



Treasury Board of Canada
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Better government: with partners, for Canadians

Employment Equity

in the Public Service of Canada

2010–11

Annual Report to Parliament



Canada

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President's Message

I am pleased to present the 19th Annual Report to Parliament on Employment Equity in the Public Service of Canada 2010-2011.

As a passionate supporter of innovation in the public service, I know that a diverse workforce that is representative of Canada and its aspirations is better equipped to deal with an ever-changing and complex world. I am also proud of the strides the public service has made in employment equity since the *Employment Equity Act* came into force in 1996.



In 2010–11, Canada's public service was more representative of our diverse population than ever before, with all employment equity groups participating in greater numbers in the public service.

This year was also the first for our new employment equity governance structure, which ensures a stronger voice for employment equity issues at the most senior levels of the public service.

The Government of Canada is committed to taking action to ensure that Canada's rich and growing diversity is reflected in our world-class public service.

I invite all Canadians to read this report to see the progress we are making with regard to employment equity as an integral part of excellence in people management in the Government of Canada.

Original signed by

The Honourable Tony Clement,
President of the Treasury Board and Minister for FedNor

Speaker of the Senate

Dear Mr. Speaker:

Pursuant to subsection 21(1) of the *Employment Equity Act*, I have the honour of submitting to Parliament, through your good offices, the 2010–11 annual report on employment equity in the public service of Canada.

Yours sincerely,

Original signed by

The Honourable Tony Clement,
President of the Treasury Board and Minister for FedNor

Speaker of the House of Commons

Dear Mr. Speaker:

Pursuant to subsection 21(1) of the *Employment Equity Act*, I have the honour of submitting to Parliament, through your good offices, the 2010–11 annual report on employment equity in the public service of Canada.

Yours sincerely,

Original signed by

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President of the Treasury Board and Minister for FedNor

Introduction

This annual report, a requirement under the *Employment Equity Act*, outlines the progress made with respect to representation of employment equity designated groups within the core public administration (CPA) for fiscal year 2010–11. Appendix A provides statistical tables for further analysis. Technical notes in Appendix B include an explanation of the CPA workforce¹ information on the data on persons in the designated groups and definitions of terminology used throughout this report.

Several trends are worth noting. First, three of the four designated groups remained representative compared with their workforce availability: women, Aboriginal peoples and persons with disabilities. Second, the overall representation rate for members of a visible minority group increased from 10.7 per cent to 11.3 per cent (the highest percentage increase among the four designated groups) but remained below their workforce availability of 12.4 per cent. Third, with the exception of Aboriginal peoples, the representation of designated groups within the executive cadre met or exceeded their workforce availability. This is an improvement from last year, where persons with disabilities were the only designated group that met their workforce availability for that occupational group.

In his *Eighteenth Annual Report to the Prime Minister on the Public Service of Canada*, the Clerk of the Privy Council emphasized the need to incorporate diversity into workplace cultures in order to achieve excellence throughout the public service. As his report states, through diversity the public service is better equipped to be innovative and to deal with an ever-changing and complex world. Diversity, of which employment equity is a part, remains an integral part of public service renewal, with deputy heads being requested to report on this area in their 2012 public service renewal action plans.

The following outlines some of the initiatives undertaken by the Office of the Chief Human Resources Officer, key stakeholders, and bargaining agents in progressing toward the achievement of employment equity goals. The Canadian Human Rights Commission is responsible for ensuring compliance with the *Employment Equity Act*. The 2010 annual report of the Canadian Human Rights Commissionⁱ is available on the Commission's website.

1. Indeterminate employees, term employees of three months or more, and seasonal employees, except those seasonal employees on leave without pay at the end of the fiscal year.

Employment Equity Champions and Chairs Committees

In 2010–11, a governance review of the three national employment equity councils (the National Council of Visible Minorities in the Federal Public Service, the National Council of Federal Employees with Disabilities, and the National Council of Aboriginal Federal Employees) was conducted. Based on the results of this review, a decision was made to create a Champions and Chairs Committee for each of the three designated groups.

