



Employment Equity REPORTING PROCEDURES, 2011-12

For purposes of monitoring employment equity plans in 2011-12, the Saskatchewan Human Rights Commission (SHRC) asks employment equity sponsors to provide the following information.

1. Workforce data (statistical tables attached); and
2. A brief 2 - 3 page summary of significant actions taken to implement your organization's equity plan within the past reporting year.

These two components constitute the sponsor's monitoring report. Please refer to the chart below with detail as to when your report should be submitted.

Fiscal Year End Date	Report Due to SHRC
Calendar Year (December 31)	May 31
Fiscal Year (March 31)	June 30
Academic Year (June 30)	Sept 30

The Commission will continue the approval of equity plans so long as sponsor provides a report in the required format and within required timelines, otherwise approval will lapse. Please provide **electronic** (PDF) and paper copies of your report. For the statistical report, please complete the two tables enclosed (*Appendix A*). **Please provide the exact format requested.**

Thank you for your cooperation. If you have any questions, please contact Heather Monus, Community Engagement Consultant, at (306) 787-7105. E-mail electronic reports to shrc@gov.sk.ca and mail paper copies to:

Saskatchewan Human Rights Commission
Suite 816, Sturdy Stone Building
122 - 3rd Avenue North
Saskatoon, SK
S7K 2H6

Below are the SHRC's long-term goals for a representative workforce 2011 - 2012.

SHRC – 2012 Goals for Representative Workforce

Equity Group	See Note	2012 Goal
Aboriginal People		
Provincial	(1)	13.1%
Prince Albert & Northern Administration District	(2)	30.1%
Members of a Visible Minority Group		
Provincial	(3)	3.8%
Regina or Saskatoon	(4)	6.6%
Persons with Disabilities	(5)	9.7%
Women in Underrepresented Occupations	(6)	47.0%

Notes

- (1) *This is the percentage of the population 15 to 74 years of age who self-identify as Aboriginal based on the 2006 Statistics Canada census (12.8%) updated to 2011 using estimates from Sask Trends Monitor.*
- (2) *If more than 70% of your workforce is employed in Prince Albert or the Northern Administrative District, please use 30.1% as your goal.*
- (3) *This is the percentage of the population 15 to 74 years of age who self-identify as members of a visible minority group based on the 2006 Statistics Canada (3.6%) census and updated to 2010 using estimates from Sask Trends Monitor.*

If more than 30% of your workforce is primarily located outside of Regina or Saskatoon, please use the provincial goal of 3.8%.
- (4) *If more than 70% of your workforce is primarily located in Regina or Saskatoon, please use the urban goal of 6.6%.*
- (5) *This is based on the proportion of the population 15 to 64 years of age who reported a disability or activity limitation in the 2001 PALS.*
- (6) *In 2009, women made up 47% of people employed in Saskatchewan according to Statistics Canada's Labour Force Survey. If you are an employer which uses the National Occupational Codes (NOC) use of the three digit code is sufficient.*
- (7) *Report on the basis of positions rather than on the basis of full-time equivalents. For example, an employer with 10 half-time Aboriginal employees should report having 10 rather than 5 Aboriginal employees.*