



To: All Employees
From: Diane Griffiths
Subject: UFV Employment Equity Review Update

Late last year I wrote to you about the Employment Equity program UFV was implementing. This federal contractors' mandated program offered an opportunity to review how our institutional policies and practices support UFV's commitment to a fair and equitable workplace. This letter updates you on our progress and outlines what remains to be done.

The first step was to determine the representation in our workforce of four federally designated groups: women, aboriginal peoples, persons with disabilities and visible minorities. We were able to determine the number and distribution of women through existing employee records. Your assistance, however, was critical in identifying representation of the other three groups at UFV, and a confidential survey sent in November asked you to self-identify as a member of one or more of the designated groups.

The second step was analyzing the data. This was a two part process. First, using federal government occupational codes to classify UFV employee groups, we determined the University has employees in 12 of the 14 employment equity occupational groups. Second, we conducted a gap analysis by comparing our workforce survey data and the 2006 Census data (which gave us the availability of the designated groups in our geographical area). The results indicate gaps in representation exist for all four of the designated employment equity groups. The majority of the gaps are well within an acceptable range of under-representation. The exceptions, where UFV falls below the established range for workforce participation, are in the following areas:

- a. in the representation of visible minorities in the "Professional" and the "Other Sales & Service" employee groups, and
- b. in the representation of persons with disabilities in the "Professional" employee group.

(If you have specific questions about this workforce analysis, you can contact Debbie Dyck by email at Debbie.Dyck@UFV.ca)

An Employment Systems Review of UFV policies and practices is next. We will identify barriers to employment of the four designated groups, and revise or eliminate those barriers not serving an essential or bona fide purpose. We will, of course, pay particular attention to barriers to the employee groups where analysis has shown existing significant gaps. Focus groups will be an important part of this process and we will issue a general invitation for participants. We will, however, particularly encourage response from UFV employees who self-identified as members of one or more of the designated groups.

The final step will be communicating to everyone the full results of the Employment Systems Review, and especially the measures UFV is taking to ensure our employment practices assist us in developing a qualified and diverse workforce representative both of the population from which it is drawn and the community it serves. I welcome your questions and comments.