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Gouvernement du Canada
Ministère des Communications

ANNUAL REPORT - (1982 - 83)

EMPLOYMENT OPPORTUNITIES

FOR PERSONS WITH PHYSICAL

OR MENTAL HANDICAPS

Submitted to the
Treasury Board Secretariat
March 31, 1983

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I

PROGRESS REPORT

I. PROGRESS REPORT

Accomplishments - Action Plans 1982-83

1. To review the departmental policy statement in light of the policies of the Treasury Board Secretariat.
 - The Department's policy statement, which was issued in October 1981, is being reviewed. This policy will be submitted to the Departmental Committee on Employment of Disabled Persons by the end of May 1983 for its concurrence. Support and approval of Senior Management will be subsequently requested.

2. To strengthen the position of the Departmental Committee on the Handicapped.
 - The Departmental Committee on Employment of Disabled Persons is composed of one representative from each Sector of the Department, a staffing officer, and various employees in key positions to implement requests, i.e. special equipment, contractual work etc.. The Committee has met on specific problem issues.

3. To provide information to employees of the Department.
 - The Department's publication "Modulation" has announced various events related to this Program. Further information will be carried in the new department's publication Communication Express.
 - Posters from various organizations, and more recently an eye-catching poster designed by the Public Service Commission to help convey the message that disabled employees are capable and proving it, have been displayed in DOC buildings throughout the year.

4. To identify jobs which can be carried out by mentally handicapped people.
 - Contacted and gathered information from outside agencies engaged in rehabilitating disabled persons. Some positions were identified in the Administrative and Technical Services Branch. The Department will continue to identify positions and take the necessary action when vacancies occur.

5. To identify better means of creating an inventory of the handicapped population which will describe their work history, career plans and training requirements.
 - With the help of the Public Service Commission, an inventory has been created of the handicapped population available for positions. Personnel officers have been made aware of this system and the inventory is looked at for every staffing action request received in the National Capital Region. All Regional Personnel Advisors have been in contact with the Public Service Commission in order to familiarize regional representatives of the department's requirements.

6. To identify the needs for special equipment.
 - The Department has reviewed the suitability of current special equipment. As a result, three Communicator Plus devices for Headquarters have been purchased replacing the "Visual Ear" which had major limitations and constant malfunctions.
 - In the Winnipeg Regional Office, two terminals have been purchased to be used by students attending the University of Manitoba. During the summer, the region trained students who are totally blind to use computer systems.

7. To provide awareness sessions to managers and personnel officers.
 - The Department has conducted three information sessions to make managers, personnel officers and assistants aware of departmental policy and programs.

8. To participate in the Homebound Handicapped Program.

- The Department has had three Homebound Handicapped contracts. Based on an evaluation of the contractual employees involved, the Program has proven to be a success. The Departmental Contract Review Board will be informed of possible expansion of the Program in order to have accessibility for contractual needs for personal service.

Other Activities

- Contacts were made with the Canadian Hearing Society which resulted in a work assessment and a subsequent term appointment of eight months in our library.
- A work assessment was also carried out in the word processing unit. The Vocational Rehabilitation Centre provided us with a candidate who was appointed to a term position after his initial training.
- Last fall, the first sign language course was given at noon hour, twice a week, for a period of ten weeks. Efforts were oriented at identifying people who wished to take this course in order to communicate with their deaf colleagues, as well as individuals who provide service to employees. This pilot project proved very successful and as a result, continuation of these courses was approved. Twenty-seven DOC employees registered in either beginner or intermediate classes along with an additional ten employees from other departments and central agencies. These courses are given on a voluntary basis by three employees of the Department.
- The Department also designed a questionnaire which was sent to all employees. The objective was to inform employees of the Department's support of government policy on increased representation of disabled persons, of the creation of a Departmental Committee on Employment of Disabled Persons and of the necessity to establish a reliable information base which would enable us to accurately assess, analyse and monitor the current employment situation, thereby ensuring that services offered to

disabled employees (for example, technical aids) are accessible to them. The questionnaire was also aimed at drawing upon the special knowledge and experience of disabled employees in order to better enable us to identify and eliminate employment barriers they may encounter. Seventy-four questionnaires were returned, these employees indicated their strong interest in the Program and their willingness to participate more actively in various activities.

