2019 Annual Employment Equity Statistical Report

Governance & Human Resources Committee
June 2020

Division of Equity, People and Culture

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1.0 Introduction

This report provides a statistical summary of York University's progress in achieving representation amongst five groups: Women, Visible Minorities (Racialized), Aboriginal (Indigenous) Peoples, Persons with Disabilities and the LGBTQ2+ community. The equity representation data used within the report is compared to the 2016 external availability data provided by Statistics Canada. Representation rates for Employment Equity Occupational Groups (EEOG) institutionally, as well as, divisions and Faculties at York are analyzed.

As of December 31, 2019, the following designated groups have exceeded the 2016 external availability data provided by Statistics Canada in the following EEOGs:

- Women - Senior Managers, Middle and other Managers and Professionals
- Aboriginal (Indigenous) Persons - Supervisors Craft and Trades and Semi-skilled Manual Workers.
- Visible Minority (Racialized) groups - Middle and Other Managers
- Persons with Disabilities- Supervisor Crafts and Trades and Other Manual Workers.

Some of the significant areas of under-representation are Visible Minorities (Racialized) among non-academic employees in areas that include supervisors, professionals and skilled crafts and trades. There are also significant areas of underrepresentation of Persons with Disabilities in areas that include senior manager, middle and other managers and professionals.

It is important to also note that the return rates for CUPE 3903 units range from 24% to 71%. As we have seen a steady increase in representation rates over the years (for example the CUPE 3903 unit return rate has steadily increased from 2012 when the highest unit return rate ranged from 10% to 53%) the CUPE 3903 representation rates are included in the University's overall statistics in the 2019 Annual Employment Equity Statistical report.

The 2019 return rates for all CUPE 3903 units range from 24% to 71%, in comparison to 2012 when the return rates for all CUPE 3903 units ranged from 10% to 53%. This represents a steady increase over the years.

2019 Key Achievements

The following highlights several key accomplishments in the advancement of employment equity, diversity and inclusion (EDI):

Training and Engagement
The Division of Equity, People & Culture extends learning opportunities to Faculty and Staff on issues related to human rights, equity, diversity and inclusion, to drive excellence throughout the institution's academic priorities**.** Learning opportunities include:

- **Equity, Diversity & Inclusion Workshops and Training Modules**
(Staff: 692, Faculty 66)

- **REDI (Respect, Equity, Diversity and Inclusion) Series**: Certificates offered for completion of three REDI sessions
  - Fostering Positive Space
  - Inclusive Leadership
  - Unconscious Bias workshops for **academic** Staff (20 sessions)

- **Inclusion Day -** an opportunity for York University community members to engage in conversation on EDI
  - Over 100 participants and 20 speakers, including York Faculty, on topics related to Pronoun use, Access, Race, and AI Impacts on human rights/justice

- **Social Media:** Increased EDI education and awareness under *#YUBelong Campaign,* on Twitter and Facebook platforms
  - Over 1700 followers on Twitter
  - #YUBelong Campaign reached approximately 59K accounts with 63K impressions
  - Centre for Human Rights, Equity & Inclusion (CHREI) had over 230K "tweet" impressions

Case Resolution Services
Fostering work environments free from harassment and discrimination, and risk mitigation

- The Centre for Human Rights, Equity & Inclusion (The Centre) receives and processes human rights concerns and complaints forwarded by Faculty and Staff; the Centre uses case resolution data and trends to identify service needs of the community and adjust its education programming

Organizational Change, Program and Policy Support
Supporting the development and enhancement of EDI systems and practices

- Continue to provide York University Faculty Association **disaggregated Visible Minority (Racialized) employment equity data** so that they have an enhanced picture of York's Faculty demographics

- **Rolled-out applicant tracking system for non-academic hires** to allow for a more robust method of tracking diverse applicants from point of application to hire/onboarding

- **Ongoing Guidance: Staff and Faculty Training & Initiative Analysis and Advice**

- Develop skills and responses to equity, diversity & inclusion concerns through multi-stage tailored trainings and discussions on issues of race, privilege, power, micro-aggressions, and supporting students through challenging conversations

- Worked with CUPE 303 to complete their **employment equity plan**

Governance Support
Comprehensive support to institutional EDI committees

- 3 PACHR (President's Advisory Committee on Human Rights) Subcommittees (RISE, Enable York, SexGen York), including all governance for monthly meetings of each Sub-committee, annual events (Trans Day of Remembrance, Inclusion Day), community engagement, and special projects/reports/strategies. Highlights include:
  - RISE: Support ongoing decision-making and strategic approaches to implementation at Staff-level of York Student Identity Census (YSIC)
  - SexGen: Support Staff-level implementation of Name Change Protocol, currently being implemented across University; close collaboration and ongoing engagement with key partners (Registrar, IT, community stakeholders)
  - Enable York: Developed Enable York website, which provides advice to Faculty, Staff and students on accessibility issues

Canada Research Chairs program
The Canada Research Chairs program has, for a number of years, imposed equity and diversity targets on participating institutions to ensure that the program benefits from equity, diversity and inclusion, and that individuals from the four federally designated groups (women, Persons with Disabilities, Indigenous Peoples and members of Visible Minorities) participate in the program.

- York has a total allocation of 39 Canada Research Chairs, of which 30 are currently filled through focused efforts, including:
  - met with all search committees at the outset of their process to review program recruiting requirements and expectations and to provide relevant supports
  - analysis of self-identification information for CRC searches

- December 2019 Equity Target Results[1]
  - York has met the equity targets for women, Persons with Disabilities and Racialized groups

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[1] The program's targets are set using an availability approach. Availability is determined by estimating the representation of a designated group within the pool of potential nominees. The percentage of the estimated representation becomes the target to be met. The difference between this target and the percentage of current Chairs who are members of that designated group becomes the equity gap to be addressed.

2020/2021 New initiatives for 2020-21

Organizational Change, Program and Policy Support
Supporting the development and enhancement of equity, diversity & inclusion systems, policies & practices

- **Employment Systems Review** – the University will continue activities to assess recruitment practices and policies to identify possible barriers to employment
  - **Self- Identification Form:** Review and amend the academic application forms so that they align and include disaggregated data
  - Review and update of the Affirmative Action Plan for Non-academic Hiring to Achieve Employment Equity
  - Completion of a comprehensive **environmental scan of equity, diversity & inclusion work** across post-secondary education and an internal scan at York University to support organizational perspectives/decision-making at VP level

- **Community Outreach –** continue to maintain professional networks with candidate communities to build and enhance the diversity of the talent pool with top priority being Visible Minority (Racialized) and Indigenous applicants
  - Facilitate recruitment sessions with local employment agencies to share information on the acquisition process, for example, Next Steps and the Jane Finch Community and Family Centre

- Review, update and explore the expansion of the **Unconscious Bias Workshops**

- **Identify Equity** Gaps – work with individual departments with the goal of closing existing gaps; academic departments have targets for women (40% representation) and targets for Visible Minority (Racialized) groups (25% representation)
  - Ensure that Affirmative Action plans are created by academic search committees in an effort to close gaps and/or increase diversity

2.0 2019 Employment Equity Figures

The representation data used within the report is compared to the 2016 external availability data provided by Statistics Canada. Representation rates for EEOGs institutionally, as well as, divisions and Faculties at York are analyzed.

2.1   Employment Equity Survey Return Rate

The average survey return rate in 2019 for employees across all divisions was 63%.[2] (see Appendix C for further details). Return rates varied across divisions from 60% to just over 80%.

2.2   Overall Representation Rates[3]

Figure 1 below provides a summary of Representation Rates for Designated Groups across a 3-year period - 2019, 2018, 2017. An analysis follows in sections 2.3 to 2.7.

Figure 1) Summary of Representation Rates for Designated Groups, 2018, 2017, 2016
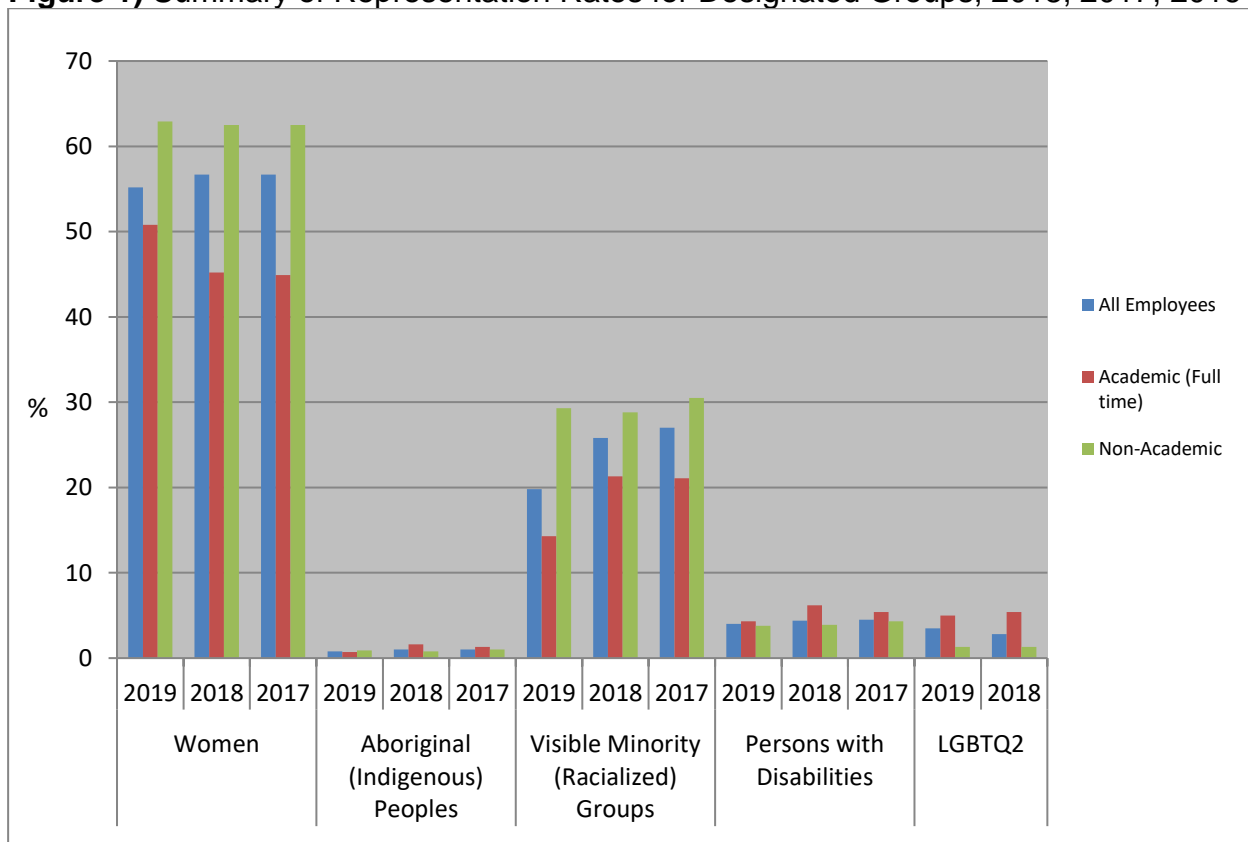
2.3   Women

Based on the data in Figure 1, 55.2% of the employees at York are women. This compares to an aggregated external availability figure of 51.7%. Internal representation figures continue to be relatively stable when compared to figures from 2018.

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[2] 63% return rate includes CUPE 3903 units. The return rate is 76% when CUPE 3903 units are excluded,
[3] For this report the total employee count in 2019 was 7248.

Within both the academic and non-academic groups, the overall internal representation of women exceeded the external availability figures. For example, the internal representation of women for the academic group was 50.8% and the external availability was 48.8%[4].

Within the non-academic group, the internal representation of women is 62.9% and the external availability was 56.4%. The external availability figures originate from the 2016 external availability data provided by Statistics Canada.

Based on the data in Figures 2a), 2b) and 2c) that follow, women are highly represented in a number of EEOGs such as Senior Managers, Middle and other Managers and Professionals (Figure 2a). There is significant underrepresentation of women in the following EEOGs Supervisors Crafts and Trades, Intermediate Sales and Service Personnel and Other Manual Workers (Figures 2b & 2c) (see Appendix D for the full list of Significant Gaps).

When the academic and non-academic groups are split apart, the non-academic group has significant underrepresentation in Skilled Crafts and Trades Workers, Intermediate Sales and Service Personnel and Other Manual Workers groups. The academic group does not have underrepresentation in any of the EEOGs (see Appendix D for the full list of Significant Gaps).

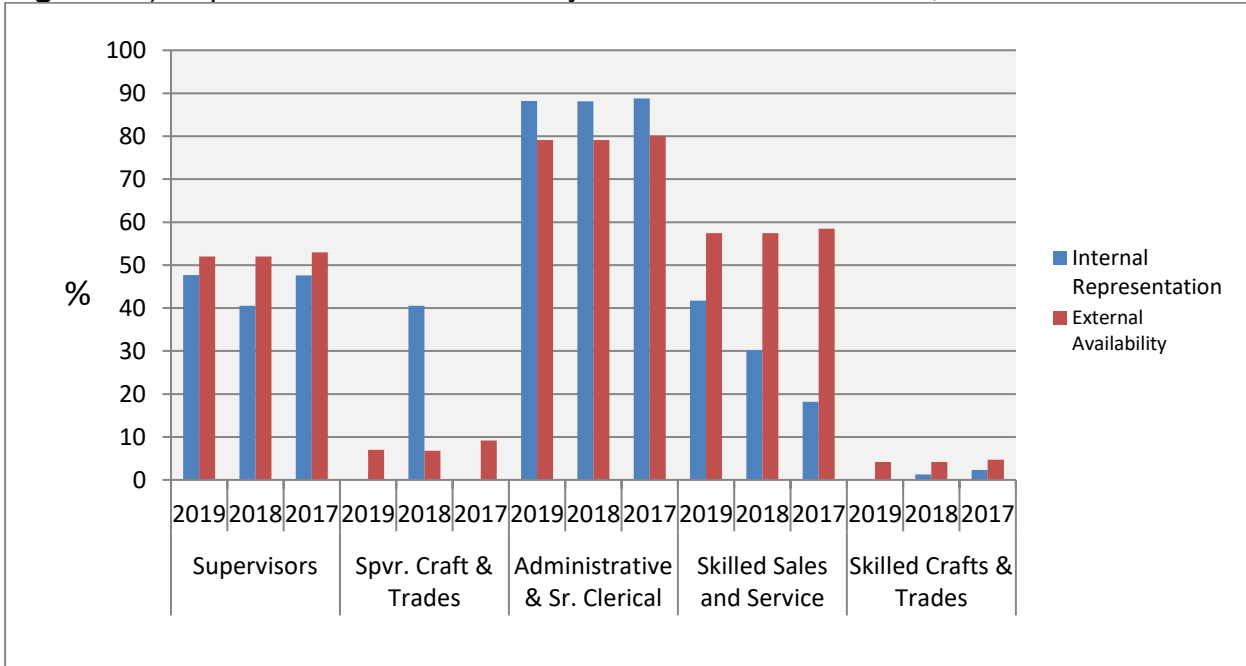**Figure 2a)** Representation of Women by Employment Equity Occupational Group ("EEOG") on December 31, 2019

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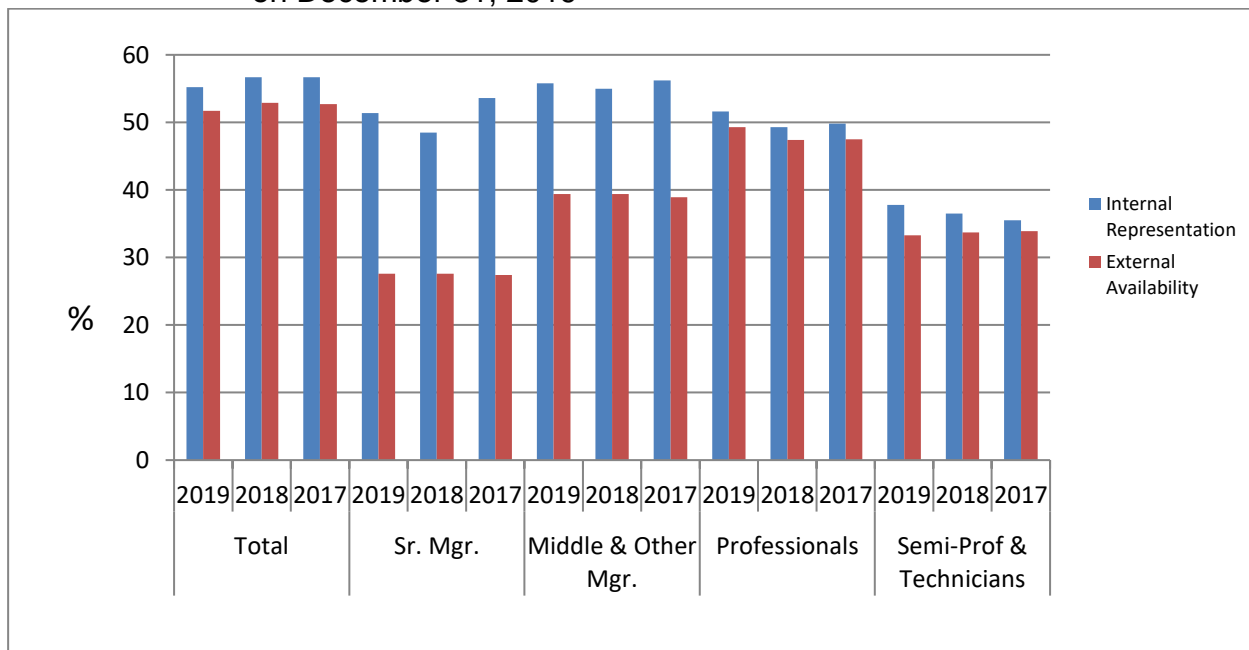
[4] When CUPE 3903 units are excluded, the internal representation of academic Women is 45.2% . 45.2% is similar to the representation figures in 2018 (45.2%) and 2017 (44.9%) when CUPE 3903 units were also excluded (due to lower return rates).

**Figure 2b)** Representation of Women by EEOG on December 31, 2019 continued

Figure 2c) Representation of Women by EEOG on December 31, 2019 continued
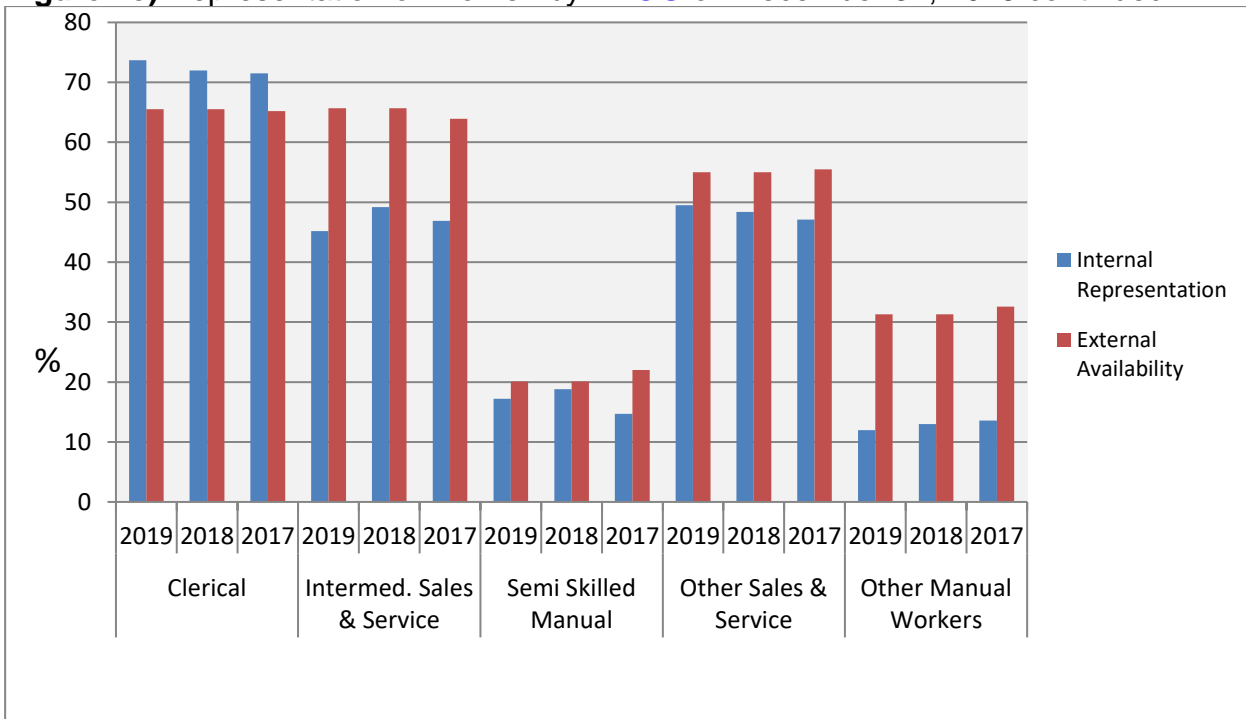
## 2.3.1 Analysis of Division and Faculty Representation of Women

Figure 3 below illustrates the representation of women on December 31, 2019 for the six divisions. Vice President Division, Equity, People & Culture was created in 2019. The figures include all academic and non-academic employee groups who work within the division, excluding casual staff. Women exceed the external availability in five out of six divisions The exception is in the VP Finance and Administration division where the representation of women fall slightly below the external availability figures. Three-year trend analysis demonstrates that the representation of women exceeds the external availability figures consistently.

