



**UTAH VALLEY UNIVERSITY**  
Policies and Procedures

<b>Proposed Policy Number and Title: 367 Employee Resource Groups</b>		
Existing Policy Number and Title: Not applicable		
Approval Process*		
<input checked="" type="checkbox"/> Regular	<input type="checkbox"/> Temporary Emergency	<input type="checkbox"/> Expedited
<input checked="" type="checkbox"/> New	<input type="checkbox"/> New	<input type="checkbox"/> New
<input type="checkbox"/> Revision	<input type="checkbox"/> Revision	<input type="checkbox"/> Revision
<input type="checkbox"/> Deletion	<input type="checkbox"/> Suspension	
	Anticipated Expiration Date:	
*See UVU Policy 101 <i>Policy Governing Policies</i> for process details.		

<b>Draft Number and Date:</b> <u>Stage 4 Draft</u>
<b>President's Council Sponsor:</b> <u>Marilyn Meyer</u> Ext. _____
<b>Policy Steward:</b> <u>Rasha Qudisat</u> Ext. _____

POLICY APPROVAL PROCESS DATES	
<p><b>Policy Drafting and Revision</b> Entrance Date: <u>02/09/2023</u></p> <p><b>University Entities Review</b> Entrance Date: <u>01/11/2024</u> Close Feedback: <u>03/07/2024</u></p> <p><b>University Community Review</b> Entrance Date: <u>04/25/2024</u> Open Feedback: <u>04/25/2024</u> Close Feedback: <u>05/03/2024</u></p> <p><b>Board of Trustees Review</b> Entrance Date: <u>05/23/2024</u> Approval Date: _____</p>	<p align="center"><b>POST APPROVAL PROCESS</b></p> <p>Verify:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Policy Number</li> <li><input type="checkbox"/> Section</li> <li><input type="checkbox"/> Title</li> <li><input type="checkbox"/> BOT approval</li> <li><input type="checkbox"/> Approval date</li> <li><input type="checkbox"/> Effective date</li> <li><input type="checkbox"/> Proper format of Policy Manual posting</li> <li><input type="checkbox"/> TOPS Pipeline and Archives update</li> </ul> <p><b>Policy Office personnel who verified and posted this policy to the University Policy Manual</b></p> <p><b>Name:</b> _____</p> <p><b>Date posted and verified:</b> _____</p>



# UTAH VALLEY UNIVERSITY

## Policies and Procedures

<b>POLICY TITLE</b>	Employee Resource Groups	<b>Policy Number</b>	367
<b>Section</b>	People and Culture	<b>Approval Date</b>	
<b>Subsection</b>	Compensation and Benefits	<b>Effective Date</b>	
<b>Responsible Office</b>	Office of the Vice President of People and Culture		

### 1.0 PURPOSE

1 **1.1** Employee resource groups (ERGs) provide a forum for employees to meet, support each  
2 other, and build a sense of belonging for staff, ~~and faculty,~~ **and student employees.** The shared  
3 goal of ERGs is to promote a culture of respect, inclusion, kindness, and purpose at UVU. This  
4 policy provides a process for recognizing and supporting ERGs.

### 2.0 REFERENCES

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

7 **2.1 UVU Policy 161 Freedom of Speech**

8 UVU Policy 162 *Title IX Sexual Harassment*

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

10 UVU Policy 325 *FLSA Compliance*

### 3.0 DEFINITIONS

11 **3.1 ERG Committee:** A group of employees who oversee all employee resource groups and  
12 manage their annual reports, applications, and other similar responsibilities.

13 **3.2 Employee resource group (ERG):** Voluntary, employee-led group centered on shared  
14 identities, experiences, or interests.

### 4.0 POLICY

15 **4.1 Scope of Policy**



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16 **4.1.1** This policy applies to all full-time and part-time UVU employees, including faculty, staff,  
17 and student employees.

### 18 **4.2 ERG Committee**

19 **4.2.1** The ERG Committee

20 1) is chaired by the Chief ~~Inclusion and Diversity~~Engagement and Effectiveness Officer  
21 (CEEEO) and includes at least one representative from each of the following entities: Employee  
22 Relations, Equity, and Title IX, the Office of General Counsel, PACE, a Faculty Fellow from  
23 Academic Administration, and ~~a representative from~~ Mental Health Services.

