PROVINCE OF BRITISH COLUMBIA

Civil Service Commission

Fortieth Annual Report

JANUARY 1st TO DECEMBER 31st

1958

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in right of the Province of British Columbia.
1959

To His Honour FRANK MACKENZIE ROSS, C.M.G., M.C., LL.D.,
Lieutenant-Governor of the Province of British Columbia.

MAY IT PLEASE YOUR HONOUR:

The undersigned respectfully submits the Report of the Civil Service Commission, Province of British Columbia, from January 1st to December 31st, 1958.

WESLEY D. BLACK,
Provincial Secretary.

Victoria, B.C., January, 1959.

The Honourable Wesley D. Black,
Provincial Secretary,
Province of British Columbia.

SIR,—In conformity with the provisions of section 7 of the "Civil Service Act" (chapter 51, "Revised Statutes of British Columbia, 1948"), I have the honour to submit herewith the Report of the proceedings and work of the Civil Service Commission from January 1st to December 31st, 1958.

I have the honour to be,
Sir,
Your obedient servant,
HUGH M. MORRISON,
Chairman, Civil Service Commission.

Victoria, B.C., January, 1959.

HIGHLIGHTS DURING 1958

- 885 persons were appointed to permanent positions.
- 686 persons were appointed to casual or temporary positions.
- 2,045 persons terminated their services.
- There was a 21.36-per-cent turnover of staff.
- 369 Civil Servants gained promotion through open competition with other employees and with candidates from outside the Service.
- 19 per cent of promotions were made from one department to another.
- A third class of thirty senior employees started on a three-year Civil Service-University executive-development training plan, and two previous classes continued their studies.
- Sixty-four assessors and appraisers from various departments and from some municipalities completed correspondence studies and attended a two-week institute, and continued advanced studies leading toward accreditation by the Appraisal Institute of Canada.
- Government employees received salary increases, aggregating 7½ per cent additional to payroll, retroactive to July 1st, 1957.
- There were no grievances presented formally to the Civil Service Commission.
- There was a slight increase in the average sick-leave.
- There was a decrease in Civil Service enrolment by 358, from 9,621 to 9,263.

HIGHLIGHTS DURING 1958

- 885 persons were appointed to permanent positions.
- 656 persons were appointed to casual or temporary positions.
- 2,045 persons terminated their services.
- There was a 21.36-per-cent turnover of staff.
- 38% Civil Servants moved promotion through open competition with other employees and with candidates from outside the Service.
- 19 per cent of promotions were made from one department to another.
- A third class of thirty senior employees started on a three-year Civil Service-University executive-development training plan, and two previous classes continued their studies.
- Sixty-four assessors and appraisers from various departments and from some municipalities completed correspondence studies and attended a two-week institute, and continued advanced studies leading toward accreditation by the Appraisal Institute of Canada.
- Government employees received salary increases, averaging 7¾ per cent additional to payroll, retroactive to July 1st, 1957.
- There were no grievances presented formally to the Civil Service Commission.
- There was a slight increase in the average sick-leave.
- There was a decrease in Civil Service enrolment by 338, from 9,621 to 9,283.

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Report of the Civil Service Commission

Pursuant to Section 7 of the "Civil Service Act," from January 1st to December 31st, 1958

Changes in personnel of the Civil Service Commission and its staff, greater attention to the utilization of staff in the Civil Service, implementation upon a retroactive basis of a general Civil Service salary increase, and continued salary surveys and discussions with employee organizations were general features of the year 1958 in regard to the administration of the Government's personnel. The Commission continued to render assistance and advice to establishments not under the jurisdiction of the "Civil Service Act." Recruitment and selection activities were at a reduced pace, consistent with the slower economic tempo of business and industry.

CHANGES IN COMMISSION PERSONNEL

By Order in Council No. 1595, approved July 4th, 1958, Mr. E. R. Rickinson was appointed a member of the Commission. Mr. Rickinson is Deputy Minister of Welfare. He has been some thirty years in the Civil Service, and hence brings to the Commission a thorough knowledge of the Service. In March the Commission received, with great regret, the resignation of the Chief Personnel Officer, Mr. R. L. W. Ritchie, who accepted a position in personnel administration with the Civil Service Commission of Canada. Mr. Ritchie served this Commission faithfully and competently for some thirteen years. As a result of this loss, some adjustments and slight reorganization in the Commission staff became necessary. Mr. A. G. Richardson was promoted from Classification Officer to Chief Personnel Officer and given full charge of the technical staff. Mr. D. J. Slader, of the Classification Division, won, by open competition, a promotion to the position of Chief Selection Officer, and Miss J. Meryl Campbell was reclassified to Personnel Officer—Grade 2, in view of her assumption of the Commission training programme in addition to her duties in the Recruitment and Selection Division. Mr. Kenneth M. Hanson was appointed in October to the staff as a Personnel Officer—Grade 1, in the Classification Division, under the direct supervision of the Chief Personnel Officer. Mr. R. D. Higgins was reclassified in the Classification Division from Personnel Assistant to Personnel Officer—Grade 1.

