



UTAH VALLEY UNIVERSITY

Policies and Procedures

POLICY TITLE	Employee Resource Groups	Policy Number	367
Section	People and Culture	Approval Date	June 21, 2024
Subsection	Compensation and Benefits	Effective Date	June 21, 2024
Responsible Office	Office of the Vice President of People and Culture		

1.0 PURPOSE

1.1 Employee resource groups (ERGs) provide a forum for employees to meet, support each other, and build a sense of belonging for staff, faculty, and student employees. The shared goal of ERGs is to promote a culture of respect, inclusion, kindness, and purpose at UVU. This policy provides a process for recognizing and supporting ERGs.

2.0 REFERENCES

2.1 Utah Board of Higher Education Policy R817 *Collective Bargaining for Higher Education Employees*

2.2 UVU Policy 161 *Freedom of Speech*

2.3 UVU Policy 162 *Title IX Sexual Harassment*

2.4 UVU Policy 165 *Discrimination, Harassment, and Affirmative Action*

2.5 UVU Policy 325 *FLSA Compliance*

3.0 DEFINITIONS

3.1 **ERG Committee:** A group of employees who oversee all employee resource groups and manage their annual reports, applications, and other similar responsibilities.

3.2 **Employee resource group (ERG):** Voluntary, employee-led group centered on shared identities, experiences, or interests.



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4.0 POLICY

4.1 Scope of Policy

4.1.1 This policy applies to all full-time and part-time UVU employees, including faculty, staff, and student employees.

4.2 ERG Committee

4.2.1 The ERG Committee

1) is chaired by the Chief Engagement and Effectiveness Officer (CEEEO) and includes at least one representative from each of the following entities: Employee Relations, Equity and Title IX, the Office of General Counsel, PACE, a Faculty Fellow from Academic Administration, and Mental Health Service;

2) Reviews applications, including charters, for the formation of new ERGs and ensures that the proposed ERG complies with the requirements of this policy;

3) Receives annual reports from each ERG, as described in section 5.3, and reviews them for compliance with this policy;

4) Approves the distribution of available UVU funding for recognized ERGs on a viewpoint neutral and nondiscriminatory basis; and

5) Derecognizes ERGs whose leaders or members fail to abide by this policy or applicable law.

4.3 ERG Recognition

4.3.1 For an employee resource group to be recognized by the University, it must request approval from the ERG Committee by submitting an application, including a charter, to the committee. If approved, the ERG receives an official name recognition and other benefits listed in section 4.4.

4.3.2 Initially, People and Culture will house and archive the applications; however, the university organization that maintains the archive may be changed as needed.

4.3.3 If an ERG application has been denied by the ERG Committee, the applicant may re-submit their request to the ERG Committee for reconsideration (see section 5.4).

4.4 ERG Benefits

4.4.1 Officially recognized ERGs will receive benefits, including the following:



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- 1) listings on Office of Institutional Engagement and Effectiveness websites and publications
- 2) depending on availability, funding for activities, events, supplies, or food at a maximum of \$500 per year
- 3) access to UVU communication platforms such as an ERG-specific @uvu.edu email address
- 4) free access to physical space on campus

4.5 Institutional Funding

4.5.1 Individual executive divisions will provide funding for ERGs in their area at an annual minimum of \$500, where appropriate to the number of participants of the ERGs and the activities. They must send the funds to the Office of Institutional Engagement and Effectiveness, who will distribute the funds to the active ERGs.

4.6 ERG Conduct Standards

4.6.1 Consistent with the purpose of recognizing ERGs, ERG leaders and members are expected to comply with the following conduct standards:

- 1) Engage one another with collegiality and respect.
- 2) Open participation, membership, and leadership opportunities to all employees by refraining from excluding participants for any reason related to their viewpoints or identity, including sex, sexual orientation, gender identity or expression, race, color, national origin, religion, disability status, or veteran status.
- 3) Maintain basic decorum, order, and cooperation. Attendees, members, or participants should expect that activities and interactions center on the shared identities, experiences, and interests of the groups and that they may be excluded for substantially disrupting activities or substantially interfering in communications of an ERG (e.g., malicious heckling).
- 4) Avoid using the ERG to represent members in negotiating terms or conditions of employment (UBHE Policy R817 prohibits UVU from recognizing any group that engages in collective bargaining).
- 5) Refrain from unauthorized use of the ERG as a UVU forum for employment grievance or dispute resolution. Instead, follow the proper procedures under UVU policy, such as UVU Policy 165, to file employment grievances.
- 6) Abide by Policy 165 *Harassment, Discrimination, and Affirmative Action*, Policy 326 *Workplace Conduct*, and all other applicable policies.