24 2) ~~R~~reviews applications, including charters, for the formation of new ERGs and ~~to ensure~~s that  
25 the proposed ERG complies with the requirements of this policy.

26 3) ~~R~~receives annual reports from each ERG, as described in section 5.3, and reviews them for  
27 compliance with this policy.

28 4) ~~A~~approves the distribution of available UVU funding for recognized ERGs ~~recognized~~ on a  
29 viewpoint neutral and nondiscriminatory basis; ~~and~~.

30 5) ~~D~~derecognizes ERGs whose leaders or members fail to abide by this policy or applicable law.

### 31 **4.3 ERG Recognition**

32 **4.3.1** For an employee resource group to be recognized by the University, it must request  
33 approval from the ERG Committee by submitting an application, including a charter, to the  
34 committee. ~~This approval~~If approved, the ERG receives ~~will provide~~ an official name  
35 recognition and other benefits listed in section 4.4.

36 **4.3.2** Initially, People and Culture will house and archive the applications; however, the  
37 university organization that maintains the archive may be changed ~~from time to time~~, as needed.

38 **4.3.3** If an ERG application has been denied by the ERG Committee, the applicant may re-  
39 submit their request to the ERG Committee for reconsideration (see section 5.4).

### 40 **4.4 ERG Benefits**

41 **4.4.1** Officially recognized ERGs will receive benefits, ~~which may include the following~~  
42 including the following:

43 1) ~~L~~listings on Office of ~~Inclusion and Diversity~~Institutional Engagement and Effectiveness  
44 websites and publications;



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- 45 2) ~~d~~Depending on availability, ~~F~~funding for activities, events, supplies, or food at a maximum of  
46 \$500 per year.~~;~~
- 47 3) ~~a~~Access to UVU communication platforms such as an ERG-specific @uvu.edu email address;  
48 ~~and;~~
- 49 4) ~~f~~Free access to physical space on campus.~~;~~

### 50 4.5 Institutional Funding

51 4.5.1 Individual executive divisions will provide funding for ERGs in their area at an annual  
52 minimum of \$500, where appropriate to the number of participants of the ERGs and the  
53 activities. They must send the funds to the Office ~~of Inclusion and Diversity~~Diversity of  
54 Institutional Engagement and Effectiveness, who will ~~delegate~~distribute the funds to the active  
55 ERGs.

### 56 4.6 ERG Conduct Standards

57 4.6.1 Consistent with the purpose of recognizing ERGs, ERG leaders and members are expected  
58 to comply with the following conduct standards:

- 59 1) Engage one another with collegiality and respect.~~;~~
- 60 2) Open participation, membership, and leadership opportunities to all employees by refraining  
61 from excluding participants for any reason related to their viewpoints or identity, including sex,  
62 sexual orientation, gender identity or expression, race, color, national origin, religion, disability  
63 status, or veteran status.~~;~~
- 64 3) Maintain basic decorum, order, and cooperation. Attendees, members, or participants should  
65 expect that activities and interactions center on the shared identities, experiences, and interests of  
66 the groups and that they may be excluded for ~~maliciously and~~ substantially disrupting activities  
67 or substantially interfering in communications of an ERG (e.g., malicious heckling).~~;~~
- 68 4) Avoid using the ERG to represent members in negotiating terms or conditions of employment  
69 (UBHE Policy R817 prohibits UVU from recognizing any group that engages in collective  
70 bargaining).~~;~~
- 71 5) Refrain from unauthorized use of the ERG as a UVU forum for employment grievance or  
72 dispute resolution. Instead, follow the proper procedures under UVU policy, such as UVU Policy  
73 165, to file employment grievances.~~;~~
- 74 6) Abide by Policy 165 *Harassment, Discrimination, and Affirmative Action*, Policy 326  
75 *Workplace Conduct*, and all other applicable policies.~~;~~



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76 7) Avoid doing UVU work during ERG meetings and activities, consistent with section 4.6.37 of  
77 this policy.