- In addition, managers were encouraged to identify positions for disabled persons. They were presented with related departmental concerns and asked to propose concerted action plans to resolve them. This activity was carried out when meeting with managers during the Personnel Management Planning process. Comments have been received outlining greater commitments by various sectors of the Department.
- The Equal Opportunity Programs Coordinator under the Human Resources Planning Section verifies all requests for recruitment on an ongoing basis for the National Capital Region. Regional Personnel Advisors participate regularly in management meetings whereby staffing procedures are discussed. These activities ensure that prospective disabled candidates are referred to managers for consideration.
- Personnel administrators provide monthly statistics on action initiated with respect to under-represented groups and vacant positions. (i.e. consultation of inventories, reasons for considering as well as reasons for not considering candidates from special groups). This enables the Department to foresee systemic barriers and problem areas.

II

STATISTICS

II. STATISTICS

Data covering the period from January 1, 1982 to March 31, 1983.

- Number of (self-identified) disabled persons: Eleven (11) employees.

GROUP & LEVEL	MALE/FEMALE	TERM	INDETERMINATE
EN-ENG-3	X		X
SI-1		X	X
DD-6	X		X
ES-5	X		X
EL-8	X		X
CR-2		X	
PM-4	X	X	
EL-1	X	X	
PM-3	X	X	
ST-OCE-2	X	X	
PM-5	X		X

- Number of disabled persons (managers' estimate):

It was estimated that the Department has thirty-three disabled employees.

New appointments

A total of seven disabled persons were hired on a term basis (three in the Administrative & Foreign Services Category, two in the Administrative Support Category and two in the Technical Category).

Promotions

One employee received an acting appointment in our Vancouver Regional Office as a Radio Operations Clerk and one engineer was promoted through the competition process.

Training

Two employees received formal technical training as well as an Orientation Course.

III

ACTION PLANS

1983-84

III. ACTION PLANS 1983-84

1. To review job descriptions of positions occupied by disabled persons for possible job enrichment and career advancement:
 - contact immediate supervisors regarding classification up-date
 - discuss with supervisors the possibilities of adding more responsibilities for job enrichment
 - to monitor with classification officers, the progress made on these proposed activities.
2. To provide handbooks which reflect guidelines for managers and personnel officers explaining their role and responsibilities towards equal opportunities programs:
 - contact other departments regarding their initiatives
 - write and distribute handbooks.
3. To continue awareness sessions at all management levels in the National Capital Region and to contact Public Service Commission regional representatives for assistance in conducting similar sessions across Canada.
4. Contact employees who indicated, in our questionnaire, their wish to broaden their knowledge of the Program in order to participate more actively.
5. Inform disabled employees presently appointed on a term basis of the possibility of available indeterminate positions in the Department.

6. Encourage personnel recruitment officers to invite disabled persons to participate as board members at interviews:
 - contact (self-identified) disabled employees
 - to provide personnel recruitment officers with a list of interested qualified employees.
7. Provide managers with information on the Homebound Handicapped Program:
 - write and distribute information relating to the benefits of this program.
8. Participate actively in the work assessments program whereby jobs are identified to give disabled persons a learning experience in an office environment for a period of two to six weeks.
 - continue contacts with organizations that provide candidates for work assessments.
 - contact areas which are most likely to provide job stations.
9. Meet regularly with all personnel specialists to discuss program interface.
10. Continue verification of all requests for recruitment on a daily basis for available positions in the National Capital Region and refer prospective candidates to managers and personnel officers.

