



Treasury Board of Canada
Secrétariat

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du Canada

Better government: with partners, for Canadians



Employment Equity in the Public Service of Canada 2012–13

Annual Report to Parliament

Canada

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President's Message

I am pleased to present the 21st Annual Report to Parliament on Employment Equity in the Public Service of Canada.

Canada's diversity is a source of national strength, and I am proud of our Government's commitment to ensuring the public service continues to reflect the people and cultures of our great country.

This annual report demonstrates the ongoing progress federal institutions are making to enhance the representativeness of their workforces. In particular, it shows that all four designated groups—women, Aboriginal peoples, members of visible minorities and persons with disabilities—now exceed estimates of their workplace availability.

I am also pleased to highlight that the implementation of the Employment Equity Governance Model, introduced in fall 2011, has ensured employment equity has a strong voice at the most senior levels of the public service. These efforts reflect the Government's strong commitment to ensuring the federal public service reflects the diversity of Canada.

I invite all Canadians to read this report to see the progress we are making in building an inclusive and exemplary workplace—one that is representative of the Canadian population.

Original signed by

The Honourable Tony Clement,
President of the Treasury Board



Introduction

The *Employment Equity Act* requires the President of the Treasury Board to submit a report to Parliament on the state of employment equity in the core public administration (CPA) for each fiscal year. The following report outlines results and progress with respect to representation of employment equity designated groups for fiscal year 2012–13. Appendix A provides statistical tables for further analysis. Technical notes in Appendix B provide an explanation of the CPA workforce¹ information on the data for persons in the designated groups and definitions of terminology used throughout this report.

Despite a reduction of the CPA workforce resulting from the implementation of Budget 2012, three of the four designated groups continued to show progress with respect to their representation. Aboriginal peoples continued to increase their representation to 5.0 per cent in 2012–13, and persons with disabilities to 5.8 per cent. Members of a visible minority group increased their representation to 12.6 per cent, surpassing their workforce availability estimate of 12.4 per cent. For the third consecutive year, the representation of women decreased marginally, from 54.6 per cent to 54.2 per cent; however, women still surpass their workforce availability of 52.3 per cent.

Representation of three of the four designated groups within the executive cadre continued to exceed their workforce availability. Representation figures showed marginal differences in fiscal year 2012–13: women increased to 46.0 per cent from 45.9 per cent, members of a visible minority group increased to 8.2 per cent from 8.1 per cent, while persons with disabilities decreased to 5.3 per cent from 5.5 per cent. Representation of the fourth group, Aboriginal peoples, maintained the same level at 3.7 per cent, slightly below their workforce availability of 4.4 per cent.

In his *Twentieth Annual Report to the Prime Minister on the Public Service of Canada*, the Clerk of the Privy Council affirms that Canada's diversity is a source of great strength and pride, and encourages deputy heads to continue to build a public service that reflects this richness of perspectives.

The following summarizes some of the initiatives undertaken by the Office of the Chief Human Resources Officer (OCHRO) in the Treasury Board of Canada Secretariat, key stakeholders and bargaining agents in progressing toward the achievement of employment equity goals.

1. The CPA workforce includes 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.

Self-Declaration and Self-Identification Information

In 2012–13, OCHRO and the Public Service Commission of Canada (PSC) worked together to address the long-standing issue of the use of different methodologies in the public service to report employment equity information to Parliament and Canadians. A common methodology was developed to address this issue, which has improved the quality and completeness of employment equity information as well as the efficiencies by which departments and agencies will obtain and report on employment equity data. This should be considered when comparing data historically.

Employment Equity Champions and Chairs Committees

Since the implementation of the new Employment Equity Governance Model in the fall of 2011, there has been a fundamental shift from “more telling” toward “more doing.” The new model has allowed for a different kind of dialogue focusing on responsibility for issues, advancement of solutions and sharing of best practices. Employees have better and more direct access to employment equity deputy minister champions and senior management, who are in a position to act on recommendations.

All three employment equity committees (Visible Minorities Champions and Chairs Committee, the Persons with Disabilities Champions and Chairs Committee and the Champions and Chairs Circle for Aboriginal Peoples) have established priorities, and they are taking stock of progress against employment equity objectives and developing strategies and activities to address employment equity issues. Working groups have been created to provide recommendations to the employment equity committees.

