

EMPLOYEE RESOURCE GROUPS

I. POLICY STATEMENT:

Employee Resource Groups provide forums for employees to gather and share ideas about matters that affect their professional development and work at Clark College. Clark College recognizes that such Employee Resource Groups foster employee development; contribute to the College's commitment to social equity, while challenging systems of power, privilege and inequities. In addition, they strengthen networking and cohesiveness across the agency, and promote career and professional development. Employee Resource Groups are an important resource to the College in other ways, as well. They provide important feedback to management and assist with efforts to attract and retain highly qualified candidates for employment at Clark College.

Because of the benefits to the workplace and contribution to the College's commitment to social equity, Employee Resource Groups are welcomed and will be provided access to the resources listed in this policy.

A. EMPLOYEE RESOURCE GROUP FORMATION AND ORGANIZATION

Employee Resource Groups are employee-formed and employee-led. Employee Resource Groups must:

- Be formed around a shared characteristic or common interest that can positively affect professional development or retention. Examples include, but are not limited to, *national origin, race, gender, sexual orientation, gender identity, being a working parent, veteran status, or caring for aging family members while working.*
- Be open to all College employees and volunteers. As required by state and federal law and College policy, Employee Resource Groups may not discriminate on the basis of race, color, age, religion, veteran's status, sex, national origin, sexual orientation or disability.
- Adhere to all College policies. <http://www.clark.edu/about/governance/policies-procedures/index.php>
- Be composed of only College employees and volunteers. Guest speakers may be invited to Employee Resource Group meetings.
- As required by the Executive Ethics Act, Employee Resource Groups may not use College resources to support or oppose any ballot proposition or candidate for public office. Additionally, Employee Resource Groups may not be formed to promote or benefit any private company or organization.

Employees interested in forming an Employee Resource Group should complete an Employee Resource Group Application located on the intranet <https://clarknet.clark.edu/hr/>. Forms are then submitted to the Vice President of Human Resources for preliminary approval. Once a request has been approved it is then moved on to the Social Equity Council, which will make a final recommendation to Executive Cabinet. Employees must articulate how the group's formation relates to professional development and retention. If the Social Equity Council and Executive Cabinet agree, the group will be welcomed as an Employee Resource Group and bound by College policies and use of College resources as listed in this document.

B. College RESOURCES AVAILABLE TO AFFINITY GROUPS

Employee Resource Groups provide a forum for employees to gather and share information about their work and professional development. Some group members will informally mentor others, enhancing employee professional development and contributing to College career success. Many will also provide informal training at Employee Resource Group meetings or, more formally, will work with Human Resources or the Teaching and Learning Center to participate in or offer more formal agency training. Employee Resource Groups are encouraged to communicate suggestions for improvements in College policy or practices to management through the Social Equity Council or by contacting a member of the Executive Cabinet or other manager. Employee Resource Group members may also be asked by College management or Recruitment staff to help reach particular audiences or assist in expanding the applicant pool during employee recruitment activities.

Employee Resource Groups are welcomed, but not supervised, by the College. Their meetings and other efforts positively affect the work environment and contribute to College core values and strategic planning goals, including

Last Updated 4/12/2017

APPROVED
Executive Ethics Board

Date: 5-12-17

helping to recruit and retain a high quality, highly skilled workforce (providing employees with the skills, knowledge and tools they need to be successful, and promoting social equity, inclusiveness and cultural competence across the organization.

The College has determined that Employee Resource Group meetings and informal mentoring and training activities enhance employee professional development, contribute to one's professional role in the College, and are reasonably related to a number of other official College purposes. In accordance with State Ethics rules, Employee Resource Groups are authorized to make use of the following state resources for the listed purposes:

Physical Space:

College shared space, including conference and break rooms may be used for group meetings on a space available basis. Because shared space is limited and priority for use must be given to the performance of College business, it is possible that a scheduled Employee Resource Groups meeting will be bumped when a room is necessary for College business.

Other college space (generally office space or cubicles) may be used when providing mentoring.

Employee Time:

Meetings, informal mentoring and training may occur during regular working hours.

Employees preparing meeting agenda's and/or training materials may use work time to prepare.

Participation in Employee Resource Group activities may not interfere with the performance of the employee's regularly assigned duties. Employees who are overtime-eligible are reminded that any time spent engaged in College-sponsored activities constitutes work time. Such work, like all assigned work performed by overtime eligible employees, is subject to requirements of the College Overtime rules.

