



Treasury Board of Canada  
Secrétariat

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du Canada

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# Employment Equity in the Public Service of Canada 2011–12

## Annual Report to Parliament



Canada



# **Employment Equity in the Public Service of Canada 2011–12**

**Annual Report to Parliament**

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## President's Message

I am pleased to present the 20th Annual Report to Parliament on Employment Equity in the Public Service of Canada 2011-2012.

As a modern nation, we depend on the abilities of as many Canadians as possible to succeed in the 21st century.

Our citizens, with their diverse perspectives and experiences, including those who have been marginalized in the past, are the power that can unlock the promise of Canada.

For this reason, one of the Government's top priorities continues to be ensuring that the number of women, Aboriginal peoples, persons with disabilities and people from visible minority groups employed in the federal workforce reflect their numbers in the general population.

We are making steady progress toward that goal. As the report shows, the core public administration has the distinction of fully representing women, Aboriginal peoples and persons with disabilities in terms of their workforce availability. It also shows that members of visible minority groups have increased their representation, almost attaining their workforce availability of 12.4 percent.

In addition, 2011-12 was also the first year 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.

These positive results are proof of the government's 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 this area 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 responsible for FedNor



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## Introduction

Each year, the President of the Treasury Board is required to submit a report to Parliament on the state of employment equity pursuant to the *Employment Equity Act*. This report outlines results and progress in the representation of employment equity designated groups within the core public administration (CPA) for fiscal year 2011–12. Appendix A provides statistical tables for further analysis. Technical notes in Appendix B include an explanation of the CPA workforce,<sup>1</sup> information about the data on persons in the designated groups and definitions of terminology used throughout this report.

Continued progress has been made with respect to the representation of three of the four designated groups. Aboriginal peoples continue to increase their representation to 4.9 per cent, and persons with disabilities continue to increase to 5.7 per cent. Members of a visible minority group increased their representation to 12.1 per cent, almost attaining their workforce availability estimate of 12.4 per cent. While the representation of women decreased marginally from 54.8 per cent to 54.6 per cent, women still surpass their workforce availability of 52.3 per cent.

Representation of three of the four designated groups within the executive cadre exceeds their workforce availability. The fourth group, Aboriginal peoples, has decreased marginally from 3.8 per cent to 3.7 per cent during fiscal year 2011–12.

In his *Nineteenth Annual Report to the Prime Minister on the Public Service of Canada*, the Clerk of the Privy Council reiterated the need for diversity in the renewal of the public service. As stated in his report, “diversity in the workplace makes good business sense. Different perspectives enrich our understanding of issues and inject new energy and creativity into our work. Through our renewal efforts, we are working hard to build a Public Service that reflects and benefits from the rich mosaic of backgrounds that make up our nation.”

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

## Employment Equity Champions and Chairs Committees

Following a review of the three National Employment Equity Councils (the National Council for Visible Minorities, the National Council for Federal Employees with Disabilities and the National Council for Aboriginal Federal Employees), a recommendation was made by the Public

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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.



Service Management Advisory Committee (PSMAC) to create a Champions and Chairs Committee for each employment equity group to be chaired by its respective employment equity Deputy Minister Champion.

The new governance model, implemented in September 2011, strengthens accountability and financial authority. In addition, the model has provided an effective mechanism to maximize input from across communities through the use of various tools including GCForums and GCpedia.

Over the past fiscal year, all three employment equity committees have been launched and are now working on identifying their priorities and sharing best practices.

## Disability Management Initiative

During the fiscal year 2011–12, the last year of its mandate, the Disability Management Initiative (DMI) continued to develop tools and services to support departments in building and enhancing their capacity to strengthen disability management. These tools and services will enable departments to better support ill or injured employees in the near term and on an ongoing basis.

