Employment Equity in the Office of the Auditor General of Canada

Annual Report 2010–11



Office of the Auditor General of Canada

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Employment Equity in the Office of the Auditor General of Canada

Annual Report 2010–11

To: Treasury Board of Canada Secretariat

Pursuant to section 21 of the *Employment Equity Act*, I am pleased to submit to Parliament, through your Office, the Annual Report on Employment Equity in the Office of the Auditor General of Canada for 2010–11.

Sincerely,

John Wiersema, FCA Interim Auditor General of Canada

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Introduction

This Annual Report on Employment Equity at the Office of the Auditor General of Canada highlights employment equity activities during the period from 1 April 2010 to 31 March 2011.

It also presents information on the representation of designated groups as of 31 March 2011.

Employment Equity Environment

Enabling legislation

The Office of the Auditor General of Canada has a legislative basis in the *Auditor General Act*, the *Financial Administration Act*, and a number of other statutes.

Independence from government

We differ from government departments and agencies through our independence from the government of the day and our reporting relationship to Parliament. Our independence is assured by a broad legislative mandate, freedom from certain controls over our budget and staff, and a ten-year term for the Auditor General.

Application of the *Employment Equity Act*

The Office falls under the *Employment Equity Act*, section 4(1)(c)—as a portion of the Public Service of Canada.

Our work

The Office audits federal government operations and provides Parliament with independent information, advice, and assurance regarding the federal government's stewardship of public funds. While the Office may comment on policy implementation in an audit, it does not comment on the merits of the policy itself.

We are in the business of legislative auditing. We conduct

- performance audits of federal departments and agencies,
- annual financial audits of the government's financial statements, and
- special examinations and annual financial audits of Crown corporations.

We also audit the governments of Nunavut, Yukon, and the Northwest Territories.

Since 1995, the Office has also had a specific environmental and sustainable development mandate, established through amendments to the *Auditor General Act*.

Our audit findings—which include good practices, areas requiring attention, and recommendations for improvement—are reported to Parliament. The Auditor General's reports may be reviewed by Parliamentary committees, which conduct hearings and make recommendations for action. Legislative assemblies provide the same oversight in the Territories. The government has the opportunity to respond to the findings, and may implement recommended changes.

The Office also participates in a number of international activities.

Our organization

The Office, which includes the Commissioner of the Environment and Sustainable Development, is organized into three sections—Audit Practices, Audit Services, and the Executive Office. Most employees work in the head office in Ottawa. The regional offices are located in Vancouver, Edmonton, Montréal, and Halifax.

We have a specialized workforce, with about 78 percent of our employees (505 of 650) at the middle management and audit professional levels.

Our values

We have six values that define how we conduct our work and ourselves. These values are articulated in our Strategic Plan. They include

- Serving the public interest
- Independence and objectivity
- Commitment to excellence
- Trust and integrity
- Leading by example
- · Respectful workplace

Employment equity is considered an integral part of a respectful workplace.

Our vision

An independent audit office serving Parliament, widely respected for the quality and impact of our work

We promote

- Accountable government
- An ethical and effective public service
- Good governance
- Sustainable development
- The protection of Canada's legacy and heritage

We do this by

- conducting independent audits and studies that provide objective information, advice, and assurance to Parliament, government, and Canadians;
- working collaboratively with legislative auditors, federal and territorial governments, and professional organizations; and
- Providing a respectful workplace in which all members of our diverse workforce can strive for excellence and realize their full career potential.

We are committed to providing a work environment in which all are treated with dignity and respect, and all are supported as they work toward their full career potential. We encourage open and honest communication to create a climate of trust and teamwork. We value each other's talent and diversity and support learning and quality-of-life endeavours.

Office employees are expected to demonstrate personal integrity and ethics and to adhere to Office values, standards, and codes of conduct. People management competencies and behaviours are evaluated during recruitment and annual performance appraisals.

Our structure

The Assistant Auditor General of Corporate Services, who is a member of the Executive Committee, serves as employment equity champion and works to raise the profile of employment equity and diversity issues in the Office.