SIZE AND COMPOSITION OF THE CIVIL SERVICE

On December 31st, 1957, the total number of probationary and permanent Civil Servants was 8,722 (*see* Appendix, Table 3, Annual Report for 1957); the corresponding number at December 31st, 1958, was 8,349 (*see* Appendix, Table 3), a decrease of 373. The gross total (including temporary or casual employees) at the end of 1957 was 9,621; the corresponding number at the end of 1958 was 9,263, a decrease of 358. All departments, except two which showed no change and one which had an increase of eleven, were able to effect staff decreases. The fact that this was accomplished in spite of increasing services indicates the increasing efficiency of the British Columbia Civil Service.

Officers of the Commission and respective departmental officials are constantly studying staff organization and work procedures so as to effect the maximum utilization of the work force. Requisitions for staff are closely examined, and departmental supervisors report on the exact volume of work to be performed in each vacancy. Data were obtained from the departments in which vacancies occurred, and reports were prepared on 578 requisitions. In addition, excellent departmental co-operation was received in "loaning" staff to departments at times of peak loads.

APPOINTMENTS

During the year 1,571 appointments were made (*see* Appendix, Table 2), as compared to 2,794 appointments made during 1957, a decrease of 1,223 or 43.79 per cent. The number of appointments to probationary-permanent positions amounted to 885; the remainder, 686, were appointments to casual or temporary positions. The Chief Selection Officer reports that the number of staff requisitions processed, dealing with the Civil Service, amounted to 2,772, as against 4,151 in 1957, reflecting a substantial decline in recruiting activity, approximating the 2,626 processed in 1955. Of these personnel transactions, 1,524 were initiated in the Victoria office, 781 were initiated in the Essondale office, and 467 were initiated in the Vancouver office.

In addition, there were 126 requisitions initiated in the Vancouver office on behalf of the Haney Correctional Institution and the British Columbia Toll Highways and Bridges Authority, which are not under the jurisdiction of the " Civil Service Act."

SEPARATIONS

The number of separations of all types from the Civil Service was 1,979, which is a decrease of 710 or 26 per cent of the 2,689 for 1957, a significant decline. Using the formula of—

$$\frac{\text{Number of separations}}{\text{Total enrolment including casuals}} \times 100$$

as a measure of the degree of staff turnover, the turnover for 1958 was—

$$\frac{1{,}979}{9{,}263} \times 100 = 21.36$$

For comparison purposes, this formula is applied to similar figures for recent post-war years, as follows:—

Year	Total Separations	Enrolment[1] at Dec. 31	Turnover Rate
1949	1,255	7,345	17.09
1950	1,418	7,694	18.43
1951	1,963	7,994	24.56
1952	1,992	8,543	23.32
1953	2,187	8,543	25.60
1954	2,529	8,523	26.67
1955	2,388	8,893	26.85
1956	2,637	9,270	28.45
1957	2,689	9,621	27.84
1958	1,979	9,263	21.36

[1] Including casual employees.

As indicated toward the end of 1957, the turnover rate declined considerably during 1958, to the lowest level since before 1951.

The turnover rates (in terms of percentage separations are to enrolment in the group), according to the classification groups during the past three years, were as follows:—

Group	Year		
	1956	1957	1958
Clerical	32	32	20
Technical	26	25	15
Manual	33	21	9
Professional	18	20	17

The figures for 1958 indicate a much more satisfactory and balanced condition than those during the past few years. The professional group is still unsatisfactory, and perhaps only the forthcoming increases in university graduating classes will materially improve the situation. The reduction in turnover in the clerical group is a change that has already been reflected in increased efficiency. The time that has been saved in training a smaller number of recruits has resulted in staff reductions and the handling of increased work volumes by existing staffs. From present indications, it appears unlikely that the turnover figures will change significantly in 1959.

