



# FCP Employment Equity Quick Start Guide

## Purpose

Employment and Social Development Canada's (ESDC) Federal Contractors Program (FCP) requires provincially regulated employers with 100 or more employees bidding on federal contracts of \$1M or more seek to achieve and maintain a workforce that is representative of the Canadian workforce, including members of the four designated groups under the Employment Equity Act (women, aboriginal and indigenous peoples, persons with disabilities, members of visible minorities).

## 3-Filter Significance Test

1. Gaps of -3 or more may be significant and must be recorded, then apply
2. Gaps of -3 or more with utilization rates (UTR) of 80% or less are significant
3. If gaps between -1 and -3 exist for a designated group in 3 or more EEOGs (columns) and/or in all designated groups within an EEOG (rows) the gaps are significant

## Population

Dalhousie full-time and permanent part-time employee headcounts on Dec 1st are compared to the StatsCan Census using voluntary self-identification from the Be Counted Census and personnel records. Calculations are completed using the National Occupational Classification (NOC) codes assigned to each position by Human Resources. According to the ESDC method, analysis is completed at the NOC level and then summarized by Employment Equity Occupational Groups (EEOG).

## Geographic Comparisons

- EEOG 1, 2, 3 are compared nationally
- EEOG 4, 5, 6, 9 are compared provincially
- EEOG 7, 8, 10, 11, 12, 13, 14 are compared regionally

## Why Higher Levels of PD in 2016?

- Increase in self-reporting
- Prevalence tends to increase with age
- Revised and expanded survey
- Improved collection methods, including online survey
- Respondents tended to divulge more information in online format

Labour Market Availability  
Overall

Professors & Lecturers  
NOC4011

Designated Group	2011 NHS 2012 CSD	2016 Census 2017 CSD	Designated Group	2011 NHS 2012 CSD	2016 Census 2017 CSD
F	43.3%	44.0%	F	53.3%	53.3%
RV	19.1%	21.1%	RV	12.7%	14.8%
AB	1.3%	1.4%	AB	2.2%	3.2%
PD	3.8%	8.9%	PD	4.8%	11.2%

## Sample Calculations

EEOG	Description	NOC	Description	National F	National Total	National F%	Dal Total	Dal F	F Exp	F Gap	F UTR
1	Senior Managers	14	Senior managers - health, education, ...	15,245	27,025	56%	30	13	17	-4	77%
		15	Senior managers - trade, broadcasting ...	12,110	53,085	23%	2	1	0	1	219%
		16	Senior managers - construction, trans...	7,650	57,885	13%	1	0	0	0	0%

Handwritten annotations in purple:

- Box: **Females / Total** (around 15,245 / 27,025)
- Box: **National F% x Dal Total** (around 56% x 30)
- Box: **Dal F - F Exp** (around 13 - 17)
- Box: **Dal F / F Exp** (around 13 / 17)



# FCP Employment Equity Significance Testing

\*Counts less than 5 are redacted

	Total Staff	F Gap	F UTR	RV Gap	RV UTR	INDG Gap	INDG UTR	PD Gap	PD UTR	Dec 1st 2021
01 Senior Managers	39	● -2	91%	● -1	85%	● -1	● 0%	4	308%	Sr Admin
02 Middle and Other Managers	154	11	113%	● -16	● 37%	● -1	● 68%	6	182%	All
03 Professionals	1,648	93	112%	● -17	95%	12	138%	● -4	97%	Unit
04 Semi-Professionals and Technicians	265	● -23	● 79%	25	264%	● -7	● 51%	● -6	81%	All
05 Supervisors	47	8	138%	6	373%	1	142%	● -18	● 5%	
06 Supervisors: Crafts and Trades	30	0	105%	● -1	● 0%	● -1	● 0%	2		
07 Administrative and Senior Clerical ...	459	● -1	100%	22	168%	1	103%	● -7	89%	F%* 58%
08 Skilled Sales and Service Personnel	2	0	107%	0	0%	0	0%	0	0%	RV%* 21%
09 Skilled Crafts and Trades Workers	96	0	108%	0	103%	● -1	● 78%	● -2	83%	INDG%* 4%
10 Clerical Personnel	252	18	109%	32	253%	● -5	● 54%	● -11	● 69%	PD%* 11%
11 Intermediate Sales and Service ....	70	4	108%	2	143%	● -1	● 62%	● -8	● 20%	SOGI%* 10%
12 Semi-Skilled Manual Workers	13	● -1	● 0%	1	159%	0	175%	● -2	● 0%	BK%* 5%
13 Other Sales and Service Personnel	186	59	238%	24	212%	3	124%	● -14	● 57%	ANS%* 2%
14 Other Manual Workers	6	0	139%	1	249%	0	0%	● -1	● 0%	MK%* 1%
Grand Total	3,267	168	110%	78	116%	● -2	98%	● -61	83%	

F%*	58%
RV%*	21%
INDG%*	4%
PD%*	11%
SOGI%*	10%
BK%*	5%
ANS%*	2%
MK%*	1%



### Professors and lecturers

03 4011 University professors and lecturers	1,175	35	107%	4	102%	5	128%	● -18	83%
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### Other Professionals

03 Professionals	473	58	121%	● -21	● 80%	7	150%	14	133%
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## FCP Gaps 2017-2021

Short-term goals are to reduce the gap of racialized non-academic professionals by 50%, reduce the gap of persons with disabilities by 50%, and to reduce remaining gaps by 80%. Note in 2018 updated StatsCan data caused gaps to increase in all groups.