**Figure 3**) Representation of Women by Division as at December 31, 2019
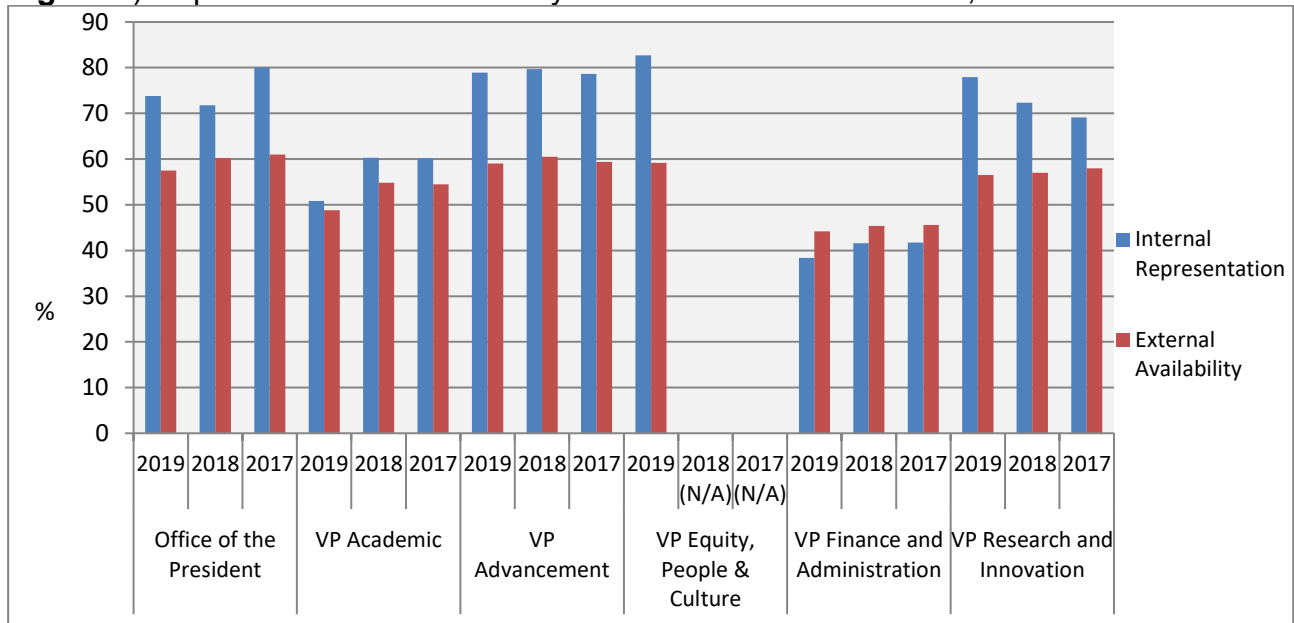
Representation for women in each of the eleven Faculties and the libraries is provided in Figures 4a) and 4b) below. The figures include all employees supporting the business of that Faculty, excluding casual staff. Internal representation for women exceed in seven out of eleven Faculties. Three-year trend analysis for Arts, Media, Performance and Design (AMPD), and Environmental Studies indicates a small but steady increase (Figure 4a). Three-year trend analysis for Engineering (Figure 4a) and Science (Figure 4b) reflects a small increase in female representation. With the addition of CUPE 3903 units, the 2019 figures for Osgoode indicates a decline in female representation when compared to 2018 (Figure 4b).

Figure 4a) Representation of Women by Faculty as at December 31, 2019
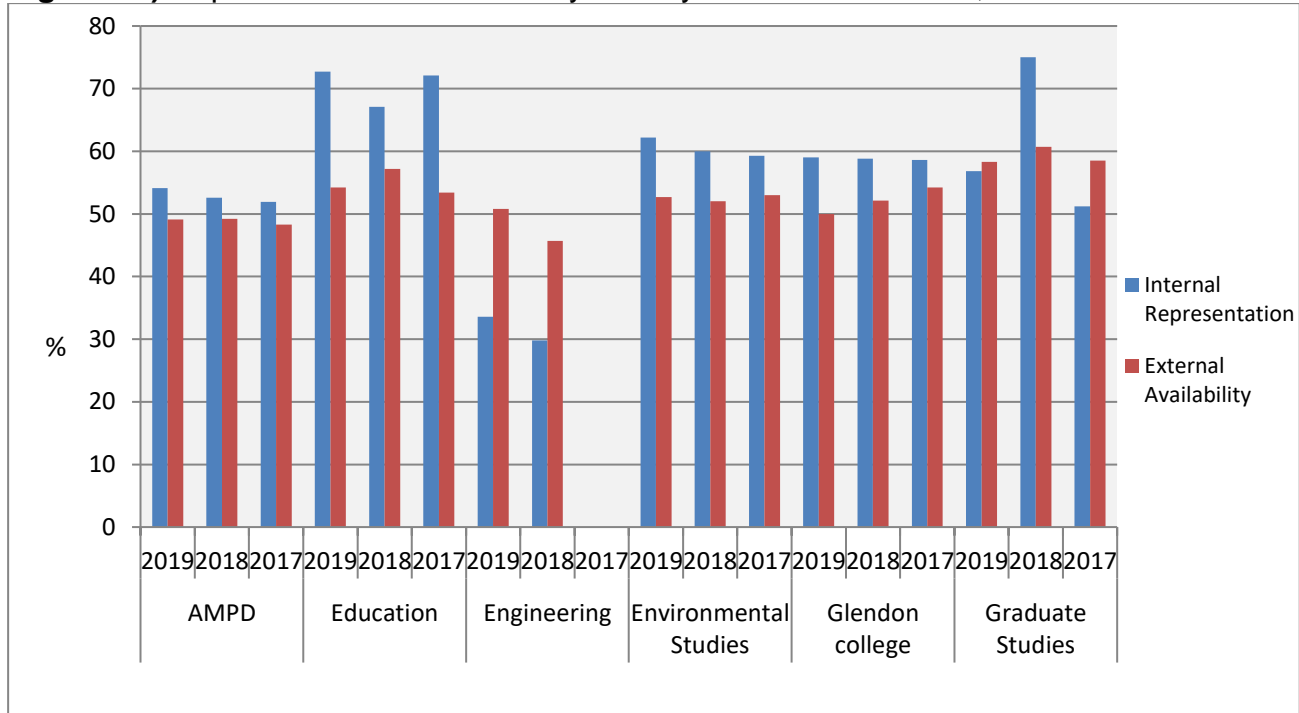
Figure 4b) Representation of Women by Faculty as at December 31, 2019 continued
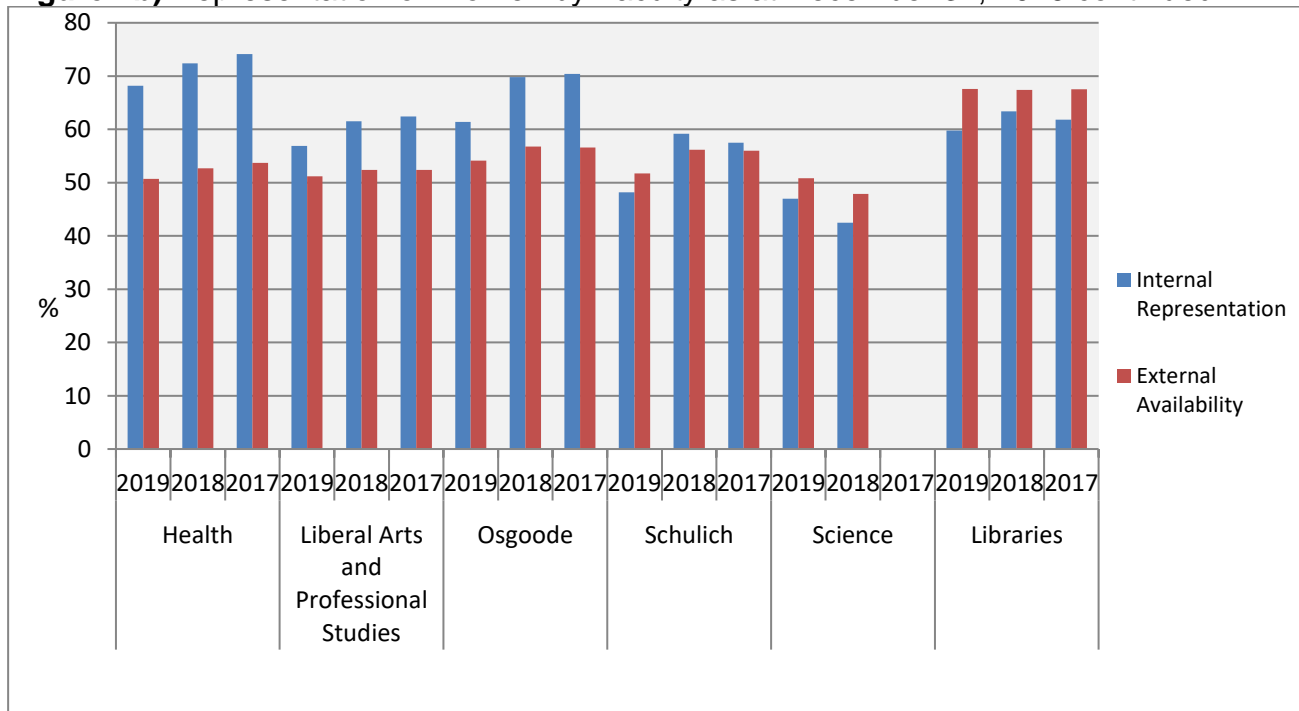
2.3.2 Hires, Promotions[5] and Exits[6] Analysis

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[5] For fulltime [Faculty](), for FCP purposes, a "promotion" means that:

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Female representation rate of total employee new hires, total employee promotions and total employee exits.

	2019	2018
New Hires	54%	59%
Promotions	43%	57%
Exits	54%	59%

For further details about hire, promotion and termination data for designated group members, see Appendices E, F, G.

2.4   Aboriginal (Indigenous) Persons

Based on Figure 1, as of December 31, 2019, 0.8% of the employee base identified themselves as Aboriginal (Indigenous) Persons. This compares to an external availability figure of 1.6%.

The academic group has an internal Indigenous representation figure of 0.7% versus an external availability figure of 1.6%.

The non-academic group has an internal representation rate of 0.9% compared to the external availability rate of 1.7%.

Based on Figures 5a), 5b) and 5c) that follow, Aboriginal (Indigenous) Persons are underrepresented within several EEOGs. Aboriginal (Indigenous) employees are highly represented in the following occupational groups, Supervisors Craft and Trades, and Semi-skilled Manual Workers (Figure 5c). There continues to be significant underrepresentation of Aboriginal (Indigenous) Persons in the Middle and other Managers, Professionals and Semi-Professionals and Technicians EEOGs (Figure 5a) (see Appendix D for the full list of Significant Gaps).

When the academic and non-academic areas are split apart (see Appendix D), the non-academic group has significant gaps in the Middle and Other Manager, Professional and Semi-Professionals and Technicians EEOGs. The academic group has significant gaps in the Professionals EEOGs category.

Engagement strategies exist in partnership with the Centre for Aboriginal Student Services on campus, Senior Advisor to the President on Indigenous Initiatives, and the Indigenous Advisory Council i.e. outreach to external communities to increase applications and support retention.


A professor receives an appointment at the dean level or above with full-time administrative function (does not retain teaching responsibilities); and, a professor moves up in rank which may or may not result in a salary increase for a period of 12 weeks or more. Promotions include employees who have permanently moved from one position to another position that: a) have a higher salary range than the salary range of the position previously held by the employee, and/or b) rank higher in the organizational hierarchy.

[6] Exits include any separation of employment from York University, including voluntary and involuntary separations (e.g. end of contract, retirement).
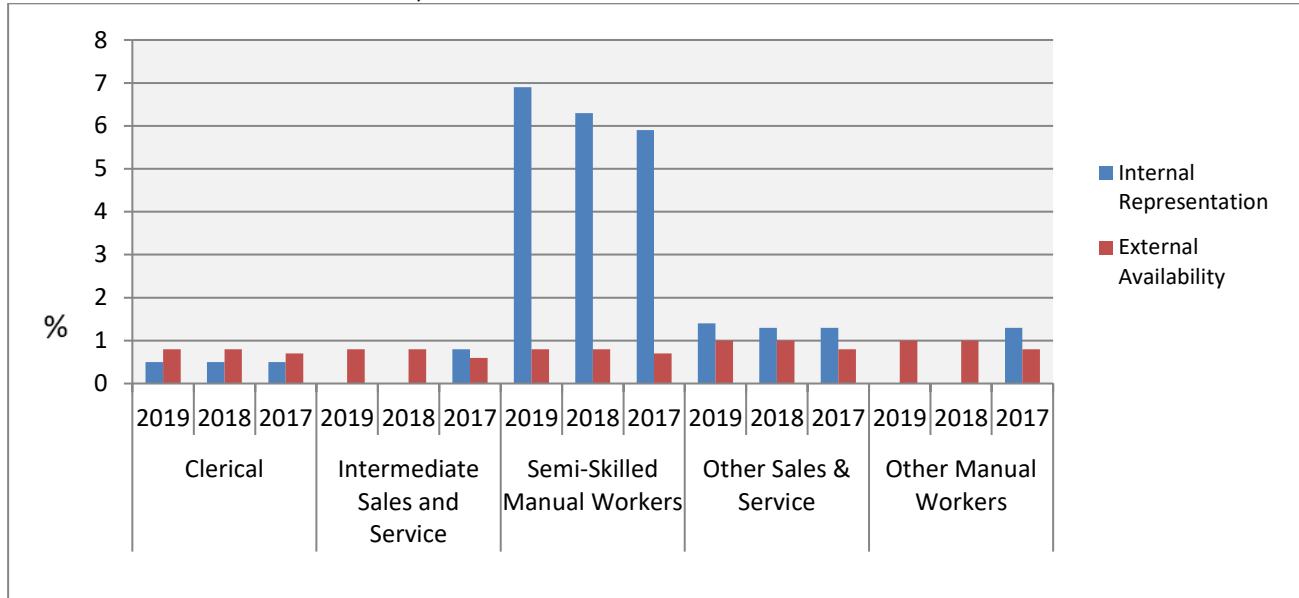
Figure 5a) Representation of Aboriginal (Indigenous) Persons by EEOGs on December 31, 2019
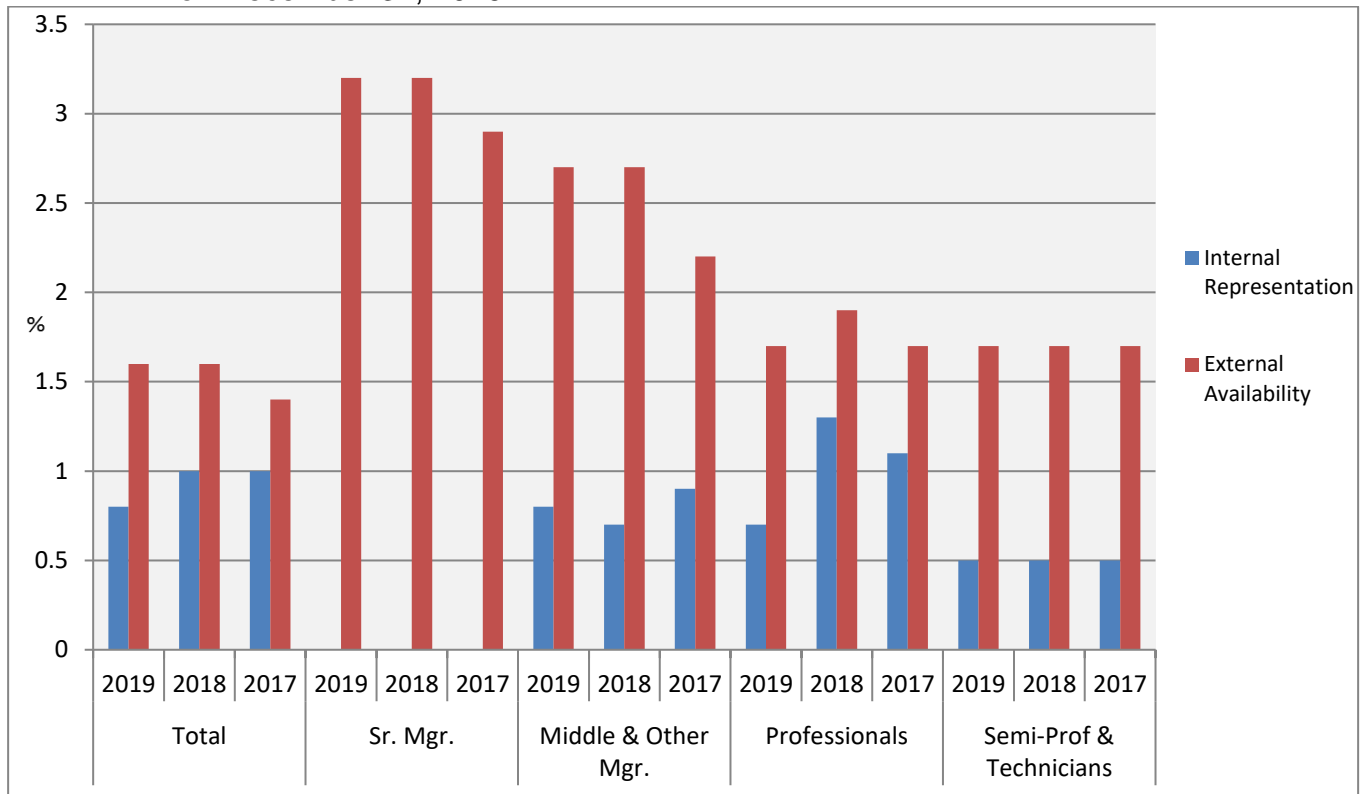
Figure 5b) Representation of Aboriginal (Indigenous) Persons by EEOGs on December 31, 2019 continued
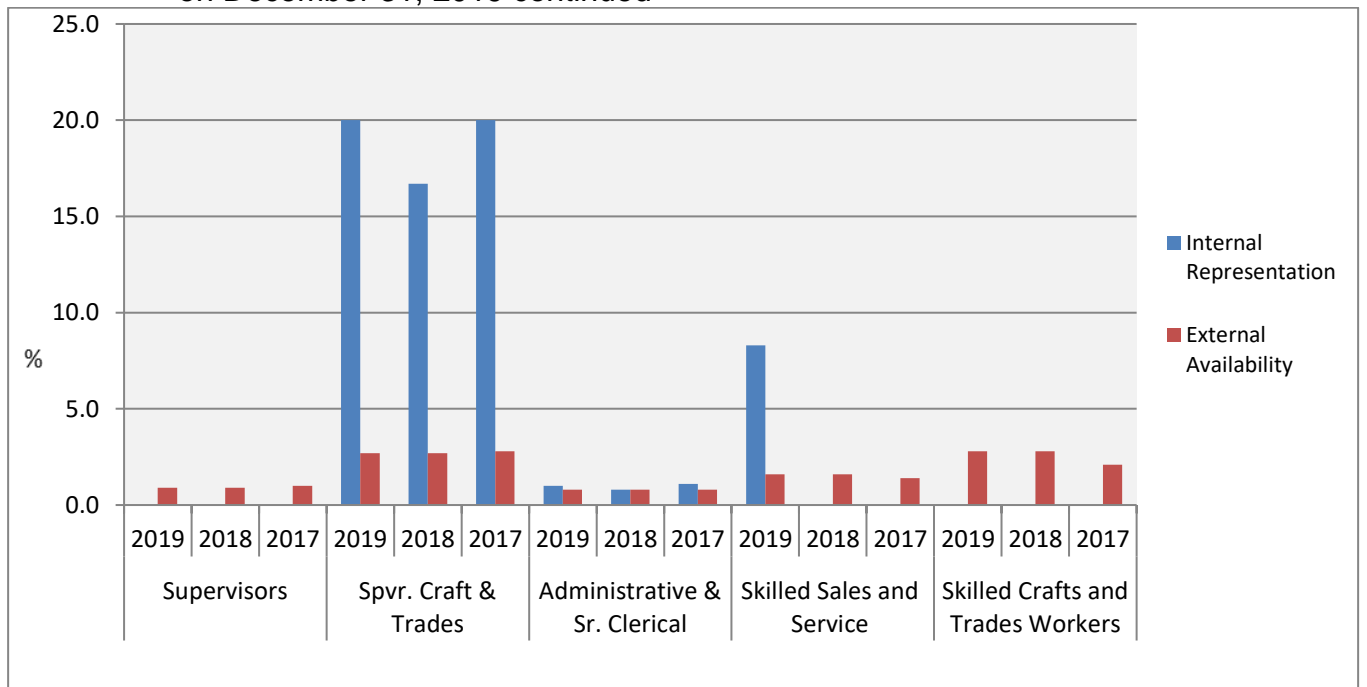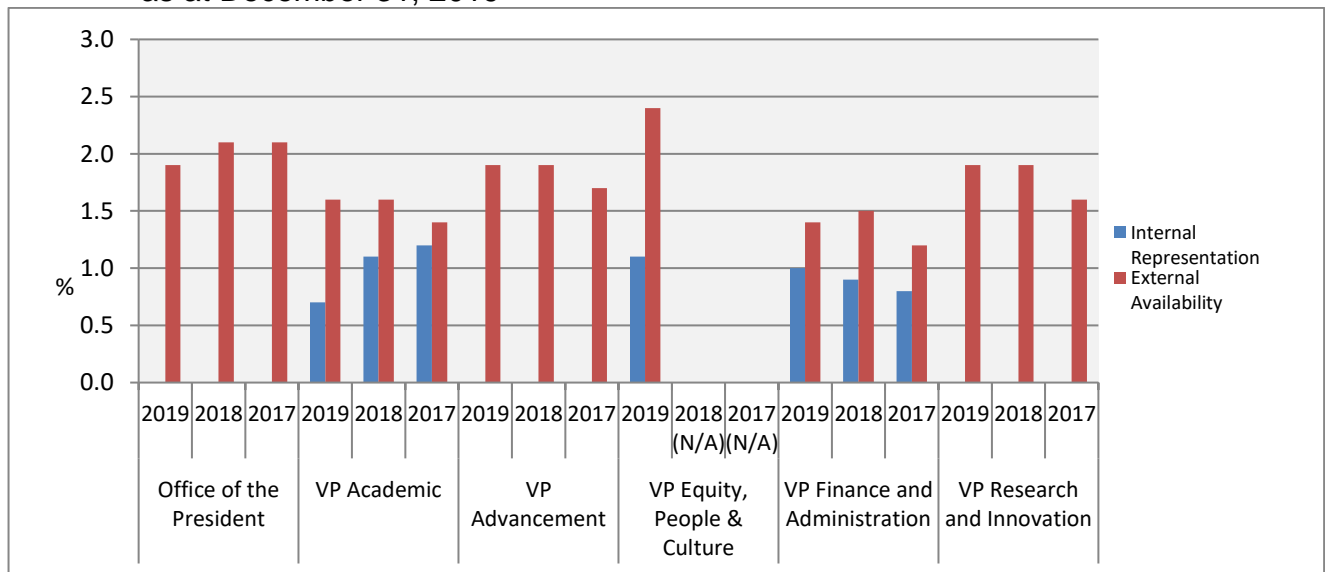
Figure 5c) Representation of Aboriginal (Indigenous) Persons by EEOG
on December 31, 2019 continued

