



# Engaging Staff in the Community: Volunteerism and Interest Groups

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# Introductions

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“Who am I?”

“Why am I here?”



# Icebreaker

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*This session is all about engagement, amongst staff members and amongst staff members and the community they serve*

- How do you engage staff members with your community?
- How do you engage staff members amongst themselves?





# The Englewood Story



# Englewood at a Glance

- Current population of approximately 34,000
- Over 2,100 businesses located across the city
- Top 2% of places to start a business
- 3<sup>rd</sup> highest concentration of millennials in the State of Colorado
- Home-rule city with a Council-Manager form of government
- Amenities include a golf course (Broken Tee), water park, two recreation centers, and 17 programmed parks





# Known, Mattered, and Included

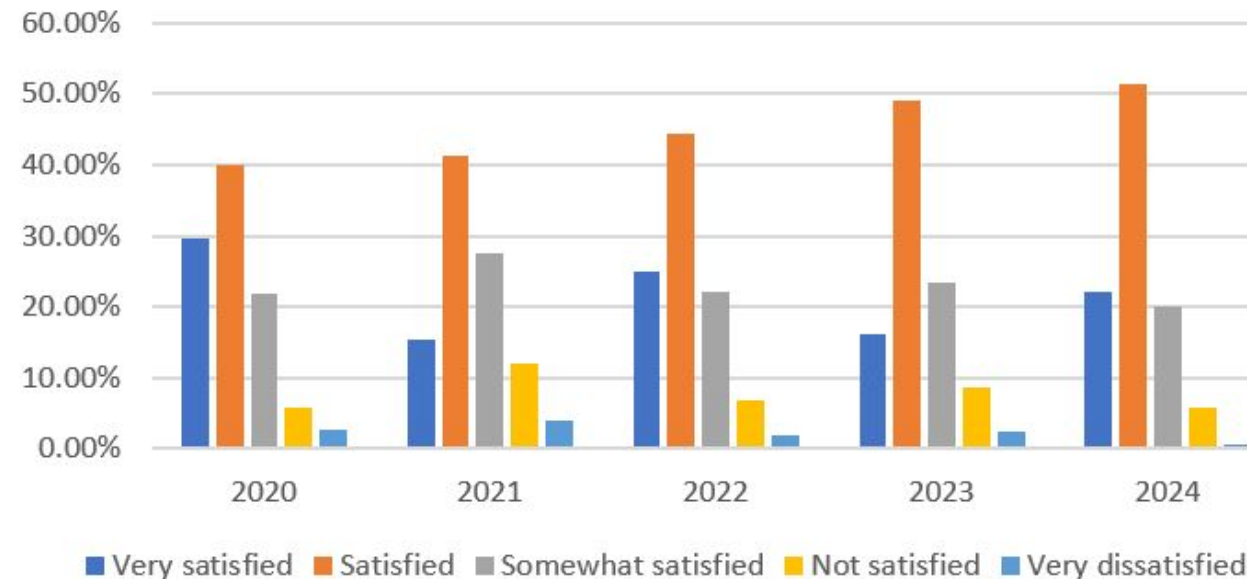
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- Positive work-place culture focused on ensuring that all employees feel known, mattered, and included
- Recognizing employees caught “in the act” through note cards, spot bonuses, and other recognitions
- Recognizing employees throughout the year during planned recognition events
- Employee awards and appreciation week each December

