



# Employment Equity Report 2008

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## Introduction

The University of Toronto is committed to employment equity and to achieving and maintaining a staff and faculty community that is reflective of our diverse student body and the larger community of which we are a part. As a provincially regulated employer, the University participates in the Federal Contractor's Program (FCP) which sets forth expectations in parallel to the federal Employment Equity Act (1995). Such requirements under the FCP include, but are not limited to, analysis of the organization's internal data generated through employment equity surveys and comparing it to external representation availability data; analysis of designated groups for distribution levels throughout Employment classifications; hiring, promotion and training data analysis and review of policies or practices related to any potential barriers to representation of the designated groups. This report is prepared in compliance with the requirements of the Federal Contractors program and demonstrates the University's compliance with this program and as well as our broader commitment to equity, diversity and inclusivity.

Employment Equity at the University of Toronto is an ongoing planning process to identify and eliminate barriers in employment procedures and policies, to put into place positive practices to ensure the effects of systemic barriers are eliminated, and to ensure appropriate representation of designated group members throughout our workforce. In fulfilling this commitment the University pays particular attention to the participation and advancement of members of five designated groups: women, visible minorities, aboriginal people, people with disabilities, and sexual minorities. The first four groups are designated groups under the federal Employment Equity Act. The University of Toronto has included sexual minorities as a designated group since 2001.

The University of Toronto has a broad spectrum of Equity Offices or Advisors on Equity Issues. Our equity officers advise the President, Vice President Human Resources and Equity, the Vice Provosts Academic and Students, and other senior administrators on how the University can best realize its commitment to equity, diversity and human rights. All of the equity offices, along with their contact information, are listed in Appendix of this report.

This report presents the various initiatives across the University that support the advancement of employment equity, along with an analysis of current workforce representation rates for the major employee groups. The University of Toronto prepares its annual Employment Equity report in keeping with the requirements of the Federal Contractor's Program and the Employment Equity Act.

## Highlights of Activities Undertaken in 2008 to Support Equity Diversity and Inclusivity in Employment

- 🌀 Final reports from the Working Group on Equity, which was established to address issues related to equity and inclusion for all employees following the Speaking UP Employee Experience Survey (2006), were submitted in July, 2008 to the Vice President Human Resources and Equity along with a set of recommendations.
- 🌀 The University of Toronto was named among Canada's Best Diversity Employers of 2008, recognizing the broad spectrum of equity initiatives across the University.
- 🌀 The University of Toronto was again recognized as one of Greater Toronto's Top 75 Employers. Highlights noted in achieving this award were our full time Quality of Life Advisor, efforts and initiatives from the Lesbian, Gay, Bisexual, Transgender (LGBTQ) Coordinator, and additional initiatives from other Equity offices at the University.
- 🌀 The University of Toronto was listed as a Top Employer for Canadians over 50.
- 🌀 Networking Breakfasts were hosted by the Office of Vice President Human Resources and Equity providing opportunities for female managers to come together in an informal setting and learn from women who had made a difference in their chosen sphere of influence, who had engaged in a discourse around issues of fairness, equity and diversity, and who had extended the public spaces in which women speak and work.
- 🌀 The Employment Equity Survey can now be completed on Employee Self Serve. Employees can conveniently and securely access their employment information online and fill out the Employment Equity Survey in the comfort and privacy of their own work area. This allows for greater confidentiality and a reduction in paper surveys.
- 🌀 The University is working with the Toronto Regional Immigrant Employment Council (TRIEC). In January 2008 the University launched our TRIEC Mentoring partnership program with a total of 14 partnerships. Mentors from various areas of the University participated in the program including human resources, finance and accounting, real estate, pharmacy, ancillary services and information technology. The mentees were provided with valuable information about the Canadian job market; networking opportunities and job search advice. The objective of the program is to provide skilled immigrants with the connections and knowledge about the Canadian workplace so that they can find work in their professions.
- 🌀 Two listserv(s) were created to attract candidates from both the aboriginal community and the disabled community. The listserv(s), managed by the Aboriginal Initiatives

Coordinator and the Employment Equity Officer, are a resource for job seekers and the members of the U of T community who are wishing to target their recruitment efforts, as well as agencies which support both communities.

- 🌀 The creation of the School of Global Affairs, where researchers, faculty and students will investigate global economic trends, build relationships with partners around the world in business, government and academia, and develop innovative policy ideas that will help Ontario attract jobs and investment.
- 🌀 The Rose Patten Leadership program offers employees an opportunity to develop their leadership skills through mentorship from senior level staff members. Both mentors and mentees are drawn from a highly diverse group of candidates.
- 🌀 The Anti-racism and Cultural Diversity Officer developed and delivered sessions on “cultural fluency” to academic administrators, faculty and teaching assistants.
- 🌀 The panel presentation “The L Word: Is For Leadership” brought together LGBTQ self-identified women and allies across the University and broader community to discuss what leadership is taking place on and off campus, gaps that exist and the contributions LGBTQ women are making in fields such as in higher education, social work, health promotion and the arts
- 🌀 Based on the findings from a series of interviews with Aboriginal staff at the University, a new initiative was developed to support career development for Aboriginal employees.
- 🌀 University of Toronto Scarborough Campus offered the Women's Leadership Network “Building Bridges”, allowing female employees the opportunity to meet and network with senior women at the University.
- 🌀 The Office of the Vice-President and Provost, in partnership with the Vice-President, Human Resources and Equity, provided training to new academic administrators including a three day retreat during which issues of equity, diversity and proactive recruitment are discussed.
- 🌀 The Health and Well-being Programs and Services Manager provided educational training and awareness throughout the University to enhance the integration of faculty and staff who are persons with disabilities.
- 🌀 The LGBTQ officer completed a 4 year initiative that provided policy development and educational sessions on the intersection of sport, athletics, recreation and homophobia to appointed and casual employees of the Faculty of Physical Education and Health
- 🌀 Last year the Spring Convergence “Mental Health in the Workplace” gave the University of Toronto community an opportunity to hear from 19 experts conducting research on or addressing a wide variety of issues relating to mental health in the workplace. This

upcoming year, building upon the Spring Convergence, the University's Health and Well Being Programs & Services in partnership with CAMH, Work & Well-being Research and Evaluation Program have planned a fall series of events related to mental health in the work place. Continuing the focus on a healthy workplace with education and activities focused on self care, mental health, stress relief, and managerial leadership in a healthy workplace. Workshops on Mindfulness and Addressing Anxiety through Yoga are also planned. Educational seminars focused on developing Managers competencies in this area are also planned for this academic year.

- 🌀 Pre-tenure faculty were invited to participate in Tenure-Track Faculty Job Satisfaction Survey administered by The Collaborative on Academic Careers in Higher Education (COACHE) group based at Harvard University. The results of this survey (including responses grouped by gender and visible minority status) are currently being analyzed and disseminated and will guide the development and delivery of programs and services for early-career faculty at the University.
- 🌀 The Faculty Services Group meets several times yearly to inform Academic Human Resources divisional staff about new and ongoing initiatives for new faculty, and to share best practices surrounding recruitment, integration and retention. Members include divisional academic HR staff, Manager of Health and Well-Being Programs and Services, Quality of Work-Life Advisor, staff at the Office of Teaching Advancement and staff at the Family Care Office.
- 🌀 An on-going series of workshops, entitled Stepping In, continues to assist new faculty integrating to the University. The workshops are designed to introduce new faculty to the University, to senior academic administrators and to the demands and pleasures of an academic career. For mid-career faculty, the "Stepping Forward" workshops focus on issues for tenured faculty including research development, academic leadership and becoming a mentor.

## **2007-2008 Work Force Analysis**

*(Period of October 1, 2007- September 30 2008)*

For the purposes of this report, the University's employment positions are classified using the fifteen Employment Equity Occupational Groups (EEOGs) established by the Federal Contractors Program. This allows us to compare the University workforce representation with external labour force availability data, derived from the last national census (2006) for women, visible minorities and Aboriginal people, and against the Participation Activity Levels (PALS) survey (2001) for persons with disabilities. Individual privacy is protected by the federal requirement that data be suppressed where results for three or fewer employees would otherwise be reported.

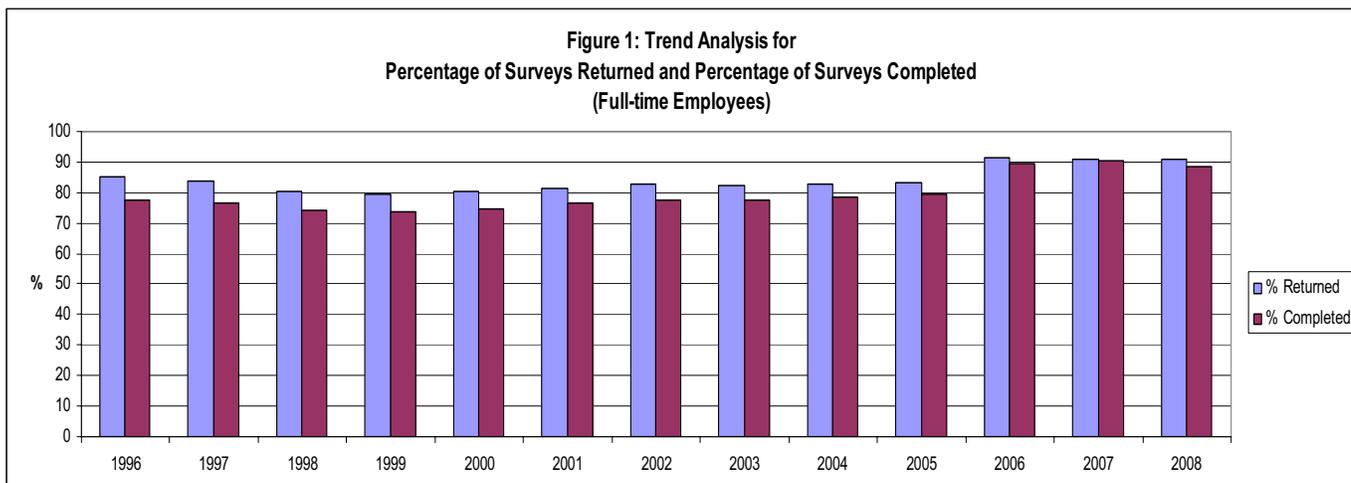
Faculty representation, promotion and retention are examined by School of Graduate Studies Division I-IV (Humanities, Social Sciences, Physical Sciences and Life Sciences respectively) with data provided by the Office of the Vice-President and Provost.

Workforce data is accessed through two sources. Information with respect to gender is provided through the Human Resources Information System (HRIS). Information on Aboriginal people, visible minorities, persons with disabilities and sexual minorities is compiled from data provided voluntarily in the University's Employment Equity Questionnaire. All employees are requested to complete an Employment Equity Questionnaire at the time of hiring.

## Employment Equity Representation Overview

### Response to Employment Equity Survey

The return rate for the Employment Equity Survey was 90.8% with a completion rate of 88.3%. This is a slight decrease since last year. We hope that the introduction this year of the online Employment Equity Survey through Employee Self Serve will result in increased completion rates due to convenience of use. There is a slight decrease in completed surveys as compared to returned surveys; this will need a close monitoring to ensure that this gap does not continue to increase.



#### Summary Data on Representation Rates

**Table 1: Summary of Representation Rates for Designated Groups 2008**

Staff Category	Total	Women		Total Completed	Aboriginal People		Visible Minorities		Persons with Disability		Sexual Minorities	
		#	%		#	%	#	%	#	%	#	%
<b>Total Academic</b>	3195	1238	38.7	2761	11	0.3	375	15.8	51	1.7	118	4.0
Faculty*	3047											
Librarians	148											
<b>All Staff</b>	5870	3565	60.7	5402	51	0.9	1595	28.5	174	3.2	233	4.4
Staff Non-Union**	1235											
Staff Unionized	4635											
<b>Total</b>	<b>9065</b>	<b>4803</b>	<b>52.9</b>	<b>8163</b>	<b>62</b>	<b>0.7</b>	<b>1970</b>	<b>24.1</b>	<b>225</b>	<b>2.7</b>	<b>351</b>	<b>4.2</b>

\*Clinical staff included \*\* includes Research Associates

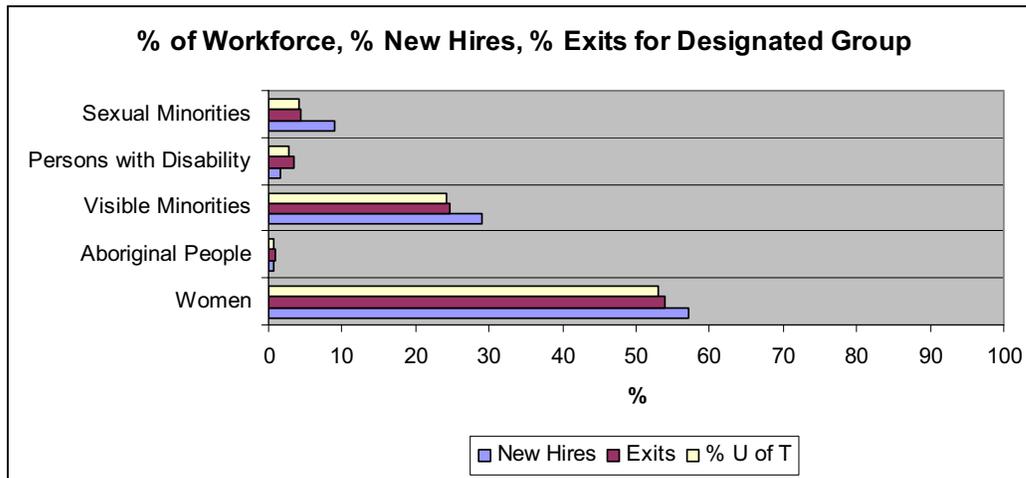
All designated groups are represented at higher rates among administrative staff. For academic and administrative positions together, women are represent 52.9% of total employees, Aboriginal People .7%, Visible Minorities 24.1%, People with Disabilities 2.7% and Sexual Minorities 4.2%.