The reasons for turnover are roughly tabulated in Table 6 of the Appendix. One thousand five hundred and thirteen resigned from the Service, 66 were superannuated, 24 died, 53 transferred from the Civil Service, 333 (including 121 of the Tranquille Hospital) concluded their appointments, and 36 were dismissed for cause.

According to termination of employment reports to the Commission, reasons given during the past six years are detailed percentagewise (that is, percentage of total reported separations), as follows:—

Reasons for Leaving	Per Cent					
	1953	1954	1955	1956	1957	1958
To further education	9	8	9	7	5	7
Marital reasons	17	18	19	22	26	34
Moving from job locality	12	12	13	14	11	10
Ill health	8	8	7	9	9	9
To accept other employment	18	20[1]	26[1]	37[1]	33[1]	26[1]
Dismissed, unsatisfactory	7	4	4	4	5	6
Miscellaneous or unknown	29	30	22	7	11	8

[1] Includes enlistment in Her Majesty's forces.

It is significant, as this tabulation shows, that 1958 reveals a substantial increase for separations due to uncontrollable marital reasons, and a substantial decrease for the reasons of accepting other employment.

Greater efficiency and stability is also indicated by the reduction in the number of dismissals for cause, being thirty-six as opposed to sixty-four in 1957. The following tabulation indicates the number of suspensions, dismissals, and probationary period extensions during the past seven years:—

	1952	1953	1954	1955	1956	1957	1958
Number of Civil Servants whose probationary periods were extended	68	49	61	59	56	58	50
Number of Civil Servants who were suspended from duty but not dismissed	8	11	10	4	2	3	8
Number of Civil Servants who were dismissed	53	64	54	52	42	64	36

GENERAL ELIGIBILITY EXAMINATIONS

Generally assembled examinations for the establishment of eligibility lists or direct appointment in beginning stenographic, clerical, business-machine operators, and draughting grades were held in Victoria, Vancouver, and Essondale centres.

At the Victoria centre a total of 652 applicants were tested. Of this number, 407 or 58 per cent qualified as follows:—

Classification	Number Examined	Number Qualified	Per Cent Qualified
Clerk-Typist	202	108	53
Junior Clerk	169	114	67
Clerk—Grade 1	113	67	59
Clerk-Stenographer—Grade 1	52	33	63
Clerk-Stenographer—Grade 2	72	51	71
Junior Draughtsman	14	9	64
Draughtsman—Grade 1	7	7	100
Draughtsman—Grade 2	5	1	20
Senior Draughtsman	4	3	75
Field Survey Assistant—Grade 2	1	1	100
Field Survey Assistant—Grade 3	7	7	100
Mapping Assistant—Grade 2	3	3	100
Mapping Assistant—Grade 4	2	2	100
Computer	1	1	100
Totals	652	407	58

At the Vancouver centre 240 wrote examinations, of which 181 or 75 per cent qualified. At Essondale, steno-clerical tests were administered to eighty-one applicants, of which seventy-seven or 95 per cent qualified. In examinations for truck-driver, five of the nineteen applicants passed, or 27 per cent.

Percentage of Qualifications on General Eligibility Examinations for Initial Entrance to Some Junior Level Grades

Centre	1950	1951	1952	1953	1954	1955	1956	1957	1958
	Per Cent	Per Cent	Per Cent	Per Cent	Per Cent	Per Cent	Per Cent	Per Cent	Per Cent
Victoria	71	67	64	66	61	66	62	57	58
Vancouver	(1)	88	72	84	89	69	83	84	75
Essondale[2]	(3)	(3)	(3)	(3)	(3)	69	68	86	95

[1] No record.
[2] Includes only steno-clerical grades.
[3] No centre.

COMPETITIONS FOR PROMOTION

Of the number of vacancies offering promotional opportunities, 369 or 65 per cent were filled from within the Service and 197 or 35 per cent were filled from outside the Service. The number of promotional appointments made from one department to another department amounted to the not insignificant number of seventy, or 19 per cent. This latter figure is significant because it indicates that successful efforts are being exerted against tendencies, common in many services, of departmental insularity.

The following tabulation illustrates the operation of the promotional policy during the past three years:—

Appointment	1955		1956		1957		1958	
	Number	Per Cent	Number	Per Cent	Number	Per Cent	Number	Per Cent
In-service promotion	373	54	361	36	384	53	369	65
Outside appointments	318	46	646	64	346	47	197	35
Totals	691	100	1,007	100	730	100	566	100
Promotions made from one department to another	44	12	67	19	60	15	70	19
Total number of requisitions processed	2,626		4,404		4,151		2,772	

In the Mental Health Services, included in the above tabulation, there were forty-nine promotions made from the eligibility list to assistant and charge psychiatric nursing positions.

