



City of St. John's Corporate and Operational Policy

Policy: 03-01-02 Employment Equity

Status:

Issued By: Human Resources

Revision No:

Revision Date:

Date of Original Council

Approval: 1994/06/13

Rescind Date:

Index: 03 Human Resources

Section: 01 Recruitment

Title: 02 Employment Equity

Purpose

The objectives of the City Employment Equity Policy are:

- 1) To ensure that citizens have fair and equal access to municipal employment opportunities.
- 2) To encourage the participation of all sectors of the population in City employment.
- 3) To foster an environment in which employees and candidates for employment are treated with fairness, respect and dignity.

To accomplish these objectives and clearly demonstrate its commitment to Employment Equity the City of St. John's will:

- 1) Develop an "Employment Equity Plan" to enhance equal opportunities. This Plan, which will be reviewed on an annual basis, will take positive steps to facilitate the full participation and integration of under represented designated groups.
- 2) Identify and eliminate all existing policies, practices, attitudes and programs that are employment or advancement barriers. As part of this initiative, the City will do a thorough analysis of its facilities, policies and procedures and it will take steps to ensure that, as a priority to be carried out within a reasonable length of time and within the bounds of fiscal prudence, these are accessible to all potential employees.

3) Encourage a positive and productive commitment to the City from its staff through the provision of education/training i.e. workshops, seminars, etc., on Employment Equity.

4) Ensure that all of its notices of employment vacancies and advertisements for employment will both be available in alternate format and include a statement that the City of St. John's is an "Equal Opportunity Employer".

All advertisements will additionally state that "The City of St. John's is committed to the employment of a qualified workforce which reflects the community's diversity".

5) Ensure that the following statement will be communicated in any of its Employment Equity workshops, employee newsletters and Human Resources Department publications:

"The Executive and Senior Management of the City of St. John's are committed to the principles, and importance, of Employment Equity and will ensure that the City's Employment Equity Program is effective."

Policy Statement

1. The City of St. John's is an Equal Opportunity Employer and as such believes that every person has the right to equal treatment and opportunity. It is committed to the principles of merit and equal opportunity for its present and future human resources in all aspects of recruitment and employment, including hiring, compensation, promotion, training and development.

2. Job related knowledge, qualifications, skills, abilities, and fairness will determine employment decisions without discrimination on the basis of gender, race, colour, religion, ethnic origin, ancestry, sexual orientation, age, disability, marital status or the need for accommodation.

3. It is the responsibility of all City of St. John's department heads, managers, supervisors and employees to make a positive commitment to treat all individuals of the City with dignity and equality.

RESPONSIBILITY

1. All Management personnel will be responsible for adhering to this Policy when dealing with their employees and when making decisions regarding all aspects of recruitment and employment, including hiring, compensation, promotion, training and development.

In addition, Management personnel will be held accountable for identifying any policies, practices, attitudes and programs in their departments that are discriminatory or are a violation of this Policy.

2. All City employees have a responsibility to identify and eliminate any actions or attitudes which are contrary to the spirit of this Policy.

VIOLATIONS

The City of St. John's Workplace Human Rights Policy & Procedure Bylaw provides a mechanism

for the investigation of alleged violations of individual rights and this ensures that all alleged violations of the Policy are investigated.

In addition, the Bylaw ensures that its procedures provide equitable and prompt handling of individual rights complaints, recognizing that no two complaints are necessarily the same and the City's approach to handling complaints may vary given the unique features of each complaint.

Application

Responsibilities

The Director of Human Resources shall be responsible for administering this Policy and ensuring the policy is applied throughout departments.

Definitions

References/Appendix

Monitoring and Contravention

Approvals

Regular Meeting of Council June 13, 1994.

Review Period

Available to Public

- ☐ Yes
- ☐ No