

REFERENCE DOCUMENT #P28.1

(supporting material for Heritage College Policy #28 concerning Employment Equity)

Employment Equity Action Plan

(Draft 17/10/01)

1 STATEMENT OF PURPOSE

The Action Plan describes the measures the College intends to take to support equity in employment for 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, as outlined in the *Heritage College Employment Equity Policy*.

The Action Plan will be reviewed and evaluated annually by the Employment Equity Committee. It will be subject to revision if necessary.

2 TYPES OF MEASURES

An Employment Equity Program gives members of the target populations equal access to jobs. Listed below are the types of measures/activities included in the Employment Equity Action Plan.

2.1 Equal Opportunity Measures

These permanent measures seek to eliminate discriminatory practices in the employment system and ensure that all people are treated equally. Such measures include more diversified recruitment methods, posting of jobs when required, convening of selection committees for job vacancies when required, and establishing and/or revising hiring criteria.

2.2 Support measures

These permanent measures seek to eliminate obstacles that have been identified as preventing equality by alleviating certain employment problems that members of the target populations encounter. Some examples of such measures could include career counselling for employees, flexible work hours, physical access or other reasonable accommodations as needed.

2.3 Corrective measures

These temporary measures target women, Aboriginal peoples, persons belonging to a visible minority, persons whose mother tongue is not French or English, and people with disabilities. They enable us to more rapidly increase the representation of the target population than would be possible with the equal opportunity and support measures alone. An example of a corrective measure would be to target publicity towards different groups representing women Aboriginal peoples, persons belonging to a visible minority, persons whose mother tongue is not French or English, and people with disabilities. Once the representation of the target population in various job categories in the College becomes equal to their availability, these measures cease.

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3. INTERVENTIONS

Heritage College will:

SPECIFIC OBJECTIVES	ACTIVITIES/MEASURES	TARGET GROUPS	RESPONSIBILITIES	TIMETABLE
3.1 Inform and sensitize college employees of the objectives and activities of the Employment Equity Program.	a) Conduct information sessions b) Conduct workshops on <ul style="list-style-type: none"> • Recruitment Strategies • Hiring procedures & practices • Systemic discrimination c) Publicise <ul style="list-style-type: none"> • Action Plan • Annual report • Guidelines 	<ul style="list-style-type: none"> • All employees • Selection committees • Management Personnel/Supervisors • Coordinators • All employees • All employees 	Director of Human Resources in consultation with unions Director of Human Resources and Employment Equity Committee Director of Human Resources	
3.2 Review employment practices, and written and verbal communication to ensure that they are consistent with the Policy and the recommendations from the Charter of Human Rights and Freedoms of Quebec (<i>la Charte des droits de la personne et des droits de la jeunesse du Québec</i>)	d) construct a written interview grid	<ul style="list-style-type: none"> • Selection Committees • All employees • Selection Committees • Policy Review Committee • New employees • Selection Committees • Management Personnel/Supervisors/Coordinators 	Director of Human Resources in consultation with Selection Committees Director General Management Personnel Director of Human Resources	

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3.3 Encourage the participation of members of target populations	a) Publicise <ul style="list-style-type: none"> • Workshops • Selection Committees • Employee Assistance Plus Program 	<ul style="list-style-type: none"> • Women • Visible minorities • Persons whose mother tongue is not French or English • Aboriginal peoples • People with disabilities 	<ul style="list-style-type: none"> • Director of Human Resources & Employment Equity Committee • Management Personnel • Department Coordinators • Unions/Accredited Associations 	
3.4 Provide information on the results of the Employment Equity Program and apply corrective measures as needed.	a) Conduct College wide Employment Equity survey b) Compile & Analyse Data <ul style="list-style-type: none"> • College wide survey • Self identification questions c) Compare results with availability analysis d) Update Action Plan e) Apply corrective measures	All employees	Employment Equity Committee Director of Human Resources & Employment Equity Committee Employment Equity Committee Employment Equity Committee	