



Interim Report by the University of Victoria on Employment Equity Data pursuant to Section 42 of the B.C. Human Rights Code November 2009

INTRODUCTION

This interim report is submitted as a result of a change in the University of Victoria's annual reporting deadline from January 15 to November 15. A full report was submitted in March 2009 and it was agreed that an interim report on employment equity data would be provided by November 15, 2009.

For several years the University of Victoria submissions have made reference to fundamental changes in data systems for maintaining employee and student records. The transition period presented ongoing challenges for the collection and reporting of employment equity data. Over the last year, collaboration between University Systems, Equity and Human Rights and Human Resources has resolved the majority of issues concerning the extraction of workforce data. A new federal government tool WEIMS (Workplace Equity Information Management System) has been implemented and provides automatic calculations of workforce representation of designated groups (women, Aboriginal Peoples, members of visible minorities and people with disabilities) at UVic. Before being uploaded into the WEIMS system, workforce data is verified by Human Resources. Data provided in this report should be considered preliminary as the Equity and Human Rights office is still gaining familiarity with the new federal reporting tool.

Designated group representation in the UVic workforce is calculated by combining data collected through the employment equity survey with human resource data. The employment equity survey provides every employee an opportunity to self-identify as a member of one or more of the four designated groups. While returning the survey is mandatory, self-identification is not. Therefore, the data collected regarding designated group representation in the UVic workforce is by voluntary self-identification. It is quite possible that the requirement to self-identify yields results that under-report (to some degree) membership in the four designated groups.

WORKFORCE ANALYSIS 2007 AND 2008

Appended to this interim report are a series of five tables that illustrate the representation of women, Aboriginal Peoples, members of visible minorities and people with disabilities in the University of Victoria workforce as of yearend for both 2007 and 2008. These tables provide both actual numbers and percentages and relate UVic workforce data to the availability of each designated group in the larger work force. For women, Aboriginal Peoples and members of visible minorities the availability data is drawn from different geographical regions according to employment equity occupational group (EEOG). National availability data is used when looking at senior managers, middle and other managers and professionals (including university professors). Provincial data is used to calculate availability for semi-professionals and technicians, supervisors: crafts and trades, skilled sales and service personnel and skilled crafts and trades workers. All other EEOGs for women, Aboriginal Peoples and visible minorities use availability data for the

census metropolitan area of Victoria. Availability data for people with disabilities is based on national figures for all EEOGs.

The first table shows the overall representation of each designated group in UVic's workforce. The only designated group where UVic exceeds representation in the larger workforce is women. UVic is the furthest behind in the representation of visible minorities where an additional 644 employees who are members of visible minorities would be required in order to parallel availability in the labour force in December 2008. There are also gaps in the representation of Aboriginal Peoples and persons with disabilities where representation would need to be increased by 45 and 83 employees respectively. The only designated group where UVic fell further behind in representation between 2007 and 2008 is people with disabilities. Even though UVic falls short in reflecting the available labour force in terms of Aboriginal Peoples and members of visible minorities some progress was made between 2007 and 2008.

Women

Table 2 shows UVic's representation of women by Employment Equity Occupational Group (EEOG) with figures for the National Occupation Code (NOC) of university professors broken out separately. UVic's workforce has a representation of women that is greater than labour force availability in almost all occupational groups. Of particular note is the representation of women in senior management positions where UVic's representation in 2008 is double the national availability. Women make up 49% of UVic faculty and national availability is 40%. The UVic workforce falls just slightly behind in the categories of semi-professionals and technicians, supervisors crafts and trades, skilled crafts and trades workers, intermediate sales and service personnel and semi-skilled manual workers. The only occupational group where UVic's representation of women decreased between 2007 and 2008 is intermediate sales and service personnel.