The use of electronic platforms, such as GCForums, is promoted at Employment Equity Chairs and Champions Committee meetings as a useful mechanism for consultation and for sharing information and best practices among the three committees.

The three employment equity deputy minister champions meet with the Chief Human Resources Officer twice a year to reflect on emerging issues and progress made across all three committees.

Disability Management

OCHRO continued to support disability management during fiscal year 2012–13 by offering the Disability Case Management Workshop to an additional 330 advisors across Canada. In February 2013, as part of a suite of resources on disability management for managers, human resources professionals and employees, OCHRO released a set of tools to heads of human resources and disability management advisors via the Community of Practice for Disability Management Practitioners. The tools were developed through an interdepartmental working

group in response to concerns raised by disability management advisors, managers and bargaining agents.

The tools include the following:

- ▶ Guide to Procedures for [Obtaining Information from Health Care Practitioners in Cases of Employee Illness or Injury](#)ⁱ, which explains when and how to use the Medical Absence Form and/or the Functional Abilities Form;
- ▶ [Medical Absence Form](#)ⁱⁱ and [letter to physician](#)ⁱⁱⁱ;
- ▶ [Functional Abilities Form](#)^{iv} and [letter to physician or health care practitioner](#)^v; and
- ▶ [Employee Consent Form](#).^{vi}

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.

The JEEC met four times during 2012–13. The committee commented on the development of workforce and the workplace policies, and received several presentations.

Topics included the following:

- ▶ Results of the 2011 Public Service Employee Survey, presented by OCHRO;
- ▶ Methods used to obtain data on existing employees and applicants through PSC’s self-declaration process and the representation of employment equity groups within the priority administration system;
- ▶ Joint Learning Program; and
- ▶ Fitness-to-work evaluation process.

Conclusion

OCHRO continues to provide support and guidance to departments on matters related to employment equity. However, deputy heads remain accountable for human resource management in their organization and need to consider the diversity of Canada's population when managing their departmental human resources.

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, 2013)

Department or Agency	All Employees		Women		Aboriginal Peoples		Persons with Disabilities		Members of a Visible Minority Group	
	Number	%	Number	%	Number	%	Number	%	Number	%
National Defence §	23,737		9,324	39.3	720	3.0	1,461	6.2	1,676	7.1
Human Resources and Skills Development Canada	19,186		13,446	70.1	959	5.0	1,392	7.3	2,866	14.9
Correctional Service Canada	18,103		8,687	48.0	1,626	9.0	1,004	5.5	1,518	8.4
Canada Border Services Agency	13,655		6,863	50.3	504	3.7	726	5.3	1,928	14.1
Public Works and Government Services Canada	11,561		6,695	57.9	373	3.2	651	5.6	1,371	11.9
Fisheries and Oceans Canada †	9,531		3,440	36.1	414	4.3	544	5.7	584	6.1
Health Canada	9,153		6,023	65.8	759	8.3	539	5.9	1,815	19.8
Royal Canadian Mounted Police (Civilian Staff)	5,833		4,620	79.2	337	5.8	287	4.9	686	11.8
Environment Canada	5,793		2,724	47.0	184	3.2	262	4.5	788	13.6
Agriculture and Agri-Food Canada ‡	5,246		2,542	48.5	177	3.4	231	4.4	607	11.6
Shared Services Canada	5,091		1,586	31.2	172	3.4	330	6.5	684	13.4
Aboriginal Affairs and Northern Development Canada	4,693		3,023	64.4	1,349	28.7	307	6.5	574	12.2
Industry Canada	4,649		2,319	49.9	145	3.1	235	5.1	734	15.8
Transport Canada	4,629		2,061	44.5	176	3.8	208	4.5	629	13.6
Department of Justice Canada	4,627		3,131	67.7	174	3.8	296	6.4	770	16.6
Statistics Canada	4,427		2,254	50.9	108	2.4	261	5.9	853	19.3
Foreign Affairs and International Trade Canada	4,296		2,219	51.7	97	2.3	142	3.3	586	13.6
Citizenship and Immigration Canada	4,043		2,749	68.0	122	3.0	226	5.6	893	22.1

