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Safety Commission

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Canadian Nuclear Safety Commission Employment Equity Annual Report 2002-2003



September 2003

Canadian Nuclear Safety Commission

Employment Equity Annual Report

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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.

As required under the Act, the current report includes an analysis of the representation of each of the designated groups and its shares of hiring, promotions and terminations during the last fiscal year. The report also provides a description of the principal measures taken to implement employment equity at the CNSC and consultations with employees. Appended to the report are a number of tables that include data on representation by occupational group, geography and salary range and provide further details on hiring, promotions and terminations.

As of March 31, 2003 the CNSC employed a staff of 481, an increase of 14 or 3% since last year. At the organization-wide level the CNSC's representation of three of the four designated groups continues to exceed availability estimates. By contrast, persons with disabilities remain under-represented, but the gap has decreased from nine to six since last year.

Designated Group	Representation		Availability*		Difference
	#	%	#	%	
Women	193	40.1	164	34.0	+29
Persons with disabilities	14	2.9	20	4.2	-6
Aboriginal peoples	11	2.3	5	0.9	+6
Visible minorities	56	11.6	50	10.4	+6
Total workforce: 481					

The *Employment Equity Act* requires equitable representation at the employment equity occupational group (EEOG) level. At this level some areas of under-representation remain as the following statistics show:

- Middle and Other Managers: women (-1), persons with disabilities (-2), and visible minorities (-1);
- Professionals: persons with disabilities (-6);
- Semi-professionals and Technicians: persons with disabilities (-2);
- Administrative and Senior Clerical Personnel: visible minorities (-2); and
- Clerical Personnel: Aboriginal peoples (-1) and visible minorities (-3).

The CNSC has developed an employment equity plan that includes short and long-term goals and supportive measures that address all remaining areas of under-representation. Staff Council, members of designated groups as well as a diverse group of managers have been consulted on the development of this plan. As set out in the plan, we hope to reach equitable representation of all designated groups within a three to five-year period

Canadian Nuclear Safety Commission
Employment Equity Annual Report 2002 - 2003

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 for fiscal year 2002-2003 (Section 2), principal measures taken to implement employment equity (Section 3) and consultations with employees (Section 4).

2. Workforce analysis

As reported in previous reports, the CNSC has a very high self-identification rate, approximately 95%, which provides an excellent basis for our analysis. The resulting 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.

As was the case in previous years, the CNSC has assessed each designated group's representation in each EEOG against external availability estimates that take into account the *Employment Equity Act's* requirements with regard to eligibility, qualifications and geography and the relevant labour pool from which the CNSC may reasonably be expected to recruit employees. The same benchmark was used to assess each group's share of external recruitment. Their shares of promotions and terminations were measured against an internal standard that determined the proportion of members of each group available for advancement opportunities, or that might be likely to leave the CNSC.

As of March 31, 2003, the CNSC employed a staff of 481, an increase of 14 of 3% since last year. Table 1 shows the representation and availability of the four designated groups at the organization-wide level and Tables 2 to 5 provide 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, 2003

Designated Group	Representation		Availability*		Difference #
	#	%	#	%	
Women	193	40.1	164	34.0	+29
Persons with disabilities	14	2.9	20	4.2	-6
Aboriginal peoples	11	2.3	5	0.9	+6
Visible minorities	56	11.6	50	10.4	+6
Total workforce: 481					

*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 lower than expected. It should be noted that the representation of women, persons with disabilities and Aboriginal peoples has increased since last year and that members of visible minorities have maintained their excellent representation. CNSC remains committed to bridging the remaining gaps at the EEOG level and has included long and short-term goals and supportive measures in its Employment Equity Plan.

It is somewhat difficult to compare the current representation of the four designated groups with that of last year as we have made organizational changes; as a result some positions were reclassified and some were assigned to different EEOGs. This resulted in the following changes in the number of employees in the largest EEOGs:

- Senior Management decreased from 22 to 15 (- 32%);
- Middle Management decreased from 56 to 49 (- 13%);
- Professionals increased from 219 to 251 (+ 15%);
- Semi-professionals remained virtually the same (55 instead of 56);
- Administrative and Senior Clerical Personnel increased from 45 to 59 (+ 31%); and
- Clerical Personnel decreased from 64 to 48 (- 25%).

