



# McMaster University Employee Self-Identification Report

Prepared for the Employment Equity Working  
Committee by Institutional Research and  
Analysis As at April 26, 2017

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## About This Report Background

McMaster University is committed to building an inclusive community, promoting equity and fairness, and celebrating our rich diversity. Employment Equity is a key part of this commitment. In 2016, McMaster undertook an Employment Equity Census.

The purpose was threefold:

- To understand the current composition of our workforce
- To identify our areas of greatest need
- To track our progress in working towards an equitable workplace

The Employment Equity Census focuses on groups that have historically faced and continue to face barriers in employment. The census can be completed using the online census through Employee Self Service on Mosaic, or by submitting a paper form which is then inputted by the employment equity administrator. The census questions were intended to provide a more complete understanding of representation of all four groups designated by the Federal Contractors Program: women, First Nations, Métis and Inuit (FNMI) peoples; persons with disabilities, and members of visible minorities; as well as the representation of LGBTQ+ employees. While LGBTQ+ communities are not a federally designated group, McMaster recognizes the systemic discrimination and equity challenges faced by members of LGBTQ+ communities.

### Questions:

1. For the purposes of employment equity, do you self-identify as an Aboriginal Person? No, Yes, I do not wish to answer this question
2. For the purposes of employment equity, do you self-identify as a member of a visible minority? No, Yes, I do not wish to answer this question
3. For the purposes of employment equity, do you self-identify as a person with a disability? No, Yes, I do not wish to answer this question
4. For the purposes of employment equity, do you self-identify as a woman? No, Yes, I do not wish to answer this question
5. For the purposes of employment equity, do you self-identify as a person who is trans, transgender, gender non-conforming, gender variant, or an analogous term? No, Yes, I do not wish to answer
6. For the purposes of employment equity, do you self-identify as Lesbian, Gay, Bisexual/Pansexual, Queer, Two-Spirit or an analogous term? No, Yes, I do not wish to answer

### Definitions

- An Aboriginal person is First Nations (Status/Non-Status), Métis and Inuit (FNMI)
- The term “member of a visible minority” is used to describe persons of colour or members of racialized communities
- “Persons with disabilities” refers to persons who have a long-term or recurring physical, mental, sensory, psychiatric or learning impairment
- Women are a federally designated group
- Trans or transgender is an umbrella term referring to people with diverse gender identities and expressions that differ from stereotypical gender norms and are a group that may face employment barriers
- Persons who identify as Lesbian, Gay, Bisexual/Pansexual, Queer, Two-Spirit (as it relates to sexual orientation) are a group that may face employment barriers

## Principles of Reporting

The Employment Equity Census data represents a 70% response rate for many of McMaster’s employee groups. However, it is worth noting that not all employee groups reached this completion level, and efforts will be made to continue completing the census across the organization and track progress in employment equity programming. The current data is presented as descriptive data with no analysis at this time. Once 2016 labour market data is released, a more detailed analysis of the data alongside labour market data will be presented.

Great care has been taken in gathering and anonymizing data, strictly limiting access, and reporting only when privacy can be maintained. The data is reported using the following principles:

- We only report faculties and departments which have at least six members in the relevant employee group(s)
- Faculties and departments with less than six members in the relevant employee group(s) are presented in an aggregate manner
- Data on gender identification and sexual orientation has been aggregated at the University-wide level only.

All personal information collected is handled in compliance with McMaster’s *Statement on Collection of Personal Information and Protection of Privacy* and the *Freedom of Information and Protection of Privacy Act of Ontario* (FIPPA). Further details of how employees’ privacy is protected are available in the [Statement of Collection](#).

## Formulas to Calculate the Percentages

The reported percentages of Aboriginal peoples, members of visible minorities and persons with disabilities reflect the employee self-identification percentages. Actual representation in the workforce may be higher, especially when completion rates are low in the relevant employee group(s) or units.

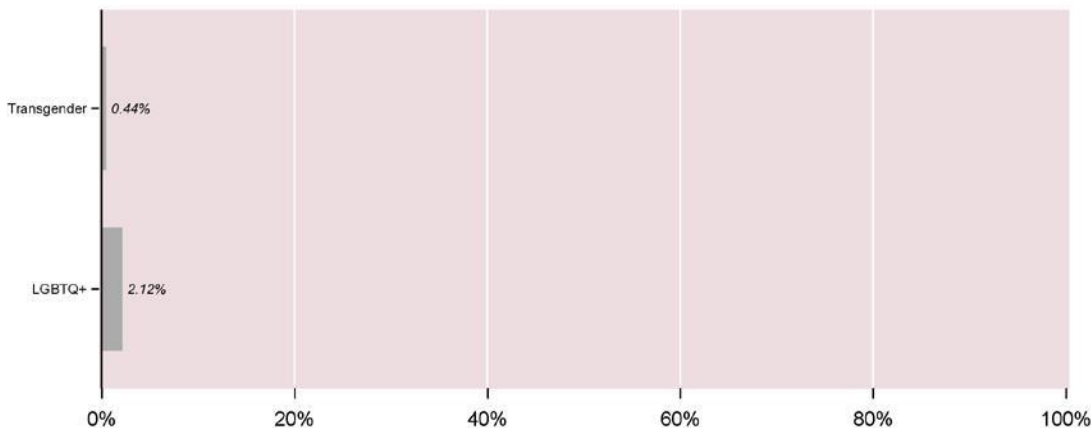
- Identified % = (Count of Yes)/Total Relevant Number of Employees.

The reported gender information comes from our system data and accurately reflects the gender composition of the workforce.

## Institutional Level Self-Identification: Transgender and LGBTQ

Data for LGBTQ+ employees is reported against a 43% response rate and only at the institutional level.

Institutional Level



## Definition of Important Terminology

In this report, we consider the following employee groups identified in the table below.

Term Used in the Report	Definition
Employee Group A	Includes union codes: CFA, CLF, CLS, HSP, MFF, MFL, MUL, OPM, OPE, SAA, SAO, TMG, UF1, UF3, UF4
Employee Group B	Include union codes: OTA, CP1, CP2, CP3, OMC, OTP, PDF, CPM, RAA, MCH, CVA, EPX, MFO
MUFA Faculty	Include union code: MFF
CLA Faculty	Include union code MFF and employee classes: CLA, CN1, CN2, CNL
Regular Faculty	Include union code MFF and employee classes: PER, SCL, TEA, TEN, TNU
TMG	Include union code: TMG
Unifor	Include union codes: UF1, UF3, UF4
Unit	Faculty of Science, Faculty of Engineering, Faculty of Health Science, DeGroote School of Business, Faculty of Humanities, Faculty of Social Science, other high level departments outside the six faculties (see Appendix A)
OTHCLA	CLA faculty members who identified themselves as not belonging to the relevant group, or CLA faculty members who wished not to identify themselves, or CLA faculty members who didn't complete the census
OTHREG	Regular faculty members who identified themselves as not belonging to the relevant groups, or regular faculty members who wished not to identify themselves, or regular faculty members who didn't complete the census

\*Note: Appendix A shows descriptions of the union codes, employee classes and the unit breakdown.

