PROVINCE OF BRITISH COLUMBIA

Civil Service Commission

Forty-sixth Annual Report

JANUARY 1 TO DECEMBER 31

1964

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in right of the Province of British Columbia.
1965

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 1 to December 31, 1964.

WESLEY D. BLACK,
Provincial Secretary.

Victoria, B.C., January, 1965.

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 1 to December 31, 1964.

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

HUGH M. MORRISON,
Chairman, Civil Service Commission.

Victoria, B.C., January, 1965.

HIGHLIGHTS DURING 1964

- 938 persons were appointed to permanent positions.
- 1,264 persons were appointed to casual or temporary positions.
- 1,881 persons left the Service.
- There was a 17.19-per-cent turnover in staff.
- 7 per cent of promotions were made from one department to another.
- 23 students received diplomas in Public Administration.
- 30 students enrolled in Class IX of the Executive Development Training Plan.
- 40 students enrolled in a new basic course in Public Administration.
- 6 grievances were formally presented to the Civil Service Commission.
- 73 employees received 25-year continuous-service awards.
- 495 employees gained promotion through open competition with other employees.
- Disabling injuries were reduced considerably, and the direct costs of medical aid, compensation, and disability pensions were lowest since 1953.
- Pay increases averaging 5 per cent of payroll were granted.
- A voluntary payroll deduction plan for charitable donations was started in Vancouver, New Westminster, and Victoria.

CIVIL SERVICE COMMISSION

Chairman: HUGH M. MORRISON.

Members:

J. EVERETT BROWN. E. RAY RICKINSON.

Administrative Officer and Special Projects Officer: CYRIL M. WIGHTMAN.

TECHNICAL STAFF, VICTORIA

Chief Personnel Officer and Chief Assistant to the Commission: ARTHUR G. RICHARDSON.

Chief Selection Officer: DAVID J. SLADER.

Co-ordinator, Safety and Accident Prevention: W. JAMES WILLIAMS.

Senior Classification Officer: RICHARD D. HIGGINS.

Personnel Officer (Training): MISS J. MERYL CAMPBELL.

Personnel Officer: KENNETH M. HANSON.

Personnel Officer: JOHN MAXWELL.

Personnel Officer: FRED MANSON.

Personnel Assistant: WILLIAM MATICHUK.

TECHNICAL STAFF, ESSONDALE

Personnel Officer: G. LORNE TOMALTY.

Personnel Officer: ALAN D. DAVIES.

CLERICAL STAFF

MRS. E. G. ANTON.
MISS W. E. BROWN.
MISS P. L. CHAMBERLAIN.
MISS V. M. DIXON.
MISS V. EVANS.
MRS. R. M. FRANKLING.
MRS. J. A. HILDRETH.
MRS. G. M. KNOTT.
MRS. E. A. B. MAYNE.
MRS. A. M. ROBERTSON.
MRS. DOREEN SMALL.
MISS E. A. THOMAS.
MRS. L. TYLER.
MRS. C. M. VANCE.

Vancouver Office

MRS. M. M. YOUNG.
MISS E. BALDIGARA.

Essondale Office

MRS. M. J. IBBOTSON.
MRS. E. BELANGER.

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Report of the Civil Service Commission

Pursuant to Section 8 of the Civil Service Act, from January 1 to December 31, 1964

During 1964, activities within the various divisions of the Civil Service Commission have continued to increase. Apart from many informal communications, members of the Commission held 31 official meetings. The staff of the Commission continued to be constantly and fully occupied in the discharge of their responsibilities in the administration of the Government's personnel.

Recruiting and selection reached its highest point during the year. Eight hundred and forty-one competitions were held for promotions within the Service, which included 153 competitions for personnel of the British Columbia Ferry Authority, as compared with a total of 700 competitions held during 1963.

Additional staffs in a number of Government departments resulted in an increase in new appointments of about 13 per cent over 1963. The appointments to the Service have followed the policies of previous years: to give opportunities in employment to all citizens, irrespective of racial origin; to eliminate any discrimination with respect to the age of applicants; and to facilitate the employment of the handicapped.

