

Employee Resource Network and Equity Change Team Policy

Policy Statement

At the City of Saint Paul, we are committed to fostering an inclusive and equitable workplace where every employee feels valued and empowered. Employee Resource Networks (ERNs) and Equity Change Teams (ECTs) play a crucial role in achieving this vision. These groups are integral to our mission of creating a city that works for all of us.

This policy outlines the importance of ERNs and ECTs, and the provisions for employee participation, ensuring that these activities are seamlessly integrated into your work schedule while balancing professional responsibilities.

General Policy Terms and Expectations

1. Purpose and Importance

a. Employee Resource Networks (ERNs): ERNs promote and strengthen diversity, inclusion, employee retention and community building among the City's workforce. Our ERNs are initiated, chartered and governed by employees. By promoting a sense of community, representation and inclusiveness amongst the City's workforce, ERNs' strategic direction facilitates one or all of the following critical areas: 1) talent development, 2) business operations, and 3) organizational cultural enrichment. They offer a platform for employees to connect, share experiences, and work together on initiatives that enhance our workplace culture. ERNs are open to all employees.

b. Equity Change Teams (ECTs): These teams focus on driving systemic change across the enterprise to embed diversity, equity, inclusion, and anti-racism within departments. Members of these teams work on projects, provide insights, and collaborate with leadership to implement policies and practices that advance our equity and inclusion goals.

2. Participation Guidelines

a. Allotted Time: Employees are encouraged to actively participate in ERNs and ECTs. To support this involvement, employees are allowed to average up to 6 hours per month for ERN and ECT activities. This time allocation can be used for meetings, planning sessions, and related activities.

b. Supervisor Approval: To ensure that participation aligns with departmental needs, employees must have conversations with their direct supervisor about using work hours for ERN or ECT activities. Supervisors are encouraged to support employees in balancing their professional duties with their involvement in these important initiatives, which we understand to be beneficial to the city and therefore can be considered work time.

3. Procedure for Participation

a. Requesting Time: Employees wishing to participate in ERNs or ECTs should submit a request to their supervisor via a form outlining the anticipated time needed and the nature of the activities. The form will also be sent to the Equity and Inclusion Manager in HR.

b. Approval Process: Supervisors will review requests based on the employee's workload, project deadlines, and team needs. Upon approval, the supervisor will confirm the allotted time and adjust the employee's schedule as necessary.

c. Reporting: Employees should provide brief updates to their supervisors on the outcomes and contributions from their participation. This helps maintain transparency and ensures that involvement aligns with organizational goals. These updates can happen during one-on-ones, division/department meetings, or elsewhere.

4. Support and Resources

a. Training and Development: The City of Saint Paul provides resources and training to support employees in their roles within ERNs and ECTs. This includes workshops, leadership development, and access to external expertise.

b. Feedback and Improvement: We welcome feedback on the effectiveness of ERNs and ECTs and their impact on the workplace. Employees are encouraged to share their experiences and suggestions for improvement with Talent and Equity Resources/Human Resources.

c. Financial Support: The Equity Division within TER/HR will provide financial support to the ERNs and ECTs as needed.

5. Commitment to Equity

We recognize that diverse perspectives contribute to our collective success and are dedicated to providing an environment where all employees can contribute to and benefit from these initiatives.

This policy is designed to promote an inclusive environment by empowering employees to actively engage in ERNs and ECTs while balancing their work responsibilities. Thank you for your dedication to making the City of Saint Paul a place where every voice is heard and valued.