### Trends in Representation Rates for all Employees 2005-2008

	2005		2006		2007		2008	
	#	%	#	%	#	%	#	%
	Total Employees 8,533 Completed Survey 6,720		Total Employees 8,628 Completed Survey 7,657		Total Employees 8,854 Completed Survey 7,932		Total Employees 8117 Completed Survey 7951	
Women	4459	52.3	4517	52.4	4557	52.6	4803	52.9
Aboriginal Persons	88	1.3	65	0.8	68	0.9	62	0.7
Visible Minorities	1466	21.8	1875	24.5	1944	24.5	1970	24.1
Persons with Disabilities	172	2.6	231	3.0	234	3.0	225	2.7
Sexual Minorities	n/a	n/a	317	4.1	358	4.5	351	4.2

In reviewing the trend representation rates, 2008 indicates the lowest percentage of Aboriginal Persons and Persons with Disability since 2005. This is of concern, noting that exit rates of Aboriginal People from total employees is 1% whereas new hires in this particular group make up .6%. Exit rates for Persons with Disabilities from total employee numbers is 3.5% and new hires are 1.7%. We will continue our efforts in order to recruit and retain employees from these two groups.

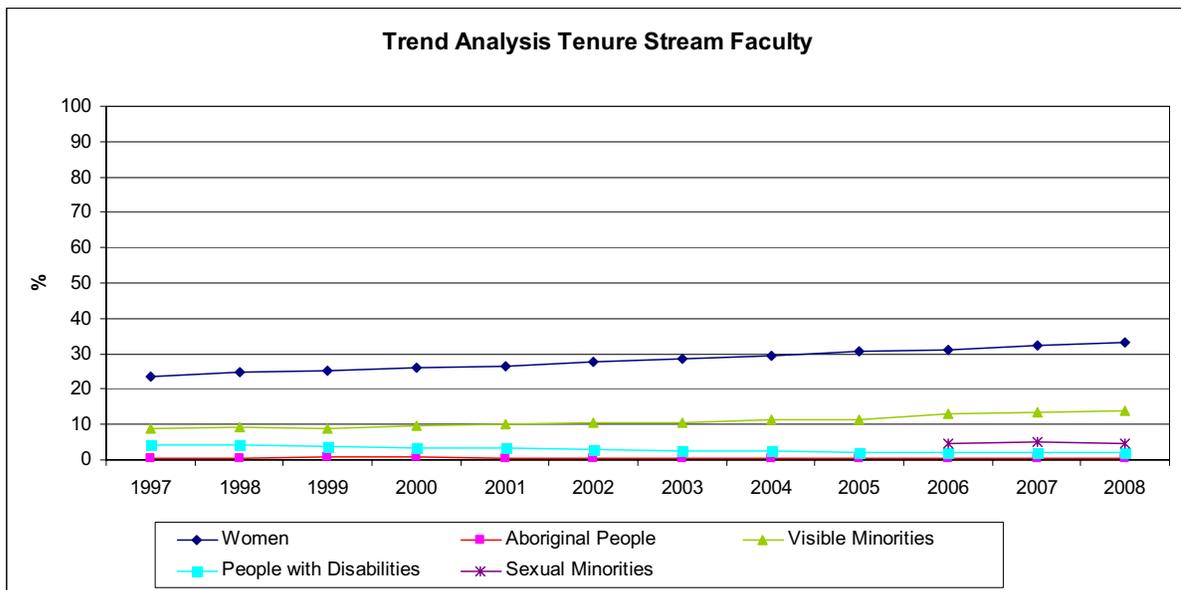
**Figure 2: Comparison of workforce, new hires, and exits**



# Faculty

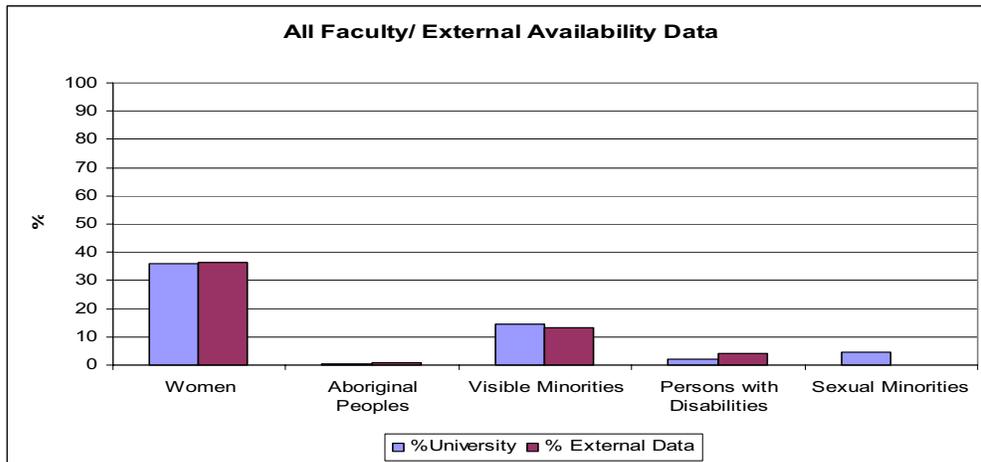
This year women accounted for 52.5% of all new faculty (tenure-stream, teaching-stream, and contractually limited appointments) beginning employment (n= 158). As illustrated in Figure 3, women have consistently increased in appointments to tenure stream positions since 1997; however there has been a slight decrease in Aboriginal People, Persons with Disabilities and Sexual Minorities in the tenure stream faculty trend analysis.

**Figure 3: Trend Analysis Tenure Stream Faculty**

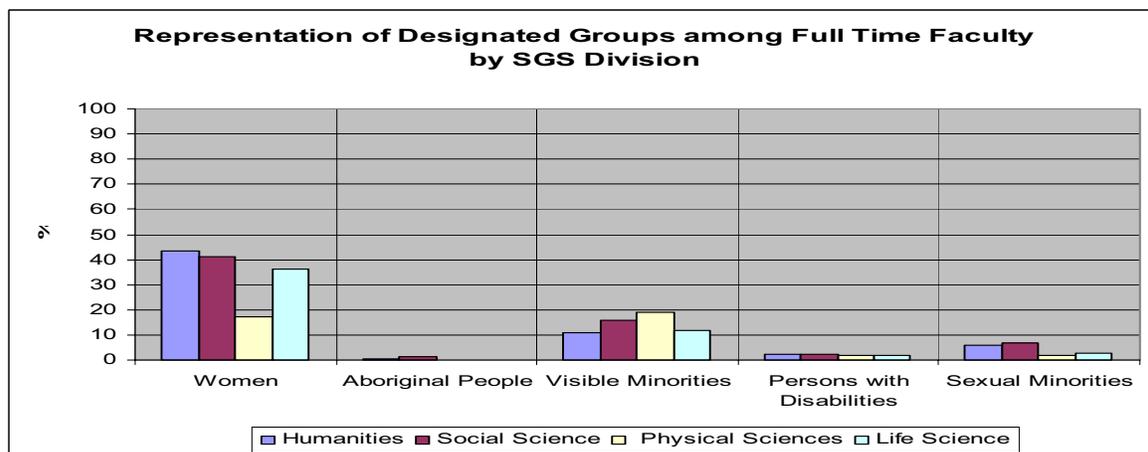


When a comparison is made to the external availability data, there is a 0.2% difference in U of T's representation rate of Aboriginal Persons and external availability of Aboriginal Persons. Review of figure 4 illustrates that we surpass external availability data in the representation of visible minorities whereas we fall behind external availability of all other designated groups. Note that percentages are used rather than real numbers due to reporting requirements of the FCP and small group representation.

**Figure 4: Comparison of all Faculty to External Availability Data**



The percentages of all University of Toronto faculty who identify as Aboriginal People or Persons with Disabilities represent a small number of individuals. Aboriginal faculty was represented in the Humanities (0.4%) and Social Sciences (1.4%) up 0.1% from last year. As in 2007 there is no Aboriginal faculty in the Physical Sciences or Life Sciences stream. The higher representation in the Social Sciences reflects the Aboriginal Studies program included in that division. Persons with Disabilities who are full time faculty are under represented in comparison to other groups in all four disciplines. Humanities (2.2%) and Social Sciences (2.2%) were slightly higher than Physical Sciences (1.9%) and Life Sciences (1.7%) however these rates have declined from last year's report.



## **Faculty Recruitment**

A total of 94 new tenure-stream hires were made between July 1, 2007 and June 30, 2008. Table 3 summarizes the origin of new hires (for assistant and associate professors, the location of the PhD granting institution; for full professors, the location of their previous appointment) and the available citizenship information since origin may not necessarily represent the nationality or citizenship of the individual hired.

**Table 3**

<b>Origin of New Hires (n= 94)</b>	<b>New Hires</b>
New Faculty originating from US institutions	51%
New Faculty originating from International Institutions	18%
New Faculty originating from Canadian Institutions (other than U of T)	14%
New Faculty originating from U of T	12%
New faculty holding Canadian citizenship	49%
New faculty holding US citizenship	28%
New faculty holding other citizenship	22%

Table 3 indicates that the majority of new faculty hired came from the U.S (n=48). Eighteen percent (n=17) were from institutions outside Canada or the US, a 4% decrease from last year. New hires from Canada (other than U of T) represented 14% (n=13), while those coming directly from U of T were 12% (n=11) of new hires. Nearly half of new hires were Canadian citizens (49%). Understanding the international origin of new hires provides important context when examining the hiring of women faculty and comparison with Canadian applicant pools.

## **Women**

Data is collected on the representation of women amongst new hires at the University. Women accounted for 47% of new tenure-stream hires (n=44), down 4% from last year. As Figure 6 indicates, there is improvement in the number of women hires in two of the four discipline areas- Humanities (n=14, up 19%) and Physical Sciences (n=7, up 3%). In Social Sciences, women comprised 44% (n=16) of new hires, down 13% from 2006/2007 and in Life Sciences the decline was 23% compared to the year previous (n=7).

**Figure 6: Trend Analysis of New Women Faculty 2004/05-2007/08**

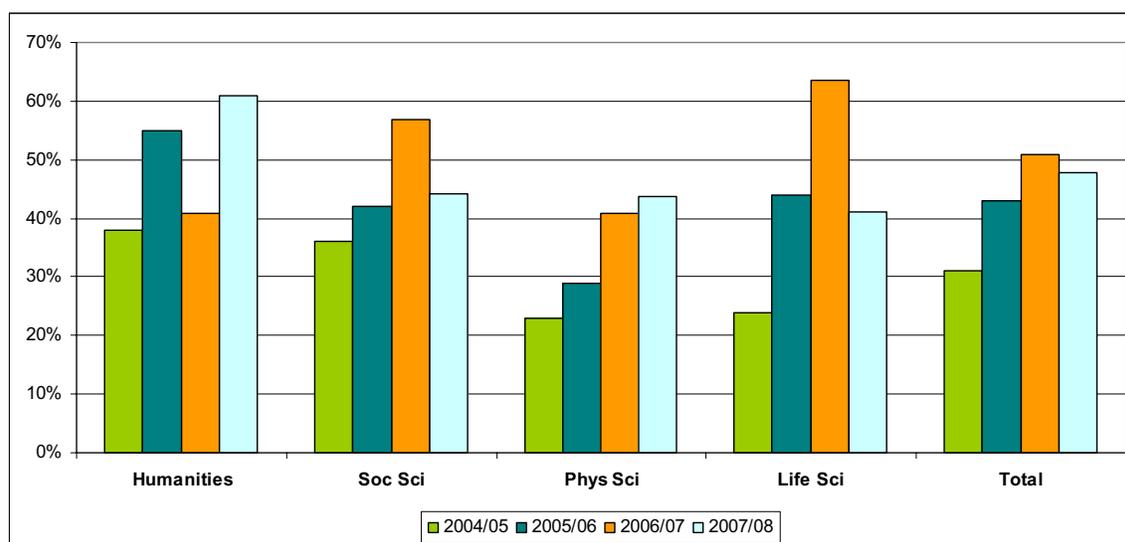


Table 4 compares the new women faculty (n=45) beginning employment between October 1, 2007 and September 30, 2008 to the proportion of PhDs awarded to women in different disciplines in Canada from 2003-2005. Disciplines are grouped by the percentage of PhDs awarded to women. Subjects where more than 60% of PhDs are awarded to women include Anthropology, Education, Nursing, Social Work and Fine Arts, while in Computer Science, Physics and Engineering women receive less than 20% of the PhDs. It is useful to compare our success in hiring women faculty to their availability in the broader pool of qualified PhDs available in Canada.

