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Employment Equity in the Public Service of Canada 2013–14

Annual Report to Parliament





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Notice to Reader: Please note, on June 12th, 2015, the following corrections were made to Table 1 of the Annual Report. Under the column titled “Women”, the number and percentage of women for the following organizations should read: for the Registry of the Specific Claims Tribunal of Canada, 4 and 44.4%; for the Registry of the Competition Tribunal, 3 and 50.0%; and for the RCMP External Review Committee, 1 and 25.0%.

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President's Message

I am pleased to present the 22nd Annual Report to Parliament on Employment Equity in the Public Service of Canada.

As a champion of modernizing the federal public service, I know a workforce that reflects the people it serves is better able to design and deliver programs and services to meet the needs of Canadians. The federal public service has contributed much to Canada's success, and I am proud of how far we have come in building a public service that reflects the diversity of our society.



This report demonstrates the progress that federal departments and agencies continue to make in developing inclusive organizations that reflect, respect, and value Canada's rich diversity. In particular, the report shows that all employment equity designated groups are fully represented within the core public administration in terms of their workforce availability.

These positive results are evidence of the Government's ongoing commitment to ensuring Canadians are served by a representative and inclusive public service that truly reflects today's society. I invite all Canadians to read this report to see the progress we are making in meeting the objectives of the *Employment Equity Act*.

Original signed by

The Honourable Tony Clement,
President of the Treasury Board

Introduction

The *Employment Equity Act* requires the President of the Treasury Board to submit a report to Parliament on the state of employment equity in the core public administration (CPA) for each fiscal year. This report outlines results and progress with respect to the representation of employment equity designated groups for fiscal year 2013–14.

The Government of Canada remains committed to a diverse public service that reflects today's society, a message which was reinforced when the Chief Human Resources Officer of the Government of Canada appeared before the Standing Senate Committee on Human Rights in April 2013 and stated, "Our ultimate goal is to ensure that the workforce in the federal public service reflects the diversity of today's society, and is innovative and responsive to address the needs of all Canadians." The Clerk of the Privy Council also addressed this issue when he launched *Blueprint 2020* in June 2013, a dialogue on a vision for a world-class public service "reflecting the diversity of Canadian society and drawing on a vast array of skills and expertise to meet the needs of Canadians and respond to the priorities of the Government."

As at March 31, 2014, all four employment equity designated groups exceeded their workforce availability, as determined from 2006 Census data.¹ Aboriginal peoples continued to increase their representation, from 5.0 per cent to 5.1 per cent; members of a visible minority group increased their representation from 12.6 per cent to 13.2 per cent; the representation of persons with disabilities decreased marginally from 5.8 per cent to 5.7 per cent; and women's representation decreased slightly from 54.2 per cent to 54.1 per cent.

Within the executive cadre, representation rates continued to exceed workforce availability for three of the four designated groups. Women increased their representation from 46.0 per cent to 46.1 per cent; persons with disabilities increased their representation from 5.3 per cent to 5.4 per cent; and members of a visible minority group increased their representation from 8.2 per cent to 8.5 per cent. The representation of Aboriginal peoples remained stable at 3.7 per cent, below their workforce availability for executives.

Appendix A provides statistical tables. Technical notes in Appendix B provide an explanation of the CPA workforce² information on the data for persons in the designated groups and definitions of terminology used throughout this report.

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1. Although 2011 Census data have been published for the private sector, 2011 workforce availability for the CPA is not yet available. The 2011 Census data will be reflected in next year's annual report.
 2. The CPA workforce includes indeterminate employees, term employees of three months or more, and seasonal employees, except those seasonal employees on leave without pay at the end of the fiscal year.

Treasury Board of Canada Secretariat Activities

Collaboration

The Office of the Chief Human Resources Officer (OCHRO) in the Treasury Board of Canada Secretariat works closely with the Public Service Commission of Canada (PSC) on employment equity issues. In addition to continuing collaboration on their common methodology for data collection and reporting, the two organizations, in collaboration with Employment and Social Development Canada and Shared Services Canada, participated in a pilot outreach workshop at Carleton University, Ottawa, in March 2014. The workshop provided information to students with disabilities on job opportunities, various employment programs open to students, and accommodation measures in the federal public service. There are plans to expand the initiative to include other universities and community colleges in the fall of 2014.