IN-SERVICE TRAINING

As reported in the Chief Personnel Officer's report (*see* page 18), the Executive Development Training Course had another successful year, with the completion of second-year courses by the first class and the first-year courses by the second class. A third class of thirty students started the first-year courses in September. Sixty-four assessors and appraisers from various departments and some municipalities completed correspondence courses and attended a two-week institute, and wrote an Appraiser I Course leading to accreditation by the Appraisal Institute of Canada. Arrangements for further courses were completed for 1959.

For the first year since 1950 it was impossible to conduct supervisory training courses. However, it is planned to resume them in 1959.

THE VANCOUVER OFFICE

During 1958 this office continued to be engaged in recruiting and placing personnel, assessing positions for classification purposes, conducting staff and organizational surveys, and investigating grievances and advising officials on matters relating to personnel practices as they concern the Government offices and institutions situated on the Lower Mainland.

Recruiting and placement activities carried out during the year resulted in a total of 593 appointments (777 in 1957) to fill a wide variety of clerical, technical, and professional positions.

As in previous years, all candidates for clerical and stenographic positions were subjected to qualifying examinations. Formal written examinations were utilized also as a factor in the selection of personnel in technical classifications more extensively than had been done previously. The following table provides a summary of the clerical and stenographic examinations administered:—

	Passed	Failed
Junior Clerk	27	4
Clerk—Grade 1	42	11
Clerk-Typist—Grades 1 and 2	53	25
Clerk-Stenographers	59	19
Totals	181	59

Grand total, 240

During 1958 this office continued to provide assistance in recruiting personnel to departments of government which do not employ Civil Servants, and appreciation for such co-operation has been expressed by the supervisory officials of the Gaol Service, University Endowment Lands, and the Toll Highways and Bridges Authority.

During the past year this office completed fifty-three investigations relative to position classifications and organizational requirements and continued checking the duties of positions becoming vacant to determine if changes in classification were warranted before a new appointment was made.

THE ESSONDALE OFFICE

For the first time since the opening of the Essondale office, complete recruiting for the Mental Health Services was assumed by the Commission. This was done in January, when the Essondale office was able to take full control of the recruitment and selection of psychiatric nurses and aides. This step resulted in the saving of considerable time of the

senior nursing staff, thus allowing more time for their professional duties. It is to be expected that the selection of personnel will also improve, and there are signs to this effect.

Extensive advertising for qualified psychiatric nurses was continued throughout British Columbia, Canada, and the United Kingdom. During the year forty-two psychiatric nurses who were graduates from schools other than Essondale were hired; sixteen of these were hired from Great Britain. In response to a recent policy of continuous advertising, 102 inquiries, including eighty from Great Britain, have been received and were being processed at the close of the year. The following tabulation shows the results of recruitment efforts in 1958.

Recruitment of Psychiatric Nurses, 1958

Essondale graduates, 1958 class	80
Essondale graduates, other than 1958 class	81
Non-Essondale graduates—	
Great Britain	16
Saskatchewan	10
Manitoba	13
Alberta	3
Total	203
Percentage of non-Essondale graduates	20.6
Percentage of non-Essondale graduates hired, excluding 1958 graduating class	34
Female psychiatric nurses hired	154
Male psychiatric nurses hired	49

Generally, recruitment was favourable, with no difficulties in obtaining applicants, except in some professional areas such as psychologists, psychiatrists, social workers, and dieticians.

During 1958 the Essondale office processed 781 appointments, as opposed to 1,217 in 1957. Of these appointments, sixty-seven were to new positions and forty-nine were promotional appointments to assistant and charge psychiatric nursing positions. There were eighty-six formal competitions, including local postings for which there were 586 applicants. Of these, 277 or 47 per cent were interviewed, resulting in eighty-eight appointments. The remaining appointments—namely, 693, including nurses—were directly selected after interview and examination of qualifications.

CLASSIFICATION AND SALARY PLAN

As reported by the Chief Personnel Officer, position classification reviews continued at approximately the same number as during 1957. Because of the change of personnel, no complete record, as in former years, was kept. Position classification studies and recommendations resulted in the deletion of twenty-nine titles, the institution of thirty-two new titles, changes in forty-one titles, and increase in salaries for thirty-two classifications.