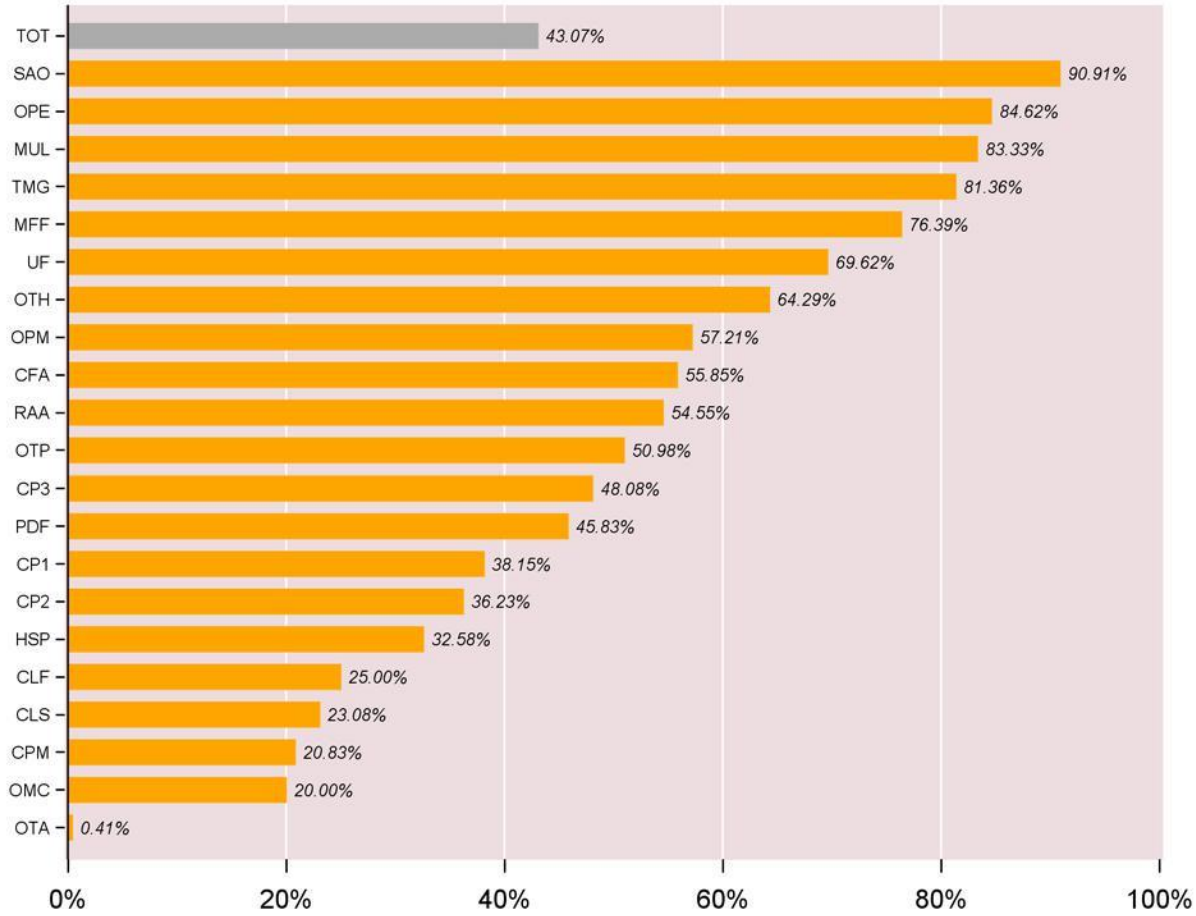
Employee Group B are not included in the larger report beyond the institution level, due to the temporary employee status of this group.

## Contact

If you have any questions or comments, please contact May-Marie Duwai-Sowa, Employment Equity Specialist at [duwaisom@mcmaster.ca](mailto:duwaisom@mcmaster.ca).

**McMaster University Employee Census Overall**  
**Completion Overall Completion by Employee Group**

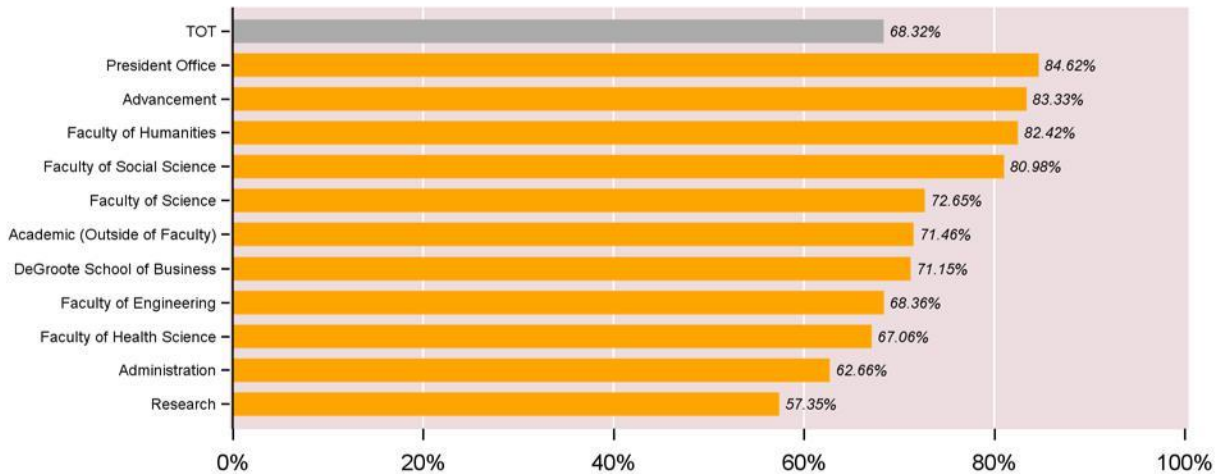
All Units Combined by Employee Groups



<sup>1</sup> OTH includes employee groups which have less than 6 members: SAA, MFL, MCH, CVA, MFO, EXP

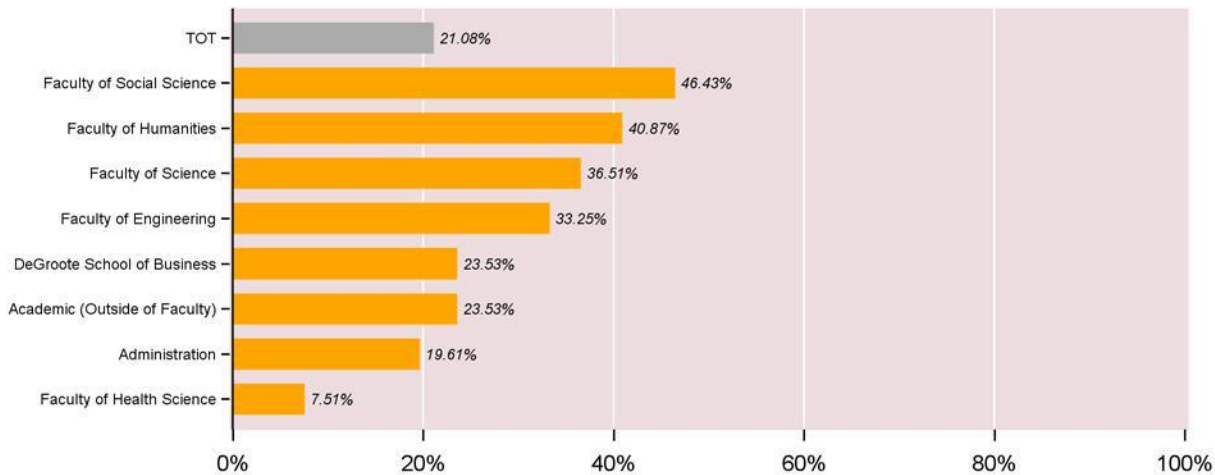
## McMaster University Employee Census Overall Completion Overall Completion by Unit

### Employee Group A



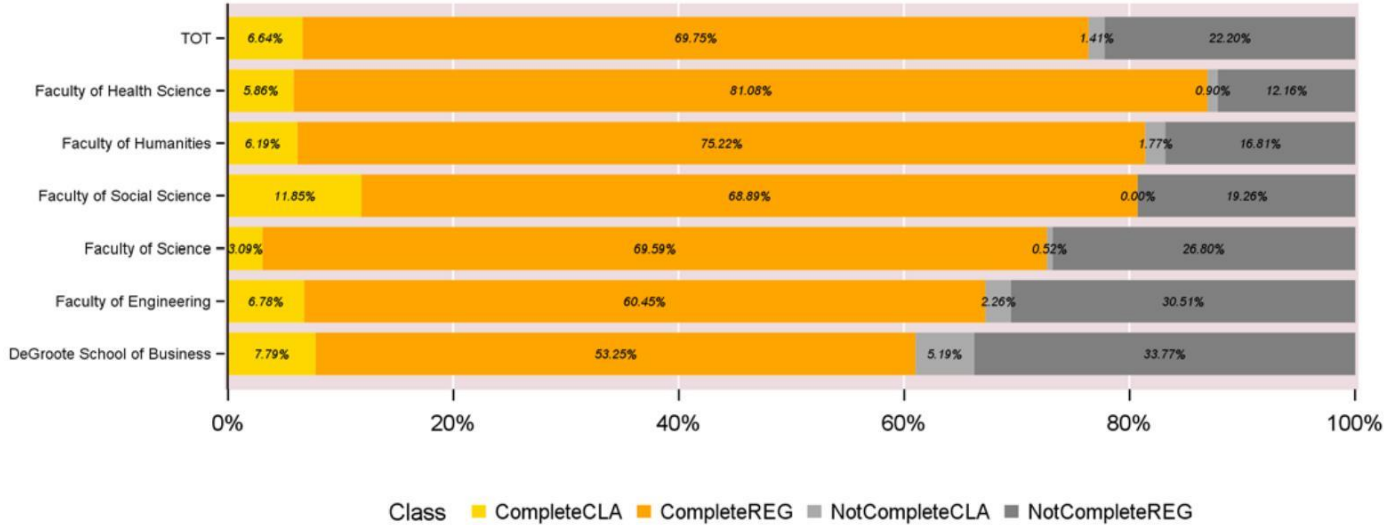
1 The discrepancy between TOT (68.32%) and the total in Appendix B (72.2%) is due to the different dates on which data were pulled for the two reports (April 26 2017 vs March 14 2017) as well as the different employee groups used.