Aboriginal Peoples

Table 3 illustrates the representation of Aboriginal Peoples in UVic's workforce in relation to their availability in the labour force according to occupational group. Overall the representation of Aboriginal Peoples rose from 1.3% in 2007 to 1.4% in 2008 but there is still a gap between UVic's representation and the representation of Aboriginal Peoples in the available labour force which is 2.3%. UVic figures exceed labour force representation in a number of occupational groups including professionals and university professors. The use of preferential and limited hiring procedures has had a positive effect in these categories. However, UVic is not representative of the available labour force in a number of categories including middle and other managers, supervisors, semi-professionals and technicians, clerical, manual workers and sales and service personnel. UVic is marginally less representative (of the available Aboriginal labour force) in 2008 than in 2007 in the categories of middle and other managers, and sales and service personnel.

Members of Visible Minorities

Consistent with past reports this is the designated group that is significantly under-represented at UVic. Table 4 shows UVic's representation of members of visible minorities by occupational group. On the positive side there has been modest progress between 2007 and 2008 in the overall representation of members of visible minorities at UVic. However, the gap between the UVic workforce and labour force availability has grown slightly larger in the occupational groups of middle and other managers, skilled crafts and trades workers and sales and service personnel. There has been no progress between 2007 and 2008 in

the representation of university professors where an additional 85 members of visible minorities would be required to reflect availability in the larger labour force.

Persons with Disabilities

As mentioned above this is the only designated group where overall representation in the UVic workforce decreased slightly between 2007 and 2008. This is shown in Table 5. The occupational groups where this has occurred include professionals and sales and service personnel. Unfortunately WEIMS does not generate data on persons with disabilities broken down by national occupational codes (NOC) so it cannot be determined what proportion of the gap in professionals concerns university professors. The gap between the UVic workforce and labour force availability of persons with disabilities was narrowed in the occupational groups semi-professional and technicians and clerical.

RETROSPECTIVE COMPARISONS

Technological upgrades and FCP compliance at the University of Victoria have resulted in many changes to employment equity data reporting over the last five years. As a result, the tables included with this interim report to the BCHRT look very different from those in previous reports. In addition to differences in appearance there have been changes in methods of data extraction, the software used to analyze the data and generate statistics and the criteria that determine inclusion in the data base. Details on these changes follow. **Comparisons between the current workforce analysis and past reports must be treated with caution and cannot be considered definitive.**

Prior to the current report, statistics were created by combining survey data with data drawn from the human resource information system (HRIS) where the current report combines survey data with data from Banner (a completely new system for maintaining employee and student records). The implementation of Banner resulted in dramatic changes in the way human resource data is entered, stored and extracted at UVic. For example, Banner provides data that will allow the tracking of designated group employees through their entire UVic career (flow data).

Current statistics were generated using the new federal government software called WEIMS and EESS (employment equity survey software created at UVic) where previous reports were created with the former federal government software, EECRS (employment equity computerized reporting system) and EESS.

In reports submitted prior to this one data on full and part time employees was considered separately where current figures are based on the total of full and part time employees. In addition, the current data includes temporary and casual employees who were not included in earlier calculations. The availability data used in this report has been updated with the 2006 census results where previous reports used availability data drawn from the 2001 census. All of these changes must be borne in mind when considering the broad comparisons that follow.

Table 6 compares the overall percentage representation of all four designated groups for 2003, 2005 (as reported in the survey of the entire workforce), 2007 and 2008. UVic's representation of designated groups has improved slightly between 2003 and 2008 in every category except members of visible minorities. However UVic fell a little behind since 2005 in every category except women. This marginal decrease in progress towards equity may be due in part to the greater return rates obtained during the re-survey of the entire workforce.

The largest discrepancy between past and current data occurs when considering the gaps identified by the comparison of actual numbers of designated group member employees to the number required to equal labour force availability. Table 7 illustrates the difference between the gaps identified in 2006 and those identified in 2008. The differences are quite dramatic particularly when it comes to members of visible minorities where the gap of 57 in 2006 has grown to 644 in 2008. This is puzzling when the percentage of visible minority employees dropped by just over two percentage points during this same time period.

Three factors may have influenced this increase in the gap. One is the change in availability data (see Table 8). The percentage of visible minorities in the available labour force rose from 12.6% to 18.1% between the 2001 census (used in determining statistics up to and including 2006) and the 2006 census results (used to generate availability data for 2008). The second factor that may have contributed to the increase in the gap is the addition of casual and temporary employees to the data base which would increase the numbers required to reflect the available labour force. Thirdly, WEIMS performs automatic calculations of the gap between actual numbers of designated employees in the UVic workforce and labour force availability and this calculation is likely performed quite differently from previous statistics. Despite all these possible influences on the gap, it remains a significant increase and investigation will continue.

