



We all count.

HWDSB STAFF CENSUS 2019

Final Report



CONTENTS

Introduction.....	3
Methodology	3
Staff Participation	4
Response Rates by Employee Groups.....	4
Staff Census Results.....	5
Part I: Organizational Demographics.....	5
Part II: Identity-Based Demographics	13
Summary of Results.....	20
Workforce Analysis	21
Women at HWDSB.....	22
Self-Identified Indigenous Persons at HWDSB.....	23
Self-Identified Racialized Persons at HWDSB	24
Persons with Disabilities at HWDSB.....	25
Conclusion and Next Steps.....	26
Limitations.....	26
Acknowledgments.....	27
References.....	28

INTRODUCTION

Schools need to be places where students, educators and other staff members value diversity, respect each other and see themselves reflected. Hamilton-Wentworth District School Board (HWDSB) has made it a priority to enhance diversity in hiring with a goal to create a workforce that reflects the diversity of the student population and the community at large. This aligns with HWDSB's strategic directions and commitment to create inclusive workplaces where all staff and students feel safe, supported and accepted.

A critical step to achieve this goal and ensure workplace equity is to gain a clearer understanding of who we are as a staff community. In April, 2019, HWDSB launched *We All Count: The HWDSB Staff Census* to gather data about the composition of HWDSB's staff through a survey of the employee population.

The staff census provides a baseline to measure diversity in the workplace and lay the groundwork for developing plans and strategies to address gaps in employment equity. The data will support evidence-informed decision making to create strategies that will enable the Board to eliminate barriers and increase workplace diversity. The census also provides essential information for human resource planning, attraction, recruitment and retention strategies.

This report summarizes the responses collected through the HWDSB staff census survey in April 2019. Guided by HWDSB's Equity and Inclusion Policy, an analysis was conducted to measure the representation of its staff members from the designated groups protected under the Ontario Human Rights Code and develop a baseline for comparison. In addition, a workforce analysis and comparison between the HWDSB workforce representation and the labour market availability at municipal and provincial levels has been conducted to look at HWDSB's status in terms of workplace diversity.

METHODOLOGY

HWDSB started the process to undertake a staff census in late 2018 by engaging with other school boards – Peel District School Board and Durham District School Board – to learn from their recent experiences and best practices in conducting a workforce census. A staff census steering committee was established to provide guidance and input throughout the staff census development, implementation and reporting phases. The committee included representatives from ETFO (HWETL, HWOTL, and HWDECEL), OSSTF (T/OTBU, OCTU), PASS, COPE 527, HWPC, CUPE, the HWDSB Indigenous Education Team, Human Rights and Equity, Executive Council, Communications and Community Engagement, and Research and Analytics.

The staff census was voluntary, anonymous and confidential. The survey was open to all employees of HWDSB from April 1 to April 30, 2019. Data was collected via an online survey, hosted on the SurveyMonkey platform. Staff also had the option to complete a paper copy of the survey and to send this to the Research and Analytics Department, where responses were manually entered into SurveyMonkey by a Research Assistant. All staff members were informed about the census using different communications tools (emails, intranet, website, posters, video, social media, etc.) before and after the launch of the staff census.

The staff census was a 32-item questionnaire that was split into two broad categories of questions. The first category was organizational demographics; these were questions related to the employee's position within HWDSB (e.g., employment status, length of employment, employee groups, etc.). The second category was identity-based or individual demographic data; these questions referred to the socio-demographic information about a person, including, but not limited to, their race, ethnicity, sexual orientation, gender identity and religion. Please note that throughout the report, percentages may not add up to 100% exactly due to rounding.

The data collection process for the HWDSB staff census complied with Ontario Human Rights Code and Freedom of Information and Privacy Protection legislation. In this report, individual responses were combined to report aggregated, summary data. To ensure confidentiality, group data with fewer than 10 respondents are not reported. However, members of Executive Council provided consent to waive data suppression for their employee group, in order to provide transparency on HWDSB's composition at the senior administrative level.

STAFF PARTICIPATION

RESPONSE RATES BY EMPLOYEE GROUPS

Employee Group	Count	Completed	Response Rate
COPE Educational Assistant (Permanent and Casual)	971	230	24%
CUPE Caretaking and Maintenance (permanent and casual)	536	79	15%
HWDECEL – ETFO Designated Early Childhood Educators (permanent and occasional)	391	94	24%
HWETL – ETFO Permanent Teachers	2373	765	32%
HWOTL – ETFO Occasional Teachers	787	216	27%
HWPC – Principal	112	73	65%
HWPC – Vice Principal	67	38	57%
Non-Union: Continuing Education casual staff	190	10	5%
OSSTF ESL (permanent and casual)	50	16	32%
OSSTF OCTU (permanent and casual)*	490	281	57%
OSSTF PSSP (permanent and casual)	101	54	53%
OSSTF T/OTBU – Permanent Teachers	1052	350	33%
OSSTF T/OTBU – Occasional Teachers	328	91	28%
OSSTF T/OTBU – Continuing Education Teachers	19	12	63%
Professional Administrative Support Staff (PASS) managers/supervisors and employees	140	98	70%
Senior Administrator/ Supervisory Officer	12	11	92%
Other, skipped, or prefer not to answer	-	87	-
Total	7619	2505	33%

**Note: 27 respondents who selected CUPE Office/Clerical/Technical were combined with the OSSTF OCTU group.*

A total of 2,505 HWDSB staff participated in the staff census survey out of 7,619 employees. The overall staff response rate was 33%. Participation rate varied among employee groups from 5% to 92%.

65% of principals and **57%** of vice-principals participated in the staff census.

32% of permanent elementary teachers and **33%** of permanent secondary teachers participated in the staff census.

STAFF CENSUS RESULTS

PART I: ORGANIZATIONAL DEMOGRAPHICS

Employment Status

What is your primary employment status with HWDSB?	Count	%
Permanent or probationary full-time employee	1867	74.9%
Casual, daily occasional, long-term occasional, temporary or contract employee	515	20.7%
Permanent or probationary part-time employee	94	3.8%
Not indicated	15	0.6%
TOTAL	2491	

Prefer not to answer: n = 14 (0.6%)



Length of Employment

How long have you been employed with HWDSB?	Count	%
Less than 1 year	235	9.4%
1-5 years	541	21.7%
6-10 years	436	17.5%
11-15 years	448	17.9%
16-20 years	393	15.7%
21-25 years	216	8.7%
More than 25 years	228	9.1%
TOTAL	2497	

Prefer not to answer: n = 8 (0.3%)

Length of Employment in Current Role

How long have you been employed with HWDSB in your current role?	Count	%
Less than 1 year	491	19.7%
1-5 years	901	36.1%
6-10 years	391	15.7%
11-15 years	278	11.1%
16-20 years	235	9.4%
21-25 years	114	4.6%
More than 25 years	87	3.5%
TOTAL	2497	

Prefer not to answer: n = 8 (0.3%)

STAFF CENSUS RESULTS

PART I: ORGANIZATIONAL DEMOGRAPHICS

Employment Group

Federation, union or association (reflecting primary job responsibility)	Count	%
HWETL – ETFO Permanent Teachers	765	31.4%
OSSTF T/OTBU – Permanent Teachers	350	14.4%
OSSTF OCTU (permanent and casual)	281	11.5%
COPE Educational Assistant (Permanent and Casual)	230	9.5%
HWOTL – ETFO Occasional Teachers	216	8.9%
HWDECEL – ETFO Designated Early Childhood Educators (Permanent and Occasional)	94	3.9%
OSSTF T/OTBU – Occasional Teachers	91	3.7%
CUPE Caretaking and Maintenance (Permanent and Casual)	79	3.2%
HWPC – Principal	73	3.0%
OSSTF PSSP (permanent and casual)	54	2.2%
Professional Administrative Support Staff (PASS) employees	51	2.1%
Professional Administrative Support Staff (PASS) managers and supervisors	47	1.9%
HWPC – Vice-Principal	38	1.6%
Not indicated (please specify)	16	0.7%
OSSTF ESL (permanent and casual)	16	0.7%
OSSTF T/OTBU – Continuing Education Teachers	12	0.5%
Senior Administrator/ Supervisory Officer (e.g. Director, Superintendent)	11	0.5%
Non-union - Continuing Education casual staff	10	0.4%
TOTAL	2434	

Prefer not to answer: n = 48 (1.9%), skipped: n = 23 (0.9%)



40.3% of respondents were elementary teachers.

19.3% of respondents were secondary teachers.

STAFF CENSUS RESULTS

PART I: ORGANIZATIONAL DEMOGRAPHICS

Added Responsibility

Do you hold a position for which you receive a responsibility allowance?	Count	%
No	2068	85.5%
Yes	351	14.5%
TOTAL	2419	

Prefer not to answer: n = 63 (2.5%), skipped: n = 23 (0.9%)



73.1% of respondents who report that they receive a responsibility allowance identify as female, while **26.9%** identify as male.

7.2% of respondents who report that they receive a responsibility allowance identify as racialized.

