



## Employment Equity Plans REPORTING PROCEDURES, 2007-2008

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For purposes of monitoring employment equity plans in 2007-2008, the Saskatchewan Human Rights Commission (SHRC) asks employment equity sponsors to provide the following information.

1. Workforce data (statistical report); and
2. A brief narrative description of significant actions taken to implement your organization's equity plan.

These two components will constitute the sponsor's annual monitoring report. Sponsors with a year end of December 31st are asked to provide reports by **March 31, 2008**. Sponsors with a March 31<sup>st</sup> year end are asked to provide reports by **May 31, 2008**. The general practice of the Commission is to continue the approval of plans so long as sponsors provide reports in the required format and within required timelines.

The Commission will post sponsor reports on its Equity site except for the reports of small employers (those having fewer than 25 employees). This will promote the transparency and accountability of equity programs, and facilitate information sharing and networking. We ask you to provide us with both electronic and paper copies of your report. Ideally, we would like the statistical report to be in Excel and the narrative report to be in Word or pdf format. Please contact the Education & Equity Advisor assigned to your organization to obtain electronic versions of the blank tables.

For the **statistical report**, please complete the two tables enclosed as *Appendix A*. Table 1 is a snapshot of the total workforce at year end, and Table 2 is a similar snapshot of management staff. Please note that these 2 tables are a required part of the report, and replace the 12 statistical tables required by the SHRC prior to 2003. Your organization is welcome to provide, in addition, any other statistical data it considers relevant. In order to ensure consistency of reports, we ask sponsors to report the employment of equity groups **on the basis of positions** – whether they are full-time, part-time, permanent or temporary – 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. We attach four additional, optional tables (*Appendix B, Tables 3 - 6*) that may be useful tools in tracking the progress of equity groups. You are welcome to use these forms as you see fit, but are not required to include them in your report.

In 2008, sponsors may take the following figures to be the SHRC's long-term goals for a representative workforce.

Equity Group	Goal 2008
Aboriginal People	
Province of Saskatchewan	14.3% <sup>1</sup>
Northern Region of Saskatchewan	81.0%
Prince Albert	25.0 %
North Battleford	14.0%
Visible Minorities	
Province of Saskatchewan	3.1%
Regina and/or Saskatoon	5.6% <sup>2</sup>
Persons with Disabilities	9.7% <sup>3</sup>
Women in Underrepresented Occupations	47.0%

For the **narrative report**, please provide a 4 to 7 page summary of your organization's achievements and innovations over the past year. Some topics you may wish to address are listed below.

1. Management leadership
2. Accessibility of work environment for employees with disabilities
3. Recruitment of equity groups
4. Retention and career development
5. Working environment
6. Staff training and awareness
7. Collective agreement language relating to employment equity

Thank you for your cooperation. If you have any questions, please contact the Education & Equity Advisor assigned to your organization.

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<sup>1</sup> The 14.3% figure is based on a projection for the representation of Aboriginal People in 2007. The 2007 figure was chosen as the appropriate figure for 2008 reports, because most reports reflect the 2007 calendar year or April 1/07 – March 31/08.

<sup>2</sup> A combined figure for the two cities is given here for the convenience of sponsors. In 2001, the representation of visible minorities in the working age population was 5.5% in Regina and 5.8% in Saskatoon.

<sup>3</sup> The goal for persons with disabilities is based on 1991 figures from the post-censal *Health and Activity Limitation Survey (HALS)*. Because Statistics Canada changed its survey method in 2001, more research is necessary before the 9.7% goal can be updated.

TABLE 1 (required)

WORKFORCE ANALYSIS OF TOTAL STAFF BY OCCUPATIONAL GROUP Distribution of Equity Group Members at End of Reporting Year															
Occupational Groups*	Total	Female Employees		Aboriginal Employees				Employees with Disabilities				Visible Minority Employees			
		Total	%	F	M	T	%	F	M	T	%	F	M	T	%
<b>TOTAL</b>															

F = Female M = Male T = Total

\*Occupational groups may be established by each sponsor according to its own organizational needs and operations.

NOTES

1. Please count each job incumbent as an employee, whether that person is full-time or part-time, permanent or non-permanent.
2. Please highlight in **bold type** those occupational groups where women represent less than 47 percent of employees in that group.

