

**The UNIVERSITY of WESTERN ONTARIO**  
**POLICIES and PROCEDURES**

### **3.2 EMPLOYMENT EQUITY POLICY**

Classification: Personnel - All

Effective Date: 24JAN02

Supersedes: 28SEP00

#### **PRINCIPLES**

- 1.00 The University of Western Ontario recognises that Employment Equity is a value at the core of the University's mandate as a community leader and an institution of higher learning. Employment Equity recognises the value and dignity of each individual and ensures that each individual will have genuine, open and unhindered access to employment opportunities, free from artificial barriers, whether systemic or otherwise. Employment Equity involves hiring the most suitably qualified candidate for any open position while ensuring that the hiring process and the qualifications required for each position are fair and equitable for all persons.

Accordingly, The University of Western Ontario seeks to integrate fully the principles of Employment Equity with its other human-resource policies and procedures in order to ensure that all present and potential employees receive equitable treatment in all matters related to employment. The University of Western Ontario will take appropriate steps to ensure that, throughout the entire organization, representation rates of historically disadvantaged groups reflect their availability within the labour force of the external community.

All members of the community play a role in the success of Employment Equity. Final responsibility and accountability for the University's Employment Equity Policy, however, rest with the President.

#### **OBJECTIVES**

- 2.00 Under Employment Equity, The University of Western Ontario has the following objectives:
- (a) to promote the full participation and advancement of members of the designated groups under the Federal Contractors Program (women, native persons, members of visible minority groups and persons with disabilities) in the University workforce;
  - (b) to implement such special measures as are required to attract, retain and promote members of the designated groups and to ensure that individuals in positions to make or influence decisions regarding the status or working conditions of current and prospective employees are aware of such special measures and have received training in their application;
  - (c) to identify those areas of the University workforce wherein members of the designated groups are under-represented and to focus special measures to redress such under-representation and to ensure that individuals in positions to make or influence decisions regarding the status or working conditions of current and prospective employees are aware of such special measures and have received training in their application;
  - (d) to ensure that individuals in positions to make or influence decisions regarding the status or working conditions of current and prospective employees are aware of this policy and have received training in its meaning and application, that they implement its core values in all decisions and that they communicate and apply them to all members of staff and faculty;
  - (e) to collect and analyse workforce data, develop a formal employment equity plan and prepare an annual report which will contain specific recommendations for action to be undertaken by the senior officers of this institution and which will detail the progress of those recommendations.

#### **THE EMPLOYMENT EQUITY COMMITTEE**

- 3.00 Recognizing that the success of employment equity relies in large part on the input provided by its employees, the University will establish an Employment Equity Committee. As a standing committee reporting to the President, it will be the responsibility of the Committee to:

- (a) consider, upon the completion of a statistical review and analysis by the Equity Services Office and the Committee, where and to what extent designated groups are under-represented within the University's workforce;
- (b) examine all of the University's employment policies and practices and all negotiated agreements with employee groups and recommend to the parties changes to those that do not conform with equal employment opportunities in hiring, promotion, remuneration, training, working conditions and terminations. While the Committee will be asked to determine the fairness of employment agreements, policies and practices, particular attention is to be given to examining those procedures that work to the disadvantage of members of the designated groups;
- (c) prepare and submit an Annual Report to the President, which shall include specific recommendations based on the analysis and examinations detailed above with timeframes where appropriate. The President will release the Report to the University community;
- (d) assist the University and the Equity Services Office in the endorsement and fostering of behaviour that advances the basic tenets of employment equity.

4.00 The Committee's membership shall be as follows:

One representative appointed by each of the following:

University of Western Ontario Faculty Association  
University of Western Ontario Staff Association  
Professional and Managerial Association  
University of Western Ontario Graduate Teaching Assistants - PSAC Local 610  
Physical Plant - CUPE Local 2361  
Food Services - CUPE Local 2692  
Select Administrative Group Employees

The Associate Vice-President (Human Resources)  
The Vice-Provost (Academic Programs & Students)  
The Vice-President (Resources & Operations)  
The Director, Equity Services

Seven persons appointed by the President: four who will act as representatives of the designated groups covered under the Federal Contractors Program, one who will be a senior academic or administrative leader and two who deal with matters related to part-time employment at the University.

5.00 Membership terms of the appointed members are two years but, upon initiation of this policy, half of the members shall be appointed for a one-year term in order to provide for staggered terms. The tenure of all members shall run from June 1 of the year of appointment. No appointed member of the Committee may serve for more than four years consecutively.

6.00 The Chair shall be elected annually by the Committee.

### **THE EQUITY SERVICES OFFICE**

7.00 The Equity Services Office is responsible for facilitating the implementation of the employment equity policy. Any individuals or groups with questions or concerns regarding the application of this policy should direct them to the Equity Services Office. All inquiries are to be held in the strictest confidence unless permission is given in writing for the release of such information.