**Table 4: Women Faculty beginning employment and % Female PhD graduates by Discipline Group**

Discipline	% Females Start Date: 1/10/07 to 30/9/08	% of Female PhDs 2003-2005
<b>Group One</b> (60% or more): Anthropology, Classics, Education, English, Fine Art, French, Germanic Languages & Literatures, Italian Studies, Languages & Linguistics, Linguistics, Music, Nursing, Public Health Sciences, Social Work, Sociology	44%	66%
<b>Group Two</b> (40 to 59%): Criminology, Dentistry, Environmental Science, Geography, Health Policy Management & Evaluation, Information, Law, Medicine, Medieval Studies, Pharmacology, Pharmacy.	50%	47%
<b>Group Three</b> (20 to 39%): Architecture, Biological Sciences, Chemistry, Area Studies (East Asian Studies & Women's/Gender Studies), Economics, Geology, History, Management, Mathematics/Statistics, Political Science, Religious Studies	43%	34%
<b>Group Four</b> (less than 20%): Computer Science, Engineering, Physics	57%	16%

The percentages of recently employed women in the disciplines found in Groups Two, Three and Four are higher than the availability of women in the external pool (significantly higher for Group Four), while the percentage in Group One is close to 50%. The percentages above represent the pool of graduates from Canadian institutions and, while the University certainly recruits from this pool, we also recruit Canadian and international scholars who have graduated from outside Canada.

Table 5 compares the percentage of women applicants to the percentage of women interviewed and shows that the University is interviewing, in some cases, a higher proportion of women than is reflected in the applicant pool, particularly in groups where women receive a low proportion of PhDs in Canada. The University will continue to work proactively to improve the number of women applicants for tenure-stream positions across these disciplinary groups.

**Table 5: Provost’s Data: Women Applicants to Women Interviewed**  
(1 October 2007 - 30 September 2008)

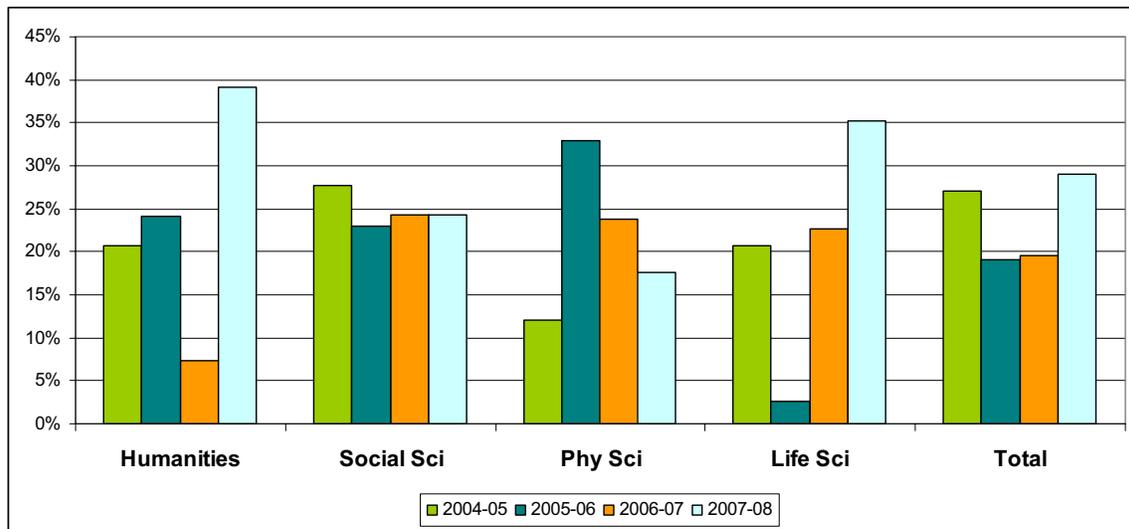
Discipline	Applicants		Interviewed		PhD Pool Across Canada 2003 - 05
	#	%	#	%	
<b>Group One</b> (60% or more): Anthropology, Classics, Education, English, Fine Art, French, Germanic Languages & Literatures, Italian Studies, Languages & Linguistics, Linguistics, Music, Nursing, Public Health Sciences, Social Work, Sociology.	657	46	49	55	66%
<b>Group Two</b> (40 to 59%): Criminology, Dentistry, Environmental Science, Geography, Health Policy Management & Evaluation, Information, Law, Medicine, Medieval Studies, Pharmacology, Pharmacy.	378	32	50	54	47%
<b>Group Three</b> (20 to 39%): Architecture, Biological Sciences, Chemistry, Area Studies (East Asian Studies & Women's/Gender Studies), Economics, Geology, History, Management, Mathematics/Statistics, Political Science, Religious Studies.	657	30	57	40	34%
<b>Group Four</b> (less than 20%): Computer Science, Engineering, Physics.	146	14	13	27	16%

This is a good indication that our proactive recruitment policies are having a positive impact on overall hiring statistics. Considering the international competition for excellent women faculty, these results are encouraging.

## Visible Minorities

Where possible, data is collected during the search process on the representation of visible minorities. There are some limitations to the identification of visible minorities as search committees must rely on their own judgment in determining whether a candidate qualifies as a visible minority. Figure 7 below indicates that the number of visible minorities hired has increased by 9% to 29% of new hires. Both Life Sciences (+12%) and Humanities (+32%) have had substantial increases in the proportion of visible minorities hired. The proportion in Social Sciences remains static at approximately 24% and is down in Physical Sciences to 18% of hires. The majority of new visible minority candidates (88%) were hired at the rank of assistant professor.

**Figure: 7 Visible Minorities Hired in Discipline**



## Faculty Promotion

In 2008, there were a total of 36.7% of Women promoted to full professor (n=49), 6.7% sexual minorities promoted to full professor, 4.4% visible minorities, 2.2% persons with disability. For the promotions in 2008, the average number of years for promotion to full professor for men was 6.6 years and for women 9.7 years. However we do note that time to promotion has changed considerably over the years and also varies according to disciplinary group. Women may have longer times to promotions due to maternity leave. Women represent 39.3% of Principals and Deans as well as 33% of Academic Directors & Chairs, and Associate Deans illustrating that women continue to take on leadership roles at the University.

**REPRESENTATION OF AVERAGE YEARS FOR PROMOTION TO FULL PROFESSOR**

<b>STAFF CATEGORY</b>	<b>Total Avg. Years</b>	<b>Men Avg. Years</b>	<b>Women Avg. Years</b>
Academic: Promotions to Full Professor	7.74	6.60	9.69
Clinical: Promotions to Full Professor	7.34	7.17	8.01

**Professional Librarians**

The Professional Librarian classification is predominately held by women at the University. In 2008, 71% of this professional group was women, compared to an external availability of 81%. Visible minorities surpass external availability data, representing 12% of this employee group. Sexual minorities represent 9% of the professional librarian group at the University. We do not meet external availability for Aboriginal People or Persons with Disabilities in the Professional Librarian employee group.

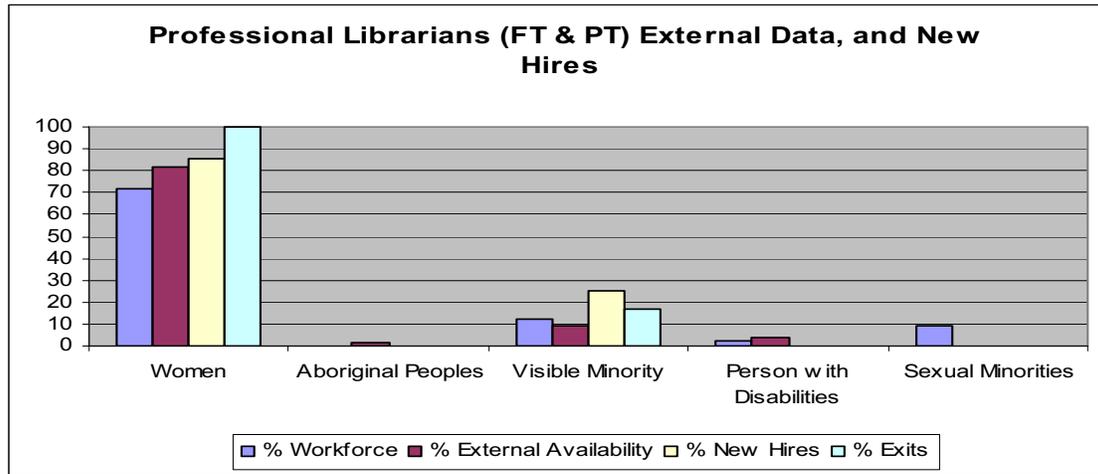
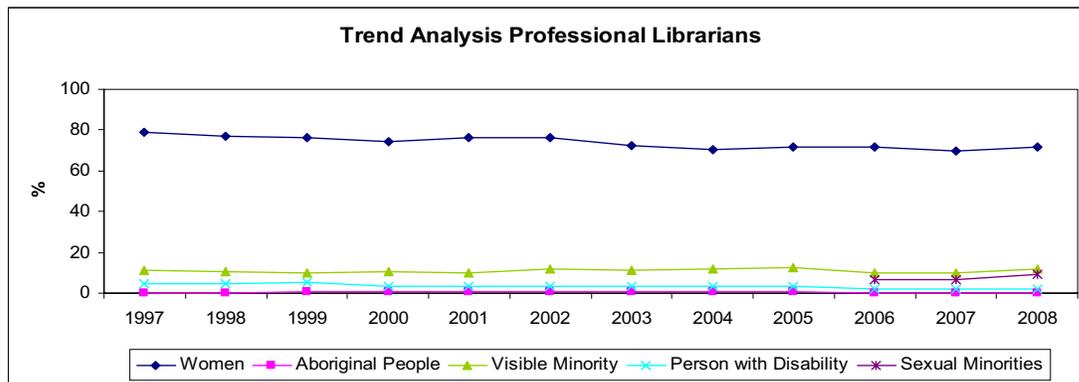


Figure 9 shows the trends in representation of the designated groups among Professional Librarians over an eleven year period.

**Figure 9**



## Faculty and Professional Librarians Exit Data

Figures 10 through 15 reflect a trend analysis of the exit rate compared to new hire rate and workforce representation rate for each of the designated groups from 2000-2008. Figure 10 indicates that percentages of new hires are exceeding percentage of departures and representation rate for women faculty and professional librarians.