Professional Development

Have you completed or are you currently attending a PQP (Principal's Qualification Program)?	Count	%
No	1729	90.6%
Yes	179	9.4%
Total	1908	

Doesn't apply: n = 535 (21.4%),
prefer not to answer: n = 27 (1.1%), or skipped: n = 35 (1.4%)
Note: This question was asked to only teachers and vice-principals.



Of the respondents who report that they completed or are currently attending PQP:

- **9.1%** identify as racialized
- **46.2%** hold a Master's Degree
- **63.7%** identify as female
- **11.7%** report their sexual orientation as other than heterosexual

Have you completed or are you currently attending a SOQP (Supervisory Officer's Qualification Program)?	Count	%
No	1969	98.7%
Yes	25	1.3%
Total	1994	

Prefer not to answer: n = 51 (2.0%), or skipped: n = 460 (18.4%)

STAFF CENSUS RESULTS

PART I: ORGANIZATIONAL DEMOGRAPHICS

Work Site

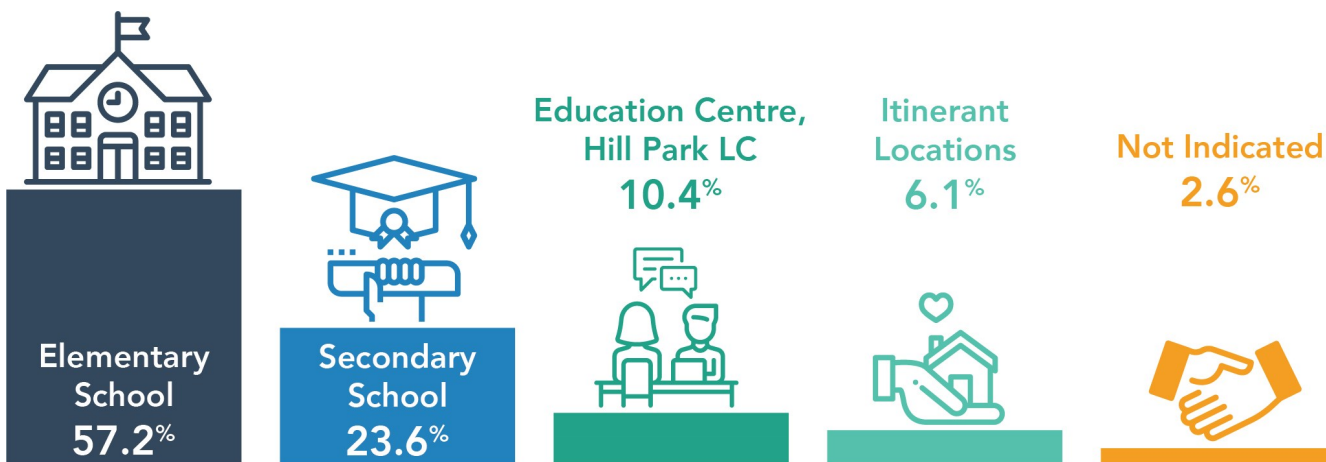
Where is your primary work location?	Count	%
Elementary School	1387	57.2%
Secondary School	573	23.6%
HWDSB Education Centre, Hill Park Learning Centre	253	10.4%
Itinerant locations (assigned to different work location)	147	6.1%
Not indicated	63	2.6%
TOTAL	2423	

Prefer not to answer: n = 35 (1.4%), or skipped: n = 47 (1.9%)

Workplace Location

In which part of Hamilton is your primary workplace located?	Count	%
Hamilton Mountain	841	36.9%
Hamilton Lower City	741	32.5%
Ancaster, Dundas, or Waterdown	336	14.7%
Upper/Lower Stoney Creek	275	12.1%
Flamborough, Glanbrook (Binbrook or Mount Hope)	87	3.8%
TOTAL	2280	

Prefer not to answer: n = 178 (7.1%), or skipped: n = 47 (1.9%)



80.8% of respondents work in an elementary or secondary school.

Time at Current Location

How long have you worked in your current primary work location	Count	%
Less than 1 year	627	26.1%
1-5 years	982	41.0%
6-10 years	335	14.0%
11-15 years	212	8.8%
16-20 years	160	6.7%
21-25 years	51	2.1%
More than 25 years	31	1.3%
TOTAL	2398	

Prefer not to answer: n = 60 (2.4%), or skipped: n = 47 (1.9%)

STAFF CENSUS RESULTS

PART I: ORGANIZATIONAL DEMOGRAPHICS

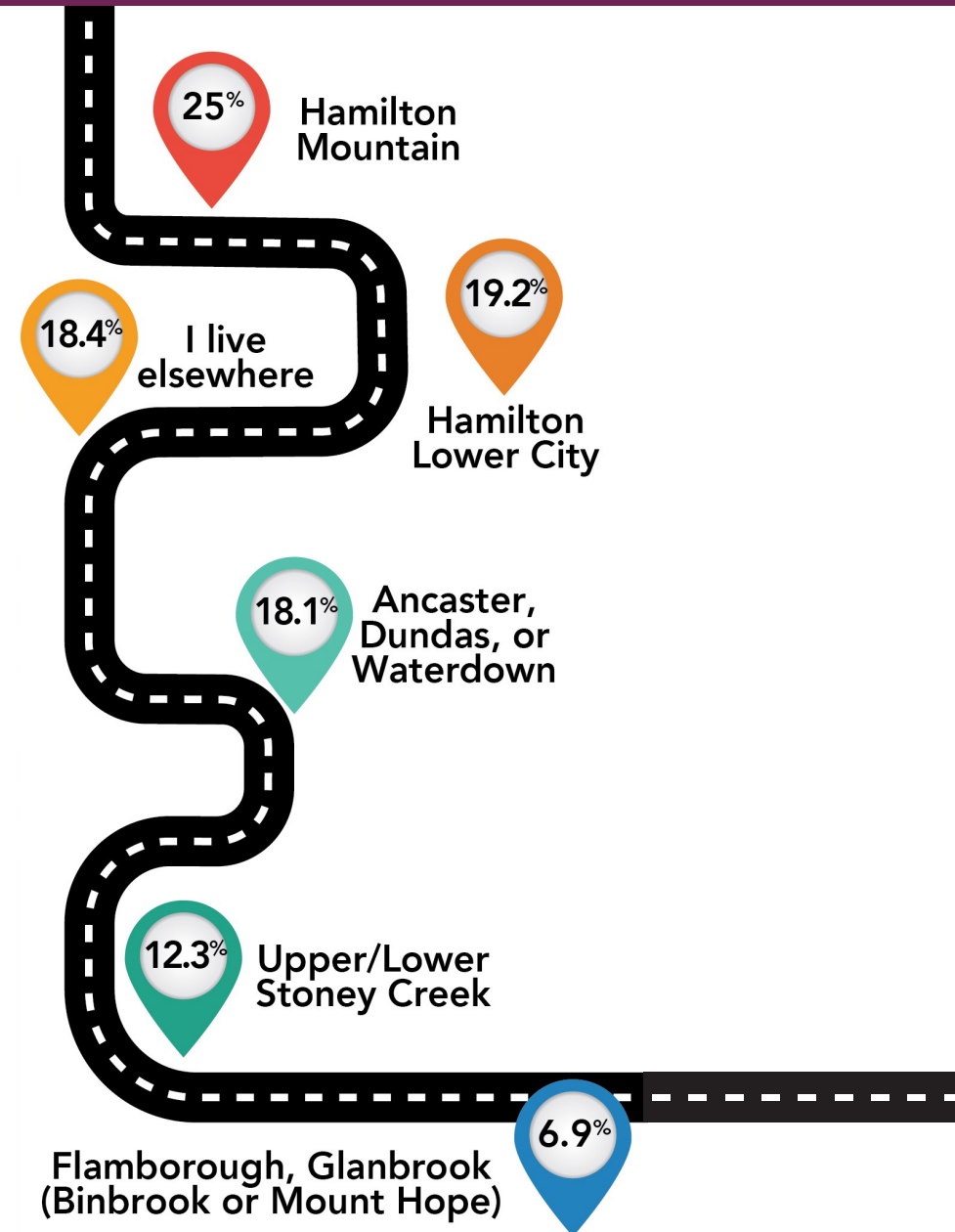
Residency

Where do you live?	Count	%
Hamilton Mountain	583	25.0%
Hamilton Lower City	449	19.2%
I live elsewhere.	429	18.4%
Ancaster, Dundas, or Waterdown	423	18.1%
Upper/Lower Stoney Creek	287	12.3%
Flamborough, Glanbrook (Binbrook or Mount Hope)	162	6.9%
TOTAL	2333	

Prefer not to answer: n = 124 (4.9%), or skipped: n = 48 (1.9%)

Employees living outside Hamilton

Regions of residence outside of Hamilton	Count	%
Niagara	143	33.3%
Halton	122	28.4%
Haldimand-Norfolk	68	15.8%
Brant	55	12.8%
Peel	15	3.5%
Waterloo	14	3.3%
Others	13	3.0%
TOTAL	430	



STAFF CENSUS RESULTS

PART I: ORGANIZATIONAL DEMOGRAPHICS

Work Location by Residency

WHERE DO YOU WORK?