### Employee Group B

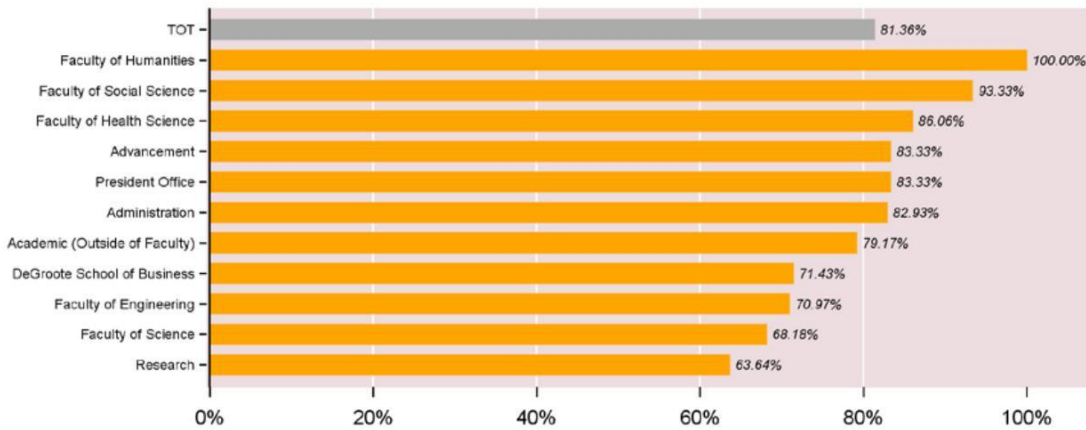


## McMaster University Employee Census Overall Completion Overall Completion by Unit

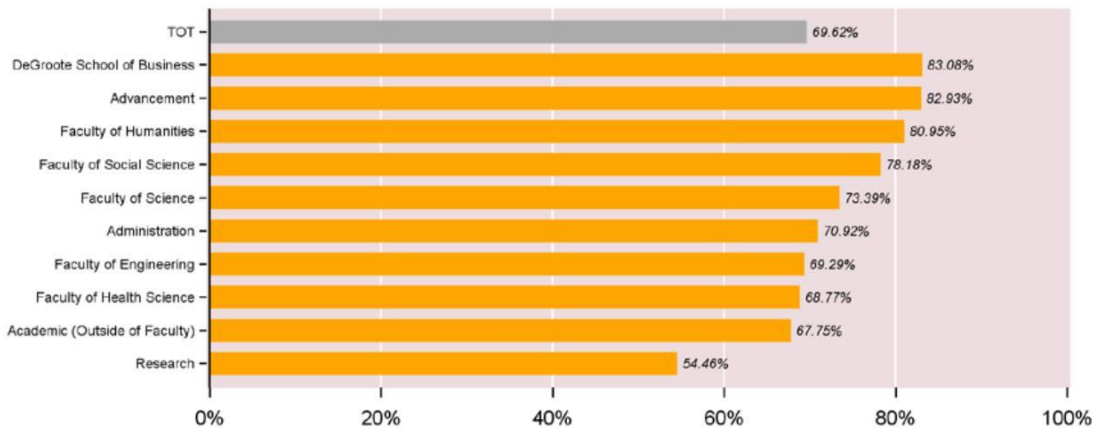
### MUFA Faculty



### TMG



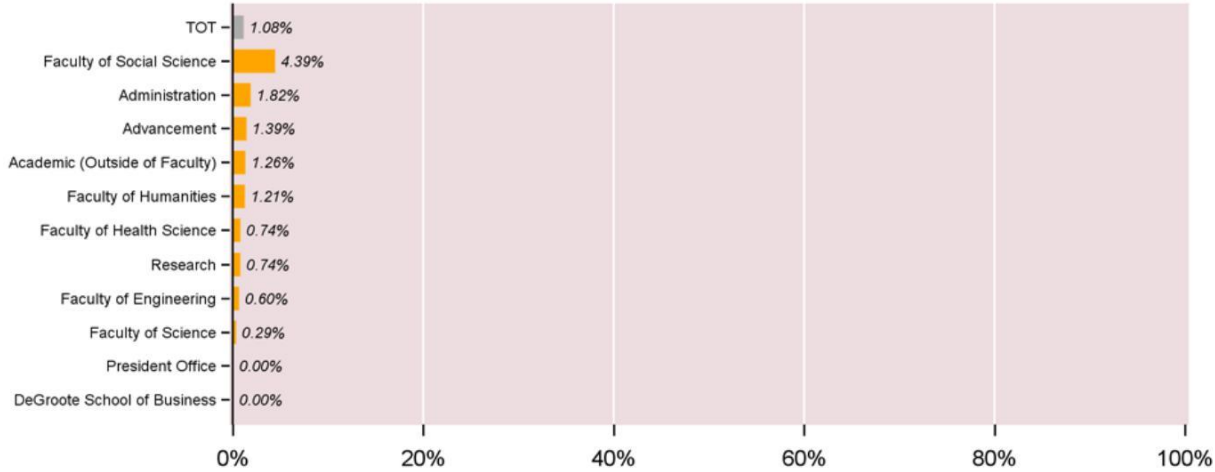
### Unifor



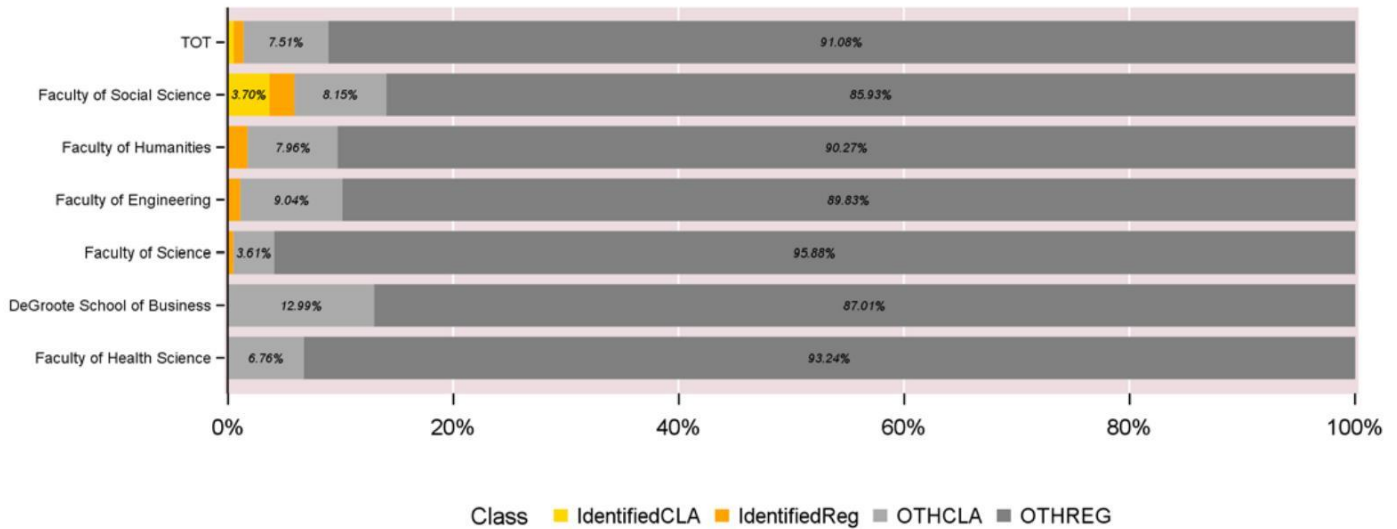


## McMaster University Employee Self-Identification: Aboriginal Peoples Overall Employee Identification by Unit

### Employee Group A



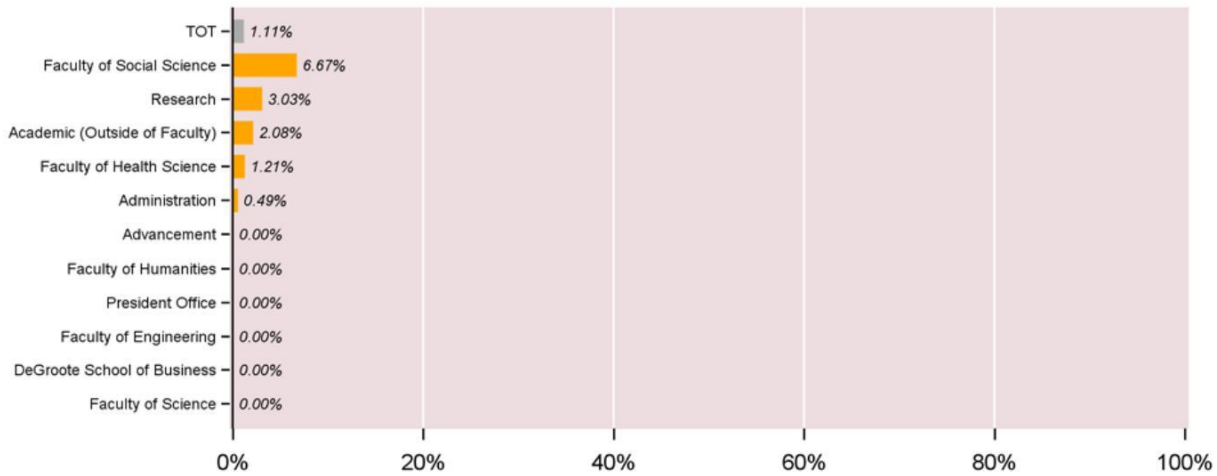