The Office has an active employment equity committee, with subcommittees that represent four designated groups, to promote awareness and understanding of employment equity and diversity issues in the workplace.

The Chair of the Employment Equity Committee reports directly to the Assistant Auditor General of Corporate Services on any employment equity issues of note. The Chair provides input on all policies and issues that may affect employment equity.

Employment Equity Implementation

Implementation of legislation

Our first step in implementing the requirements of the legislation was to organize and complete a self-identification survey. We then did a workforce analysis to determine the degree of representation of members of designated groups in each occupational group.

This analysis is updated annually, and the results as of 31 March 2011 are presented in this report.

Employment equity records

We have implemented procedures for maintaining orderly and accurate employment equity records. We have also developed information vehicles and practices to keep our employees up-to-date on employment equity matters. For example, our INTRAnet provides all employees with easy access to current employment equity information.

All new employees are asked to complete a selfidentification questionnaire before their first day at the Office, and notices are sent periodically to remind all employees of their right to self-identify at any time.

In the 2008–09 fiscal year, we began a project to contact all employees with more than five years of service and have them complete a new self-identification questionnaire. In the 2010–11 fiscal year, we are happy to report that the two-year project was successfully completed. The purpose of this project is to ensure that the Office has the most accurate data possible about its workforce.

Recruitment strategy

Our challenge is to enlist and retain audit professionals who are in high demand within government.

The Human Resources Group has developed a recruitment strategy to meet the immediate and future staffing needs of the Office. For example, our student recruitment program includes outreach directed at a number of university campuses across Canada. As Student Bridging is a commonly used mechanism for hiring new auditors, it is important that we encourage increased hiring of designated groups into student positions as this is a key component of our recruiting strategy and a way to address gaps in representation. We are convinced that our student programs have directly contributed to improvements to the Office's representation of members of designated groups.

Activities and events

The Office participates in several activities throughout the year to promote a corporate environment that supports employment equity values and ideals, including

- Aboriginal Awareness Week
- International Day for Persons With Disabilities
- International Day for the Elimination of Racial Discrimination
- International Women's Day
- Interdepartmental Forum for Persons With Disabilities
- Women's History Month
- Black History Month
- The OAG Cultural Festival celebrates Canadian Multicultural day
- International Fellows Fair in support of the International Fellows Program

In addition, the Office continues to actively support awareness and fundraising campaigns for causes that affect members of designated groups. These include

- Breast Cancer Research—Denim Day
- National Day of Remembrance and Action on Violence Against Women
- Terry Fox Run
- Red Cross Disaster Relief

Finally, the Office promotes the principles of workplace respect and understanding; it does this during staff orientation and through ongoing inhouse training programs. New auditors working in the North receive Cultural Awareness Training, so they can better understand the community in which they work. The following courses are offered to all managers and staff:

- Working in a Diverse Workforce
- Creating a Respectful Environment
- Understanding Differences
- Elements of Supervision
- Public Service Values and Ethics

Succession planning

Every year, the number of forecasted retirements is monitored. The Office ensures that it gives due consideration to all designated group members who are involved in annual rotation and promotion processes, by educating hiring managers and representative selection committees.

Over time, these sustained efforts have resulted in opportunities for higher numbers of designated group members to be promoted. This is most evident for women, persons with disabilities, and persons in a visible minority group, who are seen as being well represented among the promotions in the 2010–11 fiscal year. (Table 9)

Employment Equity Plan

Historically, the Office's Employment Equity Plan has included activities and initiatives intended to increase awareness of equity and diversity issues and to improve opportunities in the workplace for all employees.

When the Office became subject to the *Employment Equity Act*, an employment equity committee was formed. The committee's objective is to promote the Office's employment equity activities while increasing awareness of equity and diversity issues and enhancing employment and promotion opportunities for all groups.

In response to specific requirements in section 10 of the *Employment Equity Act*, the Office has always maintained an employment equity plan. The plans cover three-year periods and include specific goals for improved representation.

