



Canadian Nuclear
Safety Commission

Commission canadienne
de sûreté nucléaire

CNSC Employment Equity Annual Report 2004-2005

INFO-0753



September 2005

Canadian Nuclear Safety Commission

Employment Equity Annual Report

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© Minister of Public Works and Government Services Canada 2005
Catalogue number CC171-2/2005E
ISBN 0-662- 40415-7

Published by the Canadian Nuclear Safety Commission
CNSC Catalogue number INFO-0753

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Executive Summary

Under the *Employment Equity Act*, the Canadian Nuclear Safety Commission (CNSC) reports annually on the representation of women, persons with disabilities, Aboriginal peoples and members of visible minorities and the progress made towards achieving a representative workforce.

As required under the Act, the current report includes an analysis of the representation of each of the designated groups and its shares of hiring, promotions and terminations during the last fiscal year. The report also provides a description of the principal measures taken to implement employment equity at the CNSC. Appended to the report are a number of tables that include data on representation by occupational group, geography and salary range.

As of March 31, 2005, the CNSC employed a staff of 540, an increase of seven or 1.3% since last year. At the organization-wide level, the CNSC's representation of women and Aboriginal peoples continues to exceed availability estimates. The CNSC's representation of members of visible minorities meets the availability estimates, and persons with disabilities remain under-represented, the gap has increased from four to five since last year.

Designated Group	Representation		Availability		Differences
	#	%	#	%	
Women	227	42.04%	206	38.22%	+21
Persons with Disabilities	16	2.96%	21	3.84%	-5
Aboriginal Peoples	12	2.22%	7	1.29%	+5
Visible Minorities	67	12.41%	67	12.36%	0
Total workforce	540				

* Source: 2001 Census and 2001 Participation and Activity Limitation Survey (PALS)

The *Employment Equity Act* requires equitable representation at the employment equity occupational group (EEOG) level. At this level, some areas of under-representation remain as the following statistics show:

- Senior Managers: women (-3), Aboriginal peoples (-1)
- Middle and Other Managers: visible minorities (-3), persons with disabilities (-1);
- Professionals: persons with disabilities (-7);
- Semi-professionals and Technicians: persons with disabilities (-2), visible minorities (-2);
- Supervisors, Administrative and Senior Clerical Personnel: women (-1), visible minorities (-4); and
- Clerical Personnel: Aboriginal peoples (-1) and visible minorities (-3).

As set out in the Employment Equity Plan, CNSC management will strive to reach equitable representation of all designated groups within a three to five-year period, in order to meet its commitment under the Employment Equity Plan.

**Canadian Nuclear Safety Commission
Employment Equity Annual Report 2004-2005**

1. Introduction

As required under the *Employment Equity Act*, the CNSC has prepared its annual employment equity report describing the results of the workforce analysis for fiscal year 2004-2005 (Section 2) and principal measures taken to implement employment equity (Section 3).

2. Workforce Analysis

As previously reported, the CNSC has a very high self-identification rate, approximately 92.4%, which provides an excellent basis for our analysis. The resulting statistics on representation - by Employment Equity Occupational Group (EEOG), geography and salary band - are provided in the Annex, Tables 1 to 3.

The CNSC has assessed each designated group's representation in each EEOG against the 2001 Census and 2001 Participation and Activity Limitations Survey external availability estimates that take into account the requirements of the *Employment Equity Act* with regard to eligibility, qualifications and geography, and the relevant labour pool from which the CNSC may reasonably be expected to recruit employees. The same benchmark was used to assess each group's share of external recruitment. The shares of promotions and terminations were measured against the previous year's internal representation that determined the proportion of members of each group available for advancement opportunities, or that might be likely to leave the CNSC.

As of March 31, 2005, the CNSC employed a staff of 540, an increase of seven or 1.3% since last year. Table 1 shows the representation and availability of the four designated groups at the organization-wide level and Tables 2 to 5 provide the same statistics at the EEOG level, as well as each group's shares of hiring, promotions and terminations during the last fiscal year.