**Figure 10: % New Hires, % Exits, % Workforce Trend Analysis since 2000**

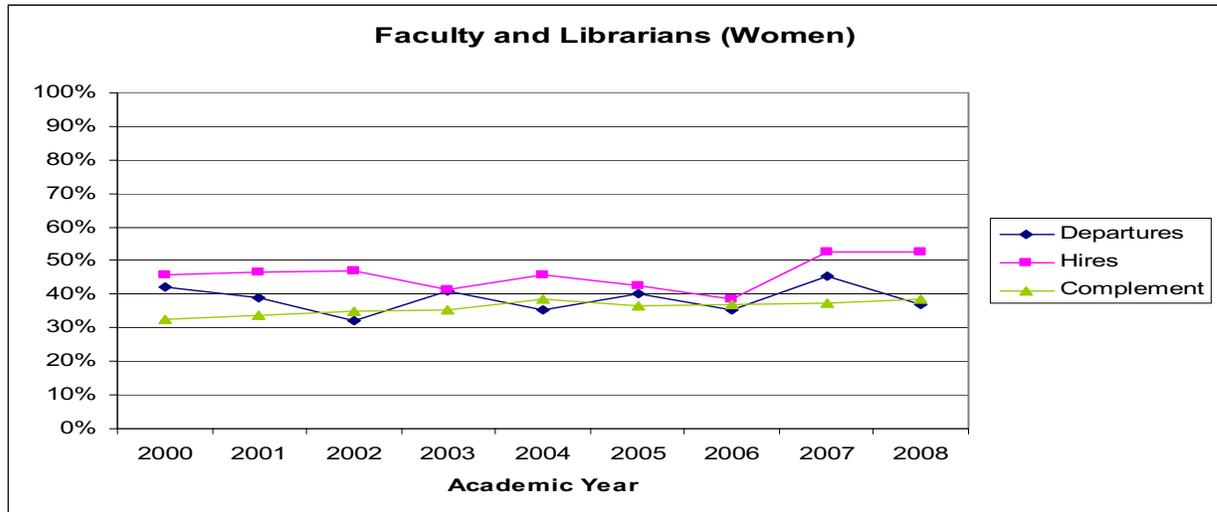
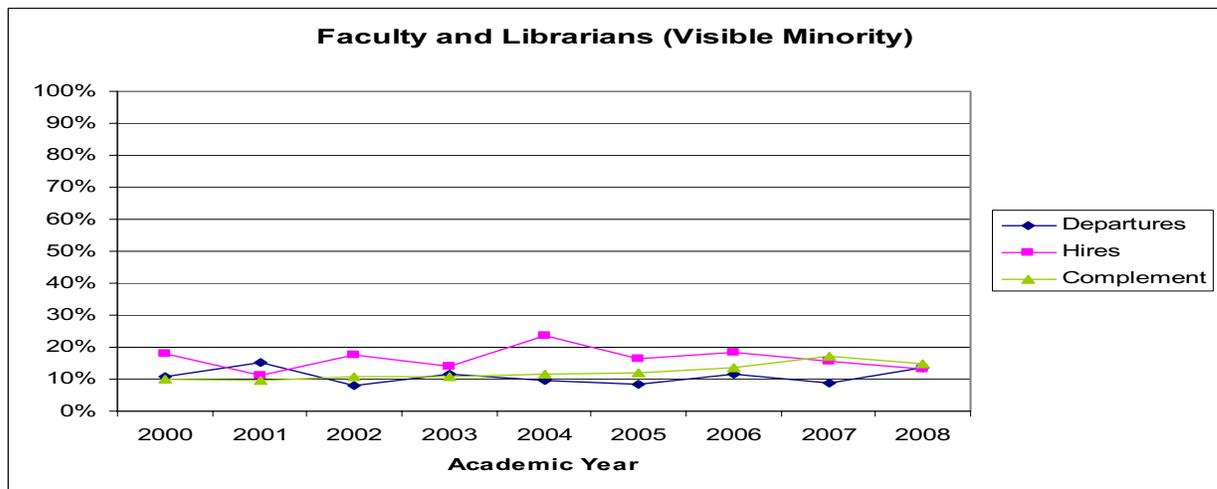


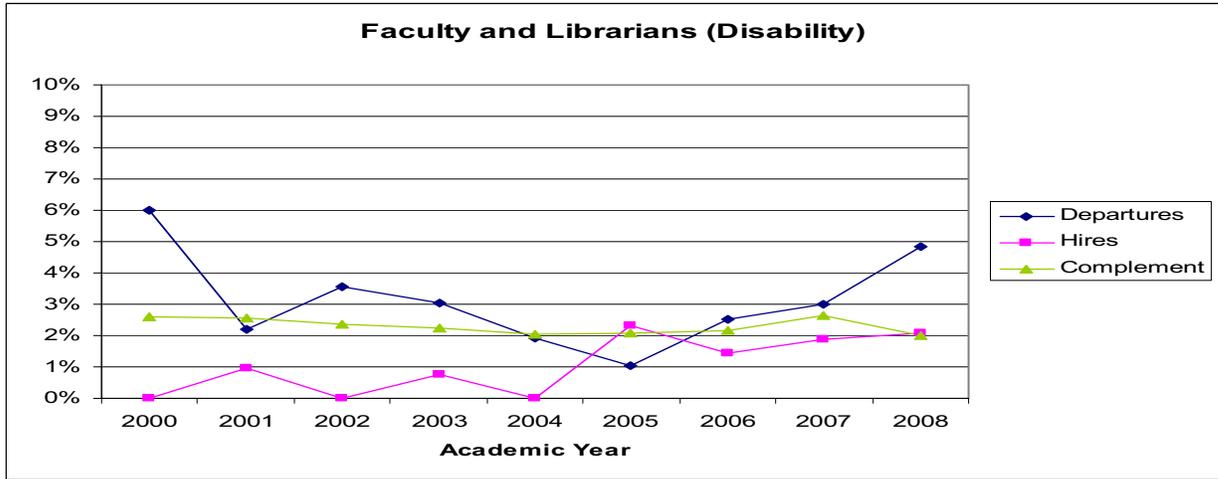
Figure 11 indicates that for visible minorities new hires are closely matching exits and internal workforce representation.

**Figure 11: % New Hires, % Exits, % Workforce Trend Analysis since 2000**



Figures 12 and 13 indicate a higher rate of exits than the workforce representation or representation among new hires for Persons with Disabilities and Aboriginal Populations in 2008. We will need to monitor this trend closely. Both scales on the graphs are made smaller in order to better illustrate the trend analysis.

**Figure 12**



**Figure 13**

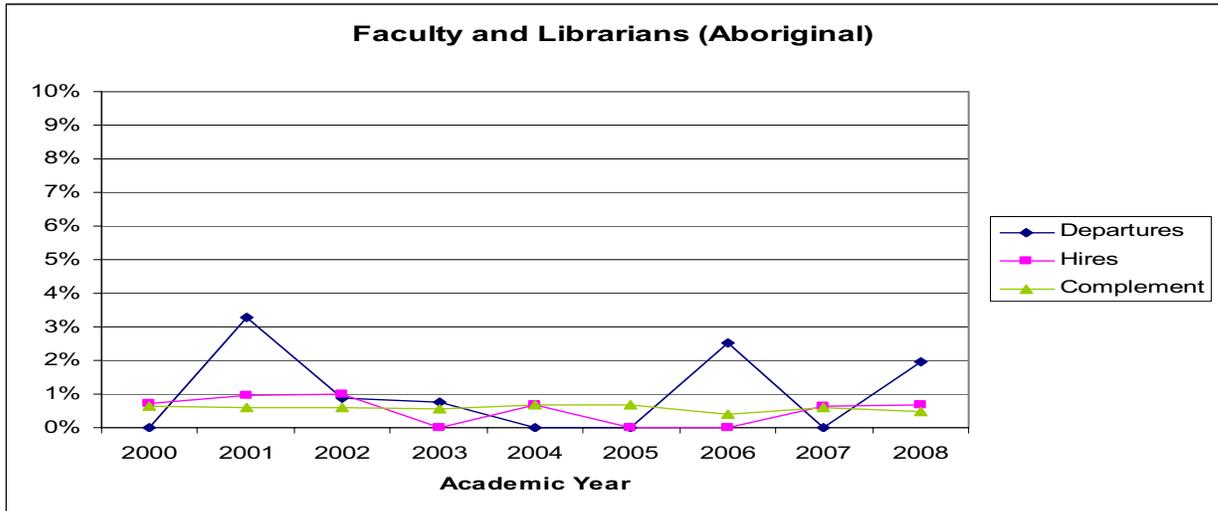
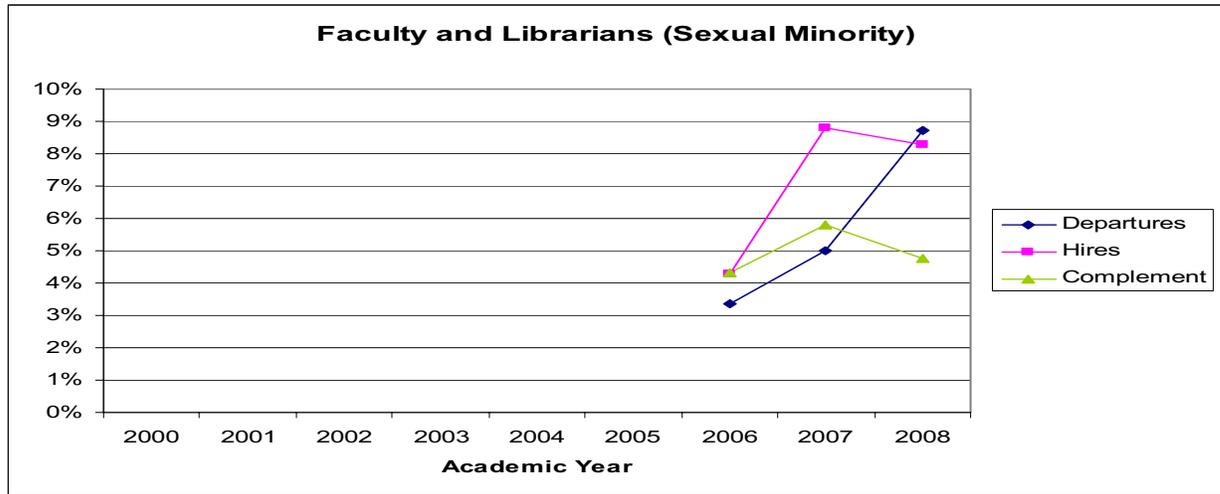


Figure 14 shows a slight decline in workforce representation of sexual minorities for this current year in the faculty and professional librarian group. Representation rates among new hires and departures are quite similar, resulting in a limited change in the workforce compliment. Due to the fact the analysis of this group began in 2006 any trend is difficult to determine at this time.

**Figure 14**



## ***Conclusions about Employment Equity and Faculty and Librarians***

Employment equity at the University is assessed through the analysis of data for faculty recruitment, hiring, retention, promotions and exits.

Recruitment of women was down slightly this year, but women continue to increase within the faculty employee group and the University is recruiting women in greater proportion than their representation in respective PhD graduation rate groups by discipline. Faculty women in leadership positions is also growing stronger. Ongoing initiatives to improve representation levels among women faculty are undertaken by the Director, Academic Human Resources, the Vice-Provost Academic and the Office of the Vice-President Human Resources and Equity.

Hiring of visible minority faculty members increased 9% over the previous year and also increased amongst librarians. The University surpasses external availability data in the representation of visible minorities.

Persons with disabilities and Aboriginal people were represented in very small proportions of faculty and librarians at the University. Ongoing efforts to improve representation levels will continue for both of these groups as part of the employment equity process. Strategies to encourage the recruitment and retention of faculty and librarians with disabilities will be explored in addition to ongoing initiatives related to accommodation and return-to-work through the Health and Well-being Programs and Services and the *Accessibility for Ontarians with Disabilities Act (2005)* planning process.

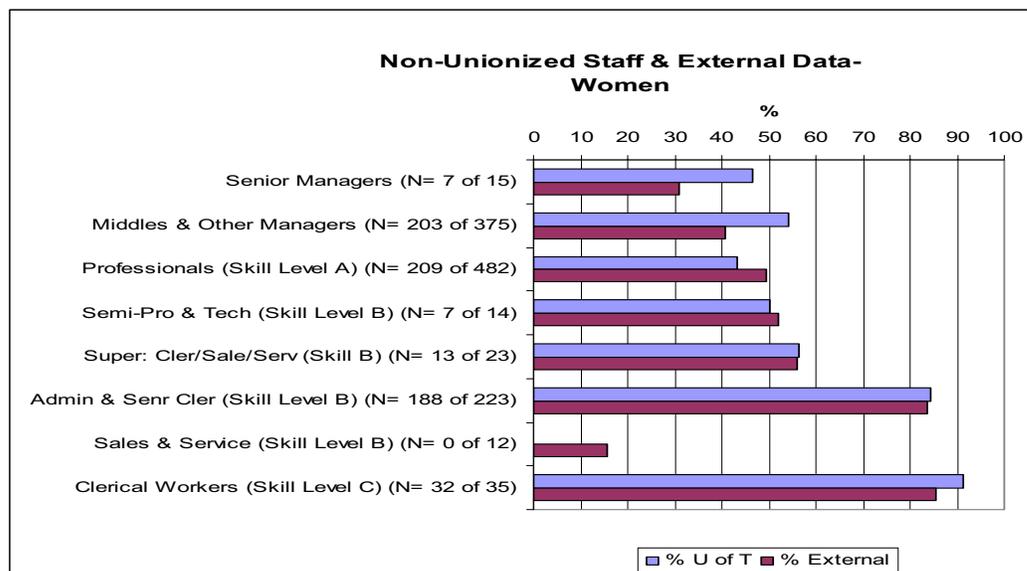
## Administrative Staff

In 2008, the University's unionized and non-unionized staff appointed employees totaled 5,870. Representation rates of the designated groups among union and non-union staff show women comprising 60% of staff totals, Aboriginal People .9%, Visible Minorities 28.5%, Persons with Disability 3.2% and Sexual Minorities at 4.4%. As with faculty, external availability data is not available for staff employment equity occupational groups for sexual minorities. Classifications of fewer than three employees are not reported for reasons of privacy, in accordance with Federal requirements. These groups frequently include persons with disabilities or Aboriginal people.

