



**HERITAGE COLLEGE
POLICY #28**

**CONCERNING
EMPLOYMENT EQUITY**

COMING INTO FORCE: February 19, 2002
REVISED: N/A
ADMINISTRATOR: Director of Human Resources

HERITAGE COLLEGE POLICY #28 CONCERNING EMPLOYMENT EQUITY

Preamble¹

Heritage College strives for equity in all its endeavours. The College's Mission Statement, adopted on June 6, 1990, confirms this commitment. Within the scope of its mission the College provides educational options, services and facilities in accordance with the *Quebec Act respecting Equal Access to Employment in Public Bodies (Bill 143)*, the College mission, and *Heritage College Policy #10* concerning Human Resources.

ARTICLE 1 Purpose

The present policy establishes the principles, objectives and actions necessary to strive for equity in employment while ensuring quality teaching and education, and promoting fairness in all aspects of College life. It also outlines the responsibilities various individuals in the College community must assume to ensure the implementation of this policy.

ARTICLE 2 Application

The Employment Equity program is a strategy of planned change that takes place in stages over a period of time as determined by the present policy and its Action Plan. The program involves permanent equal opportunity, support measures to eliminate obstacles that prevent representation in all job categories or classifications, and temporary corrective measures to attain equitable representation more rapidly.

These measures are outlined in detail in the Action Plan. Each year the Employment Equity Committee submits a revised action plan for the following academic year to the Senior Management Committee. All College employees will receive this annual plan of action at the beginning of the academic year.

¹ See the Glossary for explanations of frequently-used terms.

ARTICLE 3 Provisions

3.1 Principles

The principle of equal opportunity in employment and education means:

- a) Sound management of human resources which takes into account the competencies and potentials of each employee and encourages the development of their aptitudes and aspirations;
- b) Sound management of human resources which strives for equitable representation for all, particularly members of the designated groups as identified by *la Commission des droits de la personne et des droits de la jeunesse du Québec*, namely, women, Aboriginal people, persons belonging to a visible minority and persons whose mother tongue is not French or English, as well as people with disabilities in all sectors of employment, taking into account their availability in the labour force;
- c) Equitable representation, particularly of members of the designated groups in all employment sectors of Heritage College that serves as a role model for the career choices of students;
- d) Fostering appreciation and respect for the rich cultural and ethnic diversity of staff and students;
- e) An Employment Equity program which focuses on the quality and competence of its human resources and promotes the hiring of the best candidate for the job.

3.2 General Objectives

In general, this policy attempts to:

- a) Support the Employment Equity program for members of designated groups by preventing discrimination in the College's employment policies and practices;

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- b) Implement an Employment Equity program that strives for equitable representation in all employment categories, job classifications and teaching disciplines;
- c) Create and maintain a work environment in accordance with the objectives of the Employment Equity program;
- d) Provide a learning environment in which all students understand the underlying principles of employment equity;
- e) Encourage students who are members of the designated groups to consider seeking careers in which they are under-represented.

3.3 Employment Equity Committee

In order to solicit input from all sectors of the College community, the Employment Equity Committee is created to provide a forum for discussion on all matters related to employment equity.

3.3.1 Membership of the Committee

- Director of Human Resources (*ex officio Chair*),
- a management personnel representative,
- a non-teaching professional representative,
- three faculty representatives,
- a support staff representative, ~~and~~
- a student representative.

3.3.2 Functioning of the Committee

A minimum of two meetings will be scheduled per semester (Fall and Winter) or as need be.

ARTICLE 4 Roles and Responsibilities

The present policy constitutes a formal commitment on the part of the College to implement employment equity. It is the responsibility of all employees to

work actively towards the achievement of the objectives of the Employment Equity program.

The present policy specifies that the following entities are responsible for the implementation of measures as appropriate. It also provides details of specific responsibilities.

4.1 Director General

- a) Is responsible for the application of the present policy;
- b) Ensures that all internal and external written and visual communications take into account the objectives of the Employment Equity program.

