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Canadian Nuclear Safety Commission Employment Equity Annual Report 2001-2002



September 2002

Canadian Nuclear Safety Commission

Employment Equity Annual Report

2001-2002

***Human Resources Directorate
September 2002***

Employment Equity Annual Report 2001-2002

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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 an analysis of the representation of each of the designated groups and their shares of hiring, promotions and terminations during the last fiscal year. Appended to the report are a number of detailed tables on all areas prescribed in the Act. The report also provides a description of the principal measures taken to implement employment equity at the CNSC and consultations with employees.

As of March 31, 2002 our workforce consists of 467 employees an increase of 22 or 5% 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 and the gap has increased somewhat since last year.

Designated Group	Representation		Availability*		Difference #
	#	%	#	%	
Women	185	39.6	158	33.70	+27
Persons with disabilities	11	2.4	20	4.3	-9
Aboriginal peoples	8	1.7	5	1.0	+3
Visible minorities	56	12.0	46	10.0	+10
Total workforce: 467					

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

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 Middle and Other Management for women, Clerical Personnel and Administrative and Senior Clerical Personnel for members of visible minorities and a number of EEOGs for persons with disabilities.

The CNSC is committed to attaining equitable representation throughout its organization. We have recently completed an extensive multi-year workforce analysis and conducted an employment systems review. As a result of the ESR, the CNSC has amended a number of policies. In addition, we are in the process of drafting an accommodation policy, an employment equity policy and an Employment Equity Plan. The ESR suggests that under-representation of persons with disabilities may be due to the lack of systematic outreach recruitment. We have commenced addressing this in our recruitment activities. The proposed Employment Equity Plan will look at bridging the gaps and will be integral part of ongoing recruitment and retention strategies. We are also in the process of establishing an Employment Equity Advisory Committee and appointing an Employment Equity Champion, to, among other things, help facilitate and formalize consultations on employment equity issues.

Canadian Nuclear Safety Commission

Employment Equity Annual Report 2001-2002

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 2001-2002, principal measures taken to implement employment equity and consultations with employees.

2. Workforce analysis

As indicated in previous reports, 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 assess if the four designated groups are equitably represented at the CNSC their representation in each EEOG was compared with availability estimates that take into account the requirements of the *Employment Equity Act* with regard to eligibility, qualifications as well as geography and the relevant labour pool from which the CNSC may reasonably be expected to recruit employees.

As of March 31, 2002, the CNSC employs a staff of 467 employees, an increase of 22 or 5% since last year. Table 1 below shows the representation and availability of the four designated groups at the organization-wide level and Tables 2 to 5 that follow show the same statistics at the EEOG level, as well as each group's share of hiring, promotions and terminations during the last fiscal year.

Table 1
Representation and availability of designated groups
As of March 31, 2002

Designated Group	Representation		Availability*		Difference #
	#	%	#	%	
Women	185	39.6	158	33.7	+27
Persons with disabilities	11	2.4	20	4.3	-9
Aboriginal peoples	8	1.7	5	1.0	+3
Visible minorities	56	12.0	46	10.0	+10
Total workforce: 467					

*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. CNSC is committed to remedying this situation through increased outreach recruitment and supportive measures that are detailed in our Employment Equity Plan.

Women

Table 2
Representation, hiring, promotions and terminations of women
As of March 31, 2002

Employment Equity Occupational Group	Total	Representation		Availability*		Difference #
		#	%	#	%	
Representation (March 31, 2002)						
Senior Managers	22	5	22.7	4	20.1	+1
Middle and Other Managers	56	9	16.1	12	22.3	-3
Professionals	219	58	26.5	43	19.6	+15
Semi-professionals and Technicians	56	15	26.8	14	24.8	+1
Supervisors Clerical/Administrative Personnel	5	5	100.0	3	59.7	+2
Administrative and Senior Clerical Personnel	45	39	86.7	38	83.9	+1
Clerical Personnel	64	54	84.4	43	67.3	+11
Total	467	185	39.6	158	33.7	+27
Hiring	69	35	50.7	25	36.7	+10
Promotions	19	6	31.6	7	39.2	-1
Terminations	51	23	45.1	22	43.7	+1

*Source: 1996 Census

Totals may not equal the sum of components due to rounding

- Women are well represented at the CNSC; they constitute 39.6% of the workforce, compared to an expected representation of 33.7%. For the sixth consecutive year their representation increased.
- Whereas the CNSC's Middle Management group decreased in size, this did not affect the representation of women, and when compared to last year we narrowed the gap between their representation and availability from six to three.
- Further progress was also made in the largest EEOG, the Professionals group, where women's representation now surpasses availability for the second year in a row resulting from their excellent shares of hiring in this group (fifteen instead of seven were hired).
- As a result of our systems review we have adjusted the availability estimate for women in Senior Management; as the data show, women are equitably represented in this group. Our systems review found that women's under-representation in Senior Management resulted largely from the fact that the CNSC's performance was measured against external availability estimates that do not properly reflect the relevant labour pool from which the CNSC may reasonably be expected to recruit its Senior Managers. When compared with appropriate Labour market availability, women's representation and shares of appointments were in line with expectations.

