

EMPLOYMENT EQUITY POLICY

Preamble

This Policy supports Carleton University's commitment to sections 15 and 28 of the *Canadian Charter of Rights and Freedoms*, to sections 1, 5 and 14 of the *Ontario Human Rights Code*, the Federal Contractors Program, provincial employment legislation, including the *Employment Standards Act* and the *Labour Relations Act*, the University's collective agreements with its bargaining units, and the University's *Statement on Conduct and Human Rights*.

Principles

1. Carleton University is committed to providing equity in employment (including pay equity) and maintaining a supportive, hospitable and welcoming employment environment for all individuals.
2. The University is committed to achieving and maintaining a diverse workforce and to initiating special measures as required to ensure full participation and advancement of employees in groups that have traditionally been under-represented, to enable them to compete for positions and work with others on an equal basis.
3. The groups designated for measurement of employment equity include women, Aboriginal peoples, persons with disabilities, racialized or visible minorities, and such other groups as may be agreed from time to time by the University and its bargaining units or designated by legislation.
4. The University is also committed to providing accommodation on human rights grounds to employees to the point of undue hardship (considering cost, outside sources of funding, if any, and health and safety requirements) to enable them to perform the essential duties of their job.

Policy

5. The primary criterion for appointment to positions at the University is academic, professional, administrative or technical excellence as applicable. No candidate shall be recommended for appointment who does not meet the criteria for the appointment in question. The best available candidate should be hired, regardless of membership in a designated group.
6. Where the qualifications of two candidates for appointment are demonstrably equal, and one of these candidates is a member of a group that is under-represented in continuing appointment positions in a unit, then, all else being equal, the candidate of the under-represented group should be offered the position.

7. The University undertakes to use search procedures that require an active search for qualified members of under-represented groups.
8. Appointment or search committees are required to hold a familiarization and training session, conducted by Equity Services or Human Resources, that covers the guidelines, principles, objectives, recent history, best practices, and rules and institutional expectations with respect to employment equity. Committees may also designate one member to have specific responsibility for employment equity; that person may request additional in-depth training to assist him or her in this role.
9. In the evaluation of candidates for appointment, confirmation, renewal, tenure and promotion, the criteria adopted must not systematically discriminate against members of designated groups and shall be reviewed periodically by deans and directors to ensure that the criteria do not undervalue work that is done predominantly by members of the designated groups. Committees are required to take special care not to eliminate at early stages potentially strong candidates who are members of designated groups.
10. The University undertakes to identify and remove any discriminatory policies and practices found in the recruitment, selection, transfer, promotion, performance appraisal, training, career development, compensation, benefits, termination and working conditions of employees in all levels and categories of employment.

Implementation

11. The President of the University has primary responsibility for the University's employment equity program. The vice-presidents (Office of Provost and Vice-President Academic; Finance and Administration), assisted by their deans and directors, are responsible for implementing steps in the employment equity program.
12. Implementation of employment equity is at the University level and the unit level. A unit is defined as a recognized grouping having primary responsibility to generate recommendations for appointment into positions.
13. In designing and implementing employment equity, University management shall coordinate and cooperate with bargaining units on campus through joint union management committees. Management and unions should also consult with the Office of Equity Services and university or community organizations that represent the target groups of any program. Such representatives may be invited to participate in the work of such committees.
14. The terms of the employment equity plan for the University are to be provided to the bargaining units on campus by Equity Services and the Human Resources Department and may be incorporated as applicable into the relevant collective agreements with agreement of management and the bargaining unit. The plan should also be available in the Office of the President for consultation by any member of the University community.

15. Current documentation and guidelines on employment equity are to be provided to deans and directors, chairs and directors of schools, and unit heads by Equity Services. Training on related human rights issues shall be provided to these individuals at least bi-annually by the Human Resources Department and the Office of Equity Services, in consultation with any officer of the University responsible for employment equity. The University will also provide ongoing education and training to all employees on human rights issues.

16. For the purposes of implementing this policy, under-representation of designated groups will be assessed using the latest employment equity National Occupational Classification (NOC) data on external availability as the benchmark where appropriate. With the assistance of the Office of Institutional Research and Planning, the University will undertake assessment on a regular basis of the representation of target groups in its workforce by carrying out a workforce analysis, comparing representation levels in the University with relevant external data, determining under-representation, and establishing goals, timetables and methods for increasing representation.

17. Employment equity considerations are to be incorporated into employment systems review and process redesign initiatives.

Problem Solving

18. Anyone who has a concern related to implementation of this Policy may bring it in writing to the Equity Policy Committee.