In 2003, the Canadian Human Rights Commission audited our employment equity practices and performance. In 2004, it announced that our Office fully complied with the *Employment Equity Act*. Since that time, corporate employment equity and workplace accommodation policies have come into force and a mandatory diversity training program has come into effect. Our most recent Employment Equity Plan covers the 2009–10, 2010–11, and the 2011–12 fiscal years.

Communication and consultation

Ongoing communication is a critical factor in the success of our employment equity initiative. The Office undertakes a number of communication activities to support the equity and diversity programs.

- The Office offers a range of equity and diversity courses to staff annually.
- We post equity and diversity-related communication materials in areas within the Office where staff gather.
- The Office makes information on the *Employment Equity Act* and related organizational plans and policies available on its INTRAnet site.
- We keep employees informed of the Office's progress on achieving representation objectives.
- The Office keeps staff, management, and our local union representatives engaged in meaningful dialogue to help us overcome outstanding recruitment and retention challenges.
- We reach out to and partner with educational institutions and professional associations to assist us in achieving our goals.
- The Office consults a union-management committee before finalizing policies and plans, such as the tri-annual Employment Equity Plan.

Numerical goals

We are committed to the employment equity ideals and work diligently to ensure that these principles are reflected in our workforce and our workplace.

The Office strives for 100 percent representation for each of the designated groups. The success of our efforts is monitored by the employment equity champion and is reported annually in the departmental performance report.

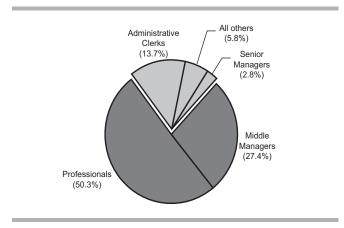
Employment Equity Numbers

Our employment equity numbers are prepared according to the National Occupational Classification (NOC) system, which was developed by Human Resources and Social Development Canada (Exhibit 1). This system comprises 14 employment equity occupational groups (EEOG)—as defined in Schedule II of the Employment Equity Regulations—and 520 NOC unit groups (Exhibit 2).

Exhibit 1— Classification of Office employees under the National Occupational Classification

| Employment Equity Occupational Group (EEOG) | Major National Occupation Classification (NOC) unit group | | | | |
|---|---|--|--|--|--|
| 1 – Senior managers | 0012 – Senior managers | | | | |
| 2 – Middle and other | 0414 – Middle managers | | | | |
| managers | 1111 – Auditors | | | | |
| 3 – Professionals | 1221 – Administrative officers | | | | |
| 4 – Semi-professionals and technicians | 1441 – Administrative clerks | | | | |
| 5 – Supervisors | | | | | |
| 7 – Administrative and senior clerical personnel | r | | | | |
| 10- Clerical personnel | | | | | |

Exhibit 2—Distribution of employees by major occupational groups



Classifying our employees under this system shows that we have a very specialized workforce:

- The 650 employees in our Office fall into 7 of the 14 EEOGs.
- Most of our employees (78 percent) are concentrated in two NOC unit groups—middle managers and auditors (professionals).

Representation in designated groups highlights

We have compared our representation in each designated group with the most recent workforce availability figures provided by Human Resources and Social Development Canada in the Employment Equity Data Report. We have used national figures for this comparison in most areas, with the exception of administrative and senior clerical personnel and clerical personnel, for whom we used data for the national capital area.

Women

As of 31 March 2011, women represent 59.8 percent of the Office's workforce, which surpasses the workforce availability of 51.7 percent. We continue to surpass workforce availability in five of the seven occupational groups.

Over the past two years, we have maintained our number of women in the senior management group. Although we have not yet attained full representation at this level, we are confident that further improvements will be achieved in the coming years through a combination of promotions and attrition. We saw a small increase in the number of women in the administrative and senior clerical group; we will continue working towards achieving representation in this category. (Table 4)

Aboriginal peoples

We are pleased to report that the Office has maintained its number of aboriginal employees in the 2010–11 fiscal year. We lost several of our aboriginal employees, as the result of retirement or attrition; however, we also hired four new aboriginal employees. These efforts ensured that we continue to exceed the workforce availability rate. It should also be noted that aboriginal peoples are represented in four of the seven occupational groups at the Office. (Table 5)