## Non Union Staff

Representation of women amongst non unionized staff dropped to 43.4% as compared to 61.7% last year. This may in part be due to the inclusion of Research Associates within the non unionized staff grouping for the first time this year. Figure 15 illustrates the representation of women in each of the non unionized administrative EEOGs compared to the external availability data of women for each group.

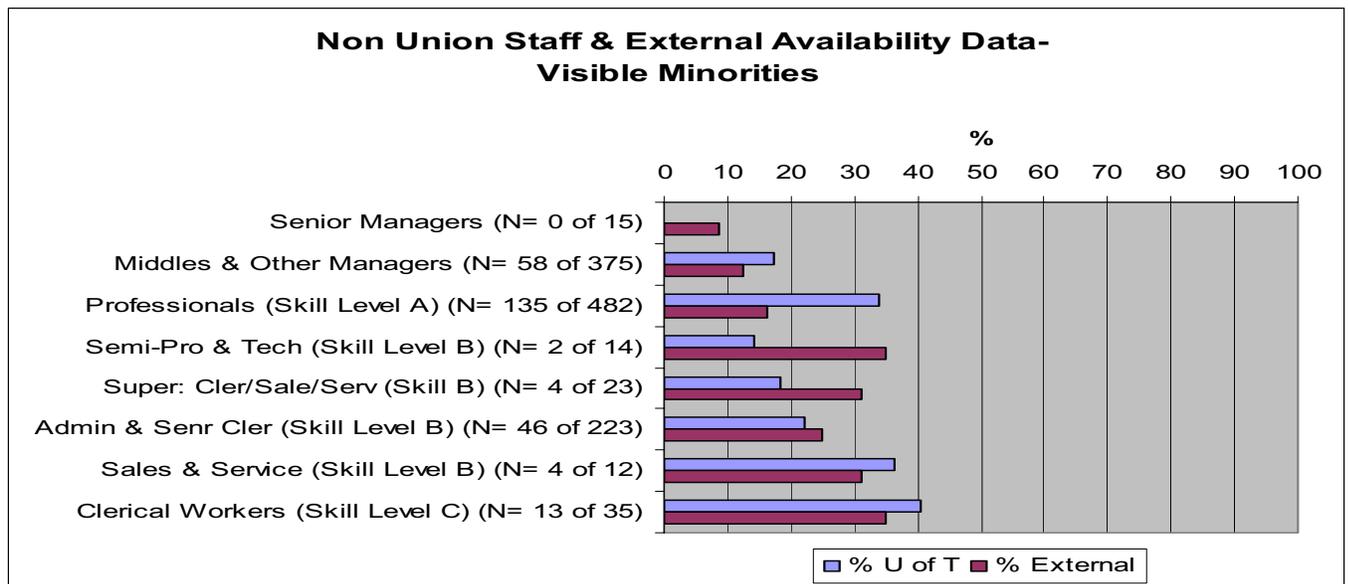
**Figure 15**



There is strong representation of women in the top three most senior occupational classifications, well exceeding external data. Women represented 46.7% of Senior Managers, exceeding last year's data of 38.5% and the external availability data of 31%. Among Middle Managers, women held 54.1% of positions, up 4% from last year and more than 14% above external availability. Women were not represented in the Sales and Service classifications and few represented in the Supervisory (Clerical, Sales and Services) roles.

Visible Minorities by job classification compared to external availability data are illustrated in Figure 16.

**Figure 16**

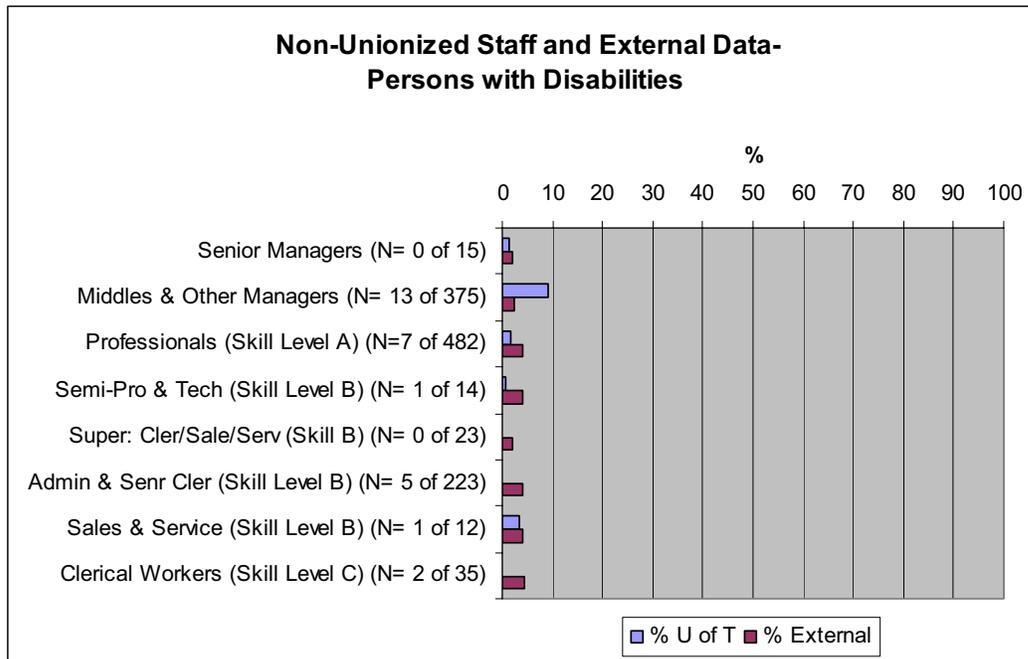


A total of 262 staff individuals (full time and part time) identified as a visible minority, an increase from last year. No individuals self-identified as visible minorities in the senior management level; however we exceeded external availability data in Middle and Other Managers, Professionals, Sales and Service, and Clerical Workers categories.

Aboriginal People represent .6% of non union staff individuals. Due to confidentiality these numbers will not be reported by job category. Overall numbers were small and fell below external comparator data.

In 2007, a total of 2.5% non union staff members identified as having a disability. This number has decreased since last year. Persons with disabilities were represented in Middle and Other Managers, Semi Professional and Technical, Sales and Service, and Clerical job classifications; all which exceeded external availability data.

**Figure 17**



A total of 5.3% non union staff members identified as a sexual minority. At the Senior Managers level 15.3% identified, down from 18.2% last year, Middle and Other Managers remained the same at 10.1%, Professionals representation rate was 1.8 (down from 7.5%) likely due to the inclusion of Research Associates in this EEOG group., and in the Semi Professional and Technical category representation rates dropped to 7.1% from 7.7%.

**Recruitment of non union staff**

In 2006 an online application system was implemented. This system includes a voluntary employment equity styled survey that allows for applicants to identify with one of the five designated groups. The response rate for new candidates through this system was 50% The low response rate may be due to several issues factors ranging from candidates applying for multiple positions and not identifying each time, candidates with on-line profiles not identifying for each position, or candidates simply choosing not to identify at this stage.

**Table 6: Non Union positions Applicants**

	Applicants		Interviewed		Hired	
	Count	%	Count	%	Count	%
Female	2,107	64.9	132	67.6	31	79.4
Aboriginal	14	0.4	1	0.51	0	0
Visible Minority	1,359	45.3	61	33.5	9	23.6
Disability	112	3.5	4	2.1	1	2.6
Sexual Minority	127	4.1	8	4.2	2	5.1

The representation of women among applicants was consistent with last year but a higher percentage was interviewed and even higher percentage hired. Aboriginal people's applications dropped from last year by 33, with fewer interviewed and fewer hired. Levels appear lower for all groups except women, however, the return rate may impact this analysis.

**Retention of non union staff**

Career development and advancement opportunities can be measured through participation rates in training. As mentioned in the earlier section of this report on *Initiatives Undertaken in 2008 to Support Equity, Diversity and Inclusivity in Employment*, the University offers a number of programs and courses for staff covering topics such as leadership, computer and technical skills, career and life management, and health and safety. Training rates are compiled by the Organizational Development and Learning Centre and are shown by percentage of days training taken by each designated group in the non unionized staff category compared to their representation in the University workforce.

**Table 7: Training Participation Rates by Designated Group Non Union Staff**

Designated Group	% Days Training	% University Workforce
Women	73.7	62.3
Visible Minorities	28.5	22.2
Aboriginal People	.5	.7
Persons with Disability	3.3	3.4
Sexual Minorities	5.2	6.7

## Promotion for non union staff

In 2008, there were 100 promotions in the unionized staff group, with women making up 65% of these promotions, exceeding representation rates for women in the workforce by 2.7%. Table 8 reflects rate of promotion in comparison to representation rate in the workforce.

**Table 8: Promotion Data Non Union Staff**

<b>Designated Group</b>	<b>% Promotions</b>	<b>% U of T Workforce</b>
Women	65	62.3
Visible Minorities	31.5	22.2
Aboriginal People	0.0	0.7
Persons with Disabilities	1.1	3.4
Sexual Minorities	3.3	6.7

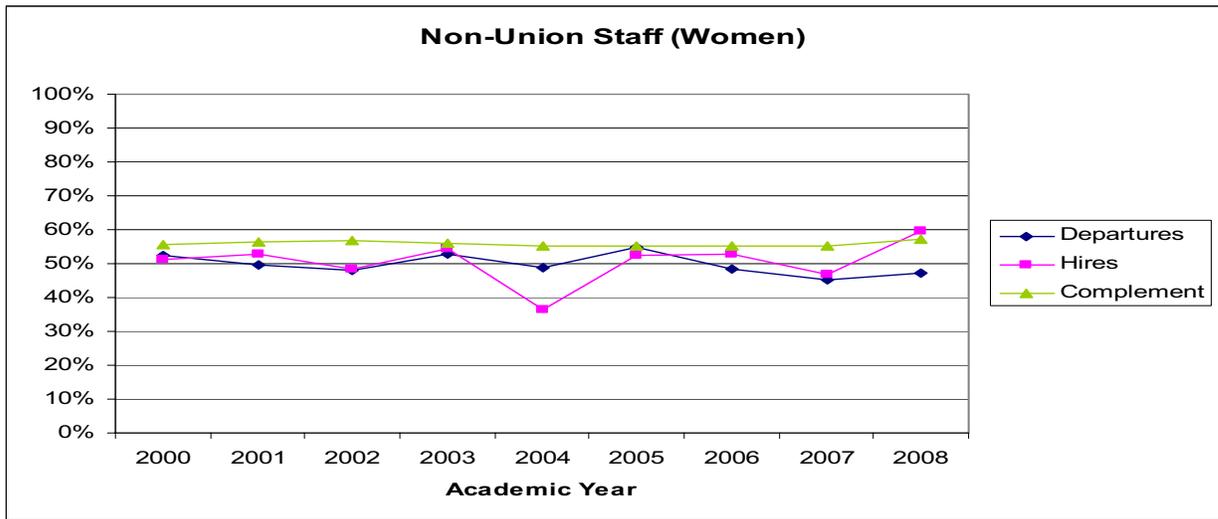
All groups with the exception of Persons with Disabilities, had rates of promotion which exceeded percentage of representation in the workforce. Rates of promotion across all designated groups have remained consistent when comparing these rates to last year's data.

## Exits

Figures 18 through 20 illustrate trend analyses of the exit rates compared to new hire rates and workforce representation rates for particular designated groups (Aboriginal People, Persons with Disabilities, and Visible Minorities) from 2000-2008 in the University of Toronto's workforce for non union staff positions.