### MUFA Faculty



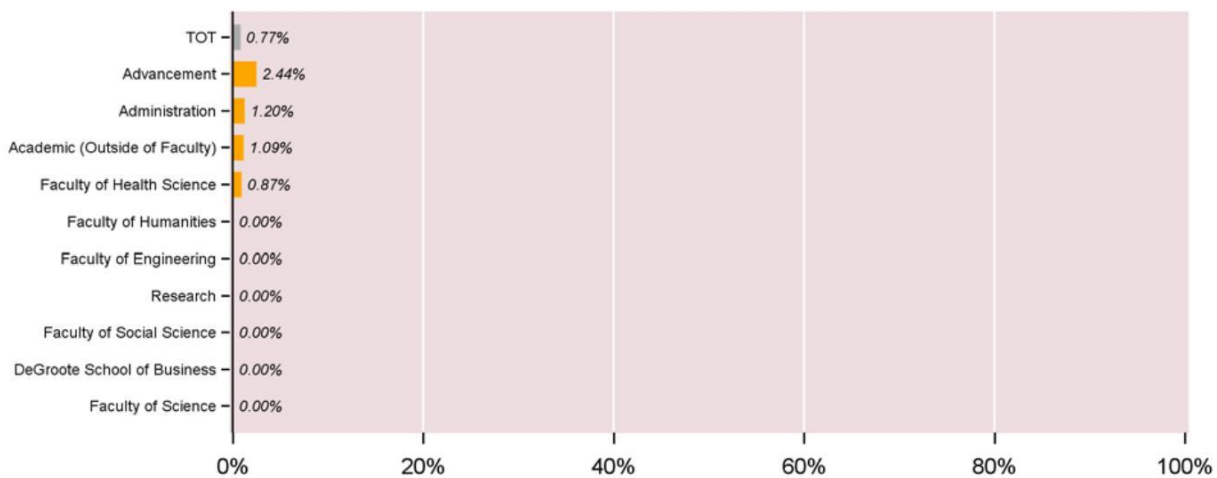
Unit	IdentifiedCLA	IdentifiedReg	OTHCLA	OTHREG
Total	0.54%	0.87%	7.51%	91.08%
Faculty of Social Science	3.70%	2.22%	8.15%	85.93%
Faculty of Humanities	0.00%	1.77%	7.96%	90.27%
Faculty of Engineering	0.00%	1.13%	9.04%	89.83%
Faculty of Science	0.00%	0.52%	3.61%	95.88%
DeGroot School of Business	0.00%	0.00%	12.99%	87.01%
Faculty of Health Science	0.00%	0.00%	6.76%	93.24%

