Université d'Ottawa | University of Ottawa

Overview of the Federal Contractors Program at the University of Ottawa 2019–2020

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OVERVIEW OF THE FEDERAL CONTRACTORS PROGRAM

Program requirements

- Collect information about the workforce with respect to the four designated groups (women, Indigenous persons, racialized persons, persons with a disability)
- Prepare a workforce analysis
- Set short and long-term objectives
- Make all reasonable efforts to achieve acceptable progress towards full representation of the designated groups within the workforce

More about the [Federal Contractors Program](#).

Compliance assessment

The goal numbers were submitted to the federal government in December 2019. The next compliance evaluation must be submitted by July 31, 2022.

If the government finds that the University of Ottawa is non-compliant, here are the consequences, as described in the government's compliance policy:

> A compliance assessment ends with a finding of either compliance or non-compliance. In situations of non-compliance, the contractor may appeal to the Minister of Employment, Workforce Development and Labour (Minister of Labour) and an independent assessor may be appointed to review the findings. If the results of the independent review indicate a failure to comply, sanctions will be applied.

> If a contractor is found in non-compliance or wishes to withdraw from the FCP, then the contractor's name will be placed on the FCP Limited Eligibility to Bid List, the contractor's Agreement to Implement Employment Equity number will be deactivated and the contractor will lose the right to bid on federal government goods and services contracts, standing offers or supply arrangements of any value. Non-compliance or withdrawal from the FCP may also result in the termination of the contract.

> A contractor may be reinstated to the FCP after agreeing to go through a compliance assessment and be found in compliance.

OVERVIEW OF EMPLOYMENT EQUITY AT UOTTAWA: REPRESENTATION BY THE NUMBERS (2019)

Table 1 — Overview of representation

EEOG	Women	Indigenous persons	Racialized persons	Persons with a disability[1]
Senior managers	+5	-1	1	-4
Middle and other managers	+30	-5	-18	
Professionals[2]	+22	-30	-291	-140
Semi-professionals and technicians	-12	-4	-31	-8
Supervisors	+4	0	-2	-7
Supervisors — crafts and trades	+1	0	0	-1
Administrative and senior clerical personnel	+19	-8	-20	-23
Skilled crafts and trades workers	-1	-1	-5	-3
Clerical personnel	+9	-6	-18	-15
Intermediate sales and service personnel	+9	-5	-34	-14
Semi-skilled manual workers	-1	0	0	-1
Other sales and service personnel	-2	0	-2	-1
Other manual workers	0	0	1	0
Total	+83	-60	-419	-217

The above figures show the number of employees by EEOG that must be made up to meet the Federal Contractors Program targets (-) or the number of employees in excess of them (+).

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[1] The government does not collect data on professors with disabilities. For persons with disabilities, the government has created a category called "managers," which includes "senior managers" and "middle and other managers."

A copy of the self-identification form, the tool used to collect data, is included in the appendix.

2 Figures for professors are included in the category "Professionals."

Table 2 — Overview of representation, difference between 2016 and 2019

EEOG	Women	Indigenous persons	Racialized persons	Persons living with a disability
Senior managers	+5	0	+3	-3
Middle and other managers	+13	-3	0	
Professionals	+15	-7	-61	-109
Semi-professionals and technicians	+1	0	-4	-3
Supervisors	+1	0	+2	-3
Supervisors — crafts and trades	0	0	0	0
Administrative and senior clerical personnel	-3	-2	-1	-20
Skilled crafts and trades workers	+1	0	+11	0
Clerical personnel	0	-2	+6	-5
Intermediate sales and service personnel	-4	0	-12	-7
Semi-skilled manual workers	0	0	+1	-1
Other sales and service personnel	+1	0	0	-1
Other manual workers	0	0	+1	0
Total	30	-14	-54	-152

The above figures show the progress or lack thereof from 2016 to 2019 in terms of objectives. The above figures show the number of employees by EEOG that must be made up to meet the Federal Contractors Program targets (-) or the number of employees in excess of them (+).

RECOMMENDATIONS

These following recommendations are based on the mandate of the Human Rights Office to promote employment equity.

Proposed University of Ottawa compliance plan

1. Online questionnaire that new employees must complete when they are hired. This will ensure a 100% participation rate among new employees. (Being developed by IT in collaboration with HR and the HRO)
2. Development and implementation of a strategy to ensure maximum data confidentiality.
3. Updating of NOC (National Occupational Classification) codes for university positions to bring them in line with the 2016 federal government update.
4. Inclusion of all positions held by an employee who has worked a minimum of 12 weeks during the year.
5. Mandatory training on inclusive hiring practices for all staff who are members of a hiring committee.
6. Review and update of all employee recruitment, selection and retention practices, policies and procedures so as to identify and eliminate the most frequent systemic barriers and thus establish equitable practices, policies and procedures.
7. Data production and sharing every year to assess progress.
8. Development of a strategy to update all employees' data (not just of those recently hired).
9. A communications strategy from management (essential to success).
10. Identifying Human Resources positions responsible for operations and implementation of employment equity strategies affecting human resources practices.
11. Setting out of roles and responsibilities within the Human Rights Office, Human Resources and Information Technologies teams.