The following summarizes other activities undertaken by OCHRO, key stakeholders and bargaining agents in progressing toward the achievement of employment equity goals in the federal public service.

Employment Equity Champions and Chairs Committees and Circle

The three Employment Equity Champions and Chairs Committees and Circle (Visible Minorities Champions and Chairs Committee, Persons with Disabilities Champions and Chairs Committee, and Champions and Chairs Circle for Aboriginal Peoples) have successfully transitioned into an expanded role under the new governance model, implemented in the fall of 2011. The majority of departments and agencies have selected management champions and employee network chairs to participate in these committees. Each committee has established its priorities, is taking stock of progress against employment equity objectives, and is developing strategies and activities to address employment equity issues. Working groups have been set up to look at common areas of interest and areas of interdepartmental cooperation, such as career development, retention and advancement, and creating a healthy workplace. The focus is to collect and disseminate employment equity best practices and resources across the public service and within departments and to develop ideas and suggestions for consideration by departments.

Each employment equity deputy minister champion reported on the priorities, progress and emerging issues of their committees at a Public Service Management Advisory Committee meeting on April 26, 2013, and in a letter to the Clerk of the Privy Council. In addition, they met with the Standing Senate Committee on Human Rights on April 29, 2013, to provide an update on the governance model and how their committees are functioning.

OCHRO consulted with the three Employment Equity Champions and Chairs Committees and Circle in May 2013 on the proposed changes to the 2014 Public Service Employee Survey (PSES). OCHRO's PSES team members gathered the comments and feedback from committee members and adjusted the survey questions where appropriate. The objective of the consultation was to ensure that the 2014 PSES would address major people management themes and issues and that the questions would be clear and relevant to employees.

The employment equity deputy minister champions took advantage of their roles as community champions to promote dialogue around the *Blueprint 2020* vision and to provide a summary report following discussions at each Employment Equity Committee and Circle. Promoting dialogue within the committees and circle helped ensure that the horizontal perspectives provided by each community were reflected in the *Blueprint 2020* discussions and in the 2014 *Destination 2020* report.

The use of GC 2.0 Tools continues to be promoted at Employment Equity Champions and Chairs Committees and Circle meetings as useful mechanisms for consultation, collaboration, and sharing of information and best practices among all three committees.

Joint Employment Equity Committee

The Joint Employment Equity Committee (JEEC), a National Joint Council committee, provides a forum for OCHRO, the PSC, departments and bargaining agents to consult and collaborate on the development, implementation and review of public service-wide policies and practices that affect employment equity designated groups.

During 2013–14, the JEEC received updates and presentations, and participated in consultations on the following topics:

- ▶ The effect of the Canadian Human Rights Commission's Human Rights Maturity Model and its impact on employment equity;
- ▶ Disability management (with a focus on the Treasury Board *Directive on Leave and Special Working Arrangements*);
- ▶ Priority population statistics, provided by the PSC;
- ▶ Survey questions to be included in the 2014 PSES; and
- ▶ The Report of the Standing Senate Committee on Human Rights, *Employment Equity in the Federal Public Service: Staying Vigilant for Equality*.

In addition, the JEEC agreed to continue to receive the following updates on an ongoing basis:

- ▶ From Employment and Social Development Canada: the Temporary Foreign Worker Program, the survey previously known as the Participation and Activity Limitation Survey, the recognition of foreign credentials of visible minorities, and the review of the *Employment Equity Act*;
- ▶ From OCHRO: the impact of the Deficit Reduction Action Plan on employment equity groups, the status of relevant Treasury Board policies (*Policy on the Duty to Accommodate Persons with Disabilities in the Federal Public Service*, *Employment Equity Policy* and *Telework Policy*), parking for persons with disabilities, and the impact of the Disability Management Initiative on employment equity groups; and
- ▶ From the PSC: accommodation during the assessment process.

Conclusion

The public service continues to make progress in achieving employment equity goals. The Treasury Board of Canada Secretariat, through OCHRO, will continue to collaborate with key stakeholders and provide support and guidance to departments on matters related to employment equity.