MOVING FORWARD

Given the preliminary nature of the most current data and the differences in the way it has been determined from earlier statistics, retrospective comparisons must be viewed with caution at this point in time. However, these figures do provide a basis for determining some general directions to pursue in moving forward.

Clearly, UVic needs to address the under representation of visible minorities in the existing workforce. A careful examination of the barriers faced by members of visible minorities in gaining employment and progressing at UVic would help clarify the reasons for this significant gap in representation. This interim report will be taken to the university human rights committee and to the provost's equity and diversity steering committee to begin the dialogue. Existing sources of information (exit surveys, flow data on career progress, etc.) will be reviewed. If possible, the number of visible minority applicants will be tracked looking at how many are short-listed, how many are hired and the reasons for those decisions. The university human rights committee can provide advice on methods to consult with members of visible minorities about the barriers encountered at UVic and recommending action needed to remove these barriers. Anecdotal evidence suggests that low retention rates may be a factor in UVic's inadequate representation of members of visible minorities and possibly other designated groups also. The reasons why members of visible minorities are leaving positions at UVic will be explored and strategies to support retention will be developed.

Also, representation of persons with disabilities needs to be monitored to ensure that the slight decrease between 2007 and 2008 does not continue. Again, it is important to explore possible reasons for this marginal drop in the representation of persons with disabilities.

Current efforts to provide training on best hiring practices (including preferential and limited hiring) to members of search and selection committees at all levels in the university will continue and expand. On the academic side, the Office of the Vice President Academic has begun offering a comprehensive training

program (four sessions) on best practices in the recruitment and selection of faculty. The Adviser on Equity and Diversity plays a significant role in the design and delivery of this training. This training specifically addresses the use of preferential and limited hiring processes and consideration of equity and diversity is incorporated throughout the training. At least one member of every selection committee for faculty members must have completed this training. It is anticipated that this required training will increase UVic's representation of designated groups in the NOC category of university professors.

Human Resources is also providing training on search and selection that includes planning for equity and diversity for non-academic hiring. Equity and human rights is working together with Human Resources to reinforce the importance of equity planning and promote the use of limited and preferential hiring wherever possible. In addition to this, with the implementation of Uhire in 2007-2008, HR has simplified the process by which managers can use limited and preferential hiring processes. As a result there has been a significant increase in the number of positions being posted using these processes. Uhire also provides applicants with the option of self-identifying as members of the four designated groups. While this is obviously important when using preferential and limited hiring processes, applicants have this option when applying to all postings which gives EQHR the opportunity to capture statistics and in the future, identify trends that may assist with identifying any barriers to employment equity present in recruitment and hiring practices.

With access to data it is now possible to begin integrating equity planning and reporting into existing planning and reporting schedules. The Equity and Human Rights Office is working with each of UVic's vice-presidents' portfolios to identify the best way to prioritize equity goals. The process of setting hiring goals in each unit will be facilitated by the Equity and Human Rights Office's provision of consistent employment equity data reports.

The Equity and Human Rights Office believes that diversity and equity at the University of Victoria will be advanced by careful attention to 'how we hire'. Best practices in equitable and fair search and selection together with the use of preferential and limited hiring and a focus on retention will lead the way to a workforce that fully reflects the diversity of the available labour force.