78 4.6.2 Any misconduct of the above criteria as determined by the ERG Committee may result in  
79 denial of continuation of the ERG (see section 5.43).

### 80 4.7 ERG Participation is Voluntary and Not Compensated

81 4.7.1 Employee participation in ERG meetings and activities is entirely voluntary and  
82 independent of employees' compensable work duties. UVU job performance evaluations will not  
83 be affected negatively or positively by an employee's participation, or lack thereof, in an ERG.

84 4.7.2 ERG time commitments should occur at a time when it is most convenient for participants,  
85 considering their work commitments and availability, and when participation in ERGs activities  
86 does not interfere with employees' primary UVU duties; these times may often be outside of  
87 normal business hours. Due to the nature of nonexempt employees' compensation (as seen in  
88 Policy 325), nonexempt employees must receive permission from their supervisor to attend  
89 ERG functions during their regular working hours, and such hours must be tracked and  
90 compensated as working time.

91 4.7.3 ERG programming must avoid job training directly related to specific UVU jobs or  
92 designating ERG time for employee participants to perform their UVU work. Such activities  
93 must be compensated as working time and are therefore outside of ERGs' purview. Preparing  
94 participants for advancement by cultivating new skills is permissible but not eligible for  
95 compensation.

## 5.0 PROCEDURES

### 96 5.1 Formation of an ERG

97 5.1.1 To form a new ERG, groups must submit an application that must include the following:

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

102 5.1.2 ERG charters must do the following:

- 103 1) Define the mission and purpose of the group;



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104 2) ~~C~~commit the group to following all university policies.~~;~~

105 3) ~~E~~explain how the ERG's goals align with UVU's Vision 2030 value of Include.~~;~~ ~~and~~

106 4) ~~L~~imit membership and leadership to UVU employees only.~~;~~

107 **5.1.3** If the ERG committee has denied an ERG application, the applicant may resubmit their  
108 request to the ERG Committee for reconsideration (see section 5.4.1).

### 109 **5.2 An ERG's First Meeting**

110 ~~5.2.1~~ The first meeting must be communicated to and acknowledged by the ERG Committee.

#### 111 5.2.1

112 ~~5.2.2~~ At the first meeting, the group must ~~complete the following:~~

113 ~~S~~select a chair, vice chair, and secretary. ~~and~~

114 ~~5.2.3~~5.2.2 ~~E~~establish a process of encouraging employees to join the ERG.

115 5.2.45.2.3 The chair should have the web page content (description of ERG, mission, objectives,  
116 and email) prepared by the end of the first meeting and coordinate with Web Development  
117 Services to create the designated UVU ERG webpage.

118  
119 ~~5.2.5~~5.2.4 Following the first meeting, the ERG may revise its charter as needed.

### 120 **5.3 Required ERG Reports**

121 **5.3.1** New ERGs must promptly report to the ERG committee their chair, vice chair, and  
122 secretary after the first meeting, via email.

123 **5.3.2** ERGs will report group objectives, achievements, meeting schedules, barriers, successes,  
124 and changes in leadership to the ERG Committee bi-annually (January 1 and July 31).

### 125 **5.4 Appealing a Denial of Recognition**

126 **5.4.1** If ERG leaders or members fail to meet the requirements of this policy or applicable law,  
127 the ERG Committee may deny an application for recognition or revoke previously granted  
128 recognition. Decisions to deny an ERG application or derecognize an ERG should include  
129 guidance on how to correct deficiencies.

130 **5.4.2** In the event that the application is denied a second time, the ERG applicant/chair may  
131 resubmit a written proposal to the ~~Chief Inclusion and Diversity Officer (CIDO)~~Vice President of  
132 People and Culture). The new proposal must include supporting evidence that all ERG formation



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133 criteria and policy directives have been met. Applicants will be notified of a decision within 30  
134 days of the submission. The ~~CDO's~~ Vice President's decision is final.

