



SIMON FRASER UNIVERSITY
ENGAGING THE WORLD

TO: Senate

FROM Joy Johnson
Chair – Senate Committee on Agenda and Rules (SCAR)

DATE: November 22, 2024

SUBJECT: GP19 – Employment Equity Policy Review

SCAR has reviewed S.24-159 (GP19 – Employment Equity Policy Review) and is forwarding it to Senate for information.

MEMO**ATTENTION SCAR****FROM** Dr. Yabome Gilpin-Jackson | Vice-President, People, Equity and Inclusion**RE** GP19 – Employment Equity Policy Review**DATE** October 29, 2024

GP 19 is being updated as it is past the renewal period, and to reflect current legislation (such as the recently passed B.C. Pay Transparency Act, and the Accessible B.C. Act), current organizational structure, as well as equity initiatives at SFU (e.g. commitments within The Equity Compass).

BACKGROUND

GP 19 was last revised on July 6th, 1992. Since that time, SFU has worked toward the creation of a fair and equitable environment for faculty, staff and students through various initiatives culminating in the creation of the Office of the Vice President, People Equity and Inclusion to support a comprehensive approach to people and equity. The resulting institutional commitments made within SFU's Equity Compass, combined with recent developments in provincial legislation (passing of The Accessible B.C. Act and the Pay Transparency Act) as well as renewed attention federally with respect to the Employment Equity Act (Employment Equity Act Review Task Force 2021-2024) means that there is importance in ensuring not only currency of SFU's institutional policy on employment equity by aligning with legislative frameworks, but also in committing to sustained attention and oversight to deliver on institutional employment equity programming.

EDI Directors for both Faculty and Staff Initiatives have conducted the first round of policy review and are sharing the proposed changes in this briefing note before going to university-wide consultation. The changes have currently been limited to: updating/adding key definitions, changing/updating role titles to reflect current organization structure, updating list of applicable legislation. All changes are highlighted in the attached initial policy draft. Policy revision will include integrating related legislation such as the Accessible Canada Act, Accessible BC Act, Canada Employment Equity Act, B.C. Human Rights Code, B.C. Pay Transparency Act to ensure policy is reflective of guidelines, requirements, and relevant standards.

The proposed changes and next steps were presented to the Executive Team in October 2024.

NEXT STEPS & OVERSIGHT

1. November 2024 - EDI Directors for Staff and Faculty Initiatives will collaborate with Labour Relations and Faculty Relations to conduct consultations with Employee Council (CUPE, TSSU, SFUFA, PolyParty) and APSA.
2. November/December 2024 – Policy to be sent to SCAR/Senate and Board of Governors for information/consultation as appropriate.
3. December 2024 - consultations will be conducted by the EDI Directors for Faculty and Staff Initiatives with Faculty Relations, the Provost's Office, Legal Counsel, Human Rights Office, Office of Aboriginal Peoples, Bullying and Harassment hub, Institutional Research & Planning, as well as Labour Relations.

4. January 2025 – University-wide consultations. Communicated to the broader university community through the Policy Gazette. Any who did not respond earlier will still have opportunity to provide input in January and university-wide consultation will be open for a month.
5. February 2025 – submit final copy of policy to Executive Team.
6. March 2025 – submit policy to Board for approval

ATTACHMENTS

1. 2024 Amendments – Policy (GP 19)
2. 2024 Addition - Appendix A Definitions (GP 19)

Employment Equity

Date	October 15, 2024	Number	GP 19
Date of Last Review/Revision	July 6, 1992	Mandated Review	November, 2029

Policy Authority: Vice-President, People, Equity and Inclusion; Vice President Academic and Provost

EXECUTIVE SUMMARY

This policy expresses SFU's commitment to employment and pay equity. The university seeks to ensure a fair and equitable workplace by identifying, and eliminating areas of disadvantage in the employment experience. This policy also requires the university to establish an Employment Equity Advisory Committee in partnership with employee groups as well as to monitor workforce representation and provides a framework for doing so.

