



WINNIPEG SCHOOL DIVISION

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EMPLOYMENT EQUITY REPORT
2021/22

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Introduction

This report provides the results of the Division's Voluntary Self Declaration Form as of June 2022. The form was first used in 2003/04 when it was sent out to all current employees. Since then, all new employees are given the form to complete. In 2009, the form was added to the Division's Employee Connect Web page where employees could fill in the form at any time during employment. New staff members have also been made aware of the form during training.

The form asks for information on indigenous status, racialized communities, ancestral cultural identity and languages, and disabilities. The percent of female employees was based on the total number of employees since gender information was available for all current employees. Percentages of employees who were indigenous, of racialized communities, or who had disabilities were based on the number of employees who answered that question on the form. This year's report includes all active employees including substitutes, but like previous reports, does not include trustees. Employees in multiple positions were assigned to one position so that each person is counted only once in the results. Information on employee job category and gender were obtained from the Division's employee records.

General Results

There were 7,297 active or substitute employees in June 2022. This was a decrease of 164 employees since the previous reporting period (June 2021). Self-declaration forms were completed by 6,343 of these employees for a response rate of 86.9%, an increase of 2.1% since the previous reporting period (June 2021). Table 1 summarizes the results for the Division for the past five reporting periods and includes:

- The number of staff
- The number of completed forms
- The completion rate
- % Female
- % Indigenous
- % Racialized Communities
- % Disabled

Table 1 – Percentage of Employees in Designated Groups by Reporting Year (WSD)

Reporting Date	Total Staff	Forms Completed	Completion Rate	% Female	% Indigenous	% Racialized Communities	% Disabled
June 2022	7297	6343	86.9%	70.9%	12.1%	29.7%	2.9%
June 2021	7461	6325	84.8%	71.1%	12.1%	27.8%	3.0%
June 2020	6693	5427	81.2%	70.2%	12.5%	24.1%	2.9%
June 2019	6932	5484	79.1%	69.9%	12.3%	22.9%	2.8%
June 2018	6951	5352	77.0%	70.2%	12.3%	21.8%	2.9%

Gender information was available for all persons therefore the Percentage of Female is calculated using the Total Staff column as the divisor. The other percentages are based on the number of forms completed.

Since June 2018, the percentage of female employees in the Winnipeg School Division has remained stable at around seventy percent and the percent of indigenous employees has remained stable at around twelve percent. The number of employees identifying themselves as part of racialized communities has increased by 7.9% since 2018 while the percent of disabled employees in the Division has remained stable at around three percent. The completion rate has increased by 9.9 percent since 2018. This may be due to the fact that the self declaration form is now available online and employees can complete it at any time during employment. Another possible reason for the increase may be due to the influx of new substitutes hired in the past few years.

This report summarizes three different approaches to setting Employment Equity Targets:

1. To have the Division workforce composition reflect the total percentage of persons in designated groups (female, indigenous, racialized communities, and disabled) residing within the boundaries of the Winnipeg School Division.
2. To reflect the percentage of persons in designated groups living in the area but this time only taking into consideration those who are in the labour force. This method, known as labour market availability, evaluates the percentage of persons in designated groups in the workforce from which an employer could hire.
3. To have the Division workforce composition reflect the percentage of people living in the area within the labour force working within the same type of employment.

The rationale for the second and third method is to deal with the issue of the total population not representing the actual possible population from which an employer could hire (i.e., people who are unable to work or do not have the required skills sets). An ideal approach to setting Employment Equity Targets would be to have a combination of all three methods which looks at the broader picture as well as in-depth analysis.

Method 1: Results by Total Population Living in the Winnipeg School Division Catchment

The first approach to setting Employment Equity Targets is to have the Division workforce composition reflect the percentage of persons in designated groups residing within the boundaries of the Winnipeg School Division (see Division Policy: *GBA - Employment Equity*). This data was available for the Division catchment area for three of the designated groups, Female Persons, Indigenous Persons, and Persons of Racialized Communities. The data for the fourth group, Persons with Disabilities, was based on provincial level statistics. Please see table 2 for details on the sources of target population data.

Table 2 – (Method 1) Percentage of WSD Employees by Designated Groups and Total Population Living in the Winnipeg School Division Catchment

Total Staff	Forms Completed	Completion Rate	Percentage Female Persons	Percentage Indigenous Persons	Percentage Persons of Racialized Communities*	Percentage Persons with Disabilities
7297	6343	86.9%	70.9%	12.1%	29.7%	2.9%
Employment Equity Targets:			50.2% ^A	16.1% ^B	34.6% ^C	20.6% ^D

Gender information was available for all persons therefore the Percentage of Female is calculated using the Total Staff column as the divisor. The other percentages are based on the number of forms completed.