## McMaster University Employee Self-Identification: Aboriginal Peoples Overall Employee Identification by Unit

### TMG

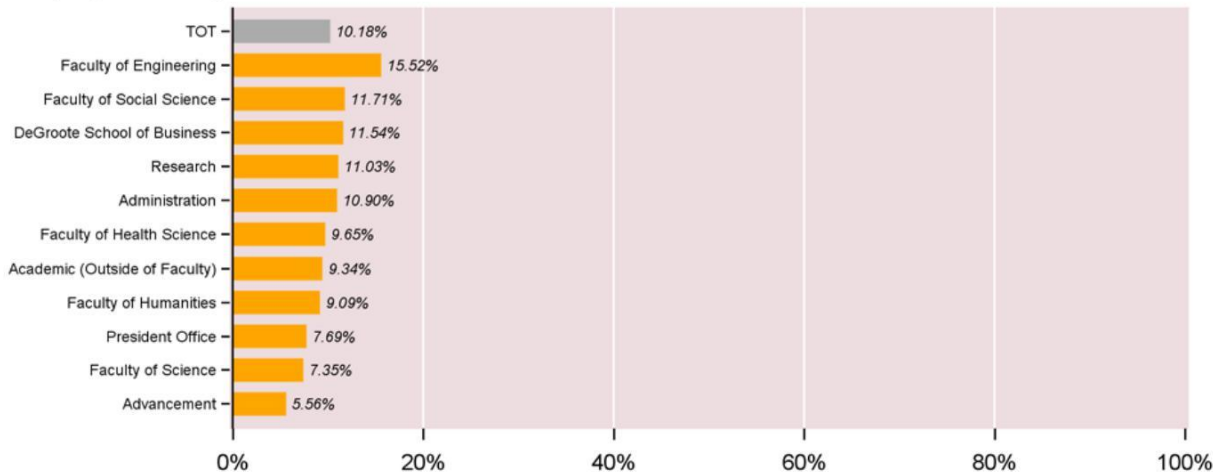


### Unifor

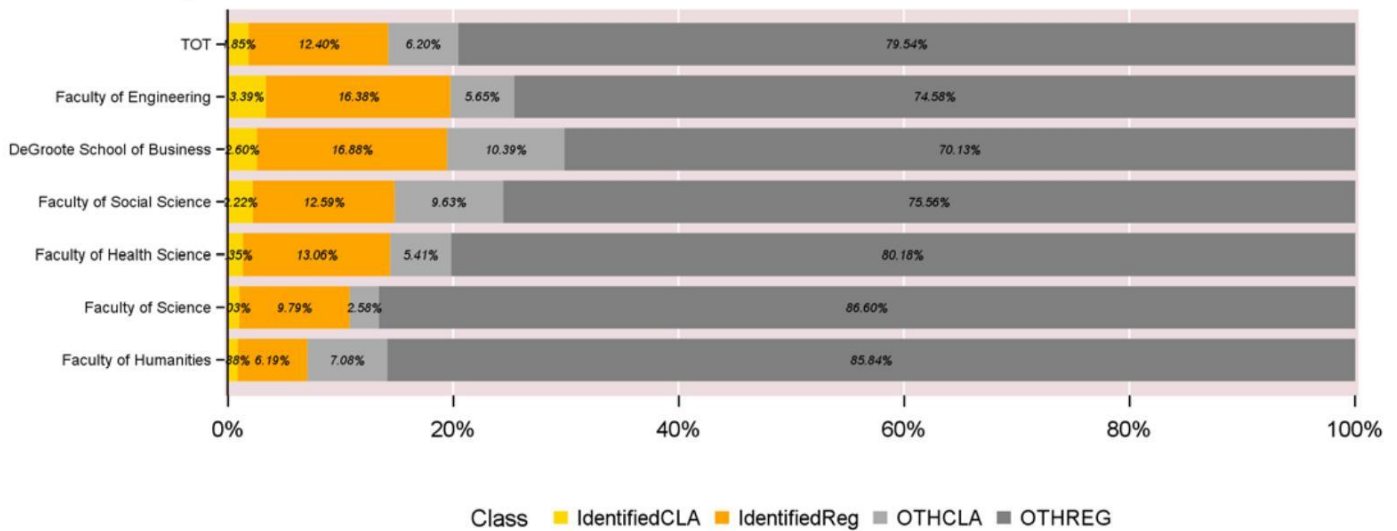


## McMaster University Employee Self-Identification: Members of Visible Minorities Overall Employee Identification by Unit

### Employee Group A

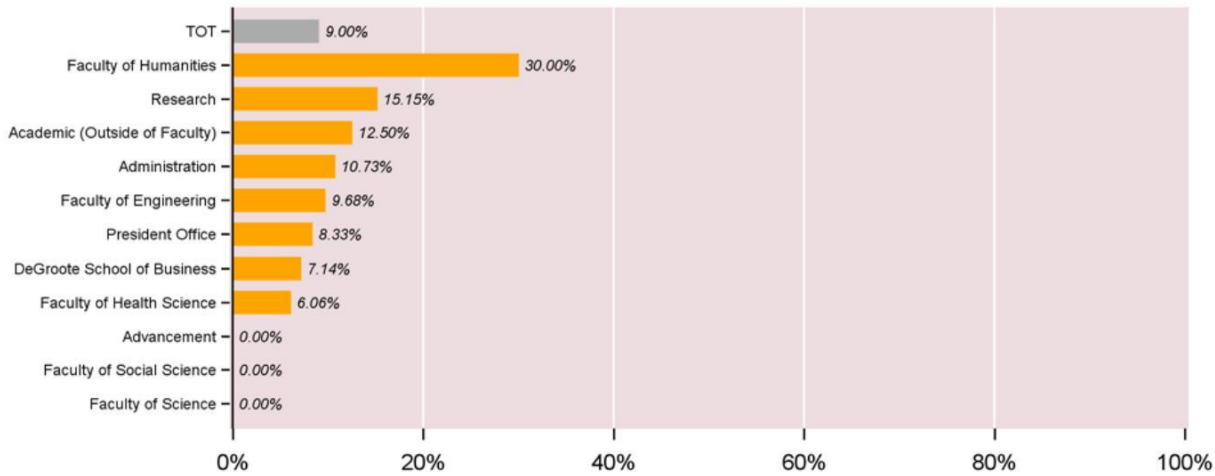


### MUFA Faculty

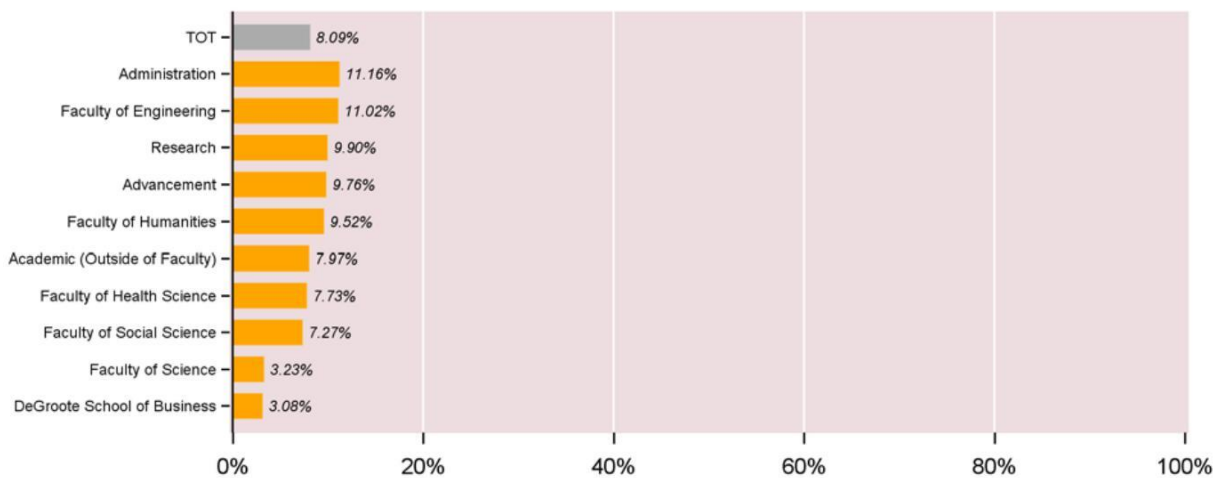


## McMaster University Employee Self-Identification: Members of Visible Minorities Overall Employee Identification by Unit