Persons with disabilities

Overall representation of persons with disabilities in the Office has, for the most part, remained the same over the past two years (4.3 percent). It should be noted that the Office remains fully compliant in this area and continues to surpass workforce availability. (Table 6)

Persons in a visible minority

Representation, as a percentage of workforce availability among persons in a visible minority group, has remained the same. We are most pleased with the increases in representation in the two categories that make up 78 percent of our workforce—middle and other managers, and professionals. Both categories continue to increase every year, most notably a 7 percent improvement in middle and other managers. (Table 7)

Representation in hirings, promotions, and separations

This annual report includes an analysis of the number of employees who were hired, promoted, or left the Office and the degree of representation of members of each designated group.

Hiring as a percentage of workforce availability

In the past year, 88 people joined the Office. We are proud to report that we met and far exceeded workforce availability for women, aboriginal peoples, and persons in a visible minority. Unfortunately our hiring for persons with disabilities (none) was below workforce availability. (Table 8)

Promotions

In the 2010–11 fiscal year, 61 Office employees were promoted; this represents about 9.5 percent of our employee population. We are pleased to report that three of the four designated groups were represented in these promotions. More than half (56 percent) of those promoted were women. (Table 9)

Separations

In the 2010–11 fiscal year, 74 employees left the Office—an attrition rate of 11.5 percent. Of the 74 who left, fifty were women (an attrition rate of 12.7 percent) and seven were persons in a visible minority (an attrition rate of 11.5 percent). We were pleased to find that the rate of attrition has decreased over the past year. One point worth highlighting is the drop in the attrition rate of visible minorities—from 31.9 percent, in the 2008–09 fiscal year, to 11.5 percent, in the 2010–11 fiscal year. We will continue to monitor our results in this area to ensure that we do not have retention issues, particularly among the designated groups. (Table 10)

Appendix—Statistics

Report coverage

This report contains information, as of 31 March 2011, on our indeterminate employees and determinate employees with terms of six months or more. Employees who were on secondment to other organizations are also included in our numbers.

Employees who were on leave without pay from our Office as of 31 March 2011 are not included in the population. Because of the rapid turnover of students and casual employees, no information is reported on them.

Data on people in the designated groups

All data, other than that for women, was obtained through self-identification, the process by which people identify themselves as being from one of the other three designated groups. The data on women was obtained from other human resource information.

The completeness and accuracy of employment equity data depend on employees being willing to self-identify and being given the opportunity to do so. Our self-identification process began in April 1997. All new employees who join the Office are provided with a questionnaire when they are hired. In addition, at any time during the year, any employee may complete or revise a self-identification questionnaire, available from our Human Resources Group.

Tables 4 to 7 show our representation as a percentage of workforce availability, with comparative figures for the prior year. We believe this is the best measure of how well we are progressing toward our goal of achieving a representative workforce.

We provide information by Employment Equity Occupational Group (EEOG). Tables 4 to 7 includes information for the two National Occupational Classification (NOC) unit groups that comprise the majority of our employees middle managers (NOC Unit 0414), which is part of EEOG 2 (middle and other managers); and auditors (NOC Unit 1111), included in EEOG 3 (professionals).

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 and Employment Equity Occupational Group

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Representation of designated groups in the Office of the Auditor General of Canada

As at 31 March 2011

| | All employees | Women | | Aboriginal peoples | | Persons with disabilities | | Persons in a visible minority | |
|------------------------|------------------|--------|------------|--------------------|------------|---------------------------|------------|-------------------------------|------------|
| | Number | Number | Percentage | Number | Percentage | Number | Percentage | Number | Percentage |
| | 650 | 389 | 59.8 | 16 | 2.5 | 28 | 4.3 | 75 | 11.5 |
| Workforce availability | | | 51.7 | | 2.4 | | 4.1 | | 13.3 |