2.4.1 Division and Faculty Representation of Aboriginal (Indigenous) Persons Analysis

Figure 6 below shows the representation of Aboriginal (Indigenous) persons on December 31, 2019 for the six divisions within the University (Vice President Division, Equity, People & Culture was created in 2019). The figures include all academic and non-academic employee groups who work within the division, excluding casual staff. The figure indicates an increase in the representation of Aboriginal (Indigenous) persons in the Vice President Division, Finance and Administration.

Figure 6: Summary of Representation Rates of Aboriginal (Indigenous) Persons by Division as at December 31, 2019

Representation for Aboriginal (Indigenous) persons for each of the eleven Faculties and the libraries are provided in Figures 7a) and b) that follow. The figures include all employees supporting the business of that Faculty, excluding casual staff. Internal representation for Aboriginal (Indigenous) Persons exceeds in only one out of eleven Faculties, that being Graduate Studies (Figure 7a). Three-year trend analysis for Osgoode and Science indicate steady representation rates over the last two years in comparison to three years prior (Figure 7b).

Figure 7a) Summary of Representation Rates of Aboriginal (Indigenous) Persons by Faculty on December 31, 2019
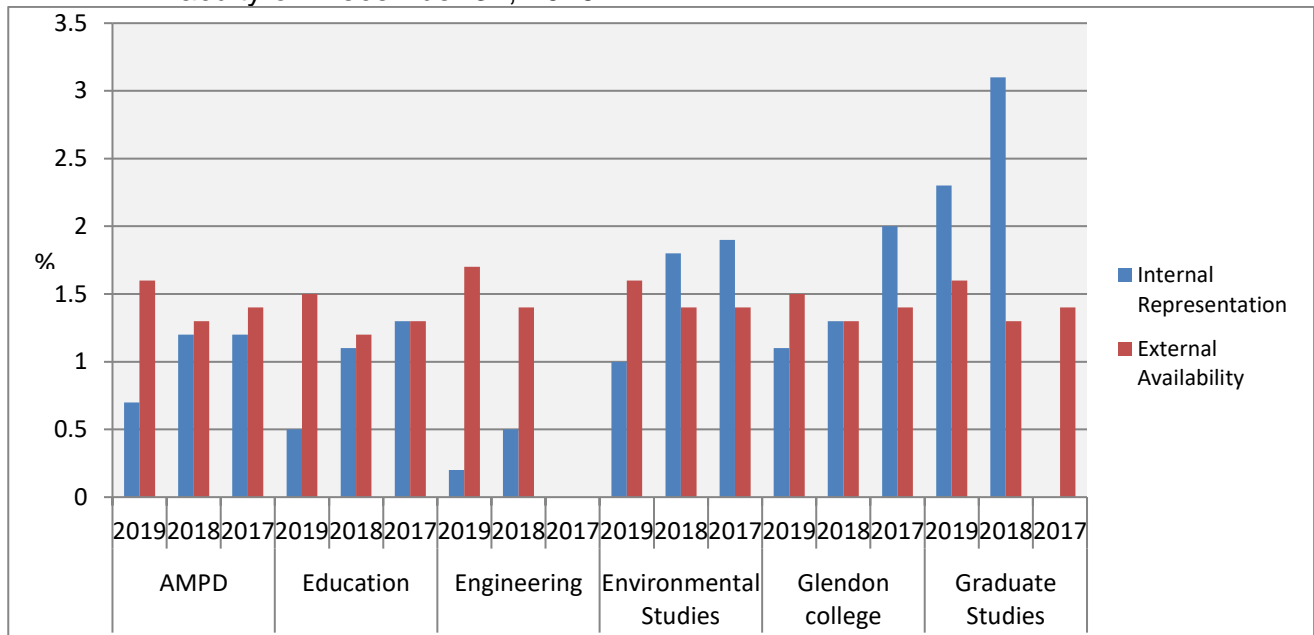
Figure 7b) Summary of Representation Rates of Aboriginal (Indigenous) Persons by Faculty on December 31, 2019
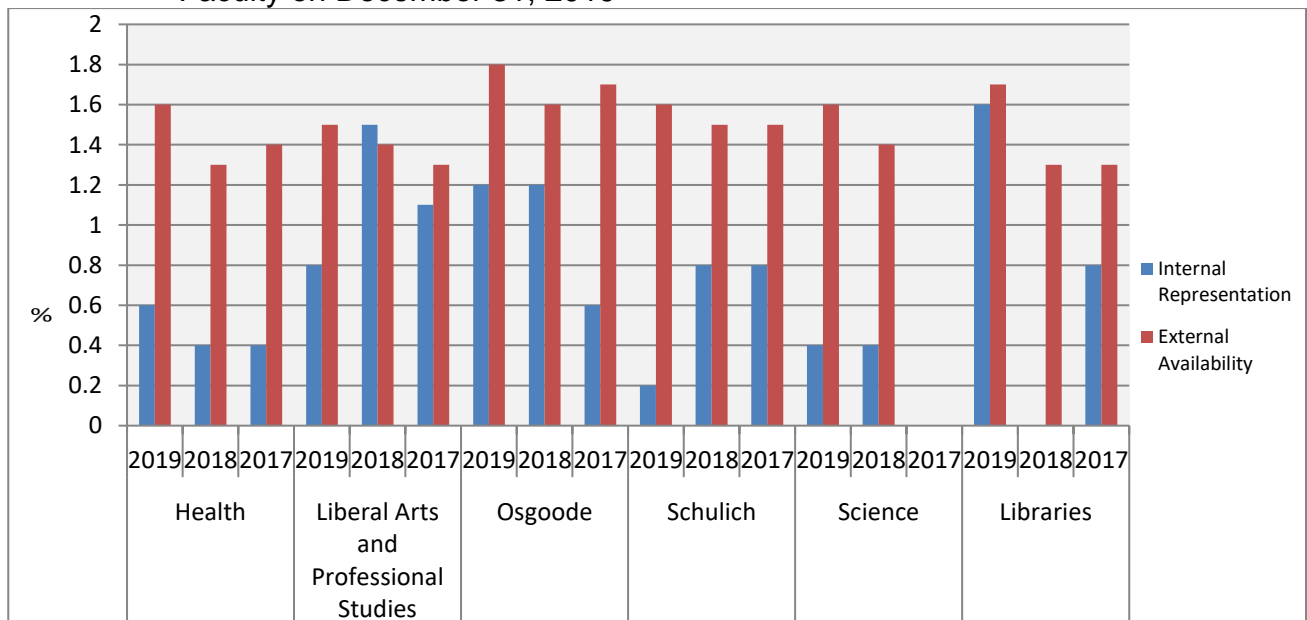
2.4.2 Hires, Promotions[7] and Exits[8] Analysis

Aboriginal (Indigenous) representation rate of total employee new hires, total employee promotions and total employee exits.

	2019	2018
New Hires	0%	0%
Promotions	0%	0%
Exits	0%	0%

For further details about hire, promotion and termination data for designated group members, see Appendices E, F, G.

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[7] Promotions include employees who have permanently moved from one position to another position that: a) have a higher salary range than the salary range of the position previously held by the employee, and/or b) rank higher in the organizational hierarchy.

[8] Exits include any separation of employment from York University, including voluntary and involuntary separations (e.g. end of contract, retirement).

2.5 Visible Minorities (Racialized)

Based on Figure 1, at the end of 2019, the University had an internal representation for Visible Minorities (Racialized) of 19.8%, compared to an external availability of 30.3%. The academic group had an internal representation of 14.3% (Figure 1) versus an external availability of 27.5%. The non-academic group had an internal representation of 29.3% versus an external availability of 35.3%. The external availability figures originate from the 2016 external availability data provided by Statistics Canada.

Based on Figure 8a) below, the analysis of desegregated Visible Minority (Racialized) data for York University Faculty Association reflects the highest representation of Visible Minority (Racialized) Faculty disaggregated groups who have self-identified is Chinese at 17.8%. The lowest representation of Visible Minority (Racialized) Faculty disaggregated groups who have self-identified is Filipino at 0.9%.

Figure 8a)

| Total Visible Minority (Racialized)[9] (23.1%)[10]	Desegregated % of Visible Minority (Racialized) Group (Includes Contractually Limited Appointments)	Desegregated % of Total York University Faculty Association (Includes Contractually Limited Appointments)
Arab	5.9	1.4
Black (e.g. African, American, Canadian, Caribbean)	10.1	2.3
Chinese	17.8	4.1
Filipino	0.9	0.2
Japanese	2.4	0.5
Korean	3.8	0.9
Non-White Latin American (including Indigenous persons from Central and South America)	1.5	0.3
South Asian/West Indian (e.g., Bangladeshi, Pakistani, Indian, Guyanese, Trinidadian, Sri Lankan, East African)	14.8	3.4
Non-White West Asian (e.g., Iranian, Lebanese, Afghan)	2.7	0.6
South East Asian (e.g., Burmese, Cambodian/Kampuchean, Laotian, Malaysian, Thai, Vietnamese, Indonesian)	2.7	0.6
Persons with Mixed Origin	7.1	1.6

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[9] Visible Minority (Racialized) sub-categories are provided by Statistics Canada with the exception of Persons with Mixed Origin.
[10] 23.1% does not include CUPE 3903 units

Based on Figures 8b), 8c) and 8d) below, Visible minority (Racialized) groups are highly represented in the occupational group Middle and Other Managers (Figure 8b). There continues to be significant underrepresentation in the following EEOGs, some examples – Professionals (Figure 8b), Supervisors, Supervisors Crafts and Trades (Figure 8c), and Intermediate Sales and Service Personnel (Figure 8d).

When the academic and non-academic groups are split apart (see Appendix D), the non-academic group has significant underrepresentation in numerous EEOGs, for example Supervisors, Administrative and Senior Clerical Personnel, Skilled Crafts and Trades Workers and Clerical EEOGs. The academic group has significant underrepresentation in the Professionals EEOG (see Appendix D for the full list of Significant Gaps) (see Appendix D for the full list of Significant Gaps).
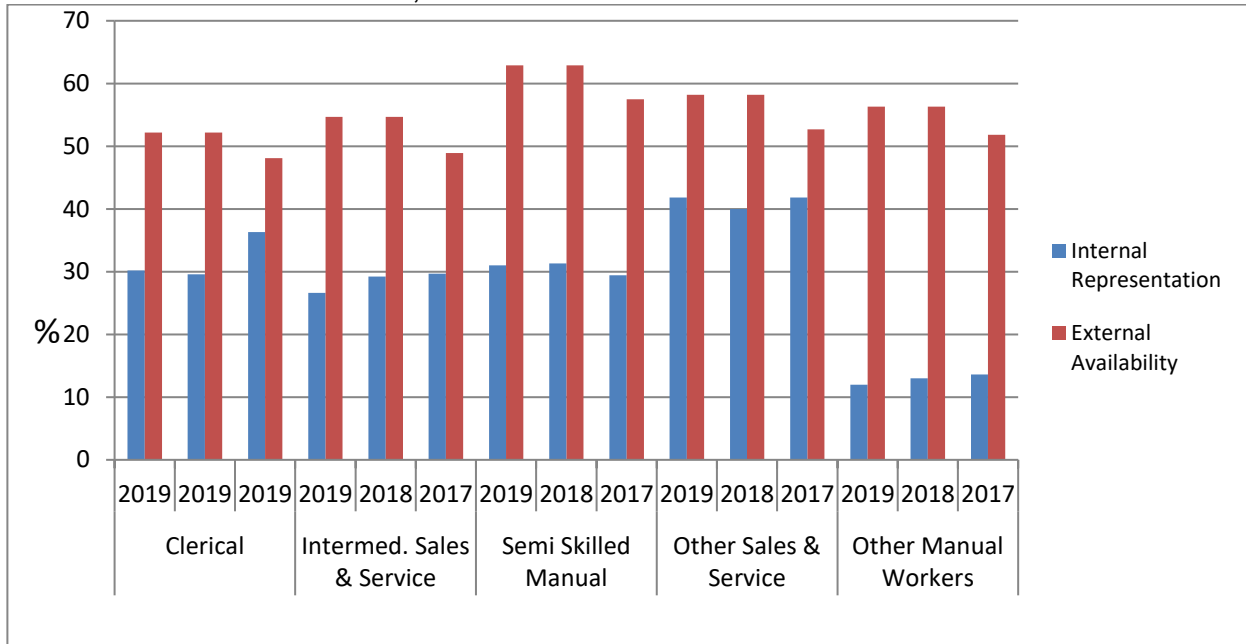
Figure 8b): York University: Representation of Visible Minorities (Racialized) by EEOG on December 31, 2019
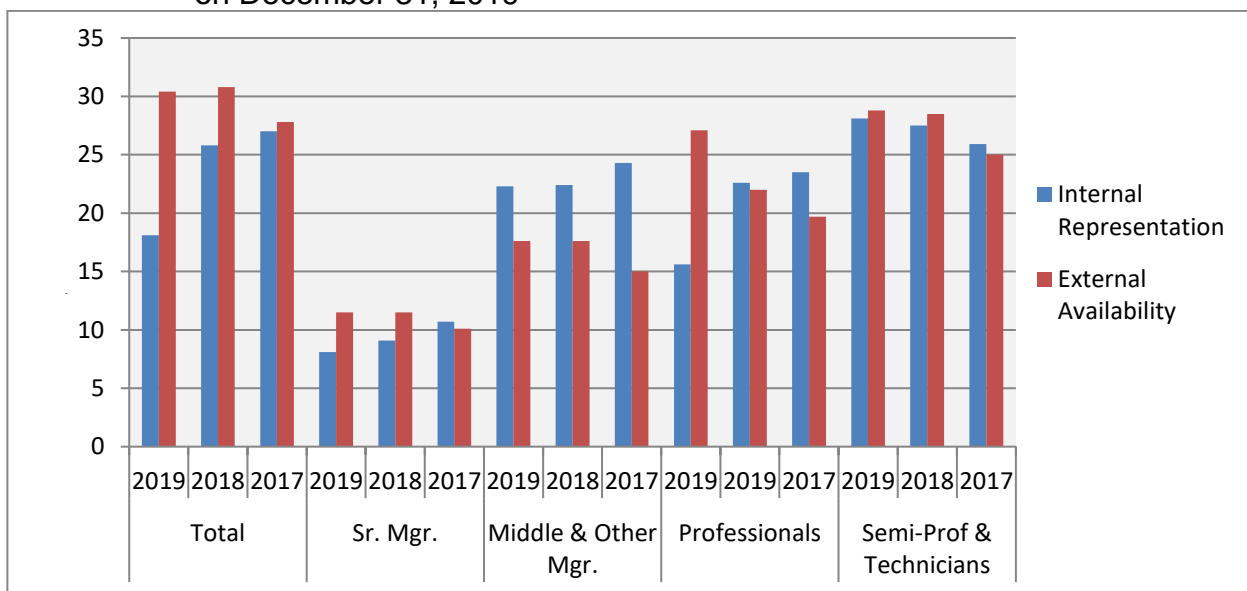
Figure 8c): York University: Representation of Visible Minorities (Racialized) by EEOG on December 31, 2019 continued
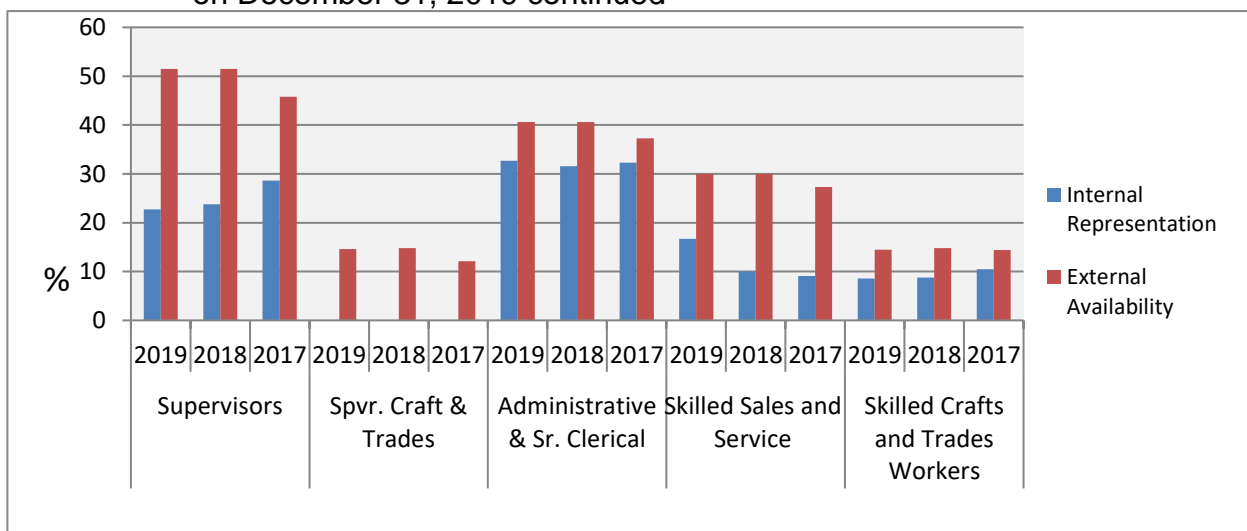
Figure 8d): York University: Representation of Visible Minorities (Racialized) by EEOG
on December 31, 2019 continued

2.5.1 Division and Faculty Representation or Visible Minorities (Racialized)

Figure 9 below shows the representation of Visible Minorities (Racialized) on December 31, 2019, for the six divisions within the University (Vice President Division, Equity, People & Culture was created in 2019). The figures include all academic and non-academic employee groups who work within the division, excluding casual staff. Internal representation for Visible Minorities (Racialized) groups does not exceed the external availability in each division.