Appendix A: Statistical Tables

Table 1
Distribution of Public Service of Canada Employees by Designated Group According to Department or Agency

Financial Administration Act, Schedules I and IV Indeterminates, Terms of Three Months or More, and Seasonal Employees (as at March 31, 2014)

Department or Agency	All Employees		Women		Aboriginal Peoples		Persons with Disabilities		Members of a Visible Minority Group	
	Number	%	Number	%	Number	%	Number	%	Number	%
National Defence ^s	22,112	39.0	8,628	39.0	686	3.1	1,350	6.1	1,592	7.2
Employment and Social Development Canada	19,802	69.8	13,825	69.8	916	4.6	1,303	6.6	3,378	17.1
Correctional Service Canada	17,834	47.8	8,515	47.8	1,757	9.9	1,012	5.7	1,666	9.3
Canada Border Services Agency	13,391	49.4	6,619	49.4	486	3.6	644	4.8	1,980	14.8
Public Works and Government Services Canada	11,352	58.2	6,610	58.2	364	3.2	671	5.9	1,401	12.3
Fisheries and Oceans Canada [†]	9,097	35.7	3,249	35.7	422	4.6	527	5.8	515	5.7
Health Canada	8,761	65.9	5,777	65.9	714	8.2	546	6.2	1,766	20.2
Environment Canada	5,852	47.2	2,761	47.2	173	3.0	264	4.5	808	13.8
Royal Canadian Mounted Police (Civilian Staff)	5,830	78.4	4,571	78.4	358	6.1	290	5.0	718	12.3
Foreign Affairs, Trade and Development Canada	5,607	54.9	3,077	54.9	143	2.6	203	3.6	784	14.0
Shared Services Canada	5,158	31.7	1,637	31.7	178	3.5	343	6.7	725	14.1
Citizenship and Immigration Canada	4,918	66.1	3,251	66.1	166	3.4	259	5.3	1,150	23.4
Agriculture and Agri-Food Canada [†]	4,572	48.5	2,215	48.5	145	3.2	207	4.5	547	12.0
Industry Canada	4,541	49.9	2,265	49.9	135	3.0	223	4.9	738	16.3
Transport Canada	4,500	44.9	2,019	44.9	161	3.6	230	5.1	629	14.0
Statistics Canada	4,433	50.9	2,255	50.9	101	2.3	274	6.2	880	19.9
Department of Justice Canada	4,410	68.0	3,000	68.0	156	3.5	288	6.5	751	17.0
Aboriginal Affairs and Northern Development Canada	4,405	64.1	2,823	64.1	1,285	29.2	266	6.0	503	11.4

Table 1 (cont.)

Distribution of Public Service of Canada Employees by Designated Group According to Department or Agency

Financial Administration Act, Schedules I and IV Indeterminates, Terms of Three Months or More, and Seasonal Employees (as at March 31, 2014)

Department or Agency	All Employees		Women		Aboriginal Peoples		Persons with Disabilities		Members of a Visible Minority Group	
	Number	%	Number	%	Number	%	Number	%	Number	%
Natural Resources Canada	3,782	44.3	1,676	44.3	104	2.8	190	5.0	478	12.6
Veterans Affairs Canada	2,939	73.1	2,148	73.1	89	3.0	221	7.5	335	11.4
Public Health Agency of Canada	1,943	67.9	1,320	67.9	65	3.4	122	6.3	367	18.9
Treasury Board of Canada Secretariat	1,648	62.3	1,027	62.3	45	2.7	113	6.9	262	15.9
Canadian Heritage	1,640	67.1	1,100	67.1	61	3.7	81	4.9	181	11.0
Public Safety Canada	962	60.8	585	60.8	50	5.2	60	6.2	111	11.5
Public Prosecution Service of Canada	952	67.4	642	67.4	53	5.6	59	6.2	121	12.7
Library and Archives Canada	889	60.5	538	60.5	62	7.0	57	6.4	89	10.0
Immigration and Refugee Board of Canada	798	64.8	517	64.8	30	3.8	57	7.1	254	31.8
Department of Finance Canada	719	48.4	348	48.4	16	2.2	22	3.1	107	14.9
Public Service Commission of Canada	713	64.8	462	64.8	31	4.4	59	8.3	107	15.0
Privy Council Office	665	55.6	370	55.6	28	4.2	37	5.6	85	12.8
Canadian Space Agency	587	41.7	245	41.7	*	*	19	3.2	80	13.6
Canada School of Public Service	565	66.4	375	66.4	24	4.3	33	5.8	82	14.5
Atlantic Canada Opportunities Agency	555	65.6	364	65.6	16	2.9	31	5.6	23	4.1
Courts Administration Service	550	65.6	361	65.6	19	3.5	32	5.8	80	14.6
Office of the Chief Electoral Officer	434	47.9	208	47.9	19	4.4	34	7.8	68	15.7
Canadian Radio-television and Telecommunications Commission	402	57.0	229	57.0	14	3.5	22	5.5	53	13.2