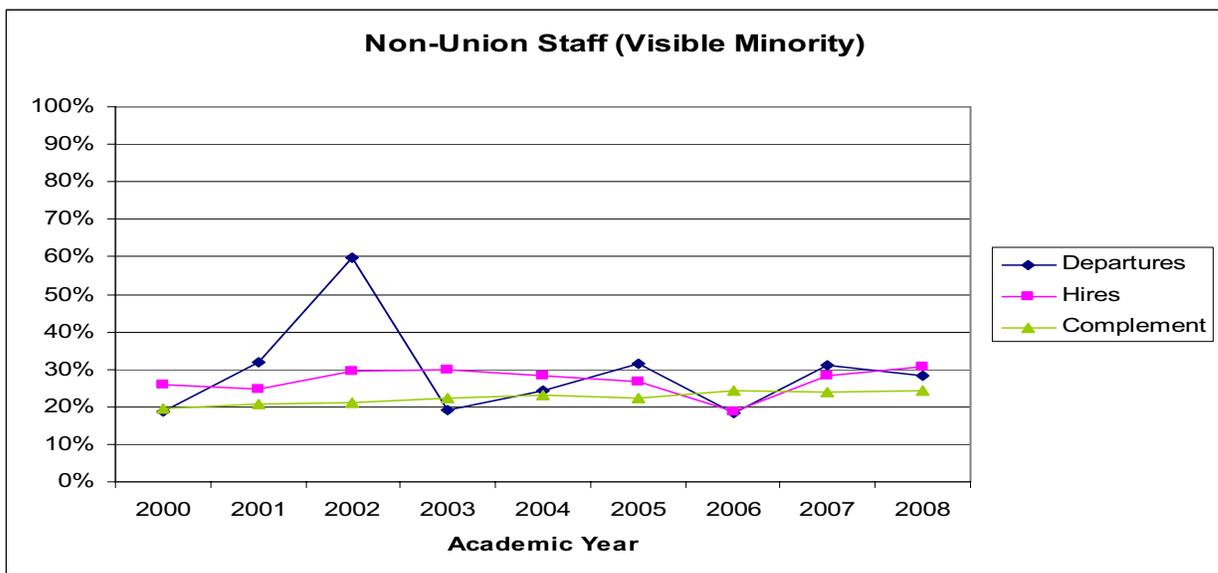
Figure 18 shows strong rates of new hires which exceed exits and help to maintain the level of representation in the workforce for women in non union staff groups.

**Figure 18**

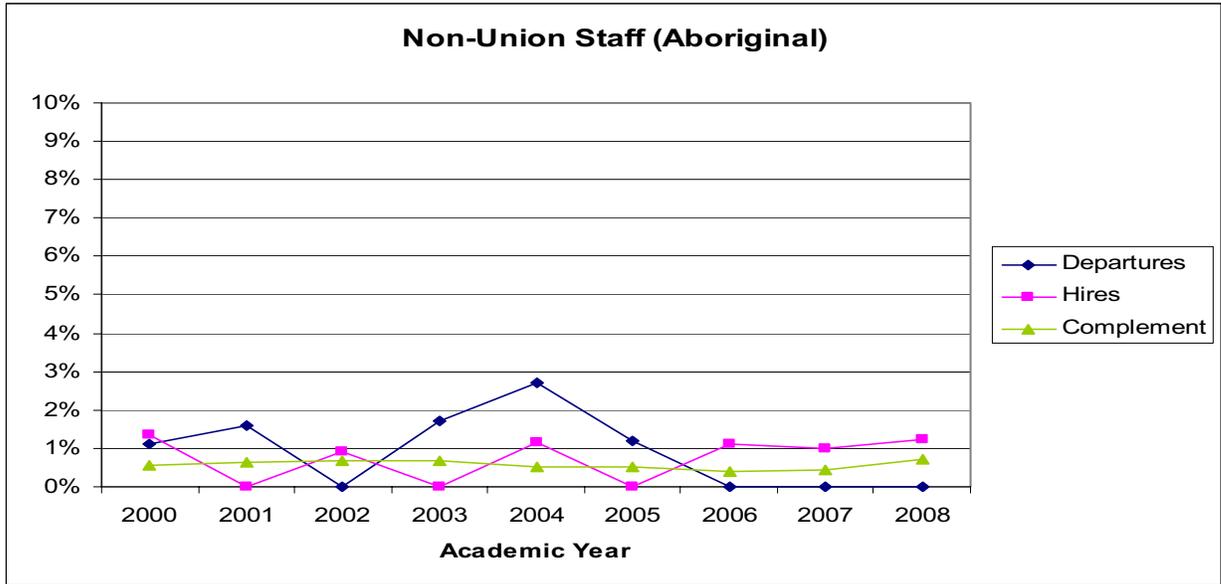


Figures 19, 20 and 21 illustrate similar patterns although on lower scales, where new hire rates are higher than exit rates which allow for maintenance of workforce representation rates in non union staff groups for Visible Minorities, Aboriginal People, and Sexual Minorities. Please note that the scales for tables 20-22 have been modified to facilitate visual inspection of the trends.

**Figure 19**



**Figure 20**



**Figure 21**

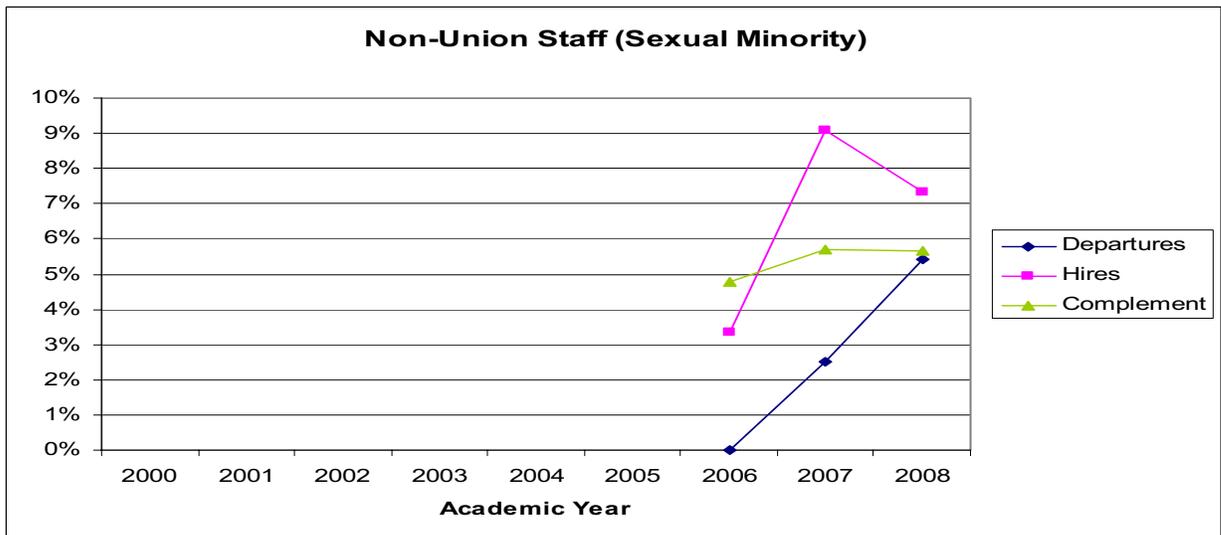
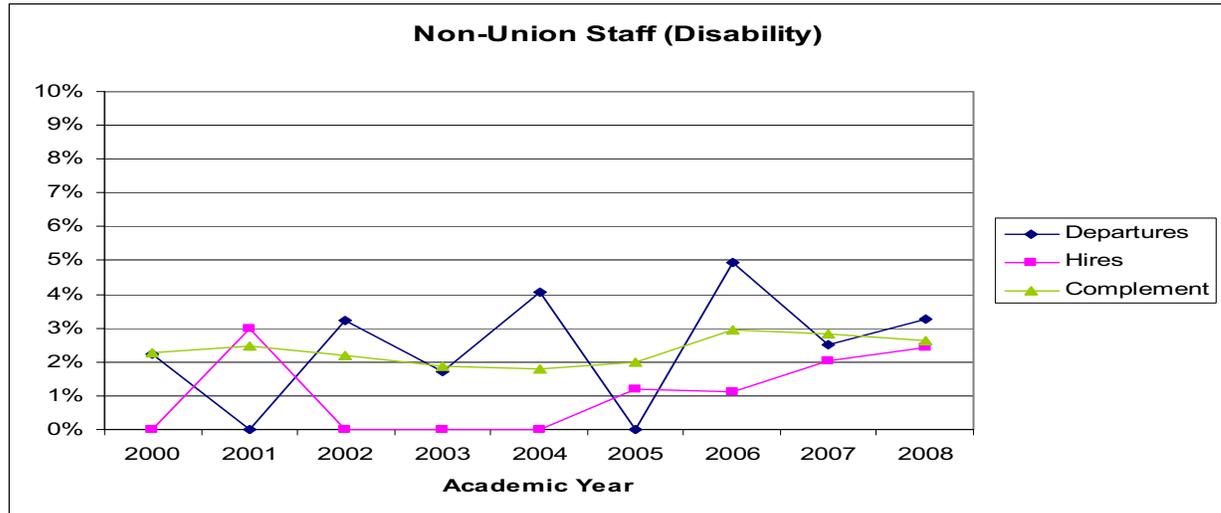


Figure 22 shows rates of exits, new hires and workforce representation of People with Disabilities. This trend analysis is concerning as it depicts higher levels of exits in comparison to new hires for all years except in 2005. Departures are exceeding workforce representation rates in non union staff groups.

**Figure 22**

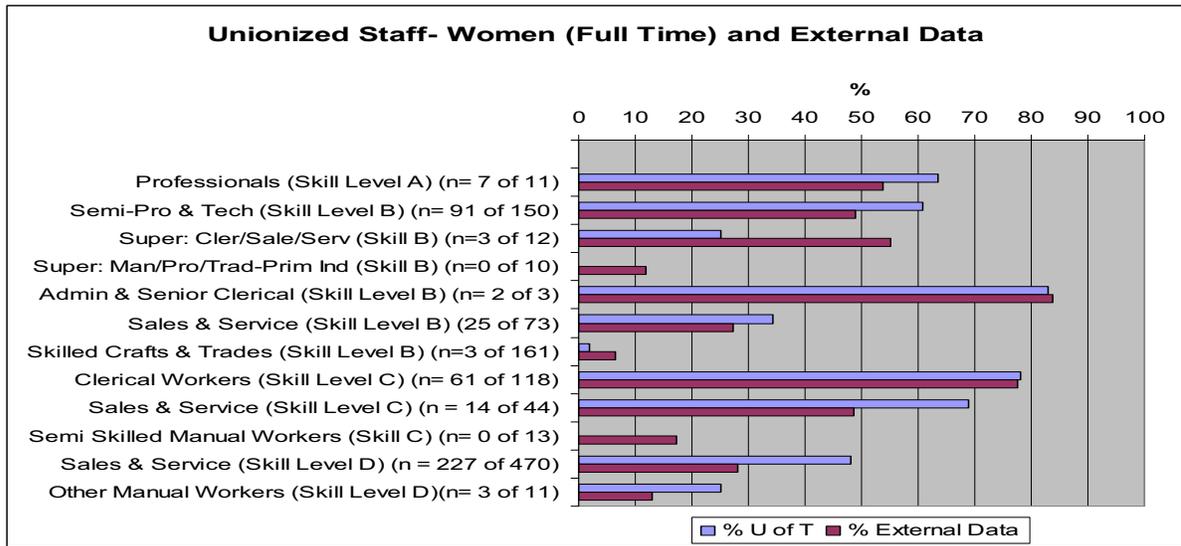


### **Union Staff Employees**

In 2007-2008 there were 4,635 unionized staff appointed employees at the University represented by twenty one unions. USW represented 75% of unionized staff employees; the remaining 25% are represented by other unions. For further information about unionized employees please see [www.hrandequity.utoronto.ca/groups/union](http://www.hrandequity.utoronto.ca/groups/union).

Figure 21 compares the representation of women by EEOG with external availability data for all unionized groups combined. In the most Senior occupational group Middle and Other Managers, women represented 45.8%, exceeding availability data by 7%.

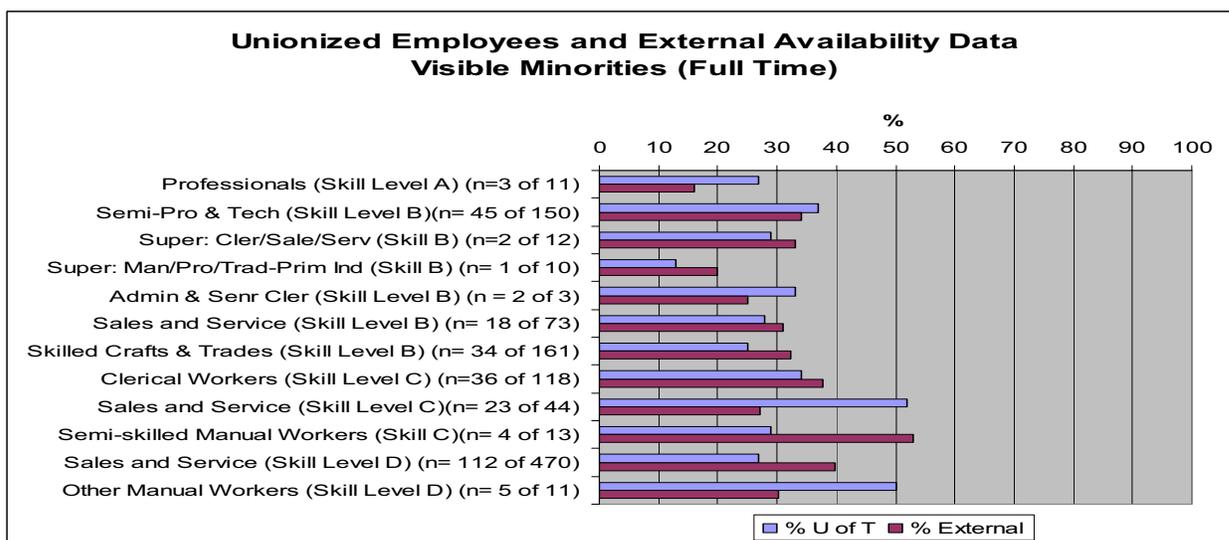
**Figure 21**



Currently these reports do not include the casual employees represented by USW, the TA's represented by CUPE and the stipend instructors also represented by CUPE. Recent changes to the Federal Contractor's Program will require us to begin planning equity data collection of these groups in the coming year.

