

Enterprise ERG Frequently Asked Questions (FAQs)

Q1: I would like to start an Enterprise Employee Resource Group (ERG) but my proposed Enterprise ERG does not meet any of the approved identities/backgrounds. What should I do?

A1: Employees are encouraged to contact Minnesota Management and Budget to discuss whether or not the proposed Enterprise ERG meets the requirements to be considered an Enterprise ERG.

Q2: Do I need to have prior approval from the proposed Executive Sponsor and Champion in order to submit the application to Minnesota Management and Budget?

A2: Employees must have prior approval from the proposed Executive Sponsor or Champion to submit the proposal if they have identified leaders to fill these roles. If the ERG has not identified a leader to fill the role of either the Executive Sponsor and/or Champion an application may be submitted without prior approvals. MMB will serve as a resource to provide the ERG contacts to consult about the open leadership positions. MMB may provide input on the selection of an Executive Sponsor or Champion. Once the positions are filled the application can be approved.

Q3: How do I submit a proposal to start an Enterprise ERG?

A3: Employees who are interested in starting an Enterprise ERG should review the guidelines and submit a detailed and completed application. The completed application should be sent to the Enterprise Engagement and Retention Specialist at MMB for further review. Final approval will be granted by the Deputy Commissioner for Enterprise Employee Resources or designee. Once approved, MMB will notify the proposed chair/co-chairs of the group. Please allow a minimum of four weeks for review and approval once submitted.

Q4: Do I need supervisor approval to join an Enterprise Employee Resource Group?

A4: In general, managers/supervisors are encouraged to empower employees to participate in ERGs.

Employees who take on any leadership role of an Enterprise ERG (such as Chair, Co-Chair, or Secretary) **must** have supervisor approval to hold a leadership role since there is an expectation to deliver on Enterprise ERG goals for the duration of service.

All employees are expected to prioritize their job responsibilities over Enterprise ERG participation. It is expected that employees will use good judgment as it relates to their ability to meet work commitments/deadlines and will ensure that their participation in Enterprise ERGs does not interfere with their job responsibilities.

Managers/supervisors are encouraged to allow participating non-exempt employees the opportunity to balance hours within their workweek to avoid overtime in accordance with the employee's applicable Collective bargaining agreement (CBA).

Q5: How many Enterprise Employee Resource Groups can I be involved in?

A5: Employees are expected to prioritize their job responsibilities; it is expected that employees will use good judgment as it relates to the ability to meet work commitments /deadlines. Employees in leadership roles should limit their involvement to the single group they are serving due to expected time commitment and responsibilities. If an employee is interested in participating in more than one ERG, the employee must consult with their supervisor for the parameters. See Bylaws Article 9: Employee Participation.

Q6: My supervisor has denied my request to form and/or participate in an Enterprise ERG. I am not on an oral or written performance improvement plan, and I have not received prior discipline. What can I do to rally my supervisor's support at this time?

A6: Employees can access resources at [Minnesota Extranet website](#). If the employee is unable to access this website contact the [Enterprise Engagement and Retention Specialist](#) for further assistance. These resources are meant to help employees and supervisors understand the advantages of participating in an Enterprise ERG both in a leadership and non-leadership role.

Employees must have supervisor approval to serve in any leadership capacity since the employee is expected to dedicate additional time to the work of the Enterprise ERG.

Unless required to be physically present in the workplace during specific time periods (e.g., those working shifts at a correctional facility or at a residential or state hospital; those in a public-facing, customer service role when no other staff would be available to cover an absence), supervisors should generally permit employees to attend ERG events. Employees should consult with their supervisor for approval to form and/or participate in an Enterprise ERG. If the employee is unable to secure the support of the supervisor after discussing their request with their supervisor and accessing these resources, they should contact their agency's Human Resource department for further guidance.

Q7: Do I get paid if I attend an Enterprise ERG event outside of my normal working hours?

A7: No. ERG activities that occur outside of normal work hours are unpaid, unless the employee is non-exempt and is assigned by their manager to attend the activity as a work assignment or attendance is otherwise directly related to the employee's normal job duties. If a non-exempt employee is assigned by their manager to attend the activity, managers/supervisors are encouraged to allow the participating non-exempt employee the opportunity to balance hours within their workweek to avoid overtime in accordance with the employee's applicable CBA.

Q8. Can I form and/or participate in Enterprise ERGs if I am a new employee in a probationary period?

A8: Yes, new employees are eligible to participate in and apply to form an Enterprise ERGs during the probationary period. Enterprise ERGs are platforms meant to support and advance employee recruitment, engagement, and retention objectives. Therefore, new employees should use these resources as a means to network and build relationships across the enterprise for professional development.

Q9: I supervise an employee who wants to participate in an ERG-sponsored professional development

workshop for 4 hours on a Thursday, during their normal work hours. Should they be paid for this time?

A9: Unless there are issues pertaining to performance management or meeting a crucial deadline, you should permit them to attend. If they attend, they will be paid their normal hourly rate for a supervisor-approved professional development workshop that occurs during normal work hours. If you have concerns regarding approving their request, consult with your agency's Human Resource department.

Q10: I supervise an exempt employee who wants to participate in an ERG-sponsored event that begins at 3 p.m. and ends at 8 p.m.; their normal workday ends at 5 p.m. Do I need to pay the employee for the additional three hours that they spend at the event?

A10: No. You never are required to pay your exempt employee additional compensation for attending any ERG event, and you are not authorized to do so. The portion of the event that takes place during work hours is considered work time. The portion of the event that takes place outside of work hours is not considered work time.

Q11: Would your answer to Q10 change if the employee were non-exempt?

A11: Generally, no. The non-exempt employee should be paid their normal hourly rate for participation in a symposium during normal work hours, but time spent outside of normal work hours at an ERG event is not paid time.

If the ERG activity is directly related to the employee's job duties (for example, if an ERG member is a recruiter and attends an ERG-sponsored job fair), or if a supervisor requires the employee to attend, any hours spent on the activity would be paid as normal work time. Consult with your agency's Human Resource department for more assistance.

Managers/supervisors are encouraged to allow participating non-exempt employees the opportunity to balance hours within their workweek to avoid overtime in accordance with the employee's applicable CBA.

Q 12: I supervise an employee who wants to participate in an ERG-sponsored charitable activity that occurs during the employee's normal workday. Is the employee's participation paid work time?

A12: No, these types of activities are never paid, even if they occur during the normal workday. However, if approved by the supervisors, the employee may use accumulated vacation or compensatory time to attend the activity if it occurs during the normal workday.