Table 1 (cont.)
Distribution of Public Service of Canada Employees by Designated Group According to Department or Agency
Financial Administration Act, Schedules I and IV Indeterminates, Terms of Three Months or More, and Seasonal Employees (as
at March 31, 2014)

Department or Agency	All Employees		Women		Aboriginal Peoples		Persons with Disabilities		Members of a Visible Minority Group	
	Number	%	Number	%	Number	%	Number	%	Number	%
Canadian Grain Commission	393	41.0	22	5.6	27	6.9	68	17.3		
Parole Board of Canada	393	79.4	24	6.1	22	5.6	39	9.9		
Canada Economic Development for Quebec Regions	288	58.3	5	1.7	6	2.1	38	13.2		
Western Economic Diversification Canada	286	62.6	18	6.3	19	6.6	59	20.6		
Infrastructure Canada	271	61.6	8	3.0	12	4.4	41	15.1		
Offices of the Information and Privacy Commissioners of Canada	241	60.2	12	5.0	9	3.7	24	10.0		
Canadian Transportation Agency	206	57.8	5	2.4	12	5.8	26	12.6		
Federal Economic Development Agency for Southern Ontario	201	62.7	7	3.5	15	7.5	50	24.9		
Canadian Environmental Assessment Agency	199	69.4	11	5.5	8	4.0	20	10.1		
Office of the Registrar of the Supreme Court of Canada	196	59.2	7	3.6	14	7.1	10	5.1		
Transportation Safety Board of Canada	192	31.8	*	*	7	3.7	16	8.3		
Canadian Human Rights Commission	182	65.4	13	7.1	28	15.4	26	14.3		
Office of the Commissioner of Official Languages	157	68.2	5	3.2	11	7.0	16	10.2		
Office of the Secretary to the Governor General	141	58.2	*	*	11	7.8	19	13.5		
Status of Women Canada	83	88.0	*	*	7	8.4	9	10.8		
Canada Industrial Relations Board	76	76.3	*	*	6	7.9	*	*		
Canadian International Trade Tribunal	61	63.9	*	*	*	*	*	*		

Table 1 (cont.)

Distribution of Public Service of Canada Employees by Designated Group According to Department or Agency
Financial Administration Act, Schedules I and IV Indeterminates, Terms of Three Months or More, and Seasonal Employees (as at March 31, 2014)

Department or Agency	All Employees		Women		Aboriginal Peoples		Persons with Disabilities		Members of a Visible Minority Group	
	Number	%	Number	%	Number	%	Number	%	Number	%
Commission for Public Complaints Against the Royal Canadian Mounted Police	56	69.6	*	*	*	*	*	*	8	14.3
Office of the Commissioner for Federal Judicial Affairs Canada	54	66.7	*	*	*	9.3	5	*	*	*
Patented Medicine Prices Review Board Canada	51	64.7	*	*	*	*	*	*	8	15.7
Canadian Dairy Commission	48	68.8	*	*	*	*	*	*	6	12.5
Military Grievances External Review Committee	35	74.3	*	*	*	*	*	*	*	*
Office of the Public Sector Integrity Commissioner of Canada	27	74.1	*	*	*	*	*	*	*	*
Public Service Staffing Tribunal	26	65.4	*	*	*	*	*	*	*	*
International Joint Commission	25	40.0	*	*	*	*	*	*	*	*
Office of the Commissioner of Lobbying of Canada	25	44.0	*	*	*	*	*	*	*	*
Canadian Intergovernmental Conference Secretariat	21	47.6	*	*	*	*	*	*	*	*
Human Rights Tribunal of Canada	17	64.7	*	*	*	*	*	*	*	*
Farm Products Council of Canada	16	56.3	*	*	*	*	*	*	*	*
Indian Residential Schools Truth and Reconciliation Commission	13	53.9	*	*	*	*	*	*	*	*
Military Police Complaints Commission of Canada	12	75.0	*	*	*	*	*	*	*	*
Copyright Board Canada	12	41.7	*	*	*	*	*	*	*	*
Registry of the Specific Claims Tribunal of Canada	9	44.4	*	*	*	*	*	*	*	*
Transportation Appeal Tribunal of Canada	8	75.0	*	*	*	*	*	*	*	*

