

# “Hillsboro Helps” Program

## General Guidelines

The City of Hillsboro recognizes the importance of volunteerism and encourages City employees to volunteer in the Hillsboro community. This program applies to non-represented employees and allows employees to volunteer with City-approved non-profit organizations during regular work hours.

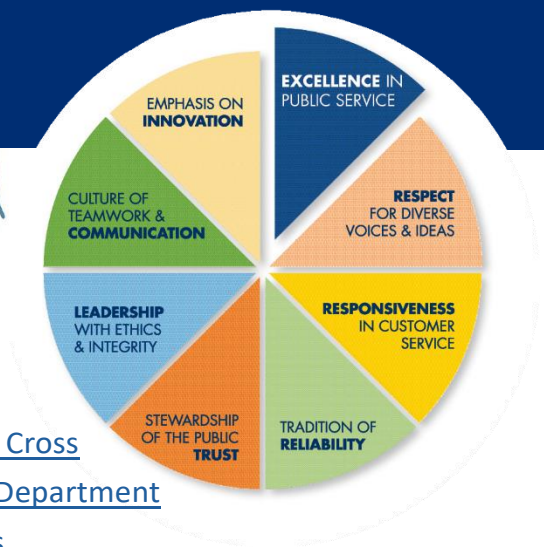
The details of this program are listed below.

## Details

- Full-time, regular employees are allowed up to eight (8) hours in a calendar year and part-time 20+ employees are allowed up to four (4) hours in a calendar year of paid leave to participate in volunteer activities during each calendar year. Travel time will not be considered part of the volunteer time and is on the employee’s own time.
- This eight (8) hour period may be used in two (2) hour increments. If the volunteer activity does not last the full eight (8) hours, employees are expected to return to work for the remainder of their normal workday.
- Volunteer opportunities should not be approved if they would result in overtime compensatory time for an employee during a given pay period.
- Time off for volunteer opportunities will be granted at the discretion of the employee’s Department Director. Approval will be considered on a case-by-case basis, considering the business needs of the department.
- Some non-profit organizations require background checks before an individual is allowed to volunteer. City background checks may not be used as a valid background check for these organizations.
- The Human Resources Department will maintain a list of approved organizations that employees may volunteer with during their regular work hours. If an employee would like to volunteer with an organization that is not on the approved list, they may contact Human Resources to determine if it could be added. All approved organizations should provide direct benefits or services to the Hillsboro community.
- This program is a benefit to both City employees and to the community and may be discontinued at any time. Employees that volunteer with community organizations are representatives of the City of Hillsboro and should demonstrate the City’s core values at all times.
- In the case of a declared state of emergency due to a natural disaster, the City Manager may temporarily increase the hours available, up to (40) hours, for employees who engage in disaster relief volunteer activities – such as volunteer firefighter, search and rescue etc.



# Our Core Values



## Examples of Community Service Opportunities:

### Nonprofits who provide veteran-specific services

[Centro Cultural](#)

[Friends of Trees](#)

[Hillsboro Public Library](#)

[Hillsboro Parks & Recreation Department](#)

[Hillsboro Fire – Random Acts](#)

[Jackson Bottom Wetlands Reserve](#)

[HomePlate Youth Services](#)

[SOLVE](#)

[Tuality Healthcare](#)

[Westside Habitat for Humanity](#)

[Hillsboro Senior Center](#)

[Meals on Wheels People](#)

[Community Action](#) (Family Shelter, Family Resource Center)

[Clean Water Services](#) (Tree For All)

[Oregon Food Bank](#)

[Rebuilding Together Washington County](#)

[Hillsboro Boys & Girls Club](#)

[Hillsboro Soccer Club](#)

[Bienestar](#)

[American Red Cross](#)

[Hillsboro Fire Department](#)

[Helping Hands](#)

[Friends of the Library](#)

[Adelante Mujeres](#)

[SMART](#)

[Virginia Garcia Memorial Foundation](#)

[Influence Music Hall](#)

[Tualatin River Water Shed Council](#)

[Bonnie Hayes Small Animal Shelter](#)

[Easterseals](#)

[Hillsboro Community Foundation](#)

[Library Foundation of Hillsboro](#)

[Project Homeless Connect Washington County](#)

[PAVE Paws Assisting Veterans](#)

[Hillsboro School District](#) (not intended for volunteering with Employee's own child)

[Washington County Bicycle Transportation Coalition](#)

[Hillsboro Police Mediation Program](#)

*Please contact Human Resources to submit suggestions of other non-profit opportunities.*

## Steps to Participate in the “Hillsboro Helps” Program:

**1** **Service Leave Request Form:** To be filled out and signed by employee and then signed by supervisor/manager.

**2** **Confirmation of Community Services Form:** To be filled out by the non-profit organization.

**3** Forward the original **Request** and **Confirmation** forms to the Human Resources Department for recording.

## Service Leave Request Form

Employee Name: \_\_\_\_\_ Date: \_\_\_\_\_

Name of non-profit organization: \_\_\_\_\_

Nature of service work: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Time requested for community services work** (travel time included)

Use Pay Code 395 VOL SRVC HRS Full-Time Employees

Use Pay Code 396 VOL SRVC HRS Part-Time Employees

2 hours     4 hours     6 hours     8 hours     Other: \_\_\_\_\_

**Dates and times requested during working hours:** (please be specific)

\_\_\_\_\_

Employee Signature: \_\_\_\_\_

Supervisor/Manager Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(Approval may be provided via email)

## Confirmation of Community Services Form

Employee Name: \_\_\_\_\_

Non-profit Organization: \_\_\_\_\_

Date Volunteered: \_\_\_\_\_ Time: From \_\_\_\_\_ To: \_\_\_\_\_

Nature of service work: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Responsible Party Signature: \_\_\_\_\_

Job Title: \_\_\_\_\_ Date: \_\_\_\_\_