Table 2

Distribution of employees by designated group and region of work

| Region of work | All employees | Women | | Aboriginal peoples | | Persons with disabilities | | Persons in a visible minority | |
|-------------------------|------------------|--------|------------|--------------------|------------|---------------------------|------------|-------------------------------|------------|
| | Number | Number | Percentage | Number | Percentage | Number | Percentage | Number | Percentage |
| National Capital Region | 588 | 358 | 60.9 | 14 | 2.4 | 26 | 4.4 | 63 | 10.7 |
| All other regions | 62 | 31 | 50.0 | 2 | 3.2 | 2 | 3.2 | 12 | 19.4 |
| Total | 650 | 389 | 59.8 | 16 | 2.5 | 28 | 4.3 | 75 | 11.5 |

Representation of designated groups by Employment Equity Occupational Group

| Employment Equity Occupational Group | All employees | w | omen | | original eoples | | ons with abilities | | ons in a e minority |
|---|------------------|--------|------------|--------|--------------------|--------|-----------------------|--------|------------------------|
| | Number | Number | Percentage | Number | Percentage | Number | Percentage | Number | Percentage |
| All occupations | 650 | 389 | 59.8 | 16 | 2.5 | 28 | 4.3 | 75 | 11.5 |
| Senior Managers | 18 | 5 | 27.8 | 1 | 5.6 | 0 | 0.0 | 1 | 5.6 |
| Middle and Other Managers | 178 | 94 | 52.8 | 5 | 2.8 | 8 | 4.5 | 7 | 3.9 |
| Professionals | 327 | 194 | 59.3 | 5 | 1.5 | 14 | 4.3 | 61 | 18.6 |
| Semi-Professionals and Technicians | 17 | 6 | 35.3 | 1 | 5.9 | 0 | 0.0 | 1 | 5.9 |
| Supervisors | 4 | 3 | 75.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 |
| Administrative and Senior Clerical Personnel | 17 | 10 | 58.8 | 0 | 0.0 | 1 | 5.9 | 1 | 5.9 |
| Clerical Personnel | 89 | 77 | 86.5 | 4 | 4.5 | 5 | 5.6 | 4 | 4.5 |

Representation of women by Employment Equity Occupational Group and the two largest National Occupational Classification unit groups

| Employment Equity Occupational Group | All employees | Women | | Workforce availability (WFA) | Representation as a percentage of WFA | |
|--|------------------|--------|------------|---------------------------------|---------------------------------------|------------|
| | Number | Number | Percentage | Percentage | March 2011 | March 2010 |
| All occupations | 650 | 389 | 59.8 | 51.7 | 100+ | 100+ |
| Senior Managers | 18 | 5 | 27.8 | 42.2 | 65.9 | 70.9 |
| Middle and Other Managers | 178 | 94 | 52.8 | 40.8 | 100+ | 100+ |
| Professionals | 327 | 194 | 59.3 | 53.3 | 100+ | 100+ |
| Semi-Professionals and Technicians | 17 | 6 | 35.3 | 25.0 | 100+ | 100+ |
| Supervisors | 4 | 3 | 75.0 | 50.6 | 100+ | 100+ |
| Administrative and Senior Clerical Personnel | 17 | 10 | 58.8 | 76.8 | 76.6 | 74.6 |
| Clerical Personnel | 89 | 77 | 86.5 | 69.8 | 100+ | 100+ |

| National Occupational Classification unit group | All employees | Women | | Workforce availability | • | tation as a ge of WFA |
|--|------------------|--------|------------|---------------------------|------------|--------------------------|
| | Number | Number | Percentage | Percentage | March 2011 | March 2010 |
| Middle Managers (0414) | 156 | 84 | 53.8 | 39.5 | 100+ | 100+ |
| Auditors (1111) | 268 | 153 | 57.1 | 53.6 | 100+ | 100+ |

Representation of Aboriginal peoples by Employment Equity Occupational Group and the two largest National Occupational Classification unit groups

