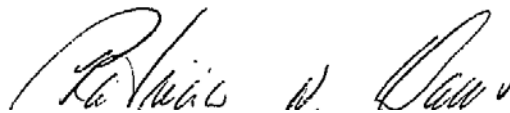


Employment Equity Staffing Process Guidelines

A handwritten signature in black ink, appearing to read "Philip W. Davis".

Public Service Commissioner

April 1, 2009

*Corporate Human Resource Services Branch
Public Service Commission*

The Yukon government is committed to developing a public service representative of the population it serves. The foundation of this commitment is based in land claim agreements and in policy.

Under the terms of each of the Final Agreements signed with Yukon First Nations, the Yukon government has an obligation to develop and implement a plan to achieve a representative public service. Further, Core Strategy 6 in the corporate Representative Public Service Plan is to “increase representation of Yukon First Nation people in the Yukon government at all levels, occupations, employment types, locations and departments and agencies.”

The government’s Employment Equity Policy (3.55) identifies three designated employment equity groups: women, persons of aboriginal ancestry and people with disabilities. The policy states that representation is defined not only by the number of people but also by their distribution at all levels of government, employment categories and occupational groups.

These staffing process guidelines support the Yukon government’s commitment to a representative public service by describing how and when equity hiring may occur:

- when a competition may be restricted;
- when members of a designated group may be given a preference in a competition;
- when a designated group member may be exempted into a position without competition.

Definitions

Certify means that a job candidate is deemed qualified for appointment to the public service.

Designated group means:

- persons of Yukon First Nations ancestry;
- women;
- persons of aboriginal ancestry; and
- people with disabilities.

Equity hiring means any or all of the following processes:

- **Preferred Competition** a competition in which applicants who are members of a designated group and who certify for the position are offered the position before all other applicants.
- **Restricted Competition** a competition where applicants must be a member of a designated group in order to be considered in the competition.
- **Exemption without competition** the appointment of a designated group member to a position without a competition.

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Under-representation means that a designated group's representation in the public service is less than its representation in the Yukon population aged 25 to 64. Under-representation may exist in the government as a whole, in an employment category, in a grade level grouping, and/or in an occupational group. To achieve representation, a designated group must achieve representation in the government as a whole, all grade level groupings, all employment categories and all occupational groups.

General

1. These guidelines apply to all staffing actions where the position being staffed meets the criteria for "under-representation".
2. A statistical analysis of under-representation must accompany the Recruitment Action Request Form. The analysis is available from the Policy, Planning and Communication Branch of the Public Service Commission.
3. The statement "*Committed to Employment Equity*" should be included on all advertisements and job bulletins regardless of what employment equity application is being used.
4. Candidates who wish to be considered as a member of a designated group for a competition must self identify and include this information in the cover letter or resume.

Preferred Competition

1. The advertisement and job bulletin must state that "Preference will be given to (*insert designated group(s)*)."
2. The advertisement and job bulletin may also include the following statement: "All qualified individuals are encouraged to apply. If a person of (*insert designated group(s)*) does not certify the position may be offered to another certified applicant."
3. Screening criteria must take designated group membership into account. Applicants who have disclosed their membership in the designated group and who meet the screening criteria **must** be assessed before other applicants are considered, with the exception for competitions for which an eligibility list will be established.
4. The highest ranked certified designated group applicant will be offered the position. If there is no certified designated group applicant, other applicants may be assessed and the position offered to the one who ranks highest among those who certify.

Restricted Competition

1. Restricted competitions may be used for special employment equity programs such as the First Nation Training Corps and Job Placement for People with Disabilities.
2. The advertisement and job bulletin must state: "This competition is restricted to *(insert designated group(s))*."
3. The highest ranked certified designated group applicant will be offered the position.
4. The competition is closed if no designated group applicant certifies on the competition.

Exemption without Competition for Employment Equity

1. An exemption without competition for employment equity is not subject to appeal and is not posted. Where the appointment is to a position within the bargaining unit, the union is normally advised.
2. Departments seeking an exemption from competition must submit a completed *Recommendation to Appoint Without Competition Form* to the Corporate Human Resource Services Branch of the Public Service Commission.
3. Departments seeking an exemption from competition to accommodate an employee pursuant to Policy 3.59 – Accommodating Employees with Disabilities, must include a letter of support from the Disability Accommodation Office in the Public Service Commission.

Attachment A: Analysis of under representation

Yukon population

The goal is to achieve public service representation equal to the Yukon population aged 25 to 64. The population information is taken from current Statistics Canada Census and is updated regularly. The most recent Census data (2006) states that representation for designated groups in the Yukon population aged 25 to 64 is:

- 14% people with disabilities;
- 21% persons of aboriginal ancestry; and
- 51% women.

Grade Level Groupings

The grade levels groupings are:

- 01-05
- 06-10
- 11-15
- 16-22
- DM, MGR1, MGR2
- LEO
- MGR3 – MGR6

Employment Categories

The employment categories are casual, auxiliary, term and indeterminate.

Occupational Groups

The occupational groups are those used for Job Evaluation purposes:

- AR Administrative and Regulatory
- ST Science and Technical
- SS Social Scientific
- IS Institutional Services and Support
- PS Purchasing and Supply
- OS Operational Services and Labour
- TR Trades
- E Education
- LE Legal
- MGR Management
- LT Language Translation