In this new governance model, these committees will each be chaired by a Deputy Minister Champion and will be composed of departmental employment equity champions as well as departmental employee network Chairs from across the federal government. This new model will allow for better networking and sharing of best practices among departments while offering a common approach for all three groups. In addition, these committees will permit better and more direct access for employees to employment equity Deputy Minister Champions and departmental management, who are in the best position to act on recommendations. This governance structure was implemented in September 2011.

Using self-declaration information for self-identification

In May 2010, the Office of the Chief Human Resources Officer (OCHRO) and the Public Service Commission of Canada (PSC) jointly issued a letter to the heads of human resources on using self-declaration information for self-identification. The purpose of the letter was to advise departments and agencies that they can utilize applicant self-declaration information as self-identification by persons who are their employees, provided that the employee's consent has been obtained. This integration of self-declaration and self-identification information will assist in achieving a more accurate picture of employment equity within the CPA and reduce the reporting burden on applicants, employees, and departments and agencies.

Disability Management Initiative

OCHRO's Disability Management Initiative (DMI) is a Treasury Board–approved three-year project that began in 2009 to develop integrated, proactive disability management. To assist federal government organizations, the DMI has been moving forward on two fronts. First, it has provided a number of practical tools and guidance to help departments reduce the incidence and duration of workforce absence due to illness, injury and disability under the current system:

- ▶ Support for managers: *Managing for Wellness: Disability Management Handbook for Managers in the Federal Public Service*;ⁱⁱ
- ▶ A Web-based resource for departments on how to set up a disability management program to assist departments and agencies in understanding all key elements of disability management: *Disability Management in the Federal Public Service*;ⁱⁱⁱ

-
- ▶ An information package for employees: *Disability Management: Employee Wellness Resource*,^{iv} and
 - ▶ A compendium of key data (sick leave, long-term disability plan information and workers' compensation information) by department and agency, and for the government as a whole posted quarterly to the Public Service Management Dashboard.

Second, as the DMI has developed these tools, guidance and resources for the current environment, it has also begun identifying what is required to transform and modernize the overall system within which departments' disability management programs operate.

Joint Employment Equity Committee

The Joint Employment Equity Committee (JEEC), a National Joint Council committee, provides a forum for OCHRO, the PSC and bargaining agents to consult and collaborate on the development, implementation and review of public service-wide policies and practices that affect employment equity designated groups.

The JEEC plays a major role in analyzing and providing recommendations related to employment systems by:

- ▶ Assessing the impact of existing policies;
- ▶ Providing input for emerging policies and practices; and
- ▶ Identifying gaps in employment equity policies and practices.

During 2010–11, the JEEC met five times and was consulted on proposed changes to the Treasury Board's *Policy on the Duty to Accommodate Persons with Disabilities in the Federal Public Service*. The Committee also completed its report on concerns and issues related to the fitness-to-work assessment process. Following a presentation by the DMI, the Committee offered suggestions on how the DMI might collect information relevant to employment equity issues. The Committee also heard from the Mental Health Commission of Canada about its efforts to combat prevailing attitudes and misconceptions about mental health issues.

Conclusion

Public service values underlie the way in which the public service recruits, promotes and evaluates its people. These values, which underpin merit-based appointments, ensure that public service employment is open to all qualified Canadians. All efforts are made to ensure that systemic barriers in employment processes are eliminated so that women, Aboriginal peoples, persons with disabilities, and members of a visible minority group have equal opportunities for employment.

Appendix A: Statistical Tables

Table 1

Distribution of Public Service of Canada Employees by Designated Group According to Department or Agency

Financial Administration Act, Schedules I and IV Indeterminates, Terms of Three Months or More, and Seasonal Employees (as at March 31, 2011)