A total of 1,326 individuals identified as visible minorities among unionized staff groups. Representation exceeded external availability in the top three levels of occupational group (Middle and Other Managers 20%, Professionals 31% and Semi-Professional and Technical 37%).

**Figure 22**



A total of 44 individuals identified as Aboriginal people among unionized staff (1%). Representation rates exceeded external availability data in seven occupational categories (Semi Professional and Technical, Supervisory Clerical Sales and Service, Administrative and Senior Clerical, Skilled Crafts and Trades, Clerical Workers, Sales and Services skill level C and D). More effort is required to attract Aboriginal People among the Middle and other Managers.

One hundred and seventy seven individuals in the unionized staff group identified as a sexual minority. Middle and Other Management held representation rates of 10%. More individuals have identified as a sexual minority in the unionized staff group as compared to last year however, the percentage in the workforce (4.1%) is unchanged. Overall sexual minorities were represented in all but two EEOG categories (Semi Skilled Manual Workers (Skill C) and Supervisory Man/Pro/Trad-Prim Ind (Skill B)).

In 2008, a total of 145 individuals identified as a person with a disability (3.5%) in the unionized staff group. We exceeded external availability rates in six of the EEOG classifications.

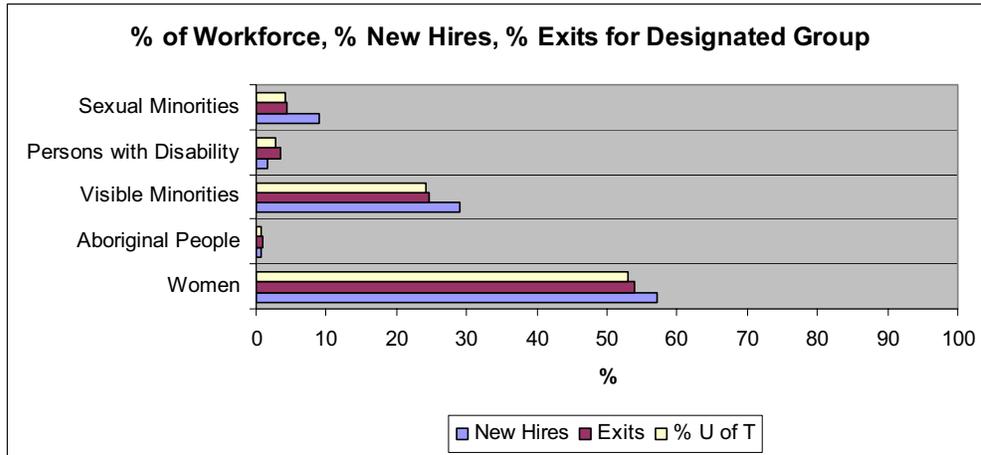
Table 9 depicts *applicants* who self identified as one of the designated groups through the online application system at the University which invites applicants to voluntarily complete employment equity questions. Table 9 further reflects the number of interviewed and number of positions filled by individuals in the designated group category. The data includes both internal and external applicants for all union groups. Individuals may self identify in more than one category. For all employment equity categories, with the exception of visible minorities and persons with a disability, the proportion of applicants interviewed and positions filled closely matched or exceeded the representation of applicants.

**Table 9: Recruitment Response Survey- Union Staff Positions**

	Applicants		Interviewed		Hired	
	Count	%	Count	%	Count	%
Female	9,076	70.20%	778	75.02%	262	75.50%
Aboriginal	40	0.32%	3	0.29%	2	0.58%
Visible Minority	6,310	52.92%	466	48.24%	144	43.64%
Disability	448	3.65%	27	2.71%	6	1.78%
Sexual Minority	439	3.63%	58	6.11%	25	7.62%

Figure 24 reflects the percentage of new hires, percentage of exits for each designated group of unionized employees in comparison to the percentage representation in the University workforce.

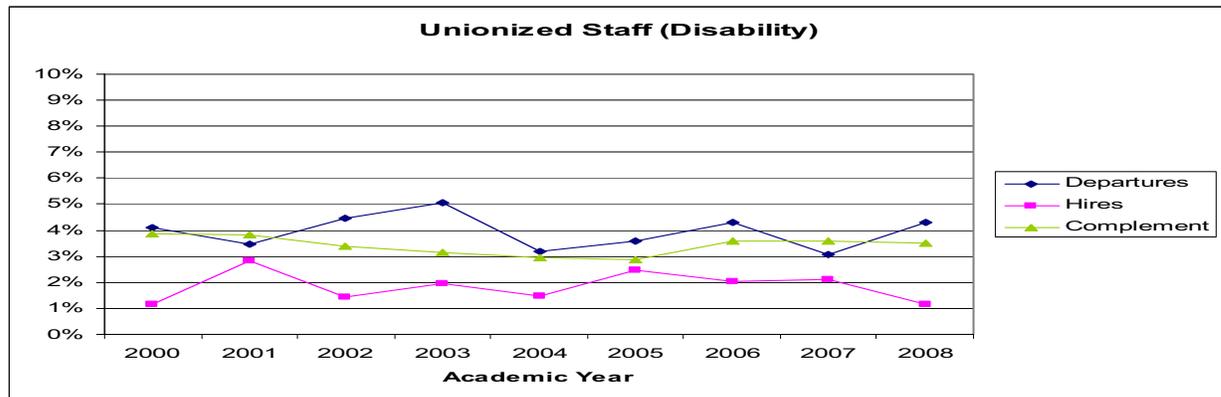
**Figure 24**



Among unionized employees there were 382 new full time hires. In order to maintain or improve representation rates, hiring should be on par with or exceed representation levels. In three groups, sexual minorities, visible minorities, and women, hiring rates exceed representation in the workforce. It is of concern that exits for Persons with Disabilities (3.5%) exceed the existing workforce (2.7%) and new hires (1.7%). The same is seen with Aboriginal People where exits (1%) exceed existing workforce (.7%) and new hires (.6%).

Figure 25 provides a trend analysis of unionized staff identifying as having a disability since 2000 reflecting percentage of exits, percentage of new hires and percentage of existing workforce. The representation of this group will continue to decline if rates of new hires continue to fall lower than exit rates.

**Figure 25**



Levels of training and promotion measure career development opportunities and retention support systems for employees. The tables below are for full time unionized staff.

Table 10 compares percentages of training days attended with representation levels for each group.

**Table 10: Training Participation Rates for All Unionized Staff**

<b>Designated Group</b>	<b>% Days Training</b>	<b>% University Workforce</b>
Women	84.2	61.9
Aboriginal People	1.4	1.0
Visible Minorities	39.9	31.1
People with Disabilities	3.2	3.4
Sexual Minorities	5.9	4.1

All groups with the exception of persons with disabilities, had higher rates of participation in training than their representation rates. The percentage of training rate for Persons with Disabilities closely matched the percentage among unionized employees for this particular group.

In 2008, there were 371 promotions in the unionized staff group, with women making up 64.6% of these promotions, exceeding representation rates for women in the workforce by 2.7%. Table 11 reflects rate of promotion in comparison to representation rate in the workforce.

All groups with the exception of Persons with Disabilities, had rates of promotion which exceeded percentage of representation in the workforce. Rates of promotion across all designated groups have remained consistent when comparing these rates to last year's data.

**Table 11: Promotions All Unionized Staff**

<b>Designated Group</b>	<b>% Promo</b>	<b>% University Workforce</b>
Women	64.6	61.9
Aboriginal People	1.4	1
Visible Minorities	39.2	31.1
People with Disability	2.9	3.4
Sexual Minorities	5	4.1

## **Staff Conclusion**

Women were well represented at the senior level occupational classifications. Recruitment, retention and exit data for women are illustrating that this particular designated group is increasing in representation rates at the University.

There was a drop in representation rates of visible minorities at the senior occupational classification in comparison to last year's data however, visible minority representation rates in comparison to external availability data shows higher representation rates. Recruitment, retention, and exit data reflected patterns that are consistent with workforce representation.

Persons with Disabilities and Aboriginal People are under-represented. Although some EEOG classifications showed data which exceeded external availability representation, more concentrated effort is required to improve and support these two designated groups at the University.

Sexual Minorities were represented across most classifications with high rates reported at the Managers and Professionals group levels. Exit data is showing that, along with rate of hire, work force representation is consistent.

## Employment Equity at the University of Toronto

New initiatives for 2009 will include a continued concentrated effort in areas of recruitment and retention with regards to designated groups, in particular Aboriginal and People with Disabilities.

With respect to Persons with Disabilities new partnerships are being formed with agencies that support this group in gaining employment. Communication is underway in order to support the new legislation seen in the Accessibility of Ontarians with Disabilities Act (AODA) and ensure that all staff and faculty are supported in helping our community to become fully accessible. As reported in the University's Accessibility of Ontarians with Disabilities Act 2008-2009 Plan initiatives cross four distinct areas of the University including Mental health, Student Life, Pedagogy, and Built Environment.

With regard to employment recruitment and retention practices we will be reviewing and training human resource staff in order to develop more inclusive interviews and employment experiences at the University in conjunction with the Employment Standard found in the AODA. We hope to establish best practices in this area.

We have appointed a full time staff member to the position of employment equity and AODA advisor at the University, illustrating our commitment to employment equity. Part of the portfolio of this staff member is to build new initiatives at the University to support employment equity at all parts of the employment cycle.

With respect to Aboriginal persons, there are continued efforts to reach out to this community through the creation of list serves which communication employment opportunities to individuals and agencies which support this population. Additional outreach efforts will include attendance to career fairs and reserves to form open communication with potential candidates to promote the University as a welcoming workplace.

While we will continue to hire faculty and librarians in 2009, there will be fewer available positions until the current economic situation stabilizes.

In summary, a number of initiatives which support equity are underway for 2009. These initiatives are created to support Women, Aboriginal people, Visible minorities, Persons with Disabilities, and Sexual minorities and hold determination to remove barriers which may be found at the University thus furthering the commitment to an equitable workplace.

## **Appendices**

**Table 1A – EMPLOYMENT EQUITY WORKFORCE SURVEY: RETURN RATES AND COMPLETION RATES FOR FULL-TIME EMPLOYEES**

EMPLOYEE GROUPS IN THE WORKPLACE	ALL EMPLOYEES			SURVEY RESPONDENTS										
	# in EMPLOYEE GROUP <sup>1</sup>	% OF WORKFORCE REPRESENTED	# RETURNED	% OF SURVEYS RETURNED	ANY QUESTION COMPLETED	ABORIGINAL PEOPLES COMPLETED	VISIBLE MINORITIES COMPLETED	PERSONS WITH DISABILITIES COMPLETED	SEXUAL MINORITY COMPLETED	COMPLETED	COMPLETED	COMPLETED	COMPLETED	COMPLETED
FACULTY <sup>2</sup>	2415	29.02%	2163	89.57%	2098	86.87%	2049	84.84%	2051	84.93%	2072	85.80%	1691	70.02%
CLINICAL FACULTY <sup>3</sup>	278	3.34%	194	69.78%	194	69.78%	186	66.91%	186	66.91%	194	69.78%	6	2.16%
LIBRARIANS	130	1.56%	124	95.38%	120	92.31%	119	91.54%	119	91.54%	117	90.00%	112	86.15%
NON-UNIONIZED STAFF	1191	14.31%	1108	93.03%	1071	96.66%	1056	95.31%	1059	95.58%	1058	95.49%	939	84.75%
USW	3232	38.84%	2985	92.36%	2907	89.94%	2857	88.40%	2866	88.68%	2869	88.77%	2457	76.02%
LIBRARY WORKERS (CUPE 1230)	163	1.96%	151	92.64%	150	92.02%	140	85.89%	141	86.50%	149	91.41%	133	81.60%
SERVICE WORKERS (CUPE 3261)	593	7.13%	546	92.07%	534	90.05%	528	89.04%	527	88.87%	531	89.54%	383	64.59%
OPERATING ENGINEERS (U. OF T. WORKERS, Local 2001)	82	0.99%	82	100.00%	81	98.78%	78	95.12%	78	95.12%	80	97.56%	58	70.73%
POLICE (OPSEU, Local 519)	52	0.62%	49	94.23%	46	88.46%	46	88.46%	45	86.54%	45	86.54%	35	67.31%
TRADES & SERVICES <sup>4</sup>	79	0.95%	67	84.81%	64	81.01%	64	81.01%	63	79.75%	64	81.01%	60	75.95%
RESEARCH ASSOCIATES & OFFICERS (OPSEU, L. 578)	6	0.07%	*	66.67%	*	50.00%	*	50.00%	*	50.00%	*	50.00%	*	50.00%
EARLY LEARNING CENTRE CUPE L2484	26	0.31%	18	69.23%	17	65.38%	17	65.38%	16	61.54%	17	65.38%	12	46.15%
89 CHESTNUT HERE L75	75	0.90%	73	97.33%	69	92.00%	69	92.00%	69	92.00%	69	92.00%	66	88.00%
<b>TOTALS:</b>	<b>8322</b>	<b>100.00%</b>	<b>7564</b>	<b>90.89%</b>	<b>7354</b>	<b>88.37%</b>	<b>7212</b>	<b>86.66%</b>	<b>7223</b>	<b>86.79%</b>	<b>7268</b>	<b>87.33%</b>	<b>5955</b>	<b>71.56%</b>

<sup>1</sup>Total Population is based on the number of employees as of September 30, 2007.

