PROVINCE OF BRITISH COLUMBIA

Civil Service Commission

Forty-second Annual Report

JANUARY 1ST TO DECEMBER 31ST

1960

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in right of the Province of British Columbia.
1961

To Major-General the Honourable GEORGE RANDOLPH PEARKES,
V.C., P.C., C.B., D.S.O., M.C.,
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, 1960.

WESLEY D. BLACK,
Provincial Secretary.

Victoria, B.C., January, 1961.

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

SIR,—In conformity with the provisions of section 8 of the *Civil Service Act* (chapter 56, *Revised Statutes of British Columbia, 1960*), 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, 1960.

I have the honour to be,
Sir,
Your obedient servant,

HUGH M. MORRISON,
Chairman, Civil Service Commission.

Victoria, B.C., January, 1961.

HIGHLIGHTS DURING 1960

- Group insurance for permanent and full-time employees.
- Increase in annual vacation.
- 881 persons were appointed to permanent positions.
- 1,036 persons were appointed to casual or temporary positions.
- 1,837 persons left the Service.
- There was an 18.14-per-cent turnover of staff.
- 304 Civil Servants gained promotion through open competition with other employees and with candidates from outside the Service.
- 8 per cent of promotions were made from one department to another.
- The second class of the Executive Development Training Plan received their diplomas in public administration.
- A fifth class of thirty students commenced the Executive Development Training Plan.
- Eighty-four students completed courses in appraisals leading toward accreditation by the Appraisal Institute of Canada.
- Professional and administrative employees received salary increases amounting to $700,000 per annum.
- Two grievances were presented formally to the Civil Service Commission.
- There was a decrease in the average sick leave.
- Fifty-two Civil Servants received twenty-five-year continuous-service awards from the Premier and Executive Council at two luncheons.
- A monthly employee news-letter was introduced in February.
- Seven administrators from four Far Eastern countries and one Near East country studied personnel practices of the Commission in some depth.
- A new employee's handbook was published.

Premier W. A. C. Bennett presenting Mrs. C. Farquharson with her long-service certificate at a luncheon given by the Premier and the Executive Council.

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Report of the Civil Service Commission

Pursuant to Section 8 of the Civil Service Act, from January 1st to December 31st, 1960

The Civil Service Commission had a busy year in 1960. Frequent meetings with department heads were held. The Chief Personnel Officer chaired three all-day conferences with Personnel Officers throughout the Province. Reports and problems from Personnel Officers dealing with personnel administration were carefully studied and discussed. Matters on interpretation of various subjects were explained, resulting in a clearer and closer understanding of personnel administrative procedures.

The Commission is constantly striving to improve employer-employee relationships in the Civil Service by close contact with senior officials of all Government departments. In addition, the Chairman and the Chief Personnel Officer visited most of the Interior centres of the Province, and in so doing met most Civil Servants in these areas on a personal basis.

The internal operation of the Commission's office procedure has been reviewed, resulting in a more efficient working plan. These new changes include reorganization of the card records of applicants; postings have been completely streamlined; the redocumenting procedure of re-employed personnel has been eliminated and substituted with a modern method, thus reducing paper work to a minimum; the use of inter-office memograms has eased the load on the stenographic staff.

In February, the Commission introduced a news-letter. This is printed and mailed to Government employees at the end of each month and contains explanations and brief outlines of numerous personnel policies and regulations, and various departmental programmes.

Further, in June, the Commission prepared a new employee handbook, entitled "Civil Service of British Columbia," designed to present to the employee information on policies, regulations, obligations, rights, and privileges.

As in previous years, regular monthly meetings of the Commission were held to review reports of the Civil Service Commission and to hear deputations from departmental officers.

A complete revision of the Sick Leave Regulation was approved, giving more equitable coverage to Government employees.

The Vacation Leave Regulation was revised, and now provides three weeks' vacation after five years' service and four weeks after twenty years' service.

In July of 1960 the Government inaugurated a group life insurance plan for permanent and full-time employees, under authority of an enabling Act passed in the 1960 Session of the Legislative Assembly.

The Commission is particularly pleased to draw attention to the various training programmes it has the privilege of sponsoring. Twenty-eight career employees received diplomas in public administration from the University of British Columbia. The winning of these diplomas signified three years of concentrated study by each of these hard-working officials.

The full fruits of the courses in appraising are now starting to appear. Eight Civil Servants, through these courses and their own extra studies, have gained the A.A.C.I. designation from the Appraisal Institute of Canada.

