

**EXECUTIVE ORDER NO. 3 - 19**

**AUTHORIZING THE CREATION AND SUPPORT OF  
CITY RESOURCE GROUPS**

WHEREAS, City employees will benefit from membership in supported groups of employees who share a common diversity characteristic or are allied with those sharing that characteristic; and

WHEREAS, City Resource Groups, (“CRGs”) aid the City’s recruitment efforts to diversify the pool of potential candidates for City jobs; and

WHEREAS, CRGs encourage employee engagement and collaborative working relationships; and

WHEREAS, CRGs can provide networking and professional development for City employees; and

WHEREAS, the City supports the creation of City Resource Groups as a means of furthering the growth and development of a diverse workforce;

NOW, THEREFORE, I James F. Kenney, Mayor of the City of Philadelphia, by the authority vested in me by the Philadelphia Home Rule Charter, do hereby ORDER as follows:

**SECTION 1. DEFINITION AND AUTHORIZATION**

City employees who share a common diversity characteristic (such as gender, gender identity, gender expression, disability status, ethnicity or race, sexual orientation, veteran status), or those who consider themselves an ally or a person with common interests with those who share such characteristic, may choose to form a City Resource Group (“CRG”) and request approval for the group from the Mayor’s Office of Diversity and Inclusion.

**SECTION 2. CRG REQUIREMENTS AND GOALS**

- A. To form a CRG, a minimum of ten (10) City employees must request approval for formation of their group from the Office of Diversity and Inclusion (ODI), as directed by that Office. The group must propose, or request the appointment of, an executive-level sponsor (a department head, deputy department head, or cabinet member). The CRG shall be established if the ODI approves the application.
- B. CRGs must align with City policies, goals and practices. They must promote the focus areas of: (i) Networking with other City employees; (ii) Providing talent development opportunities for their members; and (iii) Enhancing diversity and inclusion strategies and initiatives.
- C. Requirements for CRG meetings shall be governed by the ODI, which shall assign a staff liaison to each CRG. Groups must have regular scheduled meeting dates, which

may occur not more than once per month, during regular work hours. An agenda for each meeting shall be provided in advance to the ODI, employee members shall sign in, and meeting minutes shall be recorded and forwarded to the ODI.

- D. Each CRG, once approved, has the responsibility of maintaining contact with the ODI and of notifying the Office about all of its activities and initiatives.

### SECTION 3. SUPPORT FOR CRGs

- A. Membership of any employee in a CRG is voluntary and is open to all eligible City employees. An employee who joins an approved CRG must obtain supervisor approval to attend meetings. Supervisors shall strive to accommodate an employee's request to attend CRG meetings, but may deny approval if the supervisor requires the employee's presence to complete a work assignment, or otherwise determines that the employee's work would be adversely affected.
- B. Department heads shall support their employees' participation in CRGs and shall direct managers in their department to accommodate employees' requests to attend CRG meetings whenever possible. Employees' attendance time at CRG meetings shall be counted as normal work time through payroll.

### SECTION 4. LIMITATIONS ON CRG ACTIVITIES

- A. CRGs may not engage in political activities.
- B. CRGs may not seek as a group to promote a particular belief or ideology.
- C. CRGs may not represent or advocate to the City in complaints or disputes on behalf of an employee or a union. Any concerns that are raised at a CRG meeting regarding workplace harassment, discrimination or retaliation should be reported to the Employee Relations Unit in the Mayor's Office of Labor Relations.
- D. CRGs may not make recommendations regarding the hiring or employment of a particular individual, but may recommend recruitment opportunities or sources to the ODI or the City's HR & Talent Office for publicly posted positions.

### SECTION 5. DISCONTINUANCE OF CRGs

- A. A CRG may be discontinued by consensus of the group, which shall submit a letter to the ODI setting forth the reasons for ending the CRG's activities. If the CRG members are not in agreement over the decision, the ODI may meet with the group to discuss a resolution.
- B. A CRG may be discontinued by order of ODI, if the group has not established an executive level sponsor or leadership structure; if it violates City policies or otherwise engages in activities that reflect negatively on the City; if it discriminates against or

excludes interested members; or if it has membership of less than ten persons for a prolonged period.

**SECTION 6. EFFECTIVE DATE**

This Order shall take effect immediately.

5/1/2019  
Date

  
James F. Kenney, Mayor