campaigning, or newly elected candidate), political organizations and/or individual campaigns. As defined by the IRS, political organizations are parties, committees, associations, funds or other organizations organized and operated primarily for the purpose of directly or indirectly accepting contributions or making expenditures to influence or attempt to influence the selection, nomination, election or appointment of an individual to a federal, state or local public office or office in a political organization.

D. Compensation

1. Eligible employees will be compensated at the employee's current base rate of pay on the day(s) the employee volunteered.
2. Paid Community Service Hours are not eligible for overtime pay and will not include any premiums or other enhancements to base pay.
3. Paid Community Service Hours are applied each year, and unused hours may not be carried forward to the next calendar year.
4. Paid Community Service Hours have no cash value and will not be paid out on separation.
5. Paid Community Service Hours are intended to apply to the actual volunteer service and are not intended to compensate an employee's travel time.
6. Paid Community Service Hours may not be used for any purpose not authorized by this Policy, and may not be used for vacation, sick leave, or for any other purpose not covered by this Policy.

7. Paid Community Service Hours will be requested and recorded on an employee's timesheet utilizing the Community Service accrual code.

E. Requesting and Utilizing Paid Community Service Hours

1. Employees must request and receive approval from their supervisor prior to engaging in volunteer service work.
2. Approval of time away from the employee's job responsibilities to participate in Paid Community Service Hours is at the discretion of the employee's supervisor.
3. Approval decisions may not be conditioned on or influenced by the supervisor's personal views on the organization or cause to which the employee wishes to direct their time. However, the City reserves the right to rescind or deny approval if, in the sole discretion of the City, the request presents issues or concerns that could negatively impact the City or its reputation. Supervisors should consult with the Organizational Development & Employee Experience Manager and/or the City Attorney's Office to assess any concerns before rescinding or denying a request on this basis.
4. Operational needs will take priority over a Paid Community Service Hours request, and supervisors may apply their discretion in reviewing a request by considering the operational needs of the department and the City.

F. Administration

1. The Organizational Development & Employee Experience Manager is responsible for administering this Policy. The employee is responsible for ensuring adherence to the Policy.
2. Employees who volunteer under this Policy should conduct themselves in a manner which aligns with the City's policies, including but not limited to policies governing employee conduct, and are subject to all City policies while volunteering.
3. The City reserves the right to rescind or deny approval of any request if it is felt that an employee is misusing the Program, or a request does not reasonably fulfill the intent of the Program.
4. The City reserves the right to modify, amend, suspend, or discontinue this Program at any time without prior notice.
5. The City reserves the right to follow up directly with the organization to verify satisfactory completion of the volunteer hours.



Language Assistance Services & Accommodation Information for People with Disabilities

You can obtain this information in alternate formats such as Braille, electronic format, etc. Free language assistance services are also available. Please contact Amanda Toms at atoms@bendoregon.gov or 541-323-8562. Relay Users Dial 7-1-1.



Servicios de asistencia lingüística e información sobre alojamiento para personas con discapacidad

Puede obtener esta información en formatos alternativos como Braille, formato electrónico, etc. También disponemos de servicios gratuitos de asistencia lingüística. Póngase en contacto con Amanda Toms en atoms@bendoregon.gov o 541-323-8562. Los usuarios del servicio de retransmisión deben marcar el 7-1-1.

Certificate Of Completion

Envelope Id: BA072B6A-B67E-4F3B-AE0C-C227537F16E6

Status: Completed

Subject: Complete with Docusign: HR-0903 Paid Community Service Hours.pdf

Source Envelope:

Document Pages: 6

Signatures: 2

Envelope Originator:

Certificate Pages: 5

Initials: 0

Brenda Mingus

AutoNav: Enabled

710 NW Wall St.

Envelopeld Stamping: Enabled

Bend, OR 97703

Time Zone: (UTC-08:00) Pacific Time (US & Canada)

bmingus@bendoregon.gov

IP Address: 10.103.81.137

Record Tracking

Status: Original

Holder: Brenda Mingus

Location: DocuSign

5/2/2025 9:09:12 AM

bmingus@bendoregon.gov

Signer Events

Ian M. Leitheiser

ileitheiser@bendoregon.gov

Asisstant City Attorney

Security Level: Email, Account Authentication
(None)

Signature

Signed by:

Ian M. Leitheiser
392FD2178C27458...

Signature Adoption: Pre-selected Style

Using IP Address: 98.142.36.35

Timestamp

Sent: 5/2/2025 9:09:47 AM

Viewed: 5/2/2025 9:10:38 AM

Signed: 5/2/2025 9:13:37 AM

Electronic Record and Signature Disclosure:

Accepted: 5/2/2025 9:10:38 AM

ID: 85f2dd3b-5068-4c05-92ef-bfcc6890aa9e

Company Name: City of Bend

Eric King

eking@bendoregon.gov

City Manager

City of Bend

Security Level: Email, Account Authentication
(None)

DocuSigned by:

Eric King
409FF33EB4E64D3...

Signature Adoption: Pre-selected Style

Using IP Address: 98.142.36.35

Sent: 5/2/2025 9:13:38 AM

Viewed: 5/2/2025 9:14:30 AM

Signed: 5/2/2025 9:14:35 AM

Electronic Record and Signature Disclosure:

Accepted: 5/11/2021 3:40:52 PM

ID: 1be4d586-76d4-4e39-83e4-3feae319b4d0

Company Name: City of Bend

In Person Signer Events

Signature

Timestamp

Editor Delivery Events

Status

Timestamp

Agent Delivery Events

Status

Timestamp

Intermediary Delivery Events

Status

Timestamp

Certified Delivery Events

Status

Timestamp

Carbon Copy Events

Status

Timestamp

Witness Events

Signature

Timestamp

Notary Events

Signature

Timestamp

Envelope Summary Events

Status

Timestamps

| Envelope Summary Events | Status | Timestamps |
|-------------------------|------------------|---------------------|
| Envelope Sent | Hashed/Encrypted | 5/2/2025 9:09:47 AM |
| Certified Delivered | Security Checked | 5/2/2025 9:14:30 AM |
| Signing Complete | Security Checked | 5/2/2025 9:14:35 AM |
| Completed | Security Checked | 5/2/2025 9:14:35 AM |

| Payment Events | Status | Timestamps |
|----------------|--------|------------|
|----------------|--------|------------|

Electronic Record and Signature Disclosure

ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

From time to time, City of Bend (we, us or City) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

Getting paper copies

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you may be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below. Paper copies may also be requested from City by contacting Procurement.

Withdrawing your consent

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

Notices and disclosures may be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we may provide electronically to you through the DocuSign system required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. You can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

How to contact the City:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To advise the City of your new email address

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at dgalanaugh@bendoregon.gov and in the body of such request you must state: your previous email address, your new email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to dgalanaugh@bendoregon.gov and in the body of such request you must state your email address, full name, mailing address, and telephone number.

To withdraw your consent with the City

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;**
- ii. send us an email to dgalanaugh@bendoregon.gov and in the body of such request you must state your email, full name, mailing address, and telephone number.**

Required hardware and software

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here:
<https://support.docusign.com/guides/signer-guide-signing-system-requirements>.

Acknowledging your access and consent to receive and sign documents electronically

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to ‘I agree to use electronic records and signatures’ before clicking ‘CONTINUE’ within the DocuSign system.

By selecting the check-box next to ‘I agree to use electronic records and signatures’, you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and**
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and**
- Until or unless you notify the City as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by the City during the course of your relationship with the City.**