TABLE OF CONTENTS

1.0	PREAMBLE	1
2.0	PURPOSE	2
3.0	SCOPE AND JURISDICTION	2
4.0	DEFINITIONS	2
5.0	POLICY	2
6.0	ROLES AND RESPONSIBILITIES	3
7.0	RELATED LEGAL, POLICY AUTHORITIES AND AGREEMENTS	4
8.0	ACCESS TO INFORMATION AND PROTECTION OF PRIVACY	4
9.0	RETENTION AND DISPOSAL OF RECORDS	4
10.0	POLICY REVIEW	4
11.0	POLICY AUTHORITY	4
12.0	INTERPRETATION	5
13.0	PROCEDURES AND OTHER ASSOCIATED DOCUMENTS	5

1.0 PREAMBLE

- 1.1 Simon Fraser University (“the University”) is committed to advancing employment and pay equity in partnership with employee groups and subject to Collective Agreements.
- 1.2 The University acknowledges the importance of equitable employment practices in place for all aspects of the employment relationship, including recruitment, hiring, performance management, succession-planning, promotion, , retention and exit.
- 1.3 This policy sets out the University’s framework to address employment equity.

2.0 PURPOSE

- 2.1 The purpose of this policy is to achieve equity in the workplace so that no person shall be denied employment opportunities or benefits for reasons unrelated to ability and, in the fulfilment of that goal, to correct any conditions of disadvantage in employment which are experienced by women, Indigenous peoples, persons with disabilities, members of visible minorities and any designated groups identified from time to time through Canadian Employment Equity legislation.

3.0 SCOPE AND JURISDICTION

- 3.1 This policy applies to all employees of Simon Fraser University.

4.0 DEFINITIONS

- 4.1 Please see Appendix A for the definitions of words used in this policy and its associated procedures.

5.0 POLICY

- 5.1 The goal of employment equity at Simon Fraser University is to ensure that no individual is denied access to employment opportunities for reasons unrelated to ability or qualifications, such as gender or race. Consistent with this principle, the University will advance the interests of underrepresented members of the work force, specifically women, Aboriginal* peoples, persons with disabilities (including neurodiversity), visible minorities, women, and all the designated groups identified in the federal *Employment Equity Act*; ensure that equal opportunity is afforded to all who seek employment at the University and ensure compliance to all institutional policies, collective agreements and emerging legislation.

*Note: Unless the context requires the use of the term Aboriginal peoples as it appears in the [Employment Equity Act](#) or as part of a proper name, SFU uses the term Indigenous people (First Nations, Métis or Inuk))

6.0 ROLES AND RESPONSIBILITIES

6.1 The University has committed to various employment equity initiatives to provide a fair and equitable work-place and to offer all individuals equal opportunity to develop their potential. Accordingly, the University will identify and eliminate any discriminatory barriers that interfere with employment opportunities in all jobs and at all levels throughout the University. Both current and prospective employees will receive equitable treatment in hiring, training/development and promotion. The employment equity programming will not abrogate collective agreement provisions negotiated between the University and its employee groups.

6.2 Following recommendations from the, Director, Equity, Diversity & Inclusion, Faculty Initiatives and the Director, Equity, Diversity & Inclusion, Staff Initiatives and consultation with departments, the University will:

6.2.1 adopt employment equity measures to identify and remove any discriminatory barriers to the employment, training/development and promotion of Aboriginal* people, persons with disabilities, visible minorities and women; and any other groups designated in the federal Employment Equity Act.

* Note: Unless the context requires the use of the term Aboriginal peoples as it appears in the [Employment Equity Act](#) or as part of a proper name, SFU uses the term Indigenous people (First Nations, Métis or Inuk))

6.2.2 establish goals and timetables towards achieving a more representative work force.

6.3 The Director, Equity, Diversity & Inclusion, Faculty Initiatives and the Director, Equity, Diversity & Inclusion, Staff Initiatives are together responsible for coordinating the University's efforts to develop and implement employment equity programming. The Director, Equity, Diversity & Inclusion, Faculty Initiatives and the Director, Equity, Diversity & Inclusion, Staff Initiatives shall report jointly to and shall receive direction jointly from the Provost and Vice-President Academic, the Vice-President, People, Equity and Inclusion, the Executive Director of Faculty Relations and the Executive Director of Human Resources and Labour Relations and the Executive Director of People and Organization Development. The Director, Equity, Diversity & Inclusion, Faculty Initiatives and the Director, Equity, Diversity & Inclusion, Staff Initiatives shall together be a resource to all members of the University community for information and advice regarding employment equity

6.4 Work force representation shall be measured by comparing the SFU work force to the availability of qualified designated group members in the appropriate labour force. Institutional Research and Planning, the Director, Equity, Diversity & Inclusion, Faculty Initiatives, and the Director, Equity, Diversity & Inclusion, Staff Initiatives shall collect and monitor aggregate statistics regarding the representation of the designated groups in the SFU work force, and shall report them annually to the Provost and Vice-President Academic, the Vice-President People, Equity and Inclusion, the Executive Director of Faculty Relations, Executive Director of Human Resources and Labour Relations, the Executive Director of People and Organization Development as well as the campus community.