	WHERE DO YOU LIVE?						
	Ancaster, Dundas, or Waterdown	Flamborough, Glanbrook	Hamilton Lower City	Hamilton Mountain	Upper/Lower Stoney Creek	Other parts of Hamilton	Outside Hamilton
Ancaster, Dundas, or Waterdown	43.4%	5.8%	10.7%	17.1%	4.9%	0.0%	18.0%
Flamborough, Glanbrook	18.4%	37.9%	0.0%	0.0%	0.0%	26.4%	17.2%
Hamilton Lower City	14.3%	5.2%	32.2%	20.4%	12.9%	0.0%	15.0%
Hamilton Mountain	16.6%	5.3%	14.9%	36.1%	9.9%	0.0%	17.2%
Upper/Lower Stoney Creek	6.0%	8.6%	11.9%	17.9%	28.0%	0.0%	27.6%

Respondents tended to live in the same area where they work. Each row in the heat map depicts where respondents work, and each column depicts where respondents live. Other parts of Hamilton included the Hamilton Lower City, Hamilton Mountain, and Upper/Lower Stoney Creek, combined into a single category due to a small sample size.

Work Schedule

What is your primary work schedule?	Count	%
Days	2279	94.4%
Afternoons	84	3.5%
Mornings	52	2.1%
TOTAL	2415	

94.4%

of the respondents work during daytime.

Prefer not to answer: n = 34 (1.4%), skipped: n = 47 (1.9%), or suppressed: n = 9 (0.4%)

STAFF CENSUS RESULTS

PART I: ORGANIZATIONAL DEMOGRAPHICS

Retirement Plan

When do you plan to retire?	Count	%
In less than 1 year	41	1.7%
In 1-5 years	306	12.9%
In 6-10 years	349	14.7%
In 11-15 years	367	15.5%
In 16-20 years	285	12.0%
In 21-25 years	257	10.8%
In 26-30 years	222	9.4%
In more than 30 years	198	8.3%
Don't know/undecided	348	14.7%
TOTAL	2373	

Prefer not to answer: n = 48 (1.9%), or skipped: n = 84 (3.4%)

36.4% of senior administrator respondents and **16.2%** of permanent (elementary and secondary) teacher respondents plan to retire in the next five years.

Education Location

Where did you complete your highest level of education?	Count	%
In Canada	2030	84.0%
Outside of Canada	278	11.5%
Both inside and outside of Canada	109	4.5%
TOTAL	2417	

Prefer not to answer: n = 14(0.6%), or skipped: n = 74 (3.0%)

Years Working in Canadian Education

How many years have you been working in the education sector in Canada?	Count	%
Less than 1 year	111	4.6%
1-5 years	374	15.6%
6-10 years	440	18.4%
11-15 years	458	19.1%
16-20 years	401	16.7%
21-25 years	303	12.6%
More than 25 years	310	12.9%
Total	2397	

Prefer not to answer: n = 24 (1.0%), or skipped: n = 84 (3.4%)

Years Working in Education

How many years have you been working in the education sector in Canada and internationally?	Count	%
Less than 1 year	98	4.1%
1-5 years	343	14.3%
6-10 years	429	17.9%
11-15 years	470	19.6%
16-20 years	400	16.7%
21-25 years	314	13.1%
More than 25 years	339	14.2%
Total	2393	

Prefer not to answer: n = 28 (1.1%), or skipped: n = 84 (3.4%)

STAFF CENSUS RESULTS

PART I: ORGANIZATIONAL DEMOGRAPHICS

Education Level

What is the highest level of education you have completed?	Count	%
Bachelor's degree	684	28.5%
Certificate or diploma in addition to bachelor's degree	638	26.6%
Master's degree	474	19.8%
College certificate or diploma	448	18.7%
Secondary school diploma or equivalency certificate	84	3.5%
Others (includes no school degree, certificate or diploma and open responses)	30	1.3%
Doctorate	17	0.7%
Other trade certificate or diploma	11	0.5%
Registered apprenticeship certificate	10	0.4%
TOTAL	2396	

Prefer not to answer: n = 35 (1.4%), or skipped: n = 74 (3.0%)



55.1%

respondents hold a bachelor's degree or a certificate/diploma plus a bachelor's degree.

20.5%

respondents hold graduate degree (master's degree or doctorate).

18.7%

hold a college certificate or diploma.

Use of Education

Are you using your educational background or professional designation/skills in your current position at HWDSB?	Count	%
Yes	2124	88.9%
No	266	11.1%
TOTAL	2390	

Prefer not to answer: n = 41 (1.6%), or skipped: n = 74 (3.0%)

Use of Education: Continued

Specify the reason your education is not being used in your current position at HWDSB	Count	%
My current position does not require them.	191	68.2%
Other	31	11.1%
My credentials are recognized in Ontario, but I could not find a position that uses them.	27	9.6%
Multiple responses selected	20	7.1%
My credentials are not recognized in Ontario.	11	3.9%
Total	280	

STAFF CENSUS RESULTS

PART II: IDENTITY-BASED DEMOGRAPHICS

Age Group

To which age group do you belong?	Count	%
18-29 years	254	10.9%
30-39 years	621	26.6%
40-49 years	774	33.1%
50-59 years	571	24.4%
60+ years	115	4.9%
TOTAL	2335	

Prefer not to answer: n = 76 (3.0%), or skipped: n = 94 (3.8%)



The majority of respondents are between 40 to 49 years old.

Gender Identity

Indicate your gender identity (check all that apply).	Count	%
Female	1836	78.3%
Male	482	20.5%
Others (includes fluid, non-binary, transgender, two-spirit and open responses)	18	0.8%
Multiple selected	10	0.4%
TOTAL	2346	

Prefer not to answer: n = 65 (2.6%), or skipped: n = 94 (3.8%)



78.3% of respondents identify as female

54.5% of respondents who are senior administrators identify as female

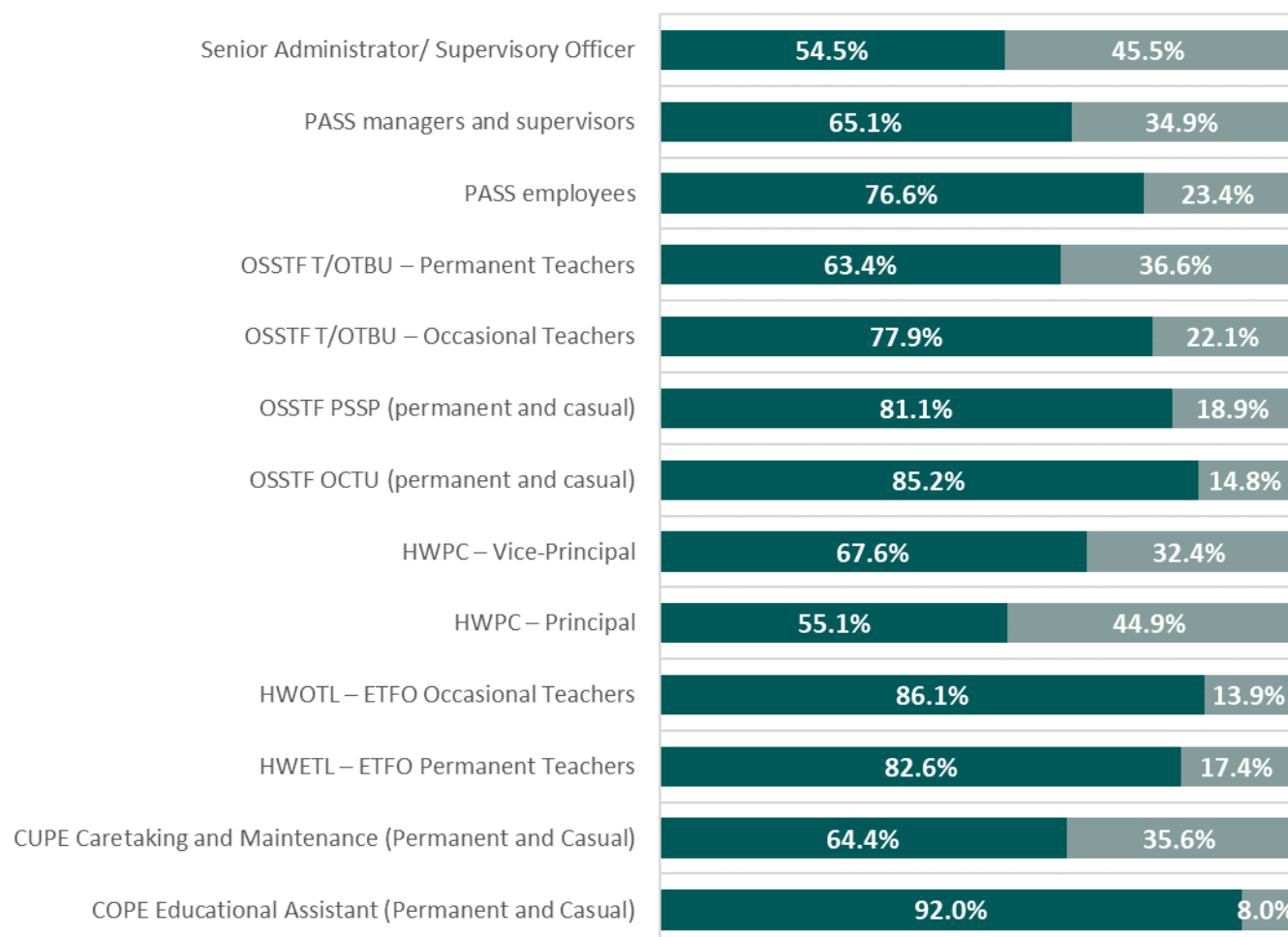
55.1% of principals who participated identify as female

STAFF CENSUS RESULTS

PART II: IDENTITY-BASED DEMOGRAPHICS

GENDER BY EMPLOYEE GROUP

■ Female ■ Male



Only female and male data is presented, because there were no employee groups where there were more than 10 gender diverse respondents. Data from employee groups with less than 10 counts in female and male categories is also suppressed except for the Senior Administrator employee group.

