



# City of Denton

City Hall  
215 E. McKinney Street  
Denton, Texas  
[www.cityofdenton.com](http://www.cityofdenton.com)

---

## AGENDA INFORMATION SHEET

**DEPARTMENT:** Human Resources

**CM/ DCM/ ACM:** Todd Hileman

**DATE:** September 19, 2017

### **SUBJECT**

Consider approval of a resolution of the City of Denton, Texas, approving a policy for the Employee Volunteer Impact Program (VIP); and providing an effective date.

### **BACKGROUND**

At the July 18, 2017, City Council meeting, the participants of the City's Leadership Excellence and Enhancement Program presented their project ideas. One of the projects was the Volunteer Impact Program, which received unanimous support of the Council (information from the July 18<sup>th</sup> meeting is included in Exhibits 2 - 4). The intention of the VIP is to create community engagement opportunities for City of Denton employees that are especially meaningful by helping those in need. VIP will require no new staff or funds for the program but rather a reallocation of employee's time when serving as a volunteer.

The Volunteer Impact Program is designed to allocate up to 24 hours for eligible, full-time employees to be able to volunteer in the Denton community each year, which amounts to 1.2% of a full-time employee's annual work time. Regular ½ time and ¾ employees would be allowed to participate as well but will receive prorated time. The policy establishes conditions for participation for employees as well as organizations and citizens wishing to benefit from City employees' volunteer time.

The policy was drafted by the VIP project team, with input from Human Resources and Legal staff. The policy was shared with the leadership team for review and feedback in June of 2017 and the Policy Review Committee in August 2017. The Policy Review Committee is comprised of approximately 20 employees at various levels representing different departments/divisions. The members were asked to distribute the proposed policy to individuals in their area and solicit comments, questions, and concerns regarding the proposed policy. The policy being brought to City Council at this meeting incorporates any feedback received. Staff is recommending the policy be effective October 1, 2017.

### **STRATEGIC PLAN RELATIONSHIP**

The City of Denton's Strategic Plan is an action-oriented road map that will help the City achieve its vision. The foundation for the plan is the five long-term Key Focus Areas (KFA): Organizational Excellence; Public Infrastructure; Economic Development; Safe, Livable, and Family-Friendly Community; and Sustainability and Environmental Stewardship. While individual items may support multiple KFAs, this specific City Council agenda item contributes most directly to the following KFA and goal:

**Related Key Focus Area: Organizational Excellence**  
**Related Goal: 1.2 Develop a high-performance work force**

**EXHIBITS**

Exhibit 1 – Agenda Information Sheet

Exhibit 2 – Agenda Information Sheet from July 18<sup>th</sup> City Council Meeting

Exhibit 3 – Volunteer Impact Program Description

Exhibit 4 – Volunteer Impact Program PowerPoint Presentation

Exhibit 5 – Resolution with Policy Attached

Respectfully submitted:  
Carla Romine  
Director of Human Resources