

Council on Employment Equity

Annual Report to the Principal

2011/2012



Queen's  
UNIVERSITY

June 1st, 2012

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### **Employment Equity at Queen's University**

Employment Equity is a program implemented to ensure that all job applicants and employees have a fair chance in the workforce. The end result of an Employment Equity program is a proportionately representative workforce, which is achieved when no person is denied employment opportunities or benefits for reasons unrelated to their abilities. Federal statistics show that four designated groups, specifically women, Aboriginal peoples, visible minorities and persons with disabilities, may face discrimination and are often denied jobs and promotions even when they have the necessary qualifications and experience. Equity programs recognize the worth and dignity of each individual and thus strive for a qualified workforce which represents the diversity of the community.

Queen's University is committed to fairness in employment opportunities. As part of this commitment the University has initiated an Employment Equity program following guidelines established by the Government of Canada's Federal Contractors Program (FCP), which requires the University to follow specific procedures to achieve employment equity.

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

Established in 1989, 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 and Vice-Principal (Academic) and Vice Principal Finance and Administration.

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 Queen's 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 the federally 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 2006 to 2011. 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 (Percentage)							
Designated Groups	2006	2007	2008	2009	2010	2011	Canadian Workforce
<b>Women</b>							
Academic Positions	36.9	37.0	37.8	38.7	38.3	39.2	47.9%
Staff	65.4	65.9	66.2	65.5	65.5	66.1	
<b>Aboriginal People</b>							
Academic Positions	0.7	0.9	1.0	0.9	1.0	0.9	3.1%
Staff	1.4	1.4	1.5	1.3	1.3	1.6	
<b>Persons with Disabilities</b>							
Academic Positions	2.9	2.7	2.6	2.7	2.5	4.1	4.9%
Staff	3.8	3.8	3.9	3.6	3.4	5.3	
<b>Visible Minorities</b>							
Academic Positions	12.5	11.3	12.6	12.9	14.1	12.3	15.3%
Staff	5.2	4.8	5.4	5.8	6.2	5.2	
<b>Totals</b>							
Total Academic Positions	41.6	42.0	41.8	41.1	41.5	41.5	
Total Staff	58.4	58.0	58.2	58.9	58.5	58.5	

### Notes:

1. Academic Positions include: Faculty, Academic Assistants, Adjuncts, Archivist, Librarians and Post Doctoral Fellows
2. Staff include the Categories: Executives, General Support, Research and Technical Units.
3. Not included : Student Contracts such as Teaching Assistants

## The Federal Contractor's Program Action Group (FCP AG)

A sub-committee of the Council on Employment Equity, the FCP AG is responsible to the Queen's community through the Council on Employment Equity. The Group's mandate is 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 (See chart above).

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

- Reviewed the workforce analysis for all Queen's employees for 2011 and created employment equity initiatives for addressing red flags (gaps in representation)
- Worked with Marketing and Communication on a CEE Communication Plan
- Reviewed all new staff job postings from 2007-2010
- Re-developed the exit survey process
- Met with Kingston Immigration Partnership, and discussed partnership possibilities
- Discussed the creation of a new Equity newsletter: *Equity Matters at Queen's*
- Developed the Employment Equity Award and coordinated the first presentation ceremony
- Re-viewed the Research and Contract Hiring Guidelines
- Examined information regarding the Employment Equity Affinity Groups and discussed how to best utilize these groups at Queen's
- Examined the 2011 Designated Group Representation Rates and created area of focus
- Discussed the development of Human Resources learning tool that incorporates Equity, Human Rights and Accessibility,
- Developed a process to communicate faculty hiring processes to the Faculty Offices
- Reviewed the newly designed 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 employment equity guidelines

### **CEE Activities – 2011/2012 Academic Year**

CEE met five times during the 2011-2012 academic year. The CEE participated in the following activities:

- Established Queen’s University’s first Employment Equity Award
- Invited Scott Clerk, Program Manager of the Kingston Immigration Partnership to attend the February 2012 CEE Meeting to discuss the various employment equity initiatives of the Partnership
- Reviewed and made recommendations concerning the Queen’s 2012 Employment Equity Plan including the review of trends in designated group representation at Queen’s from 2006 to 2011 (Equity Office)
- Reviewed and made recommendations concerning the Federal Contractors Program Report 2011 (Equity Office)
- Participated in the nominee selection for the Employment Equity Award (see appendix one)
- Contributed to the decision process in regards to introducing the Equity Office’s new Employment Equity Newsletter- *Equity Matters at Queen’s*.
- Conducted a CEE employment equity presentation for new members
- Participated in the first annual Employment Equity Award Ceremony held in February 2012
- Discussed the next Achieving Equity publication

### **CEE will focus on the following areas in the 2012/2013 Academic Year**

- Invite new employee groups to have representation on the CEE
- Continue to coordinate its activities with the Senate Educational Equity Committee (SEEC), Queen’s Accessibility Framework 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)

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- Continue to review the Queen's Employment Equity Plan 2012/2013 (Equity Office)
  - Review and publish the Achieving Employment Equity Part IV: Positive Changes (Equity Office)
  - Assist in a Communication Strategy to release Achieving Employment Equity Part IV: Positive Changes
  - Contribute to the content of the Employment Equity Newsletter: Equity Matters at Queen's
  - 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)*
  - Support and assist with the creation of Employee Affinity Resource Groups for equity seeking groups

## Council on Employment Equity Membership – 2011/2012

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

**Secretary – Ekta Singh, Equity Advisor**

### *Employee Group Representatives*

Janice Bélanger	Department of Film and Media	CUPE Local 254
Derek Cole	Physical Plant Services	CUPE Local 229
Alex Cooper	Stauffer Library	CUPE Local 1302
Elizabeth Dares-Dobbie	Queen's Family Health Team	OPSEU
Margaret Jamieson	Rehabilitation Therapy	QUFA
Kim Mahoney	Faculty of Nursing	ONA
Hannah Johnston	Equity Officer	PSAC 901
	Vacant	QUSA
	Pending	USW 2010

### *Aboriginal Council Representative*

Gordon E. Smith                      Faculty of Arts and Science

### *Ex-Officio Members*

TK Pritchard	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
Robyn Westland	Equity Commissioner	SGPS (Society of Graduate and Professional Students)
Chuck Vetere	Psychologist	Health, Counselling and Disability Services



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Appendix One

## Council on Employment Equity Terms of Reference

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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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### **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 \(FCP\)](#)<sup>a</sup>
- 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.

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<sup>a</sup> 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