

# HRSB WORKFORCE SURVEY

The Halifax Regional School Board is committed to ensuring equity at all levels of employment within the Board. The Workforce Survey is an important tool in diversity management. This survey will be used to collect data from all employees. The data will allow us to analyze our workforce and provide an accurate picture of the composition and diversity of all employees. The data will also be used to help further the Board's Planning for Improvement initiatives.

## Why should I complete this survey?

By voluntarily providing information about yourself in the areas outlined in the survey, you will assist the Halifax Regional School Board in meeting its commitment to improve employment, training and opportunities for all employees.

## Do I have to complete the survey?

Section 1 and your signature (section 9) are mandatory. Completing sections 2, 3, 4, 5, 6, and 7 of the survey is voluntary; however, we encourage you to complete all sections. The more responses we receive, the more reliable the information will be. If you choose not to complete the voluntary sections of the survey, please check the box in section 8.

## Will my privacy be protected?

Yes. All employee information is treated in a confidential manner. The results of the survey will be stored in a stand-alone database in the Board's Policy and Research department. Access to the database will be limited to authorized employees of Policy and Research. We encourage you to answer as many questions as you can, but you do not have to respond to any questions about your identity that you do not wish to answer.

Note: Even if you choose not to complete the survey, please provide your employee number and sign where indicated and return to: Heather Chandler, Policy Consultant, Policy and Research, 90 Alderney Drive, Dartmouth, Nova Scotia, B2Y 4S8.

## IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT:

**Heather Chandler, Policy Consultant – Diversity Management**  
464-2000, Ext. 2006, e-mail: [hchandler@hrsbs.ns.ca](mailto:hchandler@hrsbs.ns.ca)

**Patricia DeYoung, Administrative Assistant – Policy and Research**  
464-2000, Ext. 2549, e-mail: [pdeyoung@hrsbs.ns.ca](mailto:pdeyoung@hrsbs.ns.ca)



Halifax Regional  
School Board

*Thank you for participating!*

<b>Section 1</b>	<p>a) Employee Number _____ Position Title _____</p> <p>b) Department _____ Work Location _____</p> <p>c) <input type="checkbox"/> casual/substitute      <input type="checkbox"/> term      <input type="checkbox"/> permanent</p>												
<b>Section 2</b>	<p><b>Completing Sections 2, 3, 4, 5, 6 and/or 7 of the survey is voluntary.</b></p>												
<b>Section 2</b>	<p><b>For the purposes of this survey, Aboriginal people are people who consider themselves to be First Nations, Inuit, or Métis.</b></p> <p>Are you an Aboriginal person? <span style="float: right;"><input type="checkbox"/> Yes    <input type="checkbox"/> No</span></p>												
<b>Section 3</b>	<p>a) Do you consider yourself to be black (e.g., African, African American, African Canadian, African Caribbean, African Nova Scotian)? <span style="float: right;"><input type="checkbox"/> Yes    <input type="checkbox"/> No</span></p> <p><b>For the purposes of this survey, racial visibility is defined by race or colour (non-white) only, not citizenship, place of birth, religion, language, or cultural background.</b></p> <p>b) Do you consider yourself to be a racially visible person? <span style="float: right;"><input type="checkbox"/> Yes    <input type="checkbox"/> No</span></p> <p>c) Do you consider yourself to be white? <span style="float: right;"><input type="checkbox"/> Yes    <input type="checkbox"/> No</span></p>												
<b>Section 4</b>	<p><b>For the purposes of this survey “persons with disabilities” means persons who for the purposes of employment identify themselves or believe that an employer is likely to consider them to be disadvantaged due to a long-term or recurring physical, mental, sensory, psychiatric, or learning impairment. (Nova Scotia Public Service Commission)</b></p> <p>Do you have a disability? <span style="float: right;"><input type="checkbox"/> Yes    <input type="checkbox"/> No</span></p>												
<b>Section 5</b>	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <p>Are you?</p> <p><input type="checkbox"/> Female</p> <p><input type="checkbox"/> Male</p> </td> <td style="width: 50%; vertical-align: top;"> <p>Are you?</p> <p><input type="checkbox"/> Heterosexual</p> <p><input type="checkbox"/> Bisexual</p> <p><input type="checkbox"/> Gay</p> <p><input type="checkbox"/> Lesbian</p> </td> </tr> </table>	<p>Are you?</p> <p><input type="checkbox"/> Female</p> <p><input type="checkbox"/> Male</p>	<p>Are you?</p> <p><input type="checkbox"/> Heterosexual</p> <p><input type="checkbox"/> Bisexual</p> <p><input type="checkbox"/> Gay</p> <p><input type="checkbox"/> Lesbian</p>										
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<b>Section 6</b>	<p><b>What language(s) do you speak?</b></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 33%;"><input type="checkbox"/> Arabic</td> <td style="width: 33%;"><input type="checkbox"/> French</td> <td style="width: 33%;"><input type="checkbox"/> Mi'kmaw</td> </tr> <tr> <td><input type="checkbox"/> Chinese</td> <td><input type="checkbox"/> Greek</td> <td><input type="checkbox"/> Portuguese</td> </tr> <tr> <td><input type="checkbox"/> English</td> <td><input type="checkbox"/> Italian</td> <td><input type="checkbox"/> Spanish</td> </tr> <tr> <td colspan="3"><input type="checkbox"/> Other (Please specify): _____</td> </tr> </table>	<input type="checkbox"/> Arabic	<input type="checkbox"/> French	<input type="checkbox"/> Mi'kmaw	<input type="checkbox"/> Chinese	<input type="checkbox"/> Greek	<input type="checkbox"/> Portuguese	<input type="checkbox"/> English	<input type="checkbox"/> Italian	<input type="checkbox"/> Spanish	<input type="checkbox"/> Other (Please specify): _____		
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<input type="checkbox"/> Other (Please specify): _____													
<b>Section 7</b>	<p><input type="checkbox"/> Check here if you wish to be contacted to participate in future surveys or events related to diversity management (e.g., focus groups, committees, training).</p> <p>If you checked the box above, please provide a phone number or e-mail address that you would like us to use to contact you: _____</p>												
<b>Section 8</b>	<p><input type="checkbox"/> Check here <u>if you do <b>not</b> wish to complete sections 2, 3, 4, 5, 6 or/or 7</u> of the Workforce Survey.</p> <p>_____</p>												
<b>Section 9</b>	<p>SIGNATURE: _____</p>												