**Although the term Racialized Communities is used in this report; the original source data from Statistics Canada used the term Visible Minorities and is thus included below in the source.*

Sources

^A 2016 Statistics Canada Census - % of the 15-64 Years WSD Catchment Population

^B 2016 Statistics Canada Census Indigenous Target Group Profile - % of the 15-64 Years WSD Catchment Population

^C 2016 Statistics Canada Census Visible Minorities Target Group Profile - % of the 15-64 Years WSD Catchment Population

^D 2017 Canadian Survey on Disability - % of the 15-64 Years Manitoba Population

Results from table 2 indicate that the target of females in the workplace was attained whereas the other three designated groups were not. This method includes all people living within the Winnipeg School Division boundaries and does not necessarily look at the workforce population.

Method 2: Results by Labour Market Availability

The second approach to setting Employment Equity Targets is to have the Division workforce composition reflect the percentage of persons in designated groups residing within the area who are in the labour force. The advantage of this method is that it looks at the workforce population and more specifically at the percentage of persons in designated groups in the workforce from which an employer could hire. The disadvantage is that it could reinforce existing disparities. If people from a specific target group have difficulty entering the workforce

then the target percentage of that designated group would be low. The current Labour Market Availability (LMA) is based on the 2016 Census and the 2012 Canadian Survey on Disability (CSD). Results in table 3 indicate that the target of females, indigenous people, and persons of racialized communities in the workplace were attained in June 2022 whereas the target of persons with disabilities were not. This method includes all people in the available workforce and does not look at the people with the necessary qualifications to occupy a particular position.

Table 3 – (Method 2) Percentage of WSD Employees by Designated Groups and Labour Market Availability Targets

Total Staff	Forms Completed	Completion Rate	Percentage Female Persons	Percentage Indigenous Persons	Percentage Persons of Racialized Communities	Percentage Persons with Disabilities
7297	6343	86.9%	70.9%	12.1%	29.7%	2.9%
Labour Market Availability Targets:			48.6% ^A	9.8% ^B	25.2% ^C	5.9% ^D

Gender information was available for all persons therefore the Percentage of Female is calculated using the Total Staff column as the divisor. The other percentages are based on the number of forms completed.

Sources

^{A, B, C} The current Labour Market Availability for Females, Indigenous People and Persons of Racialized Communities is based on the 2016 Census and includes those aged 15 years and over who worked in 2015 or 2016 living in the Winnipeg Census Metropolitan Area (CMA).

^D The current Labour Market Availability for persons with Disabilities is based on the 2012 Canadian Survey on Disability (CSD) and includes those aged 15 years and over who worked in 2011 or 2012 living in the Province of Manitoba.

Method 3: Results by Workforce Population and Occupation

A different approach to setting Employment Equity Targets (EET) is to base them on the percentage of people living in the area working within the same type of employment as suggested by Employment and Social Development Canada (ESDC). In addition to having the same advantages and disadvantages as method 2, it also provides a way to more accurately measure the availability of designated workers by employment group. A further disadvantage is that setting targets based on the current makeup of the occupational groups reinforces the status quo.

For the purposes of this report, each of the Winnipeg School Division’s employment positions were categorized according to the National Occupational Categories (NOC) which classifies over 40,000 occupations into 500 unit groups. Each NOC category was then grouped into 1 of 14 larger categories known as Employment Equity Occupational Groups (EEOG). These groups are established by the Federal Contractors Program and provide employers with a way for them to make labour market workforce evaluations. The following table provides a breakdown of the different EEOG groups and the Winnipeg School Division employment

positions included in each.

Table 4 – Employee Job Categories Used in Analysis

Employment Equity Occupational Groups (EEOG):	Includes:
Administrative and Senior Clerical	Admin Secretary, Head Secretary, Secretary
Clerical Personnel	Admin Clerk, Clerk, Library Technician, Warehouse
Intermediate Sales and Service	EA, Interns, Crossing Guard, Lab Assistant, Classt
Middle and Other Managers	Principal, Senior Admin, Service Director, Vice Principal
Other Manual Workers	Building Trade Assistant, General Labour, Seasonal Labour
Other Sales and Service Personnel	Assistant Chief Caretaker, Assistant Caretaker, Cafeteria Worker, Chief Caretaker, Cleaner, Caretaker, Food Coordinator, Head Caretaker
Professionals	ASL Interpreter, Clinician, Consultant, PTS Group, Teacher
Semi-Professionals and Technicians	Child Lab Assistant, Home Learning Assistant, Support Worker, Tech, Assistant Coordinator
Semi-Skilled Manual Workers	Controls, School Bus Driver, Utility Worker
Skilled Crafts and Trades Workers	Bricklayer, Bus Mechanic, Carpenter, Electrician, Equipment Repair, Floor Installer, Gas Fitter, Ind. Mechanic, Metal Worker, Painter, Plasterer, Plumber, Roofer, Steamfitter, Welder

