



POLICY
SUBJECT: GBA
APPROVAL DATE: EMPLOYMENT EQUITY
January 26, 1993
REVISION DATE: January 16, 1995
February 16, 2004
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1. GENERAL

The Winnipeg School Division recognizes that employment equity is a desirable and fundamental goal in our society. The Division is also committed to the removal of employment barriers, the identification and removal of discriminatory practices and striving towards a fair representation of women, Aboriginal peoples, disabled persons and minorities at all levels within the Division.

The Division also recognizes the importance of not only teaching students about equality, but demonstrating to students and staff the Division's commitment to equality.

- 1.1 The Winnipeg School Division shall strive toward a workforce composition which reflects the composition of women and men, Aboriginal peoples, persons with disabilities and persons from ethno-cultural groups living within the boundaries of The Winnipeg School Division.
- 1.2 The Winnipeg School Division accepts that to achieve equality in the workplace so that no person shall be denied employment opportunities for reasons unrelated to ability, employment equity means more than treating persons in the same way and may require measures to accommodate differences.
- 1.3 The Winnipeg School Division expects all decisions regarding employment to be based upon bona fide requirements and qualifications.

2. DEFINITIONS

2.1 Employment Equity

Employment Equity is a comprehensive process to ensure equitable representation of groups throughout the workplace and to remedy and prevent the effects of intentional or unintentional discrimination.

2.2 Designated Group

Designated groups are groups defined as those groups which may require special recruitment and employment conditions to facilitate employment opportunities. These groups consist of Aboriginal peoples, persons with disabilities, persons who are, because of their race or colour, a minority, and women or men where gender equality is an issue.

- 2.2.1 Aboriginal peoples are considered to be persons who are First Nations, Inuit or Metis and who identify themselves to an employer, or agree to be identified by an employer, as First Nations, Inuit or Metis.
- 2.2.2 Persons, other than Aboriginal peoples, who are, because of their race or colour, in a visible minority in Canada are considered to be persons who are non-Caucasian in race or non-white in colour and who identify themselves to an employer, or agree to be identified by an employer, as non-Caucasian in race or non-white in colour.
- 2.2.3 Persons with disabilities are considered to be persons who:
 - (a) have any persistent physical, mental, psychiatric, sensory or learning impairment
 - (b) consider themselves to be, or believe that an employer would be likely to consider them to be, disadvantaged in employment by reason of an impairment referred to in sub-paragraph (a); and



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(c) identify themselves to an employer, or agree to be identified by an employer, as persons with disabilities.

2.3 Self-Declaration

A person who has declared that they are a member of one of the designated groups.

3. EMPLOYMENT EQUITY PROGRAM

- 3.1** The Division shall adopt an employment equity program to strive towards a workforce composition, within the Division, which reflects the composition, of women and men, Aboriginal peoples, persons with disabilities and persons who are members of an ethno-cultural group, living within the boundaries of The Winnipeg School Division. In order to achieve this goal, the Division will consider all positions which become available through attrition or are new to the Division.
- 3.2** The Human Resources Department will provide the Board of Trustees with annual statistics regarding:
- 3.2.1** Proportion of persons from designated groups in each employee group and salary classification.
 - 3.2.2** Years of service to the Division, age and salary classification of persons in the designated groups.
 - 3.2.3** Number of persons from the designated groups applying for positions.
 - 3.2.4** Number of persons from the designated groups appointed, promoted or hired.
- 3.3** The Division shall develop a self-declaration form and process to enable all employees and applicants to declare their membership in one of the designated groups. No person is required to make such a declaration if he or she chooses not to be considered as an Employment Equity applicant.

4. RESPONSIBILITY

- 4.1** The Chief Superintendent shall be responsible for the development, coordination and implementation of the Employment Equity Policy.
- 4.2** All administrators in supervisory positions shall be responsible for the implementation of the Employment Equity Policy and Program in their school or department.

5. COMMUNICATIONS PLAN

- 5.1** The Chief Superintendent will distribute the Employment Equity Policy to all members of the Senior Administrative Staff and Principals/Supervisors who have responsibility for hiring.
- 5.2** The Employment Equity Policy will be included in all appropriate training opportunities and programs.
- 5.3** The Employment Equity Policy statement will be posted in locations where it is accessible and visible to all employees and applicants for employment.



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- 5.4 All recruitment sources will be informed of the Division's Employment Equity Policy and Program and will be requested to support the Division's initiative.
- 5.5 The Employment Equity Policy statement will be provided to all parent councils.
- 5.6 The Human Resources Department will develop a strategy to actively recruit members of minority groups. This strategy shall include information sessions and discussions with appropriate community groups or individuals.
- 5.7 All postings or advertisements with regard to employment shall contain reference to the Division's Employment Equity Program.
6. **CONFIDENTIALITY**
The privacy of individual employees and potential employees shall not be compromised in the presentation of any information or statistics required by the Employment Equity Committee.