As at 31 March 2011

| Employment Equity Occupational Group | All employees | Aboriginal peoples | | | | tation as a ge of WFA |
|--|------------------|--------------------|------------|------------|------------|--------------------------|
| | Number | Number | Percentage | Percentage | March 2011 | March 2010 |
| All occupations | 650 | 16 | 2.5 | 2.4 | 100+ | 100+ |
| Senior Managers | 18 | 1 | 5.6 | 7.2 | 77.7 | 100 |
| Middle and Other Managers | 178 | 5 | 2.8 | 4.0 | 71.0 | 79.3 |
| Professionals | 327 | 5 | 1.5 | 1.2 | 100+ | 100+ |
| Semi-Professionals and Technicians | 17 | 1 | 5.9 | 2.2 | 100+ | 100+ |
| Supervisors | 4 | 0 | 0.0 | 2.1 | 0.0 | N/A |
| Administrative and Senior Clerical Personnel | 17 | 0 | 0.0 | 1.9 | 0.0 | 0.0 |
| Clerical Personnel | 89 | 4 | 4.5 | 2.5 | 100+ | 100+ |

| National Occupational Classification unit group | All employees | Aboriginal peoples | | Workforce availability | Representation as a percentage of WFA | |
|--|------------------|--------------------|------------|---------------------------|---------------------------------------|------------|
| | Number | Number | Percentage | Percentage | March 2011 | March 2010 |
| Middle Managers (0414) | 156 | 4 | 2.5 | 4.2 | 61.2 | 64.5 |
| Auditors (1111) | 268 | 3 | 1.1 | 1.2 | 96.0 | 42.2 |

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Representation of persons with disabilities by Employment Equity Occupational Group and the two largest National Occupational Classification unit groups

As at 31 March 2011

| Employment Equity Occupational Group | All employees | Persons with disabilities | | | | ation as a tage of FA |
|--|------------------|---------------------------|------------|------------|------------|-----------------------------|
| | Number | Number | Percentage | Percentage | March 2011 | March 2010 |
| All occupations | 650 | 28 | 4.3 | 4.1 | 100+ | 100+ |
| Senior Managers | 18 | 0 | 0.0 | 3.2 | 0.0 | 0.0 |
| Middle and Other Managers | 178 | 8 | 4.5 | 3.2 | 100+ | 100+ |
| Professionals | 327 | 14 | 4.3 | 4.5 | 94.6 | 100+ |
| Semi-Professionals and Technicians | 17 | 0 | 0.0 | 4.8 | 0.0 | 0.0 |
| Supervisors | 4 | 0 | 0.0 | 9.5 | 0.0 | 0.0 |
| Administrative and Senior Clerical Personnel | 17 | 1 | 5.9 | 2.6 | 100+ | 0.0 |
| Clerical Personnel | 89 | 5 | 5.6 | 4.4 | 100+ | 100+ |

| National Occupational Classification unit group | All employees | Persons with disabilities | | | | | Representation as a percentage of WFA | |
|--|------------------|------------------------------|------------|------------|------------|------------|---------------------------------------|--|
| | Number | Number | Percentage | Percentage | March 2011 | March 2010 | | |
| Middle Managers (0414) | 156 | 7 | 4.5 | 3.2 | 100+ | 100+ | | |
| Auditors (1111) | 268 | 10 | 3.7 | 4.5 | 82.6 | 82.9 | | |

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Representation of persons in a visible minority by Employment Equity Occupational Group and the two largest National Occupational Classification unit groups

| Employment Equity Occupational Group | All employees | Persons in a visible minority | | Workforce availability (WFA) | Representation as a percentage of WFA | |
|--|------------------|-------------------------------|------------|---------------------------------|---------------------------------------|------------|
| | Number | Number | Percentage | Percentage | March 2011 | March 2010 |
| All occupations | 650 | 75 | 11.5 | 13.3 | 86.8 | 89.6 |
| Senior Managers | 18 | 1 | 5.6 | 4.8 | 100+ | 100+ |
| Middle and Other Managers | 178 | 7 | 3.9 | 5.1 | 77.9 | 70.2 |
| Professionals | 327 | 61 | 18.6 | 19.2 | 96.3 | 94.9 |
| Semi-Professionals and Technicians | 17 | 1 | 5.9 | 11.0 | 53.5 | 54.1 |
| Supervisors | 4 | 0 | 0.0 | 9.0 | 0.0 | 0.0 |
| Administrative and Senior Clerical Personnel | 17 | 1 | 5.9 | 8.0 | 73.9 | 0.0 |
| Clerical Personnel | 89 | 4 | 4.5 | 11.1 | 40.6 | 67.2 |