### TMG

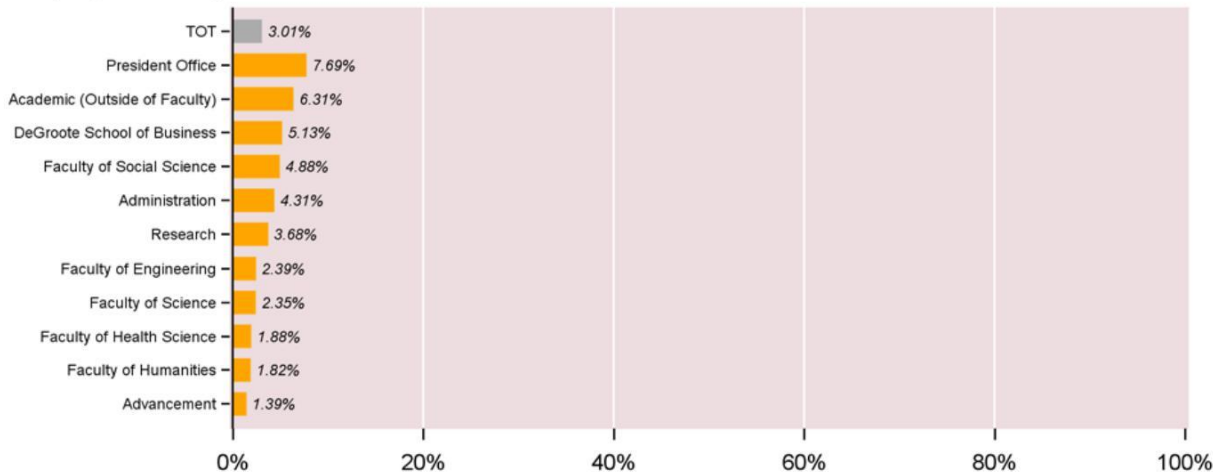


### Unifor

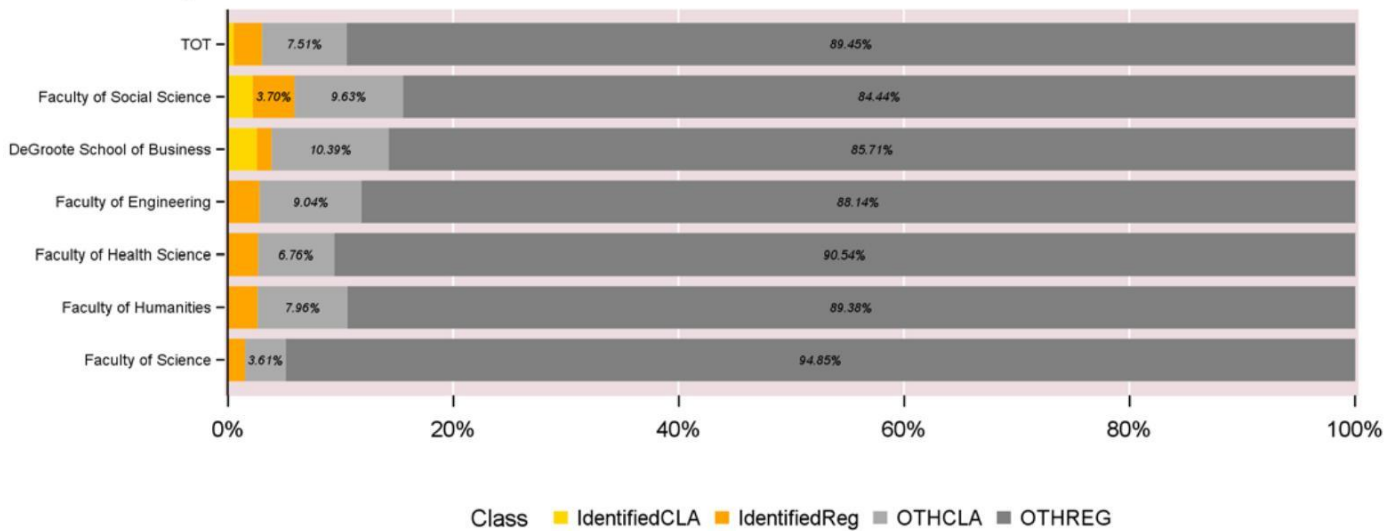


## McMaster University Employee Self-Identification: Persons with Disabilities Overall Employee Identification by Unit

### Employee Group A



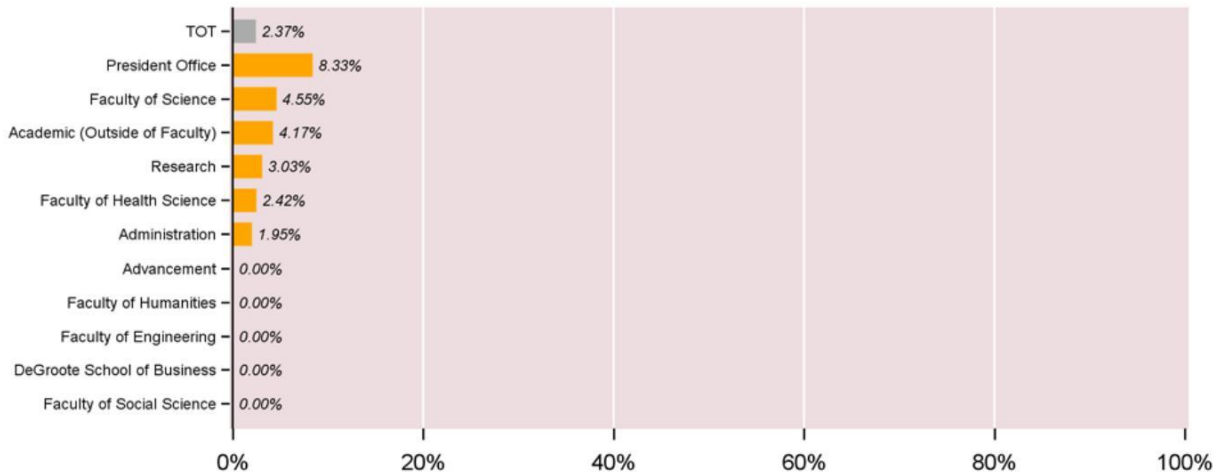
### MUFA Faculty



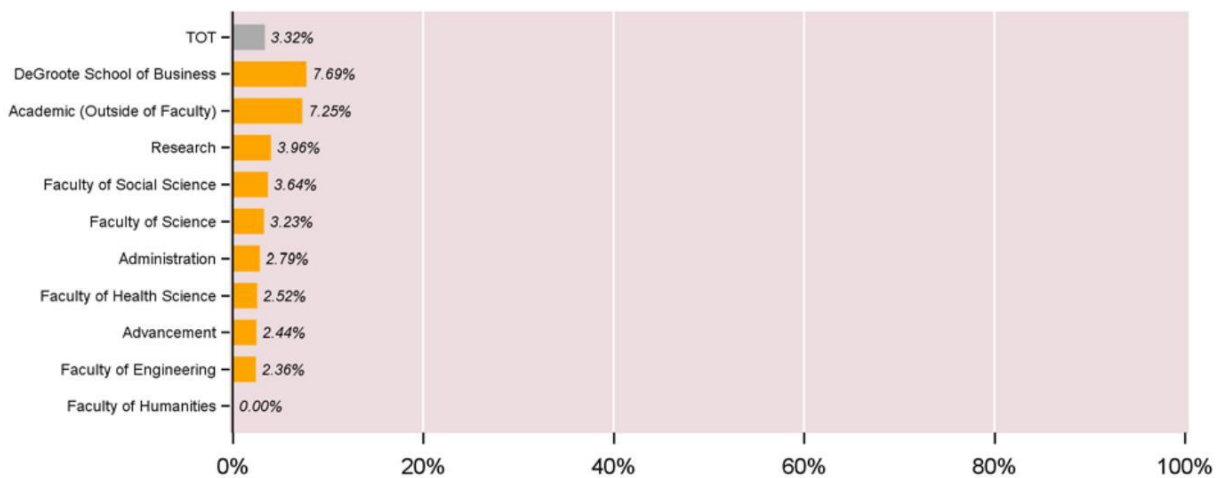
Unit	IdentifiedCLA	IdentifiedReg	OTHCLA	OTHREG
Total	0.54%	2.50%	7.51%	89.45%
Faculty of Social Science	2.22%	3.70%	9.63%	84.44%
DeGroot School of Business	2.60%	1.30%	10.39%	85.71%
Faculty of Engineering	0.00%	2.82%	9.04%	88.14%
Faculty of Health Science	0.00%	2.70%	6.76%	90.54%
Faculty of Humanities	0.00%	2.65%	7.95%	89.38%
Faculty of Science	0.00%	1.55%	3.61%	94.85%