STAFF CENSUS RESULTS

PART II: IDENTITY-BASED DEMOGRAPHICS

Sexual Orientation

Indicate the sexual orientation(s) with which you currently identify.	Count	%
Heterosexual	1827	87.5%
Asexual	108	5.2%
Bisexual	43	2.1%
Multiple selected	36	1.7%
Lesbian	26	1.2%
Gay	25	1.2%
Others (includes fluid, pansexual, questioning and open responses)	23	1.1%
TOTAL	2088	

Prefer not to answer: n = 323 (12.9%), or skipped: n = 94 (3.8%)

5.2% of respondents identify as asexual

5.6% of respondents identify as lesbian, gay, bisexual, fluid, pansexual, questioning and others.

16.6% of respondents chose not to answer or skip this question.

*The term 'disability' covers a broad range and degree of conditions. In the HWDSB staff census, "disability" is defined based on the definition provided in the Section 10 of the Ontario Human Rights Code.

Disability*

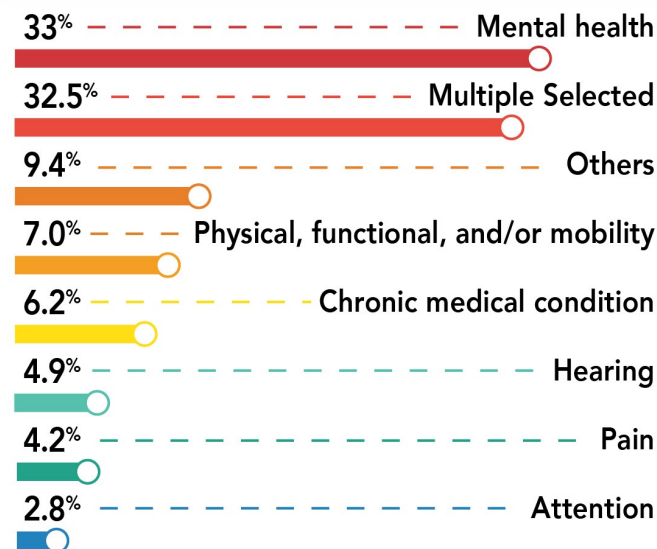
Do you consider yourself to be a person with a condition or disability?	Count	%
No	1967	85.3%
Yes	340	14.7%
TOTAL	2307	

Prefer not to answer: n = 88 (3.5%), or skipped: n = 110 (4.4%)

Nature of Disability/Condition

What is the nature of your condition or disability? (Check all that apply)

385 responses



Prefer not to answer: n = 184. Note that some employees responded to this question despite not having selected "yes" to the question 'Do you consider yourself to be a person with a condition or disability?' language, and open responses.

The "Others" category includes categories with fewer than 10 responses: cognitive impairment, intellectual/development, learning, memory, seeing/sight/visual, speech/language and open response.

STAFF CENSUS RESULTS

PART II: IDENTITY-BASED DEMOGRAPHICS

Place of Birth

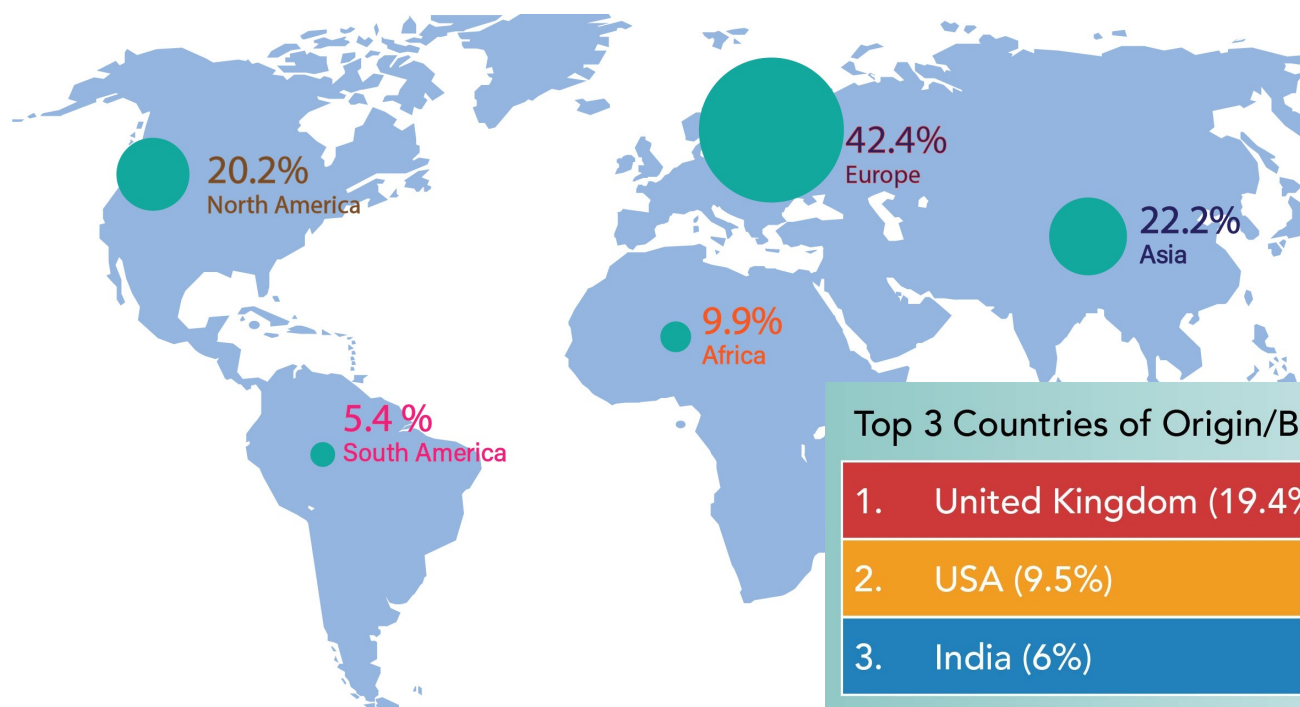
Where were you born?	Count	%
In Ontario	1968	85.1%
Outside Canada, in another country.	232	10.0%
In Canada, in a province or territory outside Ontario	114	4.9%
TOTAL	2314	

Prefer not to answer: n = 44 (1.8%), invalid responses: n = 2 (0.1%), or skipped: n = 146 (5.8%)

Birthplaces outside of Canada

On which continent were you born?	Count	%
Europe	86	42.4%
Asia	45	22.2%
North America	41	20.2%
Africa	20	9.9%
South America	11	5.4%
TOTAL	203	

Prefer not to answer: n = 1 (0.04%), skipped: n = 26 (1%), or suppressed: n = 2 (0.1%). A total of 63 countries were represented across respondents.



Respondents cited **63** countries as their place of birth.

Of those that are born outside Canada, most were born in Europe, followed by Asia.

Top 3 Countries of Origin/Birth

1. United Kingdom (19.4%)
2. USA (9.5%)
3. India (6%)

STAFF CENSUS RESULTS

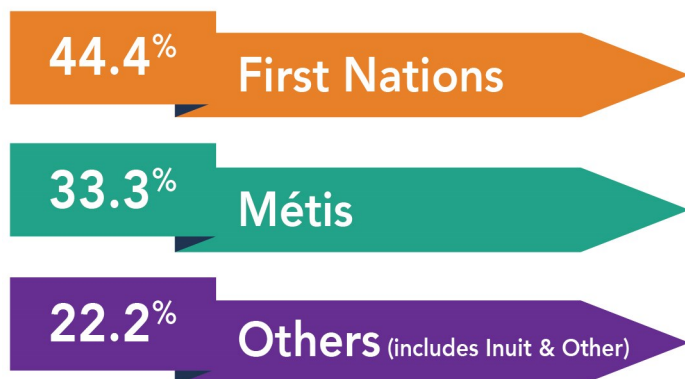
PART II: IDENTITY-BASED DEMOGRAPHICS

Indigenous Self-Identification

Do you self-identify as Indigenous to Turtle Island (North America)?	Count	%
No	2262	97.9%
Yes	48	2.1%
TOTAL	2310	

Prefer not to answer: n = 49 (2.0%), or skipped: n = 146 (5.8%)

