

**CHIGNECTO-CENTRAL
REGIONAL SCHOOL BOARD**

POLICY #HR-04

EMPLOYMENT EQUITY

[BOARD MINUTE #02-98, Page 3]
[BOARD MINUTE #10-03, Page 5] (Revised)

DEFINITIONS:

Employment Equity Is a strategy designed to ensure equitable representation of designated groups throughout the workplace and to eliminate inequalities that have their traditions in stereotyping, prejudice, and discrimination. The aim of employment equity is the achievement of a workplace where designated groups have representation proportionate to their representation in the general population served by the Board.

Affirmative Measures In the context of employment equity, involves a comprehensive plan to identify imbalances and/or discriminatory practices and includes strategies to correct any imbalances through special programs in hiring, professional development, and promotion. The application of affirmative measures allows a maturation period for the achievement of the goals of employment equity, and ongoing monitoring of the workplace to ensure the ongoing relevance of the Action Plan and Policy.

The Chignecto-Central Regional School Board believes that:

- equitable representation of such designated groups throughout the CCRSB workplace is both a desirable and necessary goal;
- dedicated actions must be taken to ensure equality in CCRSB's workplace;
- the diversity of the educational workplace is an influential and formative role model for students, other stakeholders and society in general;

- the embracement of diversity within the educational system can lead to improved entry and advancement of:
 1. persons of Mi'kmaw descent;
 2. African Nova Scotians;
 3. other racially visible people;
 4. persons with special needs; and,
 5. women
 (the designated groups”) in the workplace; and,
- through practical, effective and time-sensitive policies, practices and procedures, workplace barriers that presently result in under-representation of the designated groups can be reduced and eventually eliminated.

Also, the Chignecto-Central Regional School Board recognizes that:

- equal treatment, without consideration of barriers to equality, can cause unequal and unfair results;
- the creation of true equality in the workplace may require treating different people differently, in a methodical, open and equitable manner;
- a focus on results, is the more effective way to move towards true equality;
- employment equity must be openly embraced as a means of sharing employment opportunities without barriers, in a manner that legitimizes appropriate and specified preferences to members of a designated group, as a necessary action to promote employment equity;
- employment equity must be actively adopted and pursued by CCRSB as part of its measurable commitment to pursue true equality in the workplace.

To this end, the CCRSB directs that the Superintendent of Schools (or designate) prepare, implement and monitor practices, procedures and action plans such that:

- any barriers and inequities are defined, reduced and eventually eliminated;
- recruitment and human resources management practices are designed to achieve a workplace that reflects the representation of the designated groups proportionate to their representation in the general population served by the Board;
- the CCRSB achieves a workplace wherein all persons have the opportunity to develop their abilities, aspirations, careers and leadership potential;
- all job applicants and employees are treated without barrier or discrimination in matters of employment;

- affirmative measures are implemented by which discriminatory practices and advancement barriers are identified and removed;
- the CCRSB achieves a workplace which at all levels equitably reflects the proportionate representation of the general population served by the Board in terms of gender equity, racial and ethnic diversity and persons with special needs in the Region served by the Board;
- Policy HR-04 is supported actively by all members of senior management and all persons associated with employee recruitment, hiring, and human resources management; and,
- the CCRSB establishes a workplace environment supportive of Policy HR-04 which attracts and retains members of the designated groups and encourages individual members of these groups to self-identify.

EMPLOYMENT EQUITY

POLICY #HR-04 (Revised)

ADMINISTRATIVE PROCEDURES

- Authorization*** These Administrative Procedures have been authorized by the **Superintendent of Schools**.
- Scope*** Policy #HR-04 and these Administrative Procedures apply to **all staff who are involved with the recruitment, hiring, management, promotion and training of CCRSB employees**.
- Responsibility*** It is the responsibility of the **Director of Human Resources Services** to ensure that Policy #HR-04 and these Administrative Procedures are implemented.
- Implementation*** Policy #HR-04 and these Administrative Procedures shall be implemented by **all staff involved with the recruitment, hiring, management, promotion and training of CCRSB employees**.
- Procedures***
1. The **Director of Human Resources Services** shall:
 - a) be directly responsible and accountable to the CCRSB for development of affirmative measures, practices and procedures to ensure the timely implementation of Policy #HR-04, Employment Equity.
 - b) provide the leadership required to establish a workplace environment:
 - (i) reflective of the principles of Policy #HR-04;
 - (ii) which will attract and retain members of the designated groups;
 - (iii) which will encourage individuals to self-identify;