Department or Agency	All Employees		Women		Aboriginal Peoples		Persons with Disabilities		Members of a Visible Minority Group	
	Number	%	Number	%	Number	%	Number	%	Number	%
National Defence ^{\$}	26,297	10,405	39.6	788	3.0	1715	6.5	1733	6.6	
Human Resources and Skills Development Canada	23,092	16,115	69.8	1070	4.6	1636	7.1	2935	12.7	
Correctional Service Canada	17,678	8,429	47.7	1405	7.9	795	4.5	1158	6.6	
Canada Border Services Agency	13,831	7,040	50.9	464	3.4	709	5.1	1750	12.7	
Public Works and Government Services Canada	13,475	7,491	55.6	397	2.9	819	6.1	1531	11.4	
Fisheries and Oceans Canada [†]	10,243	3,637	35.5	398	3.9	546	5.3	584	5.7	
Health Canada	9,716	6,371	65.6	703	7.2	449	4.6	1723	17.7	
Environment Canada	6,608	3,073	46.5	220	3.3	315	4.8	901	13.6	
Statistics Canada	6,066	3,206	52.9	166	2.7	348	5.7	1018	16.8	
Agriculture and Agri-Food Canada [‡]	6,050	2,917	48.2	191	3.2	245	4.0	621	10.3	
Royal Canadian Mounted Police (Civilian Staff)	5,983	4,729	79.0	327	5.5	300	5.0	642	10.7	
Industry Canada	5,360	2,623	48.9	151	2.8	264	4.9	769	14.3	
Transport Canada	5,213	2,358	45.2	208	4.0	254	4.9	710	13.6	
Aboriginal Affairs and Northern Development Canada	5,050	3,211	63.6	1412	28.0	323	6.4	524	10.4	
Department of Justice Canada	4,986	3,337	66.9	192	3.9	334	6.7	791	15.9	
Foreign Affairs and International Trade Canada	4,624	2,399	51.9	112	2.4	162	3.5	577	12.5	
Citizenship and Immigration Canada	4,514	3,080	68.2	123	2.7	244	5.4	850	18.8	
Natural Resources Canada	4,470	1,967	44.0	124	2.8	243	5.4	532	11.9	

Table 1 (cont'd)

Distribution of Public Service of Canada Employees by Designated Group According to Department or Agency
Financial Administration Act, Schedules I and IV Indeterminates, Terms of Three Months or More, and Seasonal Employees (as at March 31, 2011)

Department or Agency	All Employees		Women		Aboriginal Peoples		Persons with Disabilities		Members of a Visible Minority Group	
	Number	%	Number	%	Number	%	Number	%	Number	%
Veterans Affairs Canada	3,743	72.2	2,702	72.2	128	3.4	318	8.5	371	9.9
Public Health Agency of Canada	2,586	69.9	1,807	69.9	83	3.2	119	4.6	345	13.3
Passport Canada	2,447	66.6	1,629	66.6	76	3.1	112	4.6	478	19.5
Treasury Board of Canada Secretariat	1,989	62.5	1,243	62.5	54	2.7	150	7.5	284	14.3
Canadian Heritage	1,942	67.7	1,314	67.7	97	5.0	97	5.0	197	10.1
Canadian International Development Agency	1,886	63.1	1,191	63.1	58	3.1	69	3.7	220	11.7
Library and Archives Canada	1,100	60.5	666	60.5	38	3.5	59	5.4	73	6.6
Public Safety Canada	1,038	59.4	617	59.4	39	3.8	64	6.2	96	9.2
Public Service Commission of Canada	910	65.1	592	65.1	25	2.7	76	8.4	118	13.0
Public Prosecution Service of Canada	874	66.2	579	66.2	37	4.2	44	5.0	87	10.0
Canada School of Public Service	866	68.2	591	68.2	41	4.7	50	5.8	112	12.9
Immigration and Refugee Board of Canada	833	64.2	535	64.2	20	2.4	55	6.6	223	26.8
Privy Council Office	825	55.2	455	55.2	36	4.4	41	5.0	95	11.5
Department of Finance Canada	771	47.0	362	47.0	14	1.8	20	2.6	107	13.9
Atlantic Canada Opportunities Agency	699	60.1	420	60.1	15	2.1	31	4.4	29	4.1
Canadian Space Agency	677	41.5	281	41.5	8	1.2	23	3.4	91	13.4
Canadian Grain Commission	636	38.8	247	38.8	47	7.4	42	6.6	102	16.0
Courts Administration Service	588	66.7	392	66.7	22	3.7	38	6.5	85	14.5

Table 1 (cont'd)

