

Employee Resource Groups (ERG) Policy

Scope: CITYWIDE

Policy Contact:

Department of Human Resources

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Supersedes:

N/A – New

Reviewed/Effective:

09/04/2025

I. Purpose and Definition

The City of Sacramento (City) believes that a diverse, inclusive culture is essential to business success. Consistent with the City's workforce equity goal to be a model employer by leveraging diversity and fostering inclusion to deliver the best public service the City strives to create a culture that values the contributions of all City employees and provides equal opportunity for professional development and career advancement.

To further the City's goal of reflecting the community we serve, this policy establishes Employee Resource Groups (ERGs) for City employees. An ERG is a voluntary, employee-led group made up of current City employees with a shared characteristic, established to highlight issues that are important to the group, and to provide input to the City from the group's perspective.

ERGs are groups formed by employees across all demographics—race, national origin, gender, sexual orientation, disability, education, geography, military status, occupation, career field, etc.

II. Benefits of Employee Resources Groups

- A. ERGs create a sense of community for individual employees who may otherwise feel isolated by providing a space for them to meet with other employees with whom they share a community of interest based on a shared group status.
- B. ERGs allow participating employees to build relationships with management and the community in an inclusive environment in an effort to foster trust between the City and employees.
- C. ERGs play a pivotal role in cultivating an engaged and inclusive work environment by fostering connections, promoting diversity awareness, and advocating for equity, resulting in increased employee satisfaction and productivity. Additionally, diversity in the workplace means more perspectives, backgrounds, experiences, and ways of thinking.
- D. ERGs provide opportunities for professional growth, including providing valuable leadership development, mentoring opportunities, and opportunities for employees from different departments and various roles to work together as a team. Cross-collaboration empowers employees to grow and assume leadership roles within the City.
- E. ERGs provide opportunities for personal growth and employee engagement, including providing opportunities to learn about various groups and cultures represented in the workplace and a positive atmosphere for employees to get to know one another on a more personal level.

- F. ERGs serve as a bridge to various communities for recruitment and talent management initiatives, ensuring a diverse pool of candidates, and enhancing the City's ability to attract and retain top talent.
- G. ERGs serve as powerful ambassadors for the City both as an employer of choice and a community partner. ERG activities and initiatives contribute to a positive organizational image and strengthen community relationships.
- H. ERGs provide a source for information and creative brainstorming ideas for topics about specific groups and communities. Creative brainstorming provides opportunities for proactive responses to issues rather than reactive.

III. ERG Guidelines

A. Minimum Group Requirements

- 1. ERGs must have a charter which defines:
 - a. Long-term and short-term goals of the ERG.
 - b. How the group will operate.
 - c. The ERG's structure, including whether it will have a designated leader(s) selected by the members of the ERG.
- 2. ERG members, participants, and guests are required to abide by all City policies and procedures while attending ERG meetings, activities, and events.

B. ERG Restrictions

- 1. ERGs are not a substitution for an employee's Recognized Employee Organization (REO), sometimes called a "labor union" or "employee association." ERGs are prohibited from advocating for matters relating to an employee's wages, hours, or other terms and conditions of employment. ERGs should direct employees to their REO for handling those functions.
- 2. ERGs will not utilize City resources and time for political lobbying activities. This includes but is not limited to establishing or participating in a political action committee (PAC), and/or endorsing political candidates.
- 3. ERGs will not negotiate terms and conditions of employment.
- 4. ERG members will not use work time for group meetings and/or activities, including the planning and coordinating ERG-hosted and City-approved events.

Employees may attend group meetings and/or activities during unpaid meal breaks, after working hours, or by using pre-approved leave accruals.

5. ERGs may utilize City Information Technology (IT) resources including, but not limited to, City email, Microsoft Teams, printers, and/or copy machines for group-specific activities in accordance with the IT Resources Policy. "IT resources, including City email, may be used for incidental personal use, so long as such use does not result in a significant monetary expenditure to the City or involve the expenditure of a significant amount of time by the user away from their job duties."
6. ERGs may not use City-owned vehicles for the purpose of planning or setting up ERG events.
7. The ERG membership shall be comprised entirely of active City employees. Members who have retired or separated from City service are no longer eligible to participate in the ERG meetings and/or activities. Members who have retired or separated from City service are eligible to attend events open to the public.
8. The following groups and activities will not be approved/supported ERGs:
 - a. Groups whose agendas promote division amongst employees or that exclude other City employees.
 - b. Groups that promote or advocate violence, hatred, or extremism.