Figure 9): York University: Representation of Visible Minorities (Racialized) by Division
on December 31, 2019
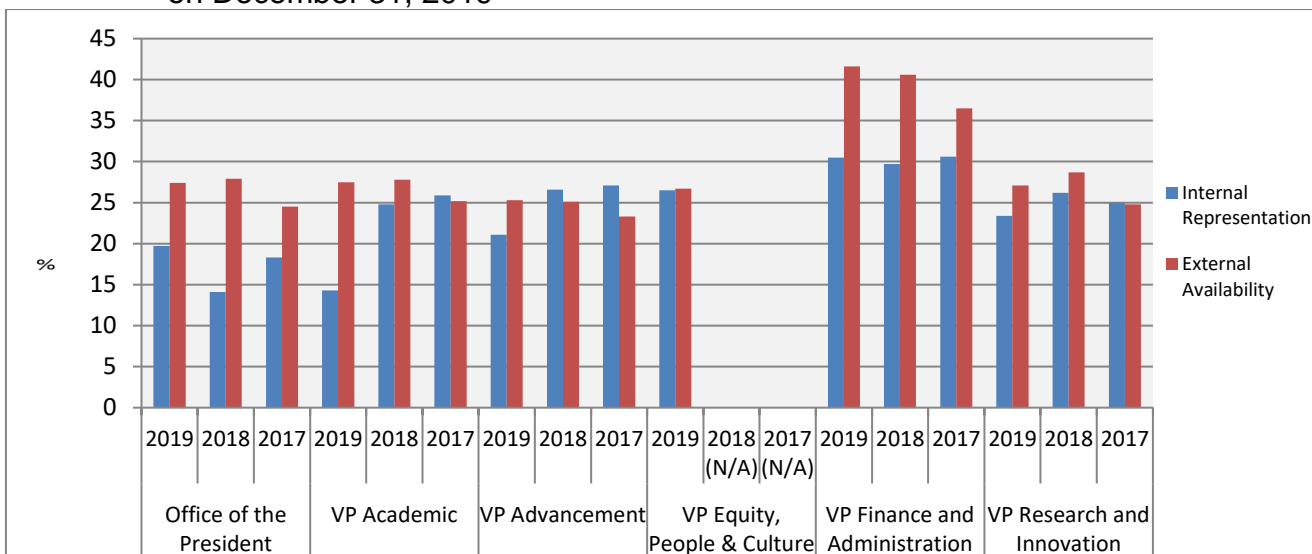
Representation for Visible Minorities (Racialized) for each of the eleven Faculties and the libraries has been provided in Figure 10a) and 10b) below. The figures include all employees supporting the business of that Faculty, excluding casual Staff. Internal representation for Visible Minorities (Racialized) groups does not exceed the external availability in each Faculty.

Figure 10a): York University: Representation of Visible Minorities (Racialized) by Faculty on December 31, 2019
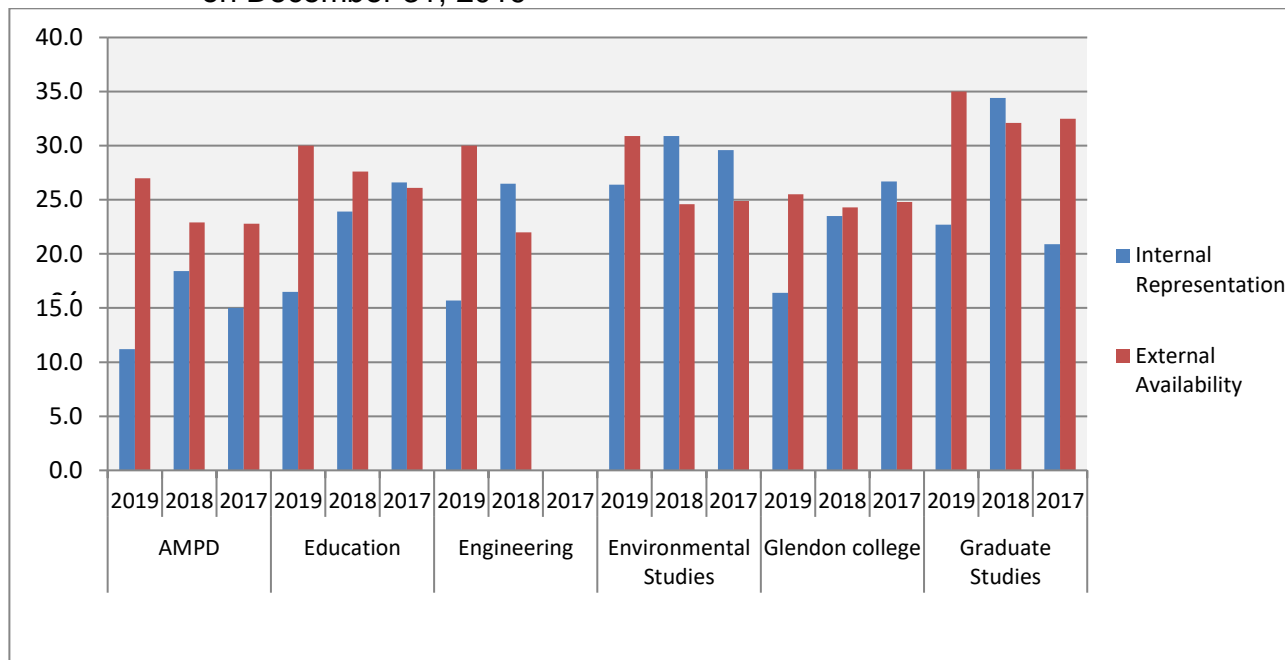
Figure 10b): York University: Representation of Visible Minorities (Racialized) by Faculty on December 31, 2019 continued
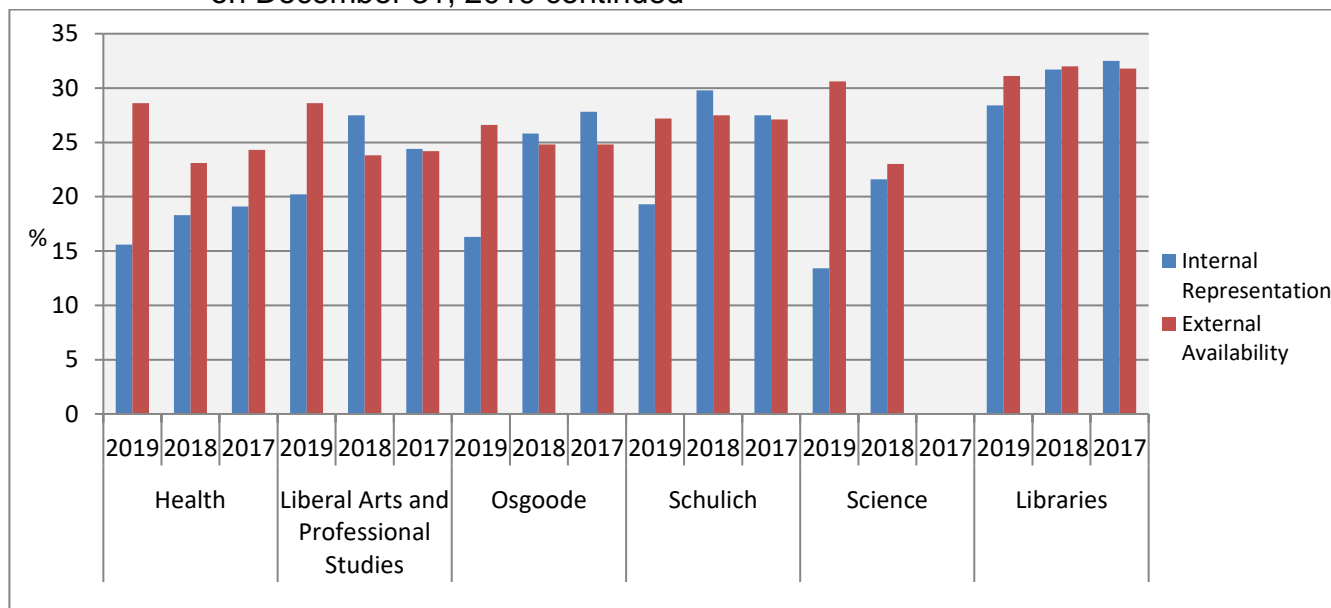
2.5.2. Hires, Promotions[11] and Exits[12] Analysis

Visible Minorities (Racialized) representation rate of total employee new hires, total employee promotions and total employee exits.

	2019	2018
New Hires	11%	9%
Promotions	29%	10%
Exits	11%	12%

For further details about hire, promotion and termination data for designated group members, see Appendices E, F, G.

2.6 Persons with Disabilities

Based on Figure 1, as of December 31, 2019, 4.0% of the employee base identified themselves as Persons with Disabilities. This compares to an external availability figure of 8.9%.

Internal representation of Persons with Disabilities for the academic group is 4.3% versus an external availability of 8.9%. The non-academic group has an internal representation of 3.8% versus an external availability of 9.0%. The external availability figures originate from the 2016 external availability data provided by Statistics Canada.

Based on Figures 11a), 11b) and 11c) that follow, on a University-wide level, Persons with Disabilities are highly represented in the following occupational groups, Supervisor Crafts and Trades (Figure 11b) and Other Manual Workers (Figure 11c). There is significant underrepresentation of Persons with Disabilities in the Senior Managers, Supervisors, Professionals, Semi-Professionals and Technicians, Intermediate Sales and Service Personnel, and Other Sales and Service Personnel EEOGs.

When the academic and non-academic groups are split apart (see Appendix D), the non-academic group has significant underrepresentation in the Managers, Supervisors, Professionals, Semi-Professionals and Technicians, Intermediate Sales and Service Personnel and Other Sales and Service Personnel EEOG. The academic group has significant underrepresentation in the Professionals EEOG (see Appendix D for the full list of Significant Gaps).

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[11] Promotions include employees who have permanently moved from one position to another position that: a) have a higher salary range than the salary range of the position previously held by the employee, and/or b) rank higher in the organizational hierarchy.

[12] Exits include any separation of employment from York University, including voluntary and involuntary separations (e.g. end of contract, retirement).

Figure11a): York University: Representation of Persons with Disabilities by EEOG on December 31, 2019
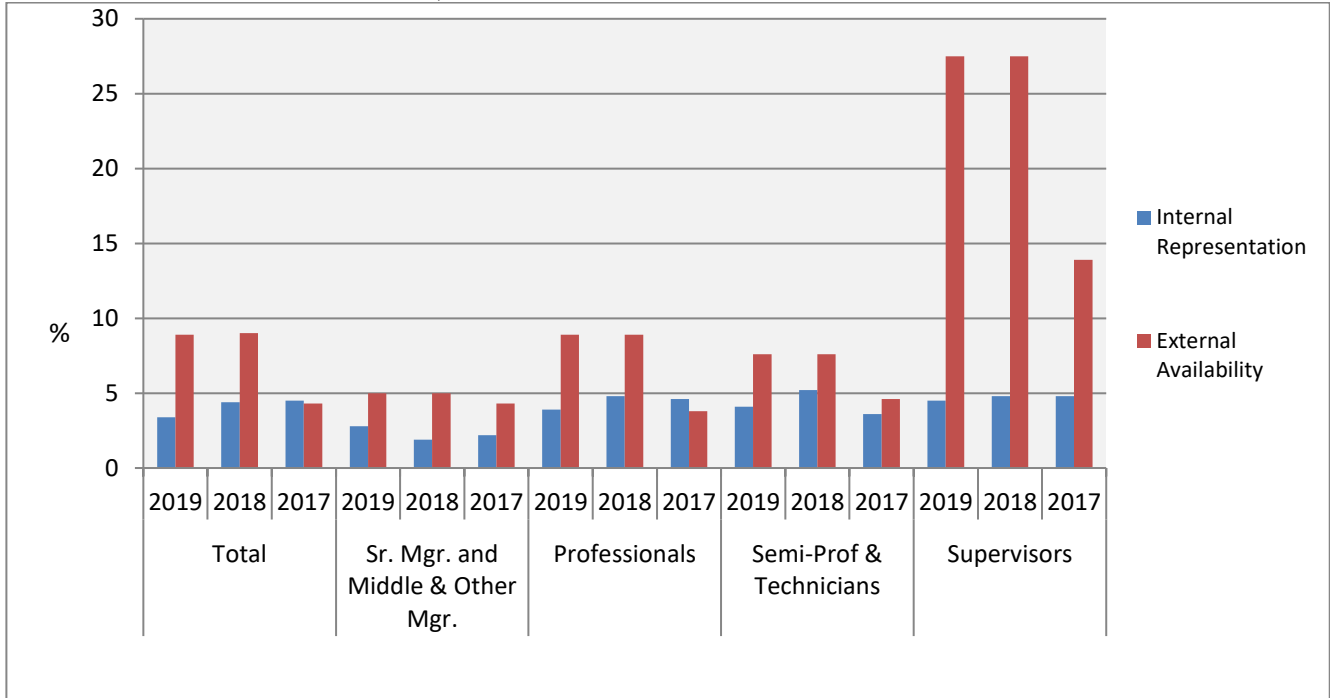
Figure 11b): York University: Representation of Persons with Disabilities by EEOG on December 31, 2019 continued
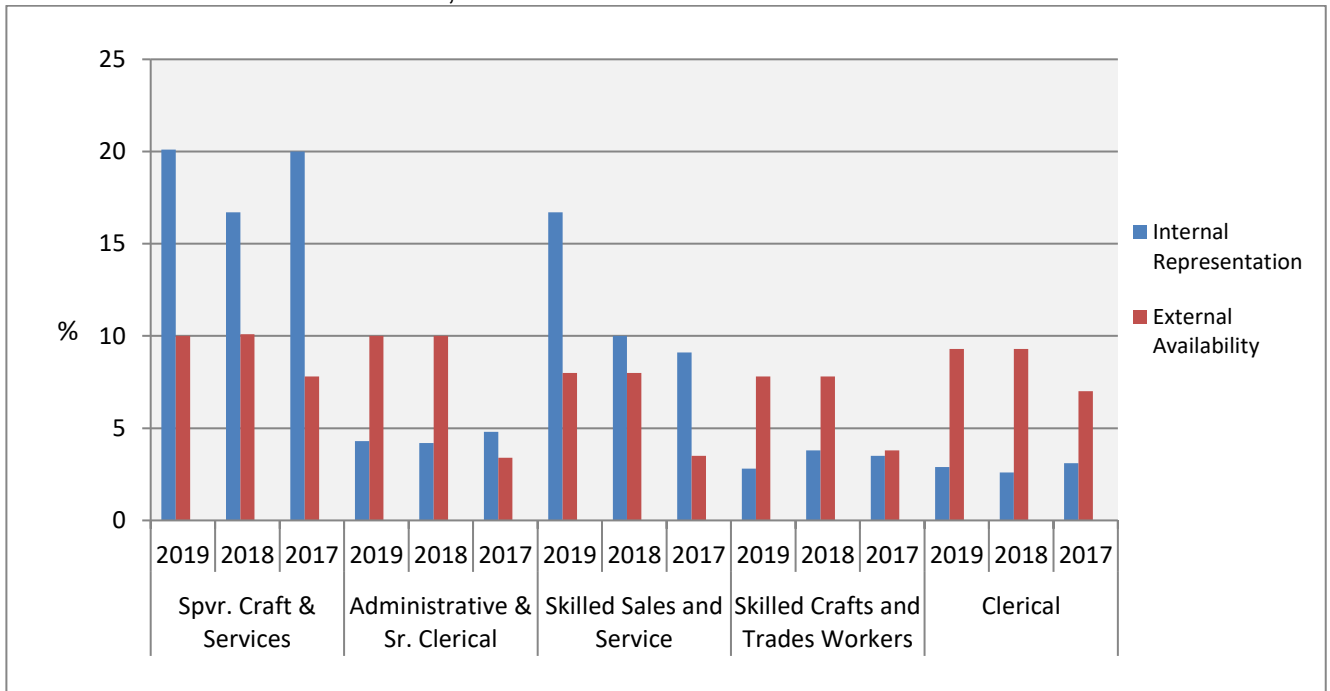
Figure 11c): York University: Representation of Persons with Disabilities by EEOG
on December 31, 2019 continued

2.6.1 Division and Faculty Representation of Persons with Disabilities

Figure 12) below shows the representation of Persons with Disabilities on December 31, 2019 for the six Divisions within the University (Vice President Division, Equity, People & Culture was created in 2019). The figures include all academic and non-academic employee groups who work within the division, excluding casual staff. Internal representation for Persons with Disabilities does not exceed the external availability in each division.

