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## **Employment Equity: UNB Employees**

Human Resources & Organizational Development (HROD)

**Policy**

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### **1.0 Purpose**

- 1.1 **COMMITMENT:** The University of New Brunswick is committed to the principle of employment equity.
- 1.2 **FEDERAL CONTRACTORS PROGRAM:** The University has a special commitment to help advance specific designated groups according to guidelines set by the federal government under the Federal Contractors Program (FCP). The University has formalized this special commitment by signing a Certificate of Commitment under the FCP, administered by Human Resources Development Canada.

### **2.0 Applicability**

- 2.1 University-wide

### **3.0 Definitions**

- 3.1 **Designated Groups:** The specific designated groups are women, aboriginal people, members of visible minorities and persons with disabilities.
- 3.2 **Definitions of Designated Groups:** For the purpose of this policy, and as defined by the FCP, aboriginal people are those who identify themselves as Status Indian, Non-Status Indian, Inuit or Métis; visible minorities are those groups who, because of their racial origins, are non-white/non-Caucasian; a disability is a permanent condition that significantly limits opportunities for employment and advancement and may be considered a disadvantage in employment.

### **4.0 Implementation**

- 4.1 **ROLE OF THE HUMAN RESOURCES CONSULTANT (EMPLOYMENT EQUITY):** The Human Resources Consultant (Employment), reporting to the Director of Human Resources & Organizational Development, is responsible for the development, implementation and maintenance of the Employment Equity Program.
- 4.2 **ROLE OF SENIOR LEVEL COMMITTEE:** A senior level committee made up of the Vice President (Fredericton-Academic), the Vice President (Finance & Corporate Services), the Vice-President Saint John and the Associate Vice-President (Human Resources &

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Organizational Development), is responsible for interpreting policy and for monitoring the progress of the program.

- 4.3 **ROLE OF THE HUMAN RESOURCES CONSULTANT (EMPLOYMENT):** The Human Resources Consultant (Employment) is responsible for providing advice and assistance to hiring departments/faculties on the hiring process.
- 4.4 **APPLICATION OF PROCEDURES:** The procedures for this policy apply to all full-time and part-time positions at the University.
- 4.5 **COLLECTIVE AGREEMENT:** The procedures set out herein shall be subject to the provisions of the current relevant Collective Agreements. Where there is a conflict between University policy and a Collective Agreement, the latter shall govern.
- 4.6 **ADVERTISING OF VACANT POSITIONS:** Notices and advertisements for vacant positions contain the statement: "The University of New Brunswick is committed to the principle of employment equity".
- 4.7 **OUTREACH RECRUITMENT:** To ensure that designated group members with the necessary qualifications are aware of employment opportunities at the University, outreach recruitment is carried out by sending notices for vacant positions to organizations, institutions and agencies in contact with designated group members. Information on specific job requirements and employment systems at the University is provided to these contacts on a regular basis.
- 4.8 **APPROVAL OF REQUIRED QUALIFICATIONS:** The necessary abilities and qualifications for all vacant positions shall be recommended by the hiring department/faculty and approved by the appropriate Vice-President.
- 4.9 **ADVERTISEMENTS FOR SUPPORT STAFF POSITIONS:** Notices and advertisements for vacant support staff positions shall be prepared by the Department of Human Resources & Organizational Development based on the approved job description.
- 4.10 **ADVERTISEMENTS FOR FACULTY POSITIONS:** Notices and advertisements for vacant faculty positions shall be prepared by the hiring department/faculty and approved by the appropriate Vice President.
- 4.11 **ELIMINATION OF DISCRIMINATORY BARRIERS:** Notices and advertisements for all vacant positions shall be reviewed to identify and eliminate unnecessary, discriminatory barriers which would screen out potential employees for reasons unrelated to qualifications, merit, or occupational requirements.
- 4.12 **EMPLOYMENT EQUITY OBJECTIVE:** The objective of the University Employment Equity Program is to work towards a representative workforce.
- 4.13 **REPRESENTATIVE WORKFORCE:** A representative workforce is one in which the number and distribution of designated group members employed by the University reflects their

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availability in the pool of persons with the necessary qualifications from which the University can be expected to draw applicants for vacant positions.