Table 1 (cont.)
Distribution of Public Service of Canada Employees by Designated Group According to Department or Agency
Financial Administration Act, Schedules I and IV Indeterminates, Terms of Three Months or More, and Seasonal Employees (as at March 31, 2014)

Department or Agency	All Employees		Women		Aboriginal Peoples		Persons with Disabilities		Members of a Visible Minority Group	
	Number	%	Number	%	Number	%	Number	%	Number	%
Public Servants Disclosure Protection Tribunal Canada	7	85.7	6	*	*	*	*	*	*	*
Registry of the Competition Tribunal	6	50.0	3	*	*	*	*	*	*	*
RCMP External Review Committee	4	25.0	1	*	*	*	*	*	*	*
Total	181,356	98,078	54.1	9,239	5.1	10,390	5.7	23,919	13.2	

Notes

The sum of designated groups does not equal the total (All Employees) because employees may have voluntarily chosen to self-identify in more than one designated group, and men are included in the total.

§ Civilian staff only (data for members of the Canadian Forces are not included because the Treasury Board is not the employer).

† Fisheries and Oceans Canada data include data for the Canadian Coast Guard.

* Agriculture and Agri-Food Canada data include data for the Prairie Farm Rehabilitation Administration.

* Information for small numbers is suppressed.

Table 2

Distribution of Public Service of Canada Employees by Designated Group and Region of Work
Financial Administration Act, Schedules I and IV Indeterminates, Terms of Three Months or More, and Seasonal Employees (as at March 31, 2014)

Region of Work	All Employees		Women		Aboriginal Peoples		Persons with Disabilities		Members of a Visible Minority Group	
	Number	%	Number	%	Number	%	Number	%	Number	%
Newfoundland and Labrador	2,784	42.3	1,177	42.3	173	6.2	153	5.5	52	1.9
Prince Edward Island	1,554	63.1	980	63.1	44	2.8	112	7.2	39	2.5
Nova Scotia	8,349	42.7	3,567	42.7	412	4.9	593	7.1	490	5.9
New Brunswick	6,387	55.9	3,572	55.9	233	3.6	334	5.2	154	2.4
Quebec (without the NCR) [†]	20,427	52.2	10,669	52.2	420	2.1	672	3.3	1,999	9.8
NCR (Quebec) [†]	24,333	57.2	13,927	57.2	1,276	5.2	1,310	5.4	3,162	13.0
NCR [‡]	80,358	56.2	45,146	56.2	3,094	3.9	4,619	5.7	11,660	14.5
Ontario (without the NCR) [†]	23,340	54.8	12,795	54.8	1,213	5.2	1,604	6.9	4,074	17.5
NCR (Ontario) [†]	56,025	55.7	31,219	55.7	1,818	3.2	3,309	5.9	8,498	15.2
Manitoba	6,442	56.3	3,629	56.3	942	14.6	423	6.6	596	9.3
Saskatchewan	4,464	57.4	2,564	57.4	747	16.7	261	5.8	279	6.3
Alberta	9,083	56.0	5,091	56.0	789	8.7	628	6.9	1,085	11.9
British Columbia	15,774	48.6	7,663	48.6	943	6.0	882	5.6	3,224	20.4
Yukon	290	63.1	183	63.1	48	16.6	25	8.6	19	6.6
Northwest Territories	384	60.4	232	60.4	80	20.8	23	6.0	25	6.5
Nunavut	231	55.4	128	55.4	79	34.2	11	4.8	19	8.2
Outside Canada	1,489	45.8	682	45.8	22	1.5	50	3.4	204	13.7
Total	181,356	54.1	98,078	54.1	9,239	5.1	10,390	5.7	23,919	13.2

Notes

The sum of designated groups does not equal the total (All Employees) because employees may have voluntarily chosen to self-identify in more than one designated group, and men are included in the total.