Figure 12): York University: Representation of Persons with Disabilities by Division
on December 31, 2019
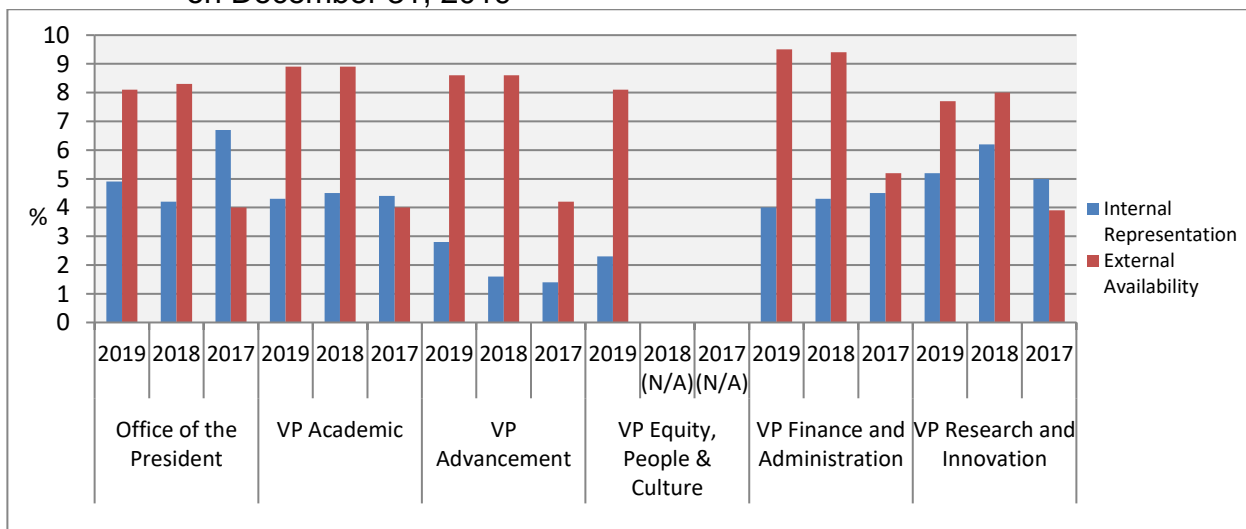
Representation for Persons with Disabilities for each of the eleven Faculties and the libraries has been provided in Figure 13a) and 13 b) below. The figures include all employees supporting the business of that Faculty, excluding casual staff. Internal representation for Persons with Disabilities does not exceed the external availability in each Faculty.
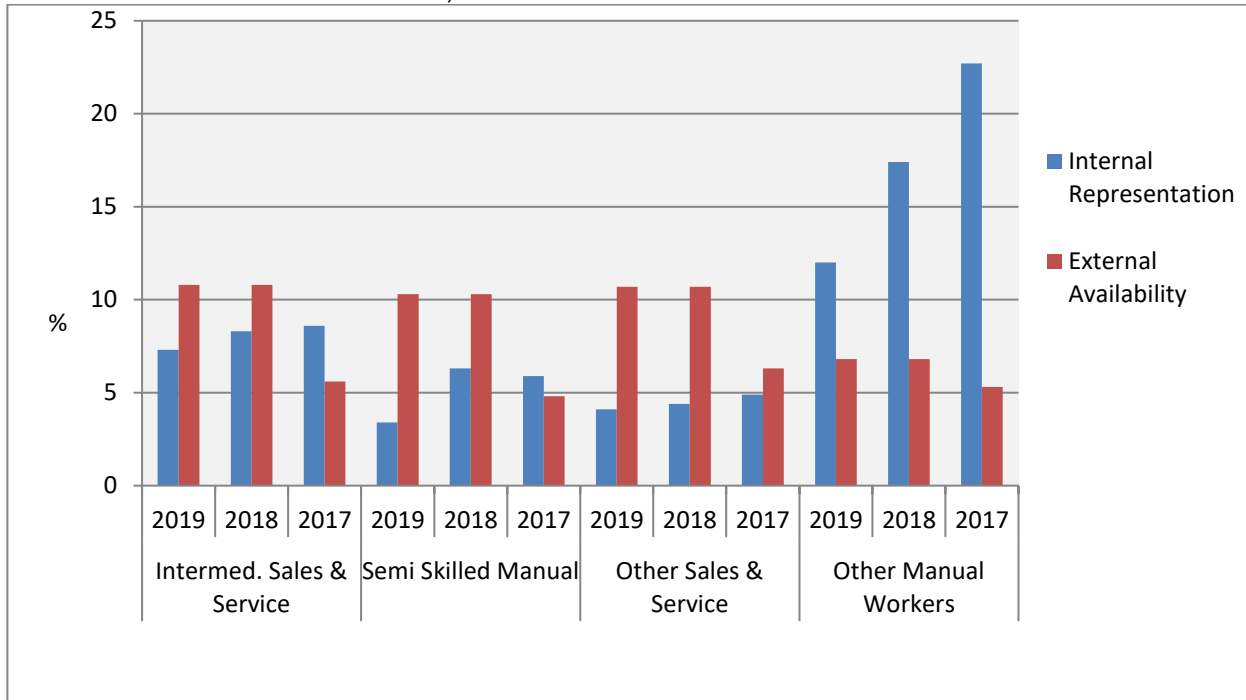
Figure 13a): York University: Representation of Persons with Disabilities by Faculty on December 31, 2019
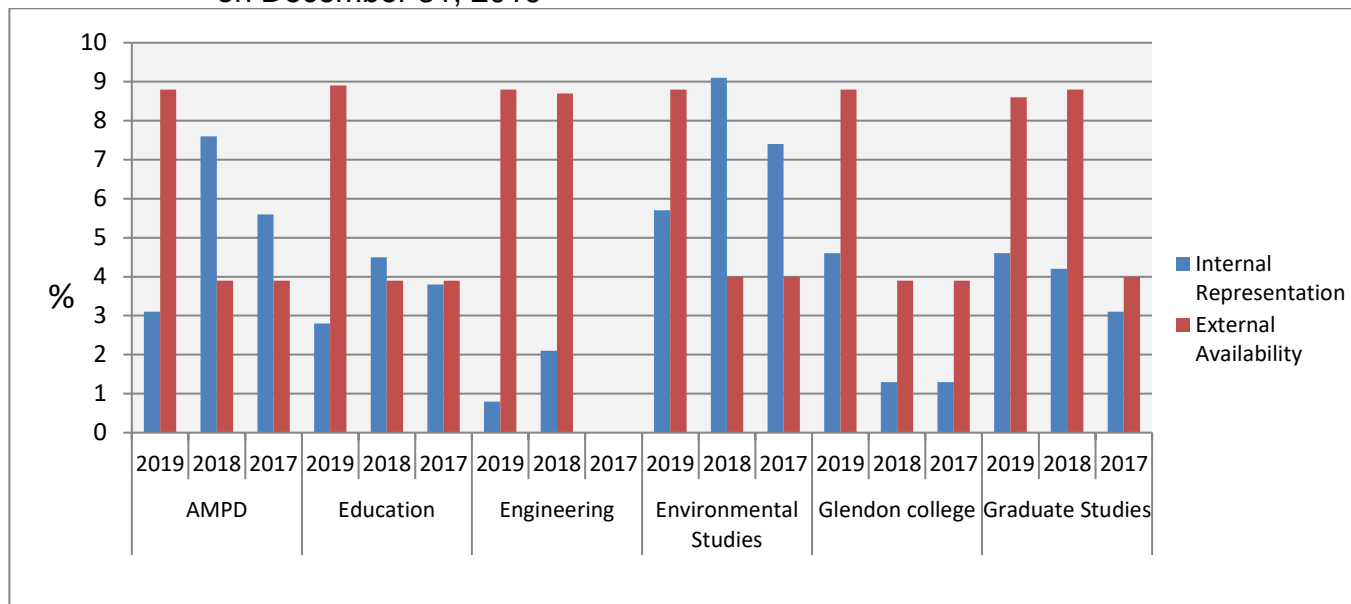
Figure 13b): York University: Representation of Persons with Disabilities by Faculty on December 31, 2019 continued
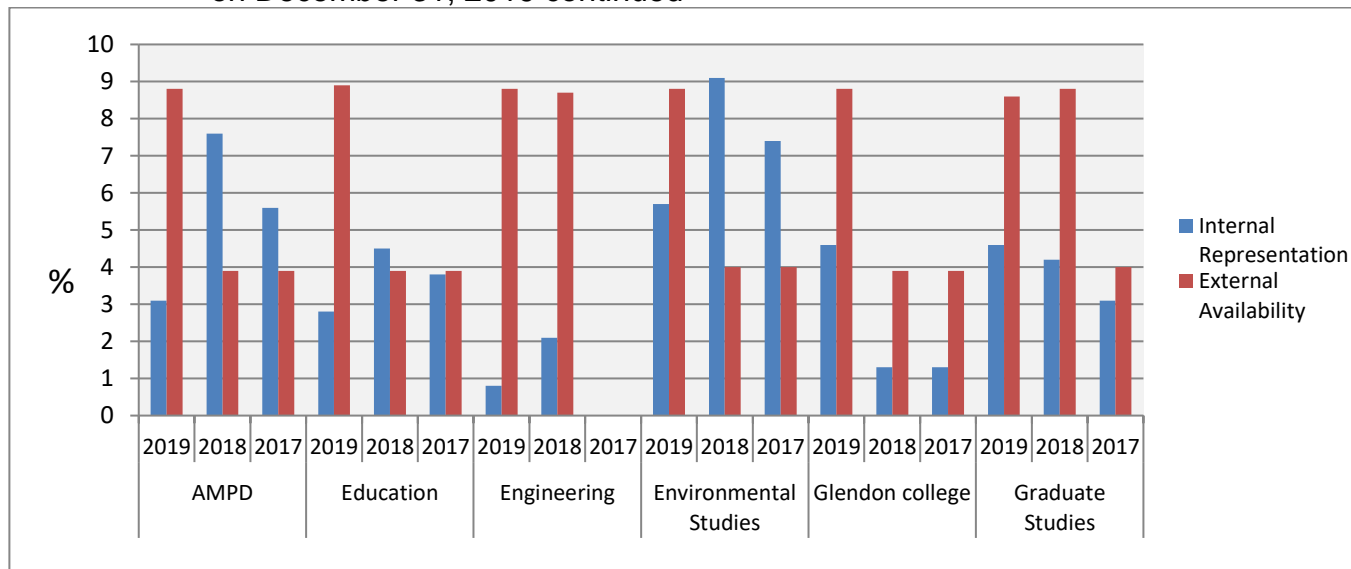
2.6.2 Hires, Promotions[13] and Exits[14] Analysis

Persons with Disabilities representation rate of total employee new hires, total employee promotions and total employee exits.

	2019	2018
New Hires	2%	2%
Promotions	5%	14%
Exits	5%	2%

For further details about hire, promotion and termination data for designated group members, see Appendices E, F, G.

2.7 LGBTQ2+

LGBTQ2+ is an acronym for persons who identify, for example as, lesbian, gay, bisexual, transgender, two-spirited, genderqueer, questioning, or who otherwise express gender or sexual diversity. Based on Figure 1, 2.8% of employees self-identified as LGBTQ2+. The internal representation of LGBTQ2+ for the academic group was 5.0%. Within the non-academic group, the internal representation of LGBTQ2+ was 1.3%. External availability figures from Statistics Canada are not available at this time for the LGBTQ2+ community..

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[13] Promotions include employees who have permanently moved from one position to another position that: a) have a higher salary range than the salary range of the position previously held by the employee, and/or b) rank higher in the organizational hierarchy.
[14] Exits include any separation of employment from York University, including voluntary and involuntary separations (e.g. end of contract, retirement).

3.0 Summary

At York we boast a culture of respect, equity, diversity and inclusivity, where we value each others' differences and exercise our strengths. Demonstrated by the many achievements noted in the section 2019 Key Achievements and in the section New Initiatives for 2020 – 2021. York continues to be committed to equity, diversity and inclusion.

The detailed analysis found in Section 2.0 Employment Equity Figures of this report gives us information on where to focus our efforts to increase the representation rates of certain groups, in particular, Aboriginal (Indigenous) Persons, Visible Minorities (Racialized) groups and Persons with Disabilities where the overall representation rates fall below the external availability data provided by Statistics Canada (Figure 1). The overall representation rates for women continue to exceed the external availability data.

With the creation of the new VP Division, Equity, People & Culture, we look forward to the work ahead and continue to strive towards inclusion.

Contact Information:

Sheila Cote-Meek
Vice President, Equity, People & Culture
VP Division, Equity, People & Culture
vpepc@yorku.ca
416-736-2100 ext. 88755

Annette Boodram
Equity, Diversity & Inclusion Officer
VP Division, Equity, People & Culture
boodram@yorku.ca
416-736-2100 ext. 22771

For previous Employment Equity Statistical Reports:
2018 Annual Statistical Employment Equity Report

For Additional Readings:

York's policies and guidelines:
- Accessibility for Persons with Disabilities, Statement of Commitment
- Accessibility for Persons with Disabilities, Customer Service Guideline
- Accommodation in Employment for Persons with Disabilities
- Employment Equity
- Gender-Free Language Policy
- Affirmative Action Plan for Non-Academic Hiring to Achieve Employment Equity
- Hate Propaganda Guidelines
- Physical Accessibility of University Facilities
- Racism (Policy and Procedures)
- Workplace Harassment Prevention Policy
- Workplace Violence Prevention

Glossary of Terms

Academic/Faculty:
This group includes full time and contract employees in the YUFA, OHFA, CUPE 3903 and OPSEU 578 bargaining units.

Employment Equity Occupational Group (EEOG or "occupational group"):
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. For example, the broad grouping 'Professionals' includes occupations such as lawyers, doctors, professors, teaching assistants, etc. Each of these occupations has their own specific NOC code (see Appendix B for examples of jobs at York by EEOG).

External Availability:
External availability figures are provided by Statistics Canada and are used to compare the per cent of employees internally by a specific designated group and occupation versus the per cent of designated group members who are externally available to perform that job. The external availability figure also takes into account the geographic area from which you would typically recruit for employees. For instance, professors are recruited typically at a national level, plumbers at a provincial level and clerical positions at a local level. External availability is derived from Statistics Canada. Specifically, external availability for Persons with Disabilities is derived from the PALS (Participation and Limitation Survey) survey which is only included in the census once every ten years.

Federal Contractors Program ("FCP"):
This is a federal program which mirrors the Employment Equity Act. The goal of the FCP is to achieve workplace equity for designated groups who have historically experienced systemic discrimination in the workplace. Provincially regulated employers who are in receipt of a goods or services contract from the federal government of Canada of over $1 million and have 100 or more permanent full-time and permanent part-time employees are required to comply with the program.

Gap:
Difference between internal representation and external availability. A gap can be expressed as a number or a per cent. A negative gap (e.g. -5) indicates that there is underrepresentation in a group by 5 people. York focuses on closing gaps that are significant. A gap is considered significant if the number gap is -3 or greater and the representation is 80%, or less, or if the gap is -3 for a group in several EEOG's and/or for all designated groups in one EEOG.

Internal Representation:
The figures for internal representation are compiled from employees' responses to an Employment Equity Self-Identification Survey.

LGBTQ2+:
An acronym for persons who identify, for example as, lesbian, gay, bisexual, transgender, two-spirited, genderqueer, questioning, or who otherwise express gender or sexual diversity.

NOC:

The National Occupational Classification (NOC) is a system of coding occupations within Canada. The coding structure is provided by HRSDC. NOC codes are rolled into 14 larger groupings called Employment Equity Occupational Groups (EEOG). More information about this standardized coding system can be found at here.

Non-academic:

This group includes all non-academic York employees who perform a wide of functions including managerial, professional, administrative, technical, clerical, services, trades, plant work/support, etc.

Staff:

Another term for non-academic employees. Staff may or may not be unionized.

APPENDIX A –

A brief description of Employment Equity at York University

York's employment equity framework spans 7 key areas: Communication, Workforce Information Collection, Workforce Analysis, Employment Systems Review, Identification and Removal of Barriers, Implementation, and Monitoring.

Communication

Communication Strategy to prospective and current employees that provides information about Employment Equity program at York University; to increase the awareness of employment equity and the Federal Contractors program throughout the University; to engage in a meaningful discussion about how to remove employment barriers for designated groups that are underrepresented at York.

Workforce Information Collection

Collect information about workforce to determine level of representation of designated groups. The four designated groups are: Women, Aboriginal (Indigenous), Persons with Disabilities and Visible Minorities (Racialized).

Workforce Analysis

Understanding the current composition of the designated groups at York allows the University to focus its employment equity initiatives towards designated groups with significant underrepresentation, with the aim of removing employment barriers that may be preventing them from entering an occupational group.

Employment Systems Review

Review of University policies and practices for potential employment barriers to the four designated groups under the Employment Equity Act and the LGBTQ2+ community.

Identification and Removal of Barriers

To remove barriers that have a negative impact on designated group members.

Implementation

Implement changes to reduce barriers that have been identified.

Monitoring

Establishment of mechanisms to monitor the effectiveness of the University's employment equity program.

APPENDIX B – Employment Equity Occupational Group ("EEOG") **Definitions**

1. Senior Managers
Senior Managers are employees who hold the most senior positions in the organization. They are responsible for the organization's policies and strategic planning, and for directing and controlling the functions of the organization.

Examples: President; Vice-President; Assistant Vice President; Executive Director

2. Middle and Other Managers
Middle and Other Managers receive instructions from senior managers and administer the organization's policies and operations through subordinate managers or employees.

Examples: Director, Talent Acquisition & Development; Dean, Faculty of Liberal Arts & Professional Studies; University Librarian

3. Professionals
Professionals usually need either a university degree or prolonged formal training, and sometimes must be members of a professional organization.

Examples: Diversity & Inclusion Consultant; Information Specialist; New Student Advisor

4. Semi-Professionals and Technicians
Workers in these occupations must 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.

Examples: Engineering Technician; Lab Technologist

5. Supervisors
Non-management first-line coordinators of white-collar (administrative, clerical, sales, and service) workers. Supervisors may also perform the duties of the employees under their supervision.

Examples: Supervisor, Document Processing; Control Room Supervisor; Security Supervisor

6. Supervisors: Crafts and Trades
Non-management first-line coordinators of workers in manufacturing, processing, trades, and primary industry occupations. They coordinate the workflow of skilled crafts and trades workers, semi-skilled manual workers, and/or other manual workers. Supervisors may perform the duties of the employees under their supervision.

Examples: Loading Dock Supervisor; Production Supervisor;

7. 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.

Examples: Customer Service Representative; Administrative Coordinator; Project Coordinator

8. 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 has received an extensive period of training involving some post-secondary education, part or all an apprenticeship, or the equivalent on-the-job training and work experience.

Examples: Textbook Buyer; Buyer

9. 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 journeywomen who have received an extensive period of training.

Examples: Plumber; Plasterer; Carpenter

10. Clerical Personnel

Workers performing clerical work, other than senior clerical work.

Examples: Faculty Assistant; Parking Office Clerk; Transcript Assistant

11. 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 Service Personnel.

Examples: Sales Associate; Bookstore Assistant; Fire Prevention Inspector

12. 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.

Examples: Operator (Machine and Equipment); Bus Driver

13. Other Sales and Service Personnel

Workers in sales and service jobs that generally require only a few days or no on-the-job training. The duties are elementary and require little or no independent judgment.
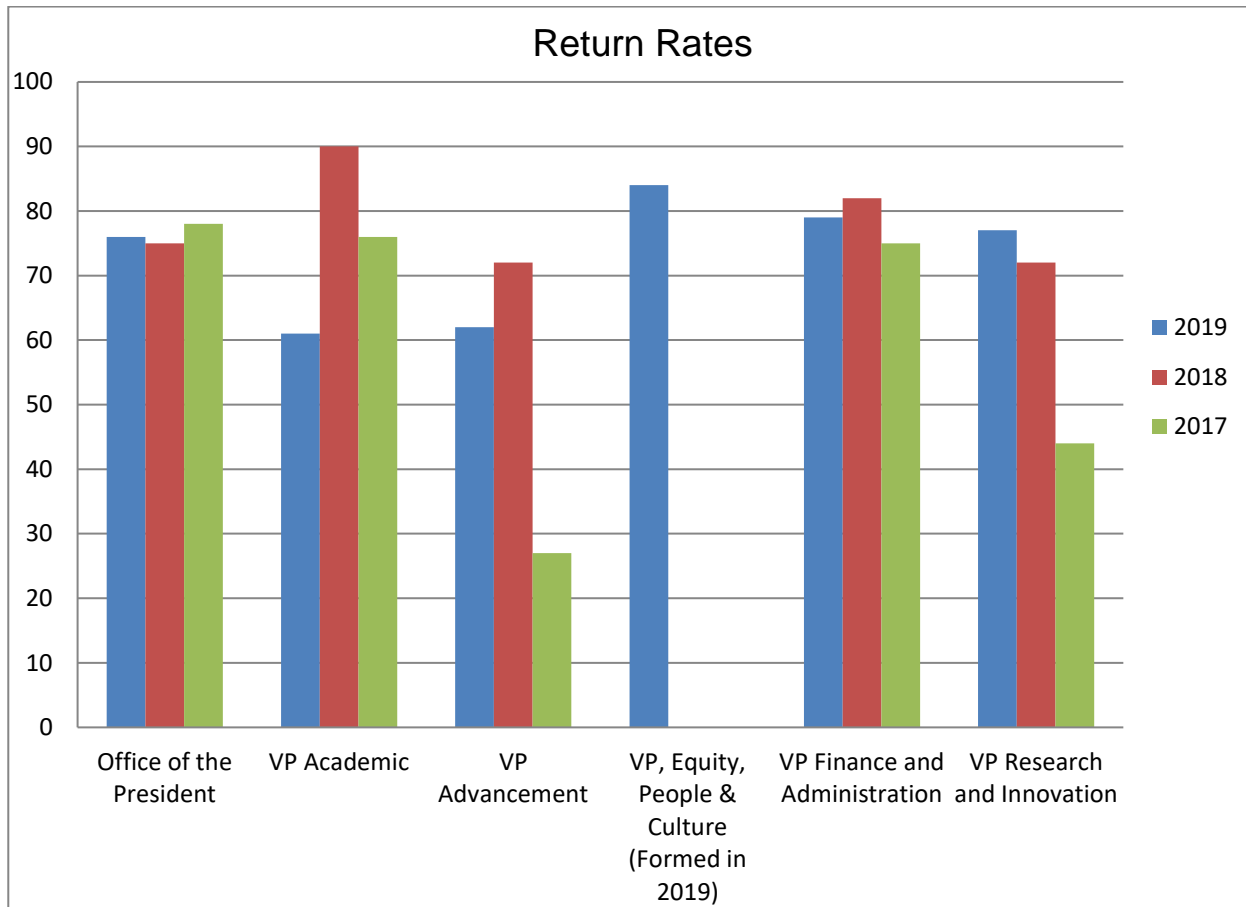
Examples: Housekeeping Attendant; Custodian; Cashier

14. 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 judgment.