Distribution of Public Service of Canada Employees by Designated Group According to Department or Agency
Financial Administration Act, Schedules I and IV Indeterminates, Terms of Three Months or More, and Seasonal Employees (as at March 31, 2011)

Department or Agency	All Employees		Women		Aboriginal Peoples		Persons with Disabilities		Members of a Visible Minority Group	
	Number	%	Number	%	Number	%	Number	%	Number	%
Office of the Chief Electoral Officer	506		256	50.6	23	4.5	35	6.9	77	15.2
Western Economic Diversification Canada	427		253	59.3	27	6.3	19	4.4	74	17.3
Economic Development Agency of Canada for the Regions of Quebec	404		227	56.2	8	2.0	12	3.0	41	10.1
Canadian Radio-television and Telecommunications Commission	386		228	59.1	8	2.1	25	6.5	38	9.8
Parole Board of Canada	348		280	80.5	21	6.0	18	5.2	25	7.2
Infrastructure Canada	345		206	59.7	8	2.3	10	2.9	52	15.1
Canadian Transportation Agency	232		142	61.2	8	3.4	14	6.0	28	12.1
Offices of the Information and Privacy Commissioners of Canada	230		162	70.4	10	4.3	15	6.5	18	7.8
Canadian Environmental Assessment Agency	225		133	59.1	11	4.9	11	4.9	26	11.6
Transportation Safety Board of Canada	203		64	31.5	*	*	9	4.4	15	7.4
Office of the Registrar of the Supreme Court of Canada	184		115	62.5	8	4.3	11	6.0	9	4.9
Canadian Human Rights Commission	183		119	65.0	11	6.0	21	11.5	24	13.1
Federal Economic Development Agency for Southern Ontario	167		100	59.9	7	4.2	9	5.4	26	15.6
Office of the Commissioner of Official Languages	155		105	67.7	10	6.5	8	5.2	12	7.7
Office of the Governor General's Secretary	153		91	59.5	*	*	12	7.8	16	10.5
Canada Industrial Relations Board	90		62	68.9	*	*	9	10.0	6	6.7
Status of Women Canada	83		73	88.0	*	*	11	13.3	9	10.8

Table 1 (cont'd)

Distribution of Public Service of Canada Employees by Designated Group According to Department or Agency
Financial Administration Act, Schedules I and IV Indeterminates, Terms of Three Months or More, and Seasonal Employees (as at March 31, 2011)

Department or Agency	All Employees		Women		Aboriginal Peoples		Persons with Disabilities		Members of a Visible Minority Group	
	Number	%	Number	%	Number	%	Number	%	Number	%
Canadian International Trade Tribunal	73		46	63.0	*	*	*	*	*	*
Office of the Commissioner for Federal Judicial Affairs Canada	63		47	74.6	*	*	*	*	*	*
Patented Medicine Prices Review Board Canada	61		39	63.9	*	*	*	*	6	9.8
Canadian Dairy Commission	59		37	62.7	*	*	*	*	6	10.2
Commission for Public Complaints Against the Royal Canadian Mounted Police	45		34	75.6	*	*	*	*	*	*
Hazardous Materials Information Review Commission Canada	43		27	62.8	*	*	*	*	*	*
Indian Residential Schools Truth and Reconciliation Commission	37		25	67.6	10	27.0	*	*	*	*
Canadian Forces Grievance Board	33		23	69.7	*	*	*	*	*	*
Public Service Staffing Tribunal	27		20	74.1	*	*	*	*	*	*
International Joint Commission	25		10	40.0	*	*	*	*	*	*
Office of the Commissioner of Lobbying of Canada	25		15	60.0	*	*	*	*	*	*
Office of the Public Sector Integrity Commissioner of Canada	24		20	83.3	*	*	*	*	*	*
Canadian Intergovernmental Conference Secretariat	21		12	57.1	*	*	*	*	*	*
Human Rights Tribunal of Canada	17		11	64.7	*	*	*	*	*	*
Farm Products Council of Canada	15		10	66.7	*	*	*	*	*	*
Assisted Human Reproduction Canada	13		11	84.6	*	*	*	*	*	*
Military Police Complaints Commission of Canada	12		7	58.3	*	*	*	*	*	*