The various departments have co-operated whole-heartedly in providing employment which could be performed by persons with differing types of handicaps, both mental and physical. There now are 99 employees with different types of handicaps employed in 16 Government departments.

The Commission's endeavour to provide additional training for Government employees continues to be well received by the employees and senior officials. Twenty-three employees graduated and received diplomas in October, 1964, in the Executive Development Training Plan, and 30 employees enrolled in the first year of this course. A new course in Basic Public Administration was inaugurated in October, 1964, with 40 employees enrolled.

The Classification Division reviewed 541 positions during the year, as against 628 positions in 1963. Reviews requested by outside agencies, such as the Ferry Authority and the Workmen's Compensation Board, resulted in 52 positions being reviewed, compared with 26 in 1963. In addition, 157 requests for new staff or replacements were investigated. The Classification Division's staff travelled throughout the Province in conducting these reviews.

The Accident Prevention Division continues to report excellent progress. Fatal accidents were down to five. The number of employees suffering medical aid and disabling injuries in 1964 was over 200 less than it would have been at the pre safety programme rate of 1962. The number of days lost through injury was the lowest in the past six years despite larger numbers of employees. The direct costs of medical aid, compensation, and disability pensions were the lowest since 1953, over $200,000 less than in 1962. The Department of Finance completed its second million man-hours without a disabling injury since 1962, and five other departments received bronze and silver awards from the British Columbia Safety Council.

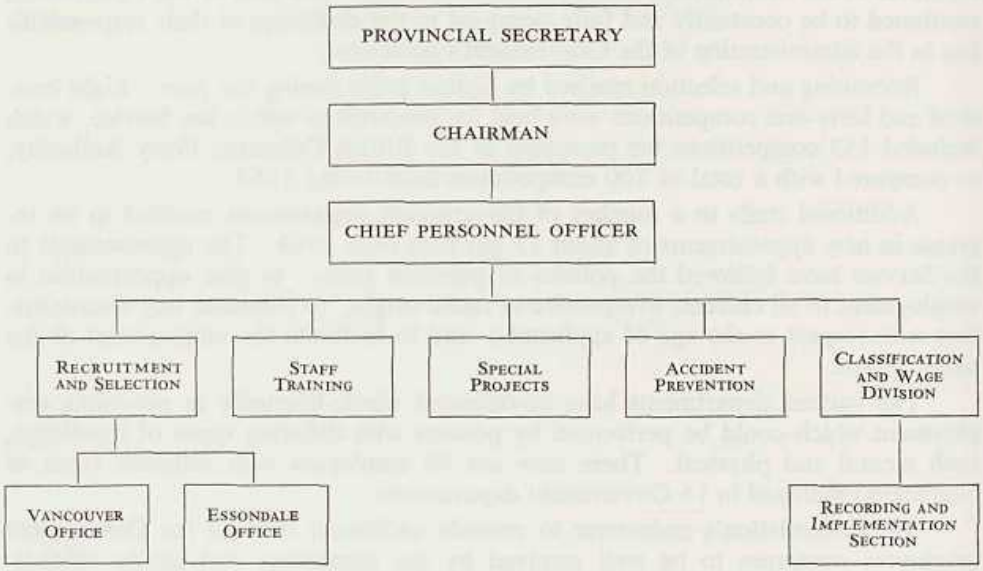
A voluntary system of payroll deduction was initiated in Victoria, Vancouver, and New Westminster for donations to charitable organizations. The funds are administered by committees of employees.

Turnover of Government personnel increased slightly in 1964, to 17.19 per cent, as against 16.28 per cent during 1963.

Salary increases were afforded to all Government employees, averaging about 5 per cent of the Government payroll.

The organization of the Commission staff was revised to place all recruiting activities under the Chief Selection Officer.

ORGANIZATION CHART OF THE CIVIL SERVICE COMMISSION



During the year two Personnel Officers were added to the Commission's staff—Mr. W. Matichuk to the staff of the Classification and Wage Division and Mr. A. D. Davies to the Essondale office.