Tools and services included:

- ▶ The Treasury Board of Canada Secretariat (the Secretariat) website section on [Disability Management in the Federal Public Service](#),<sup>i</sup> officially launched in October 2011. The site includes:
  - An information package for employees – [Disability Management: Employee Wellness Resource](#);<sup>ii</sup>
  - A handbook for managers and human resource advisors – [Managing for Wellness: Disability Management Handbook for Managers in the Federal Public Service](#);<sup>iii</sup> 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.
- ▶ The Disability Case Management Workshop, a training program for disability management advisors or advisors with responsibility for disability management. Over 70 advisors were trained by representatives from OCHRO in fiscal year 2011–12.
- ▶ Identification of “Seven Action Items” for disability management at PSMAC in May 2011, representing early actions that can be undertaken by deputy heads to meaningfully enhance disability management capacity in the short term.

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Upon the conclusion of the DMI, OCHRO has continued to develop the suite of tools, resources and services that support the development and promotion of integrated and consistent business practices in disability management, as part of its responsibility for people management. The Pensions and Benefits Sector is moving forward with structural reforms for transformation of the disability management system under the Workplace Wellness and Productivity Strategy.

## Joint Employment Equity Committee

The Joint Employment Equity Committee (JEEC), a National Joint Council committee, provides a forum for OCHRO, the Public Service Commission 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 2011–12, the JEEC participated in several information sharing sessions focused on the impact of policies and programs on employment equity groups. These sessions included the following topics:

- ▶ Exploring the vulnerability of employment equity groups in the federal public service: Longitudinal evidence from the public service employment survey (Professional Institute of the Public Service of Canada);
- ▶ Stigmas surrounding the return to work of employees with invisible disabilities (Mental Health Commission of Canada); and
- ▶ Trends in discrimination cases and complaints, as well as in the United Nations' Convention on the Rights of Persons with Disabilities (Canadian Human Rights Commission).

## Conclusion

As permitted by the *Employment Equity Act*, the Treasury Board has delegated the implementation of employment equity to deputy heads. However, the Office of the Chief Human Resources Officer at the Secretariat continues to play an enabler role with respect to the implementation of its policies and programs. Deputy heads are encouraged to ensure that all external appointments are opened to all qualified Canadians while applying the underlying values of merit-based appointments.

## 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, 2012)

Department or Agency	All Employees		Women		Aboriginal Peoples		Persons with Disabilities		Members of a Visible Minority Group	
	Number	%	Number	%	Number	%	Number	%	Number	%
National Defence <sup>†</sup>	25,967	10,184	39.2	781	3.0	1,629	6.3	1,778	6.8	
Human Resources and Skills Development Canada	21,538	14,918	69.3	1,047	4.9	1,575	7.3	2,911	13.5	
Correctional Service Canada	18,436	8,880	48.2	1,581	8.6	896	4.9	1,394	7.6	
Canada Border Services Agency	14,090	7,177	50.9	512	3.6	785	5.6	1,935	13.7	
Public Works and Government Services Canada	13,040	7,241	55.5	402	3.1	776	6.0	1,550	11.9	
Fisheries and Oceans Canada <sup>†</sup>	10,126	3,642	36.0	427	4.2	559	5.5	596	5.9	
Health Canada	9,934	6,527	65.7	813	8.2	614	6.2	1,982	20.0	
Environment Canada	6,149	2,814	45.8	206	3.4	289	4.7	865	14.1	
Royal Canadian Mounted Police (Civilian Staff)	5,998	4,737	79.0	325	5.4	296	4.9	633	10.6	
Agriculture and Agri-Food Canada <sup>§</sup>	5,876	2,854	48.6	189	3.2	244	4.2	642	10.9	
Statistics Canada	5,281	2,662	50.4	119	2.3	305	5.8	949	18.0	
Transport Canada	5,157	2,323	45.0	198	3.8	219	4.2	691	13.4	
Industry Canada	5,109	2,498	48.9	140	2.7	246	4.8	766	15.0	
Aboriginal Affairs and Northern Development Canada	5,073	3,233	63.7	1,430	28.2	329	6.5	598	11.8	
Department of Justice Canada	4,972	3,361	67.6	194	3.9	319	6.4	829	16.7	
Foreign Affairs and International Trade Canada	4,568	2,377	52.0	102	2.2	160	3.5	581	12.7	
Citizenship and Immigration Canada	4,472	3,048	68.2	129	2.9	251	5.6	928	20.8	
Natural Resources Canada	4,325	1,904	44.0	119	2.8	224	5.2	530	12.3	