After several attempts a course for the training of court reporters was organized. To the knowledge of this Commission, this is the first time a public service agency in Canada has inaugurated such training.

SIZE AND COMPOSITION OF THE CIVIL SERVICE

The number of probationary and permanent Civil Servants at December 31st, 1959, was 8,541. This number at December 31st, 1960, was 8,629 (*see* Appendix, Table 3), an increase of eighty-eight. The total number of Civil Servants, including temporary or casual employees, at the end of 1959 was 9,819, with the corresponding number at the end of 1960 being 10,035, an increase of 216.

Again, as with last year, this increase was largely due to the addition of 152 to the Mental Health Services, twenty-one to the Public Works Department, fourteen to the Social Welfare Department, and thirty-seven to the Public Health Services. As a result, the remaining departments had a total decrease of eight.

APPOINTMENTS

During the year 1,917 appointments were made (*see* Appendix, Table 2), as compared with 2,032 appointments during 1959, a decrease of 115 or 6 per cent. The number of appointments to probationary-permanent positions amounted to 881, as compared with 1,019 in 1959. There were 1,036 appointments to casual or temporary positions, as compared to 1,013 in 1959. The Chief Selection Officer reports that 2,871 requisitions for staff in the Civil Service were processed, as compared to 2,995 in 1959, a decrease of about 4 per cent.

SEPARATIONS

The number of employees leaving the Civil Service during 1960 was 1,821, as compared to 1,550 in 1959 and 1,979 in 1958. Using the formula of

$$\frac{\text{Number of employees leaving}}{\text{Total enrolment including casual employees}} \times 100$$

the turnover for 1960 was

$$\frac{1{,}821}{10{,}035} \times 100 = 18.14\%$$

For purposes of comparison, the following table indicates the rate of turnover for the last ten years, using the above formula. (The figures include employees leaving for all reasons, not only those leaving to accept employment elsewhere.)

Year	Total Employees Leaving	Total Enrolment at Dec. 31	Percentage Rate of Turnover
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
1959	1,614[1]	9,819	16.34[1]
1960	1,821	10,035	18.14

[1] Corrected

The rate of turnover in 1960 increased 1.8 per cent. The main reason for this increase was the larger number of short-term employees, which increased from 234 in 1959 to 400 in 1960. Within the board classification groups, the rate of turnover in 1960 compares with previous years as follows (this tabulation does not include short-term employment mentioned above):—

Group	Year	
	1959	1960
	Per Cent	Per Cent
Clerical	16.86	17
Technical	11.40	11
Manual	8.06	7
Professional	15.30	14

With the exception of the clerical group, where turnover increased somewhat, the rate of turnover continues to decline slightly. Experienced employees are being retained, reducing the costs of training. The appreciable reduction in the rate of turnover of professional employees is particularly noteworthy. A special effort was made to retain this type of worker by increasing salaries, as mentioned later in this Report.

The reasons for employees leaving the Service are listed in Table 6 of the Appendix for each department.

Termination reports received by the Commission indicate the following percentages leaving for the reasons indicated during the past seven years:—

Reasons for Leaving	Year						
	1954	1955	1956	1957	1958	1959	1960
	Per Cent	Per Cent	Per Cent	Per Cent	Per Cent	Per Cent	Per Cent
To further education	8	9	7	5	7	8.09	6.9
Marital reasons	18	19	22	26	34	35.21	36.9
Move from job locality	12	13	14	11	10	12.85	17.2
Ill health	8	7	9	9	9	7.69	8.9
To accept other employment	20[1]	26[1]	37[1]	33[1]	26[1]	27.28[1]	23.9[1]
Dismissed, unsatisfactory	4	4	4	5	6	2.78	5.3
Miscellaneous	30	22	7	11	8	6.10	0.9

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

During the past five years the percentage of employees leaving to further education and due to ill health has remained fairly constant. Those leaving for marital reasons and as a result of moving from the locality continue to increase, the former at a considerable rate. Those leaving for other jobs continue to decline in number. Of those employees leaving, 76 per cent are females and 24 per cent males. The shortest time worked was two weeks and the longest time twenty-five years, with an average time worked of two years and nine months. This probably indicates that employees with longer service are more likely to remain.

