



PERSONNEL CABINET

Office of Diversity, Equality & Training

EMPLOYEE RESOURCE GROUP
FREQUENTLY ASKED QUESTIONS

Employee Resource Group (ERG) Frequently Asked Questions (FAQ)

1. What is an Employee Resource Group?

An Employee Resource Group (ERG) is a voluntary employee-led group of employees who share a common interest in diversity and inclusion. The ERGs are committed to raising cultural awareness and creating a sense of belonging amongst all state government employees by collectively developing programming, conducting (virtual) events and activities, and supporting community initiatives when possible.

2. What Employee Resource Groups are available for participation?

- Accessibility
- Women
- Veterans
- Black or African American
- Hispanic and Latino
- Lesbian, Gay, Bisexual, Transgender, and Queer (LGBTQ)
- Multi-Generational
- Asian American or Pacific Islander

3. Who can participate?

Participation in the ERGs is voluntary and open to all Executive Branch employees. The name/title of the ERG does not restrict its membership.

4. What steps are required to join an ERG?

Employees must complete the ERG Participation Form and obtain approval from their supervisor.

5. Can I join more than *one* ERG?

During the initial roll out of the program employees may only join **ONE** Employee Resource group.

6. What are the benefits?

ERGs will provide the opportunity for networking and professional development. Perhaps the most valuable aspect of participation in an ERG is the sense of community and belonging, which is inherent to the goals and objectives of employee resource groups.

7. What is the time commitment?

With prior supervisory approval, ERG participants may use up to two (2) hours per month to work on ERG tasks during their regular work hours. An employee in ERG leadership TEAM positions may use up to three (3) hours per month to work on ERG tasks during their regular work hours, as long as it does not interfere with the employee's or other employee's duties. Completion of ERG tasks or participation in ERG activities must not result in the accrual of overtime

8. What reason may I be denied from an ERG?

- Employee is on a current Performance Improvement Plan
- Employee scored in the lowest two performance evaluation ratings on the most recent evaluation
- Employee's participation will interfere with job duties

9. What is required to maintain and sustain an ERG once established?

Each ERG will be required to submit an annual plan to ODET for review and approval within 30 business days of formation. The annual work plan must include the ERG's goals and objectives. Additionally, each ERG will be required to submit a yearly report to ODET for review and approval. The annual report should include a summary of the previous year's accomplishments.

10. What is the process to discontinue my participation in an ERG if desired?

Employees must send an email to ODET, their designated Chair/Co-Chair, and their supervisor if they desire to discontinue their ERG participation.

11. What is the code of conduct for submissions to the community forum postings?

Postings and participation in the community forums are limited to job-related matters. Prohibited conduct includes personal or professional solicitations that violate state laws and policies. Please refer to the Employee Handbook social media policy for additional details.

12. Can employees who have not completed the ERG application and approval process attend or participate in ERG activities or programs?

No, only employees who have successfully completed the application and have supervisor approval can participate in or receive communications regarding ERG activities/programs.

13. Employee Resource Group Disclaimers

Statements made within ERG forums or discussions do not constitute notice to your employer of workplace issues such as discrimination complaints or ADA and FMLA compliance. Please contact your Human Resources Administrator to address these specific issues or concerns.

Verbal or written statements or discussions within the ERG or its resources do not imply endorsement by the Commonwealth of Kentucky. The Commonwealth makes no endorsement, express or implied, of any posts, comments, activities, or actions of ERG members. Please also be advised that all posts, comments, and discussions within the ERGs or ERG resources may be subject to disclosure under state law, to include the Kentucky Open Records Act (KRS Chapter 61).

Participation in an ERG is voluntary and is not a required condition of employment. Moreover, no activities occurring outside of regular work hours undertaken as part of participation in an ERG shall be considered within the course and scope of employment.