The implementation, retroactive to July 1st, 1957, of revised salaries to the entire Government service involved a huge task upon both the Classification Division and the Salary Recording Section. The salaries or salary ranges for practically all positions were revised upwards to the amount of 7½ per cent additional to the Government's payroll.

The volatile wage situation in industry and business makes it imperative for the Classification Division to be constantly conducting wage surveys in various occupational areas. The results of these surveys are discussed with departments of the Government and with employee associations who make salary representations to the Government.

DEPARTMENTAL ESTABLISHMENTS

The following tabulation illustrates the number of positions added to and the number of positions deleted from the permanent establishment of the various departments during the year:—

Number of Positions Added to and Deleted from Establishments

Department	Addition	Deletion
Agriculture	1	1
Attorney-General	1	-----
Education	5	-----
Health	1	122
Hospital Insurance	-----	-----
Welfare	-----	-----
Highways	-----	24
Industrial Development, Trade, and Commerce	2	-----
Labour	-----	-----
Lands	2	-----
Forests	-----	-----
Mines	-----	1
Municipal Affairs	-----	-----
Provincial Secretary	95	3
Public Utilities Commission	1	-----
Public Works	-----	19
Railways	-----	1
Recreation and Conservation	-----	-----
Totals	108	171

Formal organization studies were completed in nine branches, and a number of miscellaneous studies, as outlined in the Chief Personnel Officer's report, were carried out.

SICK AND SPECIAL LEAVE

Sick-leave granted during the twelve-month period from October 1st, 1957, to September 30th, 1958, totalled 62,097 days—51,111 days with pay and 10,986 days without pay, an average of 6.54 days (*see* Table 5, Appendix), an increase of 0.69 day over the average for the previous twelve-month period, 5.85 days. These figures do not include sick-leave granted under the Workmen's Compensation Board and under the Department of Veterans' Affairs section of the Sick-leave Regulations. The average number of days' sick-leave per employee for the past nine years is shown hereunder, and may be found interesting for comparison purposes:—

Year Ended Sept. 30	Average per Employee	Year Ended Sept. 30	Average per Employee
1950	5.3	1955	5.5
1951	6.2	1956	5.6
1952	6.0	1957	5.85
1953	6.4	1958	6.54
1954	6.6		

The average daily salary for the year from October 1st, 1957, to September 30th, 1958, was $14.03, thus the cost of sick-leave with pay for the above 51,111 days was $717,087. However, in most instances the absences were not of lengthy duration and required no payment for relief assistance.

Twenty-seven employees were granted special leave of absence for the purpose of training with Reserve units of Her Majesty's forces. Two employees were granted leave to serve with the United Nations Organization in South-east Asia.

Special leave of absence for the purpose of further training and study, for varying periods, was granted to fifty employees, some with assistance provided, as in previous years, from Federal health grant funds.

A report of the activity of the Employees' Health Service in Victoria is included in the Annual Report of the Health Branch, Department of Health and Welfare.

GRIEVANCES

No formal grievances were presented to the Commission during the year.

CONCLUDING OBSERVATIONS

With the full co-operation of the various departments, a revision was effected in the system of merit rating, so as to eliminate unnecessary reporting by decreasing the number of reports upon the great mass of generally satisfactory employees. At the same time, some reporting was extended to cover many classes, such as single salary classifications, which previously had only been reported upon when completing probationary appointments. In brief, more employees will be reported upon, but not so frequently as heretofore. The manual of instruction to supervisors on how to rate employees was also revised.

As an aid in the recruitment of professional personnel, the Commission issued a booklet entitled "Careers in the British Columbia Civil Service for University Graduates," which is being placed in the University and colleges and is available to high-school counsellors.

The usual certificates, signed by the Premier, testifying to twenty-five years of service, were sent to thirty-two employees.

By Order in Council No. 2426/58, the regulations governing the application of the "Unemployment Insurance Act" to Provincial Government employees was amended to exempt registered nurses from the regulations.

The schedule bond, covering all Provincial Government employees, was renewed for a three-year period, as a result of a public call for tenders, again at a very satisfactory premium price. The coverage for each employee was increased from $10,000 to $50,000.

The Chairman of the Commission appeared as the principal witness for the counsel who presented the Government's case to the Board of Reference inquiring into the operation of the "Civil Service Act" in respect to the Government's relations with its employees.