University of Victoria
Comparison Summary Report December 31, 2007 to December 31, 2008

Table 1: All Designated Groups

Employment Equity Occupational Groups (EOG)	Actual Representation of Designated Group in UVic Workforce				Required Representation of Designated Group in UVic Workforce				Gap Between Actual and Required	
	2007/12/31	2008/12/31	2007/12/31	2008/12/31	2007/12/31	2008/12/31	2007/12/31	2008/12/31	2007/12/31	2008/12/31
WOMEN	3029	3013	58.3%	58.1%	2819	2792	54.2%	53.8%	210	221
ABORIGINAL PEOPLES	66	73	1.3%	1.4%	119	118	2.3%	2.3%	-53	-45
VISIBLE MINORITIES	279	297	5.3%	5.7%	951	941	18.3%	18.1%	-672	-644
PEOPLE WITH DISABILITIES	160	156	3.1%	3.0%	240	239	4.6%	4.6%	-80	-83



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Comparison Summary Report December 31, 2007 to December 31, 2008

Table 2 - Designated Group: Women

*Please Note: NOC 4121 (University Professors) population is a subset of EEOG 03 (Professionals)

Employment Equity Occupational Groups (EEOG) and Selected NOC (National Occupation Code)	All Employees at UVic		Actual Representation of Women in UVic Workforce (# and %)				Required Representation of Women in UVic Workforce to Equal External Labour Force Availability (# and %)				Gap Between Actual and Required Representation	
	2007/12/31	2008/12/31	2007/12/31	2008/12/31	2007/12/31	2008/12/31	2007/12/31	2008/12/31	2007/12/31	2008/12/31	2007/12/31	2008/12/31
01 : Senior Managers	17	16	9	8	52.9%	50.0%	4	4	24.2%	24.2%	5	4
02 : Middle and Other Managers	245	254	98	105	40.0%	41.3%	96	99	39.1%	39.1%	2	6
03 : Professionals	2377	2424	1243	1263	52.3%	52.1%	1103	1125	46.4%	46.4%	140	138
4121 : University Professors*	1160	1196	577	588	49.7%	49.2%	459	474	39.6%	39.6%	118	114
04 : Semi-Professionals and Technicians	594	548	326	305	54.9%	55.7%	339	311	57.1%	56.7%	-13	-6
05 : Supervisors	75	73	58	58	77.3%	79.5%	42	41	55.6%	55.6%	16	17
06 : Supervisors: Crafts and Trades	11	9	0	0	0.0%	0.0%	1	1	7.4%	8.2%	-1	-1
07 : Administrative and Senior Clerical Personnel	396	403	366	370	92.4%	91.8%	325	330	82.0%	82.0%	41	40
08 : Skilled Sales and Service Personnel	40	41	20	22	50.0%	53.7%	18	19	45.5%	45.5%	2	3
09 : Skilled Crafts and Trades Workers	71	77	1	1	1.4%	1.3%	3	3	3.6%	3.7%	-2	-2
10 : Clerical Personnel	764	705	591	542	77.4%	76.9%	578	534	75.7%	75.7%	13	8
11 : Intermediate Sales and Service Personnel	9	17	6	9	66.7%	52.9%	6	11	64.0%	64.0%	0	-2
12 : Semi-Skilled Manual Workers	21	22	2	2	9.5%	9.1%	3	3	13.5%	13.5%	-1	-1
13 : Other Sales and Service Personnel	529	547	290	308	54.8%	56.3%	293	302	55.3%	55.3%	-3	6
14 : Other Manual Workers	51	53	19	20	37.3%	37.7%	8	9	16.3%	16.3%	11	11
EEOG Total	5200	5189	3029	3013	58.3%	58.1%	2819	2792	54.2%	53.8%	210	221



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Comparison Summary Report December 31, 2007 to December 31, 2008

Table 3 - Designated Group: Aboriginal Peoples

*Please Note: NOC 4121 (University Professors) population is a subset of EEOG 03 (Professionals)