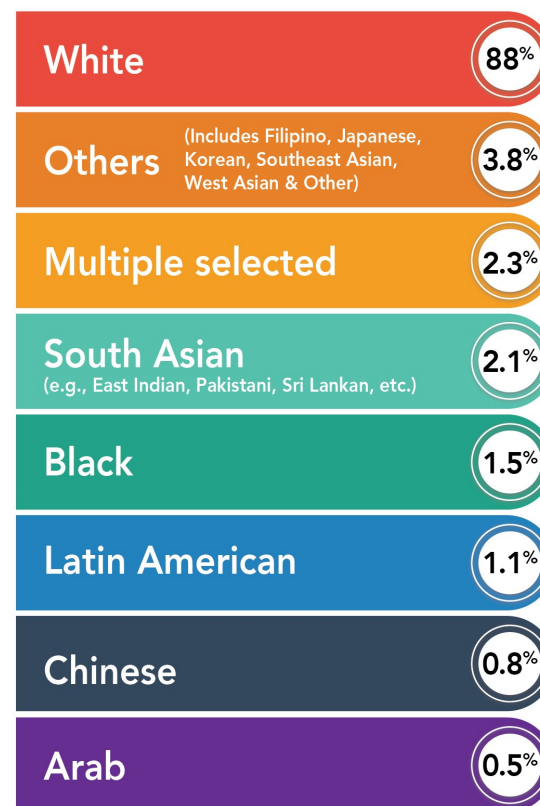
Please specify how you self-identify. 45 responses



2.5% of secondary teacher and **1.5%** of elementary teacher respondents self-identify as Indigenous.

Racial Identity

Indicate your racial identity (check all that apply). 2200 responses



Prefer not to answer: n = 157 (6.3%), or skipped: n = 148 (5.9%). The 'Others' category reports the total of responses with count under 10 and open responses.

Do you self-identify as a member of a racialized community/racialized person?	Count	%
No	2006	91.0%
Yes	199	9.0%
TOTAL	2205	

Prefer not to answer: n = 154 (6.1%), or skipped: n = 146 (5.8%)

9% of respondents self-identify as a racialized person. This was highest for staff hired in the past year (**16.4%**)

10% of secondary teacher and **7.9%** of elementary teacher respondents self-identify as racialized

STAFF CENSUS RESULTS

PART II: IDENTITY-BASED DEMOGRAPHICS

Languages Spoken/Read

Other than English, list the languages in which you are proficient enough to speak and read	Count	%
French	477	66.7%
Others*	150	20.9%
Spanish	98	13.7%
Italian	78	10.9%
German	46	6.4%
Portuguese	27	3.8%
Serbian	23	3.2%
Urdu	19	2.7%
Arabic	17	2.4%
Punjabi	16	2.2%
Hindi	15	2.1%
Croatian	12	1.7%
Polish	11	1.5%
Greek	10	1.4%

29.7% of respondents report proficiency in more than one language other than English.

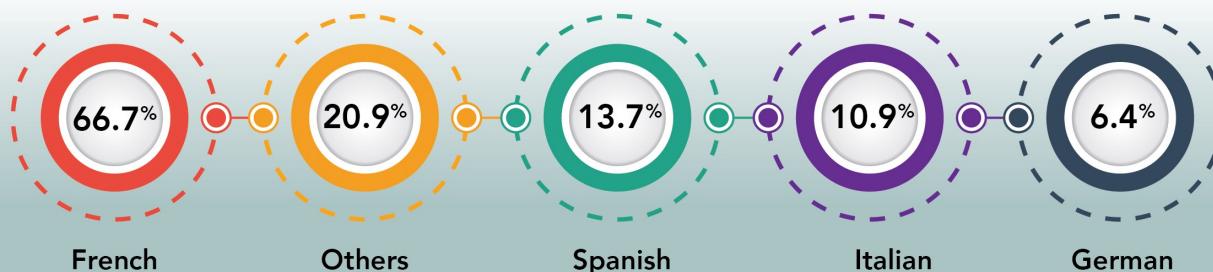
Physical Languages

Proficiency to converse or read in physical languages	Count	%
None	2186	96.4%
American Sign Language (ASL)	69	3.0%
Others (Braille, multiple responses selected or QSL)	12	0.5%
TOTAL	2267	

Prefer not to answer: n = 92 (3.7%), or skipped: n = 146 (5.8%)

Top Five languages

*Note: The 'Others' category included 52 unique languages with counts under 10.



52

unique languages were reported by respondents under the 'Others' category.

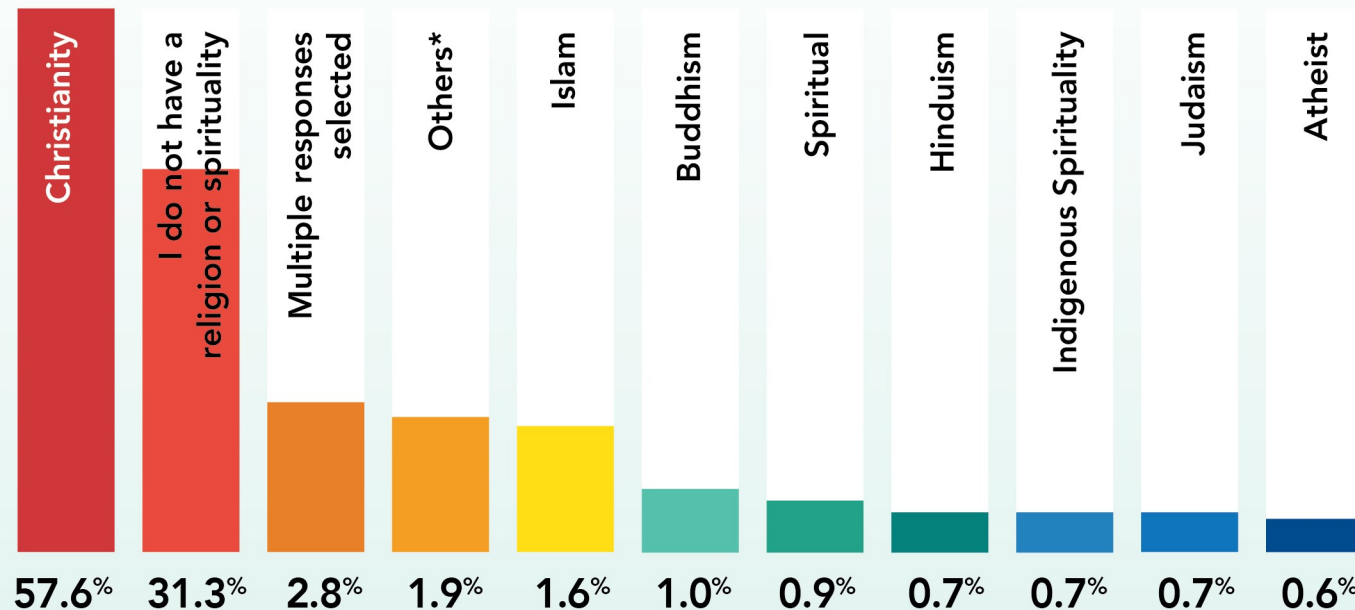
STAFF CENSUS RESULTS

PART II: IDENTITY-BASED DEMOGRAPHICS

Creed or Religion

Indicate any religion or spirituality with which you identify
(check all that apply).

2023 responses



The "Others" category includes responses with $n < 10$, including Agnostic, Baha'i, Humanism, Pagan, Sikhism, Universalism, Wicca and Zoroastrianism, as well as other open responses.

Prefer not to answer: $n = 334$ (13.3%), or skipped: $n = 148$ (5.9%)

Top 3
Most commonly
reported creed/
religion

1. Christianity
2. No religion or spirituality
3. Islam



The question about
creed/religion has the
highest percentage
(19.2%) of non-
response rate.

SUMMARY OF RESULTS

ORGANIZATIONAL DEMOGRAPHICS

- 74.9% of the respondents are permanent or probationary full-time employees. 94.4% of the respondents report that their primary work schedule is during the day.
- 14.5% of the respondents receive a responsibility allowance, out of which 73.1% identify as female, while 26.9% identify as male.
- 80.8% of respondents work in either an elementary or a secondary school (57.2% in an elementary school, 23.6% in a secondary school).
- 18.4% of the respondents live outside the Hamilton region; of these, 33.3% report that they live in the Niagara region.
- 14.6% of the respondents indicate that they intend to retire within the next five years. This figure is 14.9% for respondents who are permanent elementary school teachers, and 18.9% for secondary permanent teachers. Overall, 14.7% of the respondents are undecided or don't know when they plan to retire.

IDENTITY-BASED DEMOGRAPHICS

- 33.1% of the respondents belong to the 40-49 age group.
- 78.3% of the respondents identify as female. 20.5% of the respondents identify as male. 0.8% of the respondents identify as gender diverse (includes fluid, non-binary, transgender, two-spirit and others). There is a higher representation of female respondents in all employee groups.

