Federal Contractor’s Program Action Group
Annual Report

Prepared for the Council on Employment Equity

May 2012

Equity Office
Queen’s University
B513 Mackintosh Corry Hall
613-533-2563

equity@queensu.ca
The Role of the FCP Action Group

A sub-committee of the Council on Employment Equity (CEE), the FCP Action Group includes the offices of Human Resources and Equity, as well as appropriate representation from the Queen's community. It exists to better inform the process of developing and implementing special measures to address the gaps identified in the Queen's FCP workforce analysis for consideration by senior officers of the University.

Responsible to: the Queen’s community through the Council on Employment Equity.

**FCP Action Group Mandate**

To address gaps in Queen’s compliance with the FCP requirements and responsibilities by developing recruitment and employment strategies to improve the University’s ability to attract, retain, develop, and reward highly qualified and talented employees from the four designated groups.

In order to achieve and maintain a representative workforce, the responsibilities of the FCP Action Group include:

1. To strategize around actionable changes to human resources practices and systems to eliminate barriers to the hiring, selection, promotion and training of designated group members
2. To ensure the implementation of special measures and actions to support the achievement of a representative workforce
3. To develop initiatives that would create a favourable work climate to support the successful inclusion and retention of members of designated groups
4. To link with monitoring bodies such as the Equity Office and the Council on Employment Equity

The FCP Action Group should include members representing:

- The Equity Office
- Human Resources
- The Council on Employment Equity

The Equity Office and the CEE are taking steps to implement the formation of an Advisory body which will include members representing the five equity seeking groups. (Aboriginal peoples, persons with disabilities, women, members of visible minorities/racialized groups and members of the LGTBQ communities)
Employment Equity Data

At Queen's University, we have made a commitment to ensure that all employees are treated fairly by making equity fundamental to our principles and priorities.

Queen's has embraced the principles of the Federal Contractors Program (FCP) whereby organizations make a commitment to implement an employment equity program. An essential element of our employment equity program is measuring the representation and distribution of designated group members at all occupational levels within the University workforce. These designated groups include: Aboriginal peoples, persons with disabilities, members of visible minorities and women. Queen's policies on inclusion, however, go well beyond the four designated categories of the FCP and that is why the I COUNT Queen’s Equity Census includes questions regarding sexual and gender diversity.

The following table summarizes the representation rates for members of the designated groups at Queen's University from 2006 to 2011. The Canadian Workforce data is derived from Statistics Canada 2006 Census and the 2006 Participation and Activity Limitation Survey.

### Designated Group Profile - Queen’s University

<table>
<thead>
<tr>
<th>Designated Groups</th>
<th>2006</th>
<th>2007</th>
<th>2008</th>
<th>2009</th>
<th>2010</th>
<th>2011</th>
<th>Canadian Workforce</th>
</tr>
</thead>
<tbody>
<tr>
<td>Women</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Faculty</td>
<td>36.9</td>
<td>37.0</td>
<td>37.8</td>
<td>38.7</td>
<td>36.3</td>
<td>39.2</td>
<td>47.9%</td>
</tr>
<tr>
<td>Staff</td>
<td>65.4</td>
<td>65.9</td>
<td>66.2</td>
<td>65.5</td>
<td>65.5</td>
<td>66.1</td>
<td></td>
</tr>
<tr>
<td>Aboriginal People</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Faculty</td>
<td>0.7</td>
<td>0.9</td>
<td>1.0</td>
<td>0.9</td>
<td>1.0</td>
<td>0.9</td>
<td>3.1%</td>
</tr>
<tr>
<td>Staff</td>
<td>1.4</td>
<td>1.4</td>
<td>1.5</td>
<td>1.3</td>
<td>1.3</td>
<td>1.6</td>
<td></td>
</tr>
<tr>
<td>People with Disabilities</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Faculty</td>
<td>2.9</td>
<td>2.7</td>
<td>2.6</td>
<td>2.7</td>
<td>2.5</td>
<td>4.1</td>
<td>4.9%</td>
</tr>
<tr>
<td>Staff</td>
<td>3.8</td>
<td>3.8</td>
<td>3.9</td>
<td>3.6</td>
<td>3.4</td>
<td>5.3</td>
<td></td>
</tr>
<tr>
<td>Visible Minorities</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Faculty</td>
<td>12.5</td>
<td>11.3</td>
<td>12.6</td>
<td>12.9</td>
<td>14.1</td>
<td>12.3</td>
<td>15.3%</td>
</tr>
<tr>
<td>Staff</td>
<td>5.2</td>
<td>4.6</td>
<td>5.4</td>
<td>5.8</td>
<td>6.2</td>
<td>5.2</td>
<td></td>
</tr>
</tbody>
</table>