- Data on hiring indicate that women's shares of recruitment met or surpassed availability in each occupational group and that their shares of separations were largely in line with expectations.
- As far as advancement opportunities are concerned, women's shares of promotions were marginally smaller than anticipated (six rather than seven) and data on acting assignments – not included in this report – show that women received equitable shares of these opportunities.

Persons with disabilities

Table 3
Representation, hiring, promotions and terminations of persons with disabilities
As of March 31, 2002

Employment Equity Occupational Group	Total	Representation		Availability*		Difference
		#	%	#	%	
Representation (March 31, 2002)						
Senior Managers	22	0	0.0	1	4.3	-1
Middle and Other Managers	56	0	0.0	2	3.4	-2
Professionals	219	3	1.4	8	3.7	-5
Semi-professionals and Technicians	56	0	0.0	3	5.4	-3
Supervisors Clerical/Administrative Personnel	5	0	0.0	0	6.3	0
Administrative and Senior Clerical Personnel	45	5	11.1	2	4.3	+3
Clerical Personnel	64	3	4.7	4	6.1	-1
Total	467	11	2.4	20	4.3	-9
Hiring	69	1	1.4	3	4.4	-2
Promotions	19	1	5.3	1	4.2	0
Terminations	51	3	5.9	2	4.1	+1

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

Totals may not equal the sum of components due to rounding

- Our recent Workforce Analysis Report and Employment Systems Review (ESR) report documents the difficulties of establishing reliable availability estimates for persons with disabilities for two of our core occupational groups, Professionals and Semi-professionals and Technicians. It is difficult to determine the availability of persons with disabilities in Professionals for the CNSC, since the source for the availability data, the 1991 Health and Activity Limitation Survey (HALS) does not provide reliable availability estimates at the NOC 4-digit level. Of the twenty NOC 4-digit groups included in Professionals at the CNSC, Statistics Canada – which conducts the HALS – provides reliable data only for one group. Statistics Canada indicates that the data should be used with caution for four of the groups and provides no data at all for the remaining fifteen groups. One of the largest groups at the CNSC, NOC 2132, Mechanical Engineers – largely Project Officers and Specialists – is part of the fifteen for which no data is available. This availability estimate was used for lack of better data. However, the lack of meaningful availability estimates results in a standard for measuring the CNSC's representation and hiring of persons with disabilities that is far from reliable. Therefore the current estimates may be somewhat on the high side. Notwithstanding, we recognize that persons with disabilities are under-represented in our workforce. In total eleven rather than twenty are on staff and they constitute 2.4% instead of 4.3% of the workforce.

- The CNSC has a good representation of persons with disabilities in Administrative and Senior Clerical Personnel (+3), but they remain under-represented in all other occupational groups. All areas of under-representation are addressed in our Employment Equity Plan.
- 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 (three rather than two left).
- 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
As of March 31, 2002

Employment Equity Occupational Group	Total	Representation		Availability*		Difference #
		#	%	#	%	
Representation (March 31, 2002)						
Senior Managers	22	1	4.5	1	6.4	0
Middle and Other Managers	56	0	0.0	0	0.3	0
Professionals	219	3	1.4	1	0.5	+2
Semi-professionals and Technicians	56	2	3.6	1	1.3	+1
Supervisors Clerical/Administrative Personnel	5	1	20.0	0	1.4	+1
Administrative and Senior Clerical Personnel	45	1	2.2	0	0.9	+1
Clerical Personnel	64	0	0.0	1	1.4	-1
Total	467	8	1.7	5	1.0	+3
Hiring	69	0	0.0	1	1.0	-1
Promotions	19	0	0.0	0	1.4	0
Terminations	51	0	0.0	1	1.4	-1

*Source: 1996 Census

Totals may not equal the sum of components due to rounding

- Aboriginal peoples remain well represented at the CNSC; eight are on staff whereas availability estimates suggest the employment of five. They account for 1.7% of the workforce rather than the expected 1.0%.
- 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 no new Aboriginal employees joined our workforce, whereas the employment of one was anticipated. This is not an immediate concern given their equitable

representation and good retention (none left, whereas estimates suggest that one could have departed).

- Aboriginal peoples did not obtain any promotions, but given the small number of promotions involved this was in line with expectations. Data on acting assignments – not detailed in this report – show that Aboriginal employees shared equitably in these opportunities.