**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, 2012)

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	3,624	72.8	129	3.6	304	8.4	372	10.3		
Public Health Agency of Canada	2,540	1,761	69.3	3.9	164	6.5	438	17.2		
Passport Canada	2,402	1,608	66.9	3.4	110	4.6	466	19.4		
Treasury Board of Canada Secretariat	1,947	1,221	62.7	2.9	146	7.5	286	14.7		
Canadian Heritage	1,813	1,234	68.1	5.1	82	4.5	186	10.3		
Canadian International Development Agency	1,767	1,131	64.0	3.3	70	4.0	218	12.3		
Library and Archives Canada	1,073	658	61.3	3.7	63	5.9	76	7.1		
Public Safety Canada	1,024	596	58.2	4.5	65	6.3	100	9.8		
Public Prosecution Service of Canada	907	604	66.6	4.9	48	5.3	108	11.9		
Public Service Commission of Canada	905	586	64.8	3.1	68	7.5	114	12.6		
Immigration and Refugee Board of Canada	854	553	64.8	2.9	56	6.6	227	26.6		
Privy Council Office	807	440	54.5	4.2	43	5.3	104	12.9		
Canada School of Public Service	772	523	67.7	4.4	41	5.3	104	13.5		
Department of Finance Canada	752	356	47.3	2.1	24	3.2	108	14.4		
Canadian Space Agency	679	286	42.1	*	24	3.5	85	12.5		
Canadian Grain Commission	663	257	38.8	7.8	46	6.9	109	16.4		
Atlantic Canada Opportunities Agency	643	398	61.9	2.2	28	4.4	31	4.8		
Courts Administration Service	610	403	66.1	3.4	33	5.4	96	15.7		

**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, 2012)

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	478	49.8	238	49.8	22	4.6	31	6.5	72	15.1
Canadian Radio-television and Telecommunications Commission	403	58.8	237	58.8	*	*	24	6.0	44	10.9
Western Economic Diversification Canada	393	59.8	235	59.8	26	6.6	25	6.4	77	19.6
Parole Board of Canada	362	81.5	295	81.5	21	5.8	21	5.8	33	9.1
Economic Development Agency of Canada for the Regions of Quebec	357	54.9	196	54.9	*	*	11	3.1	38	10.6
Infrastructure Canada	330	61.5	203	61.5	*	*	10	3.0	57	17.3
Offices of the Information and Privacy Commissioners of Canada	238	62.2	148	62.2	10	4.2	12	5.0	18	7.6
Canadian Transportation Agency	230	60.0	138	60.0	*	*	14	6.1	28	12.2
Canadian Environmental Assessment Agency	222	63.5	141	63.5	12	5.4	*	*	27	12.2
Transportation Safety Board of Canada	209	31.6	66	31.6	*	*	*	*	17	8.1
Registrar of the Supreme Court of Canada	202	62.4	126	62.4	*	*	14	6.9	18	8.9
Canadian Human Rights Commission	194	63.9	124	63.9	12	6.2	23	11.9	32	16.5
Federal Economic Development Agency for Southern Ontario	188	60.6	114	60.6	*	*	16	8.5	40	21.3
Office of the Commissioner of Official Languages	151	67.5	102	67.5	*	*	*	*	15	9.9
Office of the Governor General's Secretary	150	58.7	88	58.7	*	*	10	6.7	15	10.0
Canada Industrial Relations Board	78	70.5	55	70.5	*	*	*	*	*	*
Status of Women Canada	77	89.6	69	89.6	*	*	*	*	*	*

