

Employee Resource Group (ERG) Frequently Asked Questions

1. What is an Employee Resource Group?

An Employee Resource Group (ERG) is an employer-recognized, employee-led group of employees who share a common interest in diversity such as, but not limited to, race, ethnicity, national origin, gender, status as an individual with a disability, sexual orientation/gender identity, age, or are allies of that group.

2. Who can participate in ERGs?

Participation in an ERG is voluntary and open to all City Officers, employees, unpaid interns, and volunteers.

3. What are the benefits of participating in an ERG?

ERGs are committed to offering a sense of community and belonging to all City employees, helping to introduce new and current employees to the organizational culture, and providing mentoring and networking opportunities.

4. What do I need to do to join an existing ERG?

Employees must obtain supervisory approval on the ERG Participation Form, this includes employees in part-time classifications, temporary classifications, unpaid interns, volunteers, or employees in their initial probationary period.

5. What is the time commitment to become a member of an ERG?

With prior supervisory approval, ERG participants may spend up to 1.5 hours per month on City time working on ERG business, and employees in ERG Leadership Team positions may spend up to 3 hours per month on City time working on ERG business, as long as it does not interfere with the regular work of employees and it must not result in overtime. Allotted hours include commute times.

6. What do I need to do if I'd like to propose a new ERG?

Submit an ERG Application to the Director of Human Resources with all completed sections. The Review Committee will review and make a recommendation to the Director of Human Resources for approval or denial within 30 business days of receipt.

If approved, ERG will receive an approval letter. If the application is incomplete or is otherwise not approved, ERG will receive a letter with reasons for denial and possible remedies to correct the deficiencies.

7. What will an ERG be required to do once it is established?

Each ERG will be required to submit an annual work plan to Human Resources for review and approval within 30 business days of formation. The annual work plan must include

the group name, the group's goals and objectives for the coming year, and the expected business value added by the group in the coming year. Additionally, each ERG will be required to submit an annual report to Human Resources for review and approval by June 30th of each year. The annual report must include the group name and a summary of the last year's accomplishments toward the work plan and objectives, the business value added by the group in the last year, and a work plan for the coming year.

8. How can I leave an ERG?

Employees may send an email to the designated Chair and/or Co-Chair if they desire to discontinue their participation in an ERG.

9. Who supports ERGs?

The Director of Human Resources has established a Review Committee comprised of the Office of Employee Relations and divisions within Human Resources to review and make recommendations for approving ERGs. Contact the Human Resources Department for more information at human.resources@sanjoseca.gov or (408) 535-1285.