Table 1 (cont'd)

Distribution of Public Service of Canada Employees by Designated Group According to Department or Agency
Financial Administration Act, Schedules I and IV Indeterminates, Terms of Three Months or More, and Seasonal Employees (as at March 31, 2011)

Department or Agency	All Employees		Women		Aboriginal Peoples		Persons with Disabilities		Members of a Visible Minority Group	
	Number	%	Number	%	Number	%	Number	%	Number	%
Copyright Board Canada	11	6	54.5	*	*	*	*	*	*	*
Registry of the Competition Tribunal	10	*	*	*	*	*	*	*	*	*
Registry of the Specific Claims Tribunal of Canada	9	6	66.7	*	*	*	*	*	*	*
Canadian Artists and Producers Professional Relations Tribunal	7	*	*	*	*	*	*	*	*	*
Transportation Appeal Tribunal of Canada	6	*	*	*	*	*	*	*	*	*
Public Servants Disclosure Protection Tribunal Canada	4	*	*	*	*	*	*	*	*	*
RCMP External Review Committee	4	*	*	*	*	*	*	*	*	*
Total	202,631	111,051	54.8	4.7	9,486	11,388	5.6	22,998	11.3	

Notes

The sum of designated groups does not equal the total (all employees) because employees may have voluntarily chosen to self-identify in more than one designated group and men are included in the total.

§ Civilian staff only (data for members of the Canadian Forces are not included because Treasury Board is not the employer).

† Fisheries and Oceans Canada data include data for the Canadian Coast Guard.

‡ Agriculture and Agri-Food Canada data include data for the Prairie Farm Rehabilitation Administration.

* Information for small numbers is suppressed.

Table 2

Distribution of Public Service of Canada Employees by Designated Group and Region of Work

Financial Administration Act, Schedules I and IV Indeterminates, Terms of Three Months or More, and Seasonal Employees (as at March 31, 2011)

Region of Work	All Employees		Women		Aboriginal Peoples		Persons with Disabilities		Members of a Visible Minority Group	
	Number	%	Number	%	Number	%	Number	%	Number	%
Newfoundland and Labrador	3,237	43.7	1,415	5.3	171	5.4	175	5.4	51	1.6
Prince Edward Island	1,831	63.6	1,165	2.5	46	8.3	152	8.3	46	2.5
Nova Scotia	9,629	43.2	4,164	4.0	382	6.7	644	6.7	595	6.2
New Brunswick	6,974	55.5	3,871	3.3	228	5.2	361	5.2	135	1.9
Quebec (without the NCR*)	22,883	52.7	12,060	1.8	423	3.2	739	3.2	1,786	7.8
NCR* (Quebec)	24,700	58.3	14,410	5.1	1,251	5.3	1,308	5.3	2,756	11.2
NCR†	87,961	57.0	50,169	3.7	3,221	5.6	4,953	5.6	11,000	12.5
Ontario (without the NCR*)	26,413	55.9	14,773	4.7	1,231	6.9	1,821	6.9	3,990	15.1
NCR* (Ontario)	63,261	56.5	35,759	3.1	1,970	5.8	3,645	5.8	8,244	13.0
Manitoba	7,186	56.8	4,080	13.0	933	6.4	459	6.4	590	8.2
Saskatchewan	4,967	57.6	2,862	14.9	740	5.8	289	5.8	252	5.1
Alberta	10,552	57.0	6,013	7.7	808	6.3	668	6.3	1,070	10.1
British Columbia	18,203	50.0	9,093	5.7	1,032	5.6	1,023	5.6	3,219	17.7
Yukon	334	63.8	213	15.9	53	7.5	25	7.5	20	6.0
Northwest Territories	628	59.4	373	20.9	131	5.1	32	5.1	31	4.9
Nunavut	226	57.1	129	27.9	63	3.1	7	3.1	13	5.8
Outside Canada	1,607	41.8	671	1.5	24	2.5	40	2.5	200	12.4
Total	202,631	54.8	111,051	4.7	9,486	5.6	11,388	5.6	22,998	11.3

Notes

The sum of designated groups does not equal the total (all employees) because employees may have voluntarily chosen to self-identify in more than one designated group and men are included in the total.