Members of visible minorities

Table 5
Representation, hiring, promotions and terminations of members of visible minorities
As of March 31, 2002

Employment Equity Occupational Group	Total	Representation		Availability*		Difference
		#	%	#	%	
Representation (March 31, 2002)						
Senior Managers	22	3	13.6	1	4.0	+2
Middle and Other Managers	56	7	12.5	5	8.1	+2
Professionals	219	38	17.4	30	13.7	+8
Semi-professionals and Technicians	56	6	10.7	3	6.2	+3
Supervisors Clerical/Administrative Personnel	5	0	0.0	0	4.7	0
Administrative and Senior Clerical Personnel	45	1	2.2	3	5.7	-2
Clerical Personnel	64	1	1.6	5	7.4	-4
Total	467	56	12.0	46	10.0	+10
Hiring	69	3	4.3	7	10.4	-4
Promotions	19	2	10.5	3	14.1	-1
Terminations	51	6	11.8	6	12.6	0

*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 56 are on staff (12.0% of all employees), instead of the 46 (10.0% of all staff) suggested by availability estimates.
- Their representation surpasses availability in Senior Management (+2), Middle and Other Management (+2), Professionals (+8) and Semi-professionals and Technicians (+3).
- They remain under-represented in Administrative and Senior Clerical Personnel (-2) and Clerical Personnel (-4). These areas are targeted in our Employment Equity Plan.
- Members of visible minorities' shares of recruitment were smaller than anticipated, largely as a result of their decreased recruitment for the Professionals group. Given their excellent representation and good retention record in this group there are no reasons to believe that there are barriers to their employment. Notwithstanding this we intend to monitor their shares of recruitment in this occupational group.

- Members of visible minorities do not face retention problems in our organization, as their shares of terminations (six) were in line with expectations.
- Their shares of promotions were largely as expected, as were their shares of acting appointments (not detailed in this report).

3. Principal measures taken to implement employment equity

The CNSC has continued integrating diversity and employment equity into existing human resources policies and practices. Following are a number of special initiatives:

- Completion of a detailed workforce analysis for the April 1, 1998 to March 31, 2001 period. The analysis documents the CNSC's strength and weaknesses with regard to the employment of the four designated groups and is the foundation for the ESR.
- Completion of the ESR. Although by and large members of designated groups are well represented at the CNSC, there remain some areas of under-representation and the ESR addresses if there are barriers to the employment of one or more groups at the occupational group level. The ESR report includes recommendations that form the foundation for our Employment Equity Plan.
- As a result of the ESR the CNSC has amended a number of policies. In addition, we are in the process of drafting an accommodation policy, an employment equity policy and an Employment Equity Plan.
- As discussed in last year's report, the CNSC has developed an internship program for engineering/scientific staff. The Professional group is the largest occupational group at our Commission accounting for 47% of all staff, most of these in engineering/scientific (regulatory) positions. The internship program was launched to recruit engineering and science graduates from ten universities. This program has been very successful in attracting women, as five of the eight candidates (63%) who accepted offers were women. They will participate in a two-year program, focusing on the reactor business area. The program consists of a one-month orientation, followed by a series of two-month work assignments in various reactor business areas.
- The ESR report suggests that under-representation of persons with disabilities may be due to the lack of systematic outreach recruitment. We have commenced addressing this in our recruitment activities, including student recruitment and all forms of recruitment for specific occupational groups. Additional initiatives are included in our Employment Equity Plan.
- We intend to appoint an employment equity champion to raise employment equity awareness and commitment in our organization.

4. Consultations with employees

As indicated in our last report, the CNSC's consultation with employees on employment equity has thus far been informal. It took place when issues with regard to policies and practices arose, during past Employment Systems Reviews, when providing information on employment equity and diversity, and during information sessions on employment equity and diversity.

During the last fiscal year a number of employees and managers were interviewed in the context of our latest Employment Systems Review. Furthermore, the draft ESR report was shared with Staff Council, which represents employees in our organization, and their comments were incorporated in the final report.

We are currently in the process of establishing an Employment Equity Advisory Committee that will provide input on the Employment Equity Policy and Plan and be a meaningful partner in implementing employment equity.