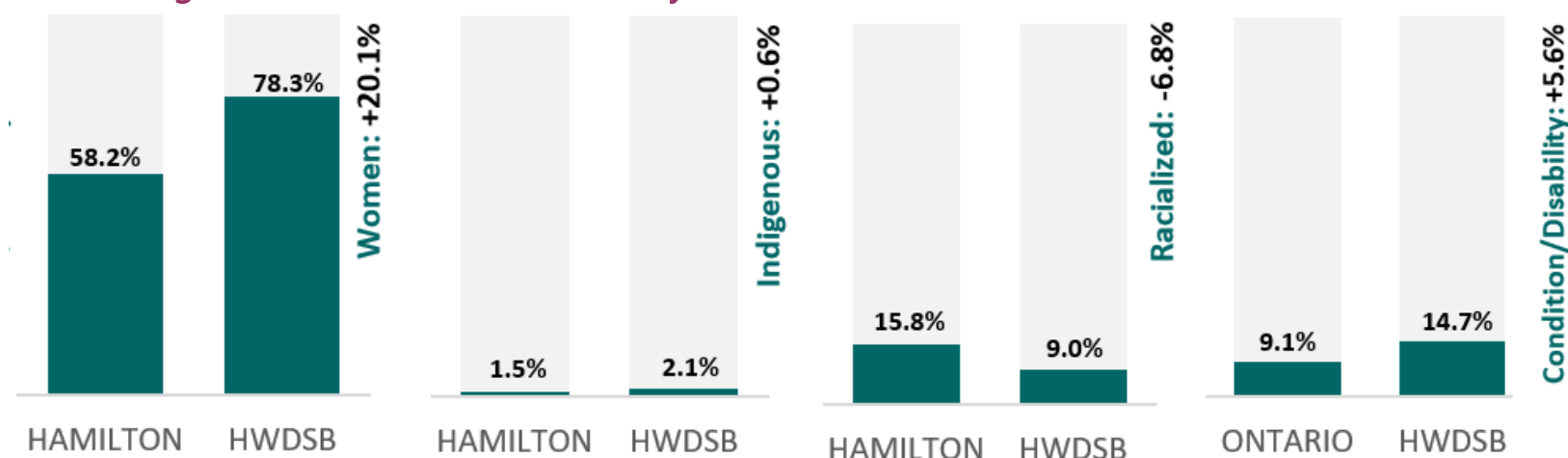
- Even though men make up only 20.5% of the respondent population, they are well represented in leadership positions. (For example, 44.9% of Principals, 32.4% of Vice-principals and 45.5% of Senior Administrators identify as male).
- 88% of the respondents identify as white. 2.1% of the respondents identify as indigenous and 9% of the respondents identify as racialized. 2.1% identify as South Asian, 1.5% identify as black and 2.3% reported 'mixed' racial identities by selecting one or more categories.
- Of the respondents who indicated the sexual orientation(s) with which they identify, 87.5% identify as heterosexual, 5.2% identify as asexual and 5.6% identify as lesbian, gay, bisexual, pansexual, fluid, questioning and others.
- Christianity was the most commonly reported religion (57.6%), followed by 31.3% of respondents reporting that they don't have a religion or spirituality. 19.2% chose not to answer the question about religion by choosing 'prefer not to answer' or by skipping the question.
- 29.7% of the respondents who were proficient in reading/speaking a language other than English reported two or more languages. 66.7% of respondents, who are fluent in a language other than English, report proficiency in French while 13.7% and 10.9% report proficiency in Spanish and Italian respectively. 52 unique languages were reported by respondents under the 'other' category with counts under 10.

WORKFORCE ANALYSIS

A workforce analysis was conducted to compare HWDSB's workforce to labour market availability in Hamilton and Ontario. This was done by re-classifying HWDSB's employee groups, unions and federations into Employment Equity Occupational Groups (EEOG), a classification system of jobs developed by Employment and Social Development Canada. Workforce population data published by Employment and Social Development Canada, based on the 2016 long-form Census of Population, served as the comparator for labour market availability at the municipal and provincial levels. Employees at HWDSB that could not be classified into an EEOG due to insufficient information were included in the totals.

These datasets provide the count and percentage of working individuals based on gender, Indigenous and racial identity aggregated by NOC (National Occupational Classification) and EEOG*. Data corresponding to EEOGs not found at HWDSB are not included in the total tabulations. In addition, results of the 2017 Canadian Survey on Disability (CSD) were used as comparator data on the workforce population in Ontario for persons with a disability. Throughout the report, *labour market availability* is used to describe the percentage of individuals working in a region.

Summarized findings from the workforce data analysis



- Compared to the labour market availability in Hamilton, HWDSB's workforce has: **a female majority, approximately the same representation of Indigenous persons and fewer individuals who identify as racialized.**
- Compared to the labour market availability in Ontario, HWDSB's workforce has more individuals who report having a condition or disability.
- The diversity of teachers at HWDSB mirrors the labour market availability of teachers in Hamilton.
- Within HWDSB, management staff are less likely to be female, to identify as racialized, or to have a condition or disability compared to employees not in management roles.

*Comparisons based on sexual orientation and gender identity beyond male and female are not included in the workforce analysis because there is no comparator data available.

WORKFORCE ANALYSIS

For almost every EEOG at the municipal and provincial level, the representation of women exceeded that of the labour market availability. However, it is important to recognize that HWDSB is situated in the education sector, and comparator data for occupations in education is not available for all HWDSB positions (e.g., clerical staff working at schools). For context, Statistics Canada reported that in 2016, 69% of individuals living in Hamilton and employed in educational services were women, and this figure increased to 73% for individuals working in elementary schools, secondary schools, and school boards*. Thus, the large female representation at HWDSB must be interpreted in the context of the education industry which has historically and continues to have a female majority (Uppal & LaRoche, 2014).

Teachers: The representation of female elementary school teachers at HWDSB is similar to the labour market availability in the City of Hamilton, and province of Ontario. As for secondary school teachers, the percentage of female teachers employed at HWDSB is approximately 9% higher than the labour market availability in Hamilton. However, the gap narrows at the provincial level.

Management Staff: At HWDSB, women are well represented in leadership positions relative to the comparator data. This is commensurate with the greater representation of women working in the education sector. However, the percentage of women in management positions (59.9% across Senior Managers, Middle and Other Managers) is markedly lower than women in other non-management roles (79.6%). In the following figure, the percentage of female teachers, principals, and vice-principals is presented as an illustrative example of the gender difference in leadership positions in the context of education. The decrease in female representation between principals/vice principals and teachers is observed not only at HWDSB, but provincially and nationally.

Hamilton Demographics: Fifty-one percent of Hamilton's population is female, compared to 78% of respondents on the staff census at HWDSB.

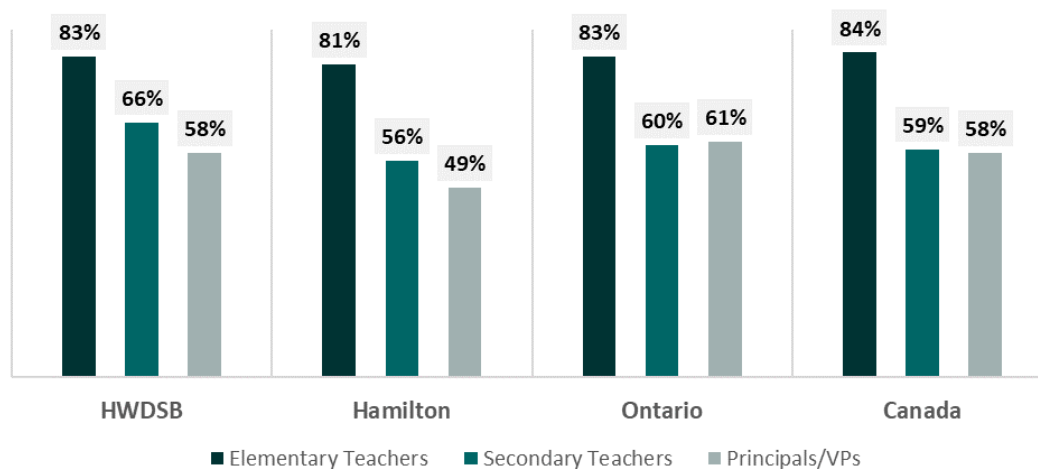
**This comparison was made with code 6111 from the 2012 North American Industry Classification System.*

Women at HWDSB

Employee Classification	% Women		
	HWDSB (#, %)	Hamilton	Ontario
Senior Managers (Executive Council)	6 54.5%	26.2%	28.4%
Middle and Other Managers (All)	91 60.3%	39.9%	40.5%
↳ e.g. Principals and Vice Principals	63 58.3%	48.8%	61.3%
Professionals (All)	1150 77.3%	56.3%	53.5%
↳ e.g. Secondary school teachers	291 65.7%	56.3%	59.5%
↳ e.g. Elementary school teachers	775 82.8%	81.1%	83.1%
Designated Early Childhood Educators	86 98.9%	97.1%	96.6%
Administrative and Senior Clerical Personnel	55 78.6%	82.6%	81.1%
Clerical Personnel	143 85.6%	70.0%	68.4%
Educational Assistants	196 89.5%	87.3%	89.4%
Other Sales and Service Personnel	47 64.4%	57.9%	56.8%
TOTAL WORKFORCE	1836 78.3%	58.2%	56.9%

The count and percentage of women at HWDSB compared to the labour market availability. E.g., 91 Middle and Other Managers includes 63 Principals/VPs, and all other managers whose data are not broken down. Note: 159 respondents did not answer the question on gender identity.

