

## HARTNELL COMMUNITY COLLEGE DISTRICT

### Operational Memorandum #701

#### Employee Resource Groups

**Purpose:** To establish a clear process for creating and supporting Employee Resource Groups.

**Background:** An employee resource group (ERG) is a voluntary, employee-led organization that brings together individuals who share common characteristics or backgrounds. These groups are typically formed around dimensions such as race, ethnicity, gender identity, sexual orientation, age, disability, religion, nationality, or other aspects of diversity.

ERGs often organize events, workshops, and initiatives aimed at promoting diversity, equity, and inclusion. They may also advise leadership on policies and practices that can enhance diversity and create a more inclusive work environment. Additionally, these groups can serve as valuable resources for recruitment, retention, and professional development efforts by helping to attract and retain employees from diverse backgrounds, as well as providing a platform for networking, mentorship, and advocacy. All of these activities help to foster a sense of belonging, support, and community among employees.

Employee resource groups are employee-led and supported by the Office of Human Resources at Hartnell College. They are not the same as affinity groups, which are informal groups that aren't officially recognized, sponsored, or supported by Hartnell College, and don't necessarily have direct ties to the college's diversity, equity, inclusion, and belonging (DEIB) goals.

#### Process

Any employee can make a request to start an ERG by completing the New Employee Resource Group application. This application includes the following information:

- A designated leader or leaders who can commit to an initial term of at least two years.
- Minimum membership of 3 individuals.
- A statement of purpose that aligns with Hartnell College's mission, vision, and values.
- A list of 3-4 goals for the year.

The *New Employee Resource Group application* will be submitted to the Office of Human Resources. That office will make an initial response to the applicant within 72 hours.

Members of Hartnell College ERGs must be current Hartnell employees. Membership in an ERG is entirely voluntary, and ERGs are open to all employees.

Renewals of ERGs shall occur annually, at the beginning of each academic year.

**Funding:** Each Employee Resource Group will receive \$500 annually from the EEO fund to support their activities. If additional funding is available, ERGs will have an opportunity to apply for funds on a one-time basis. The Office of Human Resources will coordinate the funding application process.

Approved: