PROVINCE OF BRITISH COLUMBIA

Civil Service Commission

Forty-eighth Annual Report

JANUARY 1 TO DECEMBER 31

1966

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in right of the Province of British Columbia.
1967

To Major-General the Honourable GEORGE RANDOLPH PEARKES,
V.C., P.C., C.B., D.S.O., M.C., C.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 1 to December 31, 1966.

WESLEY D. BLACK,
Provincial Secretary.

Victoria, B.C., January, 1967.

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 proceeding and work of the Civil Service Commission from January 1 to December 31, 1966.

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

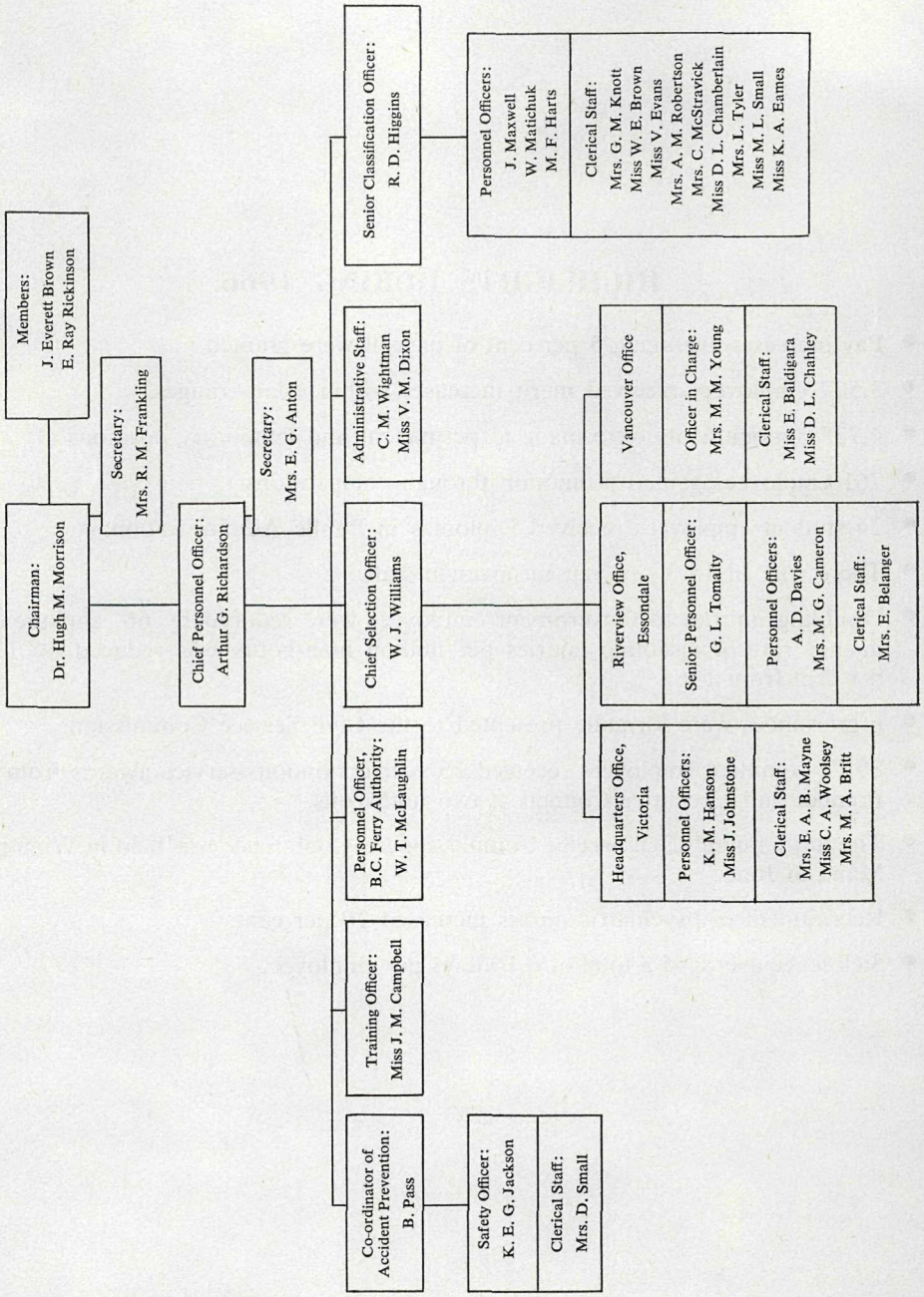
Victoria, B.C., January, 1967.

HIGHLIGHTS DURING 1966

- Pay increases averaging 5 per cent of payroll were granted.
- 3,507 employees received merit increases within salary ranges.
- 4,728 appointments were made to permanent and temporary positions.
- 761 employees gained promotion through competitions.
- 24 student employees received Diplomas in Public Administration.
- There was an 18.3-per-cent turnover in staff.
- Disabling injuries to Government employees were reduced by 66, and the frequency rate of disabling injuries per million man-hours was reduced by 13⅓ per cent from 1965.
- 6 grievances were formally presented to the Civil Service Commission.
- 89 Government employees received 25-year continuous-service awards from the Premier and Executive Council at two luncheons.
- The third annual Civil Service Commissioners' Conference was held in Winnipeg, Man., in June.
- Recruitment of psychiatric nurses increased 20 per cent.
- Sick leave averaged a total of 6.10 days per employee.

ORGANIZATION CHART

CIVIL SERVICE COMMISSION ORGANIZATION AND PERSONNEL



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The above photograph shows the new Civil Service Commission exhibit in the British Columbia Building, situated on the Pacific National Exhibition Grounds, Exhibition Park, Vancouver. The display depicts the Civil Service Commission as the gateway for all Civil Servants, both in recruitment and promotion. The British Columbia Building contains exhibits from all Government departments and is open the year round. Last year over 800,000 visitors toured the building.

Report of the Civil Service Commission

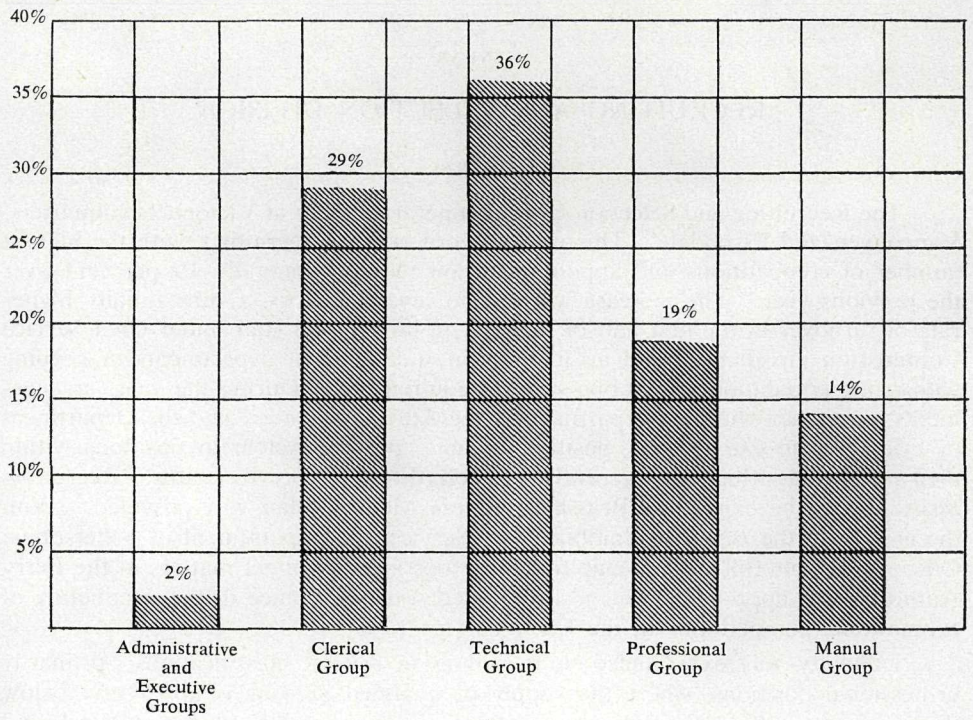
Pursuant to Section 8 of the Civil Service Act, from January 1 to December 31, 1966

The accelerated pace in the Government's personnel administration as mentioned in the Annual Report of 1965 was even greater throughout 1966; whereas the Commission met formally 29 times in 1965, it held 36 formal meetings during 1966. The welfare of Government employees is reflected in this continued activity of the Commission.

Due to the extension of the *Civil Service Act* to include a large number of employees on April 1, 1965, employee records were transferred from the Bureau of Economics and Statistics to the Data Processing Branch of the Department of Finance. This change enabled statistics to be obtained from payroll data and provided a complete tabulation of all employees coming within the scope of the *Civil Service Act*. As a result, comparisons with previous years in many cases cannot be made.

SIZE AND COMPOSITION OF THE CIVIL SERVICE

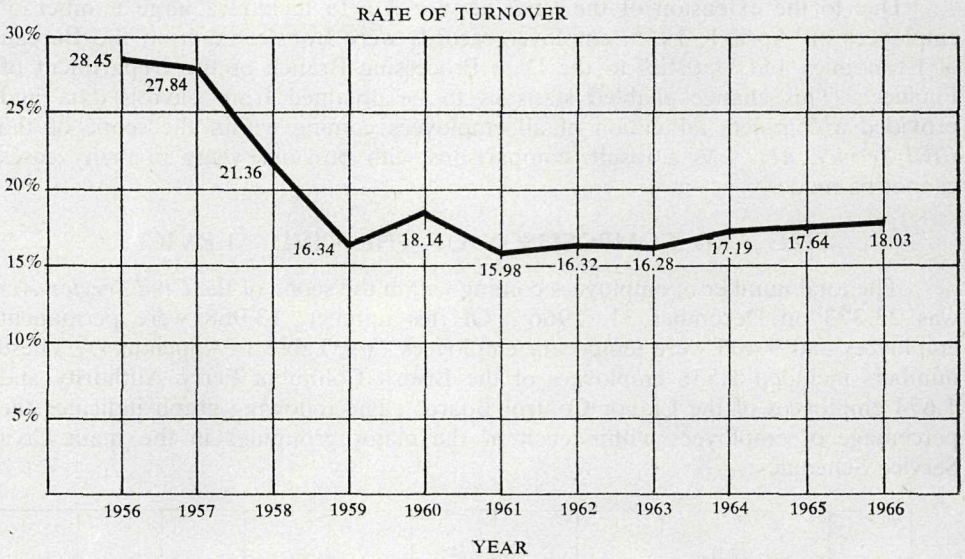
The total number of employees coming within the scope of the *Civil Service Act* was 23,373 on December 31, 1966. Of this number, 13,968 were permanent employees and 9,405 were temporary employees (*see* Table 1, Appendix). These numbers included 1,538 employees of the British Columbia Ferry Authority and 1,674 employees of the Liquor Control Board. The following graph indicates the percentage of employees within each of the major groupings in the main Civil Service Schedules:—



Employees classified within the main Civil Service Schedules comprise about 46 per cent females and 54 per cent males. However, in the total number of Government employees about 34 per cent are females and 66 per cent are males.

SEPARATIONS

During the year, 2,562 employees left permanent positions within the Civil Service. This represents a turnover of 18.3 per cent. The following graph shows the percentage of turnover during the last 10 years, although direct comparisons are not accurate due to the different basis for determining the rate of turnover this year:—



RECRUITING AND SELECTION DIVISION

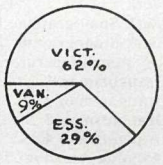
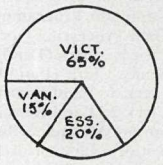
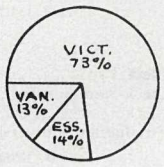
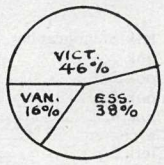
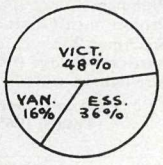
General

The Recruiting and Selection Division operates offices at Victoria headquarters, Vancouver, and Essondale. This was a record year for recruiting, with the highest number of competitions and appointments on record—generally 19 per cent over the previous year. The increase was due to several factors, a substantially higher rate of turnover in the first half of the year, a larger total staff under Civil Service Commission jurisdiction, and an increase in staff in most departments in keeping with rising population and public service requirements. During the year, arrangements were made with the Department of the Attorney-General and the Department of Education to extend the " position vacant " posting system to positions within their institutions which were recently transferred to Civil Service status. Recruiting assistance to the expanding British Columbia Medical Plan was provided. With the growth of the British Columbia Ferry Service, the appointment of a Personnel Officer to devote full time to employee relations and personnel matters in the Ferry Authority was approved. This also provided some assistance in the conducting of promotional competitions in the Ferry Service.

Difficulty was experienced in recruiting in several classifications—primarily professional positions, where the supply of qualified persons is apparently below the demand in Canada. Overseas advertising was continued for medical and

psychiatric staff, and the services of the Federal Department of Immigration and Citizenship were used with considerable success in recruiting hydraulic engineers and ships' engineers from the United Kingdom.

The increase in activities and distribution of work load between the three recruiting offices is shown in the following tables:—

	1965	1966	Per Cent Change from 1965	1966 Distribution
Requisitions and requests for staff—				
Victoria	2,848	3,742	+31	
Essondale	847	1,771	+109	
Vancouver	338	539	+59	
Totals	4,033	6,052	+50	
Competitions—				
Victoria	692	795	+15	
Essondale	193	241	+25	
Vancouver	140	180	+29	
Totals	1,025	1,216	+19	
Examinations (persons taking written examinations)—				
Victoria	1,491	2,242	+50	
Essondale	249	419	+68	
Vancouver	319	399	+25	
Totals	2,059	3,060	+49	
Appointments (initial hiring)—				
Victoria	1,011	1,791	+77	
Essondale	1,187	1,479	+25	
Vancouver	755	597	−21	
Totals	2,953	3,867	+31	
Total positions filled (including competitions)—				
Victoria	1,709	2,273	+33	
Essondale	1,354	1,700	+26	
Vancouver	936	755	−19	
Totals	3,999	4,728	+18	

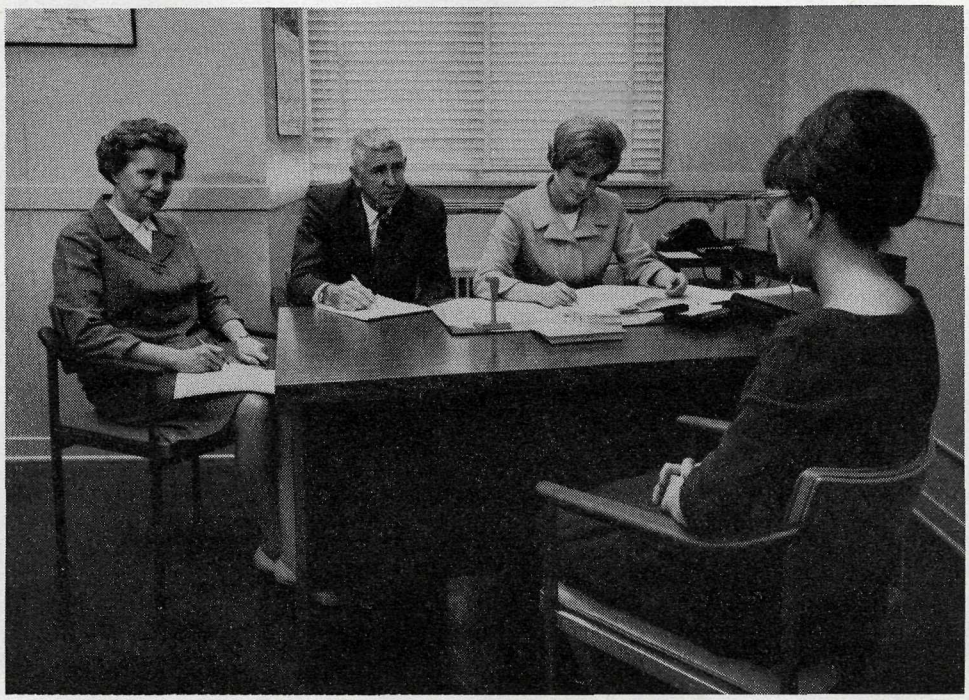
GENERAL ENTRANCE EXAMINATIONS

Written examinations to establish qualified lists for such positions as stenographer, typist, clerk, and draughtsman were held as follows:—

Classification	Number Examined	Number Qualified	Per Cent Qualified
Victoria			
Clerk-Typist	757	620	82
Junior Clerk	635	383	60
Clerk 1	190	110	58
Clerk-Stenographer 1	195	134	69
Clerk-Stenographer 2	165	88	53
Key-punch Operator	19	11	58
Draughtsman 1	44	32	73
Draughtsman 2	6	1	17
Draughtsman 3	8	5	63
Draughtsman 4	1	1	100
Mapping Assistant 2	1	1	100
Mapping Assistant 3	2	2	100
Field Surveyor Assistant 3	1	------	-----
Computer Programmer Trainee	172	61	35
Data Processing Operator	6	3	50
Programmers (Land Registry)	15	2	13
Senior Clerk (Land Registry)	9	9	100
Clerk 3 (Land Registry)	5	5	100
Clerk 2 (Land Registry)	5	5	100
Surveyor 1 (Land Registry)	1	1	100
Senior Examiner of Titles	5	5	100
Electrician	10	5	50
Totals, 1966	2,252	1,484	66
Totals, 1965	1,491	956	64
Vancouver			
Clerk-Typist	157	135	86
Clerk-Stenographer	99	95	96
Clerk	143	119	83
Fire-fighter, University Endowment Lands	22	10	45
Totals, 1966	421	359	85
Totals, 1965	319	293	92
Essondale			
Clerk-Stenographer	64	34	53
Cook 1	53	30	57
Cook 2	15	13	87
Cook 3	21	18	86
Cook 4	3	3	100
Carpenter	1	1	100
Clerk	54	46	85
Clerk-Typist	140	89	64
Dietary Aide 2	14	14	100
Plumber	1	1	100
Projectionist (Assistant Photographer)	1	1	100
Stockman 2	2	1	50
Assistant Charge Psychiatric Nurse	43	21	49
Fire-fighter	11	6	55
Totals, 1966	419	276	66
Totals, 1965	376	234	62

In total, 3,092 persons sat for the foregoing written examinations during 1966. This was an increase of 906 or 41 per cent over 1965. Sixty-eight per cent of applicants qualified. In addition, written examinations were used in the selection of candidates for Communications Technician, Hardware Consultant, and Factory Inspector.

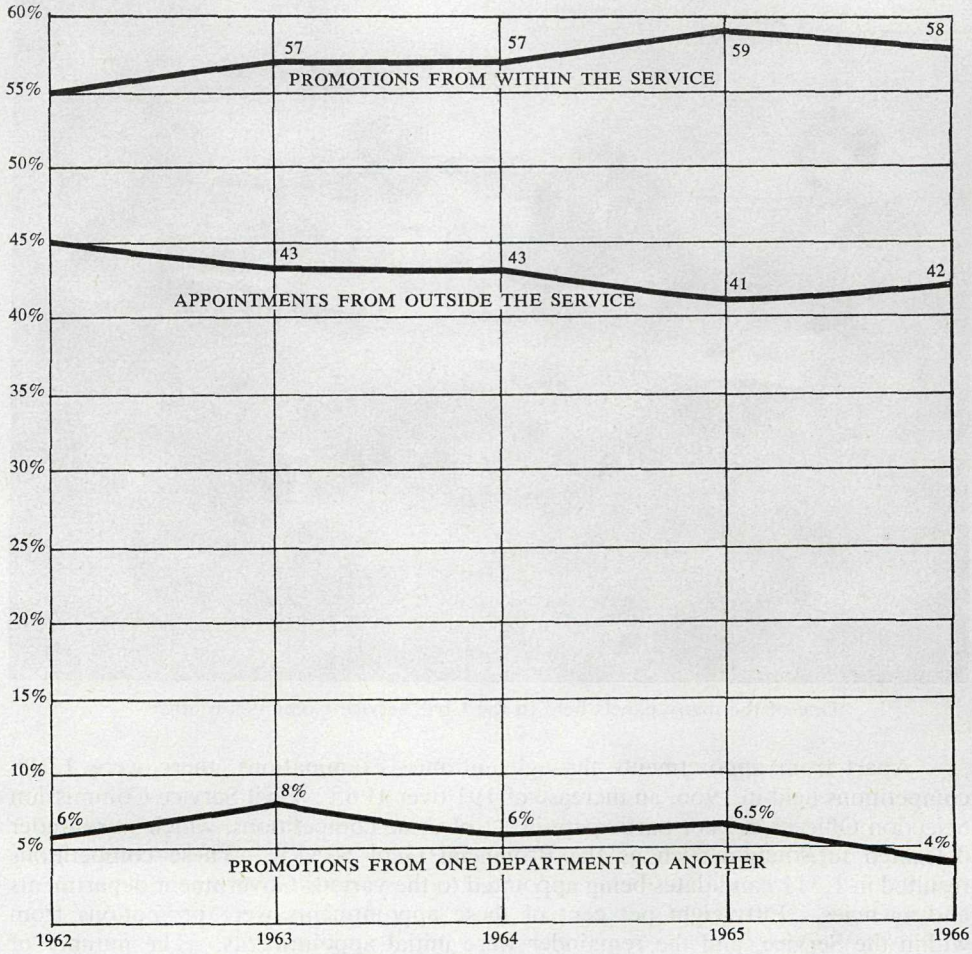
COMPETITIONS FOR PROMOTION



One of the many panels held in the Civil Service Commission office.

Apart from appointments through entrance examinations, there were 1,216 competitions held in 1966, an increase of 191 over 1965. Civil Service Commission Selection Officers did not participate in 22 of these competitions, which were under delegated jurisdiction such as the Provincial Gaol Service. These competitions resulted in 1,311 candidates being appointed to the various Government departments and agencies. Fifty-eight per cent of these appointments were promotions from within the Service, and the remainder were initial appointments. The number of promotional appointments made from one department to another was 53. This was 7 per cent of the in-service promotions or 4 per cent of the total appointments from promotional competitions.

The following graph indicates the operation of the promotional policy for the past five years:—



SPECIAL ACTIVITIES

In addition to the recruiting of new employees and the conduction of promotional competitions, the Recruiting and Selection Division, through its offices in Victoria, Vancouver, and Essondale, devoted considerable time to the answering of letters of inquiry and inquiries received over the counter concerning employment. Selection Officers took part in career days at secondary schools and administered employment examinations for typists and stenographers at vocational schools in Victoria and Nanaimo. The Chief Selection Officer initiated general Civil Service employment briefing sessions for graduating students at the University of British Columbia and University of Victoria. Subsequently, 24 senior students at the University of Victoria applied for individual recruiting interviews, which were conducted at a later date. Staff from the Division's offices attended the Civil Service Commission booth during the Pacific National Exhibition in Vancouver.

Two small research studies were carried out. An interdepartment mobility study was carried out at the Clerk 2 level. A review of the current year's Clerk 2

competitions at the end of November revealed that of 81 competitions, 64 per cent resulted in promotion within the department, 15 per cent were filled by appointments from outside the Service, and 21 per cent by promotion and transfer from another department. This is a much higher incidence of interdepartmental movement than the average of all competitions and indicates a healthy acceptance of merit-system principles and a Service-wide viewpoint by selection panels and departments at this non-specialized work level.

One of the weekly examinations held in the lecture room of the Civil Service Commission.

The second study concerned the clerical examination passing rate and the relationship between the passing scores used on the Employment Test (Henmon-Nelson) and the General Clerical Test (Psychological Corporation). The sample used was the 737 candidates who wrote their examinations in the Victoria offices during the first 10 months of 1966. The results of the study were as follows:—

	Number	Percentage
1. Passed both Employment Test and Clerical Test	456	61.7
2. Passed Employment Test only	157	21.3
3. Passed Clerical Test only	13	1.8
4. Passed neither test	111	15.2
Totals	737	100.0

The results indicate that 83 per cent of the candidates achieved a passing mark on the " thinking ability " General Employment Test. The Clerical Test then screened out some 21 per cent. Since only 1.8 per cent passed the Clerical Test but not the Employment Test, it appears that the passing mark on the Clerical Test is properly set. It becomes truly a supplement to the General Employment Test designed to aid in selection of persons with clerical aptitude. Twenty-one per cent of the candidates may fail the Clerical Test but nevertheless be eligible for employment in other occupations such as typist, stenographer, mapping assistant, etc., provided they have skills in those lines.

THE VANCOUVER OFFICE

The work of this office was mainly concerned with the recruitment and selection of office personnel and advising Government officials in Vancouver and the Lower Mainland area on matters relating to personnel practices and procedures. The following table shows the number of competitions and appointments handled by the Vancouver office during the past five years. The reduction in appointments in 1966 was due primarily to a 44-per-cent reduction in appointments of ferry staffs through the Vancouver office.

	Competitions	Total Appointments
1962	118	586
1963	71	633
1964	95	668
1965	140	936
1966	180	755

Increasing numbers of students from the University of British Columbia, Simon Fraser University, Vancouver Vocational Institute, Burnaby Vocational School, and British Columbia Institute of Technology seeking information concerning career opportunities and summer placement kept the counter and telephone activity high. An increase in personal visits from applicants throughout the Fraser Valley and Surrey-Ladner-Tsawassen area has been noted since the opening of the Port Mann and Deas Freeways.

THE ESSONDALE OFFICE (VALLEYVIEW)

The Essondale office is located at Valleyview Hospital and is primarily engaged in recruiting and selection for the various Mental Health Services institutions throughout the Province.

The year 1966 saw a marked increase in the number of appointments made by this office, reflecting the rapid growth of the Mental Health Services.

The following table shows the total number of appointments by institution:—

Location	Total Appointments				Percentage of Total Appointments			
	1963	1964	1965	1966	1963	1964	1965	1966
Tranquille	940	154	189	272	11.6	11.90	13.9	16.0
Dellview	41	39	38	46	3.4	3.01	2.8	2.7
Skeenaview	29	32	22	33	2.4	2.47	1.6	2.0
Vista, Venture, and Mental Health Centres, except Burnaby	7	18	18	22	1.0	1.39	1.3	1.3
Valleyview	170	149	150	188	14.1	11.52	11.1	11.0
Woodlands	264	364	353	394	22.0	28.13	26.1	23.2
Riverview	497	484	517	643	41.4	37.40	38.2	37.8
Mental Health Centre, Burnaby	30	24	31	42	2.5	1.85	2.3	2.5
Headquarters and Education Centre	19	21	13	42	1.6	1.62	1.0	2.5
Department of Public Works and Department of Agriculture	.....	9	23	18	.....	0.71	1.7	1.0
Totals	1,200	1,294	1,354	1,700	100.0	100.00	100.0	100.0

In examining this table, the percentages of this year approximate the percentages of 1965. However, there is a substantial increase of appointments made in some of the institutions; for example, Tranquille School and Riverview Hospital, which were 44 and 24 per cent respectively. It is significant to note the large number of people entering directly from society to the Mental Health Services. Over 1,400 new employees were hired.

Appointments for the nursing divisions of the Mental Health Services (895 positions) are a 22-per-cent increase over last year's total of 732. Non-nursing appointments of 805 are an increase of 29.4 per cent over last year's total of 622. The percentage of trained nursing staff to untrained nursing staff rose slightly to 54 per cent during 1966. The total increase of nursing appointments was 100, which represented a noteworthy 26-per-cent increase in hiring of registered nurses and public health nurses. Recruitment of psychiatric nurses was 316, an increase of 20.1 per cent over last year's appointments of 263.

It is significant that there were 49 male psychiatric nurses recruited this year over last year, which, in the main, is attributed to the continuous advertising across Canada and in the United Kingdom.

There were 241 competitions closed in this office, of which 30 were local postings and 76 advertisements. There were 1,283 applications from all competitions, of which 635 were interviewed. As the preponderance of the recruitment done by this office is for beginning level or non-competitive positions, many of which are in the professional classifications, several thousand applicants were seen by the staff, in addition to the 635 mentioned above.

With the expansion of the Mental Health Services and decentralization of the Service, great pressure resulted in trying to meet with the requirements and standards of the several centres and institutions. With this expansion there appears to be a greater requirement for professional staff, and considerable time was spent in trying to recruit for this group.

CLASSIFICATION AND WAGE DIVISION

During 1966 the Division reviewed a greater number of individual positions for the purpose of classification than during 1965—711 as against 682. Table 2 of the Appendix indicates the number of reviews by department. Upward revisions totalled 524, downward revisions were 21, and a total of 166 remained unchanged.

The increase in the number of positions reviewed was attained despite a large number of complex and time-consuming miscellaneous studies, and the fact that the Division was one staff member short for over half the year. Credit must be given to the members of the Division for their co-operation and willingness to work many extra hours.

The number of requests from departments for classification studies was unprecedented, and a backlog of approximately 400 reviews remained at the end of the year.

The Division investigated 100 requisitions for appointment, amended or rewrote 137 position specifications, and investigated 18 requests for extensions to casual appointments. Annual wage surveys again were carried out, necessitating visits to various outside concerns for the purpose of ensuring proper matching of positions. In connection with the clerical survey alone, 24 jurisdictions were visited and their classification systems examined in relation to Civil Service standards.

Many trips were made to the Greater Vancouver and Essondale areas; an extended field trip was made to the Kootenay, Okanagan, and Kamloops areas, plus an extended trip to the Prince George, Prince Rupert, and Pouce Coupe areas.

Miscellaneous studies carried out during the year were as follows:—

Handicraft Instructors, Riverview Hospital.
Bus-drivers, Riverview Hospital.
Cooks 4, Riverview Hospital.
X-ray Technicians 2, Riverview Hospital.
Oxygen Therapist, Riverview Hospital.

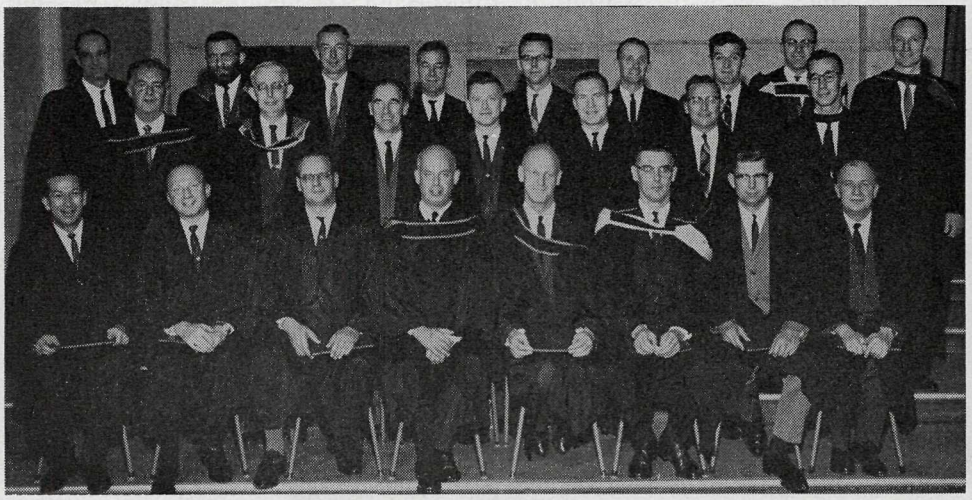
Building Service Workers (Night Supervisors), Brannan Lake School.
Outside staff, University Endowment Lands.
Public Health Inspectors.
Technical Forest Officers.
Furniture Repairmen and Radio Technician, British Columbia Ferry Authority.
Steam Boiler Operators, Drag-line and Clam-shell Operators, and 10-ton Tilting Trailer Operators, Department of Highways.
Radio Technicians, Forest Service.
Terminal Attendants and Terminal Assistants, British Columbia Ferry Authority.
Data Processing Operators, Key-punch Operators, Programme and Systems Analysts.
British Columbia Medical Plan.
Psychiatric Social Workers.
Laundresses 3 and Industrial Therapists, Riverview Hospital and Tranquille School laundries.
Promotional Policy Study: Amount of increase on promotion or reclassification (retention or otherwise of annual increment date).
Numerous salary survey returns were completed for other organizations.

IN-SERVICE TRAINING

Executive Development Training Plan

Twenty-four Government employees enrolled in Class VIII of the Executive Development Training Plan received Diplomas in Public Administration at a special academic assembly at the University of Victoria on November 18, 1966.

The employees who received their diplomas were: G. F. Alexander, K. E. Littler, and M. J. O'Brien, of the Department of Finance; D. J. Chorlton, A. B. Robinson, and H. Waelti, of the Forest Service; A. M. Barber, R. P. Murdoch, and A. D. Wight, of the Lands Service; R. W. Gittens, E. E. Readshaw, W. C. Thomson, and N. C. Tattrie, of the Department of Highways; R. N. Hitchman, of the Department of Agriculture; J. Glenwright, of the Hospital Insurance Service; W. L.



Class VIII of the Executive Development Training Plan.

Ingram, of the Department of Mines and Petroleum Resources; J. T. Gulliver, of the Water Resources Service; P. J. Bandy, of the Fish and Wildlife Branch, Department of Recreation and Conservation; K. E. G. C. Jackson, of the Civil Service Commission; F. J. Otte, of the British Columbia Hydro and Power Authority; F. W. Ramsay, of the British Columbia Ferry Authority; J. M. Sotkowy, of the Department of the Attorney-General; H. P. Thornton, of the Department of Industrial Development, Trade, and Commerce; and D. A. Cooper, of the Department of Labour.

The Diploma in Public Administration awarded to the late A. P. McLaughlin was mailed to his widow.

Courses in Appraisal

Thirty-four employees in the Lands Service, Department of Finance, and private industry enrolled in the correspondence section of the Appraisal 1 Course; 29 students attended the two-week institute and wrote the examinations; 26 students qualified and three failed.

Thirty-seven employees from the Lands Service, the Forest Service, the Department of Finance, and private industry are taking the correspondence section of Appraisal 2, and will be attending the two-week institute in March, 1967. Candidates will write the Appraisal 2 examinations on the final day of the institute.

In addition, six candidates, who had taken the earlier Appraisal Courses, completed their full A.A.C.I. accreditation during 1966.

Correspondence Course in Basic Public Administration

Thirty-four students, enrolled in Class 2, successfully completed the assignments of the above training programme. Mr. A. G. Richardson, Chief Personnel Officer and Chief Assistant to the Civil Service Commission, presented certificates of achievement to the employees on April 6, 1966, at a luncheon held on the final day of the three-day workshop.

Students were required to submit 24 assignments during the fall and winter months. Five courses were studied: (1) The Government of Canada; (2) The Organization of the Public Service of the Province of British Columbia; (3) Provincial Fiscal and Accounting Procedures; (4) A Guide to Improved Letter Writing; and (5) Staff Management—Supervision. The three-day workshop held in early April consisted of group discussions and lectures on supervision. Mr. C. J. Ferber, Comptroller-General, spoke on Provincial fiscal and accounting procedures.

The graduation class of Correspondence Course in Basic Public Administration.

The students who received certificates were: R. W. Aldred, A. M. Broughton, Mrs. A. G. Burton, M. E. Carroll, K. H. Dawson, T. D. Devitt, S. H. Haines, K. M. Hanson, A. A. Hindley, H. I. Johnston, L. King, G. C. Leonidas, R. A. McLaren, H. J. Morlok, W. G. Mundell, A. L. Repasse, D. G. B. Roberts, R. Rutherford, J. S. Shannon, W. H. Shaw, Miss M. Sing, G. L. Standen, H. E. Stennett, D. B. Steuart, D. E. Stevens, J. D. Sutherland, W. J. Tattrie, K. G. Stewart, G. A. Stewart, J. M. Donald, N. M. Scorgie, W. A. Harvey, P. W. Saville, and R. Winbow.

Forty students selected for Class 3 of this course commenced their studies in October, 1966.

Computer In-put Seminars

Mr. W. Matichuk, Classification Officer of the Commission; Mr. J. Baird, Director of Data Processing; and Mr. G. Spring, Operations Manager, examine computer programme.

The Civil Service Commission sponsored two sessions of a two-day seminar of computer in-put. It is proposed to give this course to senior officials and to all Government employees involved in the preparation of source documents for computer programmes. Mr. C. J. Ferber, Comptroller-General; Mr. K. Lightbody, Co-ordinator of Accounting Procedures; and Mr. J. Baird, Director of Data Processing, were responsible for the preparation of the course material and gave the lectures.

Personnel Officers' Course

Seven departmental Personnel Officers attended a 10-hour course on "How to Conduct Supervisory Training Programmes."

Preparation of Publications Seminar

Much of the preparatory work has been completed on the above programme, which will be given in the spring of 1967. Employees involved in the preparation of pamphlets, brochures, and publications will be invited to attend. Lectures will be drawn from the Queen's Printer and the Photographic Branch.

In addition to the training programmes sponsored by the Civil Service Commission, many of the departments of Government conduct seminars, workshops, orientation courses, and short training programmes related to the work of the department concerned. Major in-service training programmes of a continuing nature conducted by the departments are listed below:—

Department or Service and Branch	Course Name
Attorney-General—Corrections	(1) Probation Officer-in-training Course.
	(2) Security Officers Academy Course.
Education—Technical and Vocational	Teacher Education Programme for Vocational Instructor's Certificate.
Forest Service	(1) Basic Course for Technical Forest Officers.
	(2) Advanced Course for Technical Forest Officers.
Mental Health Services—	
Education Centre	(1) Psychiatric Nursing Pogramme.
	(2) Psychiatric Aide Programme.
Riverview Hospital	(1) Management Development.
	(2) Supervision.
Mental Health Services—Woodlands School	(1) Dietary Aide.
	(2) Hospital Housekeeping.
	(3) Nursing Service Administration.
	(4) Pædiatric Nursing.
Highways—Construction, Location, and Paving Branches	(1) Engineering Aide Programmes.
	(2) Paving.
Labour	Industrial Relations Officers' Course.
Recreation and Conservation—	
Fish and Wildlife Branch	Hatchery School.
Parks Branch	Parks Course.
Social Welfare	In-service Training Course for Social Workers.

Employees on Educational Leave of Absence for Postgraduate Training

During the year, 52 employees were on educational leave of absence taking postgraduate training. Of these, 42 were either on bursaries or agreements under the National Health Grant programme or the Federal-Provincial Professional Training Plan; four received partial salaries (50 to 75 per cent) from the departments in which they are employed, and six were on educational leave without pay. A breakdown by departments is as follows: Agriculture, 2 employees; Attorney-General, 4 employees; Health Services, 13 employees; Mental Health, 10 employees; Highways, 1 employee; Mines and Petroleum Resources, 2 employees; Recreation and Conservation, 1 employee; Social Welfare, 19 employees.

Agriculture: 2 employees taking postgraduate studies on 75 per cent salary.

Attorney-General: 4 Probation Officers taking postgraduate training under Federal grants.

Health Services: 13 professional employees taking diploma or degree courses under Federal Health Grants.

Mental Health: 10 professional employees taking diploma or degree courses under Federal Health Grants.

Highways: 1 employee completed master's degree on educational leave without pay.

Mines and Petroleum Resources: 1 employee on educational leave (half pay).

Recreation and Conservation: 1 employee in Parks Branch taking master's degree (half pay).

Social Welfare: 15 employees taking postgraduate training under National Training Grants and 4 on educational leave without pay.

SICK AND SPECIAL LEAVE

Sick leave granted during the period October 1, 1965, to September 30, 1966, totalled 77,504 days—65,998.5 days with pay and 11,505.5 days without pay, an average of 6.10 days (*see* Table 3, Appendix), and an increase of 0.48 day over the average for the previous 12-month period of 5.62 days. These figures are exclusive of sick leave granted under the Workmen's Compensation Board and the Department of Veterans Affairs section of the Sick Leave Regulation.

The above figures do not include the Gaol Service, which average was 6.176 days, the Liquor Control Board (average, 7.35 days), nor the British Columbia Ferry Authority or daily-rate employees, totals for which are not available.

The average number of days' sick leave per employee (exclusive of the above groups) for the past 10 years was as follows:—

Year-Ended Sept. 30	Average per Employee	Year-Ended Sept. 30	Average per Employee
1957	5.85	1962	5.53
1958	6.54	1963	5.59
1959	5.85	1964	5.91
1960	5.73	1965	5.62
1961	5.37	1966	6.10

On an average salary of $20.55 a day, the 65,998.5 days' sick leave with pay cost $1,356,269. In most cases the absences were for short periods only and the question of relief did not apply, so that this actually was not an additional expenditure.

Twelve employees were granted leave for the purpose of training with Reserve units of Her Majesty's forces, and 53 employees were granted leave for the purpose of further training and study.

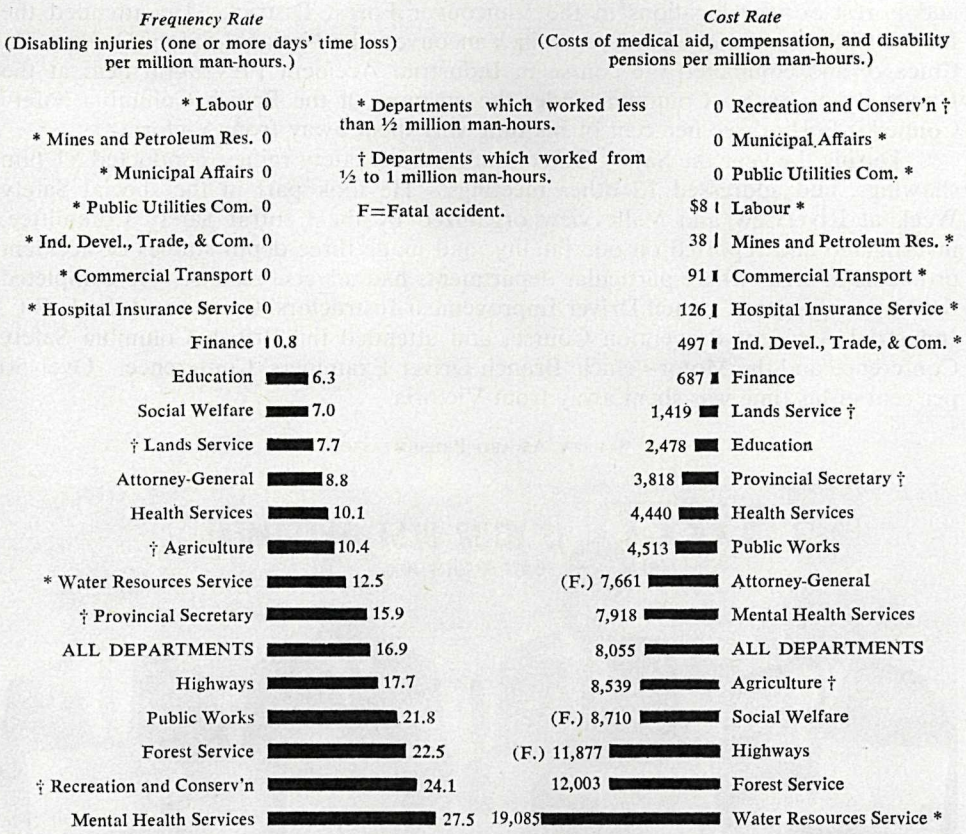
The assistance and co-operation of the Director of Occupational Health in connection with sick-leave incidence is very much appreciated. Further details regarding this will be found in the Report of the Health Branch.

ACCIDENT PREVENTION

Following on the promotion of Mr. W. J. Williams to the position of Chief Selection Officer, Mr. B. Pass was appointed Co-ordinator of Accident Prevention, March 7, 1966. One of his first tasks was to meet Deputy Ministers and branch heads. During March and April, initial visits were made to 42 Deputy Ministers, Assistant Deputies, and other senior officials. Many more visits were made subsequently, particularly at Interior points. During the year, several additions were made to training equipment and materials, increasing effectiveness in this sector.

Safety promotion and education activities, as outlined in last year's Report, have been continued and expanded. Through the co-operation of the B.C. Government Employees' Association, an article on accident prevention was printed

WORK INJURY RATES BY DEPARTMENTS, 1966



Frequency rate reflects how often disabling injuries are occurring relative to the size of staff (man-hours worked) in a department.

Cost rate varies with the frequency of injuries, but in addition reflects the severity of the injuries relative to the size of staff.

For comparison:—

In 1965 the frequency rate for all departments was 19.5 and highest single rate was 33.2.

In 1965 the cost rate for all departments was $8,261.

in the "Provincial," and the Co-ordinator addressed the general meeting of the Vancouver-New Westminster branch. Service-wide distribution was made of material respecting the "Canadian Driver's Test" on C.B.C. television, winter driving booklets, hazards in using sleeping-bags, and precautions to be followed with griddles on camp stoves.

The Division placed special emphasis on the organizational side of safety in 1966. A headquarters Safety Co-ordinating Committee was set up in the Department of Public Works, with the co-operation and support of the Deputy Minister. The Committee is developing a comprehensive safety programme throughout the Department, and local and district safety competitions will be started in 1967. Depth studies have been conducted into the safety needs of Mental Health Services, which work will be continued and intensified in 1967 in conjunction with departmental officers.

The Co-ordinator attended 20 headquarters safety committee meetings and 9 local safety committee meetings; addressed 15 departmental conferences, training sessions, and other meetings; investigated and reported on 2 fatalities and 1 murder.

In addition, he made extensive tours through the Kootenays visiting Highways locations, Northern British Columbia visiting Highways and Forest Service locations, and Forest Service locations in the Vancouver Forest District. He attended the British Columbia Safety Conference in Vancouver, the National Safety Congress in Chicago, and completed the course in Industrial Accident Prevention held at the University of British Columbia under the auspices of the British Columbia Safety Council. Forty-three per cent of his time was spent away from Victoria.

During the year the Safety Officer addressed 3 safety rallies, conducted 51 film showings, and addressed 12 other meetings. He took part in the special Safety Week at Riverview and Valleyview organized by the Central Safety Committee, investigated and reported on one fatality, and made three depth studies of accident problems in areas where particular departments had adverse results. He completed the National Safety Council Driver Improvement Instructors' Course and the U.B.C. Industrial Accident Prevention Course, and attended the British Columbia Safety Conference and the Motor-vehicle Branch Driver Examiners' Conference. Over 50 per cent of his time was spent away from Victoria.

SAFETY AWARD PRESENTATION

Representatives of award-winning departments.

The highlight of the year's activities was the safety awards presentation attended by the Premier and members of the Cabinet, 18 Deputy Ministers and assistants, the president and executive director of the British Columbia Safety Council, and Commissioner E. V. Ablett of the Workmen's Compensation Board. The main results, as summarized by the Co-ordinator, were as follows:—

(1) There were 3 fatal accidents, compared with 5, 8, 12, and 2 in previous years.

(2) Despite a 4.79-per-cent increase in man-hours worked, the number of disabling injuries to Government employees was reduced by 66 from 1965. The frequency rate of disabling injuries per million man-hours

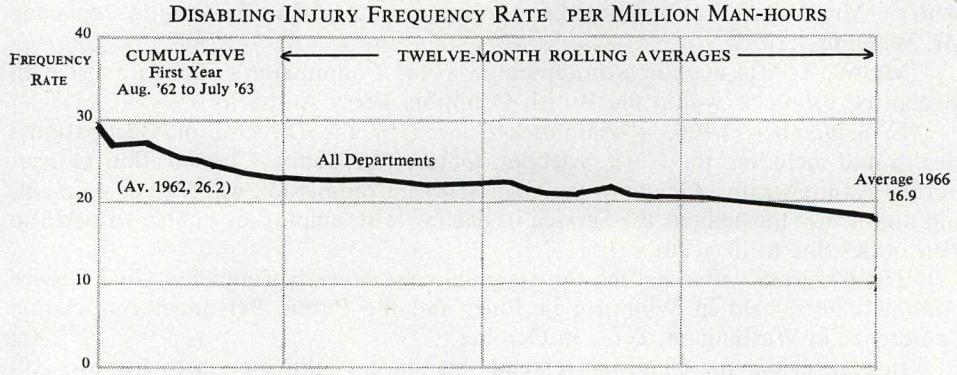
declined 13.33 per cent from 1965. It was 35.49 per cent below the 1962 rate (*see* table following). The number of employees suffering medical aid and time-loss injuries in 1966 was 879 less than it would have been at the 1962 rate.

(3) The number of days lost through injury was 2.6 per cent more than in 1965.

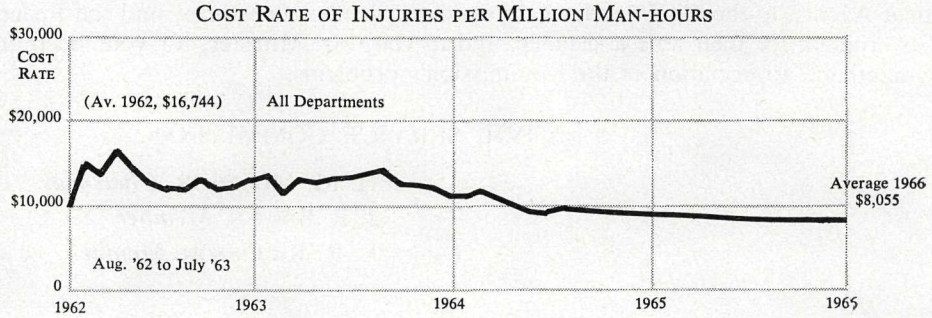
(4) The direct costs of medical aid, compensation, and disability pensions were 2.0 per cent higher than in 1965. To get a true comparison of direct costs however, weight has to be given to man-hours, up 4.79 per cent; wage rates, up about 5 per cent; and increases in Workmen's Compensation Board benefits effective this year, the latter comprising disparate percentage increases for various payment categories. The cost rate per million man-hours allows for increases in total hours; the combined effect of increased wage and benefit rates may be judged from the average cost per time-loss day, which was 11 per cent higher in 1966 than the previous year. Applying this percentage adjustment to the 1965 cost rate, the direct costs in 1966 were 12 per cent lower than 1965 experience, if wage and benefit rates had remained unchanged.

(5) The Department of Mines and Petroleum Resources earned the first bronze-on-gold award for an entire department. In addition, the Premier presented a gold award to the Department of Municipal Affairs; silver awards to British Columbia Hospital Insurance Service (its second silver award), Industrial Development, Trade, and Commerce, and Commercial Transport; and bronze awards to British Columbia Lands Service and the Department of Labour. The bronze-on-gold and silver award winners also qualified for the Premier's Safety Trophy.

DISABLING INJURY FREQUENCY RATE PER MILLION MAN-HOURS



COST RATE OF INJURIES PER MILLION MAN-HOURS



(6) One hundred and thirty-three British Columbia Safety Council awards were won by units of various departments, including the first awards to entire highway regions—Region 1, a bronze award covering 1,140 employees, and Region 2, a silver award covering 928 employees. The Prince George Forest District won a bronze award covering 247 employees.

The Co-ordinator, Mr. B. Pass, concluded:—

"This was another year of progress in reducing both time-loss injuries and medical-aid cases. While it is disappointing that similar reductions were not achieved in direct costs in absolute terms, the continued rise in recent years in man-hours and cost levels has had a cumulative effect that inevitably must be reflected in any straight cost comparison. It is encouraging that costs have not only been controlled, but relatively have shown measurable improvement. The results were due to the interest and co-operation of all levels in the Service and the excellent support of Ministers and Deputy Ministers. I would acknowledge the invaluable help of the Workmen's Compensation Board, the British Columbia Safety Council, and the loyal and unstinting effort of the staff of the Accident Prevention Division. With such teamwork we look forward with confidence to the challenges of the future in reducing human loss and suffering from work injuries."

GRIEVANCES

The Commission reviewed 6 grievances during the year, and heard 15 briefs concerning wages and working conditions from groups of employees.

CONCLUDING OBSERVATIONS

Mr. W. J. Williams was appointed Chief Selection Officer, replacing Mr. D. J. Slader. Mr. B. Pass was appointed Co-ordinator of Accident Prevention, replacing Mr. Williams.

Mr. W. T. McLaughlin was appointed to the Commission's staff to assist with specialized problems within the British Columbia Ferry Authority.

In September, 1966, a committee chaired by the Director of Occupational Health and including the Chief Selection Officer, the Senior Classification Officer, and the Administrative Officer of the Civil Service Commission was formed to maintain uniformity throughout the Service in dealing with employees unable to perform their duties due to ill heath.

The Chairman attended the third annual conference of Canadian Civil Service Commissioners, held in Winnipeg in June, and the Public Personnel Association Conference in Washington, D.C., in October.

In conclusion, the Chairman extends his sincere appreciation to his two colleagues on the Commission, to each member of the Commission's staff, to Government Agents, to the Civil Service Commissions of other Provinces, and the Federal Government for their able assistance, and to you, Mr. Minister, for your deep and sympathetic appreciation of the Commission's problems.

CIVIL SERVICE COMMISSION.

H. M. MORRISON, *Chairman.*

J. E. BROWN, *Member.*

E. R. RICKINSON, *Member.*

APPENDIX

Twenty-five-year continuous-service certificates were awarded to the following Government employees in December, 1966:—

Department of Agriculture
Leslie King.
Miss Mary Rae Smith.

Department of the Attorney-General
Miss Velma Eva Arbuthnot.
Joseph Melville McHale.
Gerald Marcel Davison Ridout.
Maitland George Stade.
Robert Blanc Wilson.

Liquor Control Board
William Thomas Coates.
John Lonie Cook.
Cecil Arnold Ferguson.
Miss Margaret Elizabeth Heap.
Robert Louis Picotte.

Department of Education
Raymond Dawson Elders.
Herbert George Pidcock.
Miss Dorothy Ethel Thompson.

Department of Finance
George Lawson Brodie.
Miss Margaret Therese Hallinan.
Miss Isabelle Janet Harbord.
Kenneth Shaw Lawson.

Public Utilities Commission
Miss Mary Alice Caston.

Health Services
Harold Hawksworth.
Miss Joyce Mary Arrowsmith Smith.
Mrs. Kathleen Smith.
Miss Lillian Gertrude Warne.

Hospital Insurance Service
James Wishart Mainguy.

Mental Health Services
Wendell Emerson Coffey.
Vernon Garfield Copp.
John Forbes Glennie.
Miss Mary Alice Hagen.
Robert Chester Harkness.
Miss Marjorie Hawkins.
Charles Henry Jones.
George Sparling McConkey.
Samuel Anton Neid.
Joseph Harold Salisbury.
Cyril Roy Scott.
Kenneth Bell Scovil.
Miss Lois Helen Siddall.
Arthur Ray Toop.
Albert Hall Warriner.
Elmer John Woods.

Lands Service
Earle Raymond Gandy.
John Clifford Moore.

Forest Service
Gordon McKellar Abernethy.
Maxwell Kennedy Bennett.
Lucius Albert Chase.
Charles Deacon Semple Haddon.
James Ralph Johnston.
Robert James Little.
James Harold Robinson.
Charles Miles Yingling.

Water Resources Service
James Hoyt Hallett.
Miss Phyllis Hazel Jones.
Arthur Walker Lees.

Department of Highways
Norman Allan.
Horace Brown.
Donald Alexander Carmichael.
Wilfred Stanley Charter.
Leroi Francis Cote.
John Humphrey Davy.
Reginald Hewgill Dill.
George Grummett.
Mrs. Hilda Maude Haylmore.
Robert Lomas.
Mark Kent Nicholson.
Thomas Nutter.
Matthew Ovington.
David Cameron Pollock.
Alan Ernest Rhodes.
John Wilson Richardson.
William Henry Sluggett.
Neil Clayton Tattrie.
George Wilkinson.
Donald Osman Young.

Department of Mines and Petroleum Resources
Robert Blair Bonar.

Department of the Provincial Secretary
Mrs. Christine Ross Fox.

Department of Public Works
Albert Ernest Beaveridge.
Charles Edward Monteith.
Edwin Ainley Robinson.

Department of Recreation and Conservation
Siggie John Kristjansen.
Miss Martha Ileene Lawson.
William Job Mason.
Robert Walter Sinclair.

Department of Social Welfare
Walter Shogan.

Workmen's Compensation Board
Daniel Raymond Beaton.
John Patrick Berry.
Frederick Houson Clark.
Harry Borden Duke.
Miss Ulrika Helen Larson.

STATISTICS

Table 1.—Number of Full-time Permanent and Temporary Employees in Each Department and Agency as at December 31, 1966

Department	Permanent	Temporary	Combined
Legislation	2	------	2
Premier's Office	5	------	5
Agriculture	276	115	391
Attorney-General	1,941	206	2,147
Commercial Transport	101	5	106
Education	317	597	914
Finance	657	42	699
Public Health Services	1,084	447	1,531
Mental Health Services	3,425	466	3,891
Hospital Insurance Service	117	2	119
Highways	405	4,128	4,533
Industrial Development, Trade, and Commerce	75	1	76
Labour	132	6	138
Lands Service	311	32	343
Forest Service	816	1,351	2,167
Water Resources Service	118	54	172
Mines and Petroleum Resources	111	14	125
Municipal Affairs	38	7	45
Provincial Secretary	251	139	390
Public Utilities Commission	53	1	54
Public Works	617	498	1,115
Recreation and Conservation	262	143	405
Social Welfare	683	110	793
Totals	11,797	8,364	20,161
Liquor Control Board	876	798	1,674
British Columbia Ferry Authority	1,295	243	1,538
Grand totals	13,968	9,405	23,373

Table 2.—Classification Reviews by Departments in 1966 with Comparative Figures for Previous Years

Department	Upward Revisions	Downward Revisions	Reviews Resulting in No Change	Total
Agriculture	15	-----	1	16
Attorney-General	99	1	16	116
Commercial Transport	1	-----	-----	1
Education	26	4	9	39
Finance	53	1	13	67
Hospital Insurance Service	17	-----	1	18
Highways	25	-----	6	31
Industrial Development, Trade, and Commerce	7	-----	4	11
Labour	11	-----	-----	11
Lands Service	12	-----	2	14
Forest Service	38	-----	5	43
Water Resources Service	8	-----	2	10
Mines and Petroleum Resources	3	-----	3	6
Municipal Affairs	5	-----	-----	5
Provincial Secretary	10	1	8	19
Public Utilities Commission	2	-----	9	11
Public Works	20	-----	4	24
Recreation and Conservation	12	-----	3	15
Social Welfare	21	4	3	28
Public Health	19	-----	6	25
Mental Health	25	-----	14	39
Liquor Control Board	3	-----	7	10
British Columbia Ferry Authority	2	2	5	9
Non-Civil Service agencies	90	8	45	143
Totals, 1966	524	21	166	711
Totals, 1965	-----	-----	-----	682
Totals, 1964	-----	-----	-----	541
Totals, 1963	-----	-----	-----	628
Totals, 1962	-----	-----	-----	611

TABLE 3.—SICK LEAVE GRANTED FROM OCTOBER 1, 1965, TO SEPTEMBER 30, 1966, ACCORDING TO DEPARTMENTS OF GOVERNMENT

Department	Number of Employees Covered by these Averages as at Sept.	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	2	2.0	1.00	------	------	1.00	------	0.40
Agriculture	295	768.5	2.61	38.5	0.13	2.74	0.06	1.09
Attorney-General	855	4,430	5.18	653.5	0.76	5.94	0.40	2.37
Commercial Transport	107	297.0	2.78	110.5	1.03	3.81	0.03	1.52
Education	814	1,978.5	2.43	372.0	0.46	2.89	0.18	1.15
Finance	689	3,729.0	5.41	267.5	0.39	5.80	0.31	2.31
Forest Service	1,124	4,489.5	3.99	329.0	0.29	4.28	0.38	1.71
Health Services	1,202	6,939.5	5.77	1,251.5	1.04	6.81	0.64	2.71
Mental Health Services	3,741	24,672.0	6.60	5,992.0	1.60	8.20	2.41	3.27
Hospital Insurance Service	118	626.0	5.31	88.5	0.75	6.06	0.06	2.41
Highways	681	2,852.5	4.19	170.0	0.25	4.44	0.24	1.77
Industrial Development, Trade, and Commerce	91	391.0	4.30	76.5	0.84	5.14	0.04	2.05
Labour	135	677.0	5.01	164.5	1.22	6.23	0.07	2.48
Lands Service	319	1,588.5	4.98	24.0	0.08	5.06	0.13	2.01
Mines and Petroleum Resources	127	421.5	3.32	17.5	0.14	3.46	0.03	1.38
Municipal Affairs	38	123.5	3.25	------	------	3.25	0.01	1.29
Provincial Secretary	213	1,311.0	6.15	187.0	0.88	7.03	0.12	2.80
Public Utilities Commission	51	267.0	5.24	15.0	0.29	5.53	0.02	2.20
Public Works	859	4,866.5	5.67	611.5	0.71	6.38	0.43	2.54
Recreation and Conservation	409	791.0	1.93	109.5	0.27	2.20	0.07	0.88
Social Welfare	700	4,170.0	5.96	1,010.0	1.44	7.40	0.41	2.95
Water Resources Service	135	607.0	4.50	17.0	0.13	4.63	0.05	1.84
Totals	12,705	65,998.5	------	11,505.5	------	------	------	------

Over-all sick-leave averages: With pay, 5.19 days; without pay, 0.91 days, a total of 6.10 days per employee.
Does not include Gaol Service, which average was 6.176 days per employee, nor Liquor Control Board, which average was 7.35 days per employee.
British Columbia Ferry Authority and daily-rate staffs—not available.

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