% of Female Teachers vs Principals/VPs



WORKFORCE ANALYSIS

Self-Identified Indigenous Persons at HWDSB

Employee Classification	% Indigenous			
	HWDSB (#, %)		Hamilton	Ontario
Senior Managers (Executive Council)	1	10.0%	0.9%	1.9%
Middle and Other Managers (All)	-	-	1.2%	1.7%
↳ e.g. Principals and Vice Principals	-	-	1.8%	2.6%
Professionals (All)	30	2.0%	1.0%	1.5%
↳ e.g. Secondary school teachers	11	2.5%	1.0%	1.6%
↳ e.g. Elementary school teachers	14	1.5%	0.6%	1.9%
Designated Early Childhood Educators	-	-	2.3%	3.1%
Administrative and Senior Clerical Personnel	-	-	1.3%	2.2%
Clerical Personnel	-	-	1.9%	2.5%
Educational Assistants	-	-	1.6%	3.6%
Other Sales and Service Personnel	-	-	2.5%	3.7%
TOTAL WORKFORCE	48	2.1%	1.5%	2.2%

The count and percentage of respondents who identified as Indigenous at HWDSB compared to the labour market availability. E.g., 30 Professionals includes 11 secondary teachers, 14 elementary teachers, and all other Professionals whose data are not broken down. Note: 195 respondents did not answer this question on Indigenous identity.

Data Note: Indigenous identity was defined in the HWDSB Staff Census differently from the 2016 Federal Census, from which the labour availability data is derived. This analysis uses a single question about self-identification- *Do you self-identify as Indigenous to Turtle Land?*

The 2016 Census defines Indigenous as people who: self-identified as First Nation, Métis, or Inuit, reported being a Status Indian (Registered or Treaty Indian) and/or reported being members of a First Nation/Indian band. These methodological differences must be considered in comparing the HWDSB workforce to the labour market availability data.

Much of the data on Indigenous identity were suppressed due to counts at each EEOG being fewer than 10, except for Professionals. Across the staff census respondents, 2.1% of staff self-identified as Indigenous, compared to the 1.5% labour market availability of Aboriginal persons in Hamilton.

Teachers: Based on the responses from the staff census, HWDSB had twice the representation of self-identified Indigenous persons working as elementary (1.5%) and secondary (2.0%) teachers compared to the labour market availability in Hamilton (0.6% and 1% respectively). The representation of Indigenous secondary school teachers at HWDSB exceeded that of Ontario. For elementary teachers, the representation at HWDSB was slightly lower than the provincial level.

Management Staff: Comparisons are not reported here due to data suppression.

Hamilton Demographics: According to the 2016 Census, 2.3% of Hamilton's population identified as Aboriginal, compared to 2.1% of respondents identifying as Indigenous on the HWDSB Staff Census.

WORKFORCE ANALYSIS

Self-Identified Racialized Persons at HWDSB

At HWDSB, there is an under-representation of self-identified racialized persons at every EEOG (9.0%) compared to the labour market availability of visible minorities in Hamilton (15.8%). However, this finding is consistent with the systemic under-representation of racialized people employed in the education sector*. In Ontario, approximately 16.5% of visible minorities work in schools and school boards, compared to approximately 27.3% of visible minorities employed across all industries in the province.

Teachers: Elementary and secondary teachers who self-identify as racialized are well represented at HWDSB compared to the labour market availability in Hamilton. There are more secondary school teachers (10.0%) who identify as racialized compared to elementary school teachers (7.9%), although in both cases, the representation at HWDSB exceeds that of teachers in Hamilton who self-identify as being of a visible minority. Compared to the province, HWDSB has a smaller representation of teachers who identify as racialized.

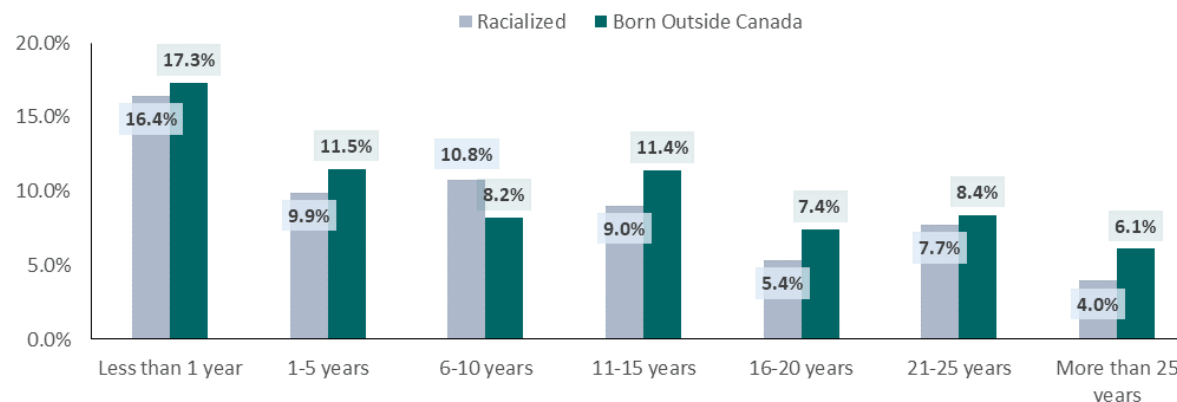
Management Staff: There is a smaller proportion of racialized persons in leadership positions (7.7%) compared to non-leadership roles (9.1%) at HWDSB, and the disparity is paralleled in the comparator data. The gap between HWDSB and Hamilton's labour market availability of visible minorities is largest at the Senior Managers EEOG (-7.0%) and narrows in the Middle and Other Managers group (-4.0%).

Hamilton Demographics: In Hamilton's population, 19% self-identified as a being of a visible minority, compared to 9.0% of respondents identifying as racialized on the Staff Census at HWDSB.

The count and percentage of respondents who identified as racialized at HWDSB compared to the labour market availability. E.g., 127 Professionals includes 42 secondary teachers, 70 elementary teachers, and all other Professionals whose data are not broken down. Note: 300 respondents did not answer the question on racialized identity.

Employee Classification	% Racialized		
	HWDSB (#, %)	Hamilton	Ontario
Senior Managers (<i>Executive Council</i>)	0 0%	7.0%	15.5%
Middle and Other Managers (All)	12 8.2%	12.2%	23.2%
↳ e.g. Principals and Vice Principals	- -	2.4%	12.3%
Professionals (All)	127 9.0%	17.9%	30.7%
↳ e.g. Secondary school teachers	42 10.0%	6.2%	13.5%
↳ e.g. Elementary school teachers	70 7.9%	6.7%	14.9%
Designated Early Childhood Educators	10 13.2%	17.4%	31.9%
Administrative and Senior Clerical Personnel/Clerical Personnel	16 7.4%	12.0%	26.5%
Educational Assistants	18 8.9%	12.0%	24.1%
Other Sales and Service Personnel	- -	21.0%	31.3%
TOTAL WORKFORCE	199 9.0%	15.8%	28.1%

Employment Length by Racialized Identity and Birthplace



The percentage of respondents who self-identify as racialized and those born outside Canada was highest for those who were employed within the past year.

**This comparison was made with code 6111 from the 2012 North American Industry Classification System.*

WORKFORCE ANALYSIS

Persons with Disabilities at HWDSB

At HWDSB, the percentage of individuals reporting a disability* or condition (14.7%) is higher than the labour market availability of individuals with a disability in Ontario (9.1%). The gap between HWDSB and the provincial data is largest within the EEOG corresponding to Educational Assistants (9.5%), and smallest in Professionals (3.7%).

Employee Classification	% with Disabilities		
	HWDSB (#, %)		Ontario
Senior Managers/Middle and Other Managers	20	12.6%	5.5%
Professionals	205	14.0%	10.3%
EEOG for Designated Early Childhood Educators	-	-	5.8%
Administrative and Senior Clerical Personnel	10	15.4%	9.7%
Clerical Personnel	26	16.0%	7.5%
EEOG for Educational Assistants	46	21.8%	12.3%
Other Sales and Service Personnel	12	17.9%	10.7%
TOTAL WORKFORCE	340	14.7%	9.1%

Percentage of employees at HWDSB who self-identify with a condition or disability at HWDSB compared to the labour market availability in Ontario and Canada. Note that 198 respondents did not answer this question on having a condition/disability.

Teachers: Comparison data at the occupational level for persons with a disability was not available.

Management Staff: The proportion of staff in leadership roles with a condition/disability at HWDSB (12.6%) is lower than the rates of other employees (14.9%). Similarly, there are fewer individuals with a disability in management roles than non-management roles in Ontario and Canada.

Ontario Demographics: Approximately 24.1% of Ontario's population, aged 15 years and over, reported a disability (Statistics Canada), compared to 14.7% of respondents on the Staff Census at HWDSB. This is consistent with Statistics Canada's finding that there are fewer persons with disabilities in the national labour market (9.1%) compared to persons living with a disability (22.3%).

