

Council on Employment Equity

Annual Report to the Principal

2010/2011



Queen's
UNIVERSITY

July 1st, 2011

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.

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.

Designated Group Profile – Queen's University							
Designated Groups	2005	2006	2007	2008	2009	2010	Canadian Workforce
Women							
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%	
Aboriginal							
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%	
Disabilities							
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%	
Visible Minority							
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 – 2010/2011 Academic Year

CEE met eight times during the 2010-2011 academic year. The CEE participated in the following activities:

- Made recommendations on how to best tie the new Exit Survey to the Human Resources exit process
- Invited L. Notash, Chair of the Senate Educational Equity Committee to attend the November 2010 CEE Meeting to discuss the upcoming Academic Year and reaffirm a collaborative spirit that maintains the synergy between the Equity Office, SEEC and the CEE
- Reviewed and made recommendations concerning the Queen's 2010 Employment Equity Plan including the review of trends in designated group representation at Queen's from 2000 to 2009 (Equity Office)
- Reviewed and made recommendations concerning the Federal Contractors Program Report 2010 (Equity Office)
- Created criteria and terms of reference for an Employment Equity Award (see appendix one)
- Updated CEE Terms of Reference so as to be able to take into account new employee groups forming at Queen's (see appendix two)
- Distributed a CEE Memo to Queen's and all bargaining units that underscored the importance of negotiating good employment equity language within the Collective Agreements that aims to achieves diverse and inclusive workplaces
- Recommended that the Equity Office meet with A. Orth AVP(HR) to discuss revitalizing the FCP Action Group with him as Chair, this would allow the university to be more adequately prepared should it be invited to participate in a Review of the Queen's Employment Equity Program by Human Resources Development Canada (HRDC)
- Discussed the impact that the Accessibility for Ontarians with Disabilities (AODA, 2005) new Proposed Integrated Regulations will have on the university (information and communications, transportation, employment)
- Reviewed the Achieving Employment Equity Part III: 10 Years in Review (joint project between CEE and the Equity Office)

- Contributed to the decision process in regards to the administrative process and communication plan for the revised *I Count Census* that includes questions on sexual orientation, gender identity, and joining an Employment Equity Listserv

CEE will focus on the following areas in the 2011/2012 Academic Year

- Establishment of a Queen's Employment Equity Award
- Invite new employee groups to have representation on the CEE
- Conduct a CEE member refresher/orientation workshop for returning and new members
- Continue to coordinate its activities with the Senate Educational Equity Committee (SEEC), 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, the production of the FCP Report, and the revitalized activities of the FCP Action Group (Equity Office)
- Continue to review the Queen's Employment Equity Plan 2010 (Equity Office)
- Review and publish the Achieving Employment Equity Part III: 10 Years in Review (formerly entitled "Transformations") (Equity Office)
- Assist in a Communication Strategy to release Achieving Employment Equity Part III: 10 Years in Review
- Assist in the development of a Communication Plan to launch the new Exit Survey (Equity Office)
- Continue to ensure that the University meets its obligations under the *Accessibility for Ontarians with Disabilities Act (AODA)*

Council on Employment Equity Membership – 2010/2011

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

Secretary – 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^a

MaryAnne Laurico	Graduate TA & TF	PSAC Local 901
------------------	------------------	----------------

Aboriginal Council Representative

Gordon E. Smith	Faculty of Arts and Science
-----------------	-----------------------------

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)

^a As per activities listed under the 2011/2012 year, new employee groups will be invited to have representation on the CEE

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

Appendix One

Queen's Employment Equity Award

Background

On December 15th, 1995 The Employment Equity Act received Royal Assent. The purpose of this Act is to achieve equality in the workplace so that no person shall be denied employment opportunities or benefits for reasons unrelated to ability and, in the fulfillment of that goal, to correct the conditions of disadvantage in employment experienced by women, Aboriginal Peoples, persons with disabilities and members of visible minority groups by giving effect to the principle that employment equity means more than treating persons in the same way but also requires special measures and the accommodation of differences.

The Employment Equity Act requires employers to engage in proactive measures to improve employment opportunities for the groups listed above. Queen's policies on inclusion, however, go well beyond the four designated groups by including sexual and gender diversity considerations in its measures as well.