**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, 2012)

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	68		45	66.2	*	*	*	*	*	*
Canadian Dairy Commission	61		38	62.3	*	*	*	*	*	*
Office of the Commissioner for Federal Judicial Affairs Canada	57		37	64.9	*	*	*	*	*	*
Patented Medicine Prices Review Board Canada	55		34	61.8	*	*	*	*	*	*
Commission for Public Complaints Against the Royal Canadian Mounted Police	48		34	70.8	*	*	*	*	*	*
Indian Residential Schools Truth and Reconciliation Commission	44		28	63.6	*	*	*	*	*	*
Hazardous Materials Information Review Commission Canada	35		24	68.6	*	*	*	*	*	*
Canadian Forces Grievance Board	32		25	78.1	*	*	*	*	*	*
Public Service Staffing Tribunal	31		23	74.2	*	*	*	*	*	*
Office of the Commissioner of Lobbying of Canada	27		17	63.0	*	*	*	*	*	*
International Joint Commission	25		11	44.0	*	*	*	*	*	*
Office of the Public Sector Integrity Commissioner of Canada	25		17	68.0	*	*	*	*	*	*
Canadian Intergovernmental Conference Secretariat	20		10	50.0	*	*	*	*	*	*
Farm Products Council of Canada	16		*	*	*	*	*	*	*	*
Human Rights Tribunal of Canada	16		12	75.0	*	*	*	*	*	*
Military Police Complaints Commission of Canada	14		*	*	*	*	*	*	*	*
Assisted Human Reproduction Canada	12		*	*	*	*	*	*	*	*

**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, 2012)

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	12	*	*	*	*	*	*	*	*	*
Registry of the Specific Claims Tribunal of Canada	9	*	*	*	*	*	*	*	*	*
Registry of the Competition Tribunal	8	*	*	*	*	*	*	*	*	*
Public Servants Disclosure Protection Tribunal Canada	7	*	*	*	*	*	*	*	*	*
Transportation Appeal Tribunal of Canada	7	*	*	*	*	*	*	*	*	*
Canadian Artists and Producers Professional Relations Tribunal	6	*	*	*	*	*	*	*	*	*
RCMP External Review Committee	3	*	*	*	*	*	*	*	*	*
<b>Total</b>	<b>198,793</b>		<b>108,620</b>	<b>54.6</b>	<b>9,785</b>	<b>4.9</b>	<b>11,418</b>	<b>5.7</b>	<b>23,978</b>	<b>12.1</b>

**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.

\* Information for small numbers is suppressed.

† 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.