[†] NCR stands for National Capital Region.

[‡] NCR includes NCR Quebec and NCR Ontario.

Table 3

Distribution of Public Service of Canada Employees by Designated Group and Occupational Group

Financial Administration Act, Schedules I and IV Indeterminates, Terms of Three Months or More, and Seasonal Employees (as at March 31, 2014)

Occupational Group	All Employees		Women		Aboriginal Peoples		Persons with Disabilities		Members of a Visible Minority Group	
	Number	%	Number	%	Number	%	Number	%	Number	%
Executives	5,252	46.1	2,423	46.1	192	3.7	282	5.4	447	8.5
EX (Executive)	4,955	45.5	2,256	45.5	185	3.7	262	5.3	429	8.7
LC (Law Management) [†]	297	56.2	167	56.2	7	2.4	20	6.7	18	6.1
Scientific and Professional	31,854	51.3	16,357	51.3	999	3.1	1,427	4.5	5,491	17.2
Administrative and Foreign Service	82,710	62.9	52,009	62.9	4,434	5.4	5,176	6.3	11,638	14.1
Technical	12,593	24.9	3,140	24.9	531	4.2	604	4.8	974	7.7
Administrative Support	19,891	78.7	15,647	78.7	1,300	6.5	1,528	7.7	2,882	14.5
Operational	28,971	29.2	8,453	29.2	1,779	6.1	1,364	4.7	2,477	8.5
Undetermined	85	57.6	49	57.6	4	4.7	9	10.6	10	11.8
Total	181,356	54.1	98,078	54.1	9,239	5.1	10,390	5.7	23,919	13.2

Notes

The sum of designated groups does not equal the total (All Employees) because employees may have voluntarily chosen to self-identify in more than one designated group, and men are included in the total.

[†] LCs have been included in the Executive Group since 2011–12.

Table 4 (cont.)
Distribution of Public Service of Canada Employees by Designated Group and Salary Range
Financial Administration Act, Schedules I and IV Indeterminates, Terms of Three Months or More, and Seasonal Employees (as at March 31, 2014)

Salary Range (\$)	All Employees		Women		Aboriginal Peoples		Persons with Disabilities		Members of a Visible Minority Group	
	Number	% of All Employees	Number	% of Salary Range	Number	% of Salary Range	Number	% of Salary Range	Number	% of Salary Range
65,000 to 69,999	18,827	10.4	9,275	49.3	982	5.2	1,026	5.4	2,336	12.4
70,000 to 74,999	14,716	8.1	5,711	38.8	1,054	7.2	693	4.7	1,876	12.7
75,000 to 79,999	9,265	5.1	4,689	50.6	407	4.4	426	4.6	1,328	14.3
80,000 to 84,999	16,917	9.3	8,098	47.9	933	5.5	1,068	6.3	2,109	12.5
85,000 to 89,999	7,448	4.1	3,929	52.8	313	4.2	387	5.2	1,234	16.6
90,000 to 94,999	7,499	4.1	3,583	47.8	254	3.4	360	4.8	1,036	13.8
95,000 to 99,999	8,252	4.6	3,372	40.9	238	2.9	431	5.2	1,319	16.0
100,000 and over	25,106	13.8	10,883	43.3	806	3.2	1,354	5.4	3,069	12.2
Total	181,356	100.0	98,078	54.1	9,239	5.1	10,390	5.7	23,919	13.2

Notes

The sum of designated groups does not equal the total (All Employees) because employees may have voluntarily chosen to self-identify in more than one designated group, and men are included in the total.

‡ EE stands for Employment Equity.

* Information for small groups is suppressed.

Table 5

Hirings, Promotions Into the Public Service of Canada by Designated Group and Separations From the Public Service of Canada by Designated Group

Financial Administration Act, Schedules I and IV Indeterminates, Terms of Three Months or More, and Seasonal Employees (April 1, 2013, to March 31, 2014)

Action Type	All Employees		Women		Aboriginal Peoples		Persons with Disabilities		Members of a Visible Minority Group	
	Number	%	Number	%	Number	%	Number	%	Number	%
Hirings	7,146	55.2	3,948	4.6	327	238	3.3	1,140	16.0	
Promotions	9,106	54.3	4,948	4.3	390	389	4.3	1,261	13.8	
Separations	15,184	56.0	8,502	5.4	813	1,348	8.9	1,501	9.9	

Notes

The sum of designated groups does not equal the total (All Employees) because employees may have voluntarily chosen to self-identify in more than one designated group, and men are included in the total.