By and large members of designated groups were not adversely affected by this reorganization.

Women

Table 2
Representation, hiring, promotions and terminations of women
fiscal year 2002-2003

Employment Equity Occupational Group	Total	Representation		Availability*		Difference
		#	%	#	%	
Representation (March 31, 2003)						
Senior Managers	15	3	20.1	3	20.1	0
Middle and Other Managers	49	10	20.4	11	23.2	-1
Professionals	251	67	26.7	50	20.1	+17
Semi-professionals and Technicians	55	15	27.3	15	26.9	0
Supervisors Clerical/Administrative Personnel	4	4	100.0	2	58.5	+2
Administrative and Senior Clerical Personnel	59	54	91.5	49	83.8	+5
Clerical Personnel	48	40	83.3	32	67.3	+8
Total	481	193	40.1	164	34.0	+29
Hiring	64	28	43.8	22	34.9	+6
Promotions	16	9	56.3	7	46.4	+2
Terminations	44	17	38.6	21	46.8	-4

*Source: 1996 Census

Totals may not equal the sum of components due to rounding

- Women are well represented at the CNSC; they constitute 40.1% of the workforce, compared to an expected representation of 34.0% (+29). This is the seventh year in a row that their representation increased.
- Women are equitably represented in our new Senior Management group and they are one short of full representation in Middle Management.
- Women's representation equals or surpasses availability in all remaining occupational groups, including the largest EEOG in our organization, namely Professionals. This is the third year in a row that they are well represented in Professionals and this results largely from their increased share of recruitment (eleven rather than seven joined these ranks in fiscal year '02-'03).
- Data on external hiring show that women's shares of recruitment were in line with expectations or surpassed expectations in each EEOG. In total 28 women were recruited rather than the 22 expected based on availability estimates. Data on terminations show that they did not face retention problems; in total 17 women left our organization, whereas internal availability estimates suggest that 21 could have departed.
- As far as advancement opportunities are concerned, women's shares of promotions were larger than anticipated (nine rather than seven), whereas last year they received marginally fewer promotions than anticipated (six rather than seven).

Persons with disabilities

Table 3
Representation, hiring, promotions and terminations of persons with disabilities
fiscal year 2002-2003

Employment Equity Occupational Group	Total	Representation		Availability*		Difference
		#	%	#	%	
Representation (March 31, 2003)						
Senior Managers	15	1	6.7	1	4.3	0
Middle and Other Managers	49	0	0.0	2	3.4	-2
Professionals	251	3	1.2	9	3.7	-6
Semi-professionals and Technicians	55	1	1.8	3	5.4	-2
Supervisors Clerical/Administrative Personnel	4	0	0.0	0	6.3	0
Administrative and Senior Clerical Personnel	59	6	10.2	3	4.3	+3
Clerical Personnel	48	3	6.3	3	6.1	0
Total	481	14	2.9	20	4.2	-6
Hiring	64	2	3.1	3	4.3	-1
Promotions	16	1	6.3	1	4.0	0
Terminations	44	2	4.5	1	3.2	+1

*Source: 1991 Health and Activity Limitation Survey (HALS)
Totals may not equal the sum of components due to rounding

- The representation of persons with disabilities in our workforce has increased since last year (from eleven to fourteen) and the gap between representation and availability has decreased from nine to six. We realize that work remains to be done, but we are pleased that during the last fiscal year equitable employment has been reached in two additional EEOGs, namely Senior Management and Clerical Personnel.
- Under-representation continues to exist in three EEOGs. We are confident that the goals and measures set out in our new Employment Equity Plan will enable us to attain equitable representation in the remaining occupational groups within a reasonable period.
- Two rather than three persons with disabilities were hired during fiscal '02-'03 and two rather than one left. We will monitor recruitment and departures as part of our overall plan to increase the representation of this group.
- As far as advancement opportunities are concerned, one employee with a disability was promoted, which was in line with expectations.