<sup>2</sup>Faculty are defined as all faculty (tenure-stream and non-tenure stream) except for clinical faculty.

<sup>3</sup>Clinical Faculty" are defined as non-tenure stream academic staff in the Faculty of Medicine who are health professionals actively involved in the provision of health care in the course of discharging their academic responsibilities; they are not in the tenure stream.

<sup>4</sup>Includes Electricians (IEBW, Local 353), Plumbers (UA 46), Sheet Metal Workers (SMMWA, Local 30), Carpenters (CAW, Local 27), Machinists/Locksmiths (IAMAW, Local 235), and Painters (District Council 46, Local 557).

**Table 1B – EMPLOYMENT EQUITY WORKFORCE SURVEY: RETURN RATES AND COMPLETION RATES FOR PART-TIME EMPLOYEES**

(Excludes casual employees and appointed staff with less than 25% F.T.E.)

September 30, 2008 Data	ALL EMPLOYEES		SURVEY RESPONDENTS											
	# in EMPLOYEE GROUP <sup>1</sup>	% OF WORKFORCE REPRESENTED	# RETURNED	% OF SURVEYS RETURNED	ANY QUESTION COMPLETED		ABORIGINAL PEOPLES		VISIBLE MINORITIES		PERSONS WITH DISABILITIES		SEXUAL MINORITY	
					COMPLETED	COMPLETED	COMPLETED	COMPLETED	COMPLETED	COMPLETED	COMPLETED	COMPLETED		
FACULTY <sup>2</sup>	274	36.88%	223	81.39%	218	79.56%	217	79.20%	217	79.20%	217	79.20%	173	63.14%
CLINICAL FACULTY <sup>3</sup>	80	10.77%	41	51.25%	41	51.25%	41	51.25%	41	51.25%	41	51.25%	*	1.25%
LIBRARIANS	18	2.42%	16	88.89%	15	83.33%	14	77.78%	15	83.33%	15	83.33%	13	72.22%
NON-UNIONIZED ADMINISTRATIVE STAFF	69	9.29%	62	89.86%	58	93.55%	57	91.94%	58	93.55%	58	93.55%	45	72.58%
USW	245	32.97%	211	86.12%	202	82.45%	200	81.63%	199	81.22%	201	82.04%	164	66.94%
LIBRARY WORKERS (CUPE 1230)	18	2.42%	17	94.44%	17	94.44%	16	88.89%	16	88.89%	16	88.89%	13	72.22%
SERVICE WORKERS (CUPE 3261)	29	3.90%	21	72.41%	21	72.41%	21	72.41%	21	72.41%	21	72.41%	16	55.17%
RESEARCH ASSOCIATES & OFFICERS (OPSEU, L. 578)	*	0.67%	*	60.00%	*	60.00%	*	60.00%	*	60.00%	*	60.00%	*	60.00%
EARLY LEARNING CENTRE CUPE L2484	*	0.67%	*	60.00%	*	60.00%	*	60.00%	*	60.00%	*	60.00%	*	40.00%
<b>TOTALS:</b>	<b>743</b>	<b>100.00%</b>	<b>597</b>	<b>80.35%</b>	<b>578</b>	<b>77.79%</b>	<b>572</b>	<b>76.99%</b>	<b>572</b>	<b>76.99%</b>	<b>575</b>	<b>77.39%</b>	<b>430</b>	<b>57.87%</b>

<sup>1</sup>Total Population is based on the number of employees as of September 30, 2007.

<sup>2</sup>Faculty are defined as all appointed faculty (tenure-stream and non-tenure stream) except for clinical faculty.

<sup>3</sup>"Clinical Faculty" are defined as non-tenure stream academic staff in the Faculty of Medicine who are health professionals actively involved in the provision of health care in the course of discharging their academic responsibilities; they are not in the tenure stream.





**Table 4 – STAFF: (FULL-TIME) NON-UNIONIZED  
BY DESIGNATED GROUP AND EXTERNAL AVAILABILITY DATA**

	UNIVERSITY OF TORONTO WORKFORCE																		EXTERNAL AVAILABILITY STATISTICS														
	All Employees									Survey Respondents									Population Aged 15+ Who Worked in 2000 or 2001 (Age 15-64, 1996-2001 for PWD) Canada (EEOG 01-03) / Toronto (04-13)														
	EEOG	OCCUPATIONAL GROUP	Total#	% Men		% Women		Total	Comp-leted	Aboriginal Peoples			Visible Minorities			Persons With Disabilities			Sexual Minority			Men	Women	#	% Men	% Women	Total	% Total	Aborigi-nal	% Visible	Total	% Total	Persons With Disabilities
				#	%	#	%			Total	Men	Women	Total	Men	Women	Total	Men	Women	Total	Men	Women												
01	Senior Managers	15	8	53.3	7	46.7	13	0.0	*	*	*	0.0	*	*	*	0.0	*	*	*	15.4	*	*	*	69.0	31.0	1.2	8.8	*2.1					
02	Middle and Other Managers	375	172	45.9	203	54.1	336	0.6	*	*	17.3	58	31	27	3.9	13	8	*	10.1	34	21	13	59.3	40.8	1.4	12.4	2.5						
03	Professionals (Skill Level A)	482	273	56.6	209	43.4	398	###	*	*	33.9	135	79	56	1.8	7	*	*	4.8	19	14	5	50.7	49.3	1.2	16.4	4.1						
04	Semi-Pro & Tech (Skill Level B)	14	7	50.0	7	50.0	14	0.0	0	0	14.3	*	*	*	7.1	*	*	*	7.1	*	*	*	48.1	51.9	0.8	35.1	3.9						
05	Super: Cler/Sale/Serv (Skill B)	23	10	43.5	13	56.5	22	0.0	0	0	18.2	*	*	*	0.0	*	*	*	0.0	*	*	*	44.0	56.0	0.4	31.3	*2.0						
06	Super: Mani/Pro/Trad-Prim Ind (Skill B)	7	7	100.0	*	0.0	7	14.3	*	*	14.3	*	*	*	0.0	*	*	*	0.0	*	*	*	86.0	14.0	0.4	23.0	*4.2						
07	Admin & Serr Cler (Skill Level B)	223	35	15.7	188	84.3	209	0.5	*	0	22.0	46	10	36	2.4	*	*	*	1.9	*	*	*	16.5	83.5	0.4	24.9	4.0						
08	Sales and Service (Skill Level B)	12	12	100.0	*	0.0	11	9.1	*	*	36.4	*	*	*	9.1	*	*	*	0.0	*	*	*	84.5	15.5	0.8	31.0	4.2						
09	Skilled Crafts & Trades (Skill Level B)	*	*	100.0	*	0.0	*	0.0	0	0	0.0	*	*	*	0.0	*	*	*	0.0	*	*	*	89.7	10.3	0.5	50.0	4.2						
10	Clerical Workers (Skill Level C)	35	*	8.6	32	91.4	32	0.0	0	0	40.6	13	*	11	6.3	*	*	*	3.1	*	*	*	14.5	85.5	0.4	34.9	4.4						
12	Semi-skilled Manual Workers	*	*	100.0	*	0.0	0	0.0	0	0	100.0	*	*	*	0.0	*	*	*	0.0	*	*	*	0.0	0.0	0.0	0.0	5.3						
13	Sales and Service (Skill Level D)	*	0	0.0	*	100.0	*	0.0	0	0	0.0	*	*	*	0.0	*	*	*	0.0	*	*	*	79.4	20.6	0.4	45.8	4.9						
ALL	TOTALS	1186	524	44.2	659	55.6	1042	0.0	0	0	24.2	252	120	130	1.9	20	8	0	5.1	53	35	18											

**Table 5 – ADMINISTRATIVE STAFF: UNIONIZED (FULL-TIME)  
BY DESIGNATED GROUP AND EXTERNAL AVAILABILITY DATA**

EEO/OCCUPATIONAL GROUP	UNIVERSITY OF TORONTO WORKFORCE														EXTERNAL AVAILABILITY STATISTICS: Population Aged 15+ Who Worked In 2000 or 2001 (Age 15-64, 1996-2001 for PWD)													
	All Employees							Survey Respondents							Toronto					Aboriginal/Visible								
	#		% Men		% Women		Total	Response of "Yes"		Response of "Yes"		Response of "Yes"		Response of "Yes"		Response of "Yes"		Response of "Yes"		Response of "Yes"		Response of "Yes"		Response of "Yes"				
	Men	Women	Men	Women	Men	Women	Comp- leted	%	#	Men	Women	Men	Women	Men	Women	Men	Women	Men	Women	Men	Women	Men	Women	Men	Women			
03 Professionals (Skill Level A)	11*		36.4	7	63.6	8	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	4.1		
04 Semi-Pro & Tech (Skill Level B)	150	59	39.3	91	60.7	128	0.0	*	*	*	35.2	45	18	27	4.7	6	*	*	*	*	3.1	*	*	30.0	70.0	0.6	37.0	3.9
05 Super: Cler/Sale/Serv (Skill B)	12	9	75.0*		25.0	12	0.0	*	*	*	16.7	*	*	*	0.0	*	*	*	*	*	0.0	*	*	51.3	48.7	1.0	29.5	*2.0
06 Super: Man/Pro/Trad-Prim Ind (Skill B)	10	10	100.0*		0.0	9	0.0	*	*	*	0.0	*	*	*	0.0	*	*	*	*	*	0.0	*	*	89.6	10.5	0.2	19.6	*4.2
07 Admin & Sennr Cler (Skill Level B)	*	*	33.3*		66.7	3	0.0	*	*	*	66.7	*	*	*	0.0	*	*	*	*	*	0.0	*	*	8.7	91.4	0.4	26.4	4.0
08 Sales and Service (Skill Level B)	73	48	65.8	25	34.2	65	0.0	*	*	*	27.7	18	12	6	6.2	6	*	*	*	*	6.2	*	*	73.6	26.4	0.5	44.6	4.2
09 Skilled Crafts & Trades (Skill Level B)	161	158	98.1*		1.9	146	1.4	*	*	*	23.3	34	33	4.1	6	6	*	*	*	*	2.7	*	*	96.0	4.0	0.4	25.3	4.2
10 Clerical Workers (Skill Level C)	118	57	48.3	61	51.7	106	0.0	*	*	*	34.0	36	14	22	9.4	10	*	*	*	*	3.8	*	*	54.5	45.5	0.5	37.6	4.4
11 Sales and Service (Skill Level C)	44	30	68.2	14	31.8	38	7.9	*	*	*	60.5	23	17	6	7.9	6	*	*	*	*	7.9	*	*	29.2	70.8	0.8	37.7	4.6
12 Semi-skilled Manual Workers (Skill C)	13	13	100.0*		0.0	12	0.0	*	*	*	33.3	*	*	*	0.0	*	*	*	*	*	0.0	*	*	89.8	10.2	0.7	29.3	5.3
13 Sales and Service (Skill Level D)	470	243	51.7	227	48.3	426	2.8	12	7	*	26.3	112	62	50	2.8	12	9	*	*	2.1	9	*	*	45.7	54.3	0.5	41.7	4.9
14 Other Manual Workers (Skill Level D)	11	8	72.7*		27.3	11	0.0	*	*	*	45.5	*	*	*	0.0	*	*	*	*	*	9.1	*	*	88.2	11.8	1.1	13.6	6.0
ALL TOTALS	1076	640	59.5	436	40.5	964	1.8	17	11	6	29.6	285	169	116	4.3	41	25	16	3.1	30	17	13						

\* Based on a number of surveys completed

