



## EMPLOYEE RESOURCE GROUP (ERG) PROGRAM GUIDELINES

### **PURPOSE:**

[Employee Resource Groups \(ERGs\)](#) are voluntary, employee-initiated groups of University of Wisconsin–Green Bay faculty and staff that share common interests, backgrounds, characteristics, or pursuits. ERGs provide a formal link for employees and the University’s inclusivity efforts. ERGs enhance feelings of connectedness and provide opportunities for employees to seek and offer support to one another. These groups provide strategic recruiting and retention efforts for the University, and provide opportunities for the diverse population of University of Wisconsin–Green Bay faculty and staff to gather socially and share ideas and similar interests outside of their individual departments.

### **ESTABLISHING AN EMPLOYEE RESOURCE GROUP:**

To become a recognized ERG, a group of two or more employees must agree to create an ERG. Two members of this group must be identified as co-facilitators. It is probable that you may need to meet with your potential group membership prior to the groups’ approval as an ERG to formulate the proposed mission statement and goals for the group.

Below are the steps required in order to establish a new ERG:

- 1) Complete the ERG Application Survey located on the [Equity, Diversity, & Inclusion website](#) including the following items:
  - a. The title and key interest of your proposed ERG
  - b. A mission statement and proposed goals/objectives for the group (these will be finalized at the group’s first official meeting)
    - i. ERGs should demonstrate how they will support inclusiveness at the University, enhance the workplace, and strengthen the University community
  - c. An introductory message that will be used on the Equity, Diversity, & Inclusion website to advertise your group
  - d. The names and contact information of two employees who will act as co-facilitators
- 2) ERG Applications will be reviewed by the ERG Coordinator and the Chancellor’s Council for Equity, Diversity, and Inclusion.

- 3) If the ERG is approved to move forward, the co-facilitators will be contacted by the ERG Coordinator within Human Resources. Information about the ERG and its facilitators will be posted on the [Employee Resource Groups website](#).
- 4) If the subcommittee does NOT recommend that an ERG be approved to move forward, the proposal will be reviewed by the Chancellor. The Chancellor has the ultimate right of refusal related to the formation of ERGs.
- 5) Interested employees will be able to contact facilitators directly (via contact information listed on the Inclusive Excellence website) in order to become members.
- 6) If an ERG will be disbanded due to low participation or lack of facilitator interest, please contact the ERG Coordinator at [hr@uwgb.edu](mailto:hr@uwgb.edu).

#### **CO-FACILITATOR RESPONSIBILITIES:**

- 1) Maintain the ERG in a way that supports the values and mission of UW–Green Bay and the [Chancellor’s Council for Equity, Diversity, and Inclusion](#).
- 2) Organize regular meetings and events focused on the group’s key interest, as well as enhance feelings of connectedness and provide opportunities for employees to seek and offer support to one another.
- 3) Encourage participation of UW-Green Bay employees without discrimination.

#### **ACTIVITIES OF AN EMPLOYEE RESOURCE GROUP:**

ERG activities should be organized to assist and support the mission and values of UW–Green Bay and the Chancellor’s Council for Equity, Diversity, and Inclusion.

Activities that ERGs could host or participate in may include the following:

- 1) Recruitment events (i.e. job fairs)
- 2) Community events or networking opportunities (i.e. parades, SUNG Committee Cultural Connections Event)
- 3) Activities which promote professional, social and/or intellectual enrichment for the membership (i.e. book reads, speakers, etc.)
- 4) Educational and civic activities deemed to be advantageous to the membership of the ERG
- 5) Welcoming new employees to the University community (i.e. Phoenix Orientation)
- 6) Promotion of a climate of inclusiveness and mutual respect
- 7) Providing unique cultural or group perspective to Leadership for consideration in the continuous development of an inclusive climate throughout the University
- 8) Providing a readily available source of information related to the University’s workforce

## **OPERATING PRINCIPLES:**

- 1) Members of UW-Green Bay ERGs must be current employees of UW-Green Bay. Both temporary employees and ongoing employees are eligible to participate. Student employees and graduate assistants are not eligible to participate.
- 2) ERGs must be formed to assist the values and mission of UW-Green Bay and the Chancellor's Council for Equity, Diversity, and Inclusion.
- 3) Membership in an ERG is entirely voluntary.
- 4) Programs, activities, or meetings of the ERGs will generally be self-supporting. However, ERGs may be eligible for up to \$500 per fiscal year to support efforts which are connected to the University [Mission](#). Please see the [ERG Funding Guidelines](#) for more information about central funding.
- 5) ERG activities which are purely social in nature may not be held on work time. If social activities are held during the workday, they must be conducted on the employees' personal time (i.e. during their lunch break). For professional activities which directly benefit the University (connected to recruitment, retention, and/or professional development), employees may participate on work time with supervisor approval. If an ERG would like representation at a University-sponsored event during the work day (i.e. Health Fair, Phoenix Orientation, etc.), those representatives can also participate on work time with supervisor approval.
- 6) Consistent with the UW-Green Bay commitment to diversity and Inclusive Excellence, ERGs are encouraged to collaborate in order to facilitate understanding between groups and to maximize resources for the benefit of all groups.
- 7) All ERGs must be inclusive, and may not limit participation based on race, color, religion, sex, sexual orientation, gender and/or gender identity or expression, marital or parental status, genetic information, national origin, ethnicity, citizenship status, veteran or military status (including disabled veteran, recently separated veteran, other protected veteran, or Armed Forces service medal veteran status), age, or disability.
- 8) It is understood that ERGs may focus specifically on any of the above categories, and goals do not have to be inclusive of all topics listed above.
- 9) Use of the name or insignia of UW-Green Bay is strictly prohibited unless approved by Marketing & University Communications. Any questions concerning the use of the UW-Green Bay name or insignia should be directed to the Director of Marketing.
- 10) ERGs do not provide a platform for general discussion or influence regarding personnel issues, including salary, hours, or any other individual condition of employment. The oversight of policies and procedures in these areas remains with UW System, UW-Green Bay Leadership, and UW-Green Bay Governance Groups. Any feedback regarding those topics for individual members can be discussed by the individual with their supervisor, Human Resources, or with the employee's respective governance group.

**LIMITATION OF LIABILITY DISCLAIMER:**

The University of Wisconsin-Green Bay reserves the right to deny recognition of any ERG at any time based on a failure to satisfy the operating principles at the time of application or at any time after recognition has been granted, should the group fail to abide by such principles. The University of Wisconsin-Green Bay possesses the sole discretion to amend these principles at any time with or without notice to the ERGs.

Recognized groups, while comprised of employees of the University of Wisconsin-Green Bay, are not agents or agencies of the University of Wisconsin-Green Bay. To that end, any meetings, activities, or events conducted by members of the ERG shall be deemed performed on personal time, exclusive to their employee, and as such the University of Wisconsin-Green Bay will not provide general liability protection or workers compensation coverage for injury or accident which may be incurred as a result of participation. All statements, opinions, and views contained within the ERG website or social media accounts are representation solely of the ERG and its members and do not represent the opinions or positions of the University of Wisconsin-Green Bay. All publications, social media accounts, or other publicly disseminated materials from the ERG must abide by Operating Principle #10 and other relevant guidelines.