IV. Group Approval/Recognition Process

A. Initial Recognition Request Process

1. ERGs are recognized in the City by submission of an Employee Resource Group Proposal/Recognition Form (Exhibit A) and Employee Resource Group Charter (Exhibit B) to the Human Resources Department, Office of Diversity and Equity (ODE).
2. A meeting will be scheduled with founding members from the proposed ERG and ODE to evaluate the proposal.
3. After the evaluation meeting, ODE will review the proposal and make recommendations to the City Manager's Office (CMO) for final approval.
 - A. Decisions will be communicated in writing within ninety (90) calendar days of receipt of the proposal.
 - B. Proposals that are denied will include the reason(s) for the denial.

C. Denied Proposals may receive a review by submitting a written request to the City Manager within fourteen (14) calendar days of receipt of the denial.

- i. The City Manager, or designee, shall make a written determination within fourteen (14) calendar days of receipt of the review request. In all matters, the City Manager's decision shall be final.

B. Renewal Process

1. ERGs shall be established for a term of two (2) years at which time they will be reevaluated by ODE to determine viability. If the group is deemed to be viable, they will be renewed for another two-year term.
2. ERGs can request reevaluation by submission of an Employee Resource Group Reevaluation Form (Exhibit C) and updated Employee Resource Group Charter (Exhibit B) (if applicable) to ODE. Requests for reevaluation shall be submitted 90 days prior to the expiration of the group's term.
3. After the reevaluation, ODE will make recommendations to the CMO for final approval.
 - A. Decisions will be communicated in writing within ninety (90) calendar days of receipt of the reevaluation.
 - B. Reevaluations that are denied will include the reason(s) for the denial.
 - C. Denied reevaluation may receive a review by submitting a written request to the City Manager within fourteen (14) calendar days of receipt of the denial.

The City Manager, or designee, shall make a written determination within fourteen (14) calendar days of receipt of the review request. In all matters, the City Manager's decision shall be final

C. Termination of Groups

The City reserves the right to revoke the recognition and charter of a previously approved ERG at any time by providing written notice of the revocation to the group. Requests for reconsideration may be filed in writing to the City Manager within fourteen (14) calendar days of the ERGs receipt of notice of the revocation.

The City Manager, or designee, shall make a written determination within fourteen (14) calendar days of receipt of the review request. In all matters, the City Manager's decision shall be final.

D. Already Established Groups

ERGs already established as of the effective date of this policy shall have six (6) months to submit an Employee Resource Group Proposal/Recognition Form (Exhibit A) and Employee Resource Group Charter (Exhibit B) to ODE in accordance with subsection A above.

V. Types of Events ERGs May Hold and the City Will Approve

A. Cultural Luncheons

1. A cultural lunch shall be defined as a lunchtime event in which it is anticipated that fifty (50) or more guests will attend.
2. Any City employee who wants to celebrate or expand their awareness of the particular culture may attend the luncheon. Employees may not use City time to participate in cultural luncheons. Attendance should be during unpaid meal breaks, after working hours, or by using pre-approved leave accruals.
3. Cultural luncheons are open to all City employees and non-City employees.

B. Other Employee Enrichment Events

1. Other employee enrichment events shall include, but are not limited to, events such as employment job fairs and recruiting events, LGBTQIA+ pride rallies and/or parades, networking events, volunteer programs, educational events and workshops, lunch and learn sessions, and Diversity, Equity, and Inclusion (DEI) book clubs.
2. An enrichment event shall be defined as an event in which it is anticipated that twenty-five (25) or more guests will attend. Employees may not use City time to attend enrichment events. Attendance should be during unpaid meal breaks, after working hours, or by using pre-approved leave accruals.
3. Enrichment events are open to all City employees and non-City employees.

VI. Use of City Resources

A. Use of City Facilities

1. ERGs may utilize City facilities for group activities in accordance with the existing public reservation process. The facility must be available and ERG meeting/events must not impede normal daily operations or limit and restrict potential outside reservations. In addition, all additional specific facility policies must be adhered to

and apply including, but not limited to, booking available dates, discounted rates, catering, and meeting room assignments.