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, 2013)

Department or Agency	All Employees		Women		Aboriginal Peoples		Persons with Disabilities		Members of a Visible Minority Group	
	Number	%	Number	%	Number	%	Number	%	Number	%
Natural Resources Canada	3,940		1,735	44.0	113	2.9	203	5.2	491	12.5
Veterans Affairs Canada	3,343		2,465	73.7	114	3.4	275	8.2	363	10.9
Passport Canada	2,429		1,624	66.9	72	3.0	112	4.6	498	20.5
Public Health Agency of Canada	1,995		1,368	68.6	72	3.6	119	6.0	378	18.9
Treasury Board of Canada Secretariat	1,729		1,092	63.2	54	3.1	134	7.8	277	16.0
Canadian Heritage	1,627		1,105	67.9	72	4.4	68	4.2	177	10.9
Canadian International Development Agency	1,505		955	63.5	58	3.9	65	4.3	214	14.2
Public Safety Canada	1,007		605	60.1	44	4.4	65	6.5	111	11.0
Public Prosecution Service of Canada	930		620	66.7	45	4.8	52	5.6	115	12.4
Library and Archives Canada	860		521	60.6	60	7.0	54	6.3	86	10.0
Immigration and Refugee Board of Canada	844		550	65.2	27	3.2	56	6.6	254	30.1
Public Service Commission of Canada	827		546	66.0	36	4.4	68	8.2	125	15.1
Department of Finance Canada	728		345	47.4	13	1.8	28	3.8	103	14.1
Privy Council Office	703		389	55.3	30	4.3	40	5.7	94	13.4
Canada School of Public Service	608		401	66.0	27	4.4	41	6.7	97	16.0
Canadian Space Agency	607		248	40.9	*	*	20	3.3	83	13.7
Canadian Grain Commission	602		231	38.4	38	6.3	43	7.1	113	18.8
Courts Administration Service	582		389	66.8	21	3.6	34	5.8	81	13.9

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, 2013)

Department or Agency	All Employees		Women		Aboriginal Peoples		Persons with Disabilities		Members of a Visible Minority Group	
	Number	%	Number	%	Number	%	Number	%	Number	%
Atlantic Canada Opportunities Agency	574	65.5	14	2.4	26	4.5	28	4.9		
Office of the Chief Electoral Officer	456	49.3	22	4.8	29	6.4	74	16.2		
Officer Canadian Radio-television and Telecommunications Commission	411	58.9	11	2.7	22	5.4	50	12.2		
Parole Board of Canada	381	79.5	21	5.5	21	5.5	40	10.5		
Western Economic Diversification Canada	311	62.1	20	6.4	23	7.4	60	19.3		
Infrastructure Canada	296	61.8	*	*	*	*	52	17.6		
Economic Development Agency of Canada for the Regions of Quebec	293	58.7	*	*	*	*	36	12.3		
Offices of the Information and Privacy Commissioners of Canada	238	61.3	*	*	*	*	23	9.7		
Canadian Transportation Agency	224	58.0	*	*	13	5.8	28	12.5		
Canadian Environmental Assessment Agency	208	65.9	11	5.3	*	*	19	9.1		
Transportation Safety Board of Canada	196	33.7	*	*	*	*	14	7.1		
Registrar of the Supreme Court of Canada	196	60.2	*	*	14	7.1	14	7.1		
Canadian Human Rights Commission	194	64.9	12	6.2	26	13.4	31	16.0		
Federal Economic Development Agency for Southern Ontario	189	59.8	10	5.3	14	7.4	35	18.5		
Office of the Commissioner of Official Languages	150	69.3	*	*	*	*	14	9.3		
Office of the Governor General's Secretary	145	60.7	*	*	*	*	16	11.0		
Status of Women Canada	88	84.1	*	*	*	*	10	11.4		

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, 2013)

