

MUNICIPALITY OF ANNAPOLIS COUNTY POLICY AND ADMINISTRATION MANUAL		AM – 1.6.1
Section Equity of Employment and Services	Subject Employment Equity Policy	

1. APPLICATION

This policy applies to both existing and new employment positions in the organizational structure for the Municipality of the County of Annapolis, hereinafter referred to as the “Municipality.”

2. AUTHORITY

Section 74, Municipal Act.
Sections 6 and 25, Human Rights Act
Section 7, By-law M11 - Municipal Officers By-law.
Approved by Municipal Council 97/05/20.

3. BASIC POLICY

Equity of treatment must be practised and be observable in staffing matters without discrimination against any person or on any grounds prohibited by the Human Rights Act. Appointments must be based upon merit, and equality of access to employment opportunities must be provided in recognition of the career expectations of municipal employees and the employment aspirations of applicants.

4. POLICY PURPOSE/INTENT

Employment policies and practices of the Municipality of the County of Annapolis must be characterized by equity, so that municipal employees and those seeking municipal employment are treated in a fair and impartial manner.

5. GUIDING PRINCIPLES

5.1 Elected and senior appointed municipal officials should be, and be seen to be, sensitive and responsive to those needs that citizens expect to be met by the provision of municipal services. This should be achieved through appropriate policies and procedures for selection and appointments, performance evaluation and management, and human resource training and development. These measures will ensure that the background, knowledge and experience of municipal employees promote a good understanding of the various communities within the Municipality.

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- 5.2 Staffing and employment practices must be conducted in a manner which will attract and retain persons who are representative of the equity groups within the Municipality. Special consideration must be given to attracting representatives of under-represented groups into municipal government employment and providing for their career development in accordance with municipal policy.
- 5.3 Policies and procedures must also ensure that all applicants for municipal employment are treated in a sensitive and responsive manner in considering their employment aspirations. The same requirement applies to all municipal employees in recognizing and responding to their career expectations.
- 5.4 All persons have a right to expect consideration for employment opportunities with the Municipality. Municipal Employment policies and procedures must respect this right and promote equality of opportunity for employment. Pursuant to Section 6(i) of the Human Rights Act, exceptions will be made for certain groups of people where special consideration is required or permitted by legislation.
- 5.5 Access to employment will, by necessity, be influenced by the balancing of staffing priorities, preferences established by law, desires for a workforce representative of the people living in the Municipality, economic considerations, efficiency and effectiveness. Determinations of eligibility for consideration for initial employment, employee transfer, job assignments and promotional opportunities must be made with full regard to applicable legislation and policies. Proper notice of employment opportunities must be provided for the information of all persons who are eligible for consideration in accordance with the Municipality’s hiring policies. Internal communications regarding vacancies for either existing or new positions will be provided to employees of both the Municipality and the Annapolis County Municipal Housing Corporation.

6. EMPLOYMENT EQUITY PROGRAM

6.1 Municipal Council of the Municipality of the County of Annapolis is committed to the development, implementation and maintenance of an Employment Equity Program with special emphasis on persons, or groups, who because of race, gender, disability, or aboriginal origins may have been disadvantaged in employment. Accordingly, the program will address the needs and concerns of the following persons and groups: visible minorities, women, persons with disabilities, and aboriginal peoples.

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- 6.2 The ultimate long range goal is to develop a workforce which represents the composition of the general labour market population through a combination of recruitment, hiring, and training practices.
- 6.3 The on-going goal is to continue to educate employees and make them aware of the plan which is intended to provide equal employment opportunities regardless of: age; race; colour; religion; creed; sex; sexual orientation; physical or mental disability; an irrational fear of contracting an illness or disease; ethnic, national or aboriginal origin; family or marital status; source of income; political belief, affiliation or activity; association with another person or groups of persons having characteristics referred to in the previous grounds.
- 6.4 The Employment Equity Program will be subject to all legal obligations of the Municipality regarding employee seniority rights under collective agreements, the *Trade Union Act* and other relevant legislation.
- 6.5 The Chief Administrative Officer will have authority and responsibility for developing and implementing the Employment Equity Program with the assistance of an implementation committee consisting of the Director of Administration, the Municipal Engineer/Director of Public Works, the Director of Municipal Social Services, and the Recreation Coordinator.
- 6.6 Municipal Council will, by constituting resolution, establish a special committee known as the Employment and Service Equity Advisory Committee consisting of council members and representatives of groups within the community to provide advice and input on: municipal policies; the development of the Employment Equity Program; and the progress of implementation of policies and programs.
- 6.7 The Employment Equity Program will be submitted to the Nova Scotia Human Rights Commission for approval pursuant to Section 25 of the Nova Scotia Human Rights Act.

7. MEASUREMENT, MONITORING AND REPORTING

Activities necessary for the development, implementation and review of the program include, but are not limited to, the following:

- Profiling of the Municipality’s workforce and analysis of its makeup.
- Analysis of the makeup of the community.
- Review of hiring policies and practices to identify cultural or social barriers.

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- Preparation of policy alternatives and revisions with respect to selection and appointment and human resource management and development.
- Ongoing consultation and involvement of municipal employees in the process.
- Progress reports at intervals of not more than twelve months.

8. RESPONSIBILITIES

Municipal Council: Exercises authority and responsibility for approval of all policies and programs of the Municipality.

Chief Administrative Officer: In accordance with the provisions of the *Municipal Officers By-law*, exercises authority and responsibility for implementing all policies and programs approved by Municipal Council.

Employment and Service Equity Advisory Committee: Provides input to senior municipal staff in policy and program development and advises Municipal Council regarding policies and programs submitted by the Chief Administrative Officer for approval by Municipal Council.

Implementation Committee: Develops, implements and reports on the Employment Equity Program. Demonstrates commitment to successful implementation by direct participation and involvement in the process.

Director of Administration: Acts as Employment Equity Coordinator and performs other duties consistent with delegated functions respecting human resource management issues.

Department Head: Ensures Department conforms to municipal policy and follows guidelines and objectives of the Employment Equity Program.