Comparisons are made between the Division’s workforce representation and external data derived from the 2016 Census. The labour market workforce data on females, indigenous, and persons of racialized communities includes those aged 15 years and over who worked in 2015 or 2016 and who lived in the Winnipeg Census Metropolitan Area (CMA). The labour market workforce data of persons with disabilities includes those aged between 15 and 64 who worked anytime between 2011 and 2012 and who lived in Manitoba. Data used to estimate their labour force availability was derived from the 2012 Canadian Survey on Disability (CSD). Disability data was not available at the CMA level due to small counts, therefore the Manitoba value was used in each of the groups.

The following table (page 7) summarizes the results for each of the ten EEOG employee groups represented in the Division. It includes the following information:

- The number of staff
- The number of completed forms
- The completion rate
- For each of the four designated groups:
 - The number of employees
 - The percent of employees

- The Employment Equity Target for that designated group

These new Employment Equity Targets provide a way for the Division to compare its workforce with the available workforce population in the area. For example, 16.1% of Division employees from the Intermediate Sales and Service group identified themselves as Indigenous. This is higher than the Employment Equity Target of 10.6% which is based on the total number of employees working in that employee category in Winnipeg.

If an employee category has an asterisk (*) beside its results it means that the percentages presented should be considered rough estimates because the number of forms that were completed by this employee category was small.

Table 5 - (Method 3) Employment Equity Target (EET) Summary for 2021/22 by Employment Equity Occupational Groups (EEOG)

EEOG	Total Staff	Forms Completed	Completion Rate	# Females	% Females	EET Females Wpg	# Indigenous	% Indigenous	EET Indg. Wpg	# Racialized Communities	% Racialized Communities	EET RC Wpg	# Disability	% Disability	EET Disability MB
Administrative and Senior Clerical Personnel	115	103	89.6%	114	99.1%	82.0%	10	9.7%	9.2%	30	29.1%	15.9%	3	2.9%	5.9%
Clerical Personnel	359	329	91.6%	323	90.0%	68.3%	32	9.7%	11.4%	111	33.7%	23.3%	20	6.1%	5.9%
Intermediate Sales and Service Personnel	2195	2006	91.4%	1769	80.6%	66.3%	322	16.1%	10.6%	801	39.9%	31.4%	54	2.7%	5.9%
Middle and Other Managers	189	158	83.6%	119	63.0%	40.1%	24	15.2%	7.0%	20	12.7%	15.3%	2	1.3%	5.9%
Other Manual Workers	44	31	70.5%	14	31.8%*	19.5%	3	9.7%*	16.3%	9	29.0%*	29.6%	0	0.0%*	5.9%
Other Sales and Service Personnel	420	358	85.2%	117	27.9%	54.0%	41	11.5%	12.1%	211	58.9%	39.4%	9	2.5%	5.9%
Professionals	3660	3134	85.6%	2589	70.7%	56.2%	302	9.6%	6.8%	637	20.3%	19.3%	83	2.6%	5.9%
Semi-Professionals and Technicians	109	90	82.6%	79	72.5%	51.4%	17	18.9%	10.4%	21	23.3%	22.6%	9	10.0%	5.9%
Semi-Skilled Manual Workers	109	67	61.5%	48	44.0%	14.2%	6	9.0%	9.8%	30	44.8%	38.2%	4	6.0%	5.9%
Skilled Crafts and Trades Workers	97	67	69.1%	4	4.1%	14.2%	11	16.4%	11.6%	11	16.4%	18.4%	1	1.5%	5.9%
TOTAL	7297	6343	86.9%	5176	70.9%		768	12.1%		1881	29.7%		185	2.9%	

• Gender information was available for all persons therefore Percentage of Females is calculated using the Total Staff column as the divisor.

• Other percentages are based on the number of people answering each question on the form.

* Results with an asterisk should be considered rough estimates because the number of forms that were completed by this employee category was small.

• EET: Employment Equity Targets based on data from the 2016 Employment Equity Data Report which provides the workforce population aged 15 years and over by Employment Equity Occupational Groups (EEOG) for Women, Indigenous People, Racialized Communities, and Persons with Disabilities. Information based on workforce population living in the Winnipeg Census Metropolitan Area (CMA) for Women, Indigenous People, and Visible Minorities and on workforce population living in the Province of Manitoba for Persons with Disabilities. Data was adapted from Statistics Canada's 2016 Census and 2012 Canadian Survey on Disability.