"Hirings" refers to employees who were added to the public service of Canada payroll between April 1, 2013, and March 31, 2014.

Data on "promotions" are obtained from the Public Service Commission of Canada and include information from departments and agencies that fall under both the *Financial Administration Act*, Schedules I and IV, and the *Public Service Employment Act*.

"Separations" refers to employees who left the Public Service of Canada payroll between April 1, 2013, and March 31, 2014.

The percentages represent that designated group's share of all actions of the given type.

See the definitions of "hirings," "promotions" and "separations" in Appendix B.

Table 6
Distribution of Public Service of Canada Employees by Designated Group and Age Range
Financial Administration Act, Schedules I and IV Indeterminates, Terms of Three Months or More, and Seasonal Employees (as at March 31, 2014)

Age Range	All Employees		Women		Aboriginal Peoples		Persons with Disabilities		Members of a Visible Minority Group	
	Number	% of All Employees	Number	% of Age Range	Number	% of Age Range	Number	% of Age Range	Number	% of Age Range
Under 35	33,830	18.7	18,755	55.4	1,515	4.5	871	2.6	5,599	16.6
35 to 39	26,338	14.5	14,740	56.0	1,359	5.2	1,009	3.8	4,221	16.0
40 to 44	27,032	14.9	15,030	55.6	1,638	6.1	1,317	4.9	3,957	14.6
45 to 49	28,931	16.0	15,971	55.2	1,742	6.0	1,758	6.1	3,695	12.8
50 to 54	32,710	18.0	17,723	54.2	1,556	4.8	2,476	7.6	3,065	9.4
55 and over	32,515	17.9	15,859	48.8	1,429	4.4	2,959	9.1	3,382	10.4
Total	181,356	100.0	98,078	54.1	9,239	5.1	10,390	5.7	23,919	13.2

Notes

The sum of designated groups does not equal the total (All Employees) because employees may have voluntarily chosen to self-identify in more than one designated group, and men are included in the total.

+ EE stands for Employment Equity.

Appendix B: Technical Notes

Core public administration

The *Employment Equity Act* prescribes that this report cover the portions of the public service of Canada set out in Schedules I and IV of the *Financial Administration Act*. Seventy-three departments, agencies and commissions comprise the core public administration (CPA), for which the Treasury Board is the employer (see Table 1). The statistics in this report include only employees working for these organizations, which numbered 181,356 on March 31, 2014.

This report includes information on indeterminate employees, term employees of three months or more, and seasonal employees, with the exception of those seasonal employees who are on leave without pay at the end of March for each fiscal year. No information is reported on students or casual workers, except in cases where they were subsequently hired as indeterminate employees, for terms of three months or more, or as seasonal employees before the end of the fiscal year. Employees on leave without pay, such as those on care and nurturing leave and educational leave, are not included in these tables.

Statistics in this document also exclude Governor in Council appointees, ministerial staff, federal judges and deputy ministers, who are also on the public service payroll. As required under the *Employment Equity Act*, annual reports to Parliament present information for the fiscal year beginning April 1 and ending March 31.

The statistics of separate employers, covered under Schedule V of the *Financial Administration Act*, are not included in this report. Under the *Employment Equity Act*, separate employers that have more than 100 employees (e.g., the Canada Revenue Agency and the Canadian Food Inspection Agency) are required to provide their reports to the Office of the Chief Human Resources Officer (OCHRO) of the Treasury Board of Canada Secretariat only for the purposes of tabling in Parliament at the same time as this report. To view their employment equity reports, readers should visit those organizations' websites, or contact them directly.

Reports on employment equity in the Canadian Forces and with respect to members of the Royal Canadian Mounted Police are prepared by those organizations and are also tabled in Parliament at the same time as those of separate employers.

Data on persons in designated groups

To assure the consistency of data presented in this report, OCHRO uses the incumbent file, which contains information on all employees for whom the Treasury Board is the employer, in accordance with Schedules I and IV of the *Financial Administration Act*. Since 2011–12, the executive category includes data on the LC Group (Law Management Occupational Group) in its total workforce, which will need to be taken into consideration when comparing data historically.