Department or Agency	All Employees		Women		Aboriginal Peoples		Persons with Disabilities		Members of a Visible Minority Group	
	Number	%	Number	%	Number	%	Number	%	Number	%
Canada Industrial Relations Board	80	70.0	56	70.0	*	*	*	*	*	*
Canadian International Trade Tribunal	65	67.7	44	67.7	*	*	*	*	*	*
Office of the Commissioner for Federal Judicial Affairs Canada	58	69.0	40	69.0	*	*	*	*	*	*
Canadian Dairy Commission	57	59.6	34	59.6	*	*	*	*	*	*
Commission for Public Complaints Against the Royal Canadian Mounted Police	54	72.2	39	72.2	*	*	*	*	*	*
Patented Medicine Prices Review Board Canada	52	65.4	34	65.4	*	*	*	*	*	*
Canadian Forces Grievance Board	35	71.4	25	71.4	*	*	*	*	*	*
Office of the Public Sector Integrity Commissioner of Canada	27	74.1	20	74.1	*	*	*	*	*	*
International Joint Commission	27	37.0	10	37.0	*	*	*	*	*	*
Hazardous Materials Information Review Commission Canada	26	61.5	16	61.5	*	*	*	*	*	*
Office of the Commissioner of Lobbying of Canada	25	52.0	13	52.0	*	*	*	*	*	*
Public Service Staffing Tribunal	25	64.0	16	64.0	*	*	*	*	*	*
Indian Residential Schools Truth and Reconciliation Commission	22	59.1	13	59.1	*	*	*	*	*	*
Canadian Intergovernmental Conference Secretariat	20	50.0	10	50.0	*	*	*	*	*	*
Human Rights Tribunal of Canada	17	70.6	12	70.6	*	*	*	*	*	*
Farm Products Council of Canada	16	*	*	*	*	*	*	*	*	*
Military Police Complaints Commission of Canada	15	73.3	11	73.3	*	*	*	*	*	*

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, 2013)

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	14	*	*	*	*	*	*	*	*	*
Registry of the Specific Claims Tribunal of Canada	9	*	*	*	*	*	*	*	*	*
Competition Bureau Canada	8	*	*	*	*	*	*	*	*	*
Transportation Appeal Tribunal of Canada	7	*	*	*	*	*	*	*	*	*
Public Servants Disclosure Protection Tribunal Canada	6	*	*	*	*	*	*	*	*	*
RCMP External Review Committee	6	*	*	*	*	*	*	*	*	*
Canadian Artists and Producers Professional Relations Tribunal	2	*	*	*	*	*	*	*	*	*
Total	188,342		102,124	54.2	9,491	5.0	10,871	5.8	23,812	12.6

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 the 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, 2013)

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	2,951	43.0	1,268	5.6	166	5.7	168	5.7	48	1.6
Prince Edward Island	1,715	63.9	1,096	2.6	45	7.8	133	7.8	48	2.8
Nova Scotia	8,768	43.0	3,769	4.4	386	6.9	609	6.9	555	6.3
New Brunswick	6,409	55.8	3,576	3.3	214	5.3	338	5.3	141	2.2
Quebec (without the NCR) [†]	21,138	52.2	11,025	2.1	438	3.3	700	3.3	1,917	9.1
NCR (Quebec) [†]	22,679	57.7	13,097	5.5	1,256	5.3	1,199	5.3	2,845	12.5
NCR [‡]	82,755	56.3	46,612	3.9	3,256	5.8	4,767	5.8	11,625	14.0
Ontario (without the NCR) [†]	24,502	55.1	13,500	5.1	1,256	7.2	1,753	7.2	4,012	16.4
NCR (Ontario) [†]	60,076	55.8	33,515	3.3	2,000	5.9	3,568	5.9	8,780	14.6
Manitoba	6,775	56.4	3,818	13.9	945	6.6	445	6.6	608	9.0
Saskatchewan	4,609	57.2	2,635	15.8	727	5.9	273	5.9	266	5.8
Alberta	9,508	56.2	5,345	8.4	803	6.5	614	6.5	1,078	11.3
British Columbia	16,652	49.0	8,167	6.0	1,003	5.8	965	5.8	3,248	19.5
Yukon	310	61.3	190	15.2	47	7.4	23	7.4	25	8.1
Northwest Territories	522	60.7	317	22.2	116	6.1	32	6.1	34	6.5
Nunavut	231	57.1	132	30.3	70	4.3	10	4.3	15	6.5
Outside Canada	1,497	45.0	674	1.3	19	2.7	41	2.7	192	12.8
Total	188,342	102,124	54.2	5.0	9,491	5.8	10,871	5.8	23,812	12.6