The following tabulation indicates the number of suspensions, dismissals, and extensions of probationary periods for the past seven years:—

	1954	1955	1956	1957	1958	1959	1960
Probationary periods extended	61	59	56	58	50	27	37
Civil Servants suspended but not dismissed	10	4	2	3	8	6	10
Civil Servants dismissed	54	52	42	64	36	30	33

GENERAL ENTRANCE EXAMINATIONS

Entrance examinations for the purpose of establishing eligibility lists for appointments to beginning-level stenographic, business-machine operators, and draughting positions were held in Victoria, Vancouver, and Essondale centres.

At the Victoria centre a total of 1,327 applicants were tested, compared to 1,135 in 1959. Of the number tested in 1960, 789 or 59 per cent qualified, compared to 751 or 66 per cent in 1959. The positions for which eligibility tests were conducted were as follows:—

Classification	Number Examined	Number Qualified	Per Cent Qualified
Clerk-Typist	473	242	51
Junior Clerk	410	280	68
Clerk—Grade 1	192	111	58
Clerk-Stenographer—Grade 1	86	41	48
Clerk-Stenographer—Grade 2	108	77	71
Junior Draughtsman	35	24	71
Draughtsman—Grade 2	14	8	57
Senior Draughtsman	2	1	50
Technical Draughtsman	2	2	100
Mapping Assistant—Grade 3	3	2	67
Field Survey Assistant—Grade 4	1	1	100
Photographic Assistant	1	------	------
Totals	1,327	789	59

At the Vancouver centre 579 wrote examinations, of which 542 or 93 per cent qualified, as compared to 248 examinations, of which 184 or 74 per cent qualified, in 1959. At Essondale, stenographic or clerical tests were administered to 258 applicants, of which 214 or 84 per cent qualified, compared to 102 examinations administered and eighty-two or 82 per cent qualifying in 1959. Other eligibility examinations were administered at Essondale, as indicated later in this Report. The higher percentages rates of successful candidates at the two Lower Mainland centres is explained by the fact that at these two centres more experienced candidates apply for clerical positions than at the Victoria centre.

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

Centre	1954	1955	1956	1957	1958	1959	1960
Victoria	61	66	62	57	58	66	59
Vancouver	89	69	83	84	75	74	93
Essondale	—	69	68	86	95	80	84

In addition, the Commission staff assisted the B.C. Ferry Service and the Toll Highways and Bridges Authority in the recruiting of staff. Considerable time was devoted early in the year to the recruiting of crews and shore personnel for the " Sidney " and " Tsawwassen " ferries.

COMPETITIONS FOR PROMOTION

There were 561 competitions for promotion conducted in 1960, a decrease of 107 compared to 1959. Five hundred and sixty-nine candidates were appointed as a result of the competitions, 304 or 53 per cent from within the Service and 265 or 47 per cent from outside the Service. The number of promotional appointments made from one department to another amounted to forty-four or 8 per cent.

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

Appointment	1957		1958		1959		1960	
	Number	Per Cent	Number	Per Cent	Number	Per Cent	Number	Per Cent
In-service promotion	384	53	369	65	369	56	304	53
Outside appointments	346	47	197	35	289	44	265	47
Totals	730	100	566	100	658	100	569	100
Promotions made from one department to another	60	15	70	19	58	9	44	8
Total number of requisitions processed	4,151		2,772		2,995		2,871	

In the Mental Health Services, included in the foregoing tabulation, there were thirty-five promotions made from the eligibility lists to Assistant Charge and Charge Psychiatric Nursing positions.

IN-SERVICE TRAINING

Executive Development Training Plan

Twenty-six Civil Servants enrolled in Class II of the Executive Development Training Programme received diplomas in public administration from the Chancellor of the University of British Columbia at the fall congregation.

Thirty candidates enrolled in Class III entered the third and final year of the programme. Twenty-eight employees, enrolled in Class IV, centred in Kamloops,

Twenty-six Civil Servants, graduates of Class II of the Executive Development Training Programme, photographed following the presentation of diplomas in public administration at the University of British Columbia on October 27th, 1960.

entered the second year of the course. Class V commenced in the fall of 1960, with twenty-five Civil Servants and four employees from other Government agencies enrolled.

Interest in this training programme continues to be high, and over 100 candidates applied for Class V.

Courses in Appraisal

The Civil Service Commission, in co-operation with the British Columbia Department of Education and the Appraisal Institute of Canada, sponsored one course in Appraisal I and one in Appraisal II for personnel employed in appraising, assessing, land valuation, and allied fields. Twenty-one candidates attended the Appraisal I course and seventeen attended the Appraisal II course. A total of 183 candidates has attended the courses to date. Fifteen of the candidates have received their full accreditation in the Appraisal Institute of Canada and may use the designation A.A.C.I. Eight of these are Civil Servants, four are municipal employees, and three are from private industry.