Sr Admin  
All

Unit  
All

	F Gap					2023	RV Gap					2023	INDG Gap					2023	PD Gap					2023	# Gaps				
01 Senior Managers	-4	-1	0	-1	-2	0	-2	-3	-2	0	-1		-1	-1	-2	-1	-1	0	1	1	3	4	4		3	3	2	2	3
02 Middle and Other Managers	4	2	4	5	11		-12	-18	-16	-16	-16	-3	0	-1	0	-2	-1	0	4	5	5	3	6		1	2	1	2	2
03 Professionals	59	59	60	76	93		-83	-104	-49	-30	-17	-6	1	4	6	9	12		34	-54	-24	-11	-4	-5	1	2	2	2	2
04 Semi-Professionals and Technic..	-14	-17	-21	-19	-23	-4	14	12	15	21	25		0	-7	-6	-3	-7	-1	2	-14	-12	-11	-6	-6	1	3	3	3	3
05 Supervisors	6	9	6	8	8		5	4	4	6	6		0	0	2	2	1		0	-20	-17	-18	-18	-9	0	1	1	1	1
06 Supervisors crafts and trades	-1	-1	-1	0	0	0	1	-1	-1	-1	-1	0	1	-1	-1	-1	-1	0	2	2	2	2	2		1	3	3	2	2
07 Administrative and Senior Cleri..	10	4	9	9	-1		10	9	9	17	22		5	-2	-1	2	1		26	-38	-21	-12	-7	-6	0	2	2	1	2
08 Skilled Sales and Service Perso..	0	0	0	0	0		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
09 Skilled Crafts and Trades Work..	2	2	1	1	0		1	1	0	1	0		-1	-3	-2	-2	-1	0	-6	-7	-6	-5	-2	-2	2	2	2	2	2
10 Clerical Personnel	31	30	21	17	18		20	20	25	31	32		-1	-9	-7	-6	-5	-1	-21	-21	-18	-13	-11	-7	2	2	2	2	2
11 Intermediate Sales and Service ..	6	3	2	2	4		-2	0	2	3	2		0	-1	-1	-1	-1	0	-4	-8	-5	-9	-8	-4	2	2	2	2	2
12 Semi-Skilled Manual Workers	-2	-2	-2	0	-1	0	0	0	0	1	1		0	-1	0	0	0		-2	-2	-1	-2	-2	-1	2	3	2	1	2
13 Other Sales and Service Person..	38	43	61	58	59		25	25	29	27	24		-4	1	1	1	3		-5	-14	-15	-16	-14	-8	2	1	1	1	1
14 Other Manual Workers	0	0	0	-1	0	0	1	2	2	1	1		1	1	1	0	0	0	-1	-1	-1	0	-1	0	1	1	1	1	1
<b>Grand Total</b>	<b>136</b>	<b>132</b>	<b>141</b>	<b>154</b>	<b>168</b>		<b>-22</b>	<b>-54</b>	<b>17</b>	<b>61</b>	<b>78</b>		<b>-1</b>	<b>-19</b>	<b>-11</b>	<b>-4</b>	<b>-2</b>	<b>-1</b>	<b>31</b>	<b>-171</b>	<b>-111</b>	<b>-88</b>	<b>-61</b>	<b>-44</b>	<b>18</b>	<b>27</b>	<b>24</b>	<b>22</b>	<b>25</b>

### Professors vs. Other Professionals

03 4011 University professors and lecturers	4	0	2	15	35		-23	-27	-11	-5	4	-1	-1	-3	0	2	5		13	-41	-34	-23	-18	-11	2	3	2	2	1
03 Professionals	55	59	58	61	58		-59	-77	-39	-24	-21	-12	2	7	5	7	7		21	-13	10	12	14		1	2	1	1	1



# FCP Workforce Analysis Methods

## Data Collection & Analysis

The Dalhousie Census was launched in 2015 but demographic data has been collected since 1989 and disaggregated demographic data since at least 2000. Voluntary self-identities are integrated across Dalhousie Census, personnel, admissions using the most recent response per year. Representation is calculated using total returned, except females which uses total population because gender self-identification is almost 100%. Therefore, gender from personnel and admission records is not included in return rate, resulting in female counts that are sometimes higher than return rate. Representation describes the minimum proportion of the total population and equity-seeking groups are not mutually exclusive. Return rate is any census or survey activity, including declined, response rate is at least one self-identification field completed as Yes/No/Prefer not to respond. Headcounts less than 5 are redacted (ie. blank or <5).