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, 2013)

Occupational Group	All Employees		Women		Aboriginal Peoples		Persons with Disabilities		Members of a Visible Minority Group	
	Number	%	Number	%	Number	%	Number	%	Number	%
Executives [†]	5,468	2,518	46.0		202	3.7	291	5.3	446	8.2
EX (Executive)	5,138	2,334	45.4		194	3.8	271	5.3	425	8.3
LC (Law Management) [‡]	330	184	55.8		8	2.4	20	6.1	21	6.4
Scientific and Professional	32,680	16,652	51.0		1,075	3.3	1,457	4.5	5,452	16.7
Administrative and Foreign Service	85,278	53,682	62.9		4,562	5.3	5,337	6.3	11,391	13.4
Technical	13,187	3,274	24.8		544	4.1	624	4.7	1,032	7.8
Administrative Support	21,732	17,194	79.1		1,380	6.4	1,688	7.8	3,087	14.2
Operational	29,876	8,738	29.2		1,723	5.8	1,465	4.9	2,386	8.0
Undetermined	121	66	54.5		5	4.1	9	7.4	18	14.9
Total	188,342	102,124	54.2		9,491	5.0	10,871	5.8	23,812	12.6

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.

[†] The total of Executives includes EX (Executive Group) and LC (Law Management Group).

[‡] LCs have been included in the Executive Group since 2011–12.

Table 4

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, 2013)

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
Under 5,000	32	0.0	10	31.3	*	*	*	*	*	*
5,000 to 9,999	168	0.1	34	20.2	*	*	*	*	14	8.3
10,000 to 14,999	77	0.0	37	48.1	*	*	*	*	*	*
15,000 to 19,999	171	0.1	99	57.9	*	*	11	6.4	14	8.2
20,000 to 24,999	286	0.2	213	74.5	21	7.3	20	7.0	42	14.7
25,000 to 29,999	457	0.2	379	82.9	23	5.0	28	6.1	61	13.3
30,000 to 34,999	596	0.3	489	82.0	29	4.9	44	7.4	81	13.6
35,000 to 39,999	1,945	1.0	1,418	72.9	110	5.7	100	5.1	175	9.0
40,000 to 44,999	4,783	2.5	3,303	69.1	288	6.0	392	8.2	649	13.6
45,000 to 49,999	17,667	9.4	12,054	68.2	1,062	6.0	1,285	7.3	2,267	12.8
50,000 to 54,999	19,959	10.6	13,947	69.9	1,193	6.0	1,227	6.1	2,785	14.0
55,000 to 59,999	21,181	11.2	13,021	61.5	1,101	5.2	1,275	6.0	2,590	12.2
60,000 to 64,999	16,915	9.0	9,199	54.4	893	5.3	919	5.4	1,956	11.6
										8.2

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, 2013)

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	21,011	11.2	9,856	46.9	1,246	5.9	1,134	5.4	2,406	11.5
70,000 to 74,999	12,407	6.6	5,419	43.7	704	5.7	597	4.8	1,559	12.6
75,000 to 79,999	15,139	8.0	6,568	43.4	715	4.7	840	5.5	2,177	14.4
80,000 to 84,999	11,895	6.3	6,558	55.1	666	5.6	673	5.7	1,505	12.7
85,000 to 89,999	8,251	4.4	4,490	54.4	294	3.6	439	5.3	1,062	12.9
90,000 to 94,999	4,767	2.5	2,131	44.7	134	2.8	235	4.9	757	15.9
95,000 to 99,999	11,335	6.0	5,229	46.1	469	4.1	619	5.5	1,430	12.6
100,000 and over	19,300	10.2	7,670	39.7	531	2.8	1,019	5.3	2,274	11.8
Total	188,342	100.0	102,124	54.2	9,491	5.0	10,871	5.8	23,812	12.6
						100.0		100.0		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 stands for 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, 2012, to March 31, 2013)