The Chief Personnel Officer, apart from his duties as Executive Officer to the Civil Service Commission, has been engaged throughout the year in all phases of personnel administration. These included implementing a general salary revision; advising the Deputy Minister of Education with respect to organization, classification, and salaries in vocational schools and the Institute of Technology; reviewing the classification of senior positions in the Liquor Control Board, Sheriffs' Offices, Department of Social Welfare, Mental Health Nursing, Public Health Nursing, Engineers, Foresters, and Agriculturists; reviewing individual grievances; directing the rating of Government employees; arranging special placements; advising regarding the transfer of employees in such cases resulting from the closing of the Colquitz Mental Home; and the removal of tolls on bridges. Other activities included reviews of overtime practices, vacations for specific groups of employees, bonus payments, point of assembly practices, daily-rate calculations, pay for substitution in the Ferry Authority, and review of replacements to staff. An increasing proportion of the Chief Personnel Officer's time and the Commission's divisions has been spent in the personnel administration within the Ferry Authority. This organization has expanded rapidly over the past few years, from a small staff of 200 operating two ships, to a staff of over 1,000 operating 20 ships. The unusual operation requiring augmented service during the summer months resulted in many unusual problems arising in personnel and pay policies.

SIZE AND COMPOSITION OF THE CIVIL SERVICE

The number of probationary and permanent Civil Servants at December 31, 1963, was 8, 988, and at December 31, 1964, 9,282, an increase of 294 (*see* Appendix, Table 1). The total number of Civil Servants including temporary or casual employees at the end of 1963 was 10,445, and at the end of 1964, 10,940, an increase of 495.

APPOINTMENTS

During the year 2,202 appointments were made (*see* Appendix, Table 2), as compared with 1,954 appointments during 1963, an increase of 248. The number of appointments to probationary-permanent positions amounted to 938, as compared with 899 in 1963. There were 1,264 appointments to casual or temporary positions, as compared to 1,055 in 1963. The number of requisitions for staff (including both initial appointments and promotions) received amounted to 3,333, as compared to 3,209 in 1963.

SEPARATIONS

The number of employees leaving the Civil Service during 1964 was 1,881 (*see* Appendix, Table 6), as compared to 1,701 in 1963 and 1,681 in 1962. Using the formula of

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

the turnover for 1964 was

$$\frac{1{,}881}{10{,}940} \times 100 = 17.19\%$$

The following table indicates the staff turnover for the past 10 years:—

Year	Total Employees Leaving	Total Enrolment at Dec. 31	Percentage Rate of Turnover
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
1961	1,635	10,233	15.98
1962	1,681	10,303	16.32
1963	1,701	10,445	16.28
1964	1,881	10,940	17.19

[1] Corrected.

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

	1957	1958	1959	1960	1961	1962	1963	1964
Probationary periods extended	58	50	27	37	45	33	41	35
Civil Servants suspended but not dismissed	3	8	6	10	9	10	9	15
Civil Servants dismissed	64	36	30	33	26	28	33	25

GENERAL ENTRANCE EXAMINATIONS

Examinations for the purpose of establishing qualified lists for such positions as stenographer, typist, business-machine operator, and draughtsman were held in Victoria, Vancouver, and Essondale offices of the Civil Service Commission.

In Victoria 1,296 applicants were tested, compared with 1,206 in 1963. Of the number tested, 826 qualified in 1964 as compared to 792 in 1963, or 64 per cent in 1964 and 66 per cent in 1963.

Written examinations held in Victoria during 1964 were as follows:—

Classification	Number Examined	Number Qualified	Per Cent Qualified
Clerk-Typist	521	299	57
Junior Clerk	271	209	78
Clerk 1	141	109	77
Clerk-Stenographer 1	194	111	57
Clerk-Stenographer 2	101	58	57
Draughtsman 1	36	21	58
Draughtsman 2	8	4	50
Draughtsman 3	6	3	50
Draughtsman 4	7	6	86
Mapping Assistant 2	1	—	—
Field Survey Assistant 1	1	1	100
Senior Examiner of Titles (Land Registry)	3	—	—
Senior Clerk (Land Registry)	1	1	100
Clerk 2 (Land Registry)	3	3	100
Clerk 3 (Land Registry)	2	1	50
Totals	1,296	826	64

In Vancouver 238 applicants for stenographic, clerical, and typing positions were tested, compared with 284 in 1963. Of the 238 applicants, 204 or 86 per cent qualified for appointment. The Essondale office reported that clerical, stenographic, and typing tests were administered to 139 applicants, of whom 93 or 67 per cent qualified, compared to 183 tests administered and 95 or 51 per cent qualifying in 1963.

COMPETITIONS FOR PROMOTION

There were 841 competitions for promotion conducted in 1964, an increase of 141 over 1963. Of these, 153 competitions were for personnel for the British Columbia Ferry Authority, resulting in 502 appointments to the regular and relief staffs of this agency.

As a result of the 841 competitions, 872 candidates were appointed to the various departments of Government; 57 per cent of these appointments were promotions from within the Service, and 43 per cent were initial appointments to the Service. The number of promotional appointments made from one department to another was 55 or 7 per cent of total appointments resulting from competitions.

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

Appointment	1961		1962		1963		1964	
	Number	Per Cent	Number	Per Cent	Number	Per Cent	Number	Per Cent
In-service promotion	339	59	334	55	459	57	495	57
Outside appointments	225	41	277	45	353	43	377	43
Totals	564	100	611	100	812	100	872	100
Promotions made from one department to another	51	15	36	11	66	8	55	7
Total number of requisitions processed	2,833		2,828		3,209[1]		3,333[1]	

[1] Includes British Columbia Ferry Authority.

In addition to the time spent in work directly related to new appointments and in-service promotions, considerable time is required to answer letters of inquiry and interviewing persons requesting information. During 1964 in Victoria, 620 letters were written concerning employment opportunities within the Civil Service and about 500 interviews were conducted. The latter figure does not include the many casual inquiries that are answered at the reception counter.

IN-SERVICE TRAINING

Executive Development Training Plan

Twenty-four Government employees enrolled in Class VI of the Executive Development Training Plan received diplomas in Public Administration at the fall congregation at the University of British Columbia. Twenty-three candidates enrolled in Class VII entered the third year of the programme, 24 students of Class VIII are in the second year, and 30 students in Class IX began the first year of the course.

The 1964 graduating class.

Members of the Executive Development Training Plan who graduated on October 30, 1964, are listed below:—

W. H. Adrian, British Columbia Hydro and Power Authority.
N. H. Baker, Corrections Branch, Department of the Attorney-General.
H. C. Bancroft, Forest Management Division, British Columbia Forest Service.
J. C. Callen, Legal Surveys, Lands Service.
K. H. Collier, Fire Marshal's Office, Department of the Attorney-General.
F. M. Cunningham, Land Inspection, Lands Service.
T. S. Gibson, Assessment Equalization, Department of Finance.
H. T. Gumbert, Consumer Taxation Branch, Department of Finance.
Miss J. M. Hudson, Division of Tuberculosis Control, Health Services.
P. Hunt, Location Branch, Department of Highways.
R. L. MacDonald, Engineering Services, British Columbia Forest Service.

A. E. McKeever, Personnel Office, British Columbia Forest Service.
R. A. Parker, Consumer Taxation Branch, Department of Finance.
M. M. F. Pope, Parks Branch, Department of Recreation and Conservation.
G. L. Levy, Comptroller's Office, Department of Recreation and Conservation.
R. Maze, British Columbia Hydro and Power Authority.
T. F. Moore, Legal Surveys, Lands Service.
E. W. Newbury, British Columbia Hydro and Power Authority.
A. H. Price, Motor-vehicle Branch, Department of the Attorney-General.
W. W. M. Ross, General Administration, Department of Mines and Petroleum Resources.
H. Sedgman, British Columbia Hydro and Power Authority.
F. J. Todd, British Columbia Hydro and Power Authority.
P. W. Wilkinson, Mechanical Tabulation Division, Department of Finance.

Courses in Appraisal

Six candidates who attended the special institutes in the appraisal of real property completed their accreditation in the Appraisal Institute of Canada in 1964, bringing the total who may now use the designation of A.A.C.I. to 51.

Court Reporting Course

The first course in court reporting was discontinued in April, 1964. A committee has been set up to make arrangements for a course in court reporting using stenotype rather than shorthand. It is hoped that this course will be offered in Vancouver in 1965.

Correspondence Course in Basic Public Administration

Forty students were selected for Class I of the above course, which commenced in October, 1964. The purpose of this training programme is to give employees a broader knowledge of the environment in which they work—the Public Service—and to assist these employees in developing staff-management skills. Subjects covered by correspondence lessons are:—

(1) Government in Canada at the three levels (Federal, Provincial, and Municipal).
(2) The organization of the Public Service in the Province of British Columbia.
(3) A guide to improved letter-writing.
(4) Supervision and staff management.

A three-day workshop will be held in April, 1965, on the completion of the correspondence section. The Comptroller-General will give lectures on public finance and accounting, and the students will take part in solving staff problems.

Other Courses

A short two-week course in plumbing services was sponsored in early 1964 for Provincial and municipal building inspectors.

Some progress has been made in regard to the Land Registry training plan, but staff turnover at the more junior levels and a continuing increase in the volume of work has made progress somewhat slower than anticipated.

THE VANCOUVER OFFICE

During 1964 this office continued to be primarily concerned with recruiting and placement as well as advising Government officials in the Vancouver area as to personnel practices and procedures.

The office conducted 48 competitions which resulted in 327 appointments to a wide variety of clerical, technical, and professional positions within the Civil Service. In addition, 47 competitions were held for the British Columbia Ferry Authority, resulting in 341 appointments to that agency. Total competitions amounted to 95, and total appointments amounted to 668.

During the year a large number of telephone calls and inquiries over the counter concerning employment opportunities were answered.

The following table indicates the number of tests administered and the percentage of persons who qualified:—

	Number of Persons Tested	Percentage Qualifying
Clerk-stenographer	70	84
Clerk	110	92
Clerk-typist	58	76
Total	238	

The following table indicates the number of appointments made during the past three years:—

Year	Appointments
1962	586
1963	633
1964	668

THE ESSONDALE OFFICE

As in previous years, recruitment remains the major function of this office. During the year the office moved to more adequate quarters at the Valleyview Lodge, and an additional Personnel Officer was added to the staff.

During 1964, 1,294 appointments were made, an increase of almost 8 per cent over the 1,200 appointments made during 1963.

The following table indicates the number of appointments made in each institution (the figures in parentheses are those for 1963):—

	Total Appointments		Percentage of Total Appointments	
Tranquille	154	(140)	11.90	(11.6)
Dellview (Vernon)	39	(41)	3.01	(3.4)
Skeenaview (Terrace)	32	(29)	2.47	(2.4)
Mental Health Centre, Kelowna	5	(2)		
Mental Health Centre, Victoria	4	(1)		
Mental Health Centre, Nanaimo	4	(0)	1.39	(1.0)
Mental Health Centre, Trail	3	(0)		
Vista and Venture	2	(4)		
Valleyview (Port Coquitlam)	149	(170)	11.52	(14.1)
The Woodlands School (New Westminster)	364	(264)	28.13	(22.0)
Essondale	484	(497)	37.40	(41.4)
Mental Health Centre, Burnaby	24	(30)	1.85	(2.5)
Headquarters and Educational Centre	21	(19)	1.62	(1.6)
Department of Public Works	3		0.71	
Department of Agriculture	6			
Totals	1,294	(1,200)	100	(100)

Of the 1,294 appointments, 1,085 were new entrants to the Civil Service, with the exception of a very small number transferred or promoted from other Government departments.

Recruitment within the nursing divisions was comparable to 1963. There was, however, a slight increase in the ratio of trained nursing staff to untrained nursing staff. The following table shows the percentage of trained nursing staff to untrained nursing staff for the past four years:—

Year	Number of Registered Nurses or Psychiatric Nurses Recruited	Number of Untrained Nursing Personnel Recruited	Total Recruited	Percentage of Recruits Who Are Trained
1961	268	297	565	47.4
1962	281	266	547	51.3
1963	367	348	715	51.3
1964	370	331	701	52.7

During 1964, 129 new positions or additions to the establishment were filled, compared with 120 in 1963. The following table indicates additions to establishment filled during the year, by institution:—

Institution	New Positions Filled
Essondale	13
The Woodlands School	48
Tranquille	45
Valleyview	12
Educational Centre	2
Mental Health Centre, Burnaby	1
Mental Health Centre, Trail	3
Mental Health Centre, Victoria	1
Mental Health Centre, Kelowna	1
Mental Health Centre, Nanaimo	1
Total	129

There were 163 competitions for promotion conducted by the office; 43 of these were generally advertised. All competitions drew 1,089 applications, of which 383 were interviewed, and from which 149 appointments were made. In addition, 32 promotions were made from the eligibility list for psychiatric nurses. Written examinations were conducted on 32 occasions. The following table indicates the number of persons who wrote the examinations in various categories and the number of these who qualified:—

Position	Number Writing Examination	Number Qualified
Chief Psychiatric Nurse	20	14
Charge Psychiatric Nurse	45	26
Assistant Charge Psychiatric Nurse	51	38
Cook	41	29
Dietary Aide	9	7
Baker	2	2
Building Service Worker Foreman	6	1
Industrial Therapist	2	1
Truck-driver	16	8
Oxygen Therapist	3	2
Meat-cutter	5	—
Clerk	20	15
Shorthand Stenographer	46	21
Typist	73	57

During the year, 1,239 requisitions for appointment were received; 150 of these were cancelled or returned at the request of the Mental Health Services.

The 1,294 appointments were made in the following classifications, showing percentage in each:—

	1963	1964
Clerical	6.7	6.85
Manual	24.3	30.00
Professional	12.6	12.35
Technical	56.4	50.81
	100.0	100.00

The reduction in the technical class and the increase in the manual class is largely due to the divorcing of housekeeping and dietary staffs from nursing staffs.

A detailed listing of the classes of positions filled follows, showing the wide range of occupations employed within the Mental Health Services:—

Assistant Superintendent	1	Medical Resident	1
Bacteriologist 1	1	Medical Specialist	12
Barber 1	1	Nurse's Aide	1
Baker	4	Nurse, Psychiatric, Chief	1
Biochemistry Student	1	Nurse, Psychiatric	241
Building Service Worker	68	Nurse, Psychiatric, Assistant Charge	39
Carpenter	2	Nurse, Psychiatric, Charge	12
Chaplain	1	Nurse, Head	4
Cleaning Assistant	23	Nurse, Public Health	5
Clerk	19	Nurse, Staff	53
Clerk-Stenographer	43	Nurse, Superintendent	7
Clerk-Typist	14	Occupational Therapist	10
Cook	13	Operator, Switchboard	5
Co-ordinator of Volunteers	1	Oxygen Therapist	1
Dietician	7	Pharmacist	1
Dietary Aide	120	Painter Foreman	1
Driver	7	Pharmacy Student	1
Hairdresser	1	Plumber	1
Herdsman	1	Plumber, Foreman	1
Farm Equipment Operator	4	Physical Education Student	4
Gardener	1	Physiotherapist	5
Home Supervisor	10	Psychiatric Aide	329
Housekeeper	1	Psychologist	11
Home Economist Student	2	Psychology Student	2
Industrial Therapist	1	Recreational Instructors	3
Staff Nursing Instructor	5	Recreational Instructor, Chief	1
Psychiatric Nursing Instructor	2	Rehabilitation Co-ordinator	1
Male Kitchen Helper	73	Resident Physician	14
Laboratory Technician	1	Seamstress	9
Labourer	4	Social Worker	24
Laundress	20	Stationary Engineer's Helper	4
Laundryman	1	Stationary Engineer	1
Laundry Helper	15	Stockman, Farms	2
Linen Keeper	2	Storekeeper	6
Meat-cutter's Helper	1	Teacher	1

CLASSIFICATION AND SALARY PLAN

The number of individual position classification reviews decreased to 541 from 628 in 1963. Table 7 of the Appendix indicates the number of reviews by departments; upward revisions totalled 385, downward revisions were 3, and a total of 153 remained unchanged.

The decrease in the number of individual position classification reviews was the result of an increase in the number and complexity of miscellaneous assignments,

and the greater amount of time the Division was required to devote to work for non-Civil Service agencies.

The Division investigated 157 requisitions for appointment, completed 52 position reviews for non-Civil Service agencies, and amended or rewrote 44 position specifications. Annual wage studies occupied most of the Division's time during the months of September and October.

Many trips were made to the Greater Vancouver and Essondale areas, plus two trips to the Kamloops, Okanagan, and Kootenay areas. Other assignments were as follows:—

Classification and salary study—Workmen's Compensation Board
Staff needs study — non-instructional staff, Institute of Technology, Burnaby.
Classification and salary study—Langford Workshop, Parks Branch.
Classification and staff needs study—clerical staff, Secondary Correspondence School.
Classification and organization study—Mechanical Tabulation Divisions, Departments of Finance and Industrial Development, Trade, and Commerce.
Classification and salary study—Business Machine Mechanics.
Classification and salary study—fire-fighting staff, Essondale.
Classification and salary study—Life-raft Servicemen, Coffee-shop Waitresses, Radar-Radio Technician, Painters, Cashiers, Ticket Agents, Second Stewards, and Cleaners of the British Columbia Ferry Authority.
Group study—Government Agents and Deputy Government Agents.
Group study—Mapping Assistants 5, Draughtsmen 5, Supervisors of Map Production, Supervisors of Map Distribution.
Procedures and methods study—Recorder of Brands Office, Department of Agriculture.
Stenographic production study—Water Resources Service.
Salary study—Inspectors and Auditors, Liquor Control Board.
Salary study—Bridge Tenders.
Salary study—University Students.
Salary Study—Radio and Television Technician (Industrial Therapy).
Diving bonus study.
Point of assembly to point of assembly study.
Eleven requests for extension to casual appointments were investigated.
Numerous salary survey returns were completed for other agencies.

DEPARTMENTAL ESTABLISHMENTS

During 1964 the following additions and deletions were made to departmental permanent establishments:—

Department	Addition	Deletion
Agriculture	12	10
Attorney-General	26	—
Commercial Transport	—	—
Education	3	—
Finance	20	1
Forest Service	3	—
Health Branch	24	—
Highways	—	—

Department	Addition	Deletion
Hospital Insurance Service	—	1
Industrial Development, Trade, and Commerce	4	—
Labour	2	—
Lands Service	6	1
Mental Health Services	68	1
Mines and Petroleum Resources	2	—
Municipal Affairs	1	—
Premier's Office	—	—
Provincial Secretary	6	—
Civil Service Commission	2	—
Superannuation Branch	—	—
Public Utilities Commission	—	1
Public Works	15	12
Water Resources Service	10	—
Recreation and Conservation	1	—
Social Welfare	20	—

SICK AND SPECIAL LEAVE

Exclusive of claims under the Workmen's Compensation Board and leave granted under the D.V.A. section of the Sick Leave Regulation, sick leave granted during the period October 1, 1963, to September 30, 1964, totalled 65,304 days—56,681 days with pay and 8,623 days without pay—an average of 5.91 days (*see* Table 5, Appendix), and an increase of 0.32 day over the average for the previous 12-month period of 5.59 days.

The average number of days sick leave per employee for the past 10 years was as follows:—

Year Ended Sept. 30	Average per Employee	Year ended Sept. 30	Average per Employee
1955	5.50	1960	5.73
1956	5.60	1961	5.37
1957	5.85	1962	5.53
1958	6.54	1963	5.59
1959	5.85	1964	5.91

The average daily salary for the year October 1, 1963, to September 30, 1964, was $18.66, bringing the cost of sick leave with pay for the 56,681 days to $1,057,667. This was not actually an additional expenditure as in most cases the absences were for short periods only and the question of relief did not apply.

Twenty-one employees were granted leave for the purpose of training with Reserve units of Her Majesty's forces, and 65 employees were granted leave for the purpose of further training and study.

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

ACCIDENT PREVENTION

The Accident Prevention Division reported good results in the second year of the interdepartmental safety programme.

The most noticeable development was the serious and determined approach to accident prevention in many departments. The principle of cause and effect and the preventability of accidents gained greater acceptance. The Honourable W. D. Black,