# HRSB WORKFORCE SURVEY

## Frequently Asked Questions

### Survey Process

1. After you complete the survey, seal it in the self-addressed envelope and forward it to the Board's Policy and Research department.
2. The unopened envelopes will be forwarded to KEY Database Marketing Limited by courier. Key Database Marketing is the company who handles the Student Identification Survey data. The company does not have access to any other employee information.
3. After the data is entered, the surveys will be shredded.
4. A disk containing the raw data will be sent by courier to the Policy and Research Department.
5. Staff of Board Services will maintain the database.
6. Regular reports will be provided to the Board and senior staff

#### 1. How will the system benefit from this survey?

By every employee participating in the survey, Halifax Regional School Board will get an accurate profile of who we are and how representative we are of the workforce of Nova Scotia. The data will help us to examine areas where we may need to eliminate barriers that limit or exclude any employee or groups of employees from opportunities that should be open to all employees or job applicants.

#### 2. Will this information go into my personnel or personal file?

No. This information will be used for statistical purposes only and will not be linked with your personnel or personal file.

#### 3. Why am I being asked to indicate my position and employee group?

It is necessary to link self-identification information with our data on occupational groups (salary ranges, hiring, promotions, and separations) to determine how the Halifax Regional School Board is doing in meeting its diversity-management goals. The employee number allows us to track and update the database on a regular basis without having to conduct the Workforce Survey annually.

#### 4. What will the Board do with individual responses?

This is a workplace survey. We want to make sure every employee is counted in, but we will not be using individual responses as we review and report on the data. Individual responses will be combined with other responses to report on groups of employees within our workforce. The information you provide will be used to determine the relationship between



representation in our Board and that of the Nova Scotia workforce. All employees are part of our workforce, whether or not you are in a designated group. Completing the form ensures that information on our workforce is complete and accurate.

#### **5. Will the board be contacting me based on this information?**

You may give your consent to be contacted about specific initiatives. These may include your participation on an advisory committee or in a focus group. If you wish, you may give your consent to be contacted. (See Section 7 of the survey.)

#### **6. What will happen if I don't complete a survey?**

All employees are required to complete sections 1 and 9 of the Workforce Survey. Submission of self-identification information in sections 2, 3, 4, 5, and 6 is voluntary and refusal to provide it will not subject you to any adverse treatment. It is fully within your personal and professional rights to choose not to complete sections 2, 3, 4, 5, and/or 6 of the survey. As your employer, the Board also has a responsibility to respect your decision regarding the survey. The survey is not a condition of employment or related in any way to employee appraisal or evaluation.

#### **7. Why are you asking me about my race, gender, sexual orientation, physical abilities, and the languages I speak?**

It is necessary to link self-identification information with that on occupational group, salary ranges, hiring, promotions, and separations to determine how the Halifax Regional School Board is doing in meeting its diversity management goals.

#### **8. Where will this information be stored?**

The results of the survey will be stored in a stand-alone database in the Policy and Research department. Access to the database will be limited to authorized employees of Board Services, Policy and Research. We encourage you to answer as many questions as you can, but you do not have to respond to any questions about your identity that you do not wish to answer.

#### **9. How can I be sure this data will be kept confidential?**

Your self-identification information is confidential. Only staff of the Policy and Research department will have access to your self-identification survey. The data will only be used to report on groups not to identify individual employees.

It is important to note, too, that tabulation of sections 1, 2, 3, 4, 5 and 6 will be shown as long as they meet standards for data quality and confidentiality protection. We follow the Statistics Canada rules for protection: "Information pertaining to personal characteristics are presented as percentages and not released as 'units of count' in order to maintain confidentiality." If necessary, data will also be suppressed to prevent direct or unintended disclosure of identifiable information.