6.5 An Employment Equity Advisory Committee shall be composed of representatives from all employee groups, Human Resources/Labour Relations, People and Organization Development, Faculty Relations, the Office of the Provost and Vice President-Academic, the Human Rights Office, Institutional Research and Planning and four equity representatives from the designated groups. The Committee shall provide advice and assistance to the Director, Equity, Diversity & Inclusion, Faculty Initiatives, and the Director, Equity, Diversity & Inclusion, Staff Initiatives, regarding the development and implementation of the program. The Committee shall be co-chaired by the Director, Equity, Diversity & Inclusion, Faculty Initiatives, and the Director, Equity, Diversity & Inclusion, Staff Initiatives.

7.0 RELATED LEGAL, POLICY AUTHORITIES AND AGREEMENTS

7.1 The legal and other University Policy authorities and agreements that may bear on the administration of this policy and may be consulted as needed include but are not limited to:

- 7.1.1 University Act, R.S.B.C. 1996, c. 468
- 7.1.2 Freedom of Information and Protection of Privacy Act, R.S.B.C. 1996, c. 165
- 7.1.3 Human Rights Code, R.S.B.C. 1996, c. 210
- 7.1.4 Employment Equity Act (S.C. 1995, c. 44) (Act current to 2024-07-23 and last amended on 2021-01-01)
- 7.1.5 Pay Transparency Act, SBC 2023, c. 18
- 7.1.6 Accessible British Columbia Act, SBC 2021. c. 19

8.0 ACCESS TO INFORMATION AND PROTECTION OF PRIVACY

8.1 The information and records made and received to administer this policy are subject to the access to information and protection of privacy provisions of British Columbia's *Freedom of Information and Protection of Privacy Act* and the University's Information Policy series.

9.0 RETENTION AND DISPOSAL OF RECORDS

9.1 Information and records made and received to administer this policy are evidence of the University's actions to advance employment equity and to monitor workforce representation. Information and records must be retained and disposed of in accordance with a records retention schedule approved by the University Archivist.

10.0 POLICY REVIEW

10.1 This policy must be reviewed every five years and may always be reviewed as needed.

11.0 POLICY AUTHORITY

11.1 This policy is administered under the authority of the Vice President, People, Equity and Inclusion and the Vice President Academic and Provost.

12.0 INTERPRETATION

12.1 Questions of interpretation or application of this policy or its procedures shall be referred to the **Vice-President, People, Equity and Inclusion and the President**, whose decision shall be final.

13.0 PROCEDURES AND OTHER ASSOCIATED DOCUMENTS

13.1 Appendix A contains the definitions applicable to this policy and its associated procedures.

APPENDIX A - DEFINITIONS - Employment Equity

Date	Number
October 15, 2024	GP 19
Date of Last Review/Revision	Mandated Review
October 15, 2024	November, 2029

Policy Authority: Vice-President, People, Equity and Inclusion; Vice President Academic and Provost

Parent Policy: Employment Equity – GP 19

1.0 PURPOSE

1.1 The definitions in this Appendix define the words used in the Employment Equity Policy and in the [insert name of procedures].

2.0 DEFINITIONS

2.1 **Designated groups** means women, Aboriginal peoples, persons with disabilities, members of visible minorities and any groups as identified from time to time under Canadian employment equity legislation

2.2 **Aboriginal peoples** means persons who are Indians, Inuit or Métis

Note : Unless the context requires the use of the term Aboriginal peoples as it appears in the [Employment Equity Act](#) or as part of a proper name, SFU uses the term Indigenous people (First Nations, Métis or Inuk (Inuit))

2.3 **Employment equity** means more than treating persons in the same way but also requires special measures and the accommodation of differences.

2.4 **Members of visible minorities** means persons, other than Aboriginal peoples, who are non-Caucasian in race or non-white in colour

2.5 **Persons with disabilities** means persons who have a long-term or recurring physical, mental, sensory, psychiatric or learning impairment and who

2.5.1 consider themselves to be disadvantaged in employment by reason of that impairment, or
2.5.2 believe that an employer or potential employer is likely to consider them to be disadvantaged in employment by reason of that impairment,

and includes persons whose functional limitations owing to their impairment have been accommodated in their current job or workplace

2.6 ***Labour Force*** means the number of civilian, non-institutionalized persons 15 years of age and over who, at a given reference point in time, were employed or unemployed

2.7 ***Workforce Representation*** means the ratio of SFU's workforce to the number of qualified designated group members in the appropriate labour force