

# Public Schools Branch

## OPERATIONAL PROCEDURE

### DIVERSITY MANAGEMENT

<i>Policy Section</i> <b>Human Resources</b>	<i>Policy Number</i> <b>502.1</b>
<i>Pages</i> <b>2</b>	<i>Approved Date</i> <b>November 29, 2016</b>
<i>Reviewed Date</i>	<i>Effective Date</i> <b>November 29, 2016</b>
<i>Replaces: ELSB Operational Procedure 502.1 Diversity Management, May 27, 2013</i>	

#### 1.0 CURRENT AND ACCURATE DATA

- 1.1 **Workforce Survey** – A workforce survey will be provided to new employees upon appointment and all current employees the first year the survey is established. The survey will be conducted by the Director of Human Resources. The survey results will be maintained by the Public Schools Branch (PSB) as confidential information.
- 1.2 **Workforce Profile** – Information obtained through the workforce survey will be used by the PSB to develop workforce profile reports.
- 1.3 **Employment Systems Review** – Every five years, the Public Schools Branch will conduct a comprehensive review of the PSB's employment processes and procedures. The purpose of this review will be to identify and remove barriers to employment, retention and advancement for employees of designated groups, and identify priorities for improvement.

#### 2.0 STRATEGIC PLANNING AND MANAGEMENT

- 2.1 The leadership team and/or the diversity management committee will develop a five-year diversity management plan using information from the workforce profile and employment systems review. This plan will identify goals and strategies designed to improve the representation of under-represented groups and support efforts to encourage workplace culture that is inclusive and respectful.
- 2.2 The diversity management plan will include:
  - 2.2.1 Short and long-term strategic goals
  - 2.2.2 A reasonable timetable for achieving the goals
  - 2.2.3 Details regarding the PSB's plan for reaching its goals.
  - 2.2.4 Information on how the PSB will measure its progress
- 2.3 The leadership team will identify the required human and fiscal resources to implement the plan through the PSB's annual business planning process.

#### 3.0 REGULAR REPORTING AND MONITORING

- 3.1 The leadership team will provide relevant information to be included in a *Diversity Management Plan Progress Report*, which shall be prepared and presented annually by the Director of the Public Schools Branch to the Public

Schools Branch Board of Directors, the Department of Education, Early Learning and Culture, the Canadian Union of Public Employees, and the Prince Edward Island Teachers' Federation.

**4.0 COMMUNICATION**

- 4.1 The Public Schools Branch will communicate as required, to assist in the development and implementation of communication plans to support the Public Schools Branch's diversity management goals.
- 4.2 The *Annual Progress Report* will be posted on the Public Schools Branch website.

**5.0 ON-GOING TRAINING AND DEVELOPMENT**

- 5.1 The Public Schools Branch will provide opportunities for employees, as required, to participate in professional development related to the Public Schools Branch's diversity management goals.

**6.0 CROSS REFERENCE**

- 6.1 Operational policy 401 *Race Relations, Cross Cultural Understanding and Human Rights in Learning*
- 6.2 Operational policy 501 *Recruitment and Hiring*
- 6.3 Operational procedure 501.1 *Recruitment and Hiring*
- 6.4 Operational policy 502 *Diversity Management*
- 6.5 Canadian Union of Public Employees Collective Agreements for Locals 1145, 1770, 1775 and 3260
- 6.6 Prince Edward Island Teachers' Federation Memorandum of Agreement
- 6.7 *Human Rights Act*

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