## McMaster University Employee Self-Identification: Persons with Disabilities Overall Employee Identification by Unit

### TMG



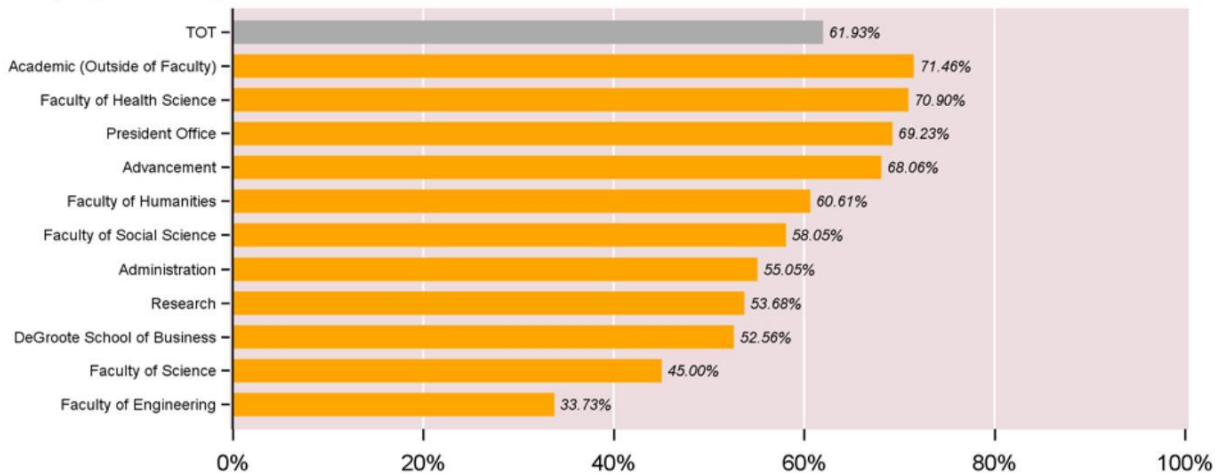
### Unifor



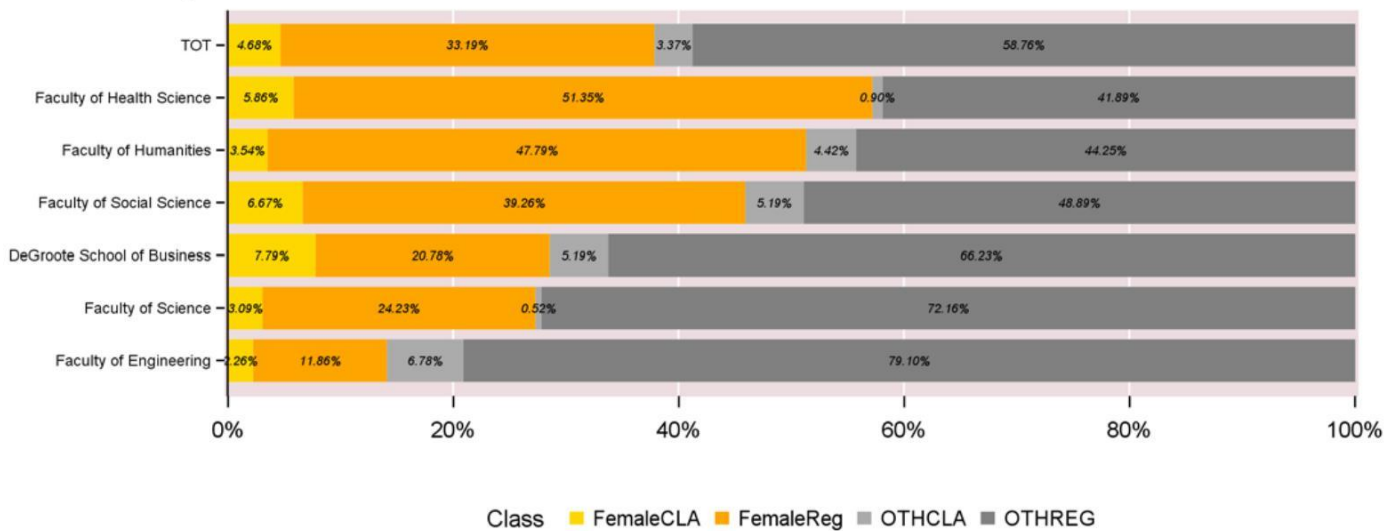
**McMaster University Employee Workforce Composition: Women Overall**

**Workforce Composition by Unit: Women**

**Employee Group A**



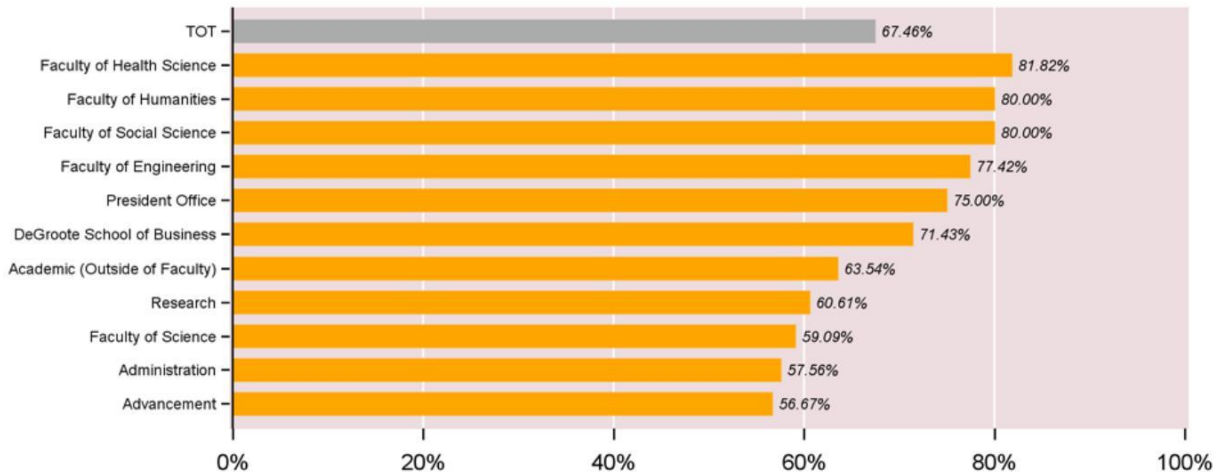
**MUFA Faculty**



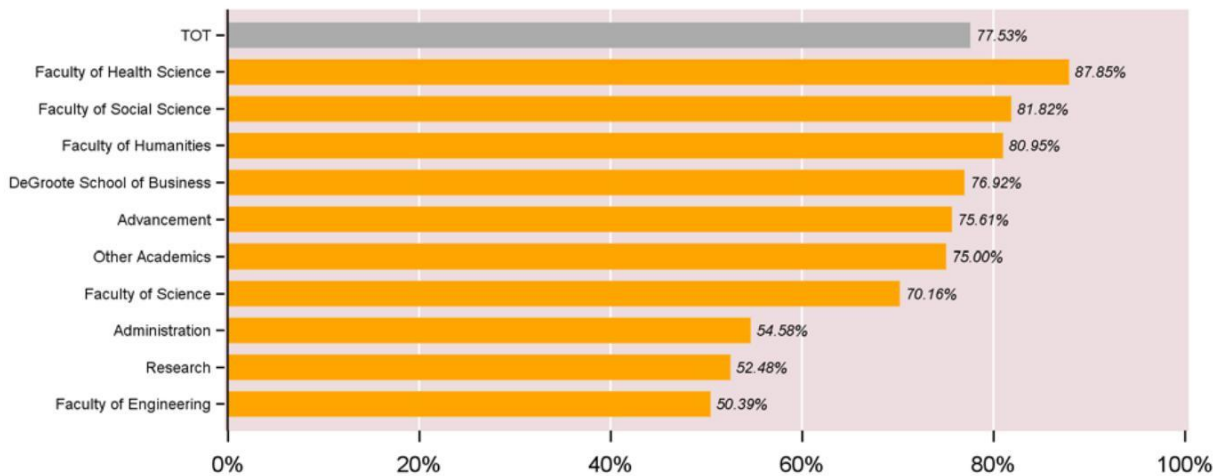
**McMaster University Employee Workforce Composition: Women Overall**

**Workforce Composition by Unit: Women**

**TMG**



**Unifor**





**Appendix A: Description of Union Codes, Employee Classes and Unit Breakdown**

**Description of Union Codes**

Union Code	Description	Union Code	Description
CFA	Clinical Faculty	MUL	MUALA (Librarians)
CLF	Clinical Fellows	OMC	BUC (O&M Casual)
CLS	Clinical Scholars	OPE	IUOE (Operating Engineers)
CP1	CUPE (Unit 1) Teaching Assistant	OPM	Operations & Maintenance (O&M)/ The BUC Staff
CP2	CUPE (Unit 2) Sessional Faculty	OTA	Other Academic
CP3	CUPE (Unit 3) Post Doc Fellows (Union)	OTP	Outside Paid Faculty
CPM	CUPE 2 Sessional Music Faculty	PDF	Post Doc Fellows (Non Union)
CVA	Conversational Assistants	RAA	Research Associate Academic
EPX	Exception Group	SAA	Senior Academic Officers
HSP	SEIU Local 2 (Hospitality)	SAO	Senior Administrative Officers
MCH	SEIU Local 2. (Machinists)	TMG	TMG Staff
MFF	MUFA Faculty	UF1	Unifor Unit 1 Staff
MFL	MUFA (Library)	UF3	Unifor Unit 3 (Parking)
MFO	MUFA (Office)	UF4	Unifor Unit 4 (Security)

**Description of Employee Classes in MUFA Faculty**

Employee Class (CLA)	Description	Employee Classes (Regular)	Description
CLA	Contractually Limited Appointment	PER	Permanent Teaching
CN1	Contractually Limited Appointment	SCL	Special
CN2	Contractually Limited Appointment	TEA	Teaching Track
CNL	Contractually Limited Appointment	TEN	Tenure Track
		TNU	Tenure