- 4.14 **EMPLOYEE CENSUS:** The representation of designated group members in the University workforce is determined by the "Employment Equity Census". The first census for all existing employees was taken in March, 1989. All incoming new continuing full-time and continuing part-time employees are requested, on a confidential basis, to voluntarily complete a census form and to indicate membership in any of the designated groups.
- 4.15 **DISTRIBUTION OF DESIGNATED GROUPS:** Census statistics are used to determine the numbers and distribution of designated groups within the University workforce.
- 4.16 **AVAILABLE POOL OF APPLICANTS:** The University workforce is compared to the available pool of persons with the necessary qualifications within 14 employment equity occupational groups established by the federal government.
- 4.17 **OCCUPATIONAL GROUPS:** The occupational groups are Senior Managers; Middle and Other Managers; Professionals; Semi-Professionals & Technicians; Supervisors (Clerical, Sales & Service); Supervisors (Manufacturing, Processing, Trades and Primary Industry); Administrative & Senior Clerical; Sales and Service (Skill Level B); Skilled Crafts and Trades; Clerical Workers; Sales and Service (Skill Level C); Semi-Skilled Manual Workers; Sales and Service (Skill Level D); and Other Manual Workers.
- 4.18 **GEOGRAPHIC SCOPE OF POOL OF QUALIFIED PERSONS:** The geographic scope of the pool of persons with the necessary qualifications will vary depending upon the position. For example, most faculty vacancies are advertised nationally and most support staff vacancies are advertised locally or provincially. Therefore the pool for faculty positions will be national and the pool for most support staff positions will be local or provincial.
- 4.19 **DATA BASE OF POOL:** The data base for the available pool of persons with the necessary qualifications within the occupational categories and groups is supplied by Statistics Canada and by Human Resources Development Canada.
- 4.20 **HIRING GOALS:** Following a comparison between the data base of persons with the necessary qualifications and anticipated vacancies within each occupational category, goals shall be set by each department/faculty for the hiring of designated group members.
- 4.21 **PROGRESS TOWARD GOALS:** Progress toward goals shall be reviewed by the Human Resources Consultant (Employment Equity) on an annual basis and goals shall be revised where there are changes in either the data base or in the anticipated vacancies.
- 4.22 **REPORTS ON PROGRESS:** Reports on progress toward goals shall be prepared annually by the Human Resources Consultant (Employment Equity) for review by the Senior Level Committee and the relative bargaining units.

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- 4.23 SELF IDENTIFICATION: All applicants for vacant positions shall be provided the opportunity to indicate if they are members of a designated group by completing a voluntary employment equity self-identification questionnaire.
- 4.24 FACULTY APPLICANTS: For faculty positions, the completed questionnaires shall be compiled by the hiring department/faculty. Prior to the hiring decision, the selection committee shall be informed of any short-listed applicants who self-identified as being a member of a designated group. This will assist departments/faculties to reach their employment equity hiring goals.
- 4.25 APPOINTMENT RECOMMENDATION STATISTICS FORM (APPLIES TO FACULTY ONLY) : Following the hiring decision for a faculty position, the total number of applicants and the number of applicants who self-identified shall be recorded on the Appointment Recommendation Statistics form. The number of designated group applicants who were qualified, short listed, interviewed, recommended, and to whom offers were made shall also be recorded. The rationale for the selection of the successful candidate shall be stated and approved by the appropriate Vice-President.
- 4.26 SUPPORT STAFF APPLICANTS: For support staff positions the completed questionnaires shall be compiled by the Human Resources Consultant (Employment). The hiring department/faculty shall be advised, prior to the hiring decision, of any applicants who have self-identified as being members of a designated group. This will allow the information to be considered during the hiring process.
- 4.27 PROCESSING OF APPLICATIONS: Normally, applications for all vacant positions are reviewed, applicants are selected for interview, and interviews are conducted by the hiring department/faculty.
- 4.28 UNIVERSITY EMPLOYMENT POLICY: The University Employment Policy states that the University shall strive to fill vacant positions with the most suitably qualified people for the purpose of developing and maintaining an effective and efficient workforce.
- 4.29 SELECTION OF THE CANDIDATE: Those applicants judged to be the most suitably qualified for an advertised position shall be short-listed for an interview. Following the interview(s), reference checking, and assessment of the applicant's abilities, qualifications and experience, a recommendation of a candidate shall be made by the appropriate administrator to the appropriate Vice-President. (A candidate is an applicant who has been interviewed.)
- 4.30 EMPLOYMENT EQUITY MECHANISM: The employment equity mechanism applies where the group of candidates on the short list are judged to be relatively equal in terms of the overall assessment of the factors listed above. Where no short-listed candidate has a clearly superior assessment, and there is a short-listed candidate from a designated group for which a hiring goal exists, the designated group candidate shall be recommended for the position.

