

Council on Employment Equity

Annual Report to the Principal

2009/2010



Queen's  
UNIVERSITY

April 12th, 2011

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*Queen's University seeks to nurture and enhance an institutional culture that is consistently respectful of the dignity and worth of all who work here. Striving at all times to eliminate direct, indirect and systemic discrimination, the University will develop policies and programs, foster practices, and encourage traditions which facilitate free, safe and full participation by all members of its community.*

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### **The Role of the Council on Employment Equity**

Established in 1987, the Council on Employment Equity (CEE) was given a mandate by the Principal to “endeavour to promote a climate favourable to equity on campus with a focus on human resource matters”. The CEE reports directly to the Principal through a process facilitated by The Offices of the Provost & Vice-Principal (Academic) and Human Resources. The CEE Chair meets with both the Provost & VP (Academic) and the VP (Human Resources) three times a year and the Principal once a year following the submission of the CEE Annual Report.

CEE assists the University in advancing equity in employment through the following activities:

- Monitor and report on the University’s compliance with the Federal Contractors Program (FCP)
- Ensure that appropriate analysis is carried out on existing and proposed policies with employment equity implications
- Make recommendations to the Principal and Vice Principals on changes to policies, procedures, and practices that will have a positive impact on employment equity
- Communicate with the University community about matters concerning employment equity
- Facilitate communications on employment equity matters between Queen’s administration and employee groups

## Employment Equity Data

The Federal Contractors Program requires that we complete a census of our employees. The participation of every employee (i.e., completing the *I Count Equity Census*) enables Queen's to achieve an accurate profile of who we are and how representative we are of the Canadian workforce. Collecting such data allows for the identification of areas where changes in policies, practices, and systems are likely to be most effective in achieving fairness in equity and employment for our designated groups; Aboriginal Peoples, persons with disabilities, visible minorities, and women.

The following table summarizes the representation rates for members of the designated groups at Queen's University from 2005 to 2010. The Canadian Workforce data is derived from the Statistics Canada 2006 Census and the 2006 Participation and Activity Limitation Survey.

<b>Designated Group Profile – Queen's University</b>							
<b>Designated Groups</b>	<b>2005</b>	<b>2006</b>	<b>2007</b>	<b>2008</b>	<b>2009</b>	<b>2010</b>	<b>Canadian Workforce</b>
<b>Women</b>							
Faculty	37.7%	36.9%	37.0%	37.8%	38.7%	38.3%	47.9%
Staff	65.3%	65.4%	65.9%	66.2%	65.5%	65.5%	
<b>Aboriginal</b>							
Faculty	0.7%	0.7%	0.9%	1.0%	0.9%	1.0%	3.1%
Staff	1.4%	1.4%	1.4%	1.5%	1.3%	1.3%	
<b>Disabilities</b>							
Faculty	3.0%	2.9%	2.7%	2.6%	2.7%	2.5%	4.9%
Staff	4.1%	3.8%	3.8%	3.9%	3.6%	3.4%	
<b>Visible Minority</b>							
Faculty	11.7%	12.5%	11.3%	12.6%	12.9%	14.1%	15.3%
Staff	5.6%	5.2%	4.8%	5.4%	5.8%	6.2%	

### Notes:

1. Faculty includes the Categories: ACADEMIC, ACAD-ASS, ACAD REL, ADJ1QUFA (Sessional), ADJUNCT-1-3 (Adjunct), ADJUNCT, ARCHVIST, PROF LIB and FELLOW
2. Staff include the Categories: Exec 1-3, GEN SUP, RESEARCH, KH&M UNIT, LIBT UNI and TECH UNI
3. Not included in Query: NON QUEENS, STUDENT CONTRACTS, OVERLOAD, ZERO SALARY

4. 2010 data is as of November 30th, 2010

## CEE Activities – 2009/2010 Academic Year

CEE met eleven times during the 2009-2010 academic year. The CEE participated in the following activities:

- Reviewed and endorsed the Human Rights and Equity Offices proposal to Senior Administration to add sexual orientation and gender identity questions to the *I Count – Queen’s Equity Census*
- Supported the development of a scent sensitivity accommodation policy (Queen’s Accessibility Committee initiative)
- Reviewed and approved the release to the University community of The Achieving Equity II Report – Snapshots. Ensures that we are compliant with the communication criteria of the Federal Contractors Program (joint project between CEE and The Equity Office)
- Participated in the development of a Communications Strategy for *Achieving Equity II* with staff of Marketing and Communication
- Provided feedback to the Director of Environmental Health and Safety’s presentation with respect to the University’s compliance with Bill 168 (Amendment to the Occupational Health and Safety Act regarding harassment and violence in the workplace)
- Reviewed FCP Report 2010, including the FCP workforce analysis findings in preparation for a possible upcoming review of the Queen’s Employment Equity Program by Human Resources Development Canada (HRDC)
- Reviewed the Employment Systems Review; The CEE Chair participated in a JCAA review of the Report’s recommendations
- Reviewed the numeric goals for designated group representation at Queen’s and developed recommendations to achieve those goals
- Reviewed and endorsed the proposal for Gender-Neutral Washrooms at Queen’s developed by the Trans Policy Group
- Reviewed the Human Rights Report 2006-2009 and supported its recommendations
- Provided feedback in written form to the Principal’s Vision Statement, “*Where Next? Toward a University Academic Plan*” (April, 2010)

- Reviewed and endorsed the proposed Senior Search Strategy developed by the FCP Action Group, a subcommittee of CEE
- Engaged in development of a Staff Recruitment and Hiring Strategy and a Faculty Recruitment and Retention Initiative with the FCP Action Group
- Reviewed and made recommendations concerning the Queen's 2010 Employment Equity Plan including the review trends in designated group representation at Queen's from 2000 to 2009 (Equity Office)

### **CEE will focus on the following areas in the 2010/2011 Academic Year**

- Establishment of a Queen's Employment Equity Award
- Continue to coordinate its activities with the Senate Educational Equity Committee (SEEC), the Diversity and Equity Taskforce (DET), Queen's Accessibility Committee (QAC) and the FCP Action Group
- Continue to support and monitor the University's compliance with the Federal Contractors Program, including the workforce analysis process and the production of the FCP Report (Equity Office)
- Continue to review the Queen's Employment Equity Plan 2010 (Equity Office)
- Review and publish the Achieving Equity Part III: Transformations (Equity Office)
- Assist in a Communication Strategy to release Achieving Equity Part III: Transformations
- Assist in the development of a Communication Plan to launch the new Exit Survey (Equity Office)
- Communicate with both the University and its bargaining units to remind them that they are jointly responsible for the attainment of employment equity goals and need to demonstrate commitment to the fostering of employment equity principles
- Continue to ensure that the University meets its obligations under the *Accessibility for Ontarians with Disabilities Act (AODA)*
- Contribute to the decision process in regards to the administrative process and communication plan for the revised *I Count Census*
- Revisit membership list to include all appropriate employee and representative groups. Update Terms of Reference for the CEE.

## Council on Employment Equity Membership – 2009/2010

**Chair – Gordon E. Smith, Faculty of Arts and Science**

**Coordinator – Heidi Penning, Equity Officer**

### *Employee Group Representatives*

Dorothy Agnew	Microbiology/Immunology	CUPE Local 254
Derek Cole	Physical Plant Services	CUPE Local 229
Alex Cooper	Stauffer Library	CUPE Local 1302
Roger Healey	Institutional Research and Planning	QUSA
Robert Hudson	Department of Medicine	Past Chair, CEE
Margaret Jamieson	Rehabilitation Therapy	QUFA

### *Employee Group Representative - Observer<sup>1</sup>*

MaryAnne Laurico	Graduate TA & TF	PSAC Local 901
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### *Aboriginal Council Representative*

Gordon E. Smith	Faculty of Arts and Science
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### *Ex-Officio Members*

Daniella Dávila Aquiye	Social Issues Commissioner	AMS (Alma Mater Society)
Dan Bradshaw	Associate Vice-Principal, Faculty Relations	Office of the Provost and Vice Principal (Academic)
Irène Bujara	Director, Human Rights and Equity	Human Rights and Equity Offices
Margaret Goslin	Employment Coordinator	Human Resources
Caroline Prouse	Equity Commissioner	SGPS (Society of Graduate and Professional Students)

Chuck Vetere

Psychologist

Health, Counselling and Disability Services

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<sup>i</sup> As per activities listed under the 2010/2011 year, formally adding employee groups to CEE will be addressed