In June it was the pleasant duty of the Chairman to preside over the Western Regional Conference of the Public Personnel Association, in Vancouver. The conference, composed of delegates from many government agencies from Western North America and Hawaii, was addressed by speakers of national and international repute. You, as Provincial Secretary, were extremely gracious in bringing the good wishes of our Government to the conference.

Good personnel selection results in a satisfied public and efficient service. The Commission's personnel office in Vancouver has actively assisted the Toll Highways and Bridges Authority in its selection of staff, a task which the Commission is only too pleased to render. Soon after the opening of the Nelson Toll Bridge, the Nelson Daily News reported in part:—

"While much has been said regarding Nelson's new toll bridge and the charge for crossing it, no mention has been made of the men who staff the toll station, . . . it is to be congratulated on its selection of personnel.

"As ambassadors of good will for the city, Nelson would have a difficult time selecting a better group of people. . . ."

ACKNOWLEDGMENTS

Once more the Commission renews its annual thanks to all departments of Government and to the various Provincial and Federal Civil Service Commissions for the wholehearted co-operation received. The Government Agents of the Department of Finance have again rendered ready assistance in supervising local recruitment in the junior level steno-clerical positions. The Commission also stands indebted to you, as Provincial Secretary, for your ready assistance, goodwill, and understanding.

To each member of its technical and clerical staffs, it wishes to express acknowledgment for good work and loyal support.

CIVIL SERVICE COMMISSION.

H. M. MORRISON, *Chairman.*
J. V. FISHER, *Member.*
E. R. RICKINSON, *Member.*

REPORT OF THE CHIEF PERSONNEL OFFICER

A. G. RICHARDSON, M.A.

The bulk of the technical work during the first quarter of the year, apart from classification reviews, was concerned with wage adjustments and the implementation of the general wage increase on a retroactive basis to July 1st, 1957. During the remainder of the year the classification staff was occupied with wage surveys, classification reviews, and miscellaneous assignments.

Wage surveys involved a large number of separate surveys covering every type of worker within the Civil Service as well as a number outside of the Civil Service. These, in conjunction with the Bureau of Economics and Statistics wage survey, were used to compile a comprehensive report on salaries. In this connection, numerous meetings were held with officials of the British Columbia Government Employees' Association, which also completed many wage surveys. Results were compared, argued, and discussed, and eventually the great majority of appropriate wage rates were agreed upon. There was disagreement on a few classes, such as clerical workers and psychiatric nurses, and the general secretary of the Employees' Association and the Chief Personnel Officer presented their views to the Civil Service Commission in these cases.

The classification reviews continued at approximately the same number as the previous year, though no complete record was kept due to the change in personnel. The percentage of reviews resulting in a recommendation for no change increased. One Personnel Officer recommended no change in 50 per cent of his reviews and another 30 per cent.

A number of studies of establishment and organization were completed. They were as follows:—

(1) Civil Service Commission Professional Staff.
(2) Official Administrator's Office.
(3) Engineering Positions in the Water Rights Branch.
(4) Department of Recreation and Conservation, Parks Branch.
(5) Personnel Function, Department of Finance.
(6) Civil Defence Organization.
(7) Department of Education—Senior Positions.
(8) Administration Branch, Department of Mines.
(9) Accounting Office, Department of Lands.

Miscellaneous studies included:—

(1) Arranging Temporary Transfers of Staffs during Peak Periods.
(2) Promotions of Clerk-Stenographers—Grade 2 on Basis of Production and Merit Standards.
(3) Survey of Procedures with Respect to Vacations and Statutory Holidays.
(4) Review of Service Bonus.
(5) Review of Shift Overlaps in Mental Hospitals.
(6) Revision of Employee Ratings.
(7) Surveys of Fringe Benefits.
(8) Survey of Leave for Pregnancy.
(9) Survey of Substitution Regulations.

TRAINING

The Executive Development Training Course continued successfully during the year. Twenty-one departmental officers completed the second year of training and twenty-nine completed the first year of the course. These employees attended a two-week institute at the University of British Columbia, and the marks were uniformly very good. In addition, thirty employees were selected for the third class, which commenced in September, 1958.

A sub-committee was established to assess the training programme during the 1958/59 term. Subjects in the third (and final year) include Public Finance, Statistics, and Personnel Management.

Three editions of "Supervision—Tips for Supervisors" were distributed to all supervisors.