4.2 Director of Human Resources

- a) Is responsible for the coordination of the Employment Equity program;
- b) Is responsible for the elaboration and implementation of the Action Plan.;
- c) Is responsible, in collaboration with the administrator, for the implementation of employment equity measures all selection procedures;
- c) Promotes the present policy to all employees;
- d) Supports all parties involved so they may assume their roles and responsibilities in applying the present policy;
- e) Ensures that employment policies and practices are exempt from all forms of discrimination;
- f) Submits an annual report to the Senior Management Committee taking into consideration recommendations from the Employment Equity Committee;
- g) copies and submits the required documentation to the appropriate government ministries.

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4.3 Academic Dean/Associate Academic Deans

- a) Are responsible, in collaboration with the Director of Human Resources, for application of employment equity measures in academic departments' selection procedures;
- b) Advocate that all academic programs and curricula be non-discriminating.

4.4 Director of Student Services

- a) Establishes programs which fosters appreciation and respect of the rich cultural diversity inherent within Heritage College;
- b) Provides pertinent support services to members of the designated groups;
- c) Encourages the Student Association to adhere to the present policy in their hiring practices;
- d) Ensures that communication to students and by students takes into account the objectives of the Employment Equity program.

4.5 Administrators

Are responsible, in collaboration with the Director of Human Resources, for application of employment equity measures within their respective services' selection procedures.

4.6 Employment Equity Committee

- a) Informs and sensitizes the College community to employment equity principles;
- b) Organizes workshops and educational programs in support of the established employment equity principles;
- c) Monitors the implementation of the present policy and Action Plan;
- d) Makes recommendations to the Director of Human Resources about the present

policy and Action Plan;

- e) Prepares an annual report.

4.7 Accredited Employee and Student Associations

Annually designate an employee representative to sit on the Employment Equity Committee.

ARTICLE 5 Revision

This policy will be reviewed at least every three (3) years, or when deemed necessary.

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GLOSSARY

Administrator: a senior executive or senior staff member of Heritage College.

Action Plan: A document {Ref. Doc. #P28.1} describing the measures that will be undertaken by Heritage College to support equity in employment.

College: Heritage College/Collège Heritage.

La Charte des droits de la personne et des droits de la jeunesse du Québec:

The Charter is a fundamental law which prevails over all other legislation under the legislative competence of Québec. The Charter of Human Rights and Freedoms was adopted by Québec's National Assembly on June 27, 1975. The goal of the Charter is to harmonize the relationships of Québec's citizens among themselves and with their institutions, in a context respectful of human dignity.

Management

Personnel: Any person who is a member of the management staff within the meaning of the *Regulation respecting Certain Conditions of Employment of Senior Staff of General and Vocational Colleges*.

**Members of
the Designated**

Groups: Women, Aboriginal people, persons belonging to a visible minority, persons whose mother tongue is not French or English, and people with disabilities.

Mission

Statement: A general statement that Heritage College is committed to the social, cultural and economic advancement of the community.

Present Policy: A term used within each policy which represents a direct reference to that same document.

**Employment
Equity**

Program: Employment Equity Program includes the present policy and the Action Plan.

Quebec Act Respecting Equal Access to Employment in Public Bodies (Bill 143):

La loi sur l'accès à l'égalité en emploi dans les organismes publics et modifiant la Charte des droits et libertés de la personne. Québec, 1er avril 2001.

Senior

Executives: the Director General and the Academic Dean as stipulated in the *Regulation respecting Certain Conditions of Employment of Senior Executives of General and Vocational Colleges*.

**Senior
Management**

Committee: Management personnel chosen by the Director General to sit as members of the Heritage College Senior Management Committee.

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Related Document(s)

This document is to be used in conjunction with:

- *Heritage College Policy #10 concerning Human Resources*²
- *Quebec Act respecting Equal Access to Employment in Public Bodies (Bill 143)*³

² Copies of this document are available from Human Resources.

³ Ibid.