Employment Equity Occupational Groups (EEOG) and Selected NOC (National Occupation Code)	All Employees at UVic		Actual Representation of Aboriginal Peoples in UVic Workforce (# and %)				Required Representation of Aboriginal Peoples in UVic Workforce to Equal External Labour Force Availability (# and %)				Gap Between Actual and Required Representation	
	2007/12/31	2008/12/31	2007/12/31	2008/12/31	2007/12/31	2008/12/31	2007/12/31	2008/12/31	2007/12/31	2008/12/31	2007/12/31	2008/12/31
01 : Senior Managers	17	16	0	0	0.0%	0.0%	0	0	2.4%	2.4%	0	0
02 : Middle and Other Managers	245	254	3	2	1.2%	0.8%	5	5	1.9%	1.9%	-2	-3
03 : Professionals	2377	2424	38	42	1.6%	1.7%	31	32	1.3%	1.3%	7	10
4121: University Professors*	1160	1196	21	22	1.8%	1.8%	10	11	0.9%	0.9%	11	11
04 : Semi-Professionals and Technicians	594	548	326	305	54.9%	55.7%	339	311	57.1%	56.7%	-13	-6
05 : Supervisors	75	73	1	1	1.3%	1.4%	3	3	4.1%	4.1%	-2	-2
06 : Supervisors: Crafts and Trades	11	9	0	0	0.0%	0.0%	0	0	3.2%	3.1%	0	0
07 : Administrative and Senior Clerical Personnel	396	403	8	9	2.0%	2.2%	8	8	2.0%	2.0%	0	1
08 : Skilled Sales and Service Personnel	40	41	2	3	5.0%	7.3%	2	2	6.0%	6.0%	0	1
09 : Skilled Crafts and Trades Workers	71	77	2	3	2.8%	3.9%	3	3	3.6%	3.6%	-1	0
10 : Clerical Personnel	764	705	4	5	0.5%	0.7%	22	20	2.9%	2.9%	-18	-15
11 : Intermediate Sales and Service Personnel	9	17	0	0	0.0%	0.0%	0	1	3.5%	3.5%	0	-1
12 : Semi-Skilled Manual Workers	21	22	0	0	0.0%	0.0%	1	1	4.9%	4.9%	-1	-1
13 : Other Sales and Service Personnel	529	547	4	4	0.8%	0.7%	24	25	4.5%	4.5%	-20	-21
14 : Other Manual Workers	51	53	0	0	0.0%	0.0%	3	3	6.2%	6.2%	-3	-3
EEOG Total	5200	5189	66	73	1.3%	1.4%	119	118	2.3%	2.3%	-53	-45



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Comparison Summary Report December 31, 2007 to December 31, 2008

Table 4 - Designated Group: Visible Minorities

***Please Note: NOC 4121 (University Professors) population is a subset of EEOG 03 (Professionals)**

Employment Equity Occupational Groups (EEOG) and Selected NOC (National Occupation Code)	All Employees at UVic		Actual Representation of Visible Minorities in UVic Workforce (# and %)				Required Representation of Visible Minorities in UVic Workforce to Equal External Labour Force Availability (# and %)				Gap Between Actual and Required Representation	
	2007/12/31	2008/12/31	2007/12/31	2008/12/31	2007/12/31	2008/12/31	2007/12/31	2008/12/31	2007/12/31	2008/12/31	2007/12/31	2008/12/31
01 : Senior Managers	17	16	0	0	0.0%	0.0%	1	1	8.7%	8.7%	-1	-1
02 : Middle and Other Managers	245	254	14	14	5.7%	5.5%	34	36	14.0%	14.0%	-20	-22
03 : Professionals	2377	2424	172	188	7.2%	7.8%	494	502	20.8%	20.7%	-322	-314
4121 : University Professors*	1160	1196	90	96	7.8%	8.0%	175	181	15.1%	15.1%	-85	-85
04 : Semi-Professionals and Technicians	594	548	21	20	3.5%	3.6%	202	182	34.0%	33.3%	-181	-162
05 : Supervisors	75	73	4	4	5.3%	5.5%	9	9	11.9%	11.9%	-5	-5
06 : Supervisors: Crafts and Trades	11	9	1	0	9.1%	0.0%	1	1	10.8%	10.8%	0	-1
07 : Administrative and Senior Clerical Personnel	396	403	27	30	6.8%	7.4%	27	27	6.8%	6.8%	0	3
08 : Skilled Sales and Service Personnel	40	41	1	1	2.5%	2.4%	14	14	35.2%	35.3%	-13	-13
09 : Skilled Crafts and Trades Workers	71	77	1	0	1.4%	0.0%	9	10	12.4%	12.6%	-8	-10
10 : Clerical Personnel	764	705	13	16	1.7%	2.3%	67	62	8.8%	8.8%	-54	-46
11 : Intermediate Sales and Service Personnel	9	17	1	0	11.1%	0.0%	1	2	10.9%	10.9%	0	-2
12 : Semi-Skilled Manual Workers	21	22	0	0	0.0%	0.0%	2	2	10.0%	10.0%	-2	-2
13 : Other Sales and Service Personnel	529	547	24	24	4.5%	4.4%	86	89	16.3%	16.3%	-62	-65
14 : Other Manual Workers	51	53	0	0	0.0%	0.0%	4	4	7.5%	7.5%	-4	-4
EEOG Total	5200	5189	279	297	5.3%	5.7%	951	941	18.3%	18.1%	-672	-644