| National Occupational Classification unit group | All employees | Persons in a visible minority | | Workforce availability | Representation as a percentage of WFA | |
|--|------------------|-------------------------------|------------|---------------------------|---------------------------------------|------------|
| | Number | Number | Percentage | Percentage | March 2011 | March 2010 |
| Middle Managers (0414) | 156 | 6 | 3.8 | 4.2 | 91.8 | 78.4 |
| Auditors (1111) | 268 | 56 | 20.9 | 20.5 | 100+ | 100+ |

Hirings by designated group and Employment Equity Occupational Group*

1 April 2010 to 31 March 2011

| Employment Equity Occupational Group | All employees | | | Aboriginal peoples | | Persons with disabilities | | Persons in a visible minority | |
|---|------------------|--------|------------|--------------------|------------|------------------------------|------------|-------------------------------|------------|
| | Number | Number | Percentage | Number | Percentage | Number | Percentage | Number | Percentage |
| All occupations | 88 | 45 | 51.1 | 4 | 4.5 | 0 | 0.0 | 18 | 20.4 |
| Senior Managers | 0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 |
| Middle and Other Managers | 13 | 8 | 61.5 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 |
| Professionals | 64 | 29 | 45.3 | 3 | 4.7 | 0 | 0.0 | 17 | 26.6 |
| Semi-Professionals and Technicians | 1 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 |
| Supervisors | 2 | 1 | 50.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 |
| Administrative and Senior Clerical Personnel | 2 | 2 | 100.0 | 0 | 0.0 | 0 | 0.0 | 1 | 50.0 |
| Clerical Personnel | 6 | 5 | 83.3 | 1 | 16.7 | 0 | 0.0 | 0 | 0.0 |

*Includes employees hired into term positions (three months or more) and indeterminate positions.

| Hirings as a percentage of workforce availability | All employees | Women | | Aboriginal peoples | | Persons with disabilities | | Persons in a visible minority | |
|---|------------------|--------|------------|--------------------|------------|------------------------------|------------|-------------------------------|------------|
| | Number | Number | Percentage | Number | Percentage | Number | Percentage | Number | Percentage |
| All occupations | 88 | 45 | 51.1 | 4 | 4.5 | 0 | 0.0 | 18 | 20.4 |
| Workforce availability | | | 51.7 | | 2.4 | | 4.1 | | 13.3 |
| Hirings as a percentage of workforce availability | | | 98.8 | | 187.5 | | 0.0 | | 153.4 |

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Promotions by designated group and Employment Equity Occupational Group*

1 April 2010 to 31 March 2011

| Employment Equity Occupational Group | All employees | | | Persons with disabilities | Persons in a visible minority | |
|--|------------------|----|---|---------------------------|-------------------------------|--|
| All occupations | 61 | 34 | 0 | 4 | 9 | |
| Senior Managers | 1 | 0 | 0 | 0 | 0 | |
| Middle and Other Managers | 12 | 8 | 0 | 1 | 0 | |
| Professionals | 42 | 23 | 0 | 3 | 9 | |
| Semi-Professionals and Technicians | 1 | 0 | 0 | 0 | 0 | |
| Supervisor | 0 | 0 | 0 | 0 | 0 | |
| Administrative and Senior Clerical Personnel | 1 | 0 | 0 | 0 | 0 | |
| Clerical Personnel | 4 | 3 | 0 | 0 | 0 | |

*Includes promotions and reclassifications.

| Promotion rate | All employees | Women | Aboriginal peoples | Persons with disabilities | Persons in a visible minority |
|-----------------------------|------------------|-------|--------------------|---------------------------|-------------------------------|
| Number | 61 | 34 | 0 | 4 | 9 |
| Promotion rate (percentage) | 9.5 | 8.6 | 0.0 | 14.8 | 14.8 |