**YEAR COMPARISON 2010/2011**

- **WOMEN**: Increased representation for faculty and staff
- **PERSONS WITH DISABILITIES**: Increased representation for faculty and staff
- **ABORIGINAL PEOPLE**: Increased representation for staff
- **ABORIGINAL PEOPLE**: Decreased representation for faculty
- **VISIBLE MINORITIES**: Decreased representation for faculty and staff
FCP AG Activities 2011/2012 Academic Year

The FCP AG met eight (8) times in the academic year 2011/2012. The FCP participated in the following activities:

- Reviewed the Employment Equity Plan
- Reviewed the Workforce Analysis for all Queen’s employees for 2011.
- Created employment equity initiatives for addressing red flags.
- Worked with Marketing and Communication on CEE Communication Plan.
- Reviewed all new staff job postings from 2007-2010.
- Reviewed exit survey process.
- Met with Kingston Immigration Partnership.
- Discussed the Equity Listserv.
- Prepared for the Employment Equity Award.
- Worked on the Research and Contract Hiring Guidelines.
- Presented information regarding the Employment Equity Affinity Groups.
- Reviewed the 2011 Designated Group Representation Rates.
- Discussed a Human Resources training program that incorporates Equity, Human Rights and Accessibility.
- Agreed on a process to communicate faculty hiring processes to the Faculty Offices.
- Reviewed the Equity Diagnostic Tool.
- Prepared a process for senior search hires.
- Prepared a resource page for advertising to attract more individuals from designated groups.
- Reviewed Staff Hiring guidelines to incorporate equity.

FCP AG Membership

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Office</th>
</tr>
</thead>
<tbody>
<tr>
<td>IRÈNE BUJARA</td>
<td>Director</td>
<td>Equity Office</td>
</tr>
<tr>
<td>JILL CHRISTIE</td>
<td>Data Coordinator</td>
<td>Equity Office</td>
</tr>
<tr>
<td>MARGARET GOSLIN</td>
<td>Employment Coordinator</td>
<td>Human Resources</td>
</tr>
<tr>
<td>AL ORTH</td>
<td>Associate Vice Principal</td>
<td>Human Resources</td>
</tr>
<tr>
<td>HEIDI PENNING</td>
<td>Equity Advisor</td>
<td>Equity Office</td>
</tr>
<tr>
<td>EKTA SINGH</td>
<td>Equity Advisor</td>
<td>Equity Office</td>
</tr>
<tr>
<td>GORDON SMITH</td>
<td>Chair</td>
<td>CEE</td>
</tr>
</tbody>
</table>
The Employment Equity Timeline Plan is a summary of the key monthly activities and tasks proposed by the FCP Action Group in order to achieve employment equity goals at Queen's University for the 2011/2012 year. To date the goals set out in the timeline have been met.

**Jan**
- **Communications and Training:**
  - Launch of Equity Listserv
  - Facebook/social media site
- **Recruitment and Hiring:**
  - Link to Exit survey on HR website and in "exit letter"
  - EE Award Ceremony
  - Enhance existing employment equity hiring guidelines and procedures for Queen’s staff
- **Responsibility:**
  - Equity Office and Human Resources

**Feb**
- **Communications and Training:**
  - 2011 representation data posted to website
  - Begin development of new learning tool(s) for Equity and Human Rights training
  - Communicate Queen’s hiring policy for faculty to the Deans (or appropriate senior admin)
  - Share Equity Diagnostic tool with appropriate/interested members of Queen's community
- **Responsibility:**
  - Equity Office and Human Resources

**Mar**
- **Climate and Retention:**
  - Develop EE Advisory/Resource Groups
- **Recruitment and Hiring:**
  - Develop Equity applicant process/guidelines for Senior Search hiring
  - Attain approval from VP’s operational group for equity hiring procedures
  - Develop process, guidelines, and procedures for Senior Management hiring (SENIOR SEARCH)
- **Responsibility:**
  - Equity Office
  - FCP Action group

**Apr**
- **Communications and Training:**
  - Develop and share resource lists of media, organizations, and websites where advertising for vacant positions can be targeted for designated groups
- **Recruitment and Hiring:**
  - Develop employment equity policies, processes, and hiring procedures for Queen’s staff in targeted areas
- **Responsibility:**
  - Equity Office and Human Resources

**May**
- **Communications and Training:**
  - Send Queen's employees iCOUNT survey
  - Explore development of new learning tool(s) that will provide employment equity, accessibility, and human rights training for Queen's Middle managers (i.e. HR lunch time learning sessions, HR orientation)
- **Responsibility:**
  - Equity Office and Human Resources