**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, 2012)

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	3,082	43.2	1,331	43.2	170	5.5	166	5.4	45	1.5
Prince Edward Island	1,779	63.9	1,136	63.9	48	2.7	146	8.2	49	2.8
Nova Scotia	9,377	43.3	4,057	43.3	414	4.4	652	7.0	584	6.2
New Brunswick	6,621	55.8	3,695	55.8	228	3.4	337	5.1	141	2.1
Quebec (without the NCR <sup>†</sup> )	22,382	52.4	11,721	52.4	449	2.0	723	3.2	1,891	8.4
NCR <sup>†</sup> (Quebec)	23,928	58.2	13,921	58.2	1,262	5.3	1,249	5.2	2,812	11.8
NCR <sup>‡</sup>	87,355	56.8	49,648	56.8	3,325	3.8	4,996	5.7	11,690	13.4
Ontario (without the NCR <sup>†</sup> )	25,697	55.4	14,230	55.4	1,291	5.0	1,837	7.1	4,068	15.8
NCR <sup>†</sup> (Ontario)	63,427	56.3	35,727	56.3	2,063	3.3	3,747	5.9	8,878	14.0
Manitoba	7,117	57.2	4,073	57.2	965	13.6	477	6.7	608	8.5
Saskatchewan	4,853	57.9	2,808	57.9	734	15.1	292	6.0	265	5.5
Alberta	10,163	56.9	5,784	56.9	832	8.2	672	6.6	1,102	10.8
British Columbia	17,689	49.6	8,772	49.6	1,070	6.0	1,012	5.7	3,271	18.5
Yukon	327	62.4	204	62.4	45	13.8	28	8.6	24	7.3
Northwest Territories	564	59.9	338	59.9	118	20.9	32	5.7	28	5.0
Nunavut	237	57.8	137	57.8	69	29.1	*	*	15	6.3
Outside Canada	1,550	44.3	686	44.3	27	1.7	*	*	197	12.7
<b>Total</b>	<b>198,793</b>	<b>54.6</b>	<b>108,620</b>	<b>54.6</b>	<b>9,785</b>	<b>4.9</b>	<b>11,418</b>	<b>5.7</b>	<b>23,978</b>	<b>12.1</b>

**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.

\* Information for small numbers is suppressed.

<sup>†</sup> NCR stands for National Capital Region.

<sup>‡</sup> 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, 2012)

Occupational Group	All Employees		Women		Aboriginal Peoples		Persons with Disabilities		Members of a Visible Minority Group	
	Number	%	Number	%	Number	%	Number	%	Number	%
Executive	5,831	45.9	2,677	45.9	216	3.7	320	5.5	475	8.1
Scientific and Professional	34,519	50.4	17,404	50.4	1,107	3.2	1,516	4.4	5,595	16.2
Administrative and Foreign Service	89,610	63.7	57,061	63.7	4,697	5.2	5,530	6.2	11,376	12.7
Technical	13,918	24.5	3,409	24.5	556	4.0	666	4.8	1,039	7.5
Administrative Support	24,030	79.1	19,017	79.1	1,471	6.1	1,866	7.8	3,181	13.2
Operational	30,885	29.3	9,052	29.3	1,738	5.6	1,520	4.9	2,312	7.5
<b>Total</b>	<b>198,793</b>	<b>54.6</b>	<b>108,620</b>	<b>54.6</b>	<b>9,785</b>	<b>4.9</b>	<b>11,418</b>	<b>5.7</b>	<b>23,978</b>	<b>12.1</b>

**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**

**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, 2012)*

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	55	0.0	*	*	*	*	*	*	*	*
5,000 to 9,999	115	0.1	15	13.0	*	*	*	*	*	*
10,000 to 14,999	0	0.0	*	*	*	*	*	*	*	*
15,000 to 19,999	0	0.0	*	*	*	*	*	*	*	*
20,000 to 24,999	0	0.0	*	*	*	*	*	*	*	*
25,000 to 29,999	2	0.0	*	*	*	*	*	*	*	*
30,000 to 34,999	34	0.0	20	58.8	*	*	*	*	*	*
35,000 to 39,999	1,563	0.8	1,070	68.5	70	4.5	110	7.0	122	7.8
40,000 to 44,999	6,776	3.4	4,548	67.1	393	5.8	508	7.5	832	12.3
45,000 to 49,999	18,765	9.4	12,655	67.4	1,094	5.8	1,320	7.0	2,183	11.6
50,000 to 54,999	24,012	12.1	16,453	68.5	1,334	5.6	1,443	6.0	3,246	13.5
55,000 to 59,999	22,401	11.3	13,472	60.1	1,155	5.2	1,341	6.0	2,608	11.6
60,000 to 64,999	19,648	9.9	10,691	54.4	1,005	5.1	1,112	5.7	2,236	11.4
				9.8		10.3		9.7		9.3

