

We Belong: We are Toronto Catholic **Workforce Census**

Dear Colleague,

You are invited to participate in the *We Belong: We are Toronto Catholic Workforce Census*, and count yourself in the picture of Toronto Catholic District School Board (TCDSB) workforce.

Why a workforce census?

Together, we represent the diversity of the communities in which we live and work. The workforce census will help us to:

- paint a picture of who we are as a workforce community;
- identify strengths and barriers to equity and inclusion; and
- develop and implement plans and supports to address workplace equity.

As a Catholic learning community, we are inspired and guided by the Gospel in our pursuit of equity as a value rooted in our faith. It is our Christian call to act with intentionality to ensure those we serve are treated with respect and dignity as brothers and sisters in Christ.

As you are aware, the TCDSB is advancing its commitment to equity and inclusion at all levels of our system. The Workforce Census supports the Board's *Equity Action Plan*, the *Multi-Year Strategic Plan*, the *Board Learning Improvement Plan* and the *Three-Year Pastoral Plan; We Belong; We Believe; We Become* in its goal to achieve equity of outcomes for all.

Your participation in the Workforce Census will help the TCDSB achieve this goal. Through our collective diversity, we can inspire success, confidence and hope in each other.

The Workforce Census is anonymous, confidential and voluntary.

This data collection initiative reflects the TCDSB's commitment to the principles of the Ontario *Human Rights Code*, and is aligned with privacy legislation. You will not be asked to provide your name, contact information, employee number, IP address, or information that can uniquely identify you. In addition, all of our reports will be aggregated (grouped) to further maintain anonymity. We will not be analyzing and reporting census results of individuals. No information about groups fewer than 10 will be reported to ensure anonymity.

Timelines for the workforce census

The workforce census will take approximately 10-15 minutes to complete, and will **open <Date> at 8 a.m. and close <Date> at 8 p.m., 2019**. Please complete the Workforce Census by <Date>. Results will be shared (when?).

Thank you for counting yourself in. *We Belong*.

1. Please select the federation, union, association or non-union group which reflects your primary job responsibility in the TCDSB. (*Choose one only.*)

<input type="radio"/> APSSP
<input type="radio"/> CONTINUING EDUCATION EMPLOYEES (VARIOUS – UNION/UNORGANIZED)
<input type="radio"/> CUPE LOCAL 1280, CUSTODIAL AND MAINTENANCE STAFF
<input type="radio"/> CUPE LOCAL 1328, OFFICE, CLERICAL AND TECHNICAL EMPLOYEES
<input type="radio"/> CUPE LOCAL 1328, SCHOOL BASED EDUCATIONAL SUPPORT STAFF
<input type="radio"/> CUPE LOCAL 1328, ADULT ESL INSTRUCTOR, INSTRUCTORS IN CHARGE
<input type="radio"/> CUPE LOCAL 1328, ADULT ESL NURSERY INSTRUCTORS, INSTRUCTORS IN CHARGE
<input type="radio"/> CUPE LOCAL 1328, SECONDARY SCHOOL SUPERVISORS OF STUDENTS
<input type="radio"/> CUPE LOCAL 3155, INTERNATIONAL LANGUAGE INSTRUCTORS
<input type="radio"/> DAILY AND LONG TERM ASSIGNMENTS - DESIGNATED EARLY CHILDHOOD EDUCATORS, UNORGANIZED
<input type="radio"/> DAILY AND LONG TERM ASSIGNMENTS – SUPPLY EDUCATION ASSISTANTS, SUPPLY UNQUALIFIED LIBRARY TECHNICIANS, UNORGANIZED
<input type="radio"/> ELEMENTARY PRINCIPALS, VICE-PRINCIPALS
<input type="radio"/> ELEMENTARY LUNCH TIME SUPERVISORS, UNORGANIZED
<input type="radio"/> ETFO, DESIGNATED EARLY CHILDHOOD EDUCATORS (DECE)
<input type="radio"/> NON UNION MANAGEMENT ASSOCIATION (MAPA) & SENIOR STAFF (DESIGNATED EXECUTIVES)
<input type="radio"/> OECTA, TECT – TORONTO ELEMENTARY CATHOLIC TEACHERS
<input type="radio"/> OECTA, TSU – TORONTO SECONDARY TEACHERS and MSGR FRASER INSTRUCTORS AND OVER 21
<input type="radio"/> SECONDARY PRINCIPALS, VICE PRINCIPALS
<input type="radio"/> SUPPLY INTERNATIONAL LANGUAGE INSTRUCTORS, SUPPLY EDUCATION ASSISTANTS, SUPPLY UNQUALIFIED TEACHERS, UNORGANIZED
<input type="radio"/> TEMPORARY EMPLOYEES (UNORGANIZED)
<input type="radio"/> TOTL, DAILY OCCASIONAL AND LONG TERM OCCASIONAL TEACHERS
<input type="radio"/> Not indicated above – <i>please specify (optional)</i> : _____
<input type="radio"/> Choose not to answer