Table 2 (required)

WORKFORCE ANALYSIS OF MANAGEMENT STAFF															
Distribution of Equity Group Members at End of Reporting Year															
Occupational Groups	Total	Female Employees		Aboriginal Employees				Employees with Disabilities				Visible Minority Employees			
		Total	%	F	M	T	%	F	M	T	%	F	M	T	%
Senior Managers															
Middle Managers															
<b>TOTAL</b>															

F = Female M = Male T = Total

\*Occupational groups may be established by each sponsor according to its own organizational needs and operations.

NOTES

1. Please count each job incumbent as an employee, whether that person is full-time or part-time, permanent or non-permanent.
2. Please highlight in **bold type** those occupational groups where women represent less than 47 percent of employees in that group.
3. Senior managers consist of Chief Executive Officers, Presidents and Vice-Presidents.
4. Middle managers are managers (other than senior managers) who have managerial or supervisory responsibilities

TABLE 3 (optional)

**WORKFORCE ANALYSIS OF PERMANENT STAFF BY OCCUPATIONAL GROUP**  
**Distribution of Equity Group Members at End of Reporting Year**

Occupational Groups*	Total	Female Employees		Aboriginal Employees				Employees with Disabilities				Visible Minority Employees				
		Total	%	F	M	T	%	F	M	T	%	F	M	T	%	
<b>TOTAL</b>																

F = Female M = Male T = Total

\*Occupational groups may be established by each sponsor according to its own organizational needs and operations.

NOTES

1. Please highlight in **bold type** those occupational groups where women represent less than 47 percent of employees in that group.

TABLE 4 (optional)

**WORKFORCE ANALYSIS OF NON-PERMANENT STAFF BY OCCUPATIONAL GROUP**  
**Distribution of Equity Group Members at End of Reporting Year**

Occupational Groups*	Total	Female Employees		Aboriginal Employees				Employees with Disabilities				Visible Minority Employees			
		Total	%	F	M	T	%	F	M	T	%	F	M	T	%
<b>TOTAL</b>															

F = Female M = Male T = Total

\*Occupational groups may be established by each sponsor according to its own organizational needs and operations.

NOTES

1. Please highlight in **bold type** those occupational groups where women represent less than 47 percent of employees in that group.

TABLE 5 (optional)

WORKFORCE ANALYSIS OF PROMOTIONS BY OCCUPATIONAL GROUP															
Distribution of Equity Group Members at End of Reporting Year															
Occupational Groups*	Total Number of Promotions or Reclassificat <sup>ns</sup>	Female Employees Promoted		Aboriginal Employees Promoted				Employees with Disabilities Promoted				Visible Minority Employees Promoted			
		Total	%	F	M	T	%	F	M	T	%	F	M	T	%
<b>TOTAL</b>															

F = Female M = Male T = Total

\*Occupational groups may be established by each sponsor according to its own organizational needs and operations.

NOTES

1. Please count each job incumbent as an employee, whether that person is full-time or part-time, permanent or non-permanent.
2. Please highlight in **bold type** those occupational groups where women represent less than 47 percent of employees in that group.

**A promotion** means movement of an employee from one position or job in the employer's organization to another position or job that: (i) has a higher salary or a higher salary range than the salary or salary range of the position or job previously held by the employee, and (ii) ranks higher in the organizational hierarchy of the employer, and includes a reclassification of the employee's position or job where the reclassified position or job meets the requirements of subparagraphs (i) and (ii).

TABLE 6 (optional)

TURNOVER OF ALL STAFF Reporting Year End															
Reason for Termination	Total Number	Female Employees		Aboriginal Employees				Employees with Disabilities				Visible Minority Employees			
		Total	%	F	M	T	%	F	M	T	%	F	M	T	%
Resignation															
Lay Off															
Discharged															
Retired															
Completion of Term															
<b>TOTAL</b>															

F = Female M = Male T = Total

\*Occupational groups may be established by each sponsor according to its own organizational needs and operations.

NOTES

1. Please count each job incumbent as an employee, whether that person is full-time or part-time, permanent or non-permanent.
2. Please highlight in **bold type** those occupational groups where women represent less than 47 percent of employees in that group.

**Lay-off** means a termination of employment due to shortage of work, re-organization or redundancy.

**Discharge** means termination of employment due to culpable or non-culpable behaviour of the employee.