



## Policies & Procedures Manual

Section: HUMAN RESOURCES - GENERAL

Title: REPRESENTATIVE WORKFORCE

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HR-01-01

Approved by:

Senior Executive Council

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### POLICY STATEMENT

University College of the North (UCN) believes it is of the utmost importance to ensure that its staff complement is built on a foundation of a Representative Workforce – with particular reference to ensuring a representative number of Aboriginal staff.

Representative Workforce (RWF) – Is achieved when Aboriginal people, Persons with Disabilities, Visible Minorities, and Women and Men in non-traditional roles are employed in all classifications and at all levels in proportion to their representation in the overall population in northern Manitoba.

### PURPOSE OF POLICY

UCN places a high value on responding to the needs of our communities and people, and is committed to building and maintaining a representative workforce. UCN is situated in the heart of northern Manitoba, where at least 65% of the population are of Aboriginal ancestry. UCN's mission will ensure northern communities and people will have opportunities, knowledge and skills to contribute to an economically, environmentally, and culturally healthy society inclusive and respectful of diverse Northern and Aboriginal values and beliefs. In order to ensure that UCN's programs and services meet the unique needs of our population, the knowledge and contributions of RWF staff are required in all areas of UCN.

### PRINCIPLES

The following principles form the core of University College of the North's Representative Workforce Policy:

1. All staffing actions initiated after approval of the RWF Policy shall be subject to achieving the RWF goals of UCN.
2. UCN shall create a culturally respectful and positive working environment, which will attract and retain additional RWF staff.
3. UCN shall ensure that UCN personnel will reflect the external demographics of the population of northern Manitoba, distributed consistently among divisions and functions.
4. UCN shall allocate financial resources as appropriate to carry out the Representative Workforce Policy and Action Plan.
5. UCN will examine its own workplace so as to eliminate barriers or practices by developing non-biased tools in assessment of candidates in order to advance the goals of a Representative Workforce.

6. UCN shall ensure that the Human Resource division supports the institution's stated RWF goals.
7. UCN shall work cooperatively with the Manitoba Government and General Employees' Union in carrying out the goals of Representative Workforce.
8. UCN believes in and shall continue to act upon the principle of fairness to existing staff at UCN as Representative Workforce is pursued.