

EMPLOYMENT EQUITY PLAN FOR CUPE 3903
Plan to cover period 2011-2014

Plan to be reviewed annually in October/November following the start of the new academic year; revisions and updates to be made accordingly

<u>ITEM/ISSUE</u>	<u>POSITIVE MEASURES</u>	<u>TIMING</u>	<u>ACCOUNTABILITY</u>
EMPLOYMENT EQUITY DATA COLLECTION – IMPROVING DATA COLLECTION & TRACKING			
1. Low response rates to self-identification surveys	-As part of an Employment Equity Communication Strategy described below (in the section under Culture), promote the importance of Employment Equity and the need for a high rate of participation in self-identification surveying	Starting in Spring, 2012 (Complete & Ongoing)	Please see section “Active support of President...” under Culture on page 3
	-On line version of the survey using a secure server now available	December 2010 (Complete)	Human Resources
	-Large print and Braille versions available	May 2010 (Complete)	Human Resources
	-Explore alternative means for provision and completion of self-identification survey, e.g., through orientation activities	July 2012 for implementation in September 2012 (Complete & Ongoing)	Faculty Relations (working with Human Resources)
	-Work with relevant offices, including Human Resource Information Management (HRIM) and University Information Technology (UIT) to create and maintain up to date list of email addresses to facilitate email communication with employees.	Commence September 2011 (Complete)	Human Resources, Information Management
	-Survey tracking queries have been created to enable effective follow up with employees	March 2011 (Complete)	Human Resources, Faculty Relations

ACCOMMODATION – ENSURING TRANSPARENCY & CLARITY			
1. Increase understanding of duty to accommodate and resources available to support accommodation needs			
<ul style="list-style-type: none"> Need for Academic Administrators and other relevant managers and staff to acquire key core competencies 	-Launch new Disability Management Program: <ul style="list-style-type: none"> • Training of key stakeholders (manager & above and those involved with faculty (3903) hiring) • Communication of process details • EWO web site updated • Applicable forms updated etc. 	Winter 2013	Human Resources
	-AODA training <ul style="list-style-type: none"> • Customer Service Standard (in effect in 2010) • Integrated standard (approved in 2011) 	Fall, 2010 (Ongoing) <ul style="list-style-type: none"> • To be determined based on legislative requirements relating to implementation 	Office of University Council/AODA working with Human Resources (follow up and reminders through office of the Vice Provost Academic)
2. Increase communication to CUPE 3903 members with respect to the availability of accommodation	-Revise Blanket Application form and letter of offer advising employees of process for requesting accommodation.	Spring, 2012 (Complete)	Faculty Relations
	-With launch of new Disability Management Program, provide employees with brochure or other specific communication piece	Winter 2013	Human Resources
	-Fact Sheets regarding accommodation for non-disability based circumstances under the Human Rights Code (i.e., Religious accommodations, Family Status)	Winter 2013	Centre for Human Rights

3. Importance of an up-to-date University Wide Accommodation Policy	-Review University-wide Accommodation Policy	Fall 2013 / Winter 2014	Human Resources Council Office
	-Develop FAQs relating to the accommodation process as part of an automated HR querying service for members of the University community	Fall 2013 / Winter 2014	Human Resources
CULTURE -- IMPROVING AWARENESS			
1.Profile and awareness of Employment Equity and Diversity (EE & D)			
Integration of equity and diversity into core values of the University	- Diversity of perspective and equity are among the core institutional values set out in the 2010-2015 University Academic Plan	University Academic Plan approved at February 17, 2011 meeting of Senate	Senate Academic Policy, Planning and Research Committee and full Senate
Active support of the President and senior University leadership reflected in Employment Equity communication strategy	- Develop communication strategy to raise the profile and underscore the importance of employment equity <ul style="list-style-type: none"> • Communication from President ‘launching’ Employment Equity Plan • Letter from President included with self-identification survey • Annual communication of EE report, including communication of report to Joint Employment Equity Committee • Communications promoting completion of self-identification survey 	Winter 2013 <ul style="list-style-type: none"> • Included with current self-identification form • Each Spring • Dates as applicable Ongoing	President Faculty Relations Faculty Relations Human Resources (working with Faculty Relations)

<p>Need for Academic Administrators to acquire key core competencies</p>	<p>-Through Human Resources' Learning & Organizational Development, the Centre for Human Rights provides workshops on "Respect in the Workplace" which address the importance of valuing differences/diversity – while geared towards non-academic staff, any York community member may request a specialized session for a group/unit or to attend one of the regularly scheduled sessions.</p>	<p>Available by request through HR - Learning & Organizational Development or the Centre for Human Rights.\ Ongoing</p>	<p>Centre for Human Rights, Human Resources</p>
	<p>-The Centre for Human Rights will provide a new Human Rights e-tutorial which will give a basic overview to the CHR, York human rights policies, definitions of discrimination & harassment and basic information on the roles and responsibilities of managers through Human Resources' Learning & Organizational Development's "Onboarding for (new) Managers", a new series of trainings for non-academic managers. (Note: this will include a section on accommodation).</p>	<p>Winter 2013</p>	<p>Centre for Human Rights and Human Resources</p>
	<p>-In addition to regular workshops on respect in the workplace, the Centre for Human Rights, Human Resources and Faculty Relations will develop a workshop to be delivered on a regular basis which specifically addresses diversity, inclusion and principles of Employment Equity under the Federal Contractors Program</p>	<p>Spring 2013/2014</p>	<p>Centre for Human Rights, Human Resources and Faculty Relations.</p>
	<p>-The 'hiring manager's toolkit' includes a section on human rights and the selection process addressing hiring managers'</p>	<p>Fall 2013</p>	<p>Centre for Human Rights and Human Resources.</p>