Eligibility

In acknowledgment of the spirit of employment equity, Queen's would like to formally appreciate exemplary efforts and progress as demonstrated by students, faculty, staff, and external community members to Queen's that create a positive impact on the University community. Established in 2011, the Queen's Employment Equity Award is given annually to recognize and celebrate the achievements of individuals, groups, or organizations that through their ongoing diligence and commitment, are going above and beyond legislated requirements or their institutional mandate, thereby helping Queen's become a truly representative and inclusive workplace.

Who Can Nominate?

Any member of the Queen's community including students, staff, faculty, or alumni, as well as members of the general Kingston community and surrounding area who have an interest in Queen's University may submit nominations.

The closing date for nominations submissions will be **November 1st** each year.

Award

One Employment Equity Award will be presented annually on or around December 15 to an individual, group, or organization. The Award consists of an individualized certificate. A plaque, showcasing each year's recipients, will be on permanent display at the Equity Office or other suitable location.

Criteria

The Selection Committee will consider the following factors as it evaluates nominees for the Employment Equity Award:

- A. Positive impact on the University community's diversity and inclusivity
- B. Sustainability
- C. Broad community partnerships
- D. Innovation

Examples of efforts in advancing employment equity could include (but are not restricted to):

- Exemplary efforts in recruiting and mentoring diverse candidates and colleagues across all equity-seeking groups
- Scholarly work, including paper presentations, lectures, or publications on equity
- Innovative strategies for creating a climate of equity on campus (e.g., flexibility in the workplace to take into account the scheduling needs of all employees)
- Service to faculty, staff, and student groups in the area of fostering a climate conducive to employment equity
- Providing mentorship, guidance, and support to members of equity-seeking groups on campus, including peer mentoring
- Excellence in teaching and innovative curriculum design to further the cause of employment equity and diversity
- Partnering with organizations to promote greater awareness of career opportunities for equity-seeking groups

For more information

Please direct any questions about the Employment Equity Award to the Equity Office at 533-2563 or equity@queensu.ca

Council on Employment Equity
Employment Equity Award Selection Committee
Terms of Reference

In acknowledgment of the spirit of employment equity, Queen's would like to formally appreciate exemplary efforts and progress as demonstrated by students, faculty, staff, and external community members to Queen's that create a positive impact on the University community. Established in 2011, the Queen's Employment Equity Award is given annually to recognize and celebrate the achievements of individuals, groups, or organizations that through their ongoing diligence and commitment, are going above and beyond legislated requirements, thereby helping Queen's become a truly representative and inclusive workplace.

Membership

The Employment Equity Award Selection Committee will include the following members:

- One ex-officio CEE member
- One appointed member
- One AMS or SGPS representative
- Secretary to CEE (non-voting)

The Committee will be established each year by volunteer, no later than the CEE's regularly scheduled meeting in September.

Reporting

The Secretary will assume responsibilities for reporting the Committee's activities to the CEE.

Responsibilities

1. Review and update, as necessary, criteria for selecting recipients
2. Review and update, as necessary, a process for ensuring fair and equitable application of selection criteria
3. Support the Secretary in arranging, on behalf of the Principal, a call for Award nominations in October of each year
4. Review nominations received and recommend a recipient to the CEE for ratification at its regularly scheduled meeting in November
5. Support the Secretary in arranging for a presentation of the Award on or around December 15

Queen's Employment Equity Award Nomination Form

In acknowledgment of the spirit of employment equity, Queen's would like to formally appreciate exemplary efforts and progress as demonstrated by students, faculty, staff, and community members external to Queen's that create a positive impact on the University community. Established in 2011, the Queen's Employment Equity Award is given annually to recognize and celebrate the achievements of individuals, groups, or organizations that through their ongoing diligence and commitment are going above and beyond legislated requirements, thereby helping Queen's become a truly representative and inclusive workplace.

Nominator Information

Name of Nominator: _____

Affiliation: (check all that apply)

Student staff faculty alumni community

Phone Number: _____ Email Address: _____

For more information, or to request this nomination form in an alternate format:

Please call the Equity Office at 533-2563 or email us at equity@queensu.ca

Return to:

By email: equity@queensu.ca

By fax: (613)533-2031

By mail:

The Equity Office
B513 Mackintosh-Corry Hall
Queen's University
Kingston, ON K7L 3N6

Annual closing date form nominations submissions: November 1st

Nominee Information

Name of Nominee(s): _____

Affiliation: (check all that apply)

- Student staff faculty alumni community

Name of Contact Person #1: _____

Email: _____ Phone: _____

Name of Contact Person #2(optional): _____

Email: _____ Phone: _____

Nominators should include sufficient information to give the Selection Committee an understanding of the contributions of the nominee(s).