Aboriginal peoples

Table 4
Representation, hiring, promotions and terminations of Aboriginal peoples
fiscal year 2002-2003

Employment Equity Occupational Group	Total	Representation		Availability*		Difference
		#	%	#	%	
Representation (March 31, 2003)						
Senior Managers	15	1	6.7	1	6.4	0
Middle and Other Managers	49	0	0.0	0	0.3	0
Professionals	251	4	1.6	1	0.6	+3
Semi-professionals and Technicians	55	3	5.5	1	1.3	+2
Supervisors Clerical/Administrative Personnel	4	1	25.0	0	1.5	+1
Administrative and Senior Clerical Personnel	59	2	3.4	1	0.9	+1
Clerical Personnel	48	0	0.0	1	1.4	-1
Total	481	11	2.3	5	0.9	+6
Hiring	64	0	0.0	1	1.1	-1
Promotions	16	2	12.5	0	1.6	+2
Terminations	44	0	0.0	1	1.4	-1

*Source: 1996 Census

Totals may not equal the sum of components due to rounding

- Aboriginal peoples' representation increased from eight to eleven, or six more than anticipated by availability estimates. They account for 2.3% of the workforce rather than the expected 0.9%.
- Their representation surpasses availability estimates in Professionals (+3), Semi-professionals and Technicians (+2), Supervisors Clerical and Administrative Personnel (+1) and Administrative and Senior Clerical Personnel (+1) and they are equitably represented in Senior Management.
- During the last fiscal year no new Aboriginal employees joined our workforce, whereas the recruitment of one was anticipated. Their retention was good as none left, whereas internal availability estimates suggest that one could have departed.
- Two Aboriginal employees received a promotion (12.5% of all promotions), whereas internal availability estimates did not anticipate any promotions.

Members of visible minorities

Table 5
Representation, hiring, promotions and terminations of members of visible minorities
fiscal year 2002-2003

Employment Equity Occupational Group	Total	Representation		Availability*		Difference
		#	%	#	%	
Representation (March 31, 2003)						
Senior Managers	15	1	6.7	1	4.0	0
Middle and Other Managers	49	3	6.1	4	8.0	-1
Professionals	251	46	18.3	34	13.7	+12
Semi-professionals and Technicians	55	4	7.3	4	7.5	0
Supervisors Clerical/Administrative Personnel	4	0	0.0	0	4.6	0
Administrative and Senior Clerical Personnel	59	1	1.7	3	5.5	-2
Clerical Personnel	48	1	2.1	4	7.4	-3
Total	481	56	11.6	50	10.4	+6
Hiring	64	2	3.1	7	10.6	-5
Promotions	16	1	6.3	1	9.2	0
Terminations	44	6	13.6	5	10.7	+1

*Source: 1996 Census

Totals may not equal the sum of components due to rounding

- Members of visible minorities remain well represented at the CNSC. In total 56 are on staff (11.6% of all employees), instead of the 50 (10.4% of all staff) suggested by external availability estimates.
- Their representation surpasses availability in Professionals (+12) and meets expectations in Senior Management and Semi-professionals and Technicians. Visible minorities are one short of full representation in Middle Management and remain under-represented in Administrative and Senior Clerical Personnel (-2) and Clerical Personnel (-3). We are confident that goals and supportive measures set out in our Employment Equity Plan will aid us in bridging these gaps within a reasonable period.
- Visible minorities' shares of recruitment were smaller than anticipated (two rather than seven were recruited). This result largely from the fact that two members of this group rather than five were hired in the Professionals group. Given their good representation in this EEOG (46 rather than 34 are on staff), this is not of immediate concern, although we will continue to monitor their shares of recruitment in this occupational group. Six rather than five visible minorities left the CNSC.
- One visible minority employee received a promotion, which was in line with expectations.