Action Type	All Employees		Women		Aboriginal Peoples		Persons with Disabilities		Members of a Visible Minority Group	
	Number	%	Number	%	Number	%	Number	%	Number	%
Hirings	5,615	52.9	2,968	52.9	277	4.9	195	3.5	824	14.7
Promotions	7,238	53.2	3,853	53.2	316	4.4	325	4.5	978	13.5
Separations	16,955	56.3	9,542	56.3	901	5.3	1,383	8.2	1,509	8.9

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, 2012, and March 31, 2013.

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, 2012, and March 31, 2013.

The percentages represent that designated group's share of all actions of the given type.

See the definitions of "hirings," "promotions" and "separations" 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, 2013)

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	Number	% of Age Range	Number	% of Age Range
Under 35	37,437	19.9	20,932	55.9	1,721	4.6	1,098	2.9	5,932	15.8
35 to 39	26,500	14.1	14,847	56.0	1,381	5.2	1,063	4.0	4,063	15.3
40 to 44	27,343	14.5	15,130	55.3	1,656	6.1	1,312	4.8	3,864	14.1
45 to 49	30,453	16.2	16,762	55.0	1,755	5.8	1,844	6.1	3,634	11.9
50 to 54	33,509	17.8	18,260	54.5	1,539	4.6	2,543	7.6	2,934	8.8
55 and over	33,100	17.6	16,193	48.9	1,439	4.3	3,011	9.1	3,385	10.2
Total	188,342	100.0	102,124	54.2	9,491	5.0	10,871	5.8	23,812	12.6
										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 stands for 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 the Treasury Board is the employer (see Table 1). The statistics in this report include only employees working for these organizations, which numbered 188,342 on March 31, 2013.

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 where 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, 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 the consistency of data presented in this report, OCHRO uses the incumbent file, which contains information on all employees for whom the Treasury Board is the employer, in accordance with Schedules I and IV of the *Financial Administration Act*. Since 2011–12, the executive category includes data on the LC occupational group in its total workforce, which will need to be taken into consideration when comparing data historically.

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: Persons who are Indians, Inuit or Métis.

Casual workers: 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: Women, Aboriginal peoples, persons with disabilities and members of a visible minority group.

Hirings: 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: People appointed to the public service for an unspecified duration.

Members of a visible minority group: Persons, other than Aboriginal peoples, who are non-Caucasian in race or non-white in colour.

Persons with disabilities: 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.

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

Promotions: 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: People hired to work cyclically for a season or portion of each year.

Self-identification: 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: The number of employees (i.e., indeterminate, terms of three months or more, and seasonal) removed from the public service payroll, which 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: The period of time for which a person is employed.

Women: An employment equity designated group under the *Employment Equity Act*.

Workforce availability: 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 2006 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). Based on the 2006 data, workforce availability for women is 52.3 per cent, Aboriginal peoples is 3.0 per cent, persons with disabilities is 4.0 per cent, and members of a visible minority group is 12.4 per cent.

Endnotes

- i. Obtaining Information from Health Care Practitioners in Cases of Employee Illness or Injury <http://www.tbs-sct.gc.ca/hrh/dmi-igi/hcp-pss/hcp-pss-eng.asp>
- ii. Medical Absence Form <http://www.tbs-sct.gc.ca/hrh/dmi-igi/hcp-pss/maf-fam-eng.asp>
- iii. Letter to the Treating Physician on the Medical Absence Form <http://www.tbs-sct.gc.ca/hrh/dmi-igi/hcp-pss/tp-lmt-eng.asp>
- iv. Functional Abilities Form <http://www.tbs-sct.gc.ca/hrh/dmi-igi/hcp-pss/faf-fcf-eng.asp>
- v. Letter to the Treating Physician on the Functional Abilities Form <http://www.tbs-sct.gc.ca/hrh/dmi-igi/hcp-pss/tpfa-lmtcf-eng.asp>
- vi. Employee Consent Form <http://www.tbs-sct.gc.ca/hrh/dmi-igi/hcp-pss/ecf-fce-eng.asp>