Court Reporting Course

In co-operation with the Technical and Vocational Branch of the Department of Education, a course in court reporting was started in May of this year. Selected candidates were given tests in shorthand, and twelve candidates with a speed of not less than 100 words per minute commenced the course. Instruction is given in the evening, two nights a week. Mr. Dennis Pearce, Official Stenographer, Supreme Court Registry, Victoria, is the instructor. The students are progressing very favourably.

Electronics Course for Business-machine Mechanics

In co-operation with the Technical and Vocational Branch of the Department of Education, seven business-machine mechanics of the Purchasing Commission attended a thirty-five-hour course in basic electronics. As more and more electronic dictating equipment is being used, it was felt that time and money could be saved by training our own mechanics to service and repair this equipment. The employees were required to write an examination on the completion of this course. It is planned to give a second session of this course in the summer of 1961. Students are continuing their studies by correspondence and (or) night-school during the intervening months. Mr. H. F. R. Adams, a graduate electrical engineer and presently on the staff of the Burnaby Vocational School, was the instructor.

Supervisory Training

Four sessions of twelve hours each were held with supervisory personnel of the Motor-vehicle Branch, Victoria.

Five issues of "Supervision—Tips for Supervisors" were prepared and distributed to supervisors throughout the Service.

Preliminary work has been done regarding the establishment of a safety training programme and the establishment of an up-grading training plan for the clerical and technical staffs in Land Registry Offices.

THE VANCOUVER OFFICE

The main activities engaging this office during 1960 were the recruitment and placement of personnel, the conduct of staff and organizational surveys, the investigation of grievances, the assessment of positions for classification purposes, and the provision of advice to local Government officials and to the public in matters relating to personnel practices and employment opportunities.

Recruiting and placement activities carried out during the year resulted in a total of 512 appointments, as against 496 in 1959. These were required to fill a wide variety of manual, clerical, technical, and professional positions.

All candidates for clerical and stenographic positions were subject to qualifying examinations. Examinations were also utilized extensively in the selection of such technical staff as carpenters, electricians, and stationary engineers and in the selection of toll collectors. A summary of the examinations administered is presented in the following table:—

	Passed	Failed
Clerk-Stenographer	70	18
Clerk	103	8
Clerk-Typist	125	11
Building Service Worker—Grade 4	19	----
Electrician's Helper	26	----
Carpenter	13	----
Toll Collector	152	----
Senior Examiner of Titles	5	----
Drivers' Examiner	29	----
Totals	542	37

Grand total, 579 (248 in 1959).

THE ESSONDALE OFFICE

Recruitment was the major activity at Essondale during the year, with a total of 1,036 requisitions being filled, an increase of four over the previous year.

There were no major expansions in the Mental Health Services during the year, such as new buildings being opened. However, 127 new positions were filled, which were the residual of establishment approved in 1959 but not required until 1960.

During 1960 there were 133 competitions. A total of 790 applicants applied for various positions. There was an increase in the recruitment of psychiatric nurses over last year. A total of 243 was hired in 1960, as against 193 in 1959.

Recruitment of psychiatric nurses was as follows:—

Essondale graduates—	
1960 class	106
Other than 1960 class	97
Non-Essondale graduates—	
Great Britain	19
Alberta	4
Saskatchewan	6
Manitoba	6
Holland	5
	243

Of the above, 223 were hired from British Columbia. Female psychiatric nurses hired, 178; male psychiatric nurses hired, 65.

Qualifying examinations were given in twenty-one competitions, as listed below. There was an increase this year of 53 per cent over last year in the number of persons examined.

Examinations were held for the following classifications:—

	Number Writing Examination	Number Passed
Driver	5	5
Gardener	3	3
Cook—Grade 1	48	33
Cook—Grade 2	29	28
Superintendent of Nurses—Grade 2	8	8
Carpenter	11	3
Electrician	18	4
Chief Psychiatric Nurse—Grade 1	31	(1)
Charge Psychiatric Nurse	17	6
Assistant Charge Psychiatric Nurse	45	25
Stenographer (shorthand)	102	79
Typist	156	135

[1] Not available at this time.

