



DIVERSITY MATTERS CENSUS EMPLOYMENT EQUITY REPORT 2015/16



The University of Guelph is committed to the core principles of Employment Equity beyond compliance. In a letter inviting eligible employees to participate in the Diversity Matters Census, Dr. Franco Vaccarino, President and Vice-Chancellor, emphasized this commitment: *“We take care to ensure that our employment equity policy considers employment applications from members of under-represented groups. Employing faculty and staff members whose wide-ranging backgrounds and experiences reflect the growing diversity of our students helps us foster and maintain an inclusive campus community”.* (2014)

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EXECUTIVE SUMMARY

1. The purpose of *Employment Equity Act (1995)* is “to achieve equality in the workplace so that no person shall be denied employment opportunities or benefits for reasons unrelated to ability”. The University of Guelph is committed to correct the conditions of disadvantage in employment experienced by women, aboriginal peoples, persons with disabilities and members of visible minorities/racialized persons. The University recognizes that there are additional communities who may experience barriers in employment. Therefore, for this census employees were also asked to self-identify based on sexual orientation and gender identity.
2. The Diversity Matters Census was conducted between November 10 and December 31, 2014. A total of 2,520 employees participated which is 82% of eligible employees. This return rate exceeded the minimum expected rate of 80% as defined by the Federal Contractors Program (FCP). This is a high rate of return that provides a clear snapshot in time and a valid picture of the makeup of the University community. Not all employees are eligible to participate in the census. Eligible employees include Regular Full Time (e.g. Faculty and Staff) and Temporary Full Time (e.g. Sessionals, and Post-Doctoral Fellows).
3. An employment gap is the difference between internal representation per the self-identification data collected through *Diversity Matters Census* and external availability. Availability data is used as an external benchmark for the University and its calculation is based on Statistics Canada’s Census data for provinces and census metropolitan areas (CMAs) in which the University has employees. Overall, there are no institutional gaps in the employment of Women and Persons with Disabilities. However, the overall picture shows gaps in employment for Aboriginal People and Visible Minorities/Racialized People.

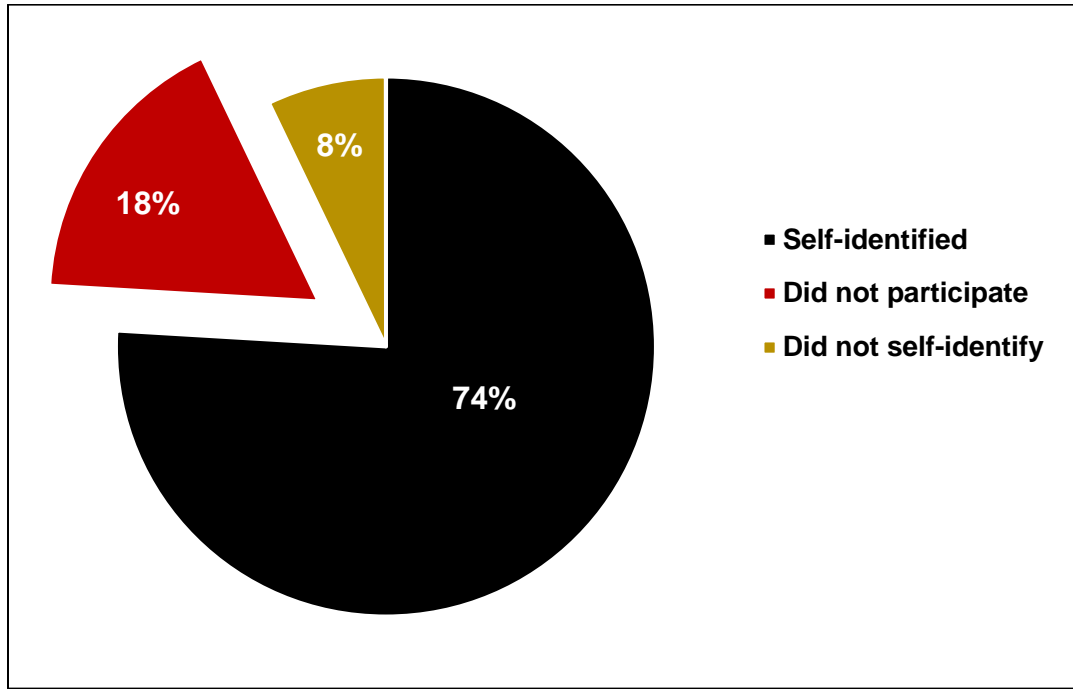
Note—as expected, when data is further broken down into Divisions/Departments, the averages change. Therefore, Divisions/Departments may notice a difference from the overall institutional gaps. Division/Department gaps will be shared with the relevant executive heads.
4. Data is further analyzed based on three overarching Employment Equity Occupational Groupings (EEOG): Senior Officers (which includes Faculty); Middle Managers and Skilled Trades; and Semi-Skilled and Manual Workers.
5. In the Senior Officers grouping, there are gaps for Aboriginal People and Visible Minorities/Racialized People and no gaps for Women and Persons with Disabilities.



6. Within the Middle Managers and Skilled Trades category, data shows mixed representation for Women and Persons with Disabilities. Aboriginal People are under-represented in all but one of the fourteen occupational categories. In this one occupational category, data shows mixed representation for Visible Minorities/Racialized People.
7. For Semi-skilled and Manual Workers, there are no gaps for Women. For Persons with Disabilities there is a gap in only one occupational category “Other Manual Workers” (see page 15). There are gaps for Aboriginal People in all of the occupations in this grouping. Visible Minorities/Racialized People show gaps in all of the occupations in this grouping but one.
8. In comparison to some Ontario Universities for which data is publicly available, the University of Guelph’s representation of Women in employment is comparable. Overall, the University of Guelph has better employment representation than most for Persons with Disabilities. The data shows that Aboriginal People at the University of Guelph are mainly under-represented in academics, while Visible Minorities/Racialized People are under-represented in academic support areas.
9. Currently, Statistics Canada does not provide external availability data beyond the four designated groups. For now, data from the additional questions beyond the four designated groups will be used as valuable information during qualitative goal setting process.
10. Statistics Canada is the best source for availability data however, the overall representation and availability for Aboriginal Persons and Persons with Disabilities in Canada are proportionately lower than Women and Visible Minorities/Racialized People. For example, Statistics Canada reports that the availability data for Persons with Disabilities has a coefficient of variation between 16.5% and 33.3%. Statistics Canada also reports that in 2011, 36 Indian settlements were ‘incompletely enumerated’ in the National Household Survey and therefore not included in national or provincial availability estimates.

Source: Government of Canada Labour Program, 2015

2.0 DIVERSITY MATTERS CENSUS: OVERALL RETURN RATE



ANALYSIS

The recommended minimum return rate under the Federal Contractors Program is 80%. Due to the overwhelming response from eligible employees, the University of Guelph achieved 82%, exceeding compliance requirements.

The 82% return rate was based on 74% who **self-identified* and 8% who ***submitted* the census but chose not to self-identify. 18% of eligible respondents chose not to participate.

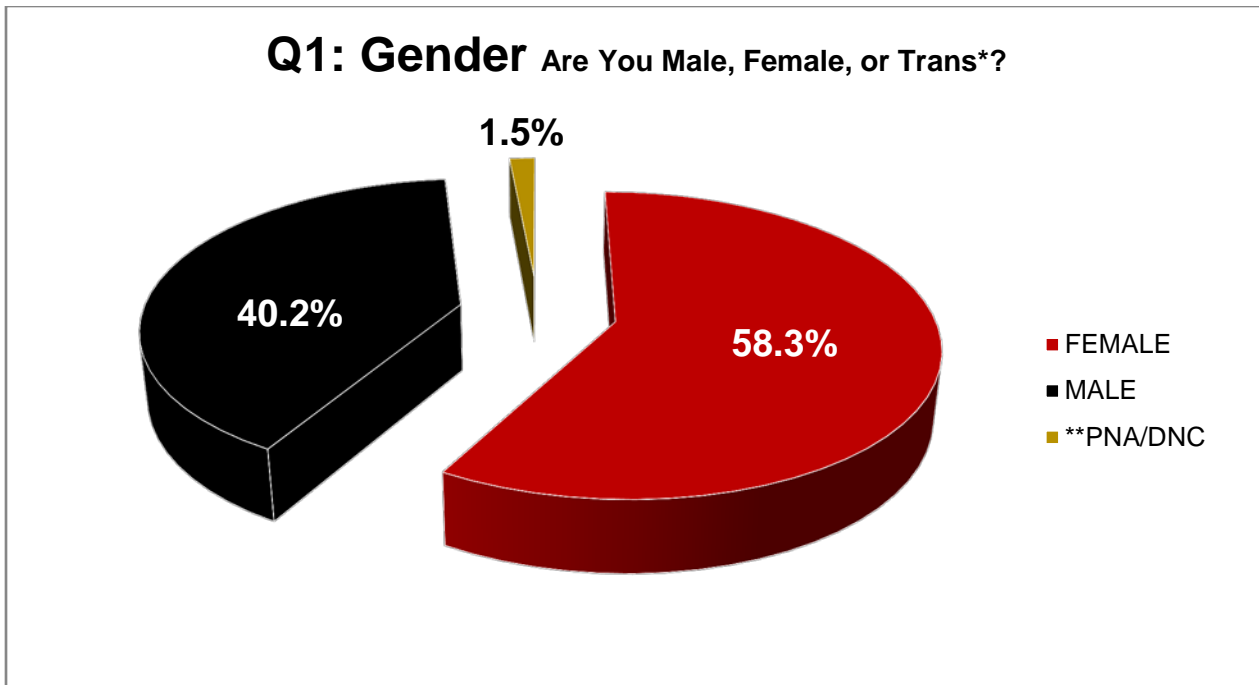
The data analyzed for the University of Guelph is based on 74% who completed the census, for a total of 2,520 respondents. This means, 18% who chose not to participate and 8% who submitted but did not self-identify, resulted in 26% of potential responses.