Annex

Tables 1 to 6

Table 1
Representation of designated groups by EEOG
As of March 31, 2002

EEOG	Total	Women		Persons with disabilities		Aboriginal peoples		Visible minorities	
		#	%	#	%	#	%	#	%
Senior Managers	22	5	22.7%	0	0.0%	1	4.5%	3	13.6%
Middle and Other Managers	56	9	16.1%	0	0.0%	0	0.0%	7	12.5%
Professionals	219	58	26.5%	3	1.4%	3	1.4%	38	17.4%
Semi-Profes. & Technicians	56	15	26.8%	0	0.0%	2	3.6%	6	10.7%
Supervisors Clerical/Admin. P.	5	5	100.0%	0	0.0%	1	20.0%	0	0.0%
Administrative/Sr. Cler. P.	45	39	86.7%	5	11.1%	1	2.2%	1	2.2%
Clerical Personnel	64	54	84.4%	3	4.7%	0	0.0%	1	1.6%
Total workforce	467	185	39.6%	11	2.4%	8	1.7%	56	12.0%

Table 2
Representation of designated groups by geography
As of March 31, 2002

Geography	Total	Women		Persons with disabilities		Aboriginal peoples		Visible minorities	
		#	%	#	%	#	%	#	%
National Capital Region	407	161	39.6%	7	1.7%	6	1.5%	49	12.0%
New Brunswick	4	2	50.0%	0	0.0%	0	0.0%	0	0.0%
Quebec	11	5	45.5%	1	9.1%	0	0.0%	0	0.0%
Ontario	28	10	35.7%	1	3.6%	1	3.6%	6	21.4%
Saskatchewan	10	2	20.0%	0	0.0%	1	10.0%	0	0.0%
Alberta	7	5	71.4%	2	28.6%	0	0.0%	1	14.3%
Total workforce	467	185	39.6%	11	2.4%	8	1.7%	56	12.0%

Table 3
Representation of designated groups by salary range
As of March 31, 2002

Classification and Range	Total	Women		Persons with disabilities		Aboriginal peoples		Visible minorities	
		#	%	#	%	#	%	#	%
1. \$25,146-\$31,753	8	4	50.0%	1	12.5%	0	0.0%	0	0.0%
2. \$29,358-\$37,072	23	22	95.7%	1	4.3%	1	4.3%	0	0.0%
3. \$34,275-\$43,281	65	59	90.8%	6	9.2%	0	0.0%	2	3.1%
4. \$40,017-\$50,532	20	12	60.0%	0	0.0%	1	5.0%	0	0.0%
5. \$46,719-\$60,360	51	30	58.8%	1	2.0%	2	3.9%	5	9.8%
6. \$54,546-\$70,471	78	26	33.3%	0	0.0%	1	1.3%	11	14.1%
7. \$63,681-\$82,274	156	25	16.0%	2	1.3%	2	1.3%	29	18.6%
8. \$71,641-\$92,559	44	2	4.5%	0	0.0%	0	0.0%	6	13.6%
E1. \$94,416-\$111,069	20	5	25.0%	0	0.0%	0	0.0%	2	10.0%
E2. \$113,232-\$133,245	2	0	0.0%	0	0.0%	1	50.0%	1	50.0%
Total workforce	467	185	39.6%	11	2.4%	8	1.7%	56	12.0%

Table 4
Hiring of designated groups by EEOG
April 1, 2001 - March 31, 2002

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	1	1	100.0%	0	0.0%	0	0.0%	0	0.0%
Professionals	37	15	40.5%	0	0.0%	0	0.0%	2	5.4%
Semi-Profes. & Technicians	8	3	37.5%	0	0.0%	0	0.0%	1	12.5%
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	13	9	69.2%	0	0.0%	0	0.0%	0	0.0%
Total workforce	69	35	50.7%	1	1.4%	0	0.0%	3	4.3%

Table 5
Promotions of designated groups by EEOG
April 1, 2001 - March 31, 2002

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	3	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Professionals	10	2	20.0%	0	0.0%	0	0.0%	2	20.0%
Semi-Profes. & Technicians	1	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.	3	2	66.7%	0	0.0%	0	0.0%	0	0.0%
Clerical Personnel	2	2	100.0%	1	50.0%	0	0.0%	0	0.0%
Total workforce	19	6	31.6%	1	5.3%	0	0.0%	2	10.5%

Table 6
Terminations of designated groups by EEOG
April 1, 2001 - March 31, 2002

EEOG	Total	Women		Persons with disabilities		Aboriginal peoples		Visible minorities	
		#	%	#	%	#	%	#	%
Senior Managers	3	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Middle and Other Managers	6	1	16.7%	0	0.0%	0	0.0%	0	0.0%
Professionals	22	8	36.4%	1	4.5%	0	0.0%	5	22.7%
Semi-Profes. & Technicians	3	1	33.3%	0	0.0%	0	0.0%	1	33.3%
Supervisors Clerical/Admin. P.	0	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Administrative/Sr. Cler. P.	6	5	83.3%	2	33.3%	0	0.0%	0	0.0%
Clerical Personnel	11	8	72.7%	0	0.0%	0	0.0%	0	0.0%
Total workforce	51	23	45.1%	3	5.9%	0	0.0%	6	11.8%