POLICY HISTORY		
Date of Last Action	Action Taken	Authorizing Entity
	New policy approved	UVU Board of Trustees

135

Policy Office Draft

## **Executive Summary: Policy 367 *Employee Resource Groups (ERGs)***

**Date:** January 27, 2023  
**Sponsor:** Marilyn Meyer  
**Steward:** Rasha Qudisat  
**Policy Process:** Regular  
**Policy Action:** New

### **UPDATE, Revisions Made Based on Stage 2 Comments:**

- The comments included editorial comments and edits that were addressed as appropriate.
- The ERGs do not conflict with HB 261 because their policy states that they are open to all employees participating, and there are no exclusionary services or benefits for either the ERGs or the participants.
- A reference to Policy 161 was added per request.
- Further clarification was added: “Where appropriate, to the number of participants of the ERGs and the activities,” to ensure clarity regarding the equitable treatment of all ERGs.
- Added “and participation in ERGs activities does not interfere with employees’ primary UVU duties, and a reference to Policy 325 to explain the nonexempt compensation, for clarification.
- The policy does not prohibit supervisors from discussing ERG participation with their employees. However, it was explained that it will not be counted for or utilized as a basis for performance review.
- Changed the second appeal approval to be under Vice President of People and Culture.

### **Issues/Concerns (including fiscal, legal, and compliance impact):**

#### **PROPOSAL:**

The division of People and Culture proposes a new policy that would establish a process that allows groups of UVU employees to organize a support network around a shared identity, interest, or experience.

#### **POLICY GOAL:**

Through this policy, UVU would encourage the formation and ongoing engagement of employee



resource groups (ERGs) to facilitate a network and promote awareness, respect, and inclusion at the University. The University would approve each ERG. University ERGs allow employees to identify and share common identities and interests. Employees wishing to establish an ERG must demonstrate how the proposed group will benefit the Institution and its employees.

**BACKGROUND:**

Employee resource groups (ERGs) are voluntary, employee-led groups centered around interests, backgrounds, identities, experiences, and common bonds. Through participation in ERGs, UVU staff and faculty would help foster a positive campus climate by dynamically contributing to UVU's mission and values. The shared goal of ERGs is to provide a culture of respect, inclusion, kindness, and purpose.

The formation of these groups aligns with UVU's 2030 vision of Include strengthening outreach to and support for underrepresented students because supporting underrepresented faculty and staff will contribute to their retention and give students more role models and mentors.

Employees of UVU are encouraged to engage in various EID activities, and ERGs are one of many activities in which staff and faculty could be encouraged to participate and cultivate a cohesive community.

Engagement in employee resource groups offers long-term benefits for our community, professional and personal development for the participants, and strengthens the sense of belonging. Employee resource groups also support UVU's efforts in recruiting and retention of minority groups and their allies, and advocate for policies and programs to meet the needs of members of underrepresented groups.

**GUIDING PRINCIPLES**

- The main goal of ERGs is to promote equity, understanding, and inclusiveness.
- ERGs create a welcoming, friendly place for staff and faculty who share mutual interests and experiences to meet and support one another's personal and professional perspectives.
- All ERGs are open to all employees.
- Employee participation in ERGs is entirely voluntary.
- ERGs must follow UVU's policies and regulations

**Suggested Changes:** Not applicable.

**Requested Approval from President's Council:** Entrance to Stage 1, regular policy process

**Embedded Editor:** Miranda Christensen

**Embedded Attorney (if applicable):**

**Proposed Drafting Committee:** Rasha Qudisat, Miranda Christensen (embedded editor)

**Research Plan:**

- **Policy Office Standard Research Procedure.** The Policy Committee will conduct a literature review about the development and management of the ERGs within the USHE institutions (ex., Weber State University) and other industries in Utah (ex., Dominion Energy, Salt Lake Chamber)
- **Other: Policy Committee** will learn Industry association guidance, standard best practices, compliance organizations, etc., when developing and writing the policy guidelines, application, and management of the ERGs.

**Research Summary:** We will conduct a literature review of the benefits of Employee Affinity Groups to understand how they might build a sense of belonging for employees of unique identities and backgrounds.