Separations by designated group and Employment Equity Occupational Group

1 April 2010 to 31 March 2011

| Employment Equity Occupational Group | All employees | Women | Aboriginal peoples | Persons with disabilities | Persons in a visible minority |
|--|------------------|-------|--------------------|---------------------------|-------------------------------|
| All occupations | 74 | 50 | 3 | 4 | 7 |
| Senior Managers | 0 | 0 | 0 | 0 | 0 |
| Middle and Other Managers | 17 | 8 | 0 | 0 | 0 |
| Professionals | 42 | 30 | 1 | 3 | 7 |
| Semi-Professionals and Technicians | 2 | 1 | 0 | 0 | 0 |
| Supervisors | 1 | 0 | 0 | 0 | 0 |
| Administrative and Senior Clerical Personnel | 3 | 3 | 0 | 0 | 0 |
| Clerical Personnel | 9 | 8 | 2 | 1 | 0 |

| Attrition rate | All employees | Women | Aboriginal peoples | Persons with disabilities | Persons in a visible minority |
|-----------------------------|------------------|-------|--------------------|---------------------------|-------------------------------|
| Number | 74 | 50 | 3 | 4 | 7 |
| Attrition rate (percentage) | 11.5 | 12.7 | 17.6 | 14.8 | 11.5 |

Distribution of employees by designated group and salary band

As of 31 March 2011

| Salary band (\$) | All employees | | W | omen | | original eoples | Persons with disabilities | | Persons in a visible minority | |
|------------------|---------------|-----------------------|--------|-----------------------|--------|-----------------------|---------------------------|-----------------------|-------------------------------|-----------------------|
| | Number | Cumulative percentage | Number | Cumulative percentage | Number | Cumulative percentage | Number | Cumulative percentage | Number | Cumulative percentage |
| 35,000–39,999 | 0 | 0.0% | 0 | 0.0% | 0 | 0.0% | 0 | 0.0% | 0 | 0.0% |
| 40,000–44,999 | 8 | 1.2% | 7 | 1.8% | 0 | 0.0% | 1 | 3.6% | 0 | 0.0% |
| 45,000–49,999 | 53 | 9.4% | 32 | 10.0% | 3 | 18.8% | 1 | 7.1% | 14 | 18.7% |
| | | | | | | | | | | |
| 50,000–54,999 | 56 | 18.0% | 37 | 19.5% | 1 | 25.0% | 2 | 14.3% | 8 | 29.3% |
| 55,000–59,999 | 57 | 26.8% | 40 | 29.8% | 0 | 25.0% | 3 | 25.0% | 5 | 36.0% |
| 60,000–64,999 | 37 | 32.5% | 22 | 35.5% | 1 | 31.3% | 0 | 25.0% | 8 | 46.7% |
| | | | | | | | | | | |
| 65,000–69,999 | 39 | 38.5% | 25 | 41.9% | 1 | 37.5% | 1 | 28.6% | 3 | 50.7% |
| 70,000–74,999 | 21 | 41.7% | 14 | 45.5% | 2 | 50.0% | 1 | 32.1% | 2 | 53.3% |
| 75,000–79,999 | 57 | 50.5% | 36 | 54.8% | 2 | 62.5% | 4 | 46.4% | 9 | 65.3% |
| | | | | | | | | | | |
| 80,000–89,999 | 51 | 58.3% | 34 | 63.5% | 0 | 62.5% | 5 | 64.3% | 7 | 74.7% |
| 90,000–99,999 | 97 | 73.2% | 58 | 78.4% | 1 | 68.8% | 3 | 75.0% | 13 | 92.0% |
| | | | | | | | | | | |
| 100,000–109,999 | 17 | 75.8% | 10 | 81.0% | 1 | 75.0% | 0 | 75.0% | 1 | 93.3% |
| 110,000–119,999 | 22 | 79.2% | 12 | 84.1% | 0 | 75.0% | 0 | 75.0% | 1 | 94.7% |
| | | | | | | | | | | |
| 120,000 + | 135 | 100.0% | 62 | 100.0% | 4 | 100.0% | 7 | 100.0% | 4 | 100.0% |
| Total | 650 | 100.0% | 389 | 100.0% | 16 | 100.0% | 28 | 100.0% | 75 | 100.0% |