Examples: Groundskeeper, Ground Maintenance Person

APPENDIX C – Employment Equity Survey Return Rate, by Division[15]

Return Rates

Legend:
- 2019 (blue)
- 2018 (red)
- 2017 (green)

Division	2019	2018	2017
Office of the President	76	75	78
VP Academic	61	90	76
VP Advancement	62	72	27
VP, Equity, People & Culture (Formed in 2019)	84		
VP Finance and Administration	79	82	75
VP Research and Innovation	77	72	44

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[15] Total number of completed surveys by divisional head count based on the 2019 organizational structure. CUPE 3903 Units and CUPE Exempt results are included. VP Academic return rates decreased in comparison to the 2018 annual statistical report with the addition of CUPE 3903 Units. Further steps will be taken to increase return rates for VP Advancement.

APPENDIX D – Significant Gaps

The concept and calculations related to significant gaps will be described, followed by a chart on the following pages which outlined the significant gaps at York University.

If a gap is "significant", then an employment systems review must be undertaken to understand what employment barriers may be present to cause the underrepresentation. A significant gap is determined by utilizing the three-filter test[16]:

To determine if a gap in representation is significant apply filters 1 and 2 (in combination), and filter 3. Gaps that are identified as significant will become the focus of the employment systems review.

First filter: If the number gap is -3 or greater (note that while the gap is referred to as -3 or greater, the actual numerical value is -3 or less, i.e., -3, -4, -5, etc.), then the gap may be significant; must be recorded; and the second filter must be applied.

Second filter: If the percentage representation is 80 percent or less, then the organization must investigate the underrepresentation further.

For example, if your organization has 7 accountants who are women, but the expected availability indicates that you should have 10, then your organization has only 70 percent of what is expected and a numerical gap of -3, and thus a significant gap exists.

Calculating the percentage representation:

$$\frac{\text{Internal representation}}{\text{external availability}} \times 100 = \text{percentage representation}$$
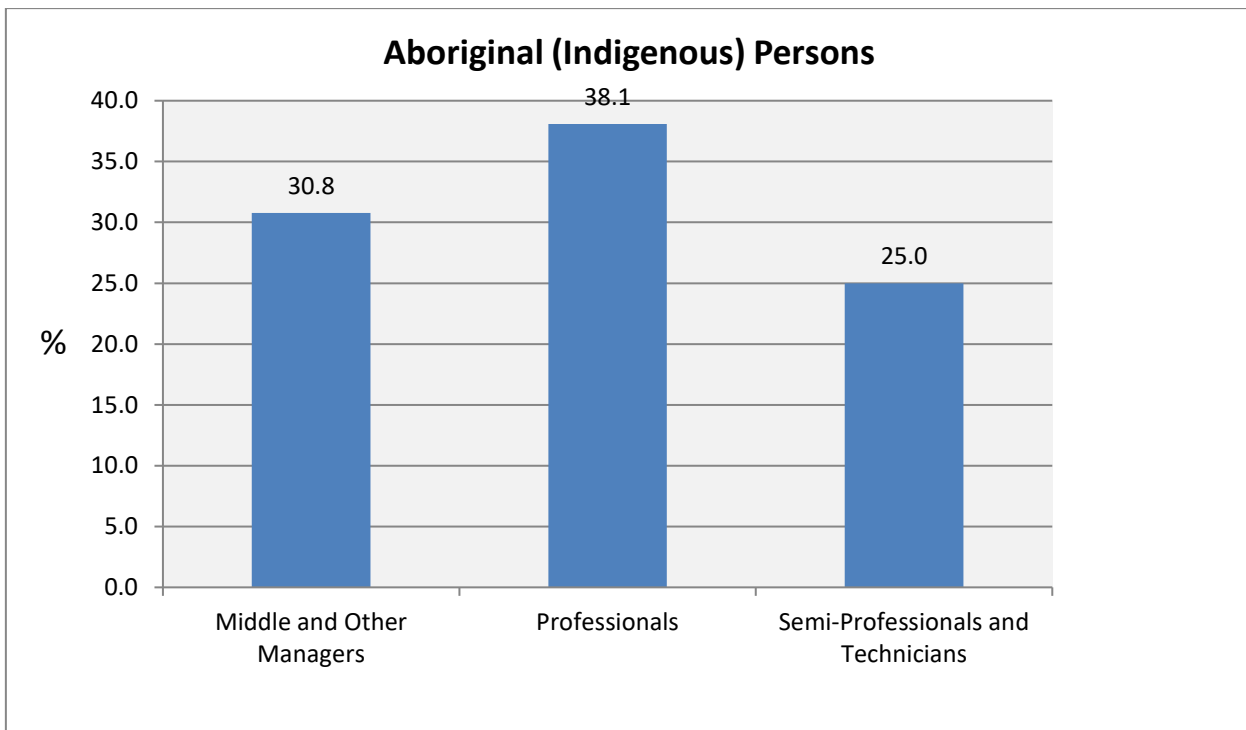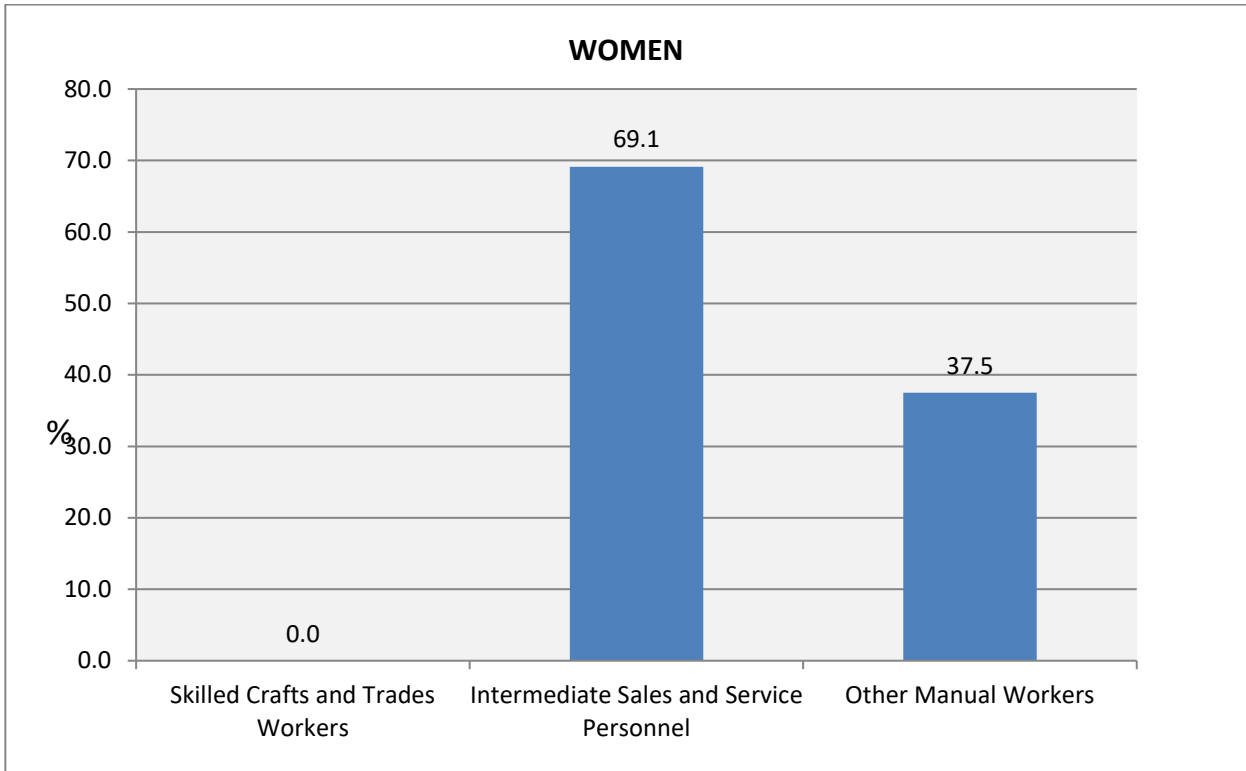
Third filter[17]: If there are gaps of -3 or less (note that while the gaps is referred to as -3 or less, the actual numerical **value** is -3 up to and including -1, i.e., -3, -2, -1) for a designated group in **several** EEOGs, and/or for all designated groups in one EEOG, then the gaps are considered significant and must be addressed in the employment systems review.

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[16] Three filter test
[17] 50% Rule for Women: This rule applies only to EEOG 07 Administrative and Senior Clerical Personnel and EEOG 10 Clerical Personnel. If there is a gap for women in an EEOG where women are represented at 50% or more, this gap is not to be considered significant. York is not required to conduct an Employment Systems Review or establish goals for recruitment in its employment equity plan for gaps in EEOGs where women are represented at 50% regardless of availability.

TOTAL UNIVERSITY

WOMEN

Bar chart titled "WOMEN" showing percentages by category:
- Skilled Crafts and Trades Workers: 0.0
- Intermediate Sales and Service Personnel: 69.1
- Other Manual Workers: 37.5

Y-axis labeled % from 0.0 to 80.0.

Aboriginal (Indigenous) Persons

Bar chart titled "Aboriginal (Indigenous) Persons" showing percentages by category:
- Middle and Other Managers: 30.8
- Professionals: 38.1
- Semi-Professionals and Technicians: 25.0

Y-axis labeled % from 0.0 to 40.0.

The above EEOGs reflect 80 percent or less representation. Per the federal contractors program protocol we will investigate the underrepresentation further.

Visible Minority Racialized Group

Category	%
Professionals	57.7
Supervisors	43.5
Administrative and Senior Clerical Personnel	80.4
Skilled Crafts and Trades Workers	58.3
Clerical	57.9

Visible Minority Racialized Group

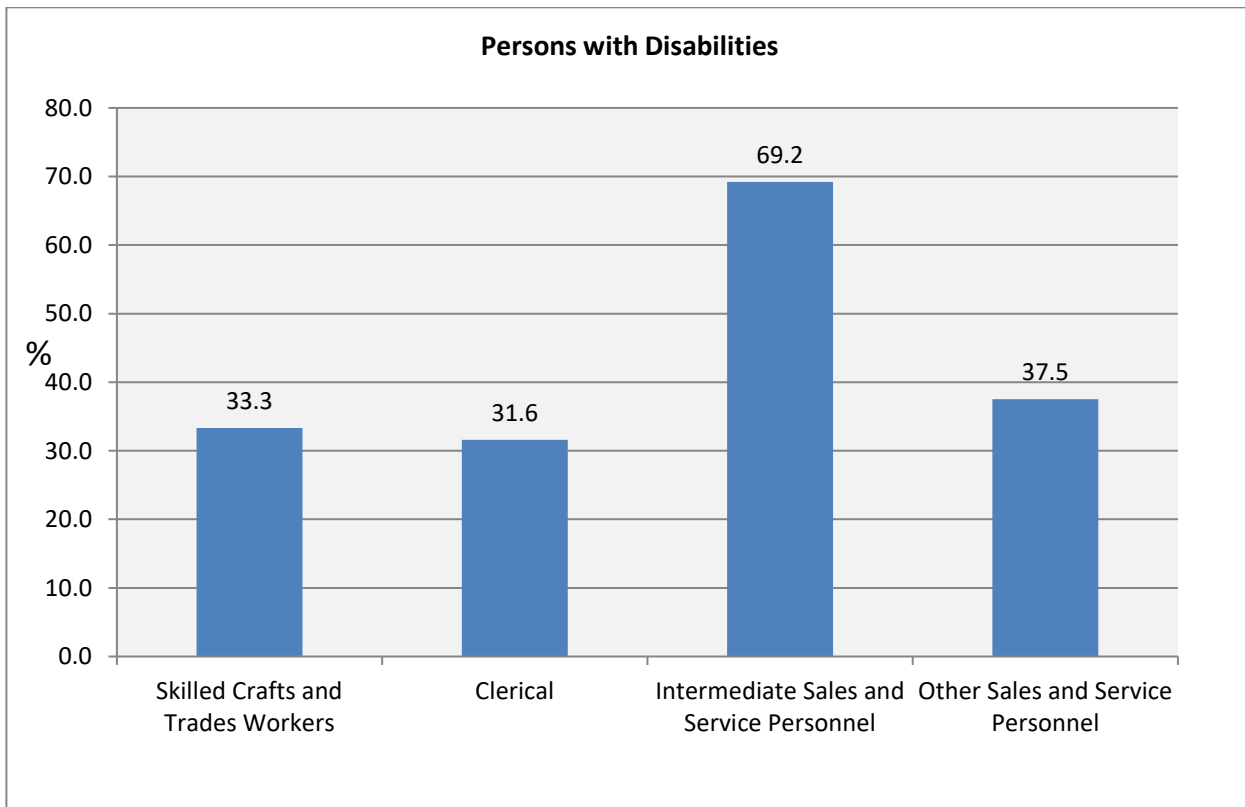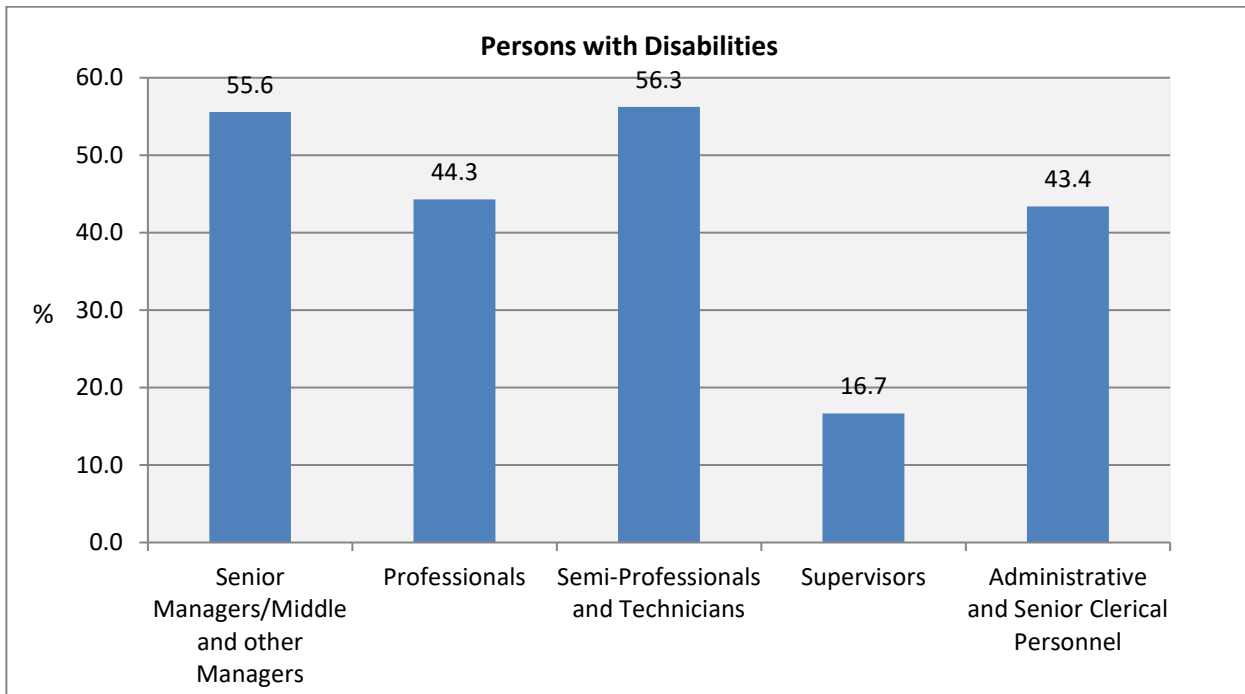| Category	%
Intermediate Sales and Service Personnel	48.5
Semi-Skilled Manual Workers	50.0
Other Sales and Service Personnel	71.9
Other Manual Workers	21.4

The above EEOGs reflect 80 percent or less representation. Per the federal contractors program protocol we will investigate the underrepresentation further.
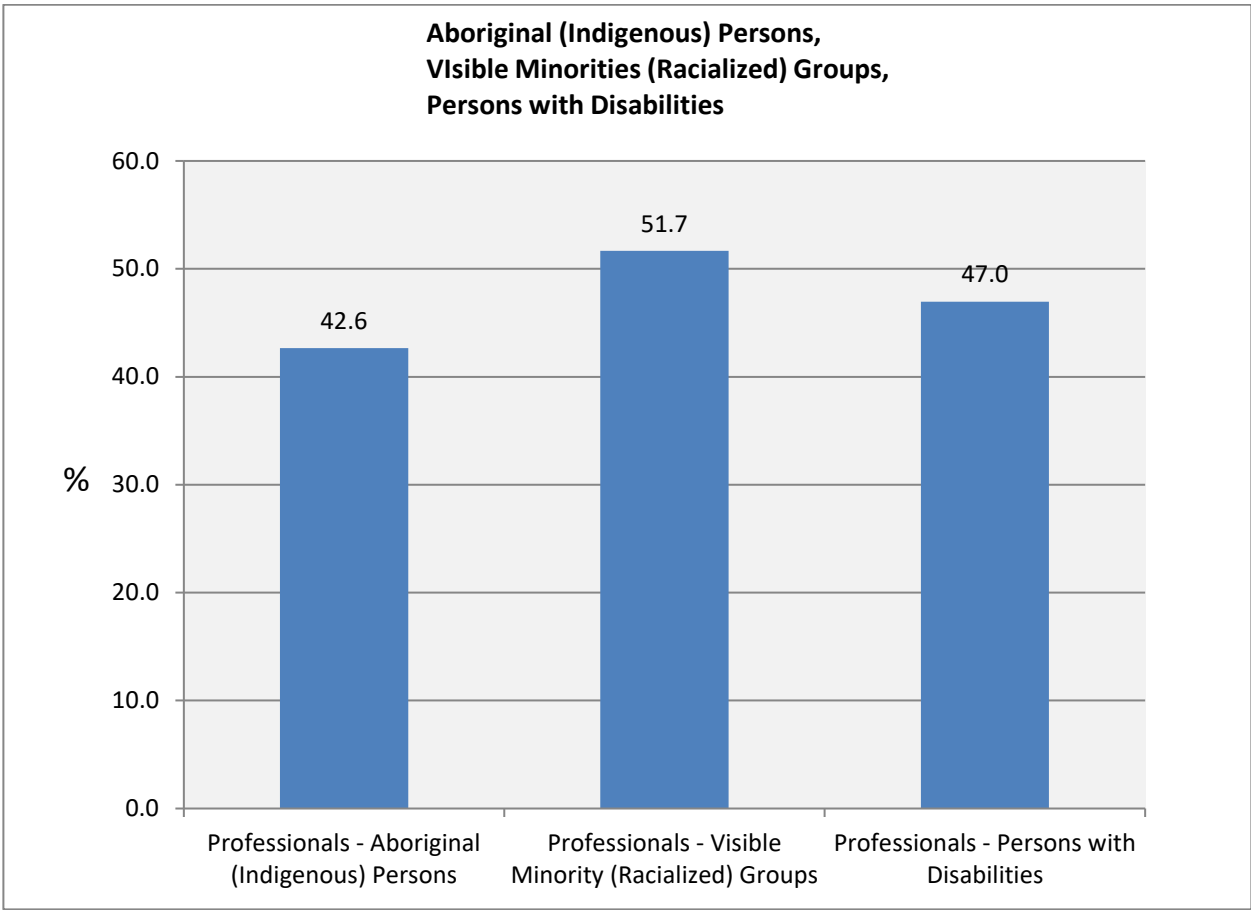
TOTAL UNIVERSITY

Persons with Disabilities

Category	%
Senior Managers/Middle and other Managers	55.6
Professionals	44.3
Semi-Professionals and Technicians	56.3
Supervisors	16.7
Administrative and Senior Clerical Personnel	43.4