* NCR stands for National Capital Region.

† NCR includes NCR Quebec and NCR Ontario.

Table 3

Distribution of Public Service of Canada Employees by Designated Group According to Occupational Group
Financial Administration Act, Schedules I and IV Indeterminates, Terms of Three Months or More, and Seasonal Employees (as at March 31, 2011)

Occupational Group	All Employees		Women		Aboriginal Peoples		Persons with Disabilities		Members of a Visible Minority Group	
	Number	%	Number	%	Number	%	Number	%	Number	%
Executive	5,502	44.9	2,469	44.9	207	3.8	299	5.4	431	7.8
Scientific and Professional	34,927	49.6	17,338	49.6	1,033	3.0	1,498	4.3	5,321	15.2
Administrative and Foreign Service	91,283	63.8	58,233	63.8	4,641	5.1	5,510	6.0	10,888	11.9
Technical	14,280	24.6	3,514	24.6	545	3.8	680	4.8	1,023	7.2
Administrative Support	25,752	79.8	20,540	79.8	1,441	5.6	1,938	7.5	3,200	12.4
Operational	30,887	29.0	8,957	29.0	1,619	5.2	1,463	4.7	2,135	6.9
Total	202,631	54.8	111,051	54.8	9,486	4.7	11,388	5.6	22,998	11.3

Notes

The sum of designated groups does not equal the total (all employees) because employees may have voluntarily chosen to self-identify in more than one designated group and men are included in the total.

Table 4 (cont'd)

Distribution of Public Service of Canada Employees by Designated Group and Salary Range

Financial Administration Act, Schedules I and IV Indeterminates, Terms of Three Months or More, and Seasonal Employees (as at March 31, 2011)

Salary Range (\$)	All Employees		Women		Aboriginal Peoples		Persons with Disabilities		Members of a Visible Minority Group	
	Number	% of All Employees	Number	% of Salary Range	Number	% of Salary Range	Number	% of Salary Range	Number	% of Salary Range
65,000 to 69,999	19,198	9.5	9,670	50.4	1,086	5.7	983	5.1	2,120	11.0
70,000 to 74,999	17,075	8.4	8,496	49.8	951	5.6	780	4.6	1,922	11.3
75,000 to 79,999	17,704	8.7	8,210	46.4	748	4.2	960	5.4	2,121	12.0
80,000 to 84,999	8,165	4.0	4,112	50.4	325	4.0	420	5.1	1,146	14.0
85,000 to 89,999	9,370	4.6	4,237	45.2	297	3.2	459	4.9	1,115	11.9
90,000 to 94,999	9,141	4.5	4,100	44.9	277	3.0	471	5.2	1,185	13.0
95,000 to 99,999	4,772	2.4	2,303	48.3	218	4.6	274	5.7	432	9.1
100,000 and over	17,534	8.7	7,104	40.5	494	2.8	969	5.5	1,716	9.8
Total	202,631	100.0	111,051	54.8	9,486	4.7	11,388	5.6	22,998	11.3
Total										100.0

Notes

The sum of designated groups does not equal the total (all employees) because employees may have voluntarily chosen to self-identify in more than one designated group and men are included in the total.

† EE: Employment Equity

* Information for small groups is suppressed.

Table 5

Hirings, Promotions Into the Public Service of Canada by Designated Group and Separations From the Public Service of Canada by Designated Group
Financial Administration Act, Schedules I and IV Indeterminates, Terms of Three Months or More, and Seasonal Employees
(April 1, 2010, to March 31, 2011)

Action Type	All Employees		Women		Aboriginal Peoples		Persons with Disabilities		Members of a Visible Minority Group	
	Number	%	Number	%	Number	%	Number	%	Number	%
Hirings	14,415	55.2	7,953	55.2	501	3.5	534	3.7	1,410	9.8
Promotions	19,797	60.1	11,889	60.1	896	4.5	847	4.3	2,478	12.5
Separations	14,611	53.9	7,879	53.9	639	4.4	1,178	8.1	1,038	7.1

Notes

The sum of designated groups does not equal the total (all employees) because employees may have voluntarily chosen to self-identify in more than one designated group and men are included in the total.

