

## **Employment Equity & Diversity Consultative Committee Terms of Reference (revision Jan 2013)**

### **Purpose**

This committee's over arching goal is to proactively move the University of Regina towards becoming a representative and diverse workforce. As a committee we define a representative workforce as one where the demographic makeup of all occupational groups reflects the demographics from which each occupational group draws its members. We define a diverse workforce as one where all occupational groups include meaningful numbers of employees who may be considered unusual within that occupation's usual constituency.

We recognize that achieving a diverse and representative workforce will require the development of a culture that welcomes and embraces diversity and that the necessary changes are only possible if all members of our community are involved. Thus, as a committee we consider ourselves accountable to the university community as a whole. We will consult with and make recommendations to any and all subgroups within the university community, including, but not limited to, designated target groups as defined by the Saskatchewan Human Rights Commission (women in under-represented occupations, Aboriginal people, persons with disabilities, and visible minorities); and other minority groups (e.g. francophones, sexual minorities); individual departments or faculties; individual occupational groups; entire bargaining units and the university administration.

### **Membership**

While all the members of the University of Regina community are responsible for creating a culture conducive to employment equity and diversity, the Consultative Committee shall consist of the following representatives:

- ❑ 2 CUPE Local 5791 employees
- ❑ 2 CUPE 2419 employees
- ❑ 2 URFA (Academic Staff Members) employees
- ❑ 2 URFA (Administrative, Professional and Technical) employees
- ❑ 4 Out-of Scope (including 1 support member)

The Chair of the Employment Equity and Diversity Consultative Committee shall be elected by the Committee.

### **Duties**

The Committee will:

- Identify where the university achieves and falls short of having both a representative and diverse workforce.
- Identify the current internal and external factors that are barriers to achieving a representative & diverse workforce.
- Recommend policies & procedures that will eliminate or alleviate identified barriers.
- Monitor the implementation and the effectiveness of new policies and procedures
- Seek input from organizations and individuals representing the designated target groups (as defined by the Saskatchewan Human Rights Commission): women in under-represented occupations, Aboriginal people, persons with disabilities, and visible minorities.
- Seek input from other non-designated minority groups.

- Communicate with all bargaining units to seek input and to improve contract language that addresses the goals of becoming a representative and diverse workforce.
- Set concrete and measurable targets for what a representative and diverse workforce will look like.
- Communicate with the various employment groups at the University of Regina, by providing advice and recommendations on the employment equity strategic plan, updating pamphlets, brochures and general communication.
- Educate the university community about the importance and value of having a representative and diverse workforce.
- Monitor and evaluate the progress of the Employment Equity program at the University of Regina.
- Provide advice and recommendations for the annual report to the Saskatchewan Human Rights Commission, in addition to informational requests from other agencies and institutions;
- Recognize Employment Equity/Diversity champions and initiatives at the University of Regina.

### **Terms of Appointment**

CUPE 5791, CUPE 2419, URFA, and the University will select and appoint their respective committee representation/members.

The following members will be appointed for an initial one-year term and then will be appointed for a two-year term, (Even Years) beginning April 2014.

- ❑ 1 CUPE Local 5791 employees
- ❑ 1 CUPE Local 2419 employees OR current student(s) not here
- ❑ 1 URFA (Academic Staff Members) employees
- ❑ 1 URFA (Administrative, Professional and Technical) employees
- ❑ 1 Out-of Scope

The following members will be appointed for a two-year term (Odd Years) April 2013:

- ❑ 1 CUPE Local 5791 employees
- ❑ 1 CUPE Local 2419 employees OR current student(s)
- ❑ 1 URFA (Academic Staff Members) employees
- ❑ 1 URFA (Administrative, Professional and Technical) employees
- ❑ 1 Out-of Scope

Terms for the above will begin April 1, 2013 and end March 31, 2015.

The offsetting terms will ensure continuity of membership and follow through of initiatives.

### **Voting**

In general the committee will make decisions by consensus and will only vote if after reasonable efforts are made, a consensus cannot be achieved. The chair of the committee will vote only in the event of a tie. Resource members will provide information/recommendations but will not vote.

### **Meetings**

The Representative Workforce Committee shall meet a minimum of 10 times per year and shall meet more frequently in response to community needs or as determined by the overall committee.

Committee members will be free to partake in an open and frank discussion in committee meetings, without fear of reprisal. Committee members will respect each other's opinions and will keep sensitive conversations confidential. This policy will be explained and extended to guests of the committee.

