

Employee Resource Group (ERG) Participation Form

The City of San José is committed to supporting workforce equity by fostering the development of Employee Resource Groups (ERGs), also known as Affinity Groups. An 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 identify, age, or are allies of that group.

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.

Instructions

Complete Section 1 and Section 2 of this form. Send your in-progress form to your supervisor so they can complete their section.

If you have questions or need assistance:

Email: human.resources@sanjoseca.gov

Call: (408) 535-1285

Section 1: Employee Information

Employee Name

First Name

Last Name

Title

Email

Department/Division

Direct Supervisor Name

First Name

Last Name

Direct Supervisor Email

Section 2: Participation Details

How will participation in an ERG support your professional development?

What do you hope to learn from participating in an ERG?

I understand and agree to the following:

- Employee participation is voluntary and subject to supervisory approval.
- Supervisors shall approve employee ERG participation based on the operational needs of the department.
- When using work time to participate in ERG activities, employees shall request prior approval from their supervisor in order to allow supervisors time to ensure adequate staff coverage.
- ERG participation will not be approved if the operational needs of the unit will not be met and/or if ERG attendance puts the employee in overtime status for that pay period.
- 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.

Employee Signature

Employee Signature Date

Last step for Employees

Send your in-progress form to your supervisor so they can complete their section.

Section 3: For Supervisors Only

Note to supervisors: Please approve or deny the ERG participation for the employee listed in Section 1. If approved, please indicate the expiration date. If denied, give the reason for denial and describe the plan to address the barriers so the employee can resubmit the form at a later time.

Yes, ERG participation is approved subject to operation needs.

Expiration Date

No, ERG participation is denied at this time.

Reason for denial

The plan to address barriers

Describe the plan to address barriers so the employee can resubmit the participation form.

Supervisor Name

First Name

Last Name

Supervisor Email

Supervisor Signature

Date

Completed applications may be submitted via e-mail to the Human Resources Department at human.resources@sanjoseca.gov