


City of Grand Rapids

# ADMINISTRATIVE POLICY

<b>NUMBER:</b> 20-02	<b>DATE:</b> July 13, 2020
<b>REVISIONS:</b>	
<b>ISSUED BY:</b> City Manager	<b>SIGNED:</b> 

**Subject:** Employee Resource Groups

## **Purpose:**

The City of Grand Rapids has established Employee Resource Groups (ERGs) to nurture a supportive environment for employees consistent with the objectives of our strategic plan. ERGs exist to benefit and advance employees and the City by working strategically, both internally and externally, to elevate the collective value and voices of our diverse communities.

## **Policy:**

ERGs are established to support employees and offer resources and recommendations that foster awareness, respect, and inclusion within the workplace. ERGs give employees the opportunity to identify how shared lived experience inform their experience of work culture. In particular, ERGs allow employees of marginalized communities to create representative work cultures that value diversity and connect them to one another. ERG participants may determine how these interests and experiences can be shared with others. ERGs also:

- Play a critical role in strengthening and supporting the City's Strategic Plan and initiatives by creating a nurturing workplace environment;
- Act as a sounding board around strategic diversity, inclusion and equity objectives within the organization, to help create a more inclusive work environment that is reflective of the community that we serve;
- Be a collective voice around shared issues or concerns, by uncovering issues and co-creating community-informed solutions within the organization;
- Provide opportunities for employee development, education, training, recruitment, and retention; and
- Provide networking opportunities for ERGs and allies to support and uplift one another in the workplace and with the broader community.

ERG Benefits

The City's ERGs are designed to foster a culture which advances equitable outcomes and opportunities. ERGs are encouraged to participate in initiatives that support the City's inclusion efforts that align with the City's Strategic Plan.

The City's ERGs help guide the direction of:

- Professional development that is easily accessible to employees as identified in the Professional Development Policy
- Training that enriches and supports an inclusive workplace culture
- The City's strategic planning, human resources, equity and engagement work by acting in an advisory role
- City policy and process improvement(s) to ensure that policies are reviewed through a lens of equity and inclusion
- Employee mentorship opportunities

#### Getting Started: Recognition and Endorsement

Employees who wish to begin an ERG designed to specifically further the equity and engagement goals of the City should submit an ERG Request Form with the Office of Equity and Engagement. The form will request at a minimum the following information:

- The working name of the proposed ERG at the time of submission
- At least five employees committed to leading the ERG
- A draft mission or purpose statement for the ERG that is aligned with the City's strategic plan
- Operating bylaws
- Potential or proposed activities of the ERG

The submission will be reviewed for completion and alignment to equity and engagement goals of the City. The review may also include a follow up conversation with one or more of the employees listed on the submission to clarify any responses. Once a determination is made, the employees will be notified. If approved, the employees will meet with the designee from the Office of Equity and Engagement to review applicable City policies, resources and practices connected to ERG implementation and maintenance.

#### City Funding/Sponsorship Process

At the discretion of the City Manager, funds may be placed in the City's Office of Equity and Engagement budget for support of recognized ERGs. All expenditures of the ERG shall be approved by the City Manager or their designee and must be in accordance with appropriate City purchasing and expenditure policies.

#### Maintaining Recognized Status

The City of Grand Rapids wants to support ERGs in staying active and engaged in their purpose. To facilitate this, ERGs are required to complete the following annually to maintain their recognized status:

- Update on programming for the previous fiscal year, and planned activities for the following fiscal year
- Requested budget for the following fiscal year

- Bylaw updates if applicable

### ERG Core Guidelines

Each recognized ERG must:

- Be open to all employees who identify with and support the mission and guidelines of the group
- Create a safe and confidential space for all members
- Treat all members with dignity and respect
- Honor everyone's lived experiences
- Abide by the bylaws of the ERG

Failure to comply with these guidelines may be grounds for removal from the ERG.