In the area below, please include the following information:

- A description of what the nominee(s) has done to contribute positively towards helping Queen's become a truly representative and inclusive workplace
- Information on the value and impact of the nominee's contribution

Briefly describe your reason for the nomination.

Appendix Two

Council on Employment Equity Terms of Reference

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.

Mandate

The Council on Employment Equity has received a mandate from the Principal to assist the University in advancing equity in employment through the following activities:

- Monitor and report on the University's compliance with the [Federal Contractors Program \(FCP\)](#)^b
- Ensure that appropriate analysis is carried out on existing and proposed policies with employment equity implications;
- Make recommendations through the Principal and Vice Principals on changes to policies, procedures or 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;
- Prepare a CEE Annual Report for the Principal, due on July 1 of each year.

^b Please see the attached brief description of the FCP.

The Council reports to the Principal. The Chair of the Council shall meet with the Principal once a year following submission of the Annual Report. This meeting shall include the Provost & Vice-Principal (Academic) and Vice Principal (Finance and Administration) as both their Offices carry responsibilities concerning employment equity at Queen's.

Membership

Except for Ex-Officio members, the Principal appoints all members to the Council. Appointed Council members will serve a two-year term, commencing in September, with a possibility of serving a second consecutive term. Further renewals will be at the discretion of the employee group.

In March, the Secretary will solicit nominations from the Aboriginal Council Queen's University (ACQU) and from all staff and faculty employee groups including: the Queen's University Faculty Association (QUFA), Queen's University Staff Association (QUSA), CUPE Locals 229, 1302 and 254, PSAC Local 901, USW Local 2010, Ontario Nursing Association, and any other appropriate employee group. In keeping with the spirit of the FCP, members of the four designated groups will be particularly encouraged to apply.

The Ex-Officio membership will consist of: the Provost & Vice Principal (Academic), or Designate; the Vice Principal (Finance & Administration) or Designate; the Director of the Human Rights and Equity Offices, or Designate; Director of the Health, Counselling, and Disabilities Services, or Designate; student representatives from the Alma Mater Society (AMS) and the Society for Graduate and Professional Students(SGPS), and the Secretary, Equity Office.

The Principal will appoint the Chair of the Council to a three-year term from a list of nominees recommended by the Council. To facilitate this process, a Nominating Sub-Committee of the Council shall convene in March of the year the current Chair's term is expiring. The nominating sub-committee shall consist of two appointed members, as well as one ex-officio member and the Secretary.

Meetings

The Council on Employment Equity will meet five (5) times during the academic year; September, December, February, April, and June.

A quorum of members must be present before a meeting can proceed. Fifty per cent plus one (50% +1) of both employee group members and Ex-Officio members must be present for the meeting to proceed.

Decisions will be made by consensus. In the event of motions and votes, the full membership has voting privileges.

Federal Contractors Program Action Group

The FCP Action Group is an important body of the CEE as it allows for more detailed and effective consideration of issues than is possible with the whole Council.

The FCP Action Group includes the offices of Human Resources and Equity, the CEE Chair, and 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.

It is responsible to the Queen's community through the Council on Employment Equity.

Federal Contractors Program

The federal government enacted the Federal Contractors Program (FCP) following the *Commission on Equality in Employment, 1984*.

The *Commission* found that individuals from the following four designated groups systemically experience discrimination in the labour market: *Aboriginal people, women, people with disabilities and visible minorities*. Consequently, Commissioner Judge Abella recommended proactive measures for identifying and removing systemic barriers to improve the equitableness in labour market for members of these designated groups.

The FCP requires that any business or organization with 100 or more employees **and** in receipt of contracts valued \$200 000 or more with the Government of Canada are required to have in place an employment equity program.

To maintain compliance with the FCP, organizations are required to meet the following eleven (11) criteria:

1. Communicate about employment equity to employees
2. Assign responsibility for employment equity to a senior official
3. Collect workforce equity-related information
4. Conduct workforce data analysis
5. Conduct employment systems reviews
6. Establish employment equity goals
7. Develop an employment equity plan
8. Adopt special measures and reasonable accommodations
9. Establish a favourable work environment
10. Adopt monitoring procedures
11. Authorize federal reviews to enter premises