



CITY OF GREEN BAY PERSONNEL POLICY

Policy Title Employee Resource Groups	Policy Reference Chapter 31
Policy Source Human Resources Department	Legal Review Date
Personnel Committee Approval October 8, 2019	City Council Approval October 14, 2019

32.1 **PURPOSE.** The purpose of this policy is to define the authority and scope of responsibility associated with City of Green Bay Employee Resource Groups (ERGs) and to establish accountability standards for the efficient, productive, and successful operation of such groups. An ERG is an employee group that has been formally recognized by the City, and is comprised of employee-members who share a common background, focus area, set of interests and/or goals. ERGs foster an environment of inclusion. The City encourages employees to form ERGs to promote diversity, interact with fellow employees on an informal basis, recognize employee achievements, and encourage employees to be heard, valued, and engaged.

32.2 **POLICY STATEMENT.** The City is committed to encouraging, facilitating, and supporting the work of Employee Resource Groups as a mechanism to build community, and foster awareness, respect, and inclusion within the workplace. The City believes that ERGs can be instrumental in achieving one or more of the following goals:

- a. Strengthen the City's ability to recruit a diverse workforce;
- b. Provide safe and supportive employee networks organized around shared characteristics or interest which help improve working relationships and create a more inclusive and attractive work environment;
- c. Create an open forum for the exchange of ideas on how to better engage all City residents and provide exceptional services to the public;
- d. Help foster opportunities for personal and professional development for City employees;
- e. Empower employees and develop leaders; and
- f. Help identify gaps and opportunities in the City's talent acquisition and employee development process.

32.3 ESTABLISHMENT OF AN ERG. To be formally recognized as a City supported ERG, the ERG must have the following:

- a. An approved application by the Human Resources Department followed by an ERG Charter developed by the group. The Charter should include a formal governance structure including a mission statement, defined roles and responsibilities, and a clearly defined goals and initiatives. ERG Charters will be approved by Human Resources;
- b. A documented recruitment plan including strategies to introduce new and current employees to the ERG and the City's organizational culture;
- c. Well documented strategies to seek the support of a management level sponsor or ally who will be available to provide guidance and support and who will serve as an advocate and share information with leadership;
- d. Rules that document efforts to ensure that meetings and events are open to any City employee who wishes to attend;
- e. Activities that are aligned with the goals established within this Policy for the City and not a specific department, section, or workgroup; and,
- f. Rules of conduct that require members to operate in a supportive, inclusive, and respectful manner towards each other and towards other ERGs.

32.4 MEMBERSHIP ELIGIBILITY AND OPERATION. Membership in a City sponsored ERG is voluntary and open to all City of Green Bay employees. Participation in a City sponsored ERG must not conflict with work responsibilities. ERG activities are prohibited when they conflict with City of Green Bay policies, standards of conduct, personnel policies and procedures, state or federal law, or provisions of the City of Green Bay Municipal Code.

ERGs may not be organized solely for general interest, recreation, sports, or hobby purposes, although an ERG may include such activities if it can demonstrate how it relates to its mission and purpose.

Participation in an ERG or ERG sponsored activities during the employees regularly scheduled work hours is permitted provided that such participation does not conflict with the employees work responsibilities or the service delivery needs of the department.

Employees are required to obtain supervisory approval to participate in ERG events and activities during work hours. Participation in an ERG or ERG sponsored event outside of work hours is on the employee's time.

Consistent with the City's commitment to diversity and inclusion, ERGs are encouraged to collaborate to the maximum extent feasible to facilitate understanding between groups and to maximize resources for the benefit of each group.

32.5 ROLES AND RESPONSIBILITIES.

32.5.1 Human Resources Department:

- a. Receive and review applications and approve the ERG Charter that formally establishes the ERG.
- b. Ensure that ERGs are operating within scope of authority established in this Policy and in support of the City's interests in diversity and inclusion.
- c. Attend ERG meetings as necessary and respond to questions, concerns, and recommendations.
- d. Provide support and guidance as necessary and facilitate access to resources, policies, and decisions in support of the ERGs missions and goals.

32.5.2 Managers/Supervisors

- a. Encourage and support employee participation in ERGs and facilitate attendance to meetings and activities.
- b. Provide information on resources and provide guidance and direction as needed.
- c. Become an ally of one or more ERGs and encourage other members of leadership to volunteer as sponsors and help advance the ERGs platform.
- d. Be reasonably responsive to requests for guidance from the ERG or its Steering Team.

32.5.3 ERG Members

- a. Ensure that a Steering Team exists of at least two members to plan and organize events and communicate with members of the ERG and City employees.
- b. Ensure that ERG activities are consistent with this Policy.
- c. Ensure that the ERG remains open to all employees who wish to participate.
- d. Ensure that activities and decisions are consistent with the principles of diversity and inclusion.
- e. Ensure that members adhere to City of Green Bay policies in conduct and activities.

- f. Ensure that participation in an ERG or ERG related activities does not conflict with work responsibilities or the department's ability to meet its service to the public.
- g. Maintaining a positive, respectful, and productive ERG atmosphere

32.6 PROHIBITED ACTIVITIES. ERGs are prohibited from engaging in the following activities:

- a. Activities that engage in political activities, make political or legislative endorsements, or promote candidates for public office.
- b. Activities that seek to promote a particular belief or ideology.
- c. Activities that support or make recommendations regarding the employment or hiring of any person.
- d. Activities that represent or can be construed as representing or serving as an advocate in Complaints or disputes on behalf of an employee or employee group.
- e. Make direct charitable donations.
- f. Activities that address issues concerning wages, hours or any other item or condition of employment.

32.7 NON DISCRIMINATION. ERGs are required to operate within the City's Harassment & Discrimination in the Workplace policy and may not discriminate in membership or participation based on any category.