2. Reservations at Convention and Cultural Services (CCS) Facilities.

- a. CCS reserves the right to cancel reservations at CCS facilities, including but not limited to, the SAFE Credit Union Convention Center, SAFE Credit Union Performing Arts Center, and Memorial Auditorium up to six (6) months before the reservation date to secure business for a Citywide convention booking.
- b. ERGs shall receive discounts on CCS facility rentals that are subject to current CCS policies. Discounts on CCS facility rentals for ERGs are subject to change without notice.

3. Reservations at Youth, Parks, & Community Enrichment (YPCE) Facilities.

- a. Reservations at YPCE facilities, including, but not limited to, community centers, clubhouses, and parks, must follow the YPCE application guidelines. Reservations can be made up to a year in advance of the ERG meeting/event. Applications received within sixty (60) days of the ERG meeting/event are subject to availability.
- b. In the case of an emergency or for reasons beyond YPCE's control, YPCE reserves the right to cancel reservations prior to the reservation date without notice or liability.
- c. ERG rental discounts are subject to the Council Resolution Authorizing Fee Waivers and Fee Reductions for Community Center and Clubhouse Rentals. Discounts on YPCE facility rentals for ERGs are subject to change without notice.

B. City Email and Internal Communications

1. After an ERG has been approved, an internal announcement will be made by the CMO to the City Executive Team regarding the formation of the ERG. ERG contact information will be posted on the City's [ERG Nexus Page](#).
2. The CMO shall send biannual Citywide communication highlighting all ERGs. Citywide communications may include emails, CityYou announcements, and/or inclusion in the City Spotlight newsletter.
3. ERGs may request a maximum of three (3) Citywide emails per City-sponsored event be sent by the CMO announcing ERG-hosted and City approved events. ERGs should send requests for Citywide announcements to the Public Information

Office (PIO) via email to citypublicinformation@cityofsacramento.org at a minimum of six (6) weeks prior to the requested announcement distribution date. Requests should include as much information about the event as possible, including:

- a. Who is hosting the event.
- b. Type of event.
- c. When and where the event is being held.
- d. The cost of tickets, and a link to the website ticket can be purchased from, if applicable.

Flyers/images to be included in the announcement should be attached to the email request. Flyers/images should include the following information:

- a. The ERG logo. If the ERG does not have a logo, no logo should be used on the flyers/images. ERGs shall not use the City logo on flyers/images.
- b. Language stating, "The City of Sacramento [Name of ERG] ERG presents [Event Name]."
- c. Language stating, "This event, hosted by the [Name of ERG] is optional and not part of mandatory work activities. Employees participate must attend during unpaid meal breaks, after working hours, or by using pre-approved leave accruals."

The City shall endeavor to send up to three (3) Citywide messages from the PIO email address. Examples of communications could include two (2) Citywide emails and one (1) announcement in the City Spotlight newsletter. Inclusion in the City Spotlight shall depend on the publishing schedule and how early the ERG requests the event announcement.

C. Use of City Funds

1. Guidelines for Use of City Funds

- a. The City supports events and activities that promote employee enrichment and will establish an annual budget that may be used to offset expenses and keep participant costs reasonable.
- b. The City shall contribute reimbursement funds each fiscal year to each ERG. Funds for the ERGs shall be added to the yearly budget for the CMO. The annual budget allotment shall be identified by the City Manager each fiscal

year. Every fiscal year, the CMO shall provide ODE with the annual budget for each ERG. ODE shall notify the ERGs of the amount of the annual budget as soon as administratively feasible. The approved annual budget allotment does not roll over or carry forward into the next fiscal year.

- c. ERGs are encouraged to develop an annual budget for their annual activities. If the ERG has exhausted their annual City contribution, no additional City funds shall be provided. Sponsorship by departments under the purview of the City Manager is prohibited.
- d. ERG funds may be used for cultural luncheons, other employee enrichment events, and/or ERG promotional and marketing items, including shirts.
- e. The use of a City-issued purchasing card by ERGs is strictly prohibited.
- f. ERGs must follow all requirements listed in the [Policy for Using City Funds to Purchase Meals and Light Refreshments](#) when purchasing food and/or drinks for luncheons or enrichment events. Alcohol is prohibited at all ERG and City events and is an unallowable expense for reimbursement. Tax and gratuity (tips) related to food and/or drinks may be submitted for reimbursement.
- g. ERGs are responsible for setting up their organization's bank account separate from the City. The ERG leader may use personal accounts or set up an organization account depending on the need for expense transparency for the other ERG members.
- h. If an ERG is issued a refund or credit for any cost(s) paid with City-provided funds, the ERG shall reimburse that amount to the City. The amount shall be reimbursed within forty-five (45) calendar days of the date of the refund or credit and shall be made by check, payable to the City, and delivered by hand or U.S. Postal Service to the City address shown on the check initially received by the ERG leader(s).
- i. In the event of budget deficits or other unforeseen monetary concerns, the annual budget for the ERGs in any fiscal year may be zero dollars.