While supervisor approval is not required to join an Employee Resource Group, an employee's participation should not interfere with performance of the employee's assigned work. Where an employee's performance is affected by participation, supervisors may limit use of work time on Employee Resource Group activities in order to improve performance.

Computer, Electronic Mail, and Telephones:

College computers may be used to prepare meeting agenda and/or training materials.

Email and phones may be used to hold meetings by teleconference, convey information about upcoming meetings, communicate with one another between meetings, communicate with speakers or potential speakers, and provide advice and mentoring to others.

The College anticipates that some Employee Resource Groups and/or Employee Resource Group members will ask to participate, or be invited to participate, in the development of College-sponsored training programs and in College outreach and recruitment. When Employee Resource Group members are involved in such College management approved training or recruitment and outreach they are performing College assigned work. As such, they will be able to make use of the same resources provided any employee performing the assigned tasks.

II. RESPONSIBILITIES

The *College* and *Management* will make resources available for Employee Resource Group use as outlined in this policy.

Employees and *volunteers* wishing to form an Employee Resource Group must present their request, which must articulate how the proposed group enhances professional development, consistent with policy guidelines on

formation and organization, to the Vice President of Human Resources for submission to the Social Equity Council, and then to Executive Cabinet.

Employees and *volunteers* participating in Employee Resource Groups must comply with all College policies. <http://www.clark.edu/about/governance/policies-procedures/index.php>

Employees and *volunteers* participating in Employee Resource Group activities must ensure that this participation does not interfere with their regular work assignments.

Overtime eligible employees must ensure that time spent participating in formal, College-sponsored activities is performed in accordance with the College Overtime rules.

Supervisors are responsible to ensure that a supervisee's participation in Employee Resource Group meetings and activities does not interfere with the performance of that individual's regularly assigned duties.



Employee Resource Group Application

A. EMPLOYEE RESOURCE GROUP FORMATION AND ORGANIZATION

Employee Resource Groups are employee-formed and employee-led. Employee Resource Groups must:

- Be formed around a shared characteristic or common interest that can positively affect professional development or retention. Examples include, but are not limited to, *national origin, race, gender, sexual orientation, gender identity, being a working parent, veteran status, or caring for aging family members while working.*
- Be open to all College employees and volunteers. As required by state and federal law and College policy, Employee Resource Groups may not discriminate on the basis of race, color, age, religion, veteran's status, sex, national origin, sexual orientation or disability.
- Adhere to all College policies. <http://www.clark.edu/about/governance/policies-procedures/index.php>
- Be composed of only College employees and volunteers. Guest speakers may be invited to Employee Resource Group meetings.
- As required by the Executive Ethics Act, Employee Resource Groups may not use College resources to support or oppose any ballot proposition or candidate for public office. Additionally, Employee Resource Groups may not be formed to promote or benefit any private company or organization.

Employees interested in forming an Employee Resource Group should complete an Employee Resource Group Application located on the intranet <https://clarknet.clark.edu/hr/>. Forms are then submitted to the Vice President of Human Resources for preliminary approval. Once a request has been approved it is then moved on to the Social Equity Council, which will make a final recommendation to Executive Cabinet. Employees must articulate how the group's formation relates to professional development and retention. If the Social Equity Council and Executive Cabinet agree, the group will be welcomed as an Employee Resource Group and bound by College policies and use of College resources as listed in this document.

Name of Proposed Employee Resource Group:

Shared characteristic or common interest (i.e., national origin, race, gender, sexual orientation, etc.):*Please note that all Employee Resource groups must be formed around a shared characteristic or common interest that affects professional development or retention of faculty and staff.

Name of individual(s) starting the group.

Print Name

Signature

Department

Email Address

Extension

Print Name

Signature

Department

Email Address

Extension

APPROVED
Executive Ethics Board

Date: 5-12-17

Purpose Statement: *A purpose statement describes the desired future position of the group.*

Goals:

By submitting this document with signatures above, you are acknowledging that you have read the Employee Resource Group Policy Statement and understand all rules and policies associated with College-sponsored Employee Resource Group including: **Employee Resource Group Formation and Organization, College Resources Available to Employee Resource Groups, and Responsibilities.**

Completed Employee Resource Group Intake Forms should be submitted to Kelly Woodward, Vice President of Human Resources; Mail Stop- BRD 133

Signature of Approval

The Employee Resource Group has been approved as of the date below.

Print Name

Signature

Date

Title

APPROVED
Executive Ethics Board

Date: 5-12-17