	obligations and responsibilities under Employment Equity and their relation to the Human Rights Code.		
	-Provision of a workshop on Diversity in the Classroom which addresses the intersection of diversity and inclusion in higher education	2012-2013 Academic year	Office of the Associate Vice President Teaching and Learning in conjunction with the Centre for Human Rights
<ul style="list-style-type: none"> Inclusion of Employment Equity and Diversity in institutional forums, initiatives and processes 	- Written employment equity reports are provided for review to the President's Advisory Committee on Human Rights, which meets several times per year; membership on the Committee includes the University's senior leadership and other key stakeholders, including representatives from the Aboriginal Council, Access York (Persons with disabilities), Counselling & Disability Services, Sex Gen York(LGBT) and others	Ad hoc (year end 2010 figures communicated to PACHR April 2011)	Human Resources
	-Embed Employment Equity and Diversity in the following: <ul style="list-style-type: none"> Better Workplace (BW) Integrated Resource Planning (IRP) 	<i>Better Workplace</i> Fall, 2011 and onwards – Integration of <ul style="list-style-type: none"> University Academic Plan core values, including diversity of perspective and equity, in BW communications and exercises Current and subsequent planning cycles, with Plans for the period 2011-12 to 2013-14 due June, 2011, to include goals and measurables for valuing people 	Better Workplace Project Director Provost
<ul style="list-style-type: none"> Accessible and up to date Employment Equity Policy 	-Review and revise Employment Equity Policy as appropriate	2012 / 2013	Human Resources (working through appropriate approval stages)

2. Discrimination, Harassment and Workplace Violence			
Need for Academic Administrators to acquire key core competencies	-Provision of a module on <i>Code</i> -based discrimination and harassment in conjunction with the University's existing School for Academic Administrators; workshop participants will include variety of academic administrators, including chairs, undergraduate program directors and graduate program directors	<ul style="list-style-type: none"> Module was offered in summer 2011 and will be updated for winter 2012. Participation in module will be obligatory for Chairs/Directors, Graduate Program Directors and Undergraduate Program Directors appointed or renewed after January 1, 2013 	Centre for Human Rights
	-Inclusion of information about harassment and discrimination in revised Faculty Handbook	Winter 2013	Vice-Provost Academic and Centre for Human Rights
	- Workplace Harassment Policy and Prevention Program implemented in June, 2010 <ul style="list-style-type: none"> Brochure developed for employees highlighting major elements of program Workshops provided for academic administrators Training provided for all non-academic managers 	<ul style="list-style-type: none"> Current brochure to be updated in 2011-12 to include more details about how to deal with certain kinds of concerns Annual review of Programs through School for Academic Administrators and meetings of Associate Deans Training included in On-boarding Program 	DOHS (working with Faculty Relations and Vice-Provost Academic) Vice Provost Academic Human Resources
	- Develop e-module on awareness of Workplace Harassment Program	2012	DOHS (working with Vice Provost Academic, Faculty Relations and University Information Technology)
	- Communication to all academic employees providing brochure and advising of availability of e-module and other training opportunities as developed	Fall/Winter 2011-12 Further revisions in Winter 2013	Vice-Provost Academic
	-Workplace Violence Policy and		

	<p>Prevention Program implemented June, 2010</p> <ul style="list-style-type: none"> • Brochure developed employees highlighting major elements of program • Workshops provided to academic administrators • Training for all non-academic managers • E-module on workplace violence 	<ul style="list-style-type: none"> • Current brochure to be updated in 2011-12 to include more details about how to deal with certain kinds of concerns • Annual review of Programs through School for Academic Administrators and meetings of Associate Deans • Training included in On-boarding Program • Available on the Department of Occupational Health and Safety Website 	<p>DOHS (working with Faculty Relations and Vice Provost Academic)</p> <p>Vice Provost Academic</p> <p>Human Resources</p> <p>DOHS</p>
	<p>- Communication to academic employees providing brochure and advising of e-module and other training opportunities as developed</p>	<p>Winter 2013</p>	<p>Vice-Provost Academic</p>
RECRUITMENT/SELECTION/HIRING			
<p>1.Consistency in recruitment/ selection and hiring process</p>	<p>-In conjunction with School for Academic Administrators, provide workshops for academic administrators and support staff involved in contract administration. Workshops to include:</p> <ul style="list-style-type: none"> • review of postings provisions including qualifications and employment equity provisions • review of selection and hiring processes in light of employment equity aspirations as regarding questions and ranking • review of appointments provisions for units 1 and 2 including, in the case of Unit 2, applicable employment equity provisions 	<p>Regular provision of workshop, at a minimum on an annual basis</p>	<p>Faculty Relations</p>

	<ul style="list-style-type: none"> work with Chairs of hiring units to develop a documented transparent application process for ticketed Course Director positions 	Fall/Winter 2012-13	
PROMOTION AND RETENTION			
1. Consideration of Employment Equity in the Conversion Appointment and Long Service Teaching Appointment (LSTA) selection processes	-Employment equity provisions applicable to the Conversion Appointment and LSTA exercises will be included in workshops on the administration of the CUPE 3903 collective agreements	Will be following up with a communication in Winter 2013	Faculty Relations
2.Guidance on responsibilities of teaching assistants and tutors and feedback on performance	-In conjunction with the School for Academic Administrators, provide workshop dealing with: <ul style="list-style-type: none"> the role and responsibilities of supervisors in respect of teaching assistants/tutors/demonstrators informal and formal performance evaluations 	Fall/Winter 2011-12 (Ongoing)	Faculty Relations