CLASSIFICATION AND SALARY PLAN

The number of classification reviews was considerably more than last year and similar in number to previous years, as indicated in Table 7 of the Appendix. The number of these reviews resulting in an upward revision in salary was 350, or approximately 55 per cent, as compared to 60 per cent in 1959. The number of reviews resulting in no change in salary was 266, or approximately 40 per cent, compared to 34 per cent in 1959.

Along with the classification reviews, the Division completed surveys of wages paid by other employers to the many types of employees in the Service. These surveys formed the basis for a revision to the salaries of professional employees and senior officers which took effect on April 1st, 1960, at a cost of approximately $700,000 per annum.

The Classification Division also completed a number of special studies, as follows:—

(1) A survey of the organization of the Microfilm Bureau.
(2) The organization of dining-room personnel in the Mental Hospitals.
(3) A review of the evaluation of " fringe benefits."
(4) Organization and classification of Land Registry and Court Registry at Prince Rupert.
(5) Organization and classification of the Fire Marshal's Office.
(6) Stenographic production study in the Civil Defence office in Victoria.
(7) Stenographic production study in the Construction Branch, Department of Highways.
(8) Stenographic production study in the Research and Development Branch, Department of Highways.
(9) Stenographic production study in the Child Welfare Division.
(10) Organization of clerical and maintenance staffs at the Burnaby Vocational School.
(11) Organization of maintenance services at the Nanaimo Vocational School.
(12) A review of procedures followed in reimbursing employees on call.
(13) A review of working conditions and hours of work of field staffs.
(14) A review of board and lodging allowances.

The Classification Division also investigated seventy-five requests for appointment as to need, and twenty-five requests to extend casual appointments.

During the year, sixteen titles were added to the classification schedules, and eight were deleted.

DEPARTMENTAL ESTABLISHMENTS

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

Department	Addition	Deletion
Agriculture	---	---
Attorney-General	15	---
Commercial Transport	10	---
Education	2	19
Finance	---	9
Forest Service	7	---
Health Branch	4	---
Highways	1	9
Hospital Insurance Service	9	---
Industrial Development, Trade, and Commerce	2	---
Labour	---	---
Lands Service	---	---
Mental Health Services	22	---
Mines and Petroleum Resources	2	---
Municipal Affairs	2	---
Provincial Secretary	31	---
Public Utilities Commission	---	---
Public Works	2	---
Recreation and Conservation	---	---
Social Welfare	17	---
Totals	126	37

SICK AND SPECIAL LEAVE

Effective April 1st, 1960, the Vacation, Sick, and Special Leave Regulations were amended, the principal change being that vacation and sick leave now is granted on an " earned " basis. It is felt that this, particularly so far as vacation leave is concerned, is more equitable as allowance for vacation leave now is provided for employees who serve for less than six months.

Sick leave granted during the period October 1st, 1959, to September 30th, 1960, totalled 58,190 days—49,945 days with pay and 8,245 days without pay—an average of 5.73 days (*see* Table 5, Appendix) and a decrease of 0.12 day over the average for the previous twelve-month period of 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 Regulation. The average number of days sick leave per employee for the past ten years was as follows:—

Year Ended Sept. 30	Average per Employee	Year Ended Sept. 30	Average per Employee
1951	6.20	1956	5.60
1952	6.00	1957	5.85
1953	6.40	1958	6.54
1954	6.60	1959	5.85
1955	5.50	1960	5.73

The average daily salary for the year from October 1st, 1959, to September 30th, 1960, was $16.08, bringing the cost of sick leave with pay for 49,945 days to $803,115.*

Twenty-two employees were granted special leave of absence for the purpose of training with Reserve units of Her Majesty's forces. One employee was granted leave to serve with the United Nations Organization. Sixty employees were granted special leave for the purpose of further training and study.

GRIEVANCES

There were two formal grievances heard by the Commission during the year. The Chief Personnel Officer dealt with six grievances involving the promotional policy and four grievances involving the release of employees.

CONCLUDING OBSERVATIONS

In retrospect the Commission feels that the year 1960 was a lively one. Many challenges were faced, particularly in the employee training and information fields. Conscientious attempts, as in the past, were continued in endeavouring to maintain justice and equity in arriving at all decisions.

ACKNOWLEDGMENTS

The Commission again expresses its sincere thanks to all departments of Government and to other Provincial and Federal Civil Service Commissions for their whole-hearted co-operation. The Government Agents in the various centres of the Province have, as in the past, rendered valuable assistance in supervising the recruiting of junior clerical and stenographic positions in their localities. The Commission also wishes to record its thanks and appreciation to its technical and clerical staffs for loyal and efficient performance of their duties.