Table 1
Representation and availability of designated groups
March 31, 2005

Designated Group	Representation		Availability		Differences
	#	%	#	%	
Women	227	42.04%	206	38.22%	+21
Persons with Disabilities	16	2.96%	21	3.84%	-5
Aboriginal Peoples	12	2.22%	7	1.29%	+5
Visible Minorities	67	12.41%	67	12.36%	0
Total workforce	540				

* Source: 2001 Census and 2001 Participation and Activity Limitation Survey (PALS)

At the organization-wide level, the representation of women, and Aboriginal peoples surpasses availability. The CNSC's representation of members of visible minorities meets the availability

estimates, and persons with disabilities remain under-represented, the gap has increased from four to five since last year. The CNSC remains committed to bridging the remaining gaps at the EEOG level, and has included long and short-term goals and supportive measures in its Employment Equity Plan.

Note: The CNSC often offers employees the opportunity to work in an acting assignment. This allows for developmental opportunities. These assignments also cause some fluctuation in the placement of our employee numbers from year to year. On March 31, 2005, 21 employees were on acting assignments, of these assignments eight were women, one was a person with a disability, and one was an Aboriginal person. In addition, due to the small numbers and for privacy reasons, the EEOG for Supervisors has been combined with the EEOG for Administrative and Senior Clerical.

Women

Table 2
Representation, hiring, promotions and terminations of Women
Fiscal year 2004-2005

Employment Equity Occupational Group	All Employees #	Women				
		Representation		Availability		Gap
		#	%	#*	%	#*
Representation (March 31, 2005)						
Senior Managers	14	3	21.4%	6	39.3%	-3
Middle & Other Managers	60	19	31.7%	14	23.0%	+5
Professionals	284	79	27.8%	68	24.1%	+11
Semi-Professionals & Tech.	65	23	35.4%	20	31.3%	+3
Supervisors, Admin. & Senior Clerical	70	62	88.6%	63	89.9%	-1
Clerical Personnel	47	41	87.2%	35	75.3%	+6
Grand Total	540	227	42.0%	206	38.2%	+21
Hires**	41	18	43.9%	16	38.2%	+2
Promotions***	12	6	50.0%	5	42.2%	+1
Terminations***	33	16	48.5%	14	42.2%	+2

Sources: 2001 Census of Canada and 2001 Participation and Activity Limitation Survey (PALS)

* Totals may not equal the sum of components due to rounding.

** Hires Availability data taken from the 2001 Census of Canada and 2001 (PALS)

*** Promotions and Termination Availability data taken from the total CNSC representation 2003-2004 data

- Women are well represented at the CNSC (+21); they constitute 42.0% of the workforce, compared to an expected representation of 38.2%.
- The representation of women in the Senior Management group has remained the same; however, compared with the availability data, we continue to show a gap of (-3).
- Representation of women in Middle Management has increased and continues to surpass the availability data.

- Due to the small number of employees in the supervisors NOC group, we have combined the supervisors NOC with the Administrative and Senior Clerical NOC. The representation of women in the Administrative and Clerical group alone has decreased slightly. The Supervisors surpass the availability with (+2) and the Administrative and Senior Clerical group have a gap of (-3), therefore combining the two groups results in a gap of (-1).
- Women's representation surpassed availability in all remaining occupational groups, including the largest EEOG in our organization, namely Professionals. This is the fourth year in a row that they are well represented in Professionals.
- Data on external hiring show that women's shares of recruitment surpassed expectations. In total, 18 women were recruited rather than the 16 expected based on availability estimates.
- Data on promotions show that the CNSC did not face any problems; women's share of promotions were slightly above the availability data.
- As far as terminations are concerned, the data show a slight decrease in the retention of women at the CNSC; in total, 16 women left our organization, whereas internal availability estimates suggest that 14 could have departed.