**Unit Breakdown**

Faculty/Unit	
Administration	Admin, Campus Store, Fac Servs, FinSysSup, Hospitality, Media Prod, Parking, Res & Conf, SpecHold, Stud Acct, UTS
Advancement	Advancement
DeGroote School of Business	DeGroote School of Business
Faculty of Engineering	Faculty of Engineering
Faculty of Health Science	Faculty of Health Science, ROMP
Faculty of Humanities	Faculty of Humanities
Faculty of Science	Faculty of Science
Faculty of Social Science	Faculty of Social Science
MUFA	MUFA, Other (Conversion)
Academic (Outside of Faculty)	Academic, ArtMuseum, Athlts&Rec, CCE, Grad Studs, Library, MacPherson, MUFA, Provost, Stud&Learn
President Office	President, Secretariat
Research	NclrReactr, Research, RsrchAdmin, VP Res Adm

## **Appendix B: Analysis of Workforce Data, Employment Equity Occupational Groups and National Occupational Classification**

The Federal Contractors Program for employment equity requires employers to conduct a workforce analysis to determine the underrepresentation of designated groups including Women, Aboriginal Peoples, Persons with Disabilities and Members of Visible Minorities. This analysis is conducted by comparing our internal representation of designated groups to the representation of the designated group members in the external labour force. The National Occupational Classification (NOC) provides a systematic classification structure that categorizes the range of occupational activities

The report reflects external data from the 2011 National Household Survey and 2012 Canadian Survey on Disability, compared against data from McMaster Employment Equity Census as of March 14, 2017. External data from the NOC 2016 is not available as at the time of this report.

Employees reflected in the current internal data are from the following groups: Senior Academic and Administrative Officers, TMG, MUFA (Faculty and Librarians), MUALA, Unifor Units 1, 3 and 4, IUOE, SEIU Hospitality, SEIU Machinists, Postdoctoral Fellows (CUPE Unit 3 and non-unionized) and the BUC (Operations and Maintenance and O&M Casual). Current internal data indicates that 51.8% total employees are within the “Professionals” occupational group (EEOG), and 20.6% in “Administration & Senior Clerical” occupational group. Approximately 0.2% are within the “Senior Managers” group, and 7.1% are categorized as “Middle & Other Managers”.

With respect to the designated groups, there is a positive ratio of 63.8% internal compared to the external 59.4% for women - a utilization rate gap of 107%. For Aboriginal Peoples, data shows 1.1% internal representation, versus 1.7% external availability, and a utilization rate gap of 66%. Persons with disabilities are represented internally at 3.3% versus an external 4.2% representation, with a utilization rate of 79%. Similarly, members of visible minorities comprise 9.8% of internal employees against 17.5% external, reflecting a 56% utilization rate.

It is evident by the following data that we must increase our efforts to improve diverse representation among our workforce. Gathering and analyzing data on our workforce has taken considerable time, effort and cooperation, from those coordinating census efforts, to each individual employee who completed the census. Reaching our current stage shows that there is momentum on which we can build. In the coming months, meetings will be held with each faculty and employee groups to provide breakdowns on representation of the federally designated groups, so that we can begin to track progress towards greater equity and a diverse and inclusive workforce.

# McMaster University Workforce Analysis (Core Employee Groups)

as at March 14, 2017

Census completion rate of Core Employee Groups: 72.2% as at report date

**Table 1: Overall Workforce Analysis by Employment Equity Occupational Groupings (EEOG)**

Occupational Group (EEOG)	Total Employees		Women						Aboriginal Peoples						Persons with Disabilities						Members of Visible Minorities					
			McMaster		External		Gap		McMaster		External		Gap		McMaster		External		Gap		McMaster		External		Gap	
	#	%	#	%	%	#*	#*	UR%**	#	%	%	#*	#*	UR%**	#	%	%	#*	#*	UR%**	#	%	%	#*	#*	UR%**
1 Senior Managers	11	0.2%	4	36.4%	56.4%	6	-2	64%	0	0.0%	3.2%	0	0	0%	0	0.0%	4.3%	0	0	0%	1	9.1%	4.5%	0	1	202%
2 Middle & Other Managers	334	7.1%	170	50.9%	44.9%	150	20	113%	3	0.9%	2.2%	7	-4	42%	7	2.1%	4.3%	14	-7	49%	37	11.1%	16.2%	54	-17	69%
3 Professionals	2,437	51.8%	1,353	55.5%	49.1%	1,197	156	113%	19	0.8%	1.8%	44	-25	44%	75	3.1%	3.8%	93	-18	81%	296	12.1%	22.3%	543	-247	54%
4 Semi-Professionals & Tech.	155	3.3%	66	42.6%	47.1%	73	-7	90%	2	1.3%	1.9%	3	-1	69%	5	3.2%	4.6%	7	-2	70%	11	7.1%	22.9%	35	-24	31%
5 Supervisors	19	0.4%	10	52.6%	50.8%	10	0	104%	0	0.0%	2.0%	0	0	0%	1	5.3%	13.9%	3	-2	38%	2	10.5%	22.4%	4	-2	47%
6 Supervisors: Crafts & Trades	6	0.1%	2	33.3%	14.7%	1	1	226%	0	0.0%	2.7%	0	0	0%	0	0.0%	7.8%	0	0	0%	0	0.0%	14.9%	1	-1	0%
7 Admin. & Senior Clerical	968	20.6%	921	95.1%	93.8%	908	13	101%	12	1.2%	0.9%	9	3	134%	24	2.5%	3.4%	33	-9	73%	50	5.2%	6.9%	67	-17	75%
8 Skilled Sales & Service	52	1.1%	15	28.8%	41.6%	22	-7	69%	3	5.8%	3.3%	2	1	173%	3	5.8%	3.5%	2	1	165%	5	9.6%	30.3%	16	-11	32%
9 Skilled Crafts & Trades	54	1.1%	0	0.0%	3.9%	2	-2	0%	1	1.9%	2.6%	1	0	72%	2	3.7%	3.8%	2	0	97%	1	1.9%	13.0%	7	-6	14%
10 Clerical Personnel	218	4.6%	181	83.0%	79.8%	174	7	104%	3	1.4%	1.5%	3	0	90%	12	5.5%	7.0%	15	-3	79%	17	7.8%	11.9%	26	-9	66%
11 Intermediate Sales & Service	63	1.3%	20	31.7%	40.8%	26	-6	78%	0	0.0%	0.9%	1	-1	0%	2	3.2%	5.6%	4	-2	57%	3	4.8%	10.8%	7	-4	44%
12 Semi-Skilled Manual Workers	19	0.4%	4	21.1%	17.5%	3	1	120%	1	5.3%	0.0%	0	1	0%	1	5.3%	4.8%	1	0	110%	3	15.8%	8.3%	2	1	189%
13 Other Sales & Service	362	7.7%	256	70.7%	61.1%	221	35	116%	8	2.2%	2.2%	8	0	100%	22	6.1%	6.3%	23	-1	96%	36	9.9%	16.3%	59	-23	61%
14 Other Manual Workers	5	0.1%	0	0.0%	16.0%	1	-1	0%	0	0.0%	0.0%	0	0	0%	1	20.0%	5.3%	0	1	377%	1	20.0%	5.7%	0	1	353%
<b>Grand Total</b>	<b>4,703</b>	<b>100%</b>	<b>3,002</b>	<b>63.8%</b>	<b>59.4%</b>	<b>2,794</b>	<b>208</b>	<b>107%</b>	<b>52</b>	<b>1.1%</b>	<b>1.7%</b>	<b>79</b>	<b>-27</b>	<b>66%</b>	<b>155</b>	<b>3.3%</b>	<b>4.2%</b>	<b>197</b>	<b>-42</b>	<b>79%</b>	<b>463</b>	<b>9.8%</b>	<b>17.5%</b>	<b>822</b>	<b>-359</b>	<b>56%</b>

\* Totals may not equal the sum of components due to rounding.

\*\* Utilization Rate (%) = McMaster representation/external availability

Sources: External availability data from 2011 National Household Survey and 2012 Canadian Survey on Disability; McMaster data from McMaster Employment Equity Census

"Total Employees" include the following groups: Senior Academic and Administrative Officers, TMG, MUFA (Faculty and Librarians), MUALA, Unifor Units 1, 3 and 4, IUOE, SEIU Hospitality, SEIU Machinists, Postdoctoral Fellows (CUPE Unit 3 and non-unionized) and The BUC (Operations and Maintenance and O&M Casual)