2. Additional Sponsorship

ERGs are encouraged to sell tickets to luncheons or events in lieu of soliciting funds from the City.

3. ERG Expense Reimbursement Claims

- a. The ERG may seek reimbursement for reasonable expenses incurred throughout the year. A thorough tracking of actual costs with proper documentation is required for expense reimbursement claims.
- b. Properly documented receipts for reimbursement must include a detailed accounting of costs incurred in sufficient detail for the CMO Administrative Officer, or designee, to substantiate the costs. Itemized original receipts and invoices must show as paid by the vendor.
- c. The ERG is responsible for submitting reimbursement claims to the CMO Administrative Officer for processing before the end of each fiscal year (June 30).
- d. The claim package must include a cover page summarizing the list of expenses, grand total for the amount owed, the date, the remit to name and address, and include all original and itemized receipts. Itemized original receipts and invoices must show as paid by the vendor. A digital image of the original receipt is allowable, if it is legible.
- e. Reimbursement of expenses for which the original receipts have been lost or are not available must be reviewed on a case-by-case basis after approval by the Director of Human Resources. The ERG must attempt to obtain a copy of the original receipt from the merchant when at all feasible. Reimbursement, when no original receipt is provided, is entirely within the discretion of CMO staff or designee.
- f. The CMO Administrative Officer, or designee, will notify the ERG within fifteen (15) business days following receipt of the claim of any circumstances that would cause withholding of approval and subsequent payment.
- g. The CMO may request any additional documentation as needed to substantiate a request for reimbursement and reserves the right to withhold payment of unauthorized amounts.
- h. The CMO will process the reimbursement within thirty (30) calendar days from the date the claim was submitted.
- i. In no instance will the CMO be liable for any payments or costs more than the approved budgeted amount, for any unauthorized or ineligible costs, or for costs incurred after the end of each fiscal year (June 30).

VII. Policy Not Subject to Grievance or Appeal

Nothing in this policy, including the creation, renewal process, and/or termination of an ERG shall be grievable or appealable, except as noted above. This policy supersedes previous ERG agreements.



Charter Officer Review and Acknowledgement

EMPLOYEE RESOURCE GROUPS (ERG) POLICY

(Signature by all Charter Officers is not a requirement for policy adoption)

A handwritten signature in black ink, appearing to read "Leyne Milstein".

Leyne Milstein (Aug 18, 2025 11:24:48 PDT)

City Manager

08/18/2025

City Attorney

City Clerk

A handwritten signature in black ink, appearing to read "John P. Grande".

City Treasurer

04/01/2025

City Auditor

EXHIBIT A

Employee Resource Group Proposal/Recognition Form

ERG Information	
Name of the ERG:	
Group to be represented:	
ERG Contacts	
1	Name: Email Address:
2	Name: Email Address:
3	Name: Email Address:
ERG Mission	
(What is the mission of your group? What is the ERG's purpose? What values motivate that effort? What opportunities or needs exist that your group can address? How does the ERG's mission serve the City's mission? Your mission statement should be no more than five (5) sentences long.)	
How does this mission relate to the City's strategic directives and diversity, equity, and inclusion values:	
ERG Goals	
Meetings and Events	
How often will your group hold meetings and what will be the purpose of the meetings? What events will your group organize? What activities will you engage in?	
Short-term Goals	
Long-term Goals	

ERG Structure <i>(Please do not list names of individuals in this section.)</i>
What positions of leadership exist in your group?
What are the responsibilities of the people in those positions?
How does your group conduct elections and choose new leadership?
How does it handle the transition between leadership?
How does the group ensure that institutional memory is retained within your ERG?
Additional organizational structure information not listed above:

Please attach a copy of your group's charter.