Persons with Disabilities

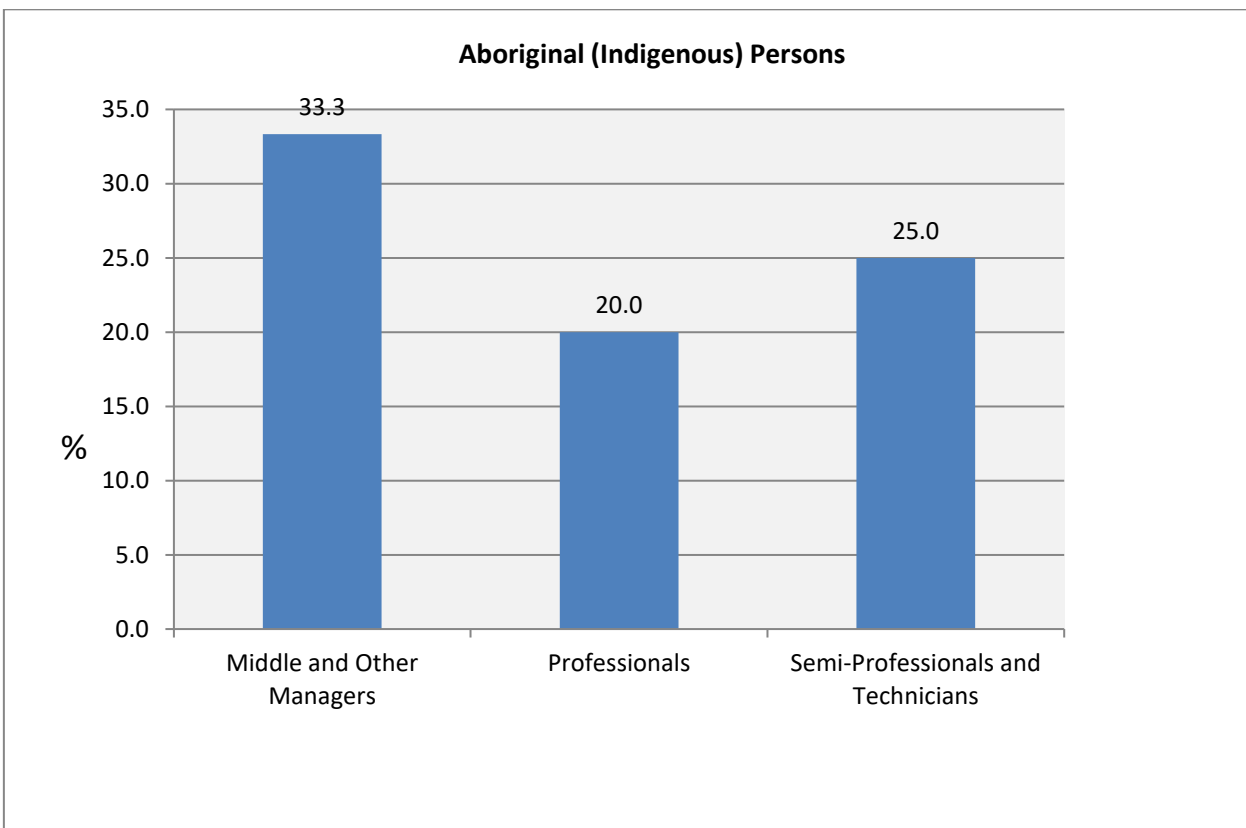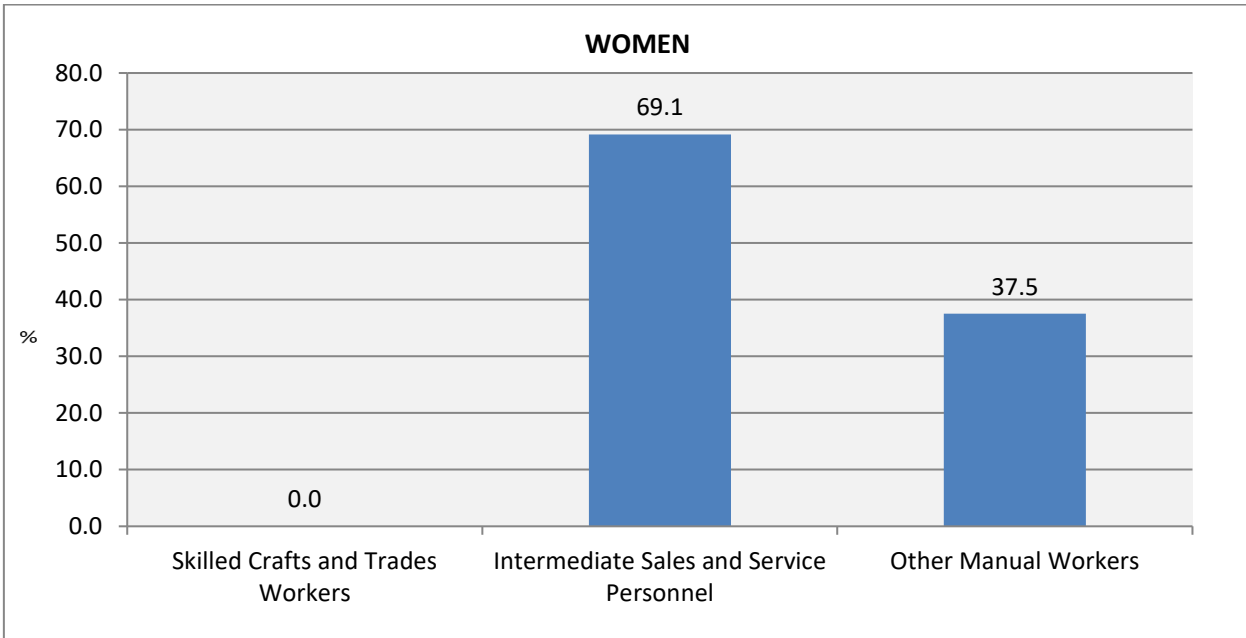| Category	%
Skilled Crafts and Trades Workers	33.3
Clerical	31.6
Intermediate Sales and Service Personnel	69.2
Other Sales and Service Personnel	37.5

The above EEOGs reflect 80 percent or less representation. Per the federal contractors program protocol we will investigate the underrepresentation further.

ACADEMIC

Aboriginal (Indigenous) Persons,
VIsible Minorities (Racialized) Groups,
Persons with Disabilities

The above EEOGs reflect 80 percent or less representation. Per the federal contractors program protocol we will investigate the underrepresentation further.

NON-ACADEMIC

WOMEN

Aboriginal (Indigenous) Persons

The above EEOGs reflect 80 percent or less representation. Per the federal contractors program protocol we will investigate the underrepresentation further.

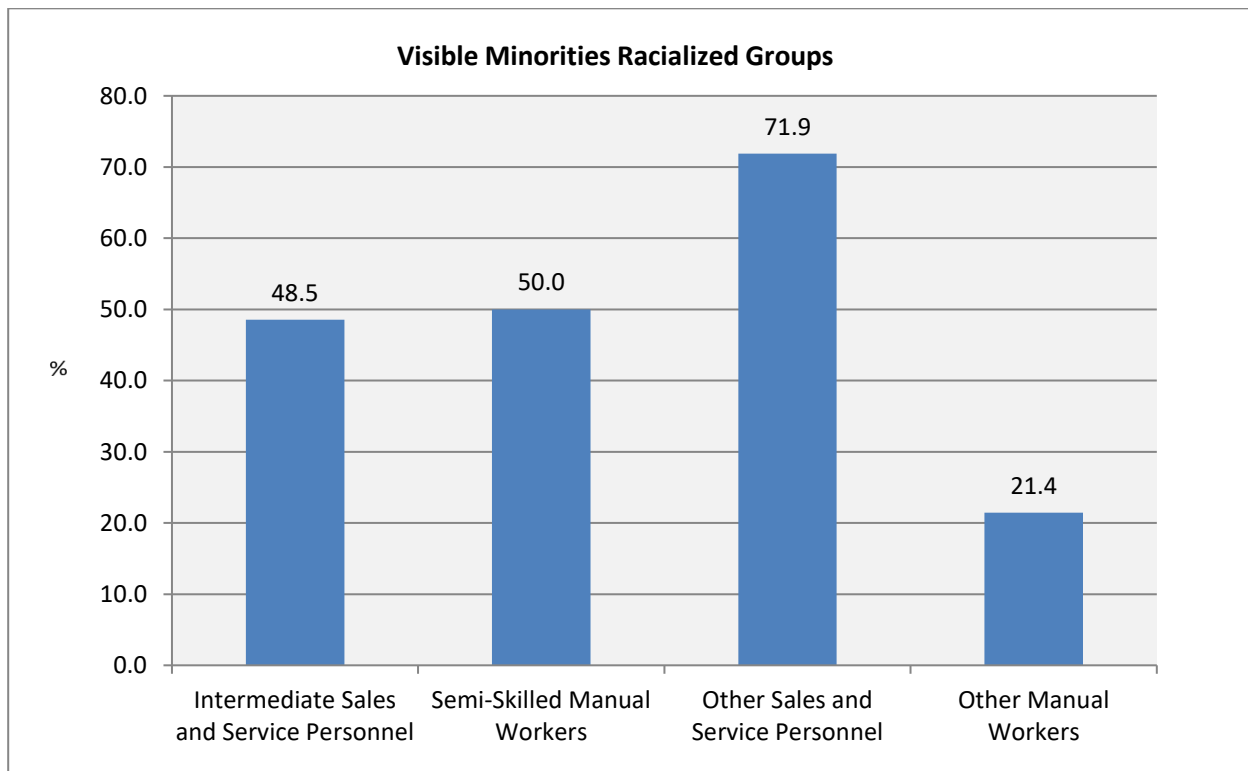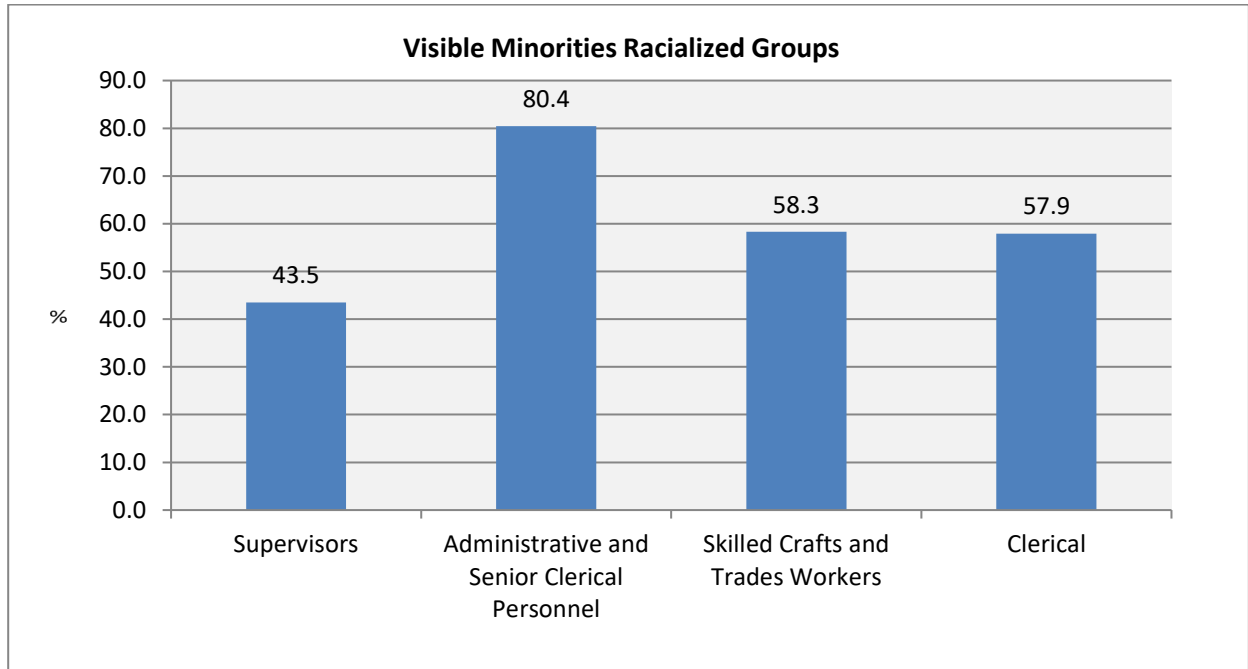**Visible Minorities Racialized Groups**

Category	%
Supervisors	43.5
Administrative and Senior Clerical Personnel	80.4
Skilled Crafts and Trades Workers	58.3
Clerical	57.9

Visible Minorities Racialized Groups

Category	%
Intermediate Sales and Service Personnel	48.5
Semi-Skilled Manual Workers	50.0
Other Sales and Service Personnel	71.9
Other Manual Workers	21.4

The above EEOGs reflect 80 percent or less representation. Per the federal contractors program protocol we will investigate the underrepresentation further.
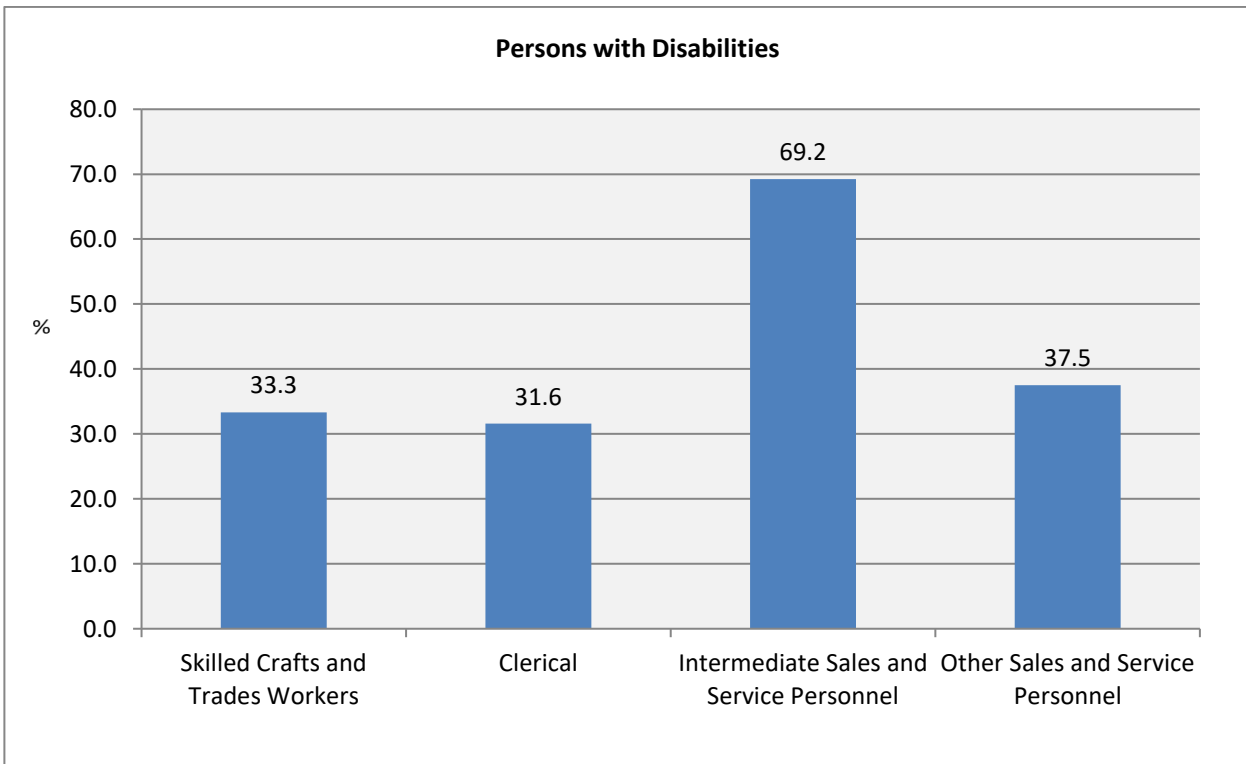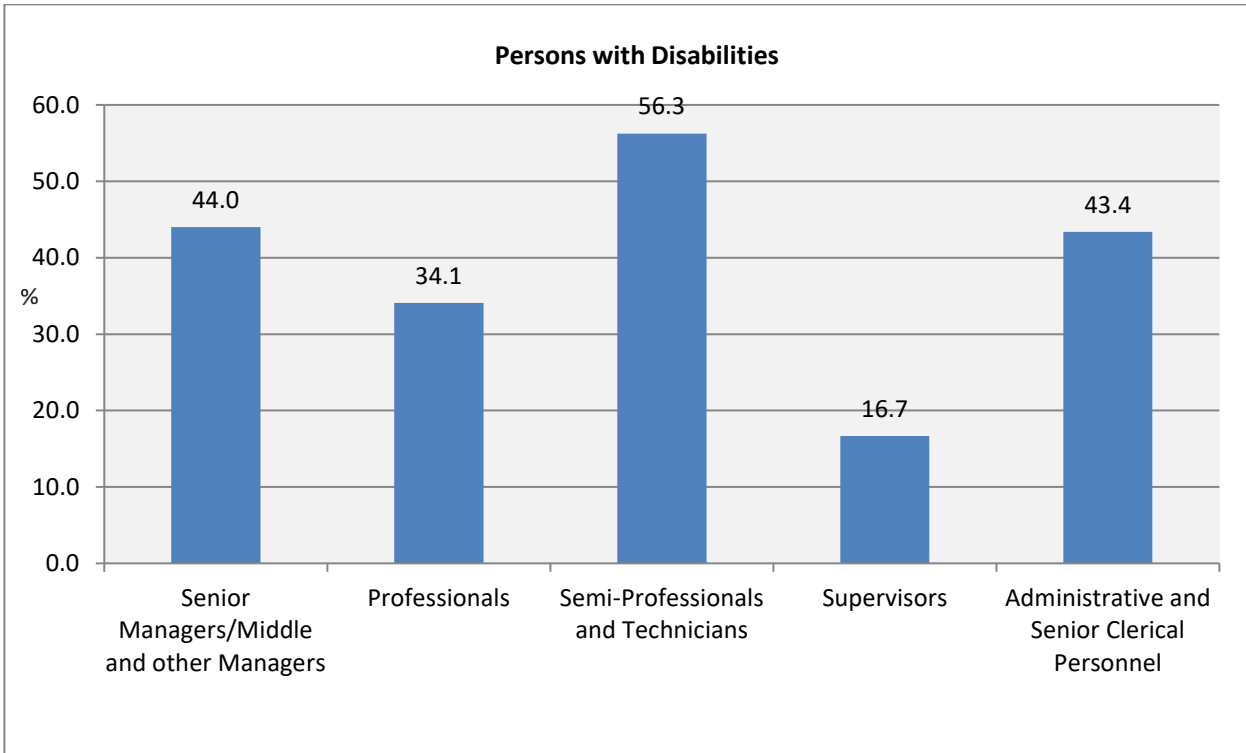
NON-ACADEMIC

Persons with Disabilities

Chart values by category:
- Senior Managers/Middle and other Managers: 44.0
- Professionals: 34.1
- Semi-Professionals and Technicians: 56.3
- Supervisors: 16.7
- Administrative and Senior Clerical Personnel: 43.4

Persons with Disabilities

Chart values by category:
- Skilled Crafts and Trades Workers: 33.3
- Clerical: 31.6
- Intermediate Sales and Service Personnel: 69.2
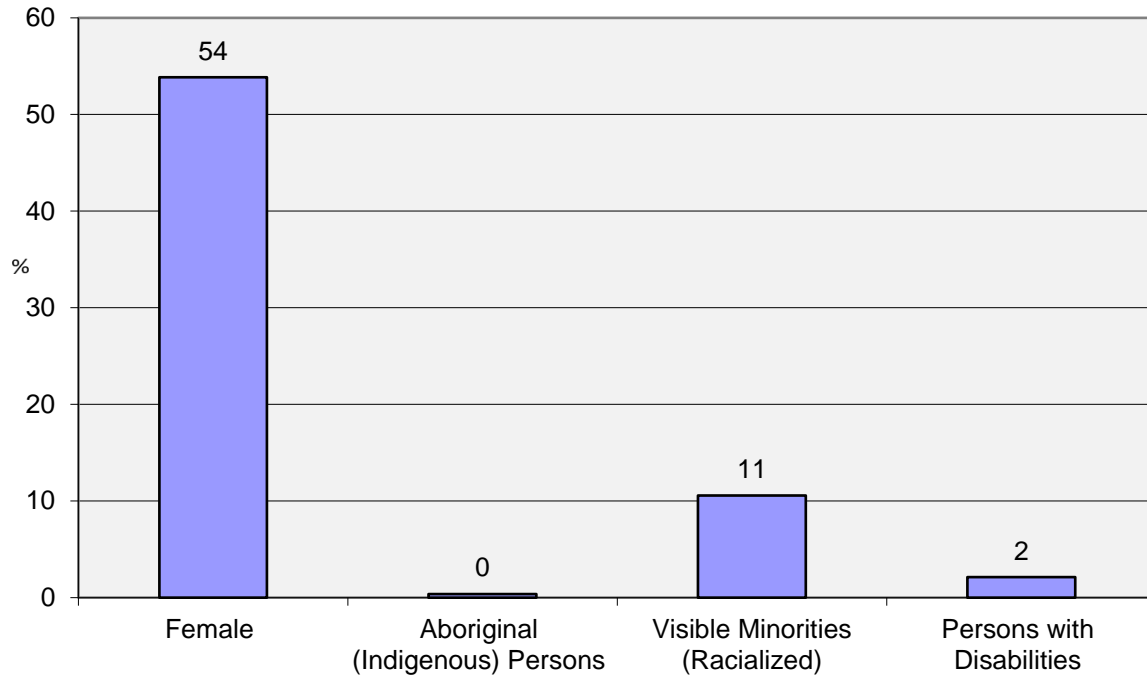- Other Sales and Service Personnel: 37.5

The above EEOGs reflect 80 percent or less representation. Per the federal contractors program protocol we will investigate the underrepresentation further.