*The Diversity Matters Census asked people to self-identify as either a Woman, Sexual Orientation, A Person with a Disability, an Aboriginal Person or a Visible Minority/Racialized Person. See *Appendix A* for details on the Diversity Matters Census

**Employees were given a choice to self-identify by answering questions of their choosing in the census, or submit the census without self-identifying

3.0 OVERALL REPRESENTATION BY DESIGNATED GROUPS

3.1 GENDER



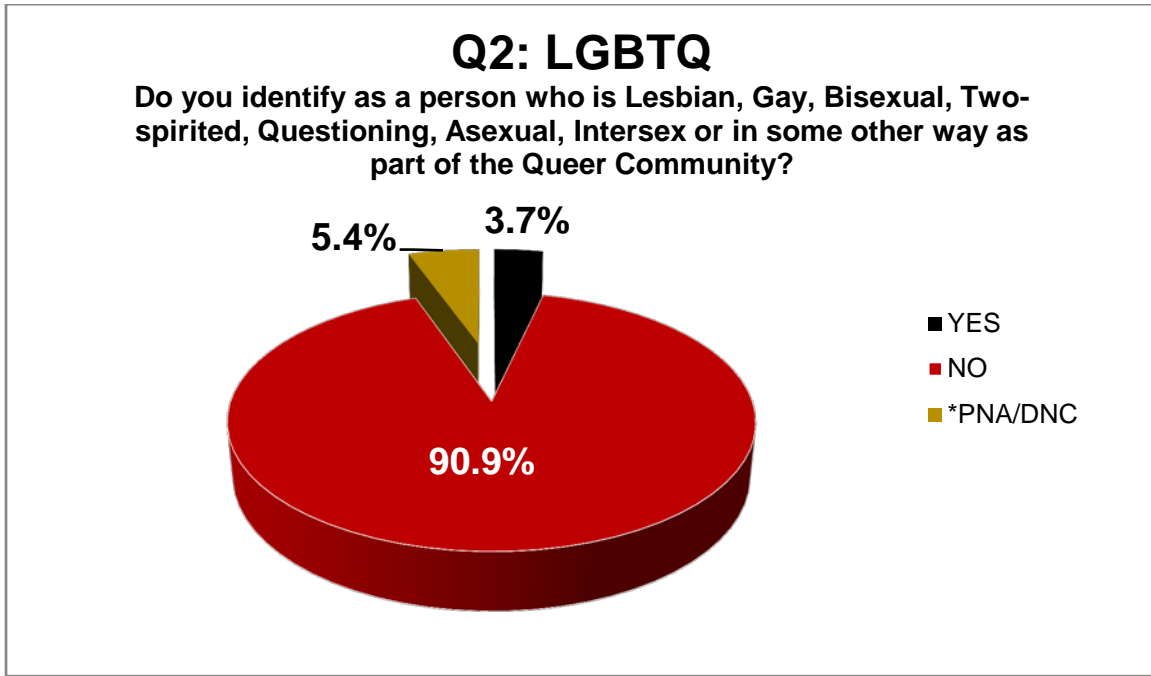
ANALYSIS

Of the 2,520 eligible employees who self-identified, 58.3% were Women (Female) and 40.2% were Men (Male). There were no responses for Trans* and 1.5% preferred not to answer or did not complete the question.

**Signifies one word for a variety of identities*

***PNA/DNC represents those people who either preferred not to answer (PNA) or did not complete the question (DNC)
See Appendix A – **The Diversity Matters Census** for definitions of designated groups*

3.2 LGBTQ

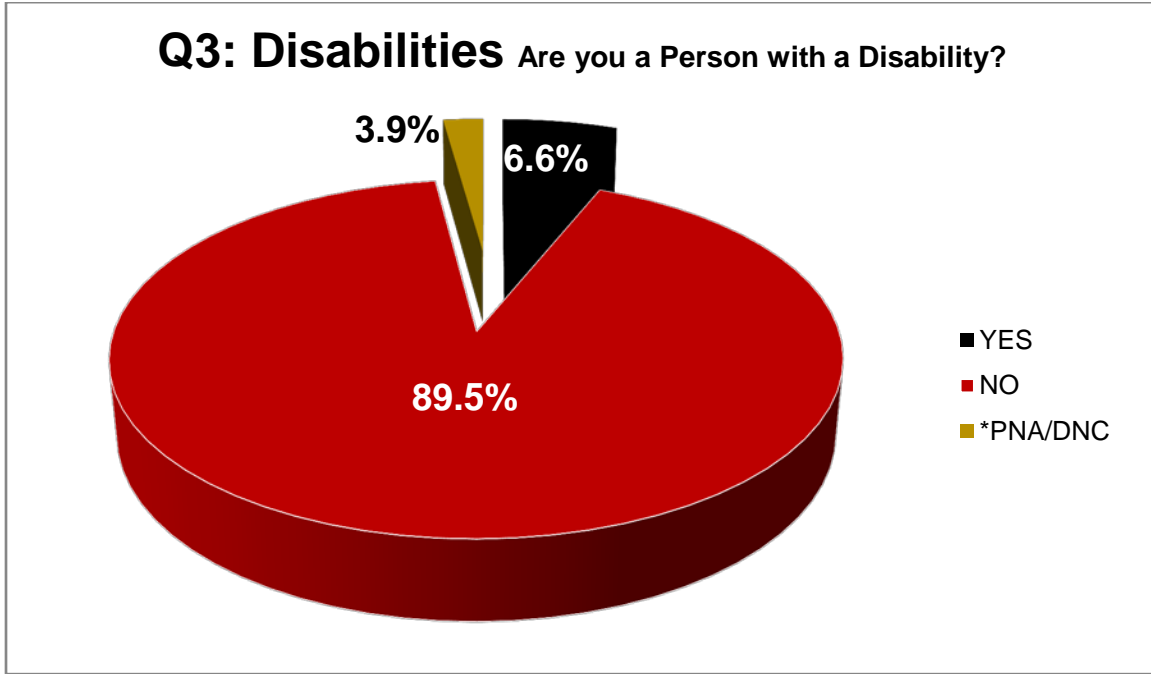


ANALYSIS

Of the 2,520 eligible employees who self-identified, 3.7% answered yes to Lesbian, Gay, Bisexual, Two-spirited, Questioning, Asexual, Intersex or in some other way as part of the Queer Community. 90.9% answered no and 5.4% preferred not to answer or did not complete the question.

**PNA/DNC represents those people who either preferred not to answer (PNA) or did not complete the question (DNC)
See Appendix A – **The Diversity Matters Census** for definitions of designated groups*

3.3 PERSONS WITH DISABILITIES

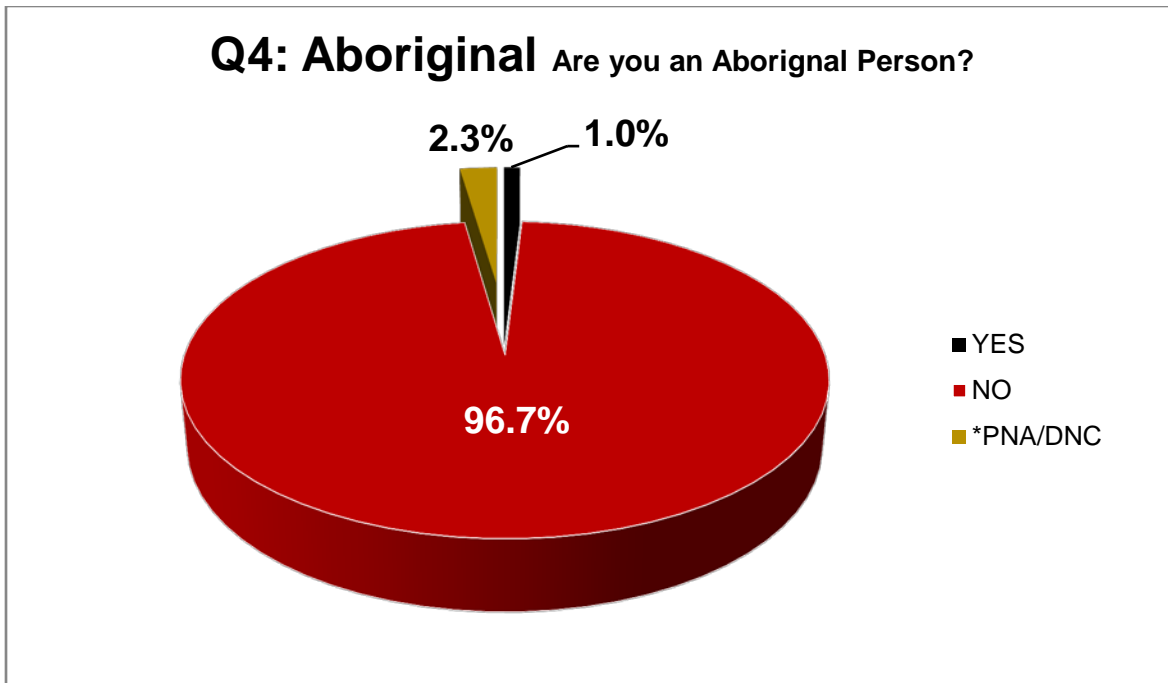


ANALYSIS

Of the 2,520 eligible employees who self-identified, 6.6% answered yes to Persons with Disabilities. 89.5% answered no and 3.9% preferred not to answer or did not complete the question.