Updated Statistics Canada data caused gaps to increase across all groups in 2018. Grant Paid Research Associates/Assistants (RC, RH) were removed from analysis in 2019, resulting in decreased gaps. Increased headcounts are partially due to new responses and data augmentation efforts in 2021, including integration of new self-identification sources.

## Employee Classifications

DPMG, DFA, Faculty Non-Union, NSGEU Local 99 Salary, Supplementary Staff (not exception payments), Professional, NSGEU Local 77, Research DPMG, Research Faculty DFA, Research Faculty Non-Union, Research NSGEU 77, Research Senior Mgmt Faculty, Research Senior Mgmt Staff, Confid Clerical Secretarial, Senior Management Faculty, Senior Management Staff. Employees at the Kellogg Library fall under the Schulich School of Law. ECLS: AM, DM, FM, IB, KM (not 999986), MM, NM, RA, RD, RE, RF, RX, RZ, SM, XM, YM.

## Equity Groups

Females are people who self-identify as female. Racialized Persons are persons who are non-white in colour (other than Indigenous persons) living in predominantly white cultures, regardless of their place of birth or citizenship. Black/African Nova Scotian ancestry are African Nova Scotians (who may also self-identify as 'Indigenous Black', 'Scotian' or 'Africadian') are a distinct population with collective rights tied to over 52 land-based communities in Nova Scotia. Black/African persons are included in racialized persons and Black/African Nova Scotian are included in racialized persons and Black/African totals. Indigenous Persons refer to the original inhabitants of North America/Turtle Island and their descendants. Mi'kmaq (MK) counts are a subset of this figure. Persons with a Disability have a chronic, long-term or recurring physical, sensory, mental, learning or intellectual impairment, that, in interaction with a barrier, hinders that person's full and effective participation in society. Diverse Sexual Orientation & Gender Identity are persons who identify as two-spirit, lesbian, gay, bisexual, pansexual, transgender, gender independent, queer, and/or questioning, among other identity markers. StatsCan data from the 2021 Census of Population & Gender Identity showed that 0.33% self-identified as transgender or non-binary and the 2014 Canadian Community Health Survey show that 3.0% self-identified as lesbian, gay, or bisexual.

Glossary of Terms <https://www.dal.ca/dept/hres/equity---inclusion/be-counted/glossary-of-terms.html>

ESDC Guidelines <https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#s1>

## Legend

F	Female
RV	Racialized Persons
INDG	Indigenous Peoples
PD	Persons with Disabilities
SOGI	Diverse Sexual Orientation and Gender Identity
BK	Black/African
ANS	African Nova Scotian
MK	Mi'kmaq
Exp	Expected Labour Market Availability
UTR	Utilization Rate (progress to fill gap)

01 Senior Managers	Senior Administration
02 Middle and Other Manag..	DFA DPMG AD04 DPMG AD05 DPMG AD06 DPMG AD07 DPMG AD08 DPMG AD09 ...
03 Professionals	DFA DPMG AD04 DPMG AD05 DPMG AD06 DPMG AD07 DPMG AD08 DPMG AD09 ...
04 Semi-Professionals and T..	DPMG AD05 DPMG AD06 DPMG AD07 DPMG AD08 NSGEU Local 77 NSGEU Local 99 Other Staff ...
05 Supervisors	DPMG AD04 DPMG AD05 DPMG AD06 DPMG AD07 NSGEU Local 77 NSGEU Local 99
06 Supervisors: Crafts and T..	DPMG AD05 DPMG AD06 DPMG AD07 NSGEU Local 99
07 Administrative and Senio..	Confid Clerical Secretarial DPMG AD03 DPMG AD04 DPMG AD05 DPMG AD06 DPMG AD07 ...
08 Skilled Sales and Service ..	DPMG AD05 NSGEU Local 77
09 Skilled Crafts and Trades ..	NSGEU Local 77 NSGEU Local 99
10 Clerical Personnel	Confid Clerical Secretarial DPMG AD03 DPMG AD04 DPMG AD05 DPMG AD06 NSGEU Local 77 ...
11 Intermediate Sales and S...	

Admissions & Student Affairs - ..	4
Advancement	70
Advancement - Dal AC	2
Agriculture - Dean's Office	31
Anesthesia, Pain Mgmt & Perio..	12
Animal Science and Aquaculture	36
Applied Oral Sciences	9
Aquatron	5
Architecture	19
Art Gallery	3
Art - Dean's Office	0