2. a) Do you currently hold a position of responsibility? Yes No Choose not to answer
(e.g., chief, coordinator, head custodian, lead hand, manager, office manager, president of a federation, association or union, secondary school department head, supervisor)

Position of responsibility: means a position of responsibility within the bargaining unit for unionized staff. Additionally, position of responsibility applies to those who hold managerial positions and/or are expected to fulfill (and are compensated for) additional duties within the scope of their role. A position of responsibility does not necessarily imply management of other staff, but instead, could involve the management of workflow and/or workload assignment.

b) If YES, are you currently in an acting position? Yes No Choose not to answer

3. Where is your primary work location?

<input type="radio"/> Catholic Education Centre (CEC) <input type="radio"/> Elementary school <input type="radio"/> Field centre / Field office <input type="radio"/> Maintenance shop/office/warehouse <input type="radio"/> Secondary school	<input type="radio"/> School-based itinerant locations <input type="radio"/> Other non-school based locations <input type="radio"/> Not indicated above – <i>please specify (optional):</i> _____ <input type="radio"/> Choose not to answer
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4. a) Do you live in the City of Toronto? Yes No Choose not to answer

b) If NO, in which region do you live?

- Durham Region Halton Region Peel Region
 York Region Other Region Choose not to answer

5. What is your primary employment status with the TCDSB?

- Permanent or probationary full time
- Permanent or probationary part time
- Casual/occasional/temporary/contract/supply
- Not indicated above
- Choose not to answer

6. How long have you been employed with the TCDSB in any capacity from date of hire?

- Less than 1 year 1-5 years 6-10 years 11-15 years
 16-20 years 21-25 years 26-30 years More than 30 years
 Choose not to answer

7. What is your **primary** work schedule? (Choose all that apply.)

<input type="radio"/> Days <input type="radio"/> Mornings <input type="radio"/> Afternoons	<input type="radio"/> Nights <input type="radio"/> Weekends <input type="radio"/> Choose not to answer
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8. To which **AGE** group do you belong?

<input type="radio"/> Less than 20 years <input type="radio"/> 20-24 years <input type="radio"/> 25-29 years <input type="radio"/> 30-34 years	<input type="radio"/> 35-39 years <input type="radio"/> 40-44 years <input type="radio"/> 45-49 years <input type="radio"/> 50-54 years	<input type="radio"/> 55-59 years <input type="radio"/> 60-64 years <input type="radio"/> 65 years or older <input type="radio"/> Choose not to answer
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9. When do you anticipate retiring from TCDSB?

<input type="radio"/> Less than 1 year <input type="radio"/> 1-5 years <input type="radio"/> 6-10 years <input type="radio"/> 11-15 years	<input type="radio"/> 16-20 years <input type="radio"/> 21-25 years <input type="radio"/> 26-30 years <input type="radio"/> More than 30 years	<input type="radio"/> Do not know/undecided <input type="radio"/> I'm retired and have returned <input type="radio"/> Choose not to answer
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10. a) Do you consider yourself to be a person with a **DISABILITY**?

