



## Office of Human Resources

### Employee Resource Group (ERG) Guidelines

#### Purpose

These Employee Resource Group (ERG) guidelines are intended to support ERGs in creating communities and systems of support for employees. ERGs are voluntary, employee-led groups organized around shared interests, identities, or backgrounds. They contribute significantly to fostering an inclusive workplace, strengthening employee engagement, and supporting the recruitment and retention of a diverse workforce. All ERGs must welcome all employees.

#### Definitions

Employee Resource Groups (ERG(s)): Voluntary, employee-led groups formed to cultivate a more equitable, inclusive, and supportive workplace experience for all employees.

### 1. Establishing and Forming an ERG

#### a. Submission of ERG Proposal Form

- Organizers must complete and submit an ERG Proposal Form to Human Resources at [hrc@marin.edu](mailto:hrc@marin.edu).

#### b. Organizer Requirements

- At least two (2) full-time employees and one (1) administrator must serve as the organizers.
- All members of the ERG must be current District employees.

#### c. Shared Focus and Alignment

- ERGs should be organized around a shared characteristic or common interest that may affect professional development or workplace culture (e.g., LGBTQ+ employees, employees of color, employees caring for elderly parents, early-career professionals).
- The ERG must have a clear connection to the mission of the College of Marin.

#### d. Open Participation

- Although an ERG's mission may center on the experiences of a particular community, all employees who share the ERG's goals and values must be welcomed, regardless of identity.

#### e. Required Pre-Approval Meeting

- Once the ERG Proposal Form is received, the Vice President of Human Resources will schedule a meeting with the organizers. This meeting will review ERG requirements, guidelines, goals, proposed activities, resources, and budget

considerations. Following this meeting, the Vice President of Human Resources will determine whether to approve the establishment of the ERG.

## 2. ERG Operating Principles

### a. Permissible ERG Activities

- Professional development
- Networking events
- Community-building activities
- Community relations programs
- Social and intellectual enrichment
- Events promoting diversity, equity, and inclusion
- Celebrations showcasing unique contributions of ERG members or their communities
- Guest speakers

### b. Policy Compliance

- ERGs must comply with all College of Marin policies.

### c. Fundraising

- ERGs may not engage in fundraising.

### d. Meeting and Activity Scheduling

- ERG meetings may occur during the workday with advance scheduling and supervisor approval.
- Activities such as social events may occur outside work hours, provided participation is voluntary.

### e. Representation Limitations

- ERGs are not authorized to make decisions on behalf of the College of Marin regarding wages, hours, or terms and conditions of employment and do not serve as representative bodies.

### f. Political and Legislative Restrictions

- ERGs may not be formed to promote or advance political or legislative positions.

### g. Employee Time Use

- ERG meetings, informal mentoring, and training may occur during regular working hours.
- Employees may use work time to prepare meeting agendas or training materials.
- Supervisor approval is not required to join an ERG; however, participation must not interfere with assigned duties.
- If participation negatively affects performance, supervisors may limit work time spent on ERG activities until performance improves.