**The term 'disability' covers a broad range and degree of conditions. In the HWDSB staff census, "disability" is defined based on the definition provided in the Section 10 of the Ontario Human Rights Code is used.*

CONCLUSION & NEXT STEPS

Some of the priorities in HWDSB's [Equity Action Plan](#) include enhancing diversity in hiring with a goal to create a workforce that reflects the diversity of the student population, creating a consistent approach to data collection to identify inequitable practices, and improving accountability with respect to human rights and equity.

The staff census is an important first step to gain a clearer understanding of who we are as a staff community. The results provide baseline data as part of the ongoing work towards creating a workplace that is equitable and inclusive.

From this staff census administration, we have learned that HWDSB has a large female majority, approximately the same representation of Indigenous persons, fewer racialized persons and more individuals who report having a condition/disability compared to the labour market availability in Hamilton and Ontario. We have also observed that even though women make up the majority of the workforce, their representation decreases among senior leadership positions.

Although we do not currently have student identity-based data for comparison, these same gaps are observed between the demographics from the City of Hamilton (used as a proxy for our student population) and our workforce.

From what we have learned from this staff census, we have recognized that we need to learn more about our workforce, hiring and promotion practices. Utilizing what we learned from the staff census, HWDSB has embarked on conducting an equity audit of hiring and promotion practices. The equity audit will review HWDSB's human resource policies and practices to identify systemic barriers and biases, review compliance with equity-related legislation, review promotion processes, review current practices to promote workplace diversity and inclusion and make recommendations for removing identified barriers and creating a more diverse and inclusive workplace.

LIMITATIONS

The response rate to the HWDSB Staff Census (33%) limits its generalizability. As a sample of HWDSB's workforce, rather than population-level data, this means that we cannot ascertain that results are truly representative of HWDSB's employee composition. Across the various employee groups, participation rates ranged from 5% to 92%, which suggests that the Staff Census contained a non-random sample of the workforce. That is, some employee groups were more likely to participate, while others were less likely to participate. Increased participation across all employee groups in the next Staff Census will provide data that more accurately reflects HWDSB's organizational and employee demographics.

Further to the participation rate, there were several questions on the Staff Census where non-response was markedly high compared to average non-response rate (6.2%) across the entire survey. This was observed on the questions pertaining to sexual orientation (16.6% non-response), racial identity (12.2% non-response) and religion/creed (19.2% non-response). The overall participation rate on the Staff Census, compounded by the relatively high non-response on these questions, lead to a small sample size and limit the generalizations that can be extrapolated to HWDSB's workforce. Nevertheless, respondents could opt out of responding to any question, and the non-response rates on these questions may reflect comfort levels regarding discourse and disclosure on certain identity-based topics.

Finally, within the workforce analysis, there were discrepancies in the terminology and/or the definition of terms used between the HWDSB staff census and the comparator data. For instance, the HWDSB Staff Census used the terms *Indigenous* and *racialized*, in alignment with the language used in the Ontario Human Rights Code, whereas the 2016 Census used the terms *Aboriginal* and *visible minority*. Although we acknowledge that the terms and definitions are neither interchangeable nor equivalent, data from the 2016 Census of Population as well as the 2017 Canadian Survey on Disability remain the most complete and reliable sources of comparison available.

ACKNOWLEDGMENTS

The HWDSB's Board of Trustees and Executive Council extend their appreciation to all staff members who participated in *We All Count: HWDSB Staff Census*.

We are grateful and appreciative of union and employee group representatives, who participated as members of the staff census steering committee. Thank you for your input and contributions during each stage of the administration of the staff census.

HWDSB Staff Census 2019 Steering Committee members

Barry Naidoo:	H-W Elementary Occasional Teachers Local (ETFO)
Daryl Jerome:	Teachers'/Occasional Teachers' Bargaining Unit (T/OTBU)
Janice Marela:	Office, Clerical and Technical Unit (OCTU –OSSTF)
Jeffrey Zwolak:	Hamilton-Wentworth Principals Council (HWPC)
Jolene John:	HWDSB Indigenous Education Team
Kevin Heer:	Hamilton-Wentworth Principals Council (HWPC)
Marisa McIntyre:	Canadian Office and Professional Employees Union (COPE Local 527)
Mark Taylor:	Professional Administrative Support Staff (PASS)
Michelle Konior:	Hamilton-Wentworth Elementary Teachers' Local (HWETL)
Samantha Wilson:	Office, Clerical and Technical Unit (OCTU –OSSTF)
Tamara DuFour:	H-W Designated Early Childhood Educators Local (HWDECEL)

HWDSB Staff Census 2019 Steering Committee: Staff Support

April Au:	Data Scientist
Jamie Nunn:	Superintendent of Human Resources
Robert Faulkner:	Communications Officer
Sharon Stephanian:	Superintendent of Student Achievement, Equity and Well-Being
Yohana Otite:	Human Rights and Equity Officer

We would also like to thank Peel District School Board (PDSB) and Durham District School Board (DDSB) for sharing their best practices and census reports.

Thank you for helping make HWDSB an inclusive workplace where **WE ALL COUNT!**

REFERENCES

Durham District School Board (DDSB). 2018. *We are DDSB: Workforce Census*.

Employment and Social Development Canada. 2019. *Workforce Population Showing Representation by Employment Equity Occupational Groups for Women, Aboriginal Peoples, Persons with Disabilities and Visible Minorities*, 2016 Census [Data file]. Retrieved from <https://open.canada.ca/data/en/dataset/93f81da5-a9e0-477d-b73f-7f54952ce580>

Employment and Social Development Canada. 2019. *Workforce Population Showing Representation by Employment Equity Occupational Groups and National Occupational Classification Unit Groups for Women, Aboriginal Peoples and Visible Minorities*, 2016 Census [Data file]. Retrieved from <https://open.canada.ca/data/en/dataset/07deee9b-4275-40ab-a0d3-9cd913feed47>

Government of Ontario. *Data Standards for the Identification and Monitoring of Systemic Racism*, <https://www.ontario.ca/document/data-standards-identification-and-monitoring-systemic-racism>

Government of Ontario. *Human Rights Code*, <https://www.ontario.ca/laws/statute/90h19>

HWDSB. *Equity and Inclusion Policy No. 5.4.*, 2018, <https://www.hwdsb.on.ca/wp-content/uploads/2019/03/FINAL-Equity-and-Inclusion-March2019.pdf>

HWDSB. *Equity Action Plan- 2019/20 – 2021/22*, https://www.hwdsb.on.ca/wp-content/uploads/2019/08/Equity-Action-Plan_SinglePage_Web.pdf

Ontario Human Rights Commission. No date. *Count me in! Collecting Human Rights-based Data* [http://www.ohrc.on.ca/sites/default/files/attachments/Count me in%21 Collecting human rights based data.pdf](http://www.ohrc.on.ca/sites/default/files/attachments/Count%20me%20in%20Collecting%20human%20rights%20based%20data.pdf)

Peel District School Board (PDSB). 2017. *Count Me in Peel! 2016 workforce census*. Mississauga, ON

Statistics Canada. No date. *Persons with and without disabilities aged 15 years and over, by age group and sex, Canada, provinces and territories* (table). *Canadian Survey on Disability 2017*. Ottawa, Ontario. <https://www150.statcan.gc.ca/t1/tbl1/en/tv.action?pid=1310037401>

Statistics Canada. 2017. *Hamilton, C [Census subdivision], Ontario and Hamilton, CDR [Census division], Ontario* (table). *Census Profile*. 2016 Census. Statistics Canada Catalogue no. 98-316-X2016001. Ottawa. <https://www12.statcan.gc.ca/census-recensement/2016/dp-pd/prof/index.cfm?Lang=E>

Statistics Canada. 2018. *Industry - North American Industry Classification System (NAICS) 2012 (425), Employment Income Statistics (3), Highest Certificate, Diploma or Degree (7), Visible Minority (15), Work Activity During the Reference Year (4), Age (5A) and Sex (3) for the Population Aged 15 Years and Over Who Worked in 2015 and Reported Employment Income in 2015, in Private Households of Canada, Provinces and Territories, 2016 Census - 25% Sample Data* (table). Data Tables, 2016 Census. Statistics Canada Catalogue no. 98-400-X2016360. Ottawa, Ontario. <https://www150.statcan.gc.ca/n1/en/catalogue/98-400-X2016360>

Statistics Canada. 2017. *"Industry - North American Industry Classification System (NAICS) 2012 (427A), Class of Worker (5A), Labour Force Status (3), Age (13A) and Sex (3) for the Labour Force Aged 15 Years and Over in Private Households of Canada, Provinces and Territories, Census Metropolitan Areas and Census Agglomerations, 2016 Census - 25% Sample Data"* (table). Data Tables, 2016 Census. Statistics Canada Catalogue no. 98-400-X2016290. Ottawa, Ontario. <https://www150.statcan.gc.ca/n1/en/catalogue/98-400-X2016290>

Uppal, Sharanjit and Sébastien LaRochelle- Côté. 2014. *"Changes in the occupational profile of young men and women in Canada."* Insights on Canadian Society. April. Statistics Canada Catalogue no. 75-006-X.