The Commission also extends to you, Sir, as Provincial Secretary, its sincere appreciation for your continued assistance and understanding.

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

* This is not an actual expenditure as employment of personnel to act for employees on sick leave is permitted only in a few unavoidable situations. Most absences are short and require no payment for relief purposes.

APPENDIX

Twenty-five-year continuous-service certificates were awarded to the following Government employees in November, 1960:—

J. W. Akins, Registrar of Securities, Department of Finance.
H. H. Bersey, Social Worker, Department of Social Welfare.
Mrs. V. I. Blaney, Social Worker, Department of Social Welfare.
Miss I. J. Burrell, Clerk-Stenographer, Department of Highways.
R. G. Carley, Compositor, Queen's Printer.
Dr. T. G. B. Caunt, Medical Superintendent, Mental Health Services.
Miss M. E. K. Crummy, Clerk-Stenographer, Provincial Museum, Department of Education.
H. V. Darling, Road Maintenance Foreman, Department of Highways.
S. F. Deans, Road Maintenance Foreman, Department of Highways.
R. B. Ditchburn, Buyer, Purchasing Commission, Department of Finance.
Miss E. Dunn, Deputy Government Agent, Department of Finance.
Miss D. M. Eggie, Clerk, Division of Tuberculosis Control, Department of Health Services and Hospital Insurance.
Miss E. M. Eley, Secretary to the Minister of Public Works.
Mrs. C. F. Farquharson, Secretary to the Attorney-General.
W. G. Fleming, Government Agent, Department of Finance.
B. W. Flynn, Provincial Assessor, Department of Finance.
W. N. Galbraith, Assistant Mechanical Foreman, Department of Highways.
Miss E. M. George, Clerk, Department of Labour.
R. J. Glassford, Forest Ranger, Forest Service, Department of Lands and Forests.
Mrs. F. E. Gonzales, Secretary to the Inspector of Credit Unions, Department of the Attorney-General.
G. H. Hallett, Government Agent, Department of Finance.
T. H. W. Harding, Government Agent, Department of Finance.
R. Herring, Superintendent of Industrial Therapy, Mental Health Services.
R. C. Homfeld, Canneryman, Mental Health Services.
R. C. Irvin, Senior Bridge Tender, Department of Highways.
W. R. Jeffs, Mechanical Superintendent, Department of Highways.
J. A. Jerome, Psychiatric Nurse, Mental Health Services.
Miss E. A. Kay, Secretary to the Superintendent of Motor-vehicles, Department of the Attorney-General.
R. J. E. Kay, Inspector, Gasoline and Fuel Tax, Department of Finance.
C. Kemp, Dining Room Nurse, Mental Health Services.
C. H. Kreetzer, Mechanical Foreman, Department of Highways.
G. G. Langley, Compositor, Queen's Printer.
T. U. Lassalle, Weighmaster, Department of Commercial Transport.
G. Lindsay, Superintendent of Motor-vehicles, Department of the Attorney-General.
G. A. Luyat, Supervising District Agriculturist, Department of Agriculture.
Mrs. C. Mackenzie, Office Consultant, Department of Social Welfare.
L. F. Macrae, Technical Draughtsman, Lands Service, Department of Lands and Forests.
R. H. McCrimmon, Deputy Chief Gold Commissioner, Department of Mines and Petroleum Resources.
Dr. C. E. MacDonald, Superintendent, Jericho Hill School, Department of Education.
A. B. MacPherson, Clerk, Motor-vehicle Branch, Department of the Attorney-General.
E. W. Mayers, Recreational Consultant, Department of Education.
Miss M. G. Mossey, Secretary to Chief Engineer, Department of Highways.
J. M. Oliver, Mechanical Foreman, Department of Highways.
G. A. Playfair, Radio Superintendent, Forest Service, Department of Lands and Forests.
Dr. W. A. Plenderleith, Co-ordinator of Special Services, Department of Education.
P. F. Ramsay, Personnel Officer, Department of Finance.
J. L. Roe, District Engineer, Department of Highways.
H. G. Smith, Building Service Worker, Department of Finance.
L. F. Swannell, Assistant Chief Forester in Operations, Forest Service, Department of Lands and Forests.
Miss M. R. Taylor, Secretary to the Provincial Secretary.
Miss G. A. Veale, Secretary to the Deputy Minister of Social Welfare.
Miss G. A. Watkins, Secretary to the Deputy Minister of Finance.
E. C. Webster, Director of Construction, Department of Highways.
A. W. Weir, Road Maintenance Foreman, Department of Highways.
A. C. Whitworth, Machinist, Mental Health Services.
C. R. Wilton, Vendor, Liquor Control Board (retired).