In conjunction with the Appraisal Institute of Canada and with the assistance of the British Columbia Department of Education and the Federal Department of Labour, two courses in Appraisal I were given to Provincial Government employees and to municipal assessors. Sixty-seven candidates completed the correspondence section of the course and attended a two-week institute. All candidates wrote qualifying examinations administered by the Appraisal Institute of Canada, and sixty-four were successful in the Appraisal I examination.

Arrangements have now been made to give two courses in Appraisal II and one course in Appraisal I in 1959. Candidates who successfully complete Appraisal II can then proceed on their own time to become accredited appraisers. It is felt that these courses will raise the standard of appraisals of land and real property.

The Commission is greatly indebted to the British Columbia Department of Education, the Appraisal Institute of Canada, and the senior employees who formed the committee entrusted with making the arrangements for these courses.

APPENDIX

STATISTICS

TABLE 1.—ENROLMENTS IN THE CIVIL SERVICE FROM 1933 TO 1958
(AS AT DECEMBER 31ST, SINCE 1946)

Year	Enrolment	Year	Enrolment
1933/34	1,424	1947	5,425
1934/35	1,484	1948	6,417
1935/36	1,541	1949	7,345
1936/37	1,607	1950	7,694
1937/38	1,718	1951	7,994
1938/39	1,889	1952	8,543
1939/40	1,941	1953	8,543
1940/41	1,951	1954	7,945[1]
1941/42	1,851	1955	8,138[2]
1942/43	1,822	1956	8,398[3]
1943/44	2,018	1957	8,722[4]
1944/45	2,159	1958	8,349[5]
Apr. 1, 1945, to Dec. 31, 1946	4,664		

[1] Exclusive of 578 casual employees.
[2] Exclusive of 755 casual employees.
[3] Exclusive of 872 casual employees.
[4] Exclusive of 899 casual employees.
[5] Exclusive of 914 casual employees.

TABLE 2.—APPOINTMENTS MADE BY THE CIVIL SERVICE COMMISSION FROM 1933 TO DECEMBER 31ST, 1958

Year	Probationary	Casual	Permanent	Total
1933/34	.....	170	98	268
1934/35	.....	248	85	333
1935/36	.....	258	78	336
1936/37	.....	279	104	383
1937/38	.....	297	185	482
1938/39	.....	328	133	461
1939/40	.....	342	146	488
1940/41	.....	356	121	477
1941/42	.....	352	88	440
1942/43	.....	474	173	647
1943/44	.....	491	184	675
1944/45	.....	547	155	702
April 1st, 1945, to December 31st, 1946	.....	2,058	1,245	3,303
1947	.....	2,048	815	2,863
1948	.....	2,041	867	2,908
1949	1,230	507	370	2,107
1950	984	441	290	1,715
1951	1,191	600	339	2,130
1952	1,417	673	378	2,468
1953	1,193	473	390	2,056
1954	1,149	533	438	2,120
1955	1,264	1,030	332	2,626
1956	.....	923	1,786	2,709
1957	.....	851	1,943	2,794
1958	.....	686	885	1,571

NOTE.—From 1945 to 1948, probationary appointments are included in the "Casual" column. From and including 1956, probationary appointments are counted as permanent, and are not counted again when officially confirmed as permanent.

TABLE 3.—NUMBER OF CIVIL SERVANTS ENROLLED IN DEPARTMENTS OF GOVERNMENT AS AT DECEMBER 31ST, 1958, ACCORDING TO APPOINTMENT AND SEX

Department	Permanent and Probationary		
	Male	Female	Total
Premier's Office	------	2	2
Agriculture	116	44	160
Attorney-General	314	269	583
Education	141	214	355
Finance	407	269	676
Recreation and Conservation	56	20	76
Health Branch	259	698	957
Labour	50	42	92
Lands Service	270	39	309
Mines	65	20	85
Municipal Affairs	13	4	17
Provincial Secretary	1,205	1,209	2,414
Public Utilities Commission	25	29	54
Highways	362	109	471
Railways	6	2	8
Industrial Development, Trade, and Commerce	46	25	71
Public Works	482	38	520
Hospital Insurance Service	102	103	205
Welfare Branch	155	345	500
Forest Service	626	168	794
Totals	4,700	3,649	8,349

