

GUIDELINES FOR APPROVAL OF SPECIAL MEASURES CONTINGENCY FUNDS

Policy Number (if applicable):

Approved by: Employment Equity Committee

Date of Most Recent Approval: May 15, 1991

Revision Date(s):

Position Responsible for Developing and Maintaining the Policy: Employment Equity Committee

Contact Department: Human Resources Services

INTRODUCTION

On May 25, 1990 the President's Budget Committee approved a \$10,000 operating one-time allocation to be reinstated to \$10,000 at the beginning of each year for Special Measures required to meet McMaster's Employment Equity goals.

Special Measures are designed to promote the recruitment, employment, training and promotion of women, aboriginal people, visible minorities and persons with disabilities in the workforce to ensure that the University's goal of a representative workforce is achieved. Examples include assistive devices for persons with disabilities, and preferential training for members of designated groups, special work/study programmes.

Special Measures are permitted by law under the Charter of Rights and Freedoms (Section 15) and the Ontario Human Rights Code (Section 13). Funds are meant to cover any extraordinary expenses required to meet the special needs of designated group members.

Requests may be made by any supervisor on behalf of an employee or directly by an employee if the request is of a confidential nature.

FUNDING CRITERIA

A request must meet 1 & 2 or 3 of the criteria listed below to qualify for special measures contingency funds:

- expenses must be of a specialized nature not generally covered by departmental budgets; funds will cover the difference in cost between regular equipment or operations and the cost to address a special need;
- expenses must be for the benefit of a current employee who is a member of a designated group
- to retain his/her current position
- to be promoted into a position for which he/she is qualified and determined to be the most suitable candidate
- to qualify for advancement in the workforce
- expenses must be for the benefit of a potential employee of a designated group
- to be recruited for a job competition
- to be interviewed
- to be hired for a position, for which he/she is qualified.

APPROVAL PROCESS

All requests are to be referred to the Employment Equity Officer who will consult with the Assistant Vice-President (Finance), Coordinator for the Disabled, supervisor and others as appropriate, and make recommendation to the President for approval.