

Tri-County Regional Centre for Education
POLICY and PROCEDURES

TITLE	EFFECTIVE DATE	REVISION DATE(S)	PAGES
No. 842 Employment Equity through Affirmative Measures	05/25/99	March 2024	4

POLICY

It is the policy of the Tri-County Regional Centre for Education to be committed to achieving a qualified workforce that reflects the diverse communities it serves and a work environment of inclusion and respect.

PROCEDURES

The aim of employment equity is the achievement of a diversified workplace that reflects the general population served by the Tri-County Regional Centre for Education.

Definitions

Indigenous Peoples – persons who identify themselves to be First Nations, Inuit, or Métis.

Affirmative Measures - involves a collaborative effort among all education partners (community partners, schools, unions, school advisory councils, employees, Nova Scotia Education Common Services Bureau) to correct historical discriminatory practices and includes strategies to address these practices, such as:

- providing professional development and leadership opportunities;
- increasing awareness of employment equity among all education partners;
- engaging in recruitment efforts, and increasing opportunities for underrepresented groups in the Tri-County Regional Centre for Education during the staffing process; and
- providing the supports and resources necessary to develop and promote this policy.

Persons of African Descent – persons who identify themselves to be a person of African descent.

Designated Groups – groups of persons who have experienced social, economic, linguistic, cultural and employment barriers including but not limited to women who are underrepresented in their field of work, indigenous people, persons with disabilities, persons of African descent, persons of a marginalized population, and those who identify as LGBTQ+.

Discrimination – unjust or prejudicial treatment based on indicators such as, but not limited to, ability, age, ancestry, class, education, ethnicity, gender, race, physical characteristics, and sexual orientation.

Employment Equity – a strategy designed to ensure equitable representation of designated groups throughout the workplace and to eliminate implicit and explicit biases.

Persons with Disabilities – persons who, for the purposes of employment, identify themselves or believe that an employer is likely to consider them to be disadvantaged due to long-term or recurring physical disabilities, mental or sensory needs, a learning impairment, or representing as neuro diverse.

Sexual Orientation – personal attraction and/or relationship including, but not limited to, bisexual, gay, heterosexual, lesbian, transgender, transsexual, two-spirited, or questioning.

Systemic Barrier- the various obstacles, challenges and difficulties that prevent certain individuals or groups from fully participating or accessing opportunities based on their identities, such as race, ethnicity, gender, sexuality, disability, socioeconomic status, etc.

2. Scope

1. This policy applies to all employees and anyone who applies for employment within the Tri-County Regional Centre for Education.
2. All sections of this policy will be applied in a manner subject to the terms and conditions of all relevant collective agreements, memorandums of understanding, the Education Entities non-union Framework, and the Tri County Regional Centre for Education non-union policy.

3. Objectives

1. This policy is designed to:
 - a) develop, implement and support a comprehensive and strategic approach to achieve employment equity. Support to include planning, programs, resources, communications, training and development, report and monitoring;

- b) create and maintain an environment of inclusion and respect through support for positive race relations, cross-cultural understanding and appreciation for human rights among employees;
- c) create an environment where individuals seeking employment, training or career advancement opportunities with the Tri-County Regional Centre for Education will not be disadvantaged by systemic barriers;
- d) ensure a process of affirmative measures in all TCRCE practices dealing with employees and applicants for positions within the Tri-County Regional Centre for Education.

4. Accountability

- 1. The Regional Executive Director of Education of the Tri-County Regional Centre for Education is accountable for implementation of the Employment Equity through Affirmative Measures policy.

5. Affirmative Measures

- 1. The Regional Executive Director of Education in collaboration with the Human Resources Department and the Programs and Student Services Department, shall, through annual staffing, identify affirmative measures and employment equity opportunities for the Tri-County Regional Centre for Education.
- 2. This process shall respect the provisions of *The Canadian Charter of Rights and Freedoms*, the *Human Rights Act*, provincial legislation governing labour standards, and collective agreements, memorandums of understanding, the Education Entities non-union Framework, and the non-union policy as signed by the Tri-County Regional Centre for Education.
- 3. The Tri-County Regional Centre for Education will ensure that candidates for employment and/or promotion demonstrate a commitment to Tri-County Regional Centre for Education policies *842 Employment Equity through Affirmative Measures* and *840 Race Relations, Cross Cultural Understanding and Human Rights (RCH)*.
- 4. Where a reasonable accommodation of the terms and conditions of employment are required because of the special needs of an employee pursuant to the *Nova Scotia Human Rights Act*, the Tri-County Regional Centre for Education will respect the appropriate terms and conditions and employment agreements.
- 5. The Tri-County Regional Centre for Education will ensure that school facilities, Tri-County Regional Centre for Education offices, and buildings accommodate people with disabilities.

6. The Tri-County Regional Centre for Education will continuously evaluate its policies to ensure adherence and application of equity throughout the Tri-County Region.

6. Procedural Measures

1. Tri-County Regional Centre for Education policy *842 Employment Equity through Affirmative Measures* shall include, but may not be limited to, the following procedural measures:
 - a) Communicate the Tri-County Regional Centre for Education’s policy and programs relating to employment equity to all education partners;
 - b) Following consultation with representatives of designated groups, prepare a database of current employees who wish to be identified as members of designated groups for employment equity purposes;
 - c) Identify positions for the application of affirmative measures and employment equity positions through the staffing process;
 - d) Review current vacancies with identified positions;
 - e) Evaluate initiatives in relation to hiring and staff placement, having due regard to contractual obligations;
 - f) Integrate the Tri-County Regional Centre for Education’s commitment to achieving employment equity through affirmative measures, and provide programs to sensitize all education partners to the need to address imbalances through affirmative measures on an ongoing basis.

7. Annual Review and Evaluation

1. On an annual basis, the Regional Executive Director of Education in collaboration with the Human Resources Department and the Programs and Student Services Department will:
 - a) review this policy to ensure adherence to affirmative measures opportunities and affirmative measures for the Tri-County Regional Centre for Education;
 - b) support professional development opportunities for designated groups, ensure that members of these groups have access to positions of leadership;
 - c) collaborate with representatives of all employee groups and appropriate education partners in evaluating the effectiveness of affirmative measures for positive development of employment equity.