STATISTICS

TABLE 1.—ENROLMENTS IN THE CIVIL SERVICE FROM 1933 TO 1960
(AS AT DECEMBER 31ST, SINCE 1946)

Year	Enrolment	Year	Enrolment
1933/34	1,424	1948	6,417
1934/35	1,484	1949	7,345
1935/36	1,541	1950	7,694
1936/37	1,607	1951	7,994
1937/38	1,718	1952	8,543
1938/39	1,889	1953	8,543
1939/40	1,941	1954	7,945[1]
1940/41	1,951	1955	8,138[2]
1941/42	1,851	1956	8,398[3]
1942/43	1,822	1957	8,722[4]
1943/44	2,018	1958	8,349[5]
1944/45	2,159	1959	8,541[6]
Apr. 1, 1945, to Dec. 31, 1946	4,664	1960	8,629[7]
1947	5,425		

[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.
[6] Exclusive of 1,278 casual employees.
[7] Exclusive of 1,406 casual employees.

TABLE 2.—APPOINTMENTS MADE BY THE CIVIL SERVICE COMMISSION
FROM 1933 TO DECEMBER 31ST, 1960

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
1959	.....	1,013	1,019	2,032
1960	.....	1,036	881	1,917

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, 1960, ACCORDING TO SEX

Department	Permanent and Probationary		
	Male	Female	Total
Premier's Office	------	1	1
Agriculture	118	49	167
Attorney-General	333	283	616
Commercial Transport	10	7	17
Education	148	191	339
Finance	405	261	666
Forest Service	651	175	826
Health Services and Hospital Insurance	1,611	2,056	3,667
Highways	325	111	436
Industrial Development, Trade, and Commerce	48	26	74
Labour	52	42	94
Lands Service	275	41	316
Mines and Petroleum Resources	66	22	88
Municipal Affairs	16	5	21
Provincial Secretary	50	77	127
Public Utilities Commission	26	27	53
Public Works	474	47	521
Recreation and Conservation	55	19	74
Social Welfare	165	361	526
Totals	4,828	3,801	8,629

TABLE 4.—NUMBER OF CASUAL EMPLOYEES ENROLLED IN DEPARTMENTS OF GOVERNMENT AS AT DECEMBER 31ST, 1960, ACCORDING TO SEX

Department	Casual		
	Male	Female	Total
Premier's Office	------	------	------
Agriculture	6	2	8
Attorney-General	9	40	49
Commercial Transport	76	1	77
Education	3	19	22
Finance	9	10	19
Forest Service	77	62	139
Health Services and Hospital Insurance	304	401	705
Highways	122	37	159
Industrial Development, Trade, and Commerce	------	------	------
Labour	------	1	1
Lands Service	13	4	17
Mines and Petroleum Resources	1	3	4
Municipal Affairs	2	------	2
Provincial Secretary	6	15	21
Public Utilities Commission	1	------	1
Public Works	96	29	125
Recreation and Conservation	8	2	10
Social Welfare	20	27	47
Totals	753	653	1,406