3. Principal Measures Taken to Implement Employment Equity

Work undertaken during the last fiscal year includes developing our employment equity plan for the June 2003 to July 2008 period, which addresses issues raised in the workforce analysis and employment systems review. The plan includes long and short-term goals and supportive measures as well as a process for assessing employment policies and practices to be introduced in the future so that these will not create potential barriers. The CNSC will review the effectiveness of its short-term hiring goals and supportive measures each year and will revise the plan if the goals and measures do not lead to sufficient progress. Taking into account our future labour needs, we hope to reach equitable representation of all designated groups within a three to five-year period.

Furthermore, we have drafted and finalized two core policies, namely the Employment Equity Policy and Workplace Accommodation Policy. These policies clearly state our commitment to creating and maintaining a diverse workforce, providing accommodation to all employees and potential employees, and describing the responsibilities of all parties involved. Both policies will be available in alternate format upon request.

As far as accessibility to our headquarter building is concerned, a number of needed repairs have been made and we continue to communicate outstanding changes required to Public Works and Government Services Canada for action by our landlord.

4. Consultations with employees

In fiscal year '02-'03 the CNSC has consulted with Staff Council – a body representing the interests of non-management staff – and a diverse group of managers regarding the Employment Equity and Workplace Accommodation Policies and the employment equity plan. In addition, the views of all members of designated groups who had self-identified were sought on these documents.

In order to continue a meaningful consultation process, focus groups for women, persons with disabilities and members of visible minorities have been established, each chaired by an Executive Committee member. In addition to the required consultations under the *Employment Equity Act*, each focus group will largely self-determine its future activities and role in promoting employment equity. We are still reviewing the possible formats for capturing the input of our Aboriginal staff.

Information on employment equity has traditionally been shared with CNSC employees through our intranet on the New Employee Orientation Site. This includes posting the annual employment equity reports and the results from key activities such as the audit, the workforce analysis and the employment systems review. This approach is being augmented with additions to the on-line HR Manual where the Workplace Accommodation and Employment Equity Policies, and the employment equity plan as well as other reference material on employment equity will be available to all staff. Furthermore, a communication strategy is planned for the fall of 2003 to ensure that the new policies, the results of the audit, and other developments in employment equity obtain the profile they need.

Annex

Tables 1 to 6

Table 1
Representation of designated groups by EEOG
As of March 31, 2003

EEOG	Total	Women		Persons with disabilities		Aboriginal peoples		Visible minorities	
		#	%	#	%	#	%	#	%
Senior Managers	15	3	20.0%	1	6.7%	1	6.7%	1	6.7%
Middle and Other Managers	49	10	20.4%	0	0.0%	0	0.0%	3	6.1%
Professionals	251	67	26.7%	3	1.2%	4	1.6%	46	18.3%
Semi-Profes. & Technicians	55	15	27.3%	1	1.8%	3	5.5%	4	7.3%
Supervisors Clerical/Admin. P.	4	4	100.0%	0	0.0%	1	25.0%	0	0.0%
Administrative/Sr. Cler. P.	59	54	91.5%	6	10.2%	2	3.4%	1	1.7%
Clerical Personnel	48	40	83.3%	3	6.3%	0	0.0%	1	2.1%
Total workforce	481	193	40.1%	14	2.9%	11	2.3%	56	11.6%

Table 2
Representation of designated groups by geography
As of March 31, 2003

Geography	Total	Women		Persons with disabilities		Aboriginal peoples		Visible minorities	
		#	%	#	%	#	%	#	%
National Capital Region	421	169	40.1%	11	2.6%	9	2.1%	49	11.6%
New Brunswick	5	2	40.0%	0	0.0%	0	0.0%	0	0.0%
Quebec	10	6	60.0%	1	10.0%	0	0.0%	0	0.0%
Ontario	29	8	27.6%	0	0.0%	1	3.4%	6	20.7%
Saskatchewan	9	3	33.3%	0	0.0%	1	11.1%	0	0.0%
Alberta	7	5	71.4%	2	28.6%	0	0.0%	1	14.3%
Total workforce	481	193	40.1%	14	2.9%	11	2.3%	56	11.6%