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7) Avoid doing UVU work during ERG meetings and activities, consistent with section 4.7 of this policy.

4.6.2 Any misconduct of the above criteria as determined by the ERG Committee may result in denial of continuation of the ERG (see section 5.4).

4.7 ERG Participation is Voluntary

4.7.1 Employee participation in ERG meetings and activities is entirely voluntary and independent of employees' compensable work duties. UVU job performance evaluations will not be affected negatively or positively by an employee's participation, or lack thereof, in an ERG.

4.7.2 ERG time commitments should occur at a time when it is most convenient for participants, considering their work commitments and availability, and when participation in ERGs activities does not interfere with employees' primary UVU duties; these times may often be outside of normal business hours. Due to the nature of nonexempt employees' compensation (as seen in Policy 325), nonexempt employees must receive permission from their supervisor to attend ERG functions during their regular working hours, and such hours must be tracked and compensated as working time.

4.7.3 ERG programming must avoid job training directly related to specific UVU jobs or designating ERG time for employee participants to perform their UVU work. Such activities must be compensated as working time and are therefore outside of ERGs' purview. Preparing participants for advancement by cultivating new skills is permissible but not eligible for compensation.

5.0 PROCEDURES

5.1 Formation of an ERG

5.1.1 To form a new ERG, groups must submit an application that must include the following:

- 1) a list of at least three interested employees willing to volunteer in the ERG
- 2) an introductory message with information about the ERG that can be used to invite additional members
- 3) an ERG charter

5.1.2 ERG charters must do the following:

- 1) Define the mission and purpose of the group.



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- 2) Commit the group to following all university policies.
- 3) Explain how the ERG's goals align with UVU's Vision 2030 value of Include.
- 4) Limit membership and leadership to UVU employees only.

5.1.3 If the ERG committee has denied an ERG application, the applicant may resubmit their request to the ERG Committee for reconsideration (see section 5.4.1).

5.2 An ERG's First Meeting

5.2.1 The first meeting must be communicated to and acknowledged by the ERG Committee.

5.2.2 At the first meeting, the group must select a chair, vice chair, and secretary and establish a process of encouraging employees to join the ERG.

5.2.3 The chair should have the web page content (description of ERG, mission, objectives, and email) prepared by the end of the first meeting and coordinate with Web Development Services to create the designated UVU ERG webpage.

5.2.4 Following the first meeting, the ERG may revise its charter as needed.

5.3 Required ERG Reports

5.3.1 New ERGs must promptly report to the ERG committee their chair, vice chair, and secretary after the first meeting, via email.

5.3.2 ERGs will report group objectives, achievements, meeting schedules, barriers, successes, and changes in leadership to the ERG Committee bi-annually (January 1 and July 31).

5.4 Appealing a Denial of Recognition

5.4.1 If ERG leaders or members fail to meet the requirements of this policy or applicable law, the ERG Committee may deny an application for recognition or revoke previously granted recognition. Decisions to deny an ERG application or derecognize an ERG should include guidance on how to correct deficiencies.

5.4.2 In the event that the application is denied a second time, the ERG applicant/chair may resubmit a written proposal to the Vice President of People and Culture. The new proposal must include supporting evidence that all ERG formation criteria and policy directives have been met. Applicants will be notified of a decision within 30 days of the submission. The Vice President's decision is final.



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POLICY HISTORY		
Date of Last Action	Action Taken	Authorizing Entity
June 21, 2024	New policy approved	UVU Board of Trustees