DEPARTMENT OF EMPLOYEE RELATIONS

12.04.2018

EMPLOYEE RESOURCE GROUPS
CITY OF MILWAUKEE

1.0 PURPOSE

The purpose of this policy is to define the authority and scope of responsibility associated with City of Milwaukee (COM) 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 shares a common background, focus area, set of interests and/or goals that fosters an environment of inclusion. The City encourages the formation of ERGs to foster diversity, and encourage employees to share information, recognize achievements, and interact with fellow employees on an informal basis.

2.0 POLICY STATEMENT

The City of Milwaukee is committed to encouraging, facilitating, and supporting the work of Employee Resource Groups as a mechanism to build community, 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:

- Strengthen the City's ability to recruit a diverse workforce;
- retain a workforce that reflects the demographics of our City;
- Help new employees succeed during the onboarding process;
- Provide safe and supportive employee networks organized around shared characteristics or interest to help improve working relationships and create a more inclusive and attractive work environment;
- Help identify gaps and opportunities in the talent acquisition and development process;
- Provide opportunities for employee development, education, and training; and
- Create an open forum for exchange of ideas and provide a collective voice around shared issues and concerns.

3.0 ESTABLISHMENT OF AN ERG

To be formally recognized as a City supported ERG, the ERG must have the following:

1. A formal structure and governance including a mission statement, defined roles and responsibilities, and a clearly defined goals and initiatives;
2. A documented recruitment plan including strategies to introduce new and current employees to the ERG and the City's organizational culture;
3. 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;
4. Rules that document efforts to ensure that meetings and events are open to any City employee who wishes to attend;
5. Activities that are aligned with the goals established within this Policy for the City and not a specific department, section, or workgroup; and,
6. Rules of conduct that require members to operate in a supportive, inclusive, and respectful manner towards each other and towards other ERGs.

4.0 MEMBERSHIP ELIGIBILITY AND OPERATION

Membership in a City sponsored ERG is voluntary and open to all eligible City of Milwaukee employees. Participation in a City sponsored ERG must not conflict with work responsibilities. ERG activities are prohibited when they conflict with COM policies, standards of conduct, personnel policies and procedures, state or federal law, or provisions of the Milwaukee Code of Ordinances.

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.

Department specific work rules addressing ERG participation issue will establish the protocols to follow for participation. Such work rules may include a provision requiring employees who wish to participate in a City sponsored ERG to obtain supervisory approval to participate 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.

5.0 ROLES AND RESPONSIBILITIES

Department of Employee Relations

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

Managers/Supervisors

- Encourage and support employee participation in ERGs and facilitate attendance to meetings and activities
- Provide information on resources and provide guidance and direction as needed
- Become an ally of one or more ERGs and encourage other members of leadership to volunteer as sponsors and help advance the ERGs platform
- Be reasonably responsive to requests for guidance from the ERG or its officers
- Note employee participation in an ERG in the employee's assessments or performance evaluation as part of the employees' professional development interests and progress.

ERG Members

- Ensure that a leadership team exists comprised of a Chair, Co-Chair, and Secretary.
- Ensure that ERG activities are consistent with this Policy
- Ensure that activities and decisions are consistent with the principles of diversity and inclusion
- Ensure that members adhere to City of Milwaukee policies in conduct and activities
- 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 delivery obligations
- Maintaining a positive respectful and productive ERG atmosphere

6.0 PROHIBITED ACTIVITIES

ERGs are prohibited from engaging in the following activities:

- Activities that are political or that support a political cause;

- Activities that seek to promote a particular belief or ideology;
- Activities that support or make recommendations regarding the employment or hiring or any person;
- 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.
- Activities that address issues concerning wages, hours or any other term or condition of employment.

6.0 NON DISCRIMINATION

ERGs are required to operate within the City's non-discrimination ordinances and may not discriminate in membership or participation on the basis on any category.

EMPLOYEE RESOURCE GROUP CHARTER APPLICATION

March 13, 2019

Below are questions to be answered by the individual Employee Resource Group to be accompanied by its charter when submitting to the Department of Employee Relations. All Employee Resource Groups must submit an application for review and approval for formal recognition of the Employee Resource Group. Please submit questions or a completed application to DER.

Name of Employee Resource Group:
Name of City of Milwaukee employee organizer: Title: Department: Phone: Email: Signature: Date:
What is the group's purpose (500 words or less)?
What is your Employee Resource Group's Mission Statement? (*This can be the same as in your ERG Charter.)*

Please provide three examples of activities that your group plans to hold

1.
2.
3.

Please attach the following:

1. Charter with leadership structure, how leaders are elected, terms, communication to the members at large, and all roles and responsibilities.
2. Recruitment Plan including strategies to introduce new and current employees to the ERG and the City's organizational structure.
3. Rules that document efforts to ensure that meetings and events are open to any City employee who wishes to attend.
4. Rules of conduct that require members to operate in a supportive, inclusive, and respectful manner towards each other and towards other ERGs.

Signatures of at least 10 City of Milwaukee employees who indicate they will join your Employee Resource Group. One person must be indicated as the management level sponsor or ally who will be able to provide guidance and support. Attach a list of any additional employees.

Print Name	Title/Department	Employee Signature
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		

9.		
10.		

EMPLOYEE RESOURCE GROUP CHARTER APPLICATION APPROVAL

The application for _____ Employee Resource Group has been reviewed by the Department of Employee Relations. The following determination has been made:

Approve:_____ Disapprove:_____

Comments:

_____ _____

Signature Date