Table 3
Representation of designated groups by salary range
As of March 31, 2003

Classification and Range	Total	Women		Persons with disabilities		Aboriginal peoples		Visible minorities	
		#	%	#	%	#	%	#	%
RL 1: \$25,850 - \$32,642	6	4	66.7%	1	16.7%	0	0.0%	0	0.0%
RL 2: \$30,180 - \$38,110	16	15	93.8%	0	0.0%	0	0.0%	0	0.0%
RL 3: \$35,235 - \$44,493	72	66	91.7%	8	11.1%	2	2.8%	2	2.8%
RL 4: \$41,137 - \$51,947	17	11	64.7%	0	0.0%	2	11.8%	0	0.0%
RL 5: \$48,026 - \$62,050	56	35	62.5%	2	3.6%	3	5.4%	5	8.9%
RL 6: \$56,073 - \$72,444	90	31	34.4%	0	0.0%	1	1.1%	9	10.0%
RL 7: \$65,464 - \$84,578	177	25	14.1%	2	1.1%	2	1.1%	37	20.9%
MGT: \$82,000 - \$102,000	32	3	9.4%	0	0.0%	0	0.0%	2	6.3%
E1: \$99,400 - \$116,900	8	2	25.0%	1	12.5%	0	0.0%	0	0.0%
E2: \$109,200 - \$128,500	5	1	20.0%	0	0.0%	0	0.0%	0	0.0%
E3: \$125,600 - \$147,800	2	0	0.0%	0	0.0%	1	50.0%	1	50.0%
Total workforce	481	193	40.1%	14	2.9%	11	2.3%	56	11.6%

Table 4
Hiring of designated groups by EEOG
April 1, 2002 - March 31, 2003

EEOG	Total	Women		Persons with disabilities		Aboriginal peoples		Visible minorities	
		#	%	#	%	#	%	#	%
Senior Managers	3	1	0.0%	1	0.0%	0	0.0%	0	0.0%
Middle and Other Managers	1	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Professionals	36	11	30.6%	0	0.0%	0	0.0%	2	5.6%
Semi-Profes. & Technicians	8	3	37.5%	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	7	87.5%	1	12.5%	0	0.0%	0	0.0%
Clerical Personnel	8	6	75.0%	0	0.0%	0	0.0%	0	0.0%
Total workforce	64	28	43.8%	2	3.1%	0	0.0%	2	3.1%

Table 5
Promotions of designated groups by EEOG
April 1, 2002 - March 31, 2003

EEOG	Total	Women		Persons with disabilities		Aboriginal peoples		Visible minorities	
		#	%	#	%	#	%	#	%
Senior Managers	0	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Middle and Other Managers	4	1	25.0%	0	0.0%	0	0.0%	1	25.0%
Professionals	3	1	33.3%	0	0.0%	0	0.0%	0	0.0%
Semi-Profes. & Technicians	3	1	33.3%	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.	5	5	100.0%	1	20.0%	2	40.0%	0	0.0%
Clerical Personnel	1	1	100.0%	0	0.0%	0	0.0%	0	0.0%
Total workforce	16	9	56.3%	1	6.3%	2	12.5%	1	6.3%

Table 6
Terminations of designated groups by EEOG
April 1, 2002 - March 31, 2003

EEOG	Total	Women		Persons with disabilities		Aboriginal peoples		Visible minorities	
		#	%	#	%	#	%	#	%
Senior Managers	2	2	100.0%	0	0.0%	0	0.0%	0	0.0%
Middle and Other Managers	4	0	0.0%	0	0.0%	0	0.0%	2	50.0%
Professionals	19	3	15.8%	0	0.0%	0	0.0%	4	21.1%
Semi-Profes. & Technicians	3	2	66.7%	1	33.3%	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.	6	5	0.0%	1	16.7%	0	0.0%	0	0.0%
Clerical Personnel	10	5	0.0%	0	0.0%	0	0.0%	0	0.0%
Total workforce	44	17	38.6%	2	4.5%	0	0.0%	6	13.6%