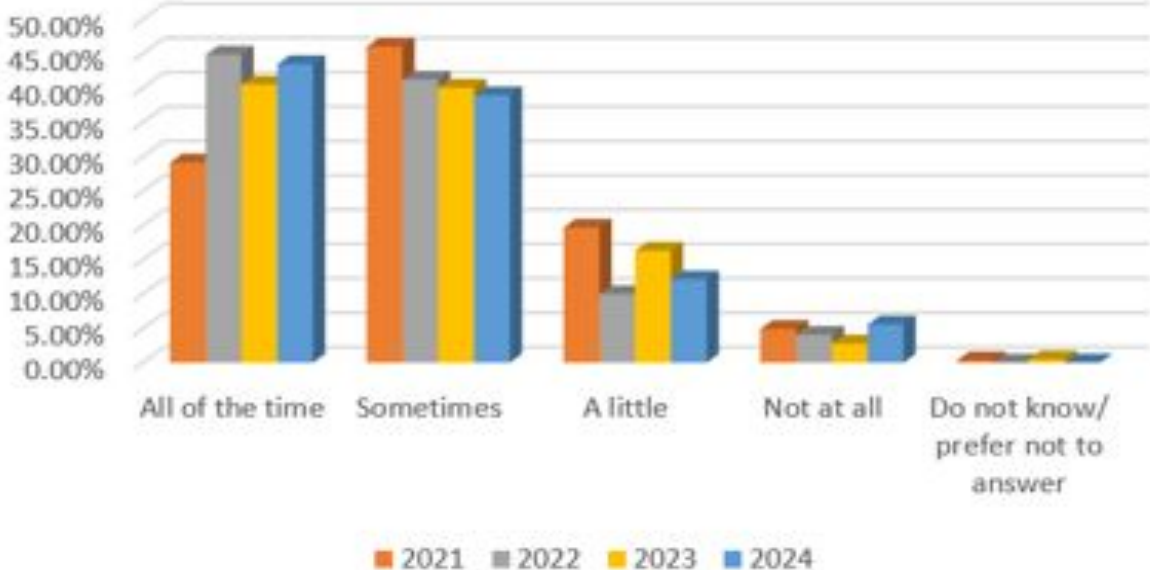


# Overall Satisfaction

As an employee of the City, how satisfied are you?



Do you feel connected to your coworkers?



# Areas of Focus as an Organization

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*From the City's annual employee satisfaction survey*

- Improving opportunities to facilitate communication amongst employees
- Continuing to focus on providing employees with opportunities to grow professionally
- Increasing opportunities for employees to connect with their co-workers
- Utilizing the City's strategic plan to focus on goal setting and delivery to minimize concerns that goals of the City change frequently
- Working to ensure that employees receive clear expectations for their roles





# Volunteerism (EngleCares)



# Why?

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- Giving back to the community
- Connecting with nonprofits
- Providing positive experiences for employees
- Working together to achieve strategic plan outcomes and goals



# Defining Terms

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- **One-time event-** A one-time volunteer event that lasts for less than four hours
  - **Routine volunteering-** Volunteering with the same organization on a consistent basis to not exceed two hours a week (one hour a week for employees working less than 30 hours a week)
  - **Volunteer Time Off (VTO)-** Paid time off for the use of volunteering. Employees are eligible for six hours per month. It is not considered as “hours worked” for the purpose of calculating overtime
  - **Volunteering-** Conducting activities during regular work hours to support a registered nonprofit located within the city limits of the City of Englewood without compensation.
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# Participant Expectations

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- Volunteering must occur within the city limits of the City of Englewood and/or with a nonprofit with a fixed address in Englewood but doing business outside of the limits of the city.
  - Volunteering must not negatively impact the ability of an employee to perform the duties of their job description.
  - Employees who are on a Performance Improvement Plan (PIP) are not eligible for this program.
  - Participation in this volunteer program is voluntary. No employee is expected or required to participate.
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# Process

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- Employees may choose to either volunteer on a routine basis and/or to volunteer for one time events
- Routine volunteering- Weekly basis for the same organization, not to exceed 1.5 hours per week
- One time event volunteering- Volunteering on a one-time basis for no more than four hours in a week and no more than four one-time events in a calendar year





# Participating Organizations





# Employee Interest Groups





# Defining Interest Groups

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- Also called “Employee Resource Groups”
- Voluntary
- Employee-lead
- Organized around a social identity or shared interest
- Events & meetings
- Resources & recommendations



# Why Interest Groups

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- Welcoming environment
- Workplace effectiveness
- Training that supports inclusivity in workplace culture
- Team-building and connection





# Interest Group Structure

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- Bi-Weekly meetings
    - Fee waived for City of Englewood meeting rooms
  - Minimum 5 employees
    - Including group representative
    - as well as member of City leadership to act as a “Sponsor”
  - All employees welcome to join
  - City leadership delegates group approval and funding
  - Confidential meeting topics ☐ safe space
  - Plan events and host Professional Development/ speaker events/ trainings
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# Funding

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- \$500 per group, up to 10 groups
    - More funds if >10 groups want approval
  - Acceptable use of funds include:
    - Funding for engagement events/professional development sessions
    - Food/refreshments for events or group-related activities
    - Group merchandise/supplies
    - Subsidizing funds for group activities
    - Covering the cost of group meetings at external locations
  - All extra funds at end of year go to the next year's overall budget
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# Interest Groups to Date

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- Toastmasters Club
- Wellness Warriors
- Fairway Fellowship
- Parents of Children with Special Needs
- Personal Finance and Investing
- French Club



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## EngleCares Policy



## Interest Group Guidelines





# Questions?