**PNA/DNC represents those people who either preferred not to answer (PNA) or did not complete the question (DNC)
See Appendix A – **The Diversity Matters Census** for definitions of designated groups*

3.4 ABORIGINAL PEOPLE

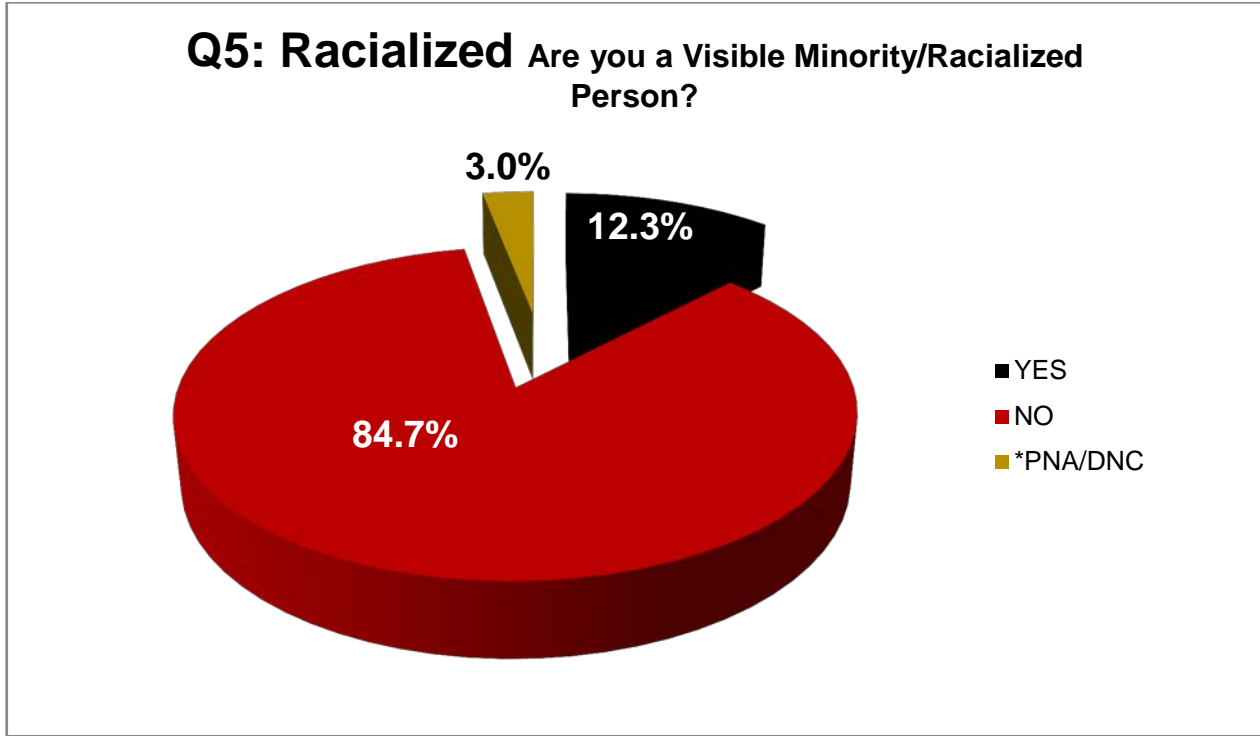


ANALYSIS

Of the 2,520 eligible employees who self-identified, 1.0% answered yes to being an Aboriginal Person. 96.7% answered no and 2.3% preferred not to answer or did not complete the question.

**PNA/DNC represents those people who either preferred not to answer (PNA) or did not complete the question (DNC)
See Appendix A – **The Diversity Matters Census** for definitions of designated groups*

3.5 RACIALIZED PEOPLE



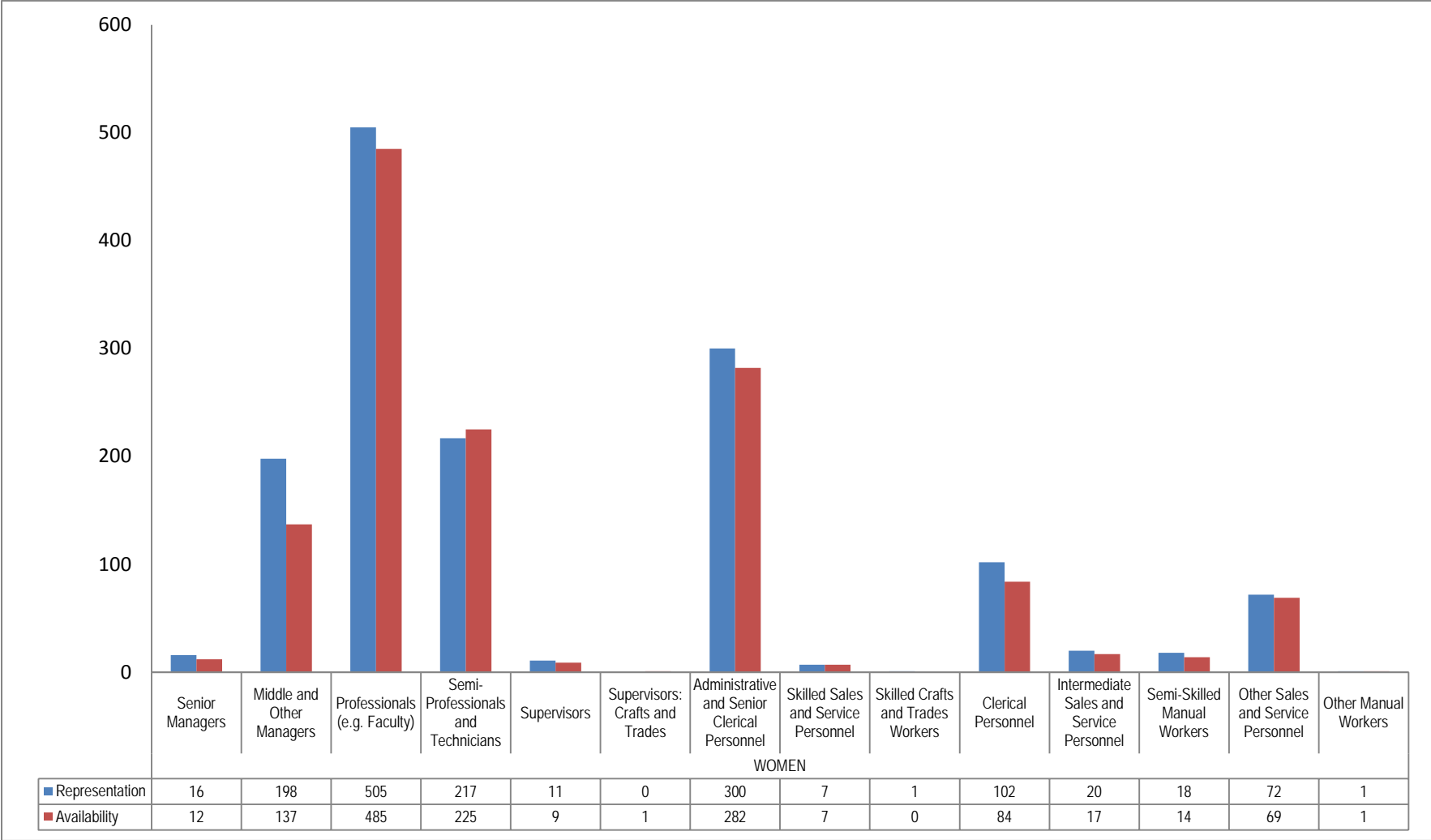
ANALYSIS

Of the 2,520 eligible employees who self-identified, 12.3% answered yes to being a Visible Minority/Racialized Person. 84.7% answered no and 3.0% preferred not to answer or did not complete the question.

**PNA/DNC represents those people who either preferred not to answer (PNA) or did not complete the question (DNC)
See Appendix A – **The Diversity Matters Census** for definitions of designated groups*

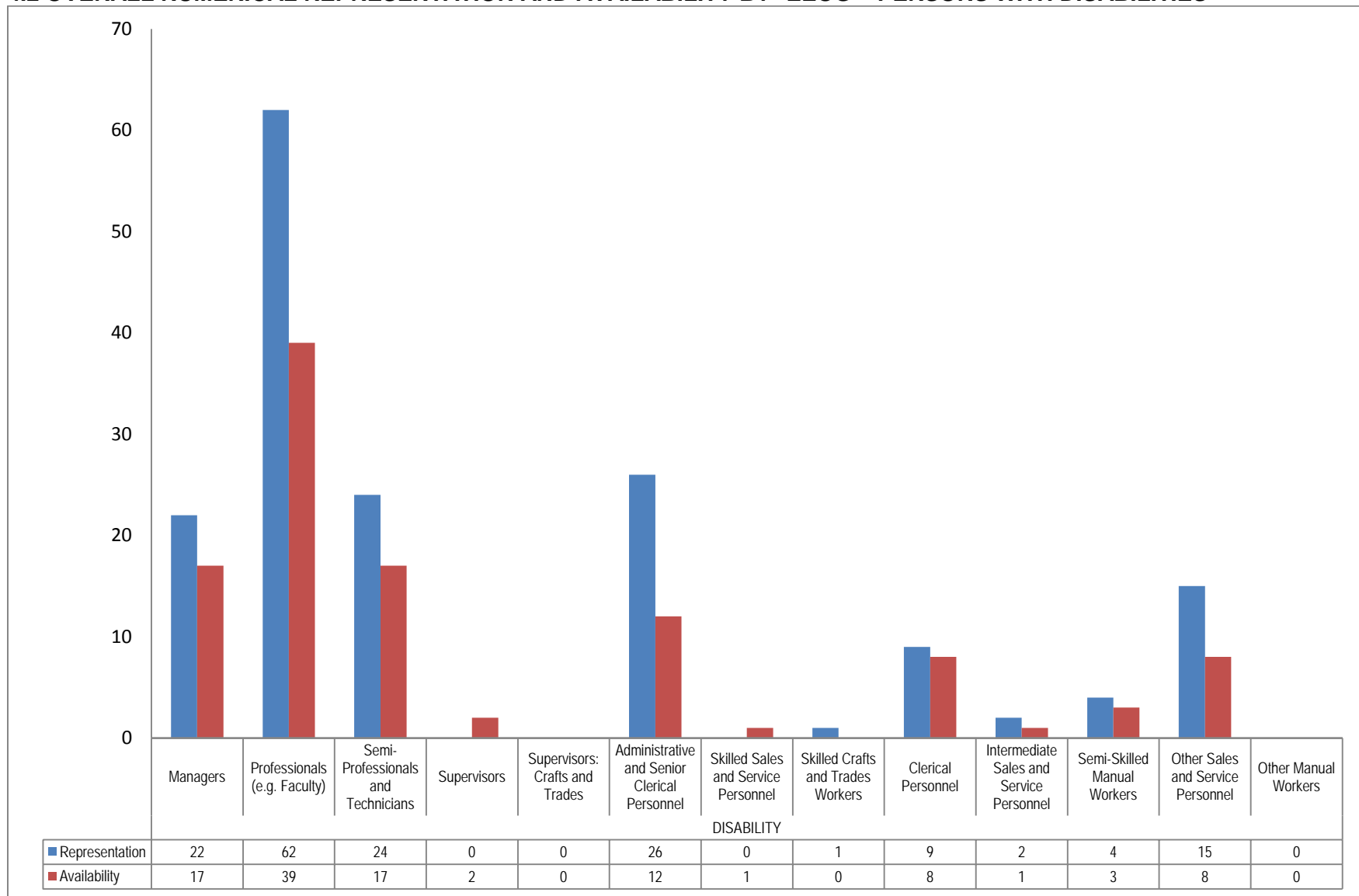
4.0 GAP ANALYSIS

4.1 OVERALL NUMERICAL REPRESENTATION AND AVAILABILITY BY *EEOG – WOMEN



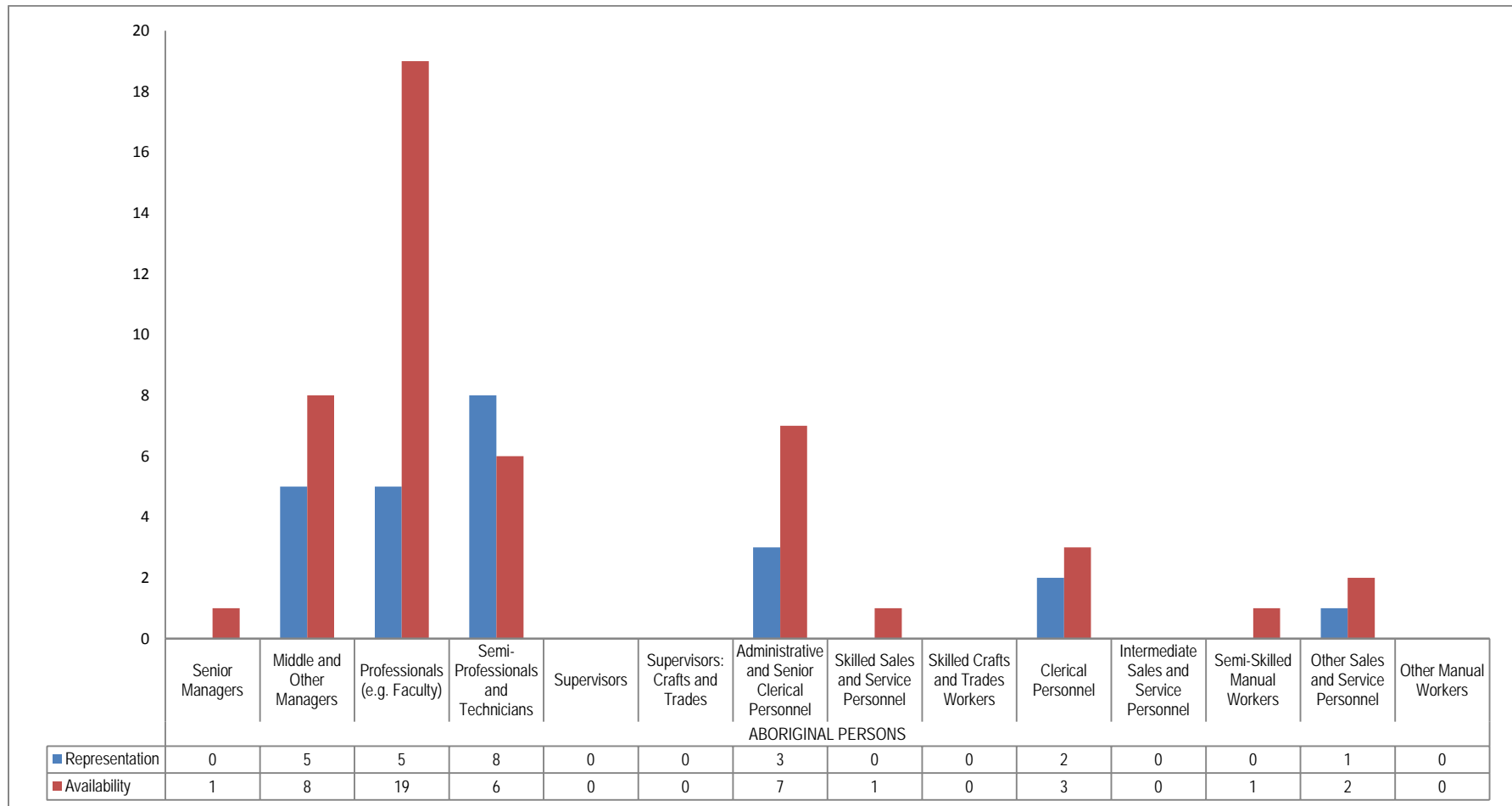
Note: *Representation* of a designated group in the University’s workforce (per the self-identification data). *Availability:* external data that is used as benchmark for the University and its calculation is based on Statistics Canada’s Census data for provinces and census metropolitan areas (CMAs) in which the University has employees. *Please see Appendix B for definitions of EEOG categories and examples of University of Guelph equivalent jobs

4.2 OVERALL NUMERICAL REPRESENTATION AND AVAILABILITY BY *EEOG – PERSONS WITH DISABILITIES**



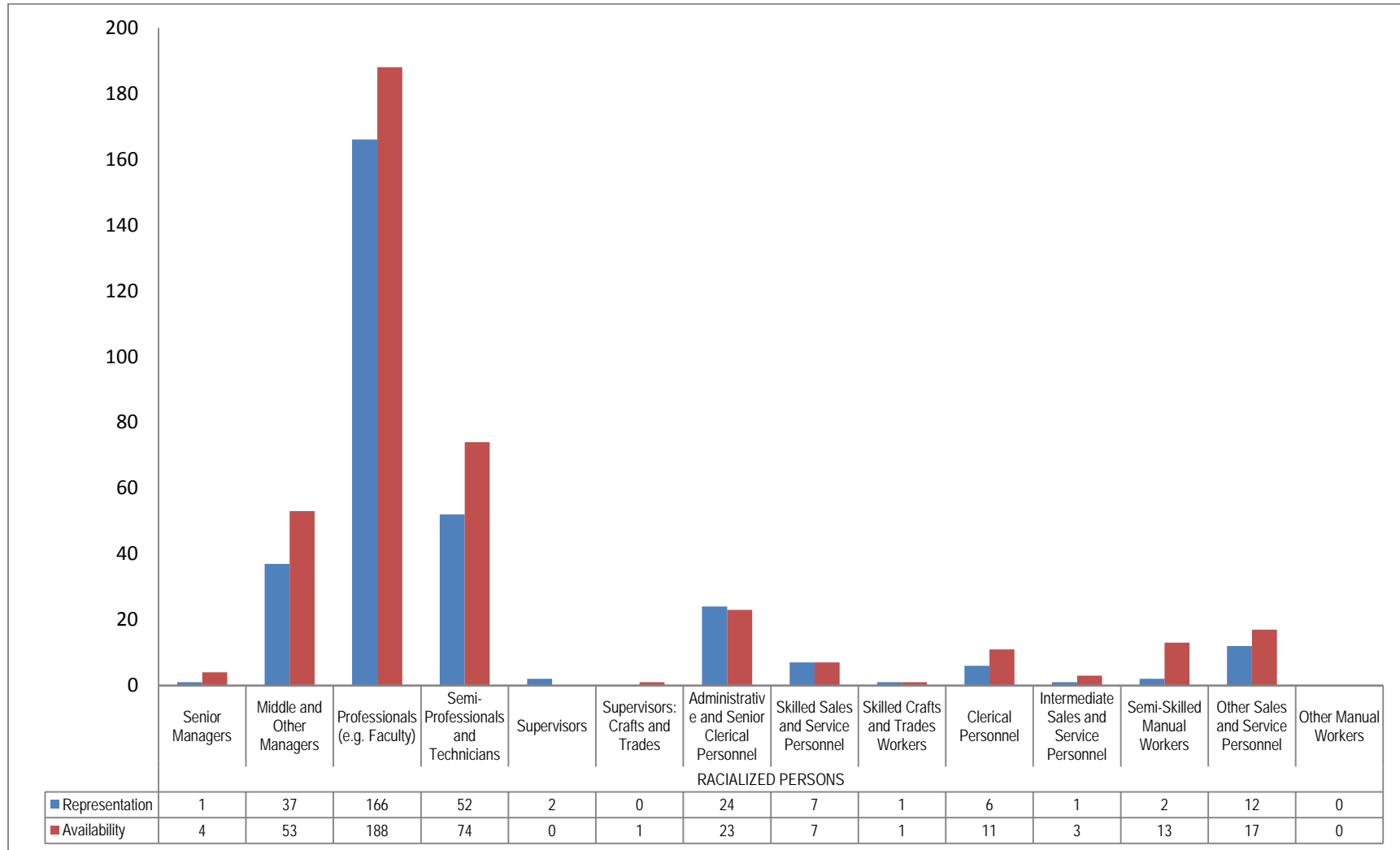
Note: Representation of a designated group in the University's workforce (per the self-identification data). **Availability:** external data that is used as benchmark for the University and its calculation is based on Statistics Canada's Census data for provinces and census metropolitan areas (CMAs) in which the University has employees. *Please see Appendix B for definitions of EEOG categories and examples of University of Guelph equivalent jobs. **Statistics Canada does not provide individual availability data for EEOG Senior and Middle Managers for Persons with Disabilities. Therefore, Middle Manager category is missing and is included under "Managers"

4.3 OVERALL NUMERICAL REPRESENTATION AND AVAILABILITY BY *EEOG – ABORIGINAL



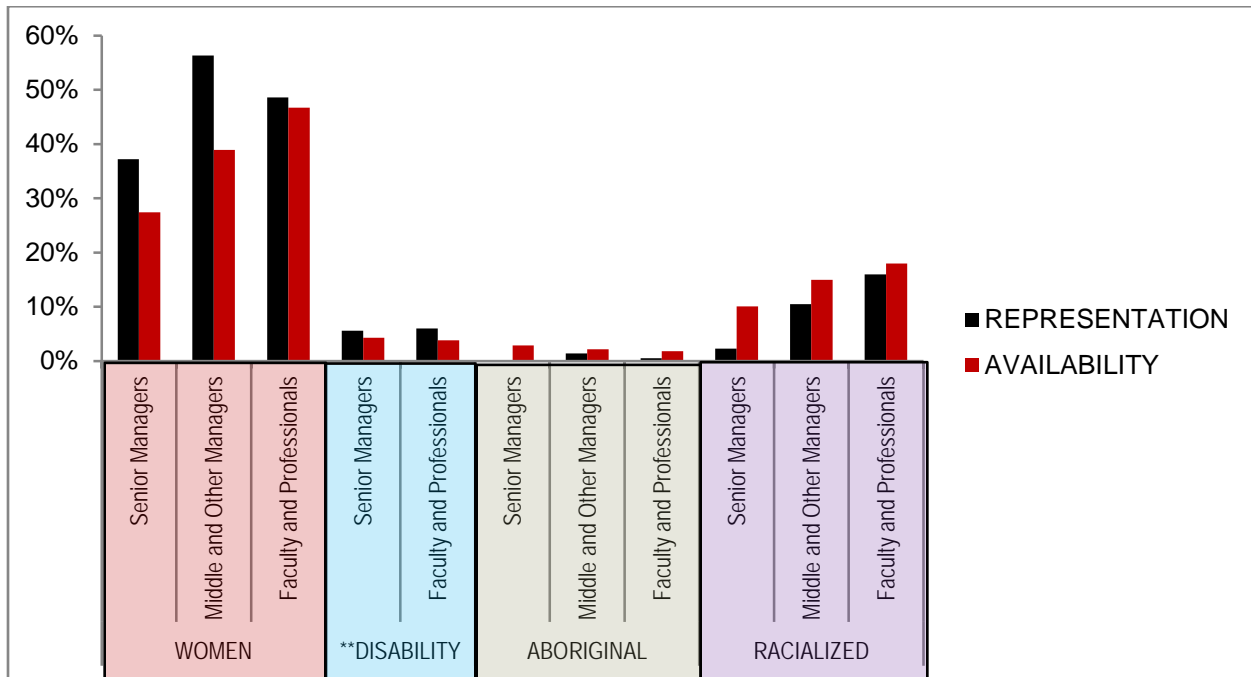
Note: *Representation* of a designated group in the University’s workforce (per the self-identification data). *Availability:* external data that is used as benchmark for the University and its calculation is based on Statistics Canada’s Census data for provinces and census metropolitan areas (CMAs) in which the University has employees. *Please see Appendix B for definitions of EEOG categories and examples of University of Guelph equivalent jobs

4.4 OVERALL NUMERICAL REPRESENTATION AND AVAILABILITY BY *EEOG – VISIBLE MINORITIES/RACIALIZED PEOPLE



Note: Note: Representation of a designated group in the University’s workforce (per the self-identification data). **Availability:** external data that is used as benchmark for the University and its calculation is based on Statistics Canada’s Census data for provinces and census metropolitan areas (CMAs) in which the University has employees. *Please see Appendix B for definitions of EEOG categories and examples of University of Guelph equivalent jobs

4.5 PERCENTAGE OF REPRESENTATION AND AVAILABILITY (*EEOG) – SENIOR OFFICERS



ANALYSIS

Based on the self-identification data:

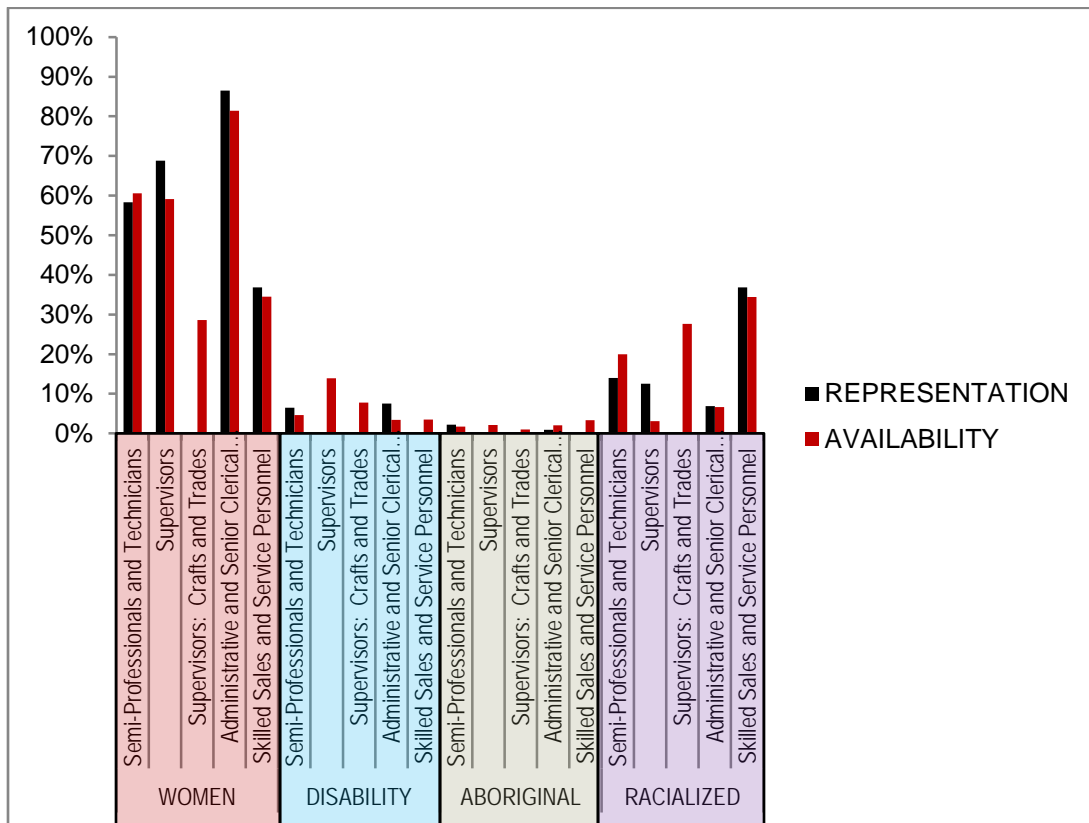
- Overall there are no gaps for Women and Persons with Disabilities in this grouping.
- Gaps exist for Aboriginal People in this grouping, most notably in the Senior Managers occupational category and Professionals category.
- There are gaps for Visible Minorities/Racialized People, most notable in the Senior Managers category.

Source: 2014 Diversity Matters Census, 2011 Statistics Canada availability data and EEOG categories 01 to 03

*Refer to Appendix B for EEOG definitions

**Statistics Canada does not provide individual availability data for EEOG 01 and 02 for Persons with Disabilities, therefore 01 and 02 are combined.

4.6 PERCENTAGE OF REPRESENTATION AND AVAILABILITY (*EEOG) – MIDDLE MANAGERS AND SKILLED TRADES



ANALYSIS

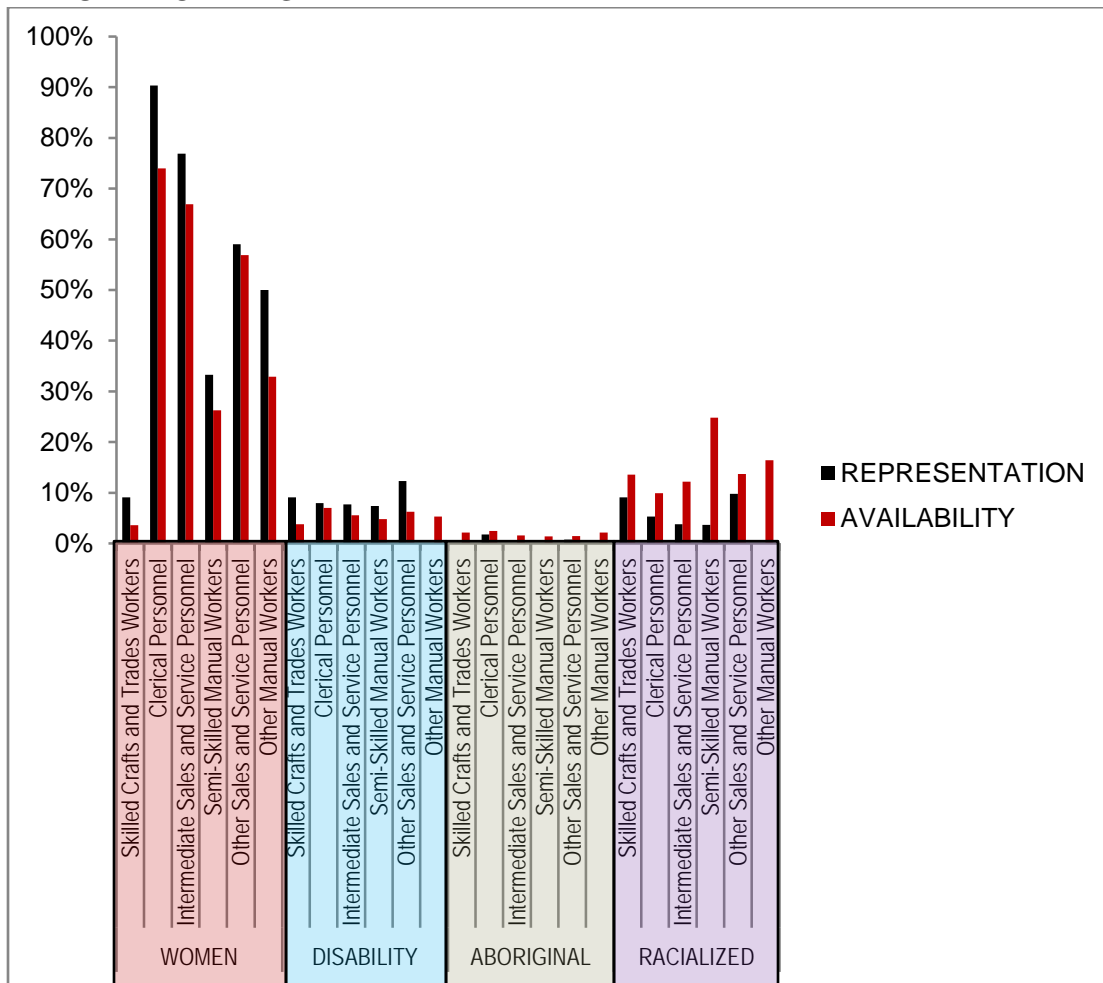
Based on the self-identification data:

- The overall representation of Women in this grouping shows a gap in Semi-Professionals and Technicians and a gap in Supervisors: Crafts and Trades. In some categories above, Women are positively represented.
- For Persons with Disabilities, there are gaps in three of the occupational categories with positive representation in Semi-Professionals and Technicians and Administrative and Clerical Personnel.
- There are gaps in representation for Aboriginal People in each of the Middle Managers and Skilled Trades categories with the exception of a positive representation in Semi-Professionals and Technicians.
- For Visible Minorities/Racialized People, there are no gaps in Supervisors; and Skilled Sales and Service Personnel. However, there are gaps in Supervisors: Crafts and Trades, and a gap in Semi-Professionals and Technicians.

Source: 2014 Diversity Matters Census, 2011 Statistics Canada availability data and EEOG categories 04 to 08

*Refer to Appendix B for EEOG definitions

4.7 PERCENTAGE OF REPRESENTATION AND AVAILABILITY (*EEOG) – SEMI-SKILLED AND MANUAL WORKERS



ANALYSIS

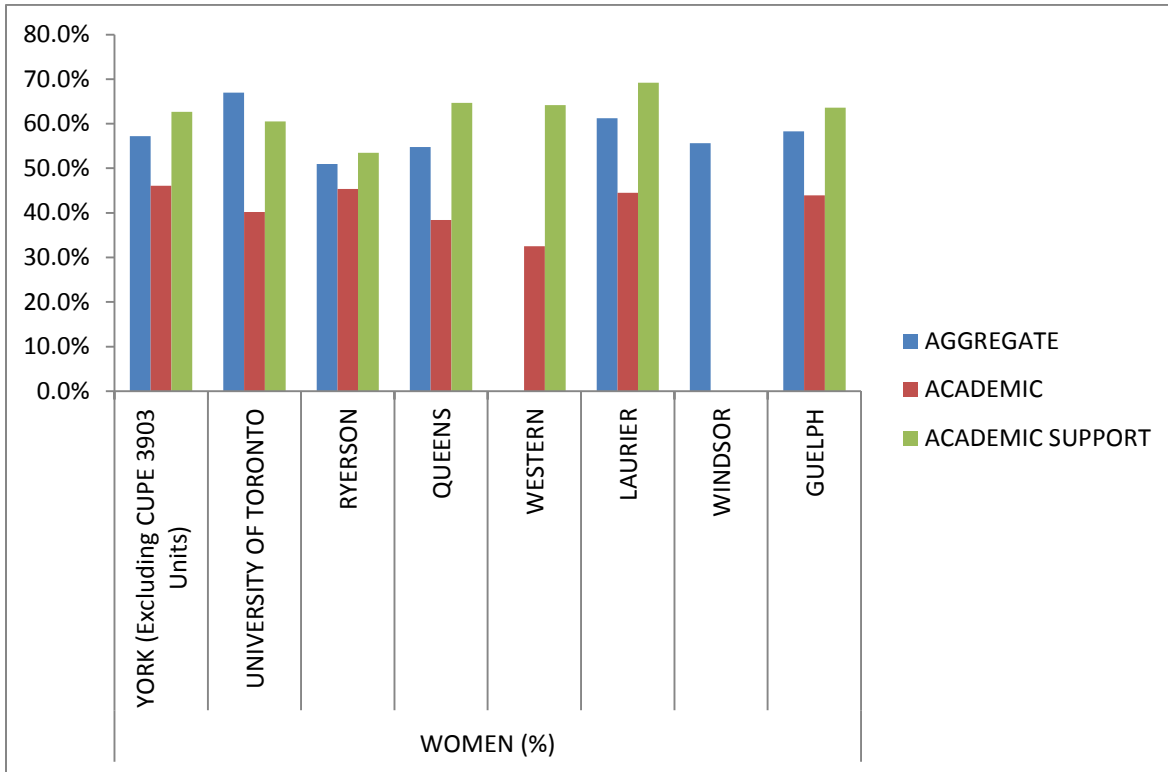
Based on the self- identification data:

- There are no gaps for Women in all six occupational categories in this grouping. This remains consistent for Persons with Disabilities with the exception of Other Manual Workers, where there is no representation.
- For Aboriginal People there are gaps in all of the Semi-skilled and Manual Workers occupations with four of the categories showing no representation at all.
- Visible Minorities/Racialized People show gaps in six occupations in this grouping, representing approximately 25% of the overall institutional gaps for this designated group.
- Data shows a gap for Visible Minorities/Racialized people in Other Manual Workers category.