Persons with Disabilities

Table 3
Representation, hiring, promotions and terminations of persons with disabilities
Fiscal year 2004-2005

Employment Equity Occupational Group	All Employees #	Persons with disabilities				
		Representation		Availability		Gap
		#	%	#*	%	#*
Representation (March 31, 2005)						
Senior Managers	14	1	7.1%	0	2.1%	+1
Middle & Other Managers	60	1	1.7%	2	2.5%	-1
Professionals	284	5	1.8%	12	4.1%	-7
Semi-Professionals & Tech.	65	1	1.5%	3	3.9%	-2
Supervisors, Admin. & Senior Clerical	70	6	8.6%	3	3.9%	+3
Clerical Personnel	47	2	4.3%	2	4.4%	0
Total	540	16	3.0%	21	3.8%	-5
Hires**	41	2	4.9%	2	3.8%	0
Promotions***	12	0	0.0%	0	3.2%	0
Terminations***	33	3	9.1%	1	3.2%	+2

Sources: 2001 Census of Canada and 2001 Participation and Activity Limitation Survey (PALS)

* Totals may not equal the sum of components due to rounding.

** Hires Availability data taken from the 2001 Census of Canada and 2001 (PALS)

*** Promotions and Termination Availability data taken from the total CNSC representation 2003-2004 data

- The representation of persons with disabilities in our workforce has decreased slightly since last year (from 17 to 16) and therefore the gap between representation and availability has increased from (-4) to (-5).
- Under-representation continues to exist in three EEOGs, Middle Management (-1), Professionals (-7), and Semi-professionals and Technicians (-2). We realize that work remains to be done, however, we are hopeful that the goals and measures set out in our Employment Equity Plan will enable us to attain equitable representation in the remaining occupational groups within a reasonable period.
- Two persons with disabilities were hired during fiscal 2004-2005, which is in line with the availability data. Three persons with disabilities left the CNSC, which is two above the availability data. We will continue to monitor recruitment and departures as part of our overall plan to increase the representation of this group.

As far as advancement opportunities are concerned, no employee with a disability was promoted, which is similar to the availability data estimate.

Aboriginal Peoples

Table 4
Representation, hiring, promotions and terminations of Aboriginal peoples
Fiscal year 2004-2005

Employment Equity Occupational Group	All Employees #	Aboriginal Peoples				
		Representation		Availability		Gap
		#	%	#*	%	#*
Representation (March 31, 2005)						
Senior Managers	14	0	0.0%	1	5.6%	-1
Middle & Other Managers	60	1	1.7%	1	0.9%	0
Professionals	284	6	2.1%	2	0.9%	+4
Semi-Professionals & Tech.	65	2	3.1%	1	2.0%	+1
Supervisors, Admin. & Senior Clerical	70	3	4.3%	1	1.3%	+2
Clerical Personnel	47	0	0.0%	1	2.1%	-1
Total	540	12	2.2%	7	1.3%	+5
Hires**	41	1	2.4%	1	1.3%	0
Promotions***	12	0	0.0%	0	2.3%	0
Terminations***	33	1	3.0%	1	2.3%	0

Sources: 2001 Census of Canada and 2001 Participation and Activity Limitation Survey (PALS)

* Totals may not equal the sum of components due to rounding.

** Hires Availability data taken from the 2001 Census of Canada and 2001 (PALS)

*** Promotions and Termination Availability data taken from the total CNSC representation 2003-2004 data

- Aboriginal peoples' representation remained the same, therefore the CNSC continues to surpass the availability by five more employees than the anticipated availability estimates. They account for 2.2% of the workforce rather than the expected 1.3%.
- Our aboriginal representation at a Senior Management and Clerical level is slightly below the availability estimates.
- Representation of Aboriginal peoples surpasses availability estimates in Professionals (+4), Semi-professionals and Technicians (+1), Supervisors, Clerical and Administrative Personnel (+2) and they are equitably represented in Middle and Other Management.
- During the last fiscal year, one new Aboriginal employee joined our workforce, which is in line with the anticipated recruitment.
- One Aboriginal employee left the CNSC, which is consistent with expected departures according to the data.
- No Aboriginal employees received a promotion, which is comparable with the internal availability estimates.

