ONTARIO COLLEGE OF ART & DESIGN

Employment Equity Act: Federal Contractors Program (FCP)
Implementation Plan
Prepared by Employment Equity Sub-Committee
February 9, 2011

Step 1: Initiating an Employment Equity Program			
FCP Requirement	Action	Responsibility	Timeline
Adoption of accountability mechanisms for employment equity: • assignment of a senior official; and • sign certificate of commitment.	Confirm with the President that Jane Ngobia, Director, Diversity & Equity act as senior official responsible for FCP compliance. Sign & file certificate of commitment.	Jane Ngobia	January 2011
Adopt an FCP Compliance Plan on employment equity at OCADU	Develop and approve Compliance Plan to meet the requirements of the FCP, address employment equity at the University, and reflect the University's priorities as reflected in its Diversity & Equity Action Plan Review plan: EE Sub-Committee Approve plan: Employment & Educational Equity Committee; Human Resources Committee; for information to Board of Governors	Jane Ngobia & Nicky Davis	EEEC mtg: March 1, 2011 HR Cttee mtg: March 2, 2011 Board of Governors mtg: April 2011
Comprehensive communication strategy to employees re employment equity to include: • introductory information about the purpose of employment equity; • contact information for senior official;	Develop plan, timeline and draft communication pieces for OCAD University community re FCP for distribution: • to introduce employment equity & FCP in March 2011;	Jane Ngobia & Nicky Davis, with Marketing & Communications	Plan to be finalized by end of February 2011

• invitation to those interested to participate; • explanation of self-identification questionnaire, contact & follow up information; and • documentation of communication strategy for compliance review purposes.	• to accompany request to complete workforce survey questionnaire in late August 2011; and • to report on follow up/results/next steps in November 2011; and • to report to the Employment & Educational Equity Committee, HR Committee, and Board of Governors on compliance plans and progress.		
Consultation and collaboration with bargaining agents and/or employee representatives, documented for compliance review purposes	Discuss FCP requirements and compliance plans at Joint Committee with OCADFA and Labour-Management Committee with OPSEU	Nicky Davis, with OCADFA & OPSEU representatives on Employment Equity Working Group (Bharat Saini & Sascha Brock)	February 2011 and ongoing
Collection of workforce information • Minimum 80% response rate required (can be mandatory to submit survey, but not mandatory to self-identify) • Survey must be given to each employee who has worked a minimum of 12-weeks (temp/part-time/full-time) • Data must be separate from employee Human Resources file • Occupations to be coded using National Occupation Codes (NOC) • Workforce Information Database (Data Repository) must be current and must include: ▪ Hire date ▪ Designated group membership (if any) ▪ Occupational group classification ▪ Salary and salary increases (if any) ▪ Promotion date(s) (if any) ▪ Termination date (if applicable).	Determine questions to be included in workforce survey, and recommend for approval to EEEC. Review all types of OCADU employment to develop a plan to collect and maintain workforce data. Develop an online employee self-identification questionnaire that can be updated by employees at any time. Establish a reporting tool that will draw current data from the survey database and Human Resources Information System and/or other employee tracking databases (hire date; designated group membership; occupational group classification; salary increases and dates; promotions and dates; termination dates) on an as-needed basis Categorize all OCADU positions by NOC code. Distribute request to complete workforce survey to all OCADU employees who have worked at least 12 weeks.	Questionnaire: Antoinette DeSimini-Caruso/Candace Ferriss, Bharat Saini, to be reviewed by EE Sub-Committee Employment Groups & NOC codes: Antoinette DeSimini-Caruso/Candace Ferriss/Human Resources Online survey & reporting tool: Antoinette DeSimini-Caruso/Candace Ferriss with Jonathan Graham Distribute survey: Jane Ngobia & Nicky Davis	EEEC approval of survey questions by March 1, 2011 Plan to collect data for all employment categories by April 2011 Preparation of survey & database by beginning of August 2011 Roll out of workforce survey by late August 2011

Step 2: Workforce Analysis & Employment Systems Review			
Workforce analysis, to compare internal survey data with external StatsCan data for relevant NOC codes for each position	Use the reporting tool to facilitate comparison between internal data and FCP's Workforce Equity Information Management System (WEIMS) by NOC code.	Antoinette DeSimini-Caruso/Candace Ferriss, with Nicky Davis & IT Services	November 2011
Employment Systems Review	Review OCADU's human resources systems, policies and practices to identify barriers that have a negative impact on designated group members and develop recommendations for the removals of these barriers. Consult with employees through participation in focus groups Research best practices adopted by other institutions, to assess their suitability to OCADU environment	Nicky Davis, Candace Ferriss, HR, EE Sub-Committee Jane Ngobia	April 2012

Step 3: Creating an Employment Equity Plan			
FCP Requirement	Action	Responsibility	Timeline
Formal establishment of an Employment Equity Plan to include: • Establishment of Short- and Long-term goals • Adoption of measures to remove barriers • Adoption of special measures, or positive policies and practices and of reasonable accommodation measures • Adoption of monitoring procedures	Review workforce analysis & develop goals, actions and timelines. Draft an Employment Equity Plan to include required elements.	Jane Ngobia & Nicky Davis, with Employment Equity Working Group and community consultation.	May 2012

Step 4: Implementing & Sustaining an Employment Equity Plan			
FCP Requirement	Action	Responsibility	Timeline
Implement Employment Equity Plan and review on a regular basis to ensure reasonable efforts and reasonable progress, and to review and revise the plan on a regular basis.	Approve Employment Equity Plan. Begin Implementation. Establish timetable for regular plan review & revision.	Jane Ngobia & Nicky Davis with Employment & Educational Equity Committee, Human Resources Committee & Board of Governors	Approval by Board of Governors by September 2012