ERG Review and Approval

Office of Diversity and Equity Review	
Reviewed By:	Job Title:
Meeting Date with ERG:	Meeting Attendees:
ERG Recognition Recommendation: <input type="checkbox"/> Approve <input type="checkbox"/> Deny	
Comments:	
Signature:	Date:
City Manager Review	
Reviewed By:	Job Title:
ERG Recognition Recommendation: <input type="checkbox"/> Approve <input type="checkbox"/> Deny	

Comments:	
Signature:	Date:

EXHIBIT B

Employee Resource Group Sample Charter Template

PREAMBLE

Consistent with the City of Sacramento's (City) workforce equity goals to be a model employer by leveraging diversity and fostering inclusion to deliver the best public service, the City strives to create a culture that values the contributions of all city employees and provides equal opportunity for professional development and career advancement.

The City's diversity and inclusion goals include: (1) Support participation in [ERG name]; (2) utilize [ERG name] to assist in outreach to diverse organizations; and (3) utilize [ERG name] as advisors to strategies and outreach on hiring, retaining and promoting a diverse workforce.

ARTICLE I – NAME

1.1 NAME

This organization shall be known as the [INSERT NAME OF EMPLOYEE RESOURCE GROUP].

ARTICLE II – MISSION

2.1 MISSION

The Mission of the [ERG name] is to be a strategic partner with the City to promote a culture of diversity, equity, and inclusion through continual learning. The [ERG name] will advance the understanding and inclusion of employees with a common background, set of interests and/or goals. The vision, mission, goals, policies, and activities of [ERG name] are fully aligned with those of the C's mission, goals, and policies.

The [ERG name] will be a valuable mechanism to: (1) build a culture that fosters innovation; (2) offer employees access to leadership; (3) establish programs and activities aligned with the mission of the City; (4) provide employees opportunities to develop and grow, and for managers to access innovative concepts and unique solutions to challenges faced by the City.

The ERG shall not represent employees regarding terms and/or conditions of employment with the City.

[ERG adds its own mission statement, reflecting the purpose of the group, the work it intends to achieve, and/or the principles or beliefs that guide the ERG's work. The statement should be limited to a paragraph.]

ARTICLE III – MEMBERSHIP

3.1 Eligibility

The ERG membership shall be comprised entirely of active City employees. Members who have retired or separated from City service are no longer eligible to participate in the ERG meetings and/or activities. Members who have retired or separated from City service are eligible to attend events open to the public.

All members are eligible to chair committees, become candidates for elected office, and vote in ERG elections.

3.2 Voluntary Participation

Membership in the ERG and attendance or participation at any ERG or activities shall be voluntary and separate from and unrelated to the member's job duties. ERG members will not use work time for group meetings and/or activities, including the planning and coordinating ERG-hosted and City approved events. Employees may attend group meetings and/or activities during unpaid meal breaks, after working hours, or by using pre-approved leave accruals. Employees must not be performing regular job duties as part of participation in Employee Resource Group meetings or activities

3.3 Membership Lists

The ERG shall record the names and departments of all members. Said membership list shall be made available to the City upon request.

ARTICLE IV – STRUCTURE

4.1 LEADERSHIP, ROLES, And RESPONSIBILITIES

The Group shall have an Employee Leader. This individual shall:

1. Schedule and organize meetings.
2. Work closely with the ERG Champion.
3. Officially represent the ERG within the City.

4.2 Terms of Office

There are no limitations on the number of terms of office an individual may hold.

4.3 Additional Officers

The employee leader may appoint additional officers as necessary.

4.4 Nomination of the Employee Leader

Each [list month(s)], the ERG will hold a four-week nomination period during which members can nominate themselves or other members (with permission of the nominee) for ERG leadership roles [describe nomination process]. Following the nomination period, those interested in taking on a leadership role will have the opportunity to speak to the ERG members about their interests [describe the process].

4.5 Election Meeting

Elections shall be held [describe the process]. In the case of a resignation of the employee leader from office or separation from service, a special election meeting may be held to fill the post until the end of the current term.

ARTICLE V – MEETINGS

5.1 Regular Membership Meetings

There shall be regular meetings of the ERG on a date and place to be designated by the Employer Leader. This meeting shall be held at a specified location and announced to members of the ERG. The ERG shall send a notice of each regular meeting to each member of the ERG.

