

**TRI-COUNTY REGIONAL CENTRE FOR EDUCATION
POLICY and PROCEDURES**

TITLE	EFFECTIVE DATE	REVISION DATE(S)	PAGES
No. 842 Employment Equity through Affirmative Measures	05/25/99	DRAFT 1	4

It is the policy of the Tri-County Regional Centre for Education to be committed to achieving a qualified workforce that reflects the diverse communities it serves and a work environment of inclusion and respect.

PROCEDURE Under Policy 842

1. Definitions

Aboriginal Peoples – persons who identify themselves to be First Nations, Inuit, or Métis.

Affirmative Measures - involves a collaborative effort among all education partners to correct historical discriminatory practices and includes strategies to address these practices, such as:

- providing professional development and leadership opportunities,
- increasing awareness of employment equity among all education partners,
- providing recruitment leadership opportunities for underrepresented groups in the Tri-County Regional Centre for Education during the annual staffing review, and
- providing the supports and resources necessary to develop and promote this policy.

African Canadians – persons who identify themselves to be of African descent or ancestry resident in Canada.

Designated Groups – groups of persons who have experienced social, economic and employment barriers including women, aboriginal people, persons with disabilities, African Canadian people and ethno-cultural people.

Discrimination – unfavourable treatment based on indicators such as, but not limited to, ability, age, ancestry, class, education, ethnicity, gender, race, physical characteristics and sexual orientation.

Employment Equity – a strategy designed to ensure equitable representation of designated groups throughout the workplace and to eliminate inequities. The aim of employment equity is the achievement of a diversified workplace that reflects the general population served by the Tri-County Regional Centre for Education.

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Ethno-Cultural People – any individual or group of individuals who differ from the majority because of their racial, linguistic or cultural characteristics, their system of beliefs and their will to protect their cultural identity.

Persons with Disabilities – persons who, for the purposes of employment, identify themselves or believe that an employer is likely to consider them to be disadvantaged due to long-term or recurring physical, mental sensory, psychiatric, or learning impairment.

RCH – the acronym for *race relations, cross cultural understanding and human rights*.

Sexual Orientation – personal attraction and/or relationship including, but not limited to, bisexual, gay, heterosexual, lesbian, transgender, transsexual, two-spirited, or questioning.

Systemic Barrier – a conscious or unconscious hindrance or obstruction in formal or informal policies, practices and procedures that result in the exclusion of individuals or groups of people with shared identities.

2. Scope

1. This policy applies to all employees and anyone who applies for work within the Tri-County Regional Centre for Education.
2. All sections of this policy will be applied in a manner subject to the terms and conditions of all relevant collective agreements.

3. Objectives

1. This policy is designed to:
 - a) develop, implement and support a comprehensive and strategic approach to achieve employment equity goals (planning, programs, resources, communications, training and development, report and monitoring);
 - b) create an environment of inclusion and respect through support for positive race relations, cross-cultural understanding and appreciation for human rights among employees;
 - c) create an environment where individuals seeking employment, training or career advancement opportunities with the Tri-County Regional Centre for Education will not be disadvantaged or discouraged by attitudinal or systemic barriers;
 - d) ensure a process of affirmative action in all the Tri-County Regional Centre for Education's practices dealing with employees and applicants for positions within the Tri-County Regional Centre for Education.

PROCEDURE Under Policy 842 Cont'd**4. Accountability**

1. The Regional Executive Director of Education of the Tri-County Regional Centre for Education is accountable for implementation of the Employment Equity through Affirmative Measures policy.

5. Affirmative Measures

1. The Regional Executive Director of Education in collaboration with the Human Resources Department and the Programs and Student Services Department, including the RCH Coordinator, shall, through the annual staffing review, identify affirmative measures and employment equity opportunities for the Tri-County Regional Centre for Education.
2. This process shall also respect the provisions of the *Charter of Rights and Freedoms*, the *Human Rights Act*, provincial legislation governing labour standards, and collective agreements signed by the Tri-County Regional Centre for Education.
3. The Tri-County Regional Centre for Education will ensure that candidates for employment and/or promotion demonstrate a commitment to Tri-County Regional Centre for Education policies *804.01 Employment Equity through Affirmative Measures* and *804.30 Race Relations, Cross Cultural Understanding and Human Rights (RCH)*.
4. Where a reasonable accommodation of the terms and conditions of employment are required because of the special needs of an employee pursuant to the *Nova Scotia Human Rights Act*, the Tri-County Regional Centre for Education will respect the appropriate collective agreements to determine possible accommodation.
5. The Tri-County Regional Centre for Education will ensure that school facilities, Tri-County Regional Centre for Education offices, and buildings accommodate people with disabilities.
6. The Tri-County Regional Centre for Education will continuously evaluate its policies to ensure adherence and application of equity throughout the Tri-County Region.

6. Procedural Measures

1. Tri-County Regional Centre for Education policy *804.01 Employment Equity through Affirmative Measures* shall include, but may not be limited to, the following procedural measures:
 - a) Communicating the Tri-County Regional Centre for Education's policy and programs relating to employment equity to all education partners;

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- b) Following consultation with representatives of designated groups, prepare a database of current employees who wish to be identified as members of designated groups for employment equity purposes;
- c) Identifying positions for the application of affirmative measures and employment equity positions through the annual staffing review;
- d) Review current vacancies with identified positions;
- e) Evaluating options for action in relation to hiring and staff placement, having due regard to contractual obligations;
- f) Integrating the Tri-County Regional Centre for Education's commitment to achieving employment equity through affirmative measures, and to providing programs to sensitize all education partners to the need to address imbalances through affirmative measures on an ongoing basis.

7. Annual Review and Evaluation

1. On an annual basis, the Regional Executive Director of Education in collaboration with the Human Resources Department and the Programs and Student Services Department will:
 - a) monitor employment equity and affirmative measures opportunities and affirmative measures for the Tri-County Regional Centre for Education;
 - b) provide professional development opportunities for designated groups to ensure that members of these groups have access to positions of leadership;
 - c) collaborate with representatives of all employee groups and appropriate education partners in evaluating the effectiveness of affirmative measures for positive development of employment equity.