2019 HIRES OF DESIGNATED GROUP MEMBERS,
AS A PROPORTION OF
TOTAL UNIVERSITY HIRES
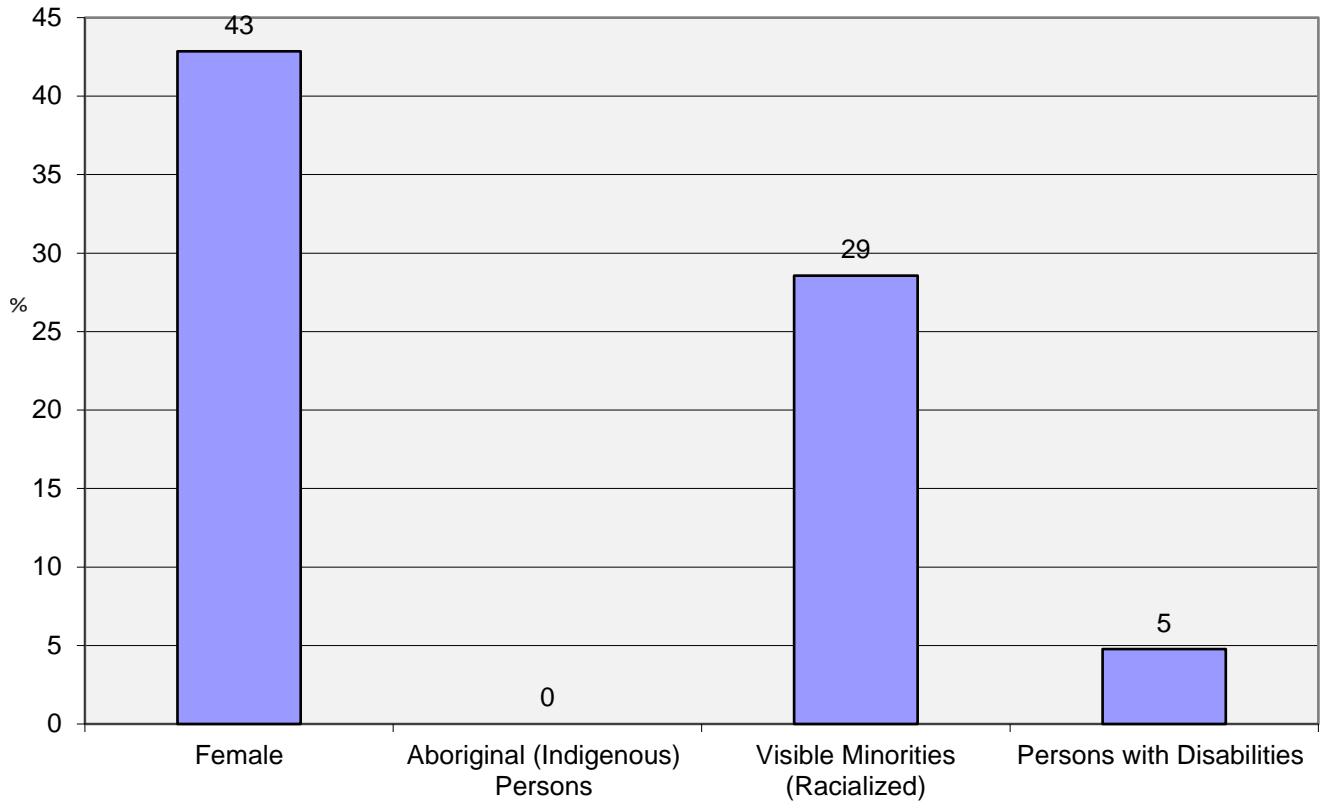**(Includes Fulltime, Part time and Temporary)**

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[18]Total Count = 5157
[19] A total of 19 Aboriginal (Indigenous) Persons were hired in 2019 out of 5157 employees (0.37%)

APPENDIX F – Promotions[20]

**2019 PROMOTIONS OF DESIGNATED GROUP MEMBERS,
AS A PROPORTION OF
TOTAL UNIVERSITY PROMOTIONS
(Includes Fulltime, Part TIme and Temporary)**

Category	%
Female	43
Aboriginal (Indigenous) Persons	0
Visible Minorities (Racialized)	29
Persons with Disabilities	5

[20] Total Count = 42

APPENDIX G – Exits

**2019 TERMINATIONS OF DESIGNATED GROUP MEMBERS,
AS A PROPORTION OF
TOTAL UNIVERSITY TERMINATIONS
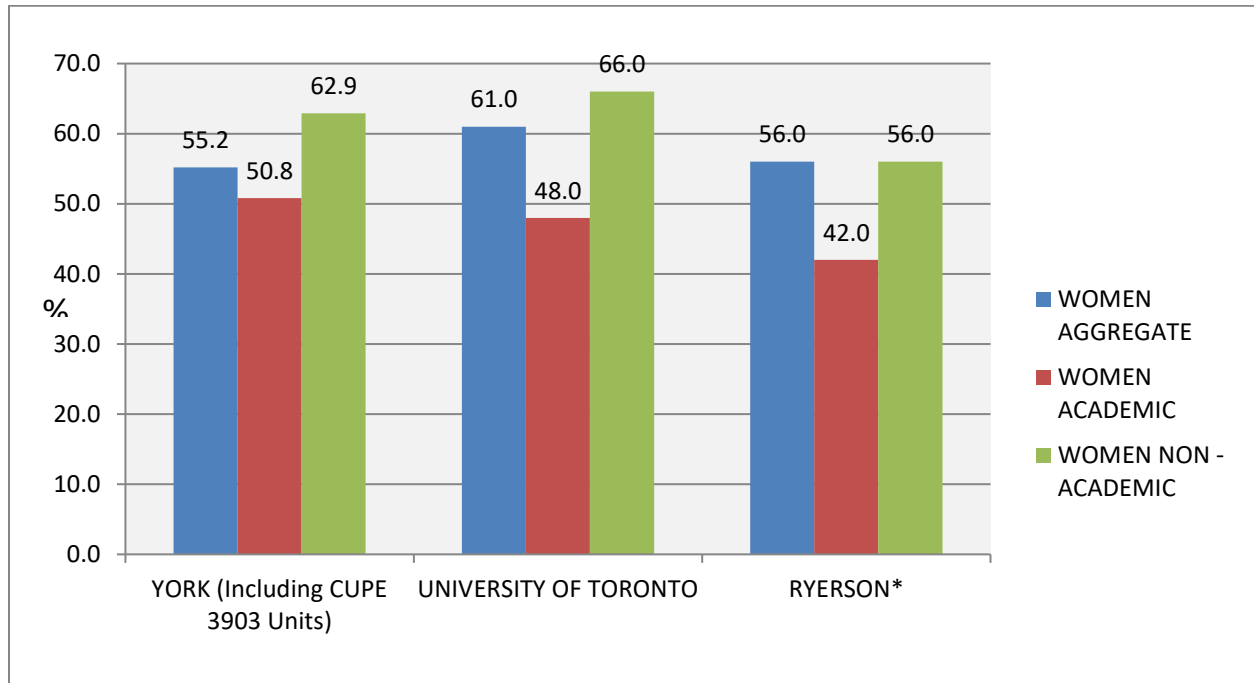(Includes Fulltime, Part time and Temporary)**

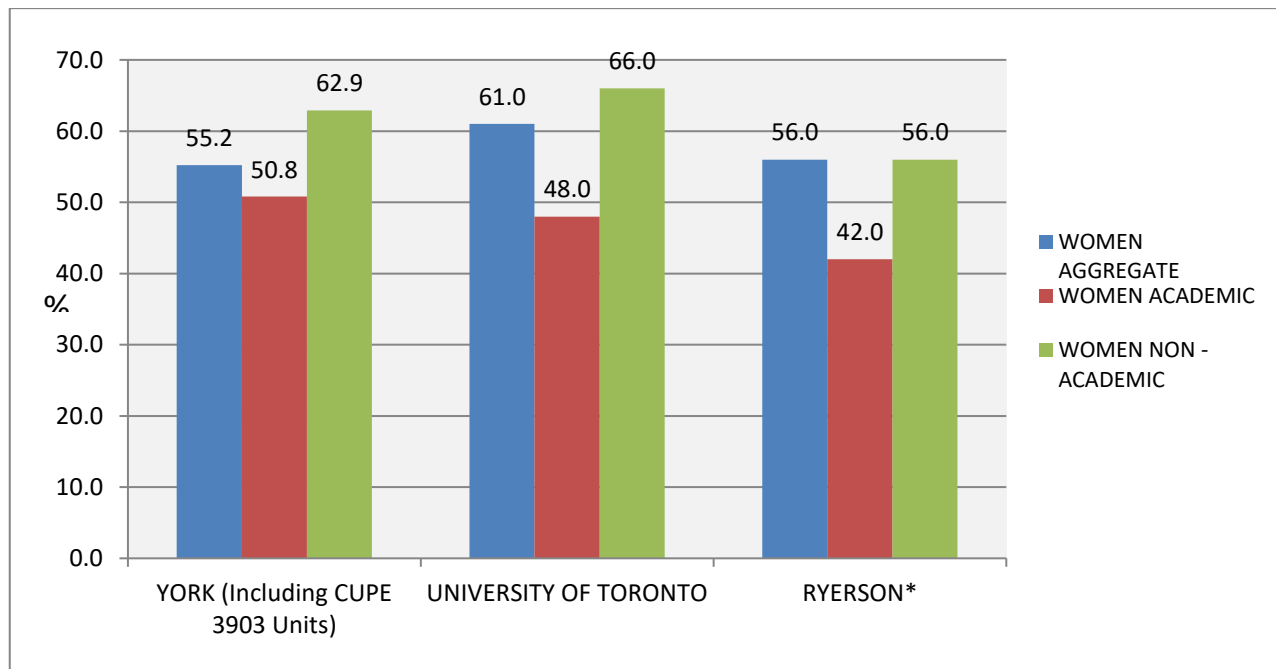|	Female	Aboriginal (Indigenous) Persons	Visible Minorities (Racialized)	Persons with Disabilities
%	54	0	11	2
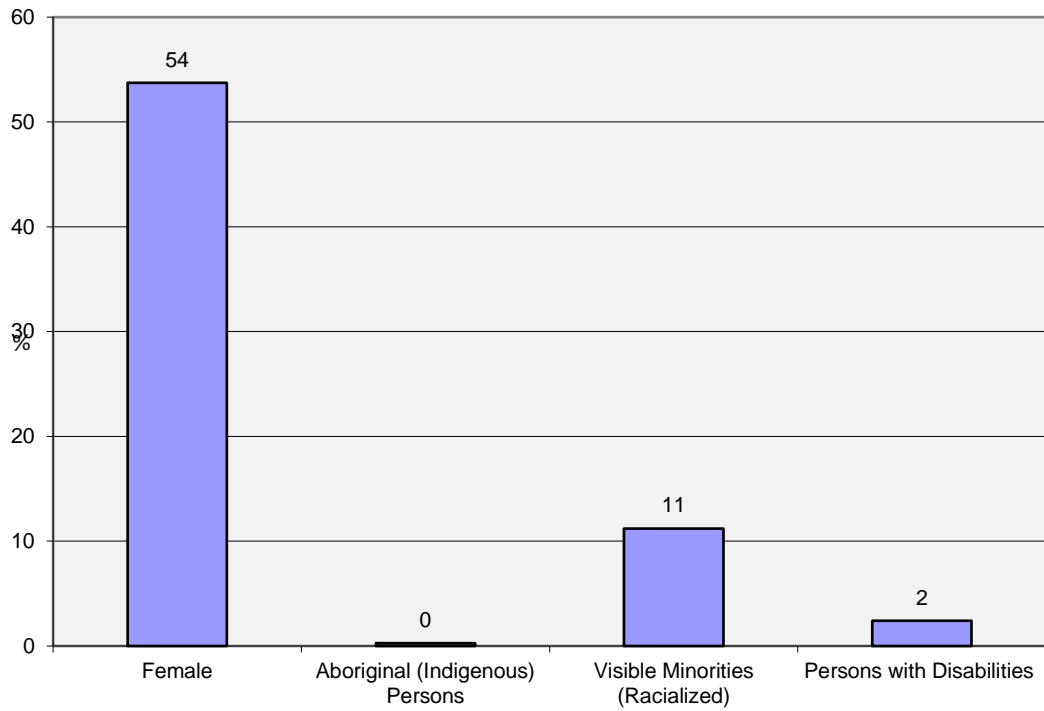
[22] Total Count = 4324

APPENDIX H – Ontario University Comparison of Representation Rates for Women, Aboriginal (Indigenous) Persons, Visible Minorities (Racialized) Groups, Persons with Disabilities
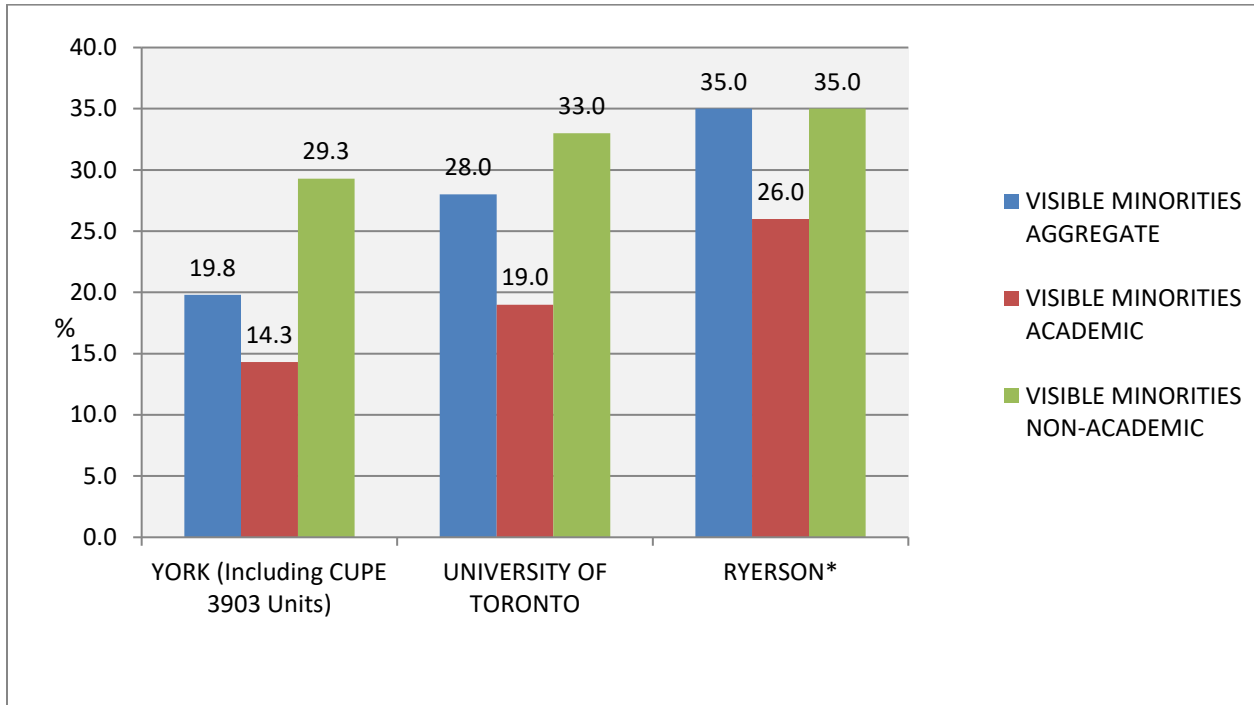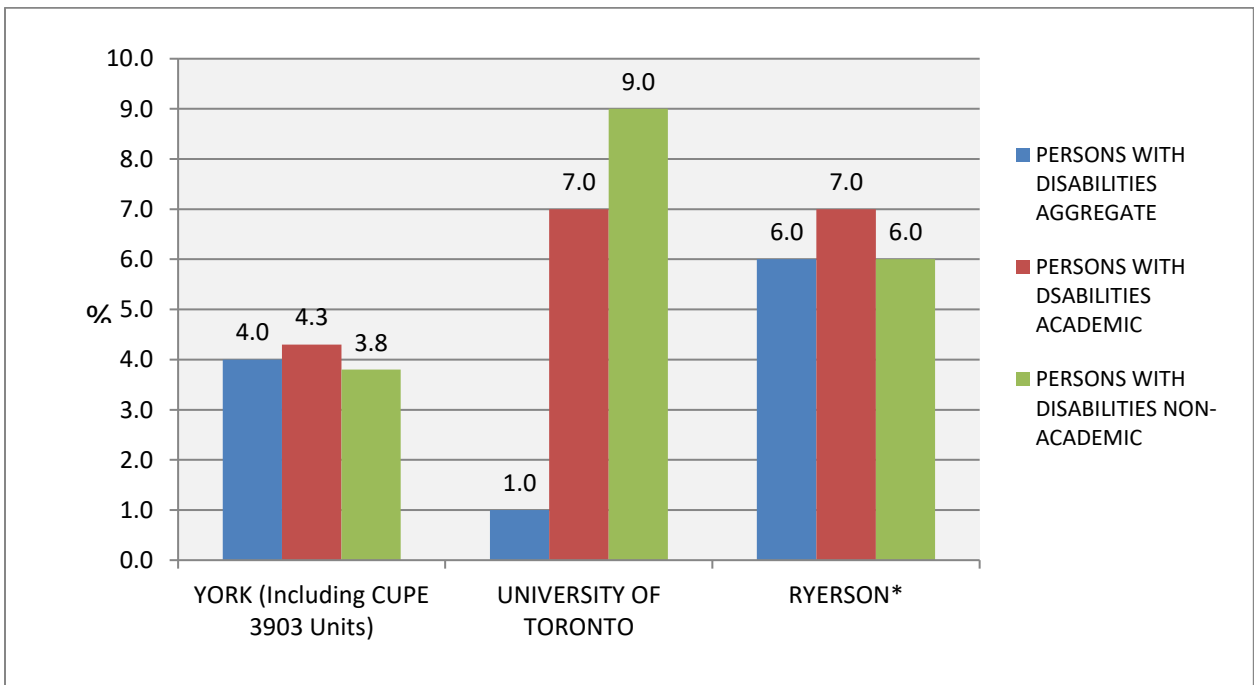
Women

Aboriginal (Indigenous) Persons

Visible Minorities (Racialized) Groups

Legend:
- VISIBLE MINORITIES AGGREGATE
- VISIBLE MINORITIES ACADEMIC
- VISIBLE MINORITIES NON-ACADEMIC

YORK (Including CUPE 3903 Units): 19.8, 14.3, 29.3
UNIVERSITY OF TORONTO: 28.0, 19.0, 33.0
RYERSON*: 35.0, 26.0, 35.0

Persons with Disabilities

Legend:
- PERSONS WITH DISABILITIES AGGREGATE
- PERSONS WITH DSABILITIES ACADEMIC
- PERSONS WITH DISABILITIES NON-ACADEMIC

YORK (Including CUPE 3903 Units): 4.0, 4.3, 3.8
UNIVERSITY OF TORONTO: 1.0, 7.0, 9.0
RYERSON*: 6.0, 7.0, 6.0

LGBTQ2+