5.2 Annual Meetings

The ERG shall hold an annual meeting virtually or in person at which time members selected by the ERG shall take office, and the ERG shall transact any other business within its powers. The Annual Meeting shall be held in the month of [list month] each year.

5.3 Meeting Notification

Notification of meetings shall be made at least five (5) days before the meeting date. Notification must be in writing and may be sent via email

5.4 Quorum

A quorum for meetings of the ERG shall consist of a simple majority of the Members present at a given meeting.

ARTICLE VI – AFFILIATION

- 6.1** The ERG shall be a part of the City in the manner and to the degree prescribed by City and the overall mission statement of the City.
- 6.2** All City-sponsored ERGs are required to seek and obtain advance approval from the City before their formation and operation. Authorization for recognition shall be granted or denied at the discretion of the City, which reserves the right to review and evaluate the mission, purpose and activities of the ERG on an ongoing basis to ensure the ERGs continued alignment with the City's values.
- 6.3** The ERG's activities, programs, and services shall not be represented, directly or indirectly, as official functions or activities of the City or of any City official without prior, express authorization from the City.
- 6.4** The ERG acknowledges that the City reserves the right to withdraw recognition and dissolve the ERG at any time if the ERG fails to comply with established City policies or procedures or is found by the City to be operating against the best interests of the City.

ARTICLE VII – MISCELLANEOUS PROVISIONS

7.1 Fiscal year

The fiscal year of the ERG shall be the same as the City's fiscal year, July 1 to June 30 of each year.

7.2 Books and Records

The ERG shall keep correct and complete books and records of its accounts, membership, and transactions and summaries of actions and decisions at the meetings. The books and records of the ERGs may be in written form or in any other form that can be converted within a reasonable time into written form for visual inspection by the City's Human Resources Department.

7.3 Prohibition Against Discrimination and Harassment

The ERG must comply with the City's policies and procedures prohibiting discrimination and harassment in the workplace, and, thus, shall not discriminate against any member, potential member, employee, or other individual based on age, color, disability, gender, gender expression, gender identity, genetic information, national origin, race, religion, sex (assigned at birth), sexual orientation, veteran status, or other classification protected by the City's policy and/or applicable laws. The City's Equal Opportunity Policy and complaint procedure shall apply to this ERG.

7.4 Reporting Processes

ERGS are not authorized to substitute or supplement the City's established complaint or grievance procedures. Any concerns, complaints, or issues related to workplace matters, including discrimination or harassment, should be reported through the procedures already established by City policy and or the various labor agreements. ERGs should not act as an alternative or replacement mechanism for reporting such matters or for any other employment-related concerns.

7.5 Collaboration Between ERGs

ERGs are encouraged to collaborate to the greatest extent feasible to maximize resources for the benefit of each group and to facilitate understanding between groups, between groups and the City, and among individual members.

7.6 Code of Conduct

ERG members must always conduct themselves in a professional manner when participating in ERG meetings and activities either inside or outside the City. All who participate in ERG meetings and activities must adhere to City policies and standards of conduct.

7.7 Dues

There are no dues associated with membership in the ERG.

7.8 Compensation

A member may not receive any compensation from the ERG, except for reimbursement of approved expenses in accordance with the policies and procedures established by the City.

EXHIBIT C

Employee Resource Group Reevaluation Form

ERG Information		
Name of the ERG:		
Group to be represented:		
ERG Contacts		
1	Name:	Email Address:
2	Name:	Email Address:
3	Name:	Email Address:
ERG Mission		
Please list any changes to the ERG's missions and how the new mission will relate to the City's strategic directives and diversity, equity, and inclusion values:		
ERG Goals		
Meetings and Events		
Are there any changes to the ERG's meeting schedule? What events will your group organize? What activities will you engage in?		
Short-term Goals		
Long-term Goals		
ERG Structure		
Please list any changes to the ERG structure:		

Please attach a copy of your group's charter if there have been changes.

ERG Review and Approval

Office of Diversity and Equity Review	
Reviewed By:	Job Title:
ERG Reevaluation Recommendation: <input type="checkbox"/> Approve <input type="checkbox"/> Deny	
Comments:	
Signature:	Date:
City Manager Review	
Reviewed By:	Job Title:
ERG Reevaluation Recommendation: <input type="checkbox"/> Approve <input type="checkbox"/> Deny	
Comments:	
Signature:	Date: