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CNSC Employment Equity Annual Report 2000/2001

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Canadian Nuclear Safety Commission

Employment Equity Annual Report

2000 - 2001

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***Human Resources Division
September 2001***

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Executive Summary

Under the *Employment Equity Act*, the Canadian Nuclear Safety Commission (CNSC) reports annually on the representation of women, persons with disabilities, Aboriginal peoples and members of visible minorities and the progress made towards achieving a representative workforce.

The current report includes a consolidation and – where applicable – an analysis of the representation of designated groups (by occupational group, region and salary range) and their shares of hiring, promotions and terminations. Of the 445 employees included, 416 are indeterminate staff and 29 terms greater than three months. As we have made further improvements to the data, some statistics in the current report differ marginally from those used in previous reports. The report also provides a description of the principal measures taken to implement employment equity at the CNSC and consultations with employees.

We are pleased to note that designated groups are well represented in our organization as the following statistics for March 31, 2001 show:

Designated Group	Representation		Availability*		Difference
	#	%	#	%	
Women	172	38.7	156	35.0	+16
Persons with disabilities	15	3.4	19	4.3	-4
Aboriginal peoples	8	1.8	5	1.1	+3
Visible minorities	60	13.5	43	9.7	+17

At the organization-wide level the CNSC's representation of three of the four designated groups continues to exceed availability estimates. The small gap between the representation and the availability for persons with disabilities can readily be addressed when staffing opportunities present themselves.

It should be noted that the *Employment Equity Act* requires equitable representation at the employment equity occupational group (EEOG) level. At this level a few areas of under-representation remain, including Senior Management and Middle and Other Management for women, Clerical Personnel for members of visible minorities and a number of EEOGs for persons with disabilities. As the CNSC is committed to attaining equitable representation throughout its organization, these gaps will be addressed through ongoing recruitment and retention strategies.

The CNSC continues to integrate employment equity considerations in the development of human resources policies and programs. Whereas consultation on employment equity has been largely informal in the past, the CNSC intends to develop a more formal process in the coming year.

Canadian Nuclear Safety Commission Employment Equity Annual Report 2000 - 2001

1. Introduction

As required under the *Employment Equity Act*, the CNSC has prepared its annual employment equity report describing the results of the workforce analysis (Section 2), principal measures taken to implement employment equity (Section 3) and consultations with employees (Section 4).

2. Workforce analysis

Currently approximately 95% of all employees at the CNSC have filled out a self-identification questionnaire, providing an excellent basis for the workforce analysis. The required statistics on representation – by employment equity occupational group (EEOG), geography and salary band – are provided in Annex 1, Tables 1 to 3, and data on hiring, promotions and terminations are included in Annex 1, Tables 4 to 6.

In order to determine if the four designated groups are equitably represented at the CNSC their representation was compared with availability estimates developed in the context of a larger workforce analysis based on multi-year data. These estimates take into account the requirements set out in the *Act* with regard to eligibility, qualifications and geography and the relevant labour pool from which the CNSC may reasonably be expected to recruit employees for each EEOG.

As of March 31, 2001, the CNSC employed a staff of 445 – 416 indeterminate employees and 29 terms greater than 3 months – in seven EEOGs. Professionals account for 43% of all employment. Table 1 shows the representation and availability of the four designated groups at the organization-wide level and Tables 2 to 5 show the same statistics at the EEOG level, as well as each group's shares of hiring, promotions and terminations during the last fiscal year.

Table 1
Representation and availability of designated groups
March 31, 2001

Designated Group	Representation		Availability*		Difference
	#	%	#	%	
Women	172	38.7	156	35.0	+16
Persons with disabilities	15	3.4	19	4.3	-4
Aboriginal peoples	8	1.8	5	1.1	+3
Visible minorities	60	13.5	43	9.7	+17

*Source: 1996 Census and 1991 Health and Activity Limitation Survey (HALS)

At the organization-wide level, the representation of women, Aboriginal peoples and members of visible minorities surpasses availability, whereas the representation of persons with disabilities is only marginally lower than expected. Another four employees with disabilities are needed to bridge the gap between representation and availability and the CNSC is confident that this can be readily accomplished through continued outreach.

Women

Table 2
Representation, hiring, promotions and terminations of women
fiscal year 2000-2001

Employment Equity Occupational Group	Total	Representation		Availability*		Difference
		#	%	#	%	
Representation (March 31, 2001)						
Senior Managers	23	5	21.7	8	35.4	-3
Middle and Other Managers	64	9	14.1	15	24.1	-6
Professionals	193	47	24.4	38	19.8	+9
Semi-professionals and Technicians	56	17	30.4	14	25.0	+3
Supervisors Clerical/Administrative Personnel	6	6	100.0	4	60.6	+2
Administrative and Senior Clerical Personnel	41	35	85.4	34	83.8	+1
Clerical Personnel	62	53	85.5	42	67.3	+11
Total	445	172	38.7	156	35.0	+16
Hiring	76	38	50.0	32	42.0	+6
Promotions	35	12	34.3	14	39.0	-2
Terminations	55	15	27.3	22	40.8	-7

*Source: 1996 Census

Totals may not equal the sum of components due to rounding

- Women are well represented at the CNSC; they constitute 38.7% of the workforce, compared to an expected representation of 35.0%. For the fifth consecutive year their representation increased.
- Women have excellent representation in five EEOGs, but they remain under-represented among Senior Managers and Middle and Other Managers. This will be addressed as staffing opportunities present themselves.
- Whereas in the past women were under-represented in Professionals – especially in technical occupations – they are currently equitably represented, resulting from excellent shares of recruitment during the last fiscal year (ten women instead of seven were hired in Professionals).
- Data on recruitment show that women received equitable shares of recruitment in all EEOGs and data on terminations indicate that women did not experience retention problems (only 15 women left, whereas internal estimates suggest that 22 could have departed).
- As far as advancement opportunities are concerned, women's shares of promotions were only slightly smaller than anticipated during the last fiscal year.

Persons with disabilities

Table 3
Representation, hiring, promotions and terminations of persons with disabilities
fiscal year 2000-2001

Employment Equity Occupational Group	Total	Representation		Availability*		Difference
		#	%	#	%	
Representation (March 31, 2001)						
Senior Managers	23	0	0.0	1	4.3	-1
Middle and Other Managers	64	0	0.0	2	3.4	-2
Professionals	193	4	2.1	7	3.7	-3
Semi-professionals and Technicians	56	1	1.8	3	5.4	-2
Supervisors Clerical/Administrative Personnel	6	0	0.0	0	6.3	0
Administrative and Senior Clerical Personnel	41	6	14.6	2	4.3	+4
Clerical Personnel	62	4	6.5	4	6.1	0
Total	445	15	3.4	19	4.3	-4
Hiring	76	1	1.3	3	4.6	-2
Promotions	35	3	8.6	1	3.3	+2
Terminations	55	4	7.3	3	5.2	+1

*Source: 1991 Health and Activity Limitation Survey (HALS)

Totals may not equal the sum of components due to rounding

- Persons with disabilities are marginally under-represented at the CNSC at the organization-wide level. In total 15 rather than 19 are on staff and they constitute 3.4% instead of 4.3% of the workforce.
- Persons with disabilities' representation is somewhat uneven: it is particularly good in Administrative and Senior Clerical Personnel (+4) and meets expectations in the Clerical Personnel and the Supervisors Clerical/Administrative Personnel groups. Persons with disabilities remain under-represented in the remaining EEOGs. It should be noted that part of the problem appears to be that the availability estimates for Professionals and Semi-professionals do not take into account the specific occupations found at CNSC and may therefore be somewhat on the high side. However, we have accepted these estimates for the time being and will attempt to recruit accordingly.
- Persons with disabilities' shares of recruitment were smaller than suggested by availability estimates (one rather than three was hired) and their shares of terminations were somewhat larger than anticipated (four rather than three left).
- During the last fiscal year three employees with disabilities received a promotion, whereas the advancement of only one was expected based on internal availability estimates.

Aboriginal peoples

Table 4
Representation, hiring, promotions and terminations of Aboriginal peoples
fiscal year 2000-2001

Employment Equity Occupational Group	Total	Representation		Availability*		Difference
		#	%	#	%	
Representation (March 31, 2001)						
Senior Managers	23	1	4.3	1	6.4	0
Middle and Other Managers	64	0	0.0	0	0.3	0
Professionals	193	3	1.6	1	0.6	+2
Semi-professionals and Technicians	56	2	3.6	1	1.3	+1
Supervisors Clerical/Administrative Personnel	6	1	16.7	0	1.3	+1
Administrative and Senior Clerical Personnel	41	1	2.4	0	0.9	+1
Clerical Personnel	62	0	0.0	1	1.4	-1
Total	445	8	1.8	5	1.1	+3
Hiring	76	1	1.3	1	1.0	0
Promotions	35	1	2.9	1	2.8	0
Terminations	55	0	0.0	1	1.1	-1

*Source: 1996 Census

Totals may not equal the sum of components due to rounding

- Aboriginal peoples are well represented at the CNSC, where eight are employed instead of the five suggested by availability estimates, accounting for 1.8% of the workforce rather than 1.1%.
- Their representation surpasses availability estimates in Professionals (+2), Semi-professionals and Technicians (+1), Supervisors Clerical and Administrative Personnel (+1) and Administrative and Senior Clerical Personnel (+1).
- During the last fiscal year the CNSC recruited one new Aboriginal employee, which was in line with expectations and no Aboriginal staff left our organization whereas the departure of one was anticipated based on internal availability estimates. This continues the positive trends from previous years.
- The share of promotions of Aboriginal peoples was in line with their internal availability during the last fiscal year extending patterns from previous years.

Members of visible minorities

Table 5
Representation, hiring, promotions and terminations of members of visible minorities
fiscal year 2000-2001

Employment Equity Occupational Group	Total	Representation		Availability*		Difference
		#	%	#	%	
Representation (March 31, 2001)						
Senior Managers	23	3	13.0	1	4.0	+2
Middle and Other Managers	64	7	10.9	5	7.8	+2
Professionals	193	41	21.2	27	13.7	+14
Semi-professionals and Technicians	56	7	12.5	3	6.2	+4
Supervisors Clerical/Administrative Personnel	6	0	0.0	0	4.8	0
Administrative and Senior Clerical Personnel	41	1	2.4	2	5.9	-1
Clerical Personnel	62	1	1.6	5	7.4	-4
Total	445	60	13.5	43	9.7	+17
Hiring	76	7	9.2	8	10.2	-1
Promotions	35	4	11.4	4	10.4	0
Terminations	55	6	10.9	7	13.3	-1

*Source: 1996 Census

Totals may not equal the sum of components due to rounding

- Members of visible minorities are very well represented at the CNSC. In total 60 are on staff (13.5% of all employees), instead of the 43 (9.7% of all staff) suggested by availability estimates. Their representation has increased substantially during the last three years.
- Their representation surpasses availability in Senior Management (+2), Middle and Other Management (+2), Professionals (+14) and Semi-professionals and Technicians (+4).
- They remain under-represented in Administrative and Senior Clerical Personnel (-1) and Clerical Personnel (-4). We have commenced targeting these areas in our recruitment initiatives.
- Members of visible minorities' shares of recruitment were largely as anticipated. They did not experience retention problems, as six left our organization, whereas statistics suggest that seven could have departed.
- In addition, they received equitable shares of promotions (four); two of the promotions occurred in Senior Management.

3. Principal measures taken to implement employment equity

The CNSC has continued integrating diversity and employment equity into existing human resources policies and practices. A number of specific initiatives are noteworthy. Some of these address the changing demographics at the CNSC and are geared at attracting new employees or opening up career development opportunities for current staff. These include:

- An internship program for engineering/scientific staff. As discussed, the Professional group is the largest occupational group at our Commission accounting for 43% of all staff, most of these in engineering/scientific (regulatory) positions. In order to attract new staff we have launched a pilot program to recruit eight engineering and science graduates from six universities. These graduates will participate in a two-year internship program, focussing on the reactor business area. The program will consist of one-month orientation, followed by a series of two-month work assignments in various reactor business area divisions. Employment equity considerations were taken into account in the selection process.
- In the last two years, the CNSC has established competency profiles for all management levels. During the year under review, a succession-planning program was introduced to identify employees having the potential to fill both first line managerial and senior management positions. All participants were evaluated against key managerial competencies using a variety of assessment tools including standardized test, references and interviews or simulations. Throughout this initiative, the participation rate of designated groups was closely monitored to assess whether these groups were adversely impacted.

As indicated in the first section of this report, the most recent statistics show that Aboriginal peoples are equitably represented in our organization. This may partly result from the fact that when technical jobs are advertised through our web site or in newspapers, we have sent copies of the job posters to a large number of native bands and native organizations. Furthermore, we have started to advertise some of these jobs in native community newspapers in Alberta.

The only designated group that is marginally under-represented in our organization is persons with disabilities. We believe that the gap – four additional employees are needed – is easy to bridge when staffing opportunities present themselves. Although we have undertaken some outreach recruitment with regard to persons with disabilities during the past year this has not been as systematic as the efforts made with regard to Aboriginal peoples. We intend to undertake further outreach recruitment involving organizations of persons with disabilities.

4. Consultations with employees

Consultation with employees on employment equity has thus far been informal; it took place:

- When issues with regard to policies and practices arose;
- During the on-going ESR;
- When providing information on employment equity and diversity; and
- During information sessions on employment equity and diversity.

Our workforce is not unionized and consultations involved management or staff or both. Now that we have completed an extensive workforce analysis, we know which issues remain to be addressed in the remainder of the ESR and the Employment Equity Plan and we intend to consult staff on both processes.

Annex 1

Tables 1 to 6

September 2001

Table 1
Representation of designated groups by EEOG
As of March 31, 2001

EEOG	Total	Women		Persons with disabilities		Aboriginal peoples		Visible minorities	
		#	%	#	%	#	%	#	%
Senior Managers	23	5	21.7%	0	0.0%	1	4.3%	3	13.0%
Middle and Other Managers	64	9	14.1%	0	0.0%	0	0.0%	7	10.9%
Professionals	193	47	24.4%	4	2.1%	3	1.6%	41	21.2%
Semi-Profes. & Technicians	56	17	30.4%	1	1.8%	2	3.6%	7	12.5%
Supervisors Clerical/Admin. P.	6	6	100.0%	0	0.0%	1	16.7%	0	0.0%
Administrative/Sr. Cler. P.	41	35	85.4%	6	14.6%	1	2.4%	1	2.4%
Clerical Personnel	62	53	85.5%	4	6.5%	0	0.0%	1	1.6%
Total workforce	445	172	38.7%	15	3.4%	8	1.8%	60	13.5%

Table 2
Representation of designated groups by geography
As of March 31, 2001

Geography	Total	Women		Persons with disabilities		Aboriginal peoples		Visible minorities	
		#	%	#	%	#	%	#	%
National Capital Region	387	150	38.8%	10	2.6%	6	1.6%	53	13.7%
New Brunswick	4	2	50.0%	0	0.0%	0	0.0%	0	0.0%
Quebec	9	4	44.4%	1	11.1%	0	0.0%	0	0.0%
Ontario	30	9	30.0%	2	6.7%	1	3.3%	6	20.0%
Saskatchewan	9	2	22.2%	0	0.0%	1	11.1%	0	0.0%
Alberta	6	5	83.3%	2	33.3%	0	0.0%	1	16.7%
Total workforce	445	172	38.7%	15	3.4%	8	1.8%	60	13.5%

Table 3
Representation of designated groups by salary range
As of March 31, 2001

Classification and Range	Total	Women		Persons with disabilities		Aboriginal peoples		Visible minorities	
		#	%	#	%	#	%	#	%
1. \$25,146-\$31,753	5	2	40.0%	1	20.0%	0	0.0%	0	0.0%
2. \$29,358-\$37,072	23	21	91.3%	2	8.7%	1	4.3%	0	0.0%
3. \$34,275-\$43,281	64	58	90.6%	7	10.9%	0	0.0%	2	3.1%
4. \$40,017-\$50,532	18	13	72.2%	1	5.6%	1	5.6%	0	0.0%
5. \$46,719-\$60,360	48	27	0.0%	2	0.0%	2	0.0%	7	0.0%
6. \$54,546-\$70,471	71	21	29.6%	0	0.0%	1	1.4%	11	15.5%
7. \$63,681-\$82,274	147	23	15.6%	2	1.4%	2	1.4%	31	21.1%
8. \$71,641-\$92,559	43	2	4.7%	0	0.0%	0	0.0%	6	14.0%
E1. \$89,920-\$105,780	21	5	23.8%	0	0.0%	0	0.0%	2	9.5%
E2. \$107,840-\$126,900	5	0	0.0%	0	0.0%	1	20.0%	1	20.0%
Total workforce	445	172	38.7%	15	3.4%	8	1.8%	60	13.5%

Table 4
Hiring of designated groups by EEOG
April 1, 2000 - March 31, 2001

EEOG	Total	Women		Persons with disabilities		Aboriginal peoples		Visible minorities	
		#	%	#	%	#	%	#	%
Senior Managers	1	1	100.0%	0	0.0%	0	0.0%	0	0.0%
Middle and Other Managers	1	1	100.0%	0	0.0%	0	0.0%	0	0.0%
Professionals	37	10	27.0%	0	0.0%	0	0.0%	7	18.9%
Semi-Profes. & Technicians	6	4	66.7%	0	0.0%	0	0.0%	0	0.0%
Supervisors Clerical/Admin. P.	0	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Administrative/Sr. Cler. P.	10	8	80.0%	1	10.0%	1	10.0%	0	0.0%
Clerical Personnel	21	14	66.7%	0	0.0%	0	0.0%	0	0.0%
Total workforce	76	38	50.0%	1	1.3%	1	1.3%	7	9.2%

Table 5
Promotions of designated groups by EEOG
April 1, 2000 - March 31, 2001

EEOG	Total	Women		Persons with disabilities		Aboriginal peoples		Visible minorities	
		#	%	#	%	#	%	#	%
Senior Managers	5	0	0.0%	0	0.0%	0	0.0%	2	40.0%
Middle and Other Managers	9	1	11.1%	0	0.0%	0	0.0%	1	11.1%
Professionals	5	1	20.0%	1	20.0%	0	0.0%	0	0.0%
Semi-Profes. & Technicians	6	1	16.7%	0	0.0%	0	0.0%	1	16.7%
Supervisors Clerical/Admin. P.	3	3	100.0%	1	33.3%	1	33.3%	0	0.0%
Administrative/Sr. Cler. P.	6	5	83.3%	1	16.7%	0	0.0%	0	0.0%
Clerical Personnel	1	1	100.0%	0	0.0%	0	0.0%	0	0.0%
Total workforce	35	12	34.3%	3	8.6%	1	2.9%	4	11.4%

Table 6
Terminations of designated groups by EEOG
April 1, 2000 - March 31, 2001

EEOG	Total	Women		Persons with disabilities		Aboriginal peoples		Visible minorities	
		#	%	#	%	#	%	#	%
Senior Managers	2	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Middle and Other Managers	6	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Professionals	28	4	14.3%	2	7.1%	0	0.0%	6	21.4%
Semi-Profes. & Technicians	2	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Supervisors Clerical/Admin. P.	0	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Administrative/Sr. Cler. P.	8	6	75.0%	1	12.5%	0	0.0%	0	0.0%
Clerical Personnel	9	5	55.6%	1	11.1%	0	0.0%	0	0.0%
Total workforce	55	15	27.3%	4	7.3%	0	0.0%	6	10.9%