



# Monterey County Civil Rights Office

## EMPLOYEE RESOURCE GROUP APPLICATION

All Employee Resource Groups (ERGs) must submit an application for review and approval for formal recognition of the Employee Resource Group. Membership is open to all regular employees as well as appointed commissioners, interns, and volunteers. Please submit the completed application to the Civil Rights Office at [civilrights@co.monterey.ca.us](mailto:civilrights@co.monterey.ca.us).

<b>Name of Anticipated Employee Resource Group:</b>	
<b>Name of Monterey County Employee Organizer:</b>	
<b>Title:</b>	<b>Department:</b>
<b>Phone:</b>	<b>Email:</b>



ERGs must support the implementation of the County’s Equal Opportunity Plan. **What do you intend the purpose of this group will be? What do you hope this Group will achieve or improve in the organization and how do you plan to contribute?** Please provide at least two examples. *E.g., promoting an inclusive work culture, employee recruitment and retention, networking, etc.*

1.

2.

3.

4.



**What is your Employee Resource Group's Mission?**

**Specific to ERG Group:** Please describe your leadership structure. What roles do you envision the executive committee will consist of? Will you have a President, Vice President, Secretary etc.? Please note that you will have an opportunity to finalize the structure once the group charters.



**Please provide the names and information of employees interested in joining the Employee Resource Group. Attach a list of additional employees in applicable.**

*Note: at least three members are needed to charter an ERG.*

<b>Print Name</b>	<b>Department</b>	<b>Email</b>	<b>Employee Signature</b>
<b>1.</b>			
<b>2.</b>			
<b>3.</b>			

*\*Once the application is approved, employees interested in becoming a member of an ERG will need to obtain supervisor approval.*

**Do you have an executive sponsor?** (Executives Sponsors are a Y-Unit employee, either Department Head or Assistant Department Head, who acts as an advocate and ally for an ERG. In some circumstances and at the discretion of the CRO, a non-Y-unit employee may serve as an Executive Sponsor). If you do not currently have an executive sponsor, the CRO may provide recommendations.

Yes,  No

<b>Print Sponsor Name</b>	<b>Department</b>	<b>Email</b>



I understand as part of this process, I must create and provide a charter in collaboration with those listed above as interested and/or the Executive Sponsor within 30 days of the approval of this application. The formal charter will identify the ERG’s Executive Committee, its size and role, as well as the group goals in support of advancing the goals of the County’s Equal Opportunity Plan. The executive committee will be responsible for annual reporting, complying with all applicable policies and procedures, and setting meetings and activities in support of the ERG’s mission and goals.

**Applicant:**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Staff Use Only:**

<b>EMPLOYEE RESOURCE GROUP CHARTER APPLICATION APPROVAL</b>	
The application for _____	
Employee Resource Group has been reviewed by the Civil Rights Office and forwarded with the following recommendation:	
<input type="checkbox"/> Approved <input type="checkbox"/> Not approved	
Comments:	
Signature	Date
_____	_____