**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, 2012)

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	20,328	10.2	10,001	49.2	1,219	6.0	1,048	5.2	2,339	11.5
70,000 to 74,999	15,219	7.7	7,198	47.3	898	5.9	727	4.8	1,803	11.8
75,000 to 79,999	19,964	10.0	9,809	49.1	910	4.6	1,146	5.7	2,469	12.4
80,000 to 84,999	7,594	3.8	3,891	51.2	320	4.2	368	4.8	1,192	15.7
85,000 to 89,999	9,761	4.9	4,549	46.6	322	3.3	510	5.2	1,248	12.8
90,000 to 94,999	8,775	4.4	3,890	44.3	260	3.0	466	5.3	1,264	14.4
95,000 to 99,999	5,853	2.9	2,909	49.7	283	4.8	316	5.4	570	9.7
100,000 and over	17,928	9.0	7,439	41.5	516	2.9	994	5.5	1,856	10.4
<b>Total</b>	<b>198,793</b>	<b>100.0</b>	<b>108,620</b>	<b>54.6</b>	<b>9,785</b>	<b>4.9</b>	<b>11,418</b>	<b>5.7</b>	<b>23,978</b>	<b>12.1</b>
<b>Total</b>						<b>100.0</b>		<b>100.0</b>		<b>100.0</b>

**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, 2011, to March 31, 2012)

Action Type	All Employees		Women		Aboriginal Peoples		Persons with Disabilities		Members of a Visible Minority Group	
	Number	%	Number	%	Number	%	Number	%	Number	%
Hirings	11,929	53.0	6,320	53.0	421	3.5	291	2.4	1,276	10.7
Promotions	15,775	57.6	9,087	57.6	722	4.6	728	4.6	2,131	13.5
Separations	15,876	55.6	8,830	55.6	605	3.8	1,086	6.8	1,230	7.7

**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, 2011, and March 31, 2012.

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, 2011, and March 31, 2012.

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, 2012)

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	42,914	21.6	24,448	57.0	1,896	4.4	19.4	1,208	2.8	10.6	6,585	15.3	27.5
35 to 39	26,948	13.6	15,005	55.7	1,430	5.3	14.6	1,053	3.9	9.2	3,947	14.6	16.5
40 to 44	27,744	14.0	15,522	55.9	1,680	6.1	17.2	1,302	4.7	11.4	3,768	13.6	15.7
45 to 49	32,328	16.3	17,794	55.0	1,749	5.4	17.9	1,987	6.1	17.4	3,548	11.0	14.8
50 to 54	34,343	17.3	18,929	55.1	1,527	4.4	15.6	2,657	7.7	23.3	2,778	8.1	11.6
55 and over	34,516	17.4	16,922	49.0	1,503	4.4	15.4	3,211	9.3	28.1	3,352	9.7	14.0
<b>Total</b>	<b>198,793</b>	<b>100.0</b>	<b>108,620</b>	<b>54.6</b>	<b>9,785</b>	<b>4.9</b>	<b>100.0</b>	<b>11,418</b>	<b>5.7</b>	<b>100.0</b>	<b>23,978</b>	<b>12.1</b>	<b>100.0</b>

**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 the Treasury Board is the employer (see Table 1). The statistics in this report include only employees working for these organizations, which numbered 198,793 on March 31, 2012.

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, (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 the employment equity reports of these organizations, readers should visit the 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 these organizations and are also tabled in Parliament at the same time as the reports 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 the Treasury Board is the employer, in accordance with Schedules I and IV of the *Financial Administration Act*.

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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 depends 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 the reporting of 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 that correspond to 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).

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## Endnotes

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- i. Disability Management in the Federal Public Service, <http://www.tbs-sct.gc.ca/hrh/dmi-igi/index-eng.asp>
- ii. *Disability Management: Employee Wellness Resource*, <http://www.tbs-sct.gc.ca/hrh/dmi-igi/fundamentals-fondements/ewr-rme-eng.asp>
- iii. *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>