Source: 2014 Diversity Matters Census, 2011 Statistics Canada availability data and EEOG categories 09 to 14
 *Refer to Appendix B for EEOG definitions

5.0 ONTARIO UNIVERSITIES COMPARISON

5.1 WOMEN

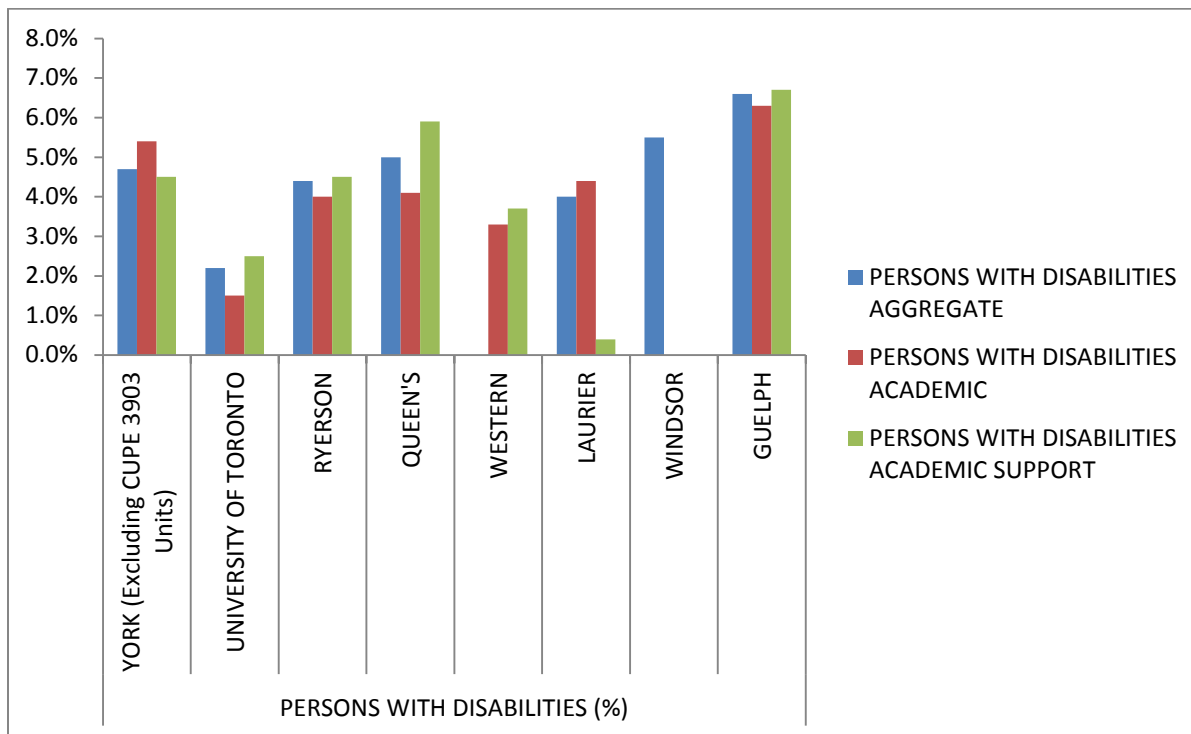


ANALYSIS

In comparison to some Ontario Universities for which data is publicly available, the University of Guelph data shows that the representation of women is similar to other University aggregate employment, as well as for academic and academic support positions.

Note—The University of Western Ontario does not provide aggregate employment data for Women and the University of Windsor only provides aggregate employment data for Women.

5.2 PERSONS WITH DISABILITIES

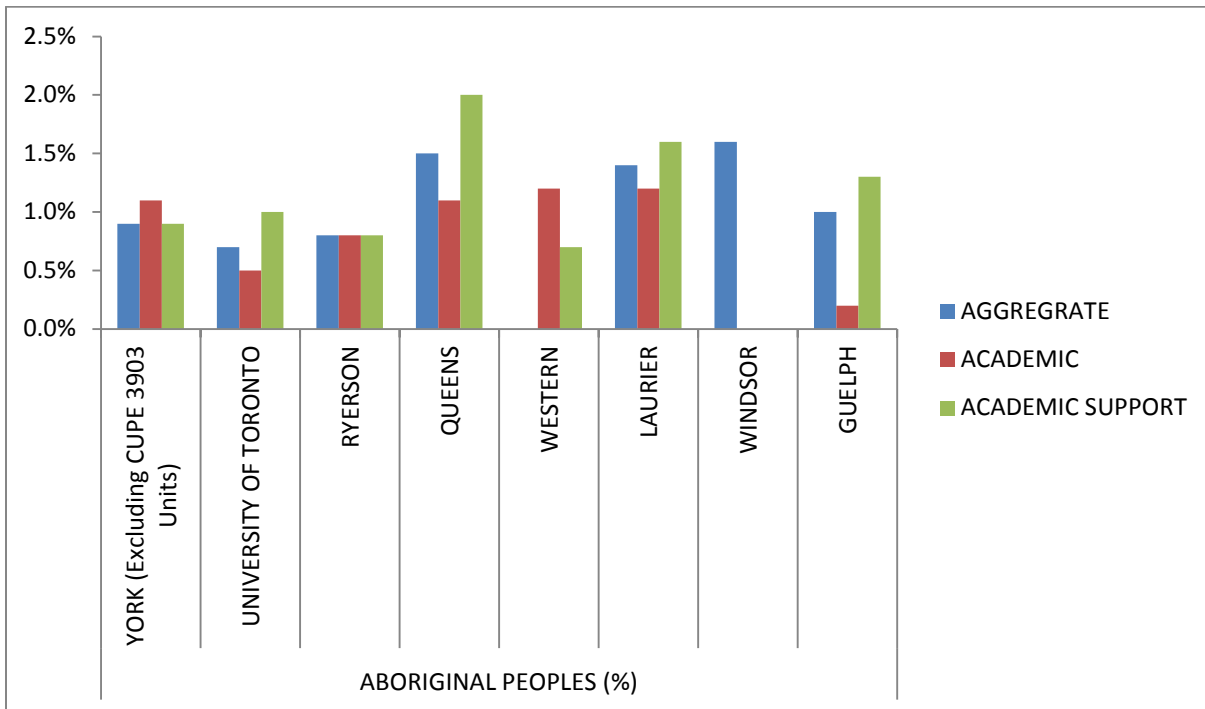


ANALYSIS

The University of Guelph has a higher representation for Persons with Disabilities in aggregate employment, academic and academic support positions compared to some Ontario Universities for which data is publicly available.

Note—The University of Western Ontario does not provide aggregate employment data for Persons with Disabilities and the University of Windsor only provides aggregate employment data for Persons with Disabilities.

5.3 ABORIGINAL PEOPLE

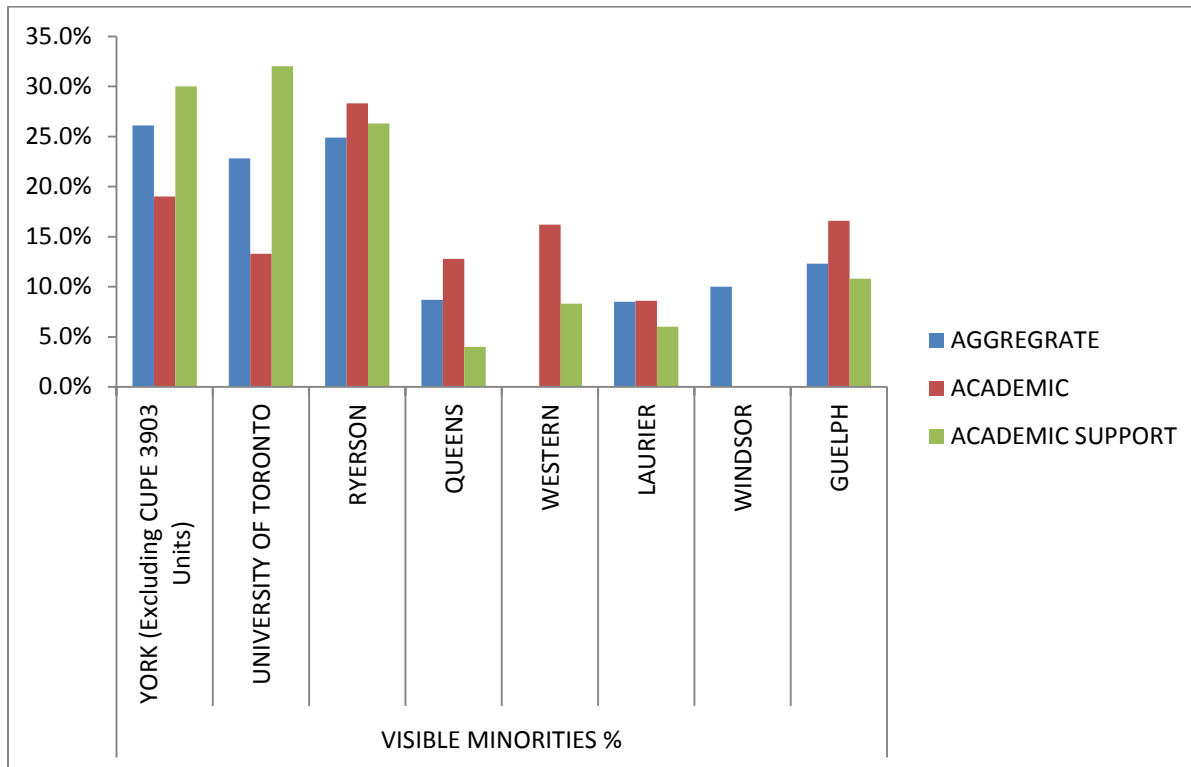


ANALYSIS

The aggregate and representation of Aboriginal People in academic support positions is average compared to some other Ontario Universities for which data is publicly available. However, Aboriginal People are significantly under-represented in academic positions, with the University of Guelph showing the lowest overall employment representation of Aboriginal People in academic.

