

## Organizational Policy

### Affinity Groups

#### Purpose

The City of Rochester is committed to supporting a culture of diversity, inclusivity, and belonging by providing teammates the opportunity to create and belong to Affinity Groups. Affinity Groups are defined as voluntary associations of teammates who share a common interest, characteristic, or identity. The purpose of this policy is to define expectations for the formation and conduct of Affinity Groups in the City of Rochester.

Nothing stated in this policy creates an employment contract between the City of Rochester and its employees.

#### Structure

The mission and purpose of Affinity Groups must include alignment with the mission, core values, and strategic priorities of the City of Rochester and foster an environment of inclusion and belonging.

Affinity Groups must consist of at least two teammates serving in the roles of Chair and Co-Chair with a Leadership Forum sponsor. All subsequent members must be City of Rochester teammates.

**Chair:** This individual leads the function of the group. The Chair ensure the Group Charter is supported and outcomes are successful. The Chair is also responsible to report on the group's metrics (participation, activities) and meet with the Leadership Forum Sponsor periodically. A Chair should be in good performance standing and have approval from their direct supervisor to serve as Chair of an Affinity Group.

**Co-Chair:** This individual assists and/or act in the absence of the Chair to oversee the function of the group. The Co-Chair ensure the Group Charter is supported and outcomes are successful. A Co-Chair should be in good performance standing and have approval from their direct supervisor to serve as Co-Chair of an Affinity Group.

**Participants:** These individuals share the group's interest, characteristic, or identity, or are an ally who does not necessarily identify with a certain Affinity Group, but who supports the group's mission and values. Participation is entirely voluntary, and activities associated with such groups should take place outside the teammates' normal working hours such as on lunch breaks or before or after shifts.

**Leadership Forum Sponsor:** A department head or their designee and other key leaders in the City's Leadership Forum group. This individual evaluates the group's connection to the COR mission, values, and strategic priorities on an ongoing basis. Provides guidance and champions inclusion and diversity.

#### Participation

All teammates are expected to prioritize their job responsibilities over Affinity Group participation; it is expected teammates will use good judgment as it relates to their ability to meet work commitments/deadlines, and will ensure their participation in Affinity Groups does not interfere with their job responsibilities. Teammates in leadership roles should limit their involvement to the single group they are serving due to expected time commitment and responsibilities.

All City teammates, including regular, limited appointment and seasonal, are eligible to participate in an Affinity Group. All regular full and part-time City teammates are eligible to Chair and Co-Chair an Affinity Group. City of Rochester teammates who wish to form an Affinity Group must adhere to the following guidelines:

- Affinity Groups must be formed voluntarily, and individual teammate membership and participation in such groups must be voluntary.
- While Affinity Groups will bring together teammates with shared interests, characteristics, or identities, allies can also participate in these groups. Allies are individuals who do not necessarily identify with a certain Affinity Group, but who support the group's mission and values. Allies are actively looking to grow and learn and advocate the group's mission.
- Teammates are expected to meet on non-work time (lunch hours and prior/after shifts).
- Chair and Co-chairs may utilize 2 hours of work time per month for planning and administrative functions related to the Affinity Groups and in order to meet with their Leadership Forum Sponsor.
- Teammates who participate in Affinity Groups must conduct themselves in an honest and ethical manner, and comply with all City policies, procedures and Core Values.
- Non-compliance with any of the stipulations of this policy is subject to disbandment of the Affinity Group and the City's Progressive Discipline policy.
- Affinity Groups should not promote or advocate particular religious or political positions. Groups cannot be formed in opposition to another group.
- Affinity Groups will not replace labor/management committees.

Policy revisions approved by City Administrator:

  
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 Alison Zelms

02/07/2022  
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 Date

<p><i>Policy History</i></p> <p>Current Revision: (date)</p> <p>Previous Revision(s): (date/s)</p>
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*Associated Form(s)*

- Affinity Group Charter Application

*The forms associated with this policy can be found on RW - Human Resources – Forms*

Legal/Statutory Authority

- List any state/federal law that governs policy provisions (i.e. MN Statute 181)
- Use a bulleted list if multiple policies. If one authority, type directly underneath the title (no bullets) or put N/A if there is no authority to cite.