- Yes No Choose not to answer

b) What is the nature of your disability? (*Choose all that apply.*)

<ul style="list-style-type: none"> <input type="radio"/> Addiction <input type="radio"/> Chronic medical condition <input type="radio"/> Cognitive impairment <input type="radio"/> Dexterity (fine motor skills) <input type="radio"/> Intellectual/developmental <input type="radio"/> Hearing <input type="radio"/> Learning <input type="radio"/> Memory <input type="radio"/> Mental health 	<ul style="list-style-type: none"> <input type="radio"/> Chronic pain <input type="radio"/> Physical, functional and/or mobility <input type="radio"/> Seeing/sight/visual <input type="radio"/> Speech <input type="radio"/> Not indicated above – <i>please specify (optional):</i> _____ <input type="radio"/> Don't know <input type="radio"/> I don't have a disability <input type="radio"/> Choose not to answer
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11. Indicate your **GENDER**:

- Male
- Female
- Choose not to answer

12. What is the highest level of education you have completed?

<ul style="list-style-type: none"> <input type="radio"/> No school degree, certificate or diploma (<i>go to Q14</i>) <input type="radio"/> Secondary school diploma or equivalency certificate <input type="radio"/> Registered apprenticeship certificate <input type="radio"/> Other trades certificate or diploma <input type="radio"/> College certificate or diploma 	<ul style="list-style-type: none"> <input type="radio"/> Bachelor's degree <input type="radio"/> Certificate or diploma above bachelor's level <input type="radio"/> Master's degree <input type="radio"/> Doctorate <input type="radio"/> Not indicated above – <i>please specify (optional):</i> _____ <input type="radio"/> Choose not to answer
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13. Where did you complete your highest level of education?

- | | |
|---|--|
| <input type="radio"/> In Canada | <input type="radio"/> Outside of Canada |
| <input type="radio"/> Both inside Canada and outside Canada | <input type="radio"/> Choose not to answer |

14. In which country were you born? *Please specify (optional):* _____

15. a) Do you self-identify as an Indigenous person (that is, First Nations, Métis or Inuit)?

- Yes No Choose not to answer

b) If yes, with which Indigenous group do you best identify:

- First Nations Métis Inuit

16. Which best describes your **RACIAL BACKGROUND**? If you have a mixed background, choose all that apply.

<ul style="list-style-type: none"> <input type="radio"/> Black (e.g. African, Afro-Caribbean descent/Afro-Canadian) <input type="radio"/> East Asian (e.g. Chinese, Japanese, Korean) <input type="radio"/> Indigenous (First Nations, Métis, Inuk/Inuit) <input type="radio"/> Latino (e.g. Latin American or Hispanic descent) <input type="radio"/> Middle Eastern (e.g. Arab, Persian, or West Asian descent - Afghan, Egyptian, Iranian, Lebanese, Turkish, Kurdish, etc.) 	<ul style="list-style-type: none"> <input type="radio"/> South Asian (Indian Subcontinent descent, e.g., East Indian, Pakistani, Bangladeshi, Sri Lankan, Indo-Caribbean, etc.) <input type="radio"/> Southeast Asian (e.g. Cambodian, Filipino, Indonesian, Vietnamese, etc.) <input type="radio"/> White (e.g. European, North American, etc.) <input type="radio"/> Another racial group – <i>please specify (optional)</i>: _____ <input type="radio"/> Not sure <input type="radio"/> Choose not to answer
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17. a) Do you consider yourself Canadian? Yes No Not sure Choose not to answer

b) What is your **ETHNIC** or **CULTURAL BACKGROUND**? *Please specify (optional)*: _____

For example, Arabic, Chinese, Colombian, Cree, Dutch, East Indian, English, French, Filipino, German, Guyanese, Hungarian, Inuit, Iranian, Irish, Italian, Jamaican, Korean, Lebanese, Métis, Mi'kmaq, Ojibway, Pakistani, Polish, Portuguese, Scottish, Somali, Sri Lankan, Trinbagonian, Ukrainian, etc.)

18. In which language(s) can you communicate fluently? (*Choose all that apply.*)

<ul style="list-style-type: none"> <input type="radio"/> Arabic <input type="radio"/> Bengali <input type="radio"/> Cantonese <input type="radio"/> Chinese [not otherwise specified – (n.o.s.)] <input type="radio"/> English <input type="radio"/> French <input type="radio"/> Greek <input type="radio"/> Gujarati <input type="radio"/> Italian <input type="radio"/> Korean <input type="radio"/> Mandarin <input type="radio"/> Punjabi 	<ul style="list-style-type: none"> <input type="radio"/> Persian (Farsi) <input type="radio"/> Polish <input type="radio"/> Portuguese <input type="radio"/> Russian <input type="radio"/> Spanish <input type="radio"/> Somali <input type="radio"/> Tagalog (Pilipino, Filipino) <input type="radio"/> Tamil <input type="radio"/> Urdu <input type="radio"/> Vietnamese <input type="radio"/> Other – <i>please specify (optional)</i>: _____ <input type="radio"/> Choose not to answer
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19. Indicate the predominant **RELIGION** or **SPIRITUALITY** with which you identify:

<ul style="list-style-type: none"> <input type="radio"/> Christianity - Roman Catholicism <input type="radio"/> Christianity - Eastern Rite Catholicism <input type="radio"/> Christianity - Other forms of Catholicism <input type="radio"/> Other Christianity (for example, Anglican, Greek Orthodox, Ukrainian Orthodox, United, Protestant, Baptist, Mennonite) <input type="radio"/> Buddhism <input type="radio"/> Hinduism <input type="radio"/> Indigenous Spirituality <input type="radio"/> Islam <input type="radio"/> Judaism 	<ul style="list-style-type: none"> <input type="radio"/> Sikhism <input type="radio"/> Spirituality <input type="radio"/> No religious or spiritual affiliation <input type="radio"/> Another religion or spiritual affiliation. <i>Please specify (optional)</i>: _____ <input type="radio"/> Questioning <input type="radio"/> Do not know <input type="radio"/> Choose not to answer
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20. Reflecting on your time at work, indicate your level of agreement for each of the following:

	Agree strongly	Agree	Not sure	Disagree	Disagree Strongly
a) I am satisfied with the amount of involvement I have in decisions that affect my work.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
b) I feel I am rewarded (in terms of praise and recognition) for the level of effort I put out for my job.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
c) In the last 6 months, too much time pressure at work has caused me worry, "nerves" or stress.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
d) In the last 6 months, I have experienced worry, "nerves" or stress from mental fatigue at work.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

[Questions 20. a) to d) are from: Shain, M. (2008). *Stress & Satisfaction Offset Score (SSOS) - A Self-Assessment*. Industrial Accident Prevention Association. Used with permission by the Author.]

21. Workplace equity means there is a feeling of inclusion, belonging, and opportunity for all employees regardless of age, disability, gender, racial background, ethnic or cultural background, or religion.

It is the vision for the TCDSB to ensure that there is equity in all aspects of the workplace including hiring and promotion practices.

With this vision in mind, please indicate whether any of the following have been barriers for you in the TCDSB workplace:	Yes	No	If YES, where in the workplace has the barrier been?
a) my age	<input type="radio"/>	<input type="radio"/>	<input type="radio"/> Hiring <input type="radio"/> Opportunities for placement <input type="radio"/> Opportunities for promotion <input type="radio"/> Inclusion
b) my disability	<input type="radio"/>	<input type="radio"/>	<input type="radio"/> Hiring <input type="radio"/> Opportunities for placement <input type="radio"/> Opportunities for promotion <input type="radio"/> Inclusion
c) my gender	<input type="radio"/>	<input type="radio"/>	<input type="radio"/> Hiring <input type="radio"/> Opportunities for placement <input type="radio"/> Opportunities for promotion <input type="radio"/> Inclusion
d) my racial background	<input type="radio"/>	<input type="radio"/>	<input type="radio"/> Hiring <input type="radio"/> Opportunities for placement <input type="radio"/> Opportunities for promotion <input type="radio"/> Inclusion
e) my ethnic or cultural background	<input type="radio"/>	<input type="radio"/>	<input type="radio"/> Hiring <input type="radio"/> Opportunities for placement <input type="radio"/> Opportunities for promotion <input type="radio"/> Inclusion

f) my religion	○	○	<input type="checkbox"/> Hiring
			<input type="checkbox"/> Opportunities for placement
			<input type="checkbox"/> Opportunities for promotion
			<input type="checkbox"/> Inclusion

If you wish to discuss any barriers you are facing in your workplace, please contact your superintendent.

If you feel you are being bullied or harassed, either verbally, physically, or sexually in the workplace, speak to your immediate supervisor or contact the TCDSB Coordinator of Conflict Resolution, Employee Relations Department. Bullying behaviours and harassment are never appropriate.

Thank you for completing the survey!

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