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Comparison Summary Report December 31, 2007 to December 31, 2008
Table 5 - Designated Group: People with Disabilities

Employment Equity Occupational Groups (EOG) Please Note: Because this data is collected using Participation and Activity Limitation Survey (PALS), no NOC data is available.	All Employees at UVic		Actual Representation of People with Disabilities in UVic Workforce (# and %)				Required Representation of People with Disabilities in UVic Workforce to Equal External Labour Force Availability (# and %)				Gap Between Actual and Required Representation	
	2007/12/31	2008/12/31	2007/12/31	2008/12/31	2007/12/31	2008/12/31	2007/12/31	2008/12/31	2007/12/31	2008/12/31	2007/12/31	2008/12/31
01/02 : Managers	262	270	7	8	2.7%	3.0%	8	9	3.2%	3.2%	-1	-1
03 : Professionals	2377	2424	74	71	3.1%	2.9%	107	109	4.5%	4.5%	-33	-38
04 : Semi-Professionals and Technicians	594	548	17	18	2.9%	3.3%	29	26	4.8%	4.8%	-12	-8
05 : Supervisors	75	73	3	3	4.0%	4.1%	7	7	9.5%	9.5%	-4	-4
06 : Supervisors: Crafts and Trades	11	9	2	1	18.2%	11.1%	1	0	4.6%	4.6%	1	1
07 : Administrative and Senior Clerical Personnel	396	403	24	22	6.1%	5.5%	10	10	2.6%	2.6%	14	12
08 : Skilled Sales and Service Personnel	40	41	1	1	2.5%	2.4%	2	2	5.6%	5.6%	-1	-1
09 : Skilled Crafts and Trades Workers	71	77	1	1	1.4%	1.3%	4	4	5.3%	5.3%	-3	-3
10 : Clerical Personnel	764	705	17	17	2.2%	2.4%	34	31	4.4%	4.4%	-17	-14
11 : Intermediate Sales and Service Personnel	9	17	1	0	11.1%	0.0%	0	1	5.3%	5.3%	1	-1
12 : Semi-Skilled Manual Workers	21	22	1	1	4.8%	4.5%	1	1	5.5%	5.5%	0	0
13 : Other Sales and Service Personnel	529	547	8	9	1.5%	1.6%	34	36	6.5%	6.5%	-26	-27
14 : Other Manual Workers	51	53	4	4	7.8%	7.5%	3	3	5.2%	5.2%	1	1
EOG Total	5200	5189	160	156	3.1%	3.0%	240	239	4.6%	4.6%	-80	-83



Table 6
Percentage of UVic Workforce made up of Designated Group Members
between 2003 and 2008

Designated Group	2003	2005 survey results*	2007	2008
women	53.8%	54.7%	58.3%	58.1%
Aboriginal Peoples	1.0%	1.5%	1.3%	1.4%
members of visible minorities	7.1%	7.8%	5.3%	5.7%
people with disabilities	2.8%	5.6%	3.1%	3.0%

*released in March 2006

Table 7
Gaps Identified between Actual # of Designated Group Employees and
required to match Labour Force Availability in 2006 and 2008

Designated Group	2006	2008
women		
Aboriginal Peoples	7	45
members of visible minorities	57	644
people with disabilities	15	83

Table 8
Difference between Availability Data based on 2001 census and that
based on 2006 census

Designated Group	2001 census	2006 census*
women	47.3%	53.8%
Aboriginal Peoples	2.6%	2.3%
members of visible minorities	12.6%	18.1%
people with disabilities	5.3%	4.6%