TABLE 4.—NUMBER OF CASUAL EMPLOYEES ENROLLED IN DEPARTMENTS OF GOVERNMENT AS AT DECEMBER 31ST, 1958, ACCORDING TO SEX

Department	Casual		
	Male	Female	Total
Premier's Office	------	------	------
Agriculture	5	5	10
Attorney-General	12	46	58
Education	3	10	13
Finance	15	12	27
Recreation and Conservation	4	------	4
Health Branch	33	50	83
Labour	------	------	------
Lands Service	11	4	15
Mines	------	3	3
Municipal Affairs	------	------	------
Provincial Secretary	131	176	307
Public Utilities Commission	------	1	1
Highways	91	39	130
Railways	------	------	------
Industrial Development, Trade, and Commerce	------	1	1
Public Works	80	15	95
Hospital Insurance Service	1	3	4
Welfare Branch	13	21	34
Forest Service	68	61	129
Totals	467	447	914

TABLE 5.—SICK-LEAVE GRANTED FROM OCTOBER 1ST, 1957, TO SEPTEMBER 30TH, 1958, ACCORDING TO DEPARTMENTS OF GOVERNMENT

Department	Number of Civil Servants and Casual Employees as at Sept. 30, 1958	Days' Sick-leave with Pay	Average per Employee	Days' Sick-leave Without Pay	Average per Employee	Total Average Days per Employee	Average by Total Enrolment (with and without Pay)	Percentage of Working-days Lost (with and without Pay)
Premier's Office	1	22	22.00	-------	----	22.00	0.002	8.87
Agriculture	177	505½	2.86	102	0 58	3.44	0.06	1.38
Attorney-General	639	3,689½	5.77	479½	0.75	6.52	0.44	2.63
Education	374	1,909½	5.1	112	0.3	5.4	0.21	2.18
Finance	712	3,632½	5.1	393½	0.55	5.65	0.42	2.28
Forests	921	4,444	4.8	395	0.4	5.2	0.51	2.12
Health	1,168	7,647½	6.5	1,963½	1.7	8.2	1.01	3.32
Highways	618	2,750½	4.45	296½	0.48	4.93	0.32	1.99
Hospital Insurance	209	1,565	7.5	159½	0.76	8.26	0.18	3.33
Industrial Development, Trade, and Commerce	72	505	7.0	39	0 5	7.5	0.057	3.05
Labour	94	437½	4.65	37½	0.4	5.05	0.05	2.04
Lands	322	1,292	4.0	32	0.1	4.1	0.139	1.66
Mines	88	319½	3.6	25½	0.29	3.89	0.036	1.58
Municipal Affairs	17	174	10.2	-------	----	10.2	0.018	4.13
Provincial Secretary	2,770	16,592½	5.99	6,008	2.17	8.16	2.38	3.29
Public Utilities Commission	57	248½	4.36	40	0.7	5.06	0.03	2.04
Public Works	619	2,391½	3.86	476½	0.77	4.63	0.30	1.87
Railways	10	18	1.8	-------	----	1.8	0.002	0.73
Recreation and Conservation	79	128½	1.6	-------	----	1.6	0.01	0.66
Welfare	551	2,838	5.15	426	0.77	5.92	0.34	2.39
Totals	9,498	51,111	----	10,986	----	----	------	----

Over-all sick-leave averages: With pay, 5.38 days; without pay, 1.16 days; total, 6.54 days.

TABLE 6.—NUMBER OF SEPARATIONS IN 1958 ACCORDING TO DEPARTMENT OF GOVERNMENT

Department	Superannuated	Resigned	Died	Dismissed	Finished	Transferred O.S.	Cancelled
Premier's Office	----	----	----	----	----	----	1
Agriculture	2	22	----	----	----	1	----
Attorney-General	5	90	1	2	14	2	2
Education	3	61	2	1	18	----	----
Finance	6	90	1	3	24	4	----
Recreation and Conservation	----	7	----	1	1	----	----
Health Branch	6	294	----	3	121	1	3
Labour	3	10	----	3	1	1	1
Lands Service	1	36	----	1	6	2	1
Mines	1	12	----	----	5	----	----
Municipal Affairs	1	2	----	----	----	----	----
Provincial Secretary	14	524	6	10	65	16	4
Public Utilities Commission	----	4	----	----	1	----	1
Highways	8	67	5	1	10	11	1
Railways	----	1	----	----	----	----	----
Industrial Development, Trade, and Commerce	----	6	----	----	1	----	----
Public Works	4	38	2	4	30	5	1
Hospital Insurance Service	1	36	2	3	7	----	----
Welfare Branch	4	116	2	2	21	2	1
Forest Service	7	97	3	2	8	8	4
Totals	66	1,513	24	36	333	53	20

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