

Augusta University

Policy Library

Employee Resource Groups Policy

Policy Manager: The Office of Diversity and Inclusion

POLICY STATEMENT

Augusta University is committed to supporting the growth and development of workforce diversity by fostering the development of Employee Resource Groups (ERGs). Augusta University recognizes that such resource groups encourage employee development, strengthen networking and cohesiveness, and contribute to Augusta University’s commitment to diversity and inclusion. This policy applies to all employees and staff of legal entities of Augusta University performing duties within the scope of their employment at any site.

AFFECTED STAKEHOLDERS

Indicate all entities and persons within the Enterprise that are affected by this policy:

- Alumni Faculty Graduate Students Health Professional Students
 Staff Undergraduate Students Vendors/Contractors Visitors
 Other:

DEFINITIONS

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PROCESS & PROCEDURES

Employee Resource Groups are voluntary associations of employees who share common interests. The primary focus of Employee Resource Groups at Augusta University is to help advance inclusive excellence throughout the university system. Resource groups can positively impact the recruitment, retention, and development of employees and support employees at Augusta University. By empowering its members, Employee Resource Groups can also help increase morale, provide insights, and enhance community engagement efforts.

ERGs fall within the scope and commitment of the Office of Diversity & Inclusion, which will provide administrative support throughout the establishment and duration of an employee Resource group. In addition, Augusta University and/or Augusta University Health’s Chief Diversity Officers will be each group’s lead sponsors.

Guidelines for Employee Resource Groups (ERG)

Augusta University employees who wish to form an Employee Resource Group must follow the guidelines below:

- A. Employee Resource Groups must be formed voluntarily, and individual employee membership and participation in such groups must be voluntary.

- B. Employee Resource Groups must formally submit their interest to the Office of Diversity & Inclusion.
- C. Membership, meetings, and activities of Employee Resource Groups must be open to all employees. Following Augusta University's Anti-Harassment and Non-Discrimination Policy, membership and participation must be available to all employees, regardless of race, color, religion, sex/gender (with or without sexual misconduct), national origin, age, disability, marital or family status, sexual orientation, gender identity, or veteran status.
- D. The purpose of Employee Resource Groups should include alignment with the mission, values, and strategic priorities of Augusta University.
- E. Augusta University must officially recognize each group through a registration process that includes having the desired name of the group, goals/objectives which establish a sustainable structure, and its relevance to the organization.
- F. The Employee Resource Group must adhere to Augusta University policies. Augusta University has the right to reject any groups that violate Augusta University's policies and procedures and those which are not aligned with the mission and values of the organization.
- G. All Employee Resource Groups must adhere to Augusta University policies, protocols, and guidelines regarding space utilization and event planning for meetings and events.
- H. Members must be full-time or part-time employees of Augusta University (Employees in Student and Graduate Assistant roles are not eligible).
- I. To be recognized by Augusta University and receive financial support from the Office of Diversity and Inclusion, each ERG shall designate two employees to complete the following:
 - 1. Complete the ERG application on the Office Diversity and Inclusion website. This process includes developing a formal charter and work plan, outlining membership roles, and establishing rules to ensure group sustainability. ERG Charters must be resubmitted annually as part of the renewal process.
 - 2. Elect or appoint at least two leadership co-chairs who will facilitate regular touchpoints with ERG members, guide ERG's plans and activities, meet regularly with the Council of ERG Leaders, liaise with the Office of Diversity and Inclusion, be listed on the Office of Diversity and Inclusion website as ERG contacts, and promote smooth leadership succession after each term. Members of the Council of ERG Leaders will be inducted on a rolling basis.
 - 3. Maintain at least three active members and meet a minimum of twice each semester.

Structure and Operation

Each Employee Resource Group is responsible for the following:

- A. Managing organization;
- B. Selecting leaders and recruiting members;
- C. Scheduling meetings and activities, including frequency, location, purpose, and content;
- D. Developing and maintaining a contact list for members; and,
- E. Facilitating communication among members.

Employee Participation and Manager Approval

Manager and supervisor approval is not required to join a Resource group. However, managers and supervisors shall work with interested employees to identify ways to participate in ERG activities while meeting their employment obligations. For example, when an employee's performance is affected by participation, supervisors may limit work time on ERG activities to improve performance.

When using work time to participate in ERG activities, university system employees must request prior approval with documentation from their manager to allow managers time to ensure adequate staff coverage.

Fundraising

Employee Resource Groups must follow Augusta University fundraising policies, procedures, and goals. (Contact the Office of AU Philanthropy & Alumni Engagement for guidance)

Use of Augusta University Brand

The use of Augusta University's name, insignia, and other branding assets is subject to approval by the Communications and Marketing Division.

REFERENCES & SUPPORTING DOCUMENTS

[Employee Resource Group Registration Form](#)

RELATED POLICIES

[Equal Employment Opportunity Policy](#)

[Advertising Policy](#)

[Acceptable Use of Email and Electronic Messaging Policy](#)

[Mass Communications and News Media Policy](#)

[Social Media Policy](#)

[University Seal Policy](#)

[Communications and Marketing Policy](#)

APPROVED BY:

Executive Vice President for Academic Affairs and Provost, Augusta University

Date: 5/16/2023

President, Augusta University

Date: 5/16/2023