

KING'S UNIVERSITY COLLEGE EMPLOYMENT EQUITY PLAN

Issued By:

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The Employment Equity Plan outlined below consists of a number of actions under six broad objectives which will enable King's University College to achieve a more representative and equitable workplace. The Plan is based on data analysis and a review of the College's employment practices. Throughout the Plan, the term "designated groups" refers to women, visible minorities, the disabled and persons of native ancestry. It should be noted that implementing employment equity is not a static process; consequently, the Plan is flexible and responsive to changing circumstances. In this Plan, the action and the individuals charged with responsibility for the action are appropriate to each sector of the College community. The Plan is subject to the availability of resources and must be assessed with other College objectives.

OBJECTIVES:

1. Educate members of the King's University College community about employment equity issues and the King's University College Employment Equity Plan.
2. Eliminate or modify employment policies or practices which present unnecessary barriers to employment equity.
3. Increase the number of designated group employees in those occupational categories where data demonstrate qualified candidates are available and under-represented within the College's workforce.
4. Provide a supportive and secure work environment for all employees, including those belonging to a designated group, by not tolerating harassment or discrimination in the workplace.
5. Encourage the promotion of designated group members by enhancing their skills and opportunities and ensuring procedures for promotion are bias-free.
6. Monitor and evaluate the implementation of the Employment Equity Plan at King's University College.

OBJECTIVE 1. Educate members of the King's University College community about employment equity issues and the College's Employment Equity Plan.

ACTION	RESPONSIBILITY	TIME-TABLE
1. Develop education sessions for the College community on employment equity and/or other equity-related topics (information workshops, lectures, training, videos, colloquia, distribution of written material, etc.).	Principal, Academic Dean, Budget Unit Heads, Employment Equity Committee	1994-Ongoing
2. Provide both sexual harassment and anti-racism information sessions for College employees.	Harassment Advisors	1986-Ongoing
3. Initiate personal safety training sessions for College employees.	Director of Physical Plant, Dean of Students, Joint Health and Safety Committee	Fall 1994-Ongoing

4. Prepare reports on the College's Employment Equity Program for College Council, and for distribution to all members of the College community.	Employment Equity Committee	1994-Ongoing

OBJECTIVE 2. Eliminate or modify employment policies or practices which present unnecessary barriers to employment equity.

ACTION	RESPONSIBILITY	TIME-TABLE
1. Monitor employment policies and practices with a view to eliminating barriers to equal employment opportunities.	College Council, Principal, Academic Dean, Human Resources Officer, Budget Unit Heads, Employment Equity Committee	1994-Ongoing
2. Ensure that the principle of proportional representation along gender lines is applied when forming College selection committees.	College Council, Faculty Council, Departments, School of Social Work, Human Resources Officer	1997
3. Ensure selection and hiring committees are familiar with the issues which affect the status of all employees, including those in designated groups, by making written resources available to them in order to assist with the recruiting, screening, interviewing, and selection process of candidates.	Board of Directors, College Council, Principal, Academic Dean, Budget Unit Heads	1993-Ongoing
4. Continue to improve access to College buildings for persons with disabilities.	Director of Physical Plant, Employment Equity Committee	1991-Ongoing
5. Continue to ensure all advertisements for all employment positions state the College's commitment to employment equity.	Principal, Academic Dean, Human Resources Officer	1989-Ongoing

OBJECTIVE 3. Increase the number of designated group employees in those occupational categories where data demonstrate qualified candidates are available and under-represented within the College's workforce.

ACTION	RESPONSIBILITY	TIME-TABLE
1. Set College-wide numerical targets for appropriate increases of designated group members in occupational categories where they are under-represented for 2001.	Board of Directors, College Council, Principal, Academic Dean, Budget Unit Heads, Employment Equity Committee	1994-Ongoing
2. Identify, communicate and implement proactive recruitment and outreach strategies and techniques to attract applicants from designated groups.	College Council, Principal, Academic Dean, Human Resources Officer, Budget Unit Heads, Employment Equity Committee	1993-Ongoing
3. Provide more information to departments and units on strategies, tools, techniques and resources to meet their employment equity goals.	Employment Equity Committee	1994

OBJECTIVE 4. Provide a supportive and secure work environment for all employees including designated group members, by not tolerating harassment or discrimination in the workplace.

ACTION	RESPONSIBILITY	TIME-TABLE
1. Provide copies of the College's Policy on Harassment and Discrimination to all interviewees for College employment.	Principal, Academic Dean, Budget Unit Heads, Human Resources Officer	1996
2. Continue to develop a safety plan for the College.	Director of Physical Plant, Joint Health and Safety Committee, Dean of Students	1994-Ongoing
3. Continue to identify and rank capital works projects which improve the accessibility of campus facilities for persons with disabilities.	Director of Physical Plant, Physical Plant Committee	1990-Ongoing
4. Continue to provide reasonable accommodation in order to encourage persons with disabilities to apply for and/or retain College positions.	Principal, Academic Dean, Human Resources Officer	1995-Ongoing
5. Provide Accessibility Information for employees with disabilities.	Director of Physical Plant, Budget Unit Heads	1994
6. Provide cross-cultural and disability awareness information as required.	Human Resources Officer, Budget Unit Heads	1994
7. Continue to provide advice and support to aboriginal peoples through the First Nations/Aboriginal Services Coordinator of U.W.O.	Principal, Academic Dean, Dean of Students	1992-Ongoing
8. Continue to provide and maintain special parking places for faculty, staff and students with disabilities.	Director of Physical Plant	Ongoing

OBJECTIVE 5. Encourage the promotion of designated group members by enhancing their skills and opportunities and ensuring procedures for promotion are bias-free.

ACTION	RESPONSIBILITY	TIME-TABLE
1. Review criteria and procedures of selection and promotion for faculty, administrators, professional officers, and staff.	Faculty Council, College Council, Academic Dean, Chairs, Director of Social Work, Appointments, Promotion and Tenure Committee, Human Resources Officer, Budget Unit Heads	1993-Ongoing
2. Make job descriptions available for all positions within the College for those wishing to plan and train for a career change, including members of designated groups interested in non-traditional occupations.	Principal, Academic Dean, Human Resources Officer	1994-Ongoing

3. Continue free tuition for credit courses to all regular full-time staff and administrative employees.	Board of Directors, Principal	Completed-Ongoing
4. Introduce a mentoring program for all new full-time and part-time employees at the College.	Principal, Academic Dean, Human Resources Officer	Fall 1996

OBJECTIVE 6. Monitor and evaluate the implementation of the King's University College Employment Equity Plan.

ACTION	RESPONSIBILITY	TIME- TABLE
1. Conduct a review of the College's Employment Equity Policy.	Principal	2001
2. Seek input and recommendations on the College's employment equity planning process from all budget unit heads.	Employment Equity Committee	Ongoing
3. Distribute the Employment Equity Self-Identification Questionnaires to all new employees for completion.	Employment Equity Committee	1994-Ongoing
4. Monitor the hiring and promotion data pertaining to designated groups.	Principal, Academic Dean, Human Resources Officer, Employment Equity Committee	1994-Ongoing

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