**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, issues, backgrounds, characteristics, or pursuits. ERGs provide a formal link for employees and the University’s inclusivity efforts. Employee Resource Groups 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 Employee Resource Group, a group of four 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 Employee Resource Group:

1. Complete the ERG Application Survey located on the Inclusive Excellence Website (<http://www3.uwgb.edu/student-affairs/inclusive-excellence>) including the following items:
	1. The title and key interest of your proposed ERG
	2. A mission statement and proposed goals for the group (these will be finalized at the group’s first official meeting)
		1. ERGs should demonstrate how they will support inclusiveness at the University, enhance the workplace, and strengthen the University community
	3. An introductory message that will be used on the Inclusive Excellence website to advertise your group
	4. The names and contact information of two employees who will act as co-facilitators
	5. The names of at least four active employees (including the co-facilitators) willing to join your ERG
2. ERG Applications will be reviewed by the Inclusivity in the Workplace subcommittee of the Chancellor’s Council for Diversity and Inclusive Excellence at their monthly meetings.
3. If the ERG is approved to move forward, the co-facilitators will be contacted by the Coordinator of Inclusive Excellence. Information about the ERG and its facilitators will be posted on the Inclusive Excellence website.
4. If the subcommittee does NOT recommend that an ERG is 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 Employee Resource Groups.
5. Interested employees will be able to contact facilitators directly (via contact information listed on the IE 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 Coordinator of Inclusive Excellence at iecert@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 Diversity and Inclusive Excellence.
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.
4. Attend bi-annual meetings for ERG Facilitators lead by the Inclusive Excellence Coordinator to review goals and interests
5. Prepare a brief annual summary of membership and group activities for presentation at the May Inclusivity in the Workplace subcommittee meeting.

**ACTIVITIES OF AN EMPLOYEE RESOURCE GROUP:**

Employee Resource Group activities should be organized to assist and support the mission and values of UW – Green Bay and the Chancellor’s Council for Diversity and Inclusive Excellence.

Activities that Employee Resource Groups could host or participate in may include the following:

1. Recruitment events
2. Community relations programs
3. Activities which promote social and intellectual enrichment for the membership
4. Networking opportunities
5. Educational and civic activities deemed to be advantageous to the membership of the Employee Resource Group
6. Welcoming new employees to the University community
7. Promotion of a climate of inclusiveness and mutual respect
8. Providing unique cultural or group perspective to Leadership for consideration in the continuous development of an inclusive climate throughout the University
9. Providing a readily available source of information related to the University’s workforce

**OPERATING PRINCIPLES:**

1. Members of UW-Green Bay Employee Resource Groups (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. Employee Resource Groups must be formed to assist the values and mission of UW-Green Bay and the Chancellor’s Council for Diversity and Inclusive Excellence.
3. Membership in an Employee Resource Group is entirely voluntary.
4. Any programs, activities, or meetings of the Employee Resource Groups must be entirely self-supporting. No funding from the University is available to ERGs. In addition, ERGs who wish to conduct fundraising are required to follow the procedure for seeking funding for project and programs found in the Advancement website at: <http://www.uwgb.edu/foundation/fundraiser-resources/>
5. ERG group meetings and activities may be held before and after work. If meetings are held during the workday, they must be conducted on the employees’ personal time (i.e. during their lunch break). Facilitators, with their supervisor’s approval, can attend the bi-annual meeting with Inclusive Excellence Coordinator, the annual presentation at the May Inclusivity in the Workplace subcommittee meeting, and any university sponsored health or employee events (if they participate) during their work time.
6. Consistent with the UW-Green Bay commitment to diversity and Inclusive Excellence, Employee Resource Groups are encouraged to collaborate in order to facilitate understanding between groups and to maximize resources for the benefit of all groups.
7. All Employee Resource groups 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 via Inclusive Excellence Coordinator. Any questions concerning the use of the UW-Green Bay name or insignia should be directed to the Director of Marketing.
10. Employee Resource Groups 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 remain 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 Employee Resource Group 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 Employee Resource Groups.

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.