Members of Visible Minorities

Table 5
Representation, hiring, promotions and terminations of members of visible minorities
Fiscal year 2004-2005

Employment Equity Occupational Group	All Employee s #	Visible Minorities				
		Representation		Availability		Gap
		#	%	#*	%	#*
Representation (March 31, 2005)						
Senior Managers	14	2	14.3%	1	5.1%	+1
Middle & Other Managers	60	3	5.0%	6	10.8%	-3
Professionals	284	56	19.7%	45	15.7%	+11
Semi-Professionals & Tech.	65	4	6.2%	6	9.6%	-2
Supervisors, Admin. & Senior Clerical	70	1	1.4%	5	7.2%	-4
Clerical Personnel	47	1	2.1%	4	8.1%	-3
Total	540	67	12.4%	67	12.4%	0
Hires**	41	2	4.9%	5	12.4%	-3
Promotions***	12	2	16.7%	2	12.6%	0
Terminations***	33	1	3.0%	4	12.6%	-3

Sources: 2001 Census of Canada and 2001 Participation and Activity Limitation Survey (PALS)

* Totals may not equal the sum of components due to rounding.

** Hires Availability data taken from the 2001 Census of Canada and 2001 (PALS)

*** Promotions and Termination Availability data taken from the total CNSC representation 2003-2004 data

- Members of visible minorities meet the availability estimates. In total, 67 are on staff (12.4% of all employees) which is equivalent to the external availability estimates.
- Representation of members of visible minorities surpasses availability in Professionals (+11) and in Senior Management (+1).
- For the first time since 1999-2000, visible minorities were under-represented in Semi-professionals and Technicians with a gap of (-2).
- Visible minorities remain under-represented in Middle Management (-3), and Supervisors, Administrative and Senior Clerical Personnel (-4) and Clerical Personnel (-3). We are hopeful that goals and supportive measures set out in our Employment Equity Plan will aid us in bridging these gaps within a reasonable period.
- Visible minorities' shares of recruitment were below the availability estimates. Two rather than five were hired, however one rather than four left the CNSC.
- Two visible minority employees received promotions, which was equivalent to the availability estimates.

3. Principal Measures Taken to Implement Employment Equity

In 2004-2005, the CNSC continues to make progress to improve in the area of employment equity. The CNSC is proud of the progress and initiatives undertaken.

We have begun collecting employment equity information from the Applicant Tracking System, which was launched in 2004, to electronically collect and organize applicant information from internal and external applicants. The objective is to be able to determine the number of designated group members from the internal and external applicant pool. The data collected will be used to identify possible barriers to recruitment and selection.

In 2004-2005, a new self-identification form was created for the university intern recruiting campaign. This will allow the CNSC to see which designated groups applied, which groups were being interviewed and which groups were being hired. This will allow the CNSC to determine if more targeted advertising is required to attract certain designated groups. Also, the data collected will be used to identify possible barriers in recruitment and selection.

The CNSC headquarters continue to undergo a building retrofit process and accessibility is being considered at all steps of the retrofit. Wheelchair accessible door paddles have been added to all of the washrooms. Furthermore, floor plans were developed so that all corridors have the appropriate space standards. In addition, to accommodate staff, all employees were given the option of selecting one of four office layouts. During the renovations and carpet replacements, special air filtering systems were used and some employees with sensitivities were temporarily relocated to alternate locations.

Throughout the past year, many ergonomic and workplace adjustments have been made to accommodate employees with special needs. These include the purchase of specialized chairs, LCD monitors, phones and workplace adaptive devices.

Furthermore, a new health and safety web site was launched in the Spring 2004 for all CNSC employees. This new web site makes the information more easily accessible to all staff. Information contained on this web site includes the roles, rights and responsibilities of the CNSC, management and staff, the duty to accommodate, ergonomics, Employee Assistance Program, as well as general health and safety information.

Some other initiatives or accomplishments this year are:

- Reminder notes were sent to the new employees who have not self-identified to allow them the opportunity to do so.
- EE plan has been reviewed and is being updated based on the new availability data.
- Workshops are being developed to be delivered in the coming fiscal year. These workshops “Etiquette for Open Concept” will be available to all staff and will contain sensitivities awareness training.
- Individuals with medical reasons, learning disabilities or aged 55 and over have been provided with an opportunity to obtain an exemption from language training and language requirement for their position. The CNSC, along with the School of Public

Service of Canada, can provide specially adapted training to individuals with learning disabilities, on a case by case basis.