**Target Date for Stage 1 Draft to Enter Stage 2:** [Click here to enter a date.](#)

**Target Date for Board of Trustees Review: 6/25/2023**



## Equity Assessment Committee (EAC) Worksheet

***NOTE:** This form is for internal use only by the EAC and policy sponsors/stewards/coordinators. This form captures general equity concerns and those that impact the specific groups listed. The Equity Assessment Findings and Responses Summary form accompany the Stage 1 draft.*

<b>Policy Number:</b> 367	<b>Policy Title:</b> Employee Resource Groups
<b>EAC Review Date:</b> October 11, 2023	<b>Policy Sponsor:</b> Marilyn Meyer
<b>Date Completed by Policy Sponsor/Steward/Coordinator:</b>	<b>Policy Steward:</b> Rasha Qudisat

**UVU Scope (Groups impacted):**

- |   |  |
|---|--|
| <ul style="list-style-type: none"> <li>Adult learners</li> <li>Age (40+)</li> <li>Color</li> <li>First-generation student status</li> <li>Individuals with apparent or non-apparent disabilities</li> <li>National origin and citizenship status</li> </ul> | <ul style="list-style-type: none"> <li>Pregnancy, pregnancy-related conditions</li> <li>Race and ethnicity</li> <li>Religion, spirituality, and worldviews</li> <li>Sex, gender identity, and gender expression</li> <li>Sexual orientation</li> <li>Socioeconomic status</li> <li>Veteran status (including uniformed military status)</li> </ul> |
|---|--|

Section	Groups Impacted	General Equity	Equity Concern	Equity Recommendation	Policy Sponsor/Steward/Coordinator Proposed Solution
1.1		x	The following terms have become somewhat triggering in the current climate towards EID work: diversity, inclusion, belonging, etc.	Perhaps use words and phrases such as “sense of togetherness” or “sense of a safe space”?	“Sense of belonging” as a term has been included in the 5-year inclusion report and the Inclusion Plan 3.0, which is under development. We can however, replace “diversity” with “campus composition” where applicable.
4.5.1, item 3		X	This section seems too broad --for example "heckling" and "disruption" are sometimes valuable	Perhaps have a case-by-case policy of exclusion based upon evidence of	We will add the word “malicious” to make it more specific. As for case-by-case basis, the intention is to practice this but wait to

			communication tactics for oppressed people.	"malicious disruptive actions" or something similar.	see how the procedures work in practice before putting it into policy.
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DRAFT

**Policy Approval Process - Stage 2  
Summary of Comments**

<b>Policy Title: Employee Resource Groups</b>	<b>Policy Number: 367</b>
<b>Sponsor(s): Marilyn Meyer</b>	<b>Steward(s): Rasha Qudisat</b>
<b>Presentation to: Government Entities</b>	<b>Date Presented:</b>

Note: Indicate with X whether the comment is editorial (grammar, punctuation, sentence structure, etc.) or is a substance comment (content, procedure, etc.)

<b>CAMPUS ENTITY</b>	<b>POLICY SECTION</b>	<b>Editorial Comment</b>	<b>Substance Comment</b>	<b>CONCERN</b>	<b>SPONSOR/STEWARD RESPONSE</b>
Faculty Senate	4.6.1.4 & 4.6.1.5	x		Some individuals deem it unnecessary to disclose that the Employee Resource Group is not a union.	There is no harm in being specific about this information.
Faculty Senate	General	x		The timing of this policy may look questionable in light of HG 261	The purpose of the ERGs does not conflict with HB 261 because the ERGs are open to all employees and do not have exclusionary services or benefits.
PACE	Overall		X	Should likely reference and implement language from the freedom of speech policy.	I think it's fine to add that to the references. But I don't believe more specific reference to Policy 161 will add much value, because the specific expression-related scenarios contemplated in this policy are not specifically covered under Policy 161.