Note—The University of Western Ontario does not provide aggregate employment data for Aboriginal People and the University of Windsor only provides aggregate employment data for Aboriginal People.

5.4 VISIBLE MINORITIES/RACIALIZED PEOPLE



ANALYSIS

Overall, Visible Minorities/Racialized People are under-represented in aggregate employment at the University of Guelph when compared to some Ontario Universities for which data is publicly available. Academic is average by comparison, with a lower than average employment representation in academic support areas.

Data shows that institutions that are located within the Greater Toronto Area (GTA) such as York, UoT and Ryerson do much better with employment representation of Visible Minorities/Racialized People on the whole than those located further out of the GTA possibility due to access to greater numbers of people. Institutions outside the GTA, Queens, Western, Wilfrid Laurier, Windsor and UoGuelph do not do as well with employment representation of Visible Minorities/Racialized People. On the whole, UoGuelph is average by comparison on the academic side and less than average on the academic support side.

Note—The University of Western Ontario does not provide aggregate employment data for Visible Minorities/Racialized People and the University of Windsor only provides aggregate employment data for Visible Minorities/Racialized People.

APPENDIX A – THE DIVERSITY MATTERS CENSUS

DIVERSITY MATTERS CENSUS Section A (submission is mandatory)

Please indicate how you will proceed by selecting “Yes” or “No”. If you choose “No” you don’t have to answer any other questions. If you choose “Yes” the self-identification questionnaire will open in Section “B”

Section B

Please note: You can belong to more than one designated group

Gender

For the purposes of employment equity under the Federal Contractors Program (FCP), women are a designated group.

*Note—we acknowledge that there are many different ways people identify within this community. It is our intention to include all those who identify with a non-hetero/cis identity.

BASED ON THE DESCRIPTION, ARE YOU MALE, FEMALE OR TRANS*?

Male Female Prefer not to Answer

Sexual Orientation

Do you self-identify as a person who is Lesbian, Gay, Bisexual, Two-spirited, Questioning, Asexual, Intersex or in some other way as part of the Queer Community?

Yes No Prefer not to answer

Disability

For the purposes of employment equity under the FCP, a person with a disability means a person who has a long-term or recurring physical, mental, sensory, psychiatric or learning disability and who (a) considers herself/himself to be disadvantaged in employment by reason of that disability or (b) believes that an employer or potential employer is likely to consider him/her to be disadvantaged in employment by reason of that disability, and includes a person whose functional limitations owing to his/her disability has been or previously has been accommodated in his/her current job or workplace.

Based on the description:

Are you a Person with a Disability?

Yes No Prefer not to answer

Aboriginal Person

For the purposes of employment equity under the FCP, the Canadian Constitution recognizes three groups of Aboriginal People: First Nation (also referred to as Indian), Metis or Inuit. A First Nations Person refers to Status and Non-Status Indian Person in Canada.

Based on the description

Are you an Aboriginal Person?

Yes No Prefer not to answer

Visible Minority/Racialized Person

For the purposes of employment equity under the FCP, a member of a Visible Minority/Racialized Person in Canada means a person other than an Aboriginal Person as defined above, who self-identifies as non-Caucasian in racial origin regardless of the place of birthplace or citizenship.

Based on the description:

Are you a Visible Minority/Racialized Person?

Yes No Prefer not to answer

Comments

If you have additional comments, please use the text area below

Submit Your Results

To submit the census select "Save"

If your personal information changes, please update your information by re-submitting another census

Diversity Matters Census

Thank you for Counting Yourself In!

APPENDIX B – EMPLOYMENT EQUITY OCCUPATION GROUP DEFINITIONS

Senior Managers

Employees holding the most senior positions in the organization. Responsible for the organization's policies and strategic planning, and for directing and controlling the functions of the organization.

Sample UoG Jobs: AVP, Ass't/Assoc VP

Middle and Other Managers

Middle and other managers receive instructions from senior managers and administer the organization's policy and operations through subordinate managers or supervisors.

Sample UoG Jobs: Director, Manager, Chair

Professionals

Professionals usually need either university graduation or prolonged formal training and often have to be members of a professional organization.

Sample UoG Jobs: Professor

Semi-Professionals and Technicians

Workers in these occupations have to possess knowledge equivalent to about two years of post-secondary education, offered in many technical institutions and community colleges, and often have further specialized on-the-job training. They may have highly developed technical and/or artistic skills.

Sample UoG Jobs: Programmer, Technician

Supervisors

Non-management first-line coordinators of white-collar (administrative, clerical, sales, and service) workers. Supervisors may, but do not usually, perform any of the duties of the employees under their supervision.

Sample UoG Jobs: Supervisor

Supervisors: Crafts and Trades

Non-management first-line coordinators of workers in manufacturing, processing, trades, and primary industry occupations. They supervise skilled crafts and trades workers, semi-skilled

manual workers and/or other manual workers. Supervisors may, but do not usually, perform any of the duties of the employees under their supervision.

Sample UoG Jobs: Res Tech

Administrative and Senior Clerical Personnel

Workers in these occupations carry out and coordinate administrative procedures and administrative services primarily in an office environment, or perform clerical work of a senior nature.

Sample UoG Jobs: Assistant, Admin Ass't

Skilled Sales and Service Personnel

Highly skilled workers engaged wholly or primarily in selling or in providing personal service. These workers have a thorough and comprehensive knowledge of the processes involved in their work and usually have received an extensive period of training involving some post-secondary education, part of all of an apprenticeship, or the equivalent on-the-job training and work experience.

Sample UoG Jobs: Cook, Apprentice

Skilled Crafts and Trades Workers

Manual workers of a high skill level, having a thorough and comprehensive knowledge of the processes involved in their work. They are frequently journeymen and journey women who have received an extensive period of training.

Sample UoG Jobs: Res Plumber, Locksmith

Clerical Personnel

Workers performing clerical work, other than senior clerical work.

Sample UoG Jobs: Clerk

Intermediate Sales and Service Personnel

Workers engaged wholly or primarily in selling or in providing personal service who perform duties that may require from a few months up to two years of on-the-job training, training courses, or specific work experience. Generally, these are workers whose skill level is less than that of skilled sales and services, but greater than that of elementary sales and service workers.

Sample UoG Jobs: Customer Service Rep

Semi-Skilled Manual Workers

Manual workers who perform duties that usually require a few months of specific vocational on-the-job training. Generally, these are workers whose skill level is less than that of skilled crafts and trades workers, but greater than that of elementary manual workers.

Sample UoG Jobs: AG Tech, Lead Hand

Other Sales and Service Personnel

Workers in sales and service jobs which generally require only a few days or no on-the-job training. The duties are elementary, and require little or no independent judgement.

Sample UoG Jobs: Custodian, Cashier

Other Manual Workers

Workers in blue collar jobs which generally require only a few days or no on-the-job training or a short demonstration. The duties are manual, elementary, and require little or no independent judgement.

Sample UoG Jobs: L/H Mat, L/H Grds

Source: *Employment Equity Occupational Group Definitions*

APPENDIX C - GLOSSARY OF TERMS

Federal Contractors Program (FCP)

This is a federal program that mirrors the Employment Equity Act and ensures that contractors who do business with the Government of Canada achieve and maintain a workforce that is representative of the Canadian workforce. Provincially regulated employers who are in receipt of goods or services from the Federal Government of Canada of over \$1 million and have over 100 employees are required to comply with the program.

Employment Equity Occupational Group (E.E.O.G.)

An EEOG is a grouping of NOC codes into like types and is used for analytical purposes. The structure was developed by the Federal Labour Program, a program that governs Employment Equity.

Gap

This is the analysis that looks at the difference between internal representation from the Diversity Matters Census in terms of designated groups, and external availability using 2011 Statistics Canada availability data. A negative gap (i.e. -3), indicates that there is under-representation in a group by three people.

APPENDIX D - CONTACT INFORMATION & RESOURCES

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For Additional Readings consult the University of Guelph's policies and guidelines:

[Frequently Asked Questions about Employment Equity](#)

[Employment Equity Policy](#)

[Employment Equity Information \(DHR website\)](#)

[Federal Contractors Program, Government of Canada](#)

ACKNOWLEDGMENTS

The Office of Diversity and Human Rights gratefully acknowledges the work and support of the Employment Equity Committee:

Jane Duck-HR
Lenore Latta-Professional Staff Association
Tricia Townsend-USW 4120
Janice Folk Dawson-CUPE 1334
John Schmuck-UNIFOR
Julie Hutchins-OSSTF/TARA
Ashley Wilson CUPE 3913
Warren Stiver-Faculty Assoc
Sherri Shantz-ONA
Christina Hollingbury-Exempt
Shari Norton-UGFSEA
Tracey Jandrisits-AVP Faculty and Academic Staff Relations
Brenda Whiteside –AVP Student Affairs
Chuck Cunningham-AVP Communications
Sonja Christopherson -DHR
Jane Ngobia- AVP, DHR