



GUIDELINES ON PREFERENTIAL OR LIMITED HIRING

University Policy No.: HR6110
Classification: Human Resources
Approving Authority: President
Effective Date: May/02
Supersedes:
Last Editorial Change:
Mandated Review:

1. DEFINITIONS

1.1 **Designated Group.** Designated group members, as defined in the *Employment Equity Act* and Federal Contractors Program, are those who are aboriginal peoples, members of visible minorities, persons with disabilities, or women.

1.2 **Preferential Hiring:** A Preferential Hiring job competition gives preference to one or more of the designated groups. This means:

- 1.2.1. applications from members of that/those group(s) are considered first;
- 1.2.2. only those applicants from designated groups are short-listed and assessed for the vacancy;
- 1.2.3. if none of the preferred applicants is successful after the assessment process, applicants who are not members of the designated group(s) may be short-listed and assessed. The competition may, but does not need to, be re-posted.

1.3. **Limited Hiring:** A Limited Hiring job competition is limited to one or more of the designated groups. This means:

- 1.3.1. only applications from members of that/those group(s) may be considered;
- 1.3.2. if no applicant meets the qualifications for the competition, or if none are successful after the assessment process, the competition must be re-posted or the position not filled.

1.4. **Under-represented:** A designated group is under-represented if the representation of qualified members of the designated group is less than the available external workforce for that classification/level.

2. GUIDELINES

Preferential or Limited Hiring may be put into effect for job competitions at the University of Victoria if one or more of the following factors are present:

- 2.1 when the group(s) is seriously under-represented at that level or classification where limitation or preference is to be stated;

- 2.2 where an employment equity plan, designed to increase designated group representation, has been in place for some time, and either progress has been too slow, or under-representation is severe;
- 2.3 where a new program, or a program already in existence, requires the special expertise of members of any one of the four designated groups;
- 2.4 where such hiring is necessary to build a critical mass of designated group members who will fulfill modeling and mentoring roles for students enrolled in a graduate or undergraduate program;
- 2.5 where there is serious under-representation, and indications are that there will be few, if any, vacancies in the immediate or near future;
- 2.6 where, in the opinion of the University, the severe under-representation in a unit could result in a claim of systemic discrimination.

3. THE PROCESS FOR APPROVAL OF PREFERENTIAL OR LIMITED HIRING

- 3.1. For any unit to receive approval for a preferential or limited competition, it should:
 - 3.1.1. implement outreach recruitment to ensure that qualified designated group members have been informed and encouraged to apply;
 - 3.1.2. provide training to administrators and management on employment equity issues so that there is a welcoming environment for members of all groups protected by the BC Human Rights Code;
 - 3.1.3. review selection standards and assessment methods to make sure there are no systemic barriers.
- 3.2. A proposal for preferential or limited hiring must be submitted to the appropriate Vice-President. Such requests must include:
 - 3.2.1. a copy of the unit's Equity Plan,
 - 3.2.2. a comprehensive account of the current composition of the unit, showing the representation of designated groups amongst all employees,
 - 3.2.3. a summary of recruitment and selection process used in recent competitions in the unit, and the result of such competitions,
 - 3.2.4. the reasons the unit is requesting a preferential or limited hiring (see Section 2); and
 - 3.2.5. any other relevant information:
- 3.3. Once the Vice-President has approved the proposal, the unit is encouraged to work with the Office of Equity Issues in preparing its selection procedures for the position to be filled.

- 3.4. Where a preferential or limited hiring is requested and the provisions of a collective agreement apply, the request will be referred to the bargaining principals for approval if required.
- 3.5. Where a preferential or limited hiring is approved, a job advertisement will note this fact, and will also note that the preferential or limited hiring is being applied under Section 42 of the Human Rights Code for employment equity purposes, by the following statements:
- 3.5.1. Preferential Hire:
In accordance with the University's Equity Plan and pursuant to Section 42 of the BC Human Rights Code, preference will be given to [members of the following designated groups: aboriginal peoples, persons with disabilities, members of visible minorities, women]. Candidates from [these groups/this group], who wish to qualify for preferential consideration, are encouraged to self-identify.
- 3.5.2. Limited Hire:
In accordance with the University's Equity Plan and pursuant to Section 42 of the BC Human rights Code, the selection will be limited to [members of the following designated groups: aboriginal peoples, persons with disabilities, members of visible minorities, women.] Candidates from [these groups/this group] are encouraged to self-identify.
- 3.6. Subject to Section 2.2, the University reserves the right to require a unit to undertake preferential or limited hiring where such a measure is required to meet University equity undertakings or to conform with human rights requirements.
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