PACE	1.1	X		Student employees are mentioned in 4.1.1. Recommended to change "staff and faculty" to "employees." Or to include students.	Changed.
PACE	4.2.1 (2)	X		Change "to ensure" to "ensures" to make the statement parallel and consistent with the other verbs throughout the section.	Changed.
PACE	4.2	X		To improve flow and readability of policy, put 4.2 into the procedures section. The ERG Committee is already included in the definitions and therefore doesn't need a section prior to mentioning it in the "ERG Recognition" section.	Section 4.2 provides details of the scope of the committee, whereas the definition section is short and limited to the general explanation. Keep as is.
PACE	4.3.1	X		"This approval" feels strange. Rephrase to "if approved, the ERG receives...."?	Changed.
PACE	4.4.1	X		<p>"Which may include the following"... seems strangely worded. Is there some limitation / restriction on which of these benefits they receive / do not receive? As is it written, sounds like you may not receive any of the listed benefits.</p> <p>Maybe instead say: "will receive benefits, including..." and then maybe add for #2 "depending on availability of funding"?</p>	Changed.
PACE	4.4.1	X		<p>The ending punctuation on the list after "the following" should be consistent. Make all of them semicolons (except the final one should be a period). Also, delete the "and" at the end of 3). It's unnecessary.</p> <p>The same feedback goes for the list in 4.6.1</p>	Changed.
PACE	4.5.1		X	Any safeguards in place for discrimination by the executive divisions? I.e., hypothetical VP prefers the protected class X ERG over all others and provides 10K funding to them while only providing 500 to other	Added further clarification: "where appropriate to the number of participants of the ERGs and the activities."

				<p>ergs in their area?</p> <p>Have it be more clear on what dictates the amount of funding, such as total numbers, number of activities, compliance obligations completed, etc. Try to make it more objective vs. subjective.</p>	
PACE	4.6.1 #7	X		Will likely be caught in final draft, but Section 4.6.3 does not exist in this draft. Likely should be 4.7.	Changed.
PACE	4.6.2	X		Should review all citations to other sections of the policy in the final draft, as 5.3 is the wrong section as well.	Changed.
PACE	4.7		X	<p>Title mentions "Not Compensated"</p> <p>4.7.2 mentions nonexempt employees MUST be compensated??? Contradicts title. Especially confusing considering 4.7.3 then talks about how compensable activities (job training) are prohibited. Make it more clear, perhaps have another section about when people need to be compensated vs not.</p> <p>Are exempt employees then expected to take time off when they participate in this? Or should it only occur during lunch time / after work? Or...? What should exempt employees / what are their expectations in regards to exempt employees?</p> <p>Might help to separate by employment status.</p>	<p>Nonexempt employees are compensated by the hour, and in the policy, permission must be given.</p> <p>Added "and participation in ERGs activities does not interfere with employees' primary UVU duties;" and a reference to Policy 325 to explain the nonexempt compensation.</p>
PACE	4.7.1		X	<p>4.7.1 mentions performance evaluations. What if engagement in the ERG is detracting from work duties? I.e., employee spends too much time on it? So long as an employee is not doing work during the ERG (4.6.1 #7), then there is no provision in here about working too much on an ERG.</p> <p>In a "protect the supervisor" mindset, what if an employee is detracting from their work duties and not</p>	<p>Participating in an ERG will not be counted for or utilized as the basis for performance evaluation.</p> <p>The policy does not prohibit the supervisor from discussing ERG's participation with their employees.</p> <p>Added the suggested statement.</p>

				<p>fulfilling their UVU obligations due to their work on the ERG? When is a supervisor allowed to address this with an employee, if at all? Can they talk about it in their one on ones? Etc.</p> <p>Consider adding a provision about “so long as participation in ERG activities do not interfere with your primary UVU duties” for employees.</p>	
PACE	5.1	X		<p>The list for 5.1 also has inconsistent punctuation. 5.1.1-5.1.1.3 should be punctuated with semicolons at the end (with 5.1.1.3 ending in a period).</p>	Fixed the punctuation.
PACE	5.4		X	<p>The CIDO is the head of the ERG Committee. Why are they also individually the main appeal mechanism? The CIDO would have already seen the appeal and been a part of the decision to reject the application.</p> <p>Based on the Org chart, should be the VP of P&amp;C or some other area.</p>	Good idea. Changed.
UVUSA				No comments	
Academic Affairs Council				No comments	
Policy Office				All instances of language conflicting with HB261 and changes to the CIDO’s title must be updated to reflect current standards.	Changed.