"Hirings" refers to employees who were added to the public service of Canada payroll between April 1, 2010, and March 31, 2011.

Data on "Promotions" are obtained from the Public Service Commission of Canada and include information from departments and agencies that fall under both the *Financial Administration Act*, schedules I and IV, and the *Public Service Employment Act*.

"Separations" refers to employees who left the public service of Canada payroll between April 1, 2010, and March 31, 2011.

Percentages are that designated group's share of all actions of the given type.

See the definitions of "Hirings," "Promotions" and "Separations" under "Definitions" in Appendix B.

Table 6

Distribution of Public Service of Canada Employees by Designated Group and Age Range

Financial Administration Act, Schedules I and IV Indeterminates, Terms of Three Months or More, and Seasonal Employees (as at March 31, 2011)

Age Range	All Employees		Women		Aboriginal Peoples			Persons with Disabilities			Members of a Visible Minority Group		
	Number	% of All Employees	Number	% of Age Range	Number	% of Age Range	% of EE [†] Group	Number	% of Age Range	% of EE [†] Group	Number	% of Age Range	% of EE [†] Group
Under 35	46,137	22.8	26,478	57.4	1,903	4.1	20.1	1,265	2.7	11.1	6,675	14.5	29.0
35 to 39	26,553	13.1	14,817	55.8	1,374	5.2	14.5	1,022	3.8	9.0	3,645	13.7	15.8
40 to 44	27,802	13.7	15,548	55.9	1,644	5.9	17.3	1,292	4.6	11.3	3,576	12.9	15.5
45 to 49	33,403	16.5	18,512	55.4	1,681	5.0	17.7	2,082	6.2	18.3	3,280	9.8	14.3
50 to 54	34,902	17.2	19,224	55.1	1,478	4.2	15.6	2,653	7.6	23.3	2,662	7.6	11.6
55 and over	33,834	16.7	16,472	48.7	1,406	4.2	14.8	3,074	9.1	27.0	3,160	9.3	13.7
Total	202,631	100.0	111,051	54.8	9,486	4.7	100.0	11,388	5.6	100.0	22,998	11.3	100.0

Notes

The sum of designated groups does not equal the total (all employees) because employees may have voluntarily chosen to self-identify in more than one designated group and men are included in the total.

† EE: Employment Equity

Appendix B: Technical Notes

Core public administration

The *Employment Equity Act* prescribes that this report cover the portions of the public service of Canada set out in schedules I and IV of the *Financial Administration Act*. Seventy-seven departments, agencies and commissions comprise the core public administration (CPA), for which Treasury Board is the employer (see Table 1). The statistics in this report include only employees working for these organizations, which numbered 202,631 on March 31, 2011.

This report includes information on indeterminate employees, term employees of three months or more, and seasonal employees, with the exception of those seasonal employees who are on leave without pay at the end of March for each fiscal year. No information is reported on students or casual workers, except in cases in which they were subsequently hired as indeterminate employees, for terms of three months or more, or as seasonal employees before the end of the fiscal year. Employees on leave without pay, (e.g., such as those on care and nurturing leave and educational leave) are not included in these tables.

Statistics in this document also exclude Governor-in-Council appointees, ministerial staff, federal judges and deputy ministers, who are also on the public service payroll. As required under the *Employment Equity Act*, annual reports to Parliament present information for the fiscal year beginning April 1 and ending March 31.

The statistics of separate employers, covered under schedule V of the *Financial Administration Act*, are not included in this report. Under the *Employment Equity Act*, separate employers that have more than 100 employees (e.g., the Canada Revenue Agency and the Canadian Food Inspection Agency) are required to provide their reports to the Office of the Chief Human Resources Officer (OCHRO) only for the purposes of tabling in Parliament at the same time as this report. To view their employment equity reports, readers should visit those organizations' websites or contact them directly.

Reports on employment equity in the Canadian Forces and with respect to members of the Royal Canadian Mounted Police are prepared by those organizations and are also tabled in Parliament at the same time as those of separate employers.