TABLE 5.—SICK LEAVE GRANTED FROM OCTOBER 1ST, 1959, TO SEPTEMBER 30TH, 1960, ACCORDING TO DEPARTMENTS OF GOVERNMENT

Department	Number of Civil Servants and Casual Employees as at Sept. 30, 1960	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	.....	.....	.....	.....	.....	.....	.....
Agriculture	180	555.0	3.08	138.0	.77	3.85	.07	1.53
Attorney-General	674	3,758.0	5.58	424.5	.63	6.21	.41	2.47
Commercial Transport	94	118.0	1.26	25.0	.27	1.53	.01	.61
Education	368	1,513.0	4.11	267.0	.73	4.84	.18	1.93
Finance	700	3,829.5	5.47	321.0	.46	5.93	.41	2.36
Forest Service	983	3,655.5	3.72	321.0	.33	4.05	.39	1.61
Health Services	1,072	5,854.5	5.46	1,285.0	1.20	6.66	.70	2.65
Mental Health Services	3,067	17,525.0	5.71	3,931.0	1.28	6.99	2.11	2.79
Highways	606	2,663.5	4.40	226.5	.37	4.77	.28	1.90
Hospital Insurance Service	215	1,702.0	7.92	492.5	2.29	1.02	.22	4.07
Industrial Development, Trade, and Commerce	74	408.5	5.52	25.5	.34	5.86	.04	2.34
Labour	97	294.5	3.04	19.0	.20	3.24	.03	1.29
Lands Service	335	1,421.5	4.24	100.5	.30	4.54	.15	1.81
Mines and Petroleum Resources	91	339.0	3.73	24.5	.27	4.00	.04	1.59
Municipal Affairs	22	127.5	5.80	1.0	.05	5.85	.01	2.33
Provincial Secretary	217	519.5	2.39	81.5	.38	2.77	.06	1.10
Public Utilities Commission	54	206.0	3.81	8.5	.16	3.97	.02	1.58
Public Works	647	2,467.5	3.81	149.0	.23	4.04	.26	1.61
Recreation and Conservation	82	200.5	2.45	.....	.....	2.45	.02	.97
Social Welfare	577	2,786.5	4.83	403.5	.70	5.53	.31	2.20

TABLE 6.—NUMBER OF SEPARATIONS IN 1960 ACCORDING TO DEPARTMENT OF GOVERNMENT

Department	Superannuated	Resigned	Died	Dismissed	Finished	Transferred to O.S.
Agriculture	3	12	1	----	2	----
Attorney-General	5	80	3	4	46	1
Commercial Transport	----	6	----	----	3	----
Education	4	59	2	----	29	----
Finance	8	77	3	----	15	2
Forest Service	5	98	3	1	8	5
Health Services and Hospital Insurance	18	652	9	11	177	13
Highways	11	58	2	2	7	4
Industrial Development, Trade, and Commerce	1	9	----	----	----	----
Labour	----	7	1	----	1	----
Lands Service	3	23	1	1	1	1
Mines and Petroleum Resources	1	3	----	----	3	----
Municipal Affairs	----	----	1	----	----	----
Provincial Secretary	1	43	----	2	75	1
Public Utilities Commission	----	5	----	1	1	----
Public Works	8	17	4	2	7	2
Recreation and Conservation	----	12	----	1	1	1
Social Welfare	3	90	2	8	24	4
Totals	71	1,251	32	33	400	34

TABLE 7.—CLASSIFICATION REVIEWS BY DEPARTMENT IN 1960 WITH COMPARATIVE FIGURES FOR PREVIOUS YEARS

Department	Upward Revisions of Individual Positions	Downward Revisions of Individual Positions	Reviews of Individual Positions Resulting in No Change	Upward Revisions of Positions Including Several Employees	Downward Revisions of Positions Including Several Employees	Reviews of Positions, Including Several Employees, Resulting in No Change	Reviews of Positions Including a Number of Employees in Several Departments	Total
Agriculture	4	3	9	----	----	----	----	16
Attorney-General	31	6	38	3	----	2	----	80
Commercial Transport	2	1	1	1	----	----	----	5
Education	16	1	12	----	----	1	----	30
Finance	54	----	26	----	----	----	----	80
Health Branch	43	1	16	----	----	3	----	63
Social Welfare	19	----	21	----	----	----	----	40
Hospital Insurance Service	4	----	5	----	----	----	----	9
Highways	28	2	40	----	----	2	----	72
Industrial Development, Trade, and Commerce	6	----	6	----	----	----	----	12
Labour	1	----	1	----	----	----	----	2
Lands Service	8	2	27	----	----	----	----	37
Forest Service	32	4	15	----	----	----	----	51
Mines	6	----	2	----	----	----	----	8
Municipal Affairs	4	----	3	----	----	----	----	7
Mental Health Services	30	2	11	1	1	----	----	45
Provincial Secretary	6	2	9	----	----	----	----	17
Public Works	37	----	7	----	----	----	----	44
Public Utilities Commission	5	2	6	----	----	----	----	13
Recreation and Conservation	9	----	3	----	----	----	----	12
Totals, 1960	345	26	258	5	1	8	4	647
Totals, 1959	279	24	150	20	----	17	6	496
Totals, 1957	440	14	123	14	----	7	12	610
Totals, 1956	592	28	136	27	----	13	7	803
Totals, 1955	479	17	94	36	2	10	21	659

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