Furthermore, the CNSC continues to add information to “CNSC employment equity web site” to provide staff with up-to-date information on events and notices. Past CNSC Employment Equity annual reports are accessible from this Intranet site as well as the Internet site (external site). In addition, information related to Employment Equity designated group events and special days have been posted on our HRD electronic Bulletin Board as well as the “What’s new” page of the CNSC Intranet. We continue to work towards our goal of providing information for our employees, and increasing awareness.

Annex

Tables 1 to 3

Table 1
Representation of designated groups by EEOG
As of March 31, 2005

EEOG	Total	Women		Persons with disabilities		Aboriginal peoples		Visible minorities	
		#	%	#	%	#	%	#	%
Senior Managers	14	3	21.4%	1	7.1%	0	0.0%	2	14.3%
Middle and Other Managers	60	19	31.7%	1	1.7%	1	1.7%	3	5.0%
Professionals	284	79	27.8%	5	1.8%	6	2.1%	56	19.7%
Semi-Profes. & Technicians	65	23	35.4%	1	1.5%	2	3.1%	4	6.2%
Supervisors, Administrative/Sr. Cler. P.	70	62	88.6%	6	8.6%	3	4.3%	1	1.4%
Clerical Personnel	47	41	87.2%	2	4.3%	0	0.0%	1	2.1%
Total workforce	540	227	42.0%	16	3.0%	12	2.2%	67	12.4%

Table 2
Representation of designated groups by geography
As of March 31, 2005

Geography	Total	Women		Persons with disabilities		Aboriginal peoples		Visible minorities	
		#	%	#	%	#	%	#	%
National Capital Region	473	199	42.1%	13	2.7%	9	1.9%	58	12.3%
Eastern Canada (New Brunswick & Quebec)	16	7	43.8%	1	6.3%	0	0.0%	0	0.0%
Ontario	32	11	34.4%	0	0.0%	1	3.1%	8	25.0%
Western Canada (Saskatchewan & Alberta)	19	10	52.6%	2	10.5%	2	10.5%	1	5.3%
Total workforce	540	227	42.0%	16	3.0%	12	2.2%	67	12.4%

Table 3
Representation of designated groups by salary range
As of March 31, 2005

Classification and Range	Total	Women		Persons with disabilities		Aboriginal peoples		Visible minorities	
		#	%	#	%	#	%	#	%
RL APP 1 - 2: \$27,026 - \$40,816	15	12	80.0%	1	6.7%	0	0.0%	0	0.0%
RL APP 3: \$36,838 - \$47,652	80	75	93.8%	6	7.5%	2	2.5%	2	2.5%
RL APP 4: \$43,008 - \$55,635	22	16	72.7%	1	4.5%	2	9.1%	0	0.0%
RL APP 5: \$50,213 - \$66,456	47	30	63.8%	3	6.4%	3	6.4%	4	8.5%
RL APP 6: \$58,625 - \$77,587	43	15	34.9%	1	2.3%	0	0.0%	3	7.0%
RL SE 5: \$50,213 - \$66,456	16	8	50.0%	0	0.0%	0	0.0%	3	18.8%
RL SE 6: \$58,625 - \$77,587	57	30	52.6%	0	0.0%	1	1.8%	6	10.5%
RL APP 7 - SE 7: \$68,443 - \$90,583	127	18	14.2%	3	2.4%	3	2.4%	15	11.8%
RL TS 7: \$75,151 - \$99,425	78	7	9.0%	0	0.0%	1	1.3%	29	37.2%
MGT: \$87,412 - \$111,384	41	13	31.7%	0	0.0%	0	0.0%	3	7.3%
E1 - E4: \$104,400 - \$169,200	14	3	21.4%	1	7.1%	0	0.0%	2	14.3%
Total workforce	540	227	42.0%	16	3.0%	12	2.2%	67	12.4%

The Hiring, Promotion and Termination tables were not included, due to the small numbers and confidentiality reasons.