

EASTERN SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

SUBJECT: **Diversity Management**

EFFECTIVE DATE: April 7, 2011

REVIEW DATE:

SUPERSEDES:

CROSS REFERENCE: Administrative Regulation GCE-R – Recruitment and Hiring of Staff
Board Regulation GCF-R – Search and Selection Committees
Canadian Union of Public Employees Collective Agreements for Locals 1145, 1770, 1775 and 3260
Policy GBA – Diversity Management
Policy GCE – Recruitment and Hiring of Staff
Policy IHAC – Race Relations, Cross Cultural Understanding and Human Rights in Learning
Prince Edward Island Teachers' Federation Memorandum of Agreement
Prince Edward Island Human Rights Act

PAGE: Page 1 of 2

1. CURRENT AND ACCURATE DATA

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 Manager of Human Resources. The survey results will be maintained by the District as confidential information.

Workforce Profile – Information obtained through the workforce survey will be used by the District to develop workforce profile reports.

Employment Systems Review – Every five years, the Eastern School District will conduct a comprehensive review of the District'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. STRATEGIC PLANNING AND MANAGEMENT

The District 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 underrepresented groups and support efforts to encourage workplace culture that is inclusive and respectful.

The Diversity Management Plan will include:

- Short and long-term strategic goals.
- A reasonable timetable for achieving the goals.
- Details regarding the District's plan for reaching its goals.
- Information on how the District will measure its progress.

The District Leadership Team will identify the required human and fiscal resources to implement the plan through the District's annual business planning process.

3. REGULAR REPORTING AND MONITORING

The District 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 Superintendent of Education to the Eastern School District Board of Trustees, the Department of Education and Early Childhood Development, the Canadian Union of Public Employees and the Prince Edward Island Teachers' Federation.

4. COMMUNICATION

The District will communicate as required, to assist in the development and implementation of communication plans to support the District's Diversity Management goals.

The Annual Progress Report will be posted on the Eastern School District's website.

5. ON-GOING TRAINING AND DEVELOPMENT

The District will provide opportunities for employees, as required, to participate in professional development related to the District's diversity management goals.

~ ~ ~