- c) ensure that a copy of Policy #HR-04 and these Administrative Procedures is posted in all schools /work-sites;
- d) assisted by Human Resources staff, the Coordinator of African Nova Scotian Cultural Services, the Coordinator of First Nations Cultural Services and others as appropriate:
 - (i) develop and implement programs to educate and sensitize Board Members, employees, students and other stakeholders to the principles of employment equity and the present employment related needs and experiences of persons who are members of designated groups;
 - (ii) consult with designated representatives of employee groups and other stakeholders during the implementation of the Employment Equity Policy;
 - (iii) prepare and maintain a data bank of personnel information from all Board employees on the basis of optional self-identification, in accordance with rights of privacy, from which a profile of the Board's workforce with respect to representation of members of the designated groups shall be created and maintained;
 - (iv) analyze the representation and distribution of persons from the designated groups within the Board's employee groups at all levels in order to identify areas of under-representation;
 - (v) review all hiring and employment practices and procedures to identify and eliminate any practices and/or procedures, which may have an adverse impact on the hiring, advancement or professional development of members of the designated groups, including without limitation, job postings, selection standards, selection procedures, promotion procedures, contracts/collective agreements and forms;

- (vi) prepare and implement an Action Plan to identify and correct imbalances and inequities through the hiring and advancement of persons from designated groups as required. Such Action Plan shall include objectives, activities, time-frames for implementation and monitoring/reporting procedures. This Action Plan shall set out goals for the hiring, training and advancement of designated group employees in varying positions of increased responsibility and shall establish a time-line for achieving the representation of designated groups in all employee groups at all levels as required by this Policy. The Action Plan shall be put in place to ensure that the Board's commitment to redressing imbalances in the composition of its workforce at all levels is in the forefront when job openings or opportunities for advancement become available;
- (vii) Seek out actively and in a planned manner persons from designated groups looking for employment with, or promotion within, the Board's system;
- (viii) provide information and access to professional development opportunities for members of designated groups to ensure that members of these groups have access to positions of leadership within the Board. This shall include encouraging present employees to participate in upgrading, with particular attention to committed candidates from designated groups;
- (ix) provide mentorship opportunities in order to develop the potential of employees from designated groups interested in seeking leadership positions;
- (x) establish a formal process for entry into the system which has as its basic goal the placement of candidates from members of designated groups who possess the qualifications and requirements essential for the performance of the assignment. The process shall ensure that the selection process and criteria for hiring are supportive of Policy #HR-04;

- (xi) establish an Employment Equity Advisory Committee, whose membership shall include the Director of Human Resources Services, the Coordinator of African Nova Scotian Cultural Services, the Coordinator of First Nations Cultural Services and other appropriate representatives of employee groups and designated groups. The mandate of the Employment Equity Advisory Committee(s) shall be to assist the Human Resources Services Department with planning, implementing, monitoring and reporting on progress related to affirmative measures and employment equity;
 - (xii) monitor employment equity in the Board's recruitment, hiring and promotion practices by determining the data that indicates the representation of designated groups at various levels of the workforce, maintaining records of all future hiring, promotions and terminations in order to have an accurate assessment of the status quo at any time and to monitor the opportunities for change on behalf of designated groups.
 - (xiii) Annually examine and evaluate the data relating to employment equity and report the measurable results to the Board so that the Board can ensure adherence to, and application of, workplace equity throughout the education system in the Chignecto-Central Region.
- e) establish parameters for senior management commitment at all levels, including detailed annual reports to the Board. Such commitment shall include consideration of staff and resources allocated to the pragmatic and effective implementation of Policy #HR-04.

Distribution

All Policy and Procedure Manual holders.