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- 4.31 **MULTIPLE HIRING GOALS:** Where there are short-listed candidates from more than one designated group who are judged to be relatively equal in terms of the overall assessment of the factors listed above, and there are multiple hiring goals (goals for more than one designated group), the goal with the least amount of progress shall have precedence. Hence, the candidate from this designated group shall be given preference by the appropriate administrator in preparing the appointment recommendation for the appropriate Vice-President.
- 4.32 **FINAL HIRING DECISION (APPLIES TO FACULTY ONLY):** The appropriate Vice-President shall review the appointment recommendation and the relevant documentation and, if satisfied that the selection process has been conducted appropriately, shall process an offer of appointment letter. If there is a question concerning the application of the employment equity mechanism, the Vice-President may ask for further information or may refer the recommendation back for reconsideration.
- 4.33 **CANCELLATION OF VACANCIES:** The University reserves the right to cancel any position vacancy.
- 4.34 **MONITORING:** Statistics on the number of designated group members among applicants for and appointments to vacant positions are reviewed periodically. These statistics are of assistance in reviewing the effectiveness of the Employment Equity Program.
- 4.35 **LIAISON WITH HIRING DEPARTMENT/FACULTY:** The Human Resources Consultant (Employment) acts as liaison between the hiring department/faculty and applicant as needed. For example, the hiring department/faculty may wish to consult with the Human Resources Consultant (Employment) concerning the administration of this policy.
- 4.36 **SPECIAL ACCOMMODATION NEEDS FOR THE DISABLED:** The hiring department/faculty shall be advised by the Human Resources Consultant (Employment) of any special needs of applicants with disabilities. Where necessary, contingency or funding from other sources may be requested by hiring departments/faculties to accommodate the special needs of applicants with disabilities. The request shall be prepared by the hiring department/faculty in consultation with the Human Resources Consultant (Employment) and shall be supported by suitable documentation and rationale for the costs to be incurred.
- 4.37 **SPECIAL NEEDS AND AVAILABLE RESOURCES**
- 4.38 The special needs of applicants with disabilities shall be accommodated to enable them to attend interviews and/or to assume employment, unless such accommodation would create undue hardship to the University.
- 4.39 The special needs of employees with disabilities shall be accommodated to enable them to perform their duties, unless such accommodation would create undue hardship to the University.
- 4.40 **UNDUE HARDSHIP:** The University will determine what constitutes undue hardship. One example would be the need for the University to avoid excessive costs.

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- 4.41 FEDERAL GOVERNMENT COMPLIANCE REVIEW: To monitor compliance under the Federal Contractors Program a random sampling of all contractors is conducted by the Federal Government from time to time. All initiatives undertaken by the University which relate to the implementation of the Employment Equity Program shall be considered during this Compliance Review.

### **5.0 Interpretation and Questions**

- 5.1 The Department of Human Resources & Organizational Development is located in Room 102 of the Physics and Administration Building in the Integrated University Complex on the Fredericton Campus. Questions concerning this policy may be directed to the Human Resources Consultant (Employment) at 453-4648.