All tabulations, other than those for women, contain data obtained through self-identification. This data is provided voluntarily by employees and maintained separately and confidentially in the Employment Equity Data Bank by OCHRO, and where applicable, through the self-declaration of individuals applying to the public service through the Public Service Commission of Canada's (PSC's) Public Service Resourcing System. A reconciliation process is carried out each year by OCHRO, the PSC and the departments of the CPA to ensure that information derived from the Public Service Resourcing System, the Employment Equity Data Bank, and incumbent file harmonizes with the information from departmental sources.

The completeness and accuracy of employment equity data for the CPA depend on the willingness of employees to self-identify and on departments providing opportunities for them to do so. Employees, including those engaged as students or casual workers, are given an opportunity to provide this information when they are hired and during departmental self-identification surveys or other campaigns. Furthermore, they may complete a self-identification form, available from their departmental employment equity coordinator, at any time.

Definitions

Aboriginal peoples: Persons who are Indians, Inuit or Métis.

Casual workers: People hired for a specified period of no more than 90 days by any one department or agency during the calendar year. Casual workers are not included in the representation figures.

Designated groups: Women, Aboriginal peoples, persons with disabilities, and members of a visible minority group.

Hirings: The number of persons added to the employee population in the past fiscal year. This includes indeterminate and seasonal employees, with the exception of those seasonal employees who are on leave without pay at the end of March; those with terms of three months or more; and students and casual workers whose employment status has changed to indeterminate, terms of three months or more, or seasonal. Hirings measure the flow of employees into the public service and may include more than one staffing action for term employees.

Indeterminate employees: People appointed to the public service for an unspecified duration.

Members of a visible minority group: Persons, other than Aboriginal peoples, who are non-Caucasian in race or non-white in colour.

Persons with disabilities: Persons who have a long-term or recurring physical, mental, sensory, psychiatric or learning impairment and who:

- ▶ Consider themselves to be disadvantaged in employment by reason of that impairment; or
- ▶ Believe that an employer or potential employer is likely to consider them to be disadvantaged in employment by reason of that impairment.

Included are persons whose functional limitations owing to their impairment have been accommodated in their current job or workplace.

Promotions: The number of appointments to positions at higher maximum pay levels, either within the same occupational group or subgroup or in another group or subgroup.

Seasonal employees: People hired to work cyclically for a season or portion of each year.

Self-declaration: Voluntary information provided by applicants in appointment processes for statistical purposes related to appointments and, in the case of processes targeting employment equity groups, to determine eligibility.

Self-identification: A collection of employment equity information, voluntarily provided by employees, for statistical purposes in analyzing and monitoring the progress of employment equity groups in the federal public service and for reporting workforce representation.

In 2012–13, OCHRO and the PSC worked together to address the long-standing issue of using different methodologies (self-identification and self-declaration) in the public service to report employment equity information to Parliament and Canadians. A common methodology was developed to address this issue, which has improved the quality and completeness of employment equity information as well as the efficiencies by which departments and agencies will obtain and report on employment equity data. This should be considered when comparing data historically.

Separations: The number of employees (i.e., indeterminate, terms of three months or more, and seasonal) removed from the public service payroll, which may include more than one action for term employees. Separations include employees who retired or resigned, or employees whose specified employment period (term) ended.

Tenure: The period of time for which a person is employed.

Women: An employment equity designated group under the *Employment Equity Act*.

Workforce availability: The distribution of people in the designated groups as a percentage of the total Canadian workforce. For federal public service purposes, workforce availability is based on Canadian citizens in those occupations in the Canadian workforce corresponding to the occupations in the public service and is derived from 2006 Census data. Estimates for persons with disabilities are derived from data, also collected by Statistics Canada, in the 2006 Participation and Activity Limitation Survey. Based on the 2006 data, workforce availability for women is 52.3 per cent, Aboriginal peoples is 3.0 per cent, persons with disabilities is 4.0 per cent, and members of a visible minority group is 12.4 per cent.

Note: Although 2011 Census data have been published for the private sector, 2011 workforce availability for the CPA is not yet available. The 2011 Census data will be reflected in next year's annual report.