Data on persons in designated groups

To assure consistency of the data presented in this report, OCHRO uses the Incumbent File, which contains information on all employees for whom Treasury Board is the employer, in accordance with schedules I and IV of the *Financial Administration Act*.

All tabulations, other than those for women, contain data obtained through self-identification. Self-identification data, provided voluntarily by employees, are maintained separately and confidentially in the Employment Equity Data Bank by OCHRO. A reconciliation process is carried out each year by OCHRO and the departments to ensure that information derived from these two sources harmonizes with the information from departmental sources.

The completeness and accuracy of employment equity data for the CPA depend on the willingness of employees to self-identify and on departments providing opportunities for them to do so. Employees, including those engaged as students or casual workers, are given an opportunity to provide this information when they are hired and during departmental self-identification surveys or other campaigns. Furthermore, they may complete a self-identification form, available from their departmental employment equity coordinator, at any time.

Definitions

Aboriginal peoples—Refers to persons who are Indians, Inuit or Métis.

Casual workers—Refers to people hired for a specified period of no more than 90 days by any one department or agency during the calendar year. Casual workers are not included in the representation figures.

Designated groups—Refers to women, Aboriginal peoples, persons with disabilities, and members of a visible minority group.

Hirings—Refers to the number of persons added to the employee population in the past fiscal year. This includes indeterminate and seasonal employees, with the exception of those seasonal employees who are on leave without pay at the end of March, those with terms of three months or more, and students and casual workers whose employment status has changed to indeterminate, terms of three months or more, or seasonal. Hirings measure the flow of employees into the public service and may include more than one staffing action for term employees.

Indeterminate employees—Refers to people appointed to the public service for an unspecified duration.

Members of a visible minority group—Refers to persons, other than Aboriginal peoples, who are non-Caucasian in race or non-white in colour.

Persons with disabilities—Refers to persons who have a long-term or recurring physical, mental, sensory, psychiatric or learning impairment and who:

- ▶ Consider themselves to be disadvantaged in employment by reason of that impairment; or
- ▶ Believe that an employer or potential employer is likely to consider them to be disadvantaged in employment by reason of that impairment.

This includes persons whose functional limitations owing to their impairment have been accommodated in their current job or workplace.

Promotions—Refers to the number of appointments to positions at higher maximum pay levels, either within the same occupational group or subgroup or in another group or subgroup.

Seasonal employees—Refers to people hired to work cyclically for a season or portion of each year.

Self-identification—Refers to a collection of employment equity information, voluntarily provided by employees, for statistical purposes in analyzing and monitoring the progress of employment equity groups in the federal public service and for reporting workforce representation.

Separations—Refers to the number of employees (i.e., indeterminate, terms of three months or more, and seasonal) removed from the public service payroll and may include more than one action for term employees. Separations include employees who retired or resigned or employees whose specified employment period (term) ended.

Tenure—Refers to the period of time for which a person is employed.

Women—Refers to an employment equity designated group under the *Employment Equity Act*.

Workforce availability—Refers to the distribution of people in the designated groups as a percentage of the total Canadian workforce. For federal public service purposes, workforce availability is based on Canadian citizens in those occupations in the Canadian workforce corresponding to the occupations in the public service and is derived from Census statistics. Estimates for persons with disabilities are derived from data, also collected by Statistics Canada, in the 2006 Participation and Activity Limitation Survey (PALS).

Endnotes

- i. 2010 annual report of the Canadian Human Rights Commission, http://www.chrc-ccdp.gc.ca/publications/ar_2010_ra/toc_10_tdm-eng.aspx
- ii. *Managing for Wellness: Disability Management Handbook for Managers in the Federal Public Service*, <http://www.tbs-sct.gc.ca/hrh/wds-mst/disability-incapacite-eng.asp>
- iii. *Disability Management in the Federal Public Service*, <http://www.tbs-sct.gc.ca/hrh/dmi-igi/index-eng.asp>
- iv. *Disability Management: Employee Wellness Resource*, <http://www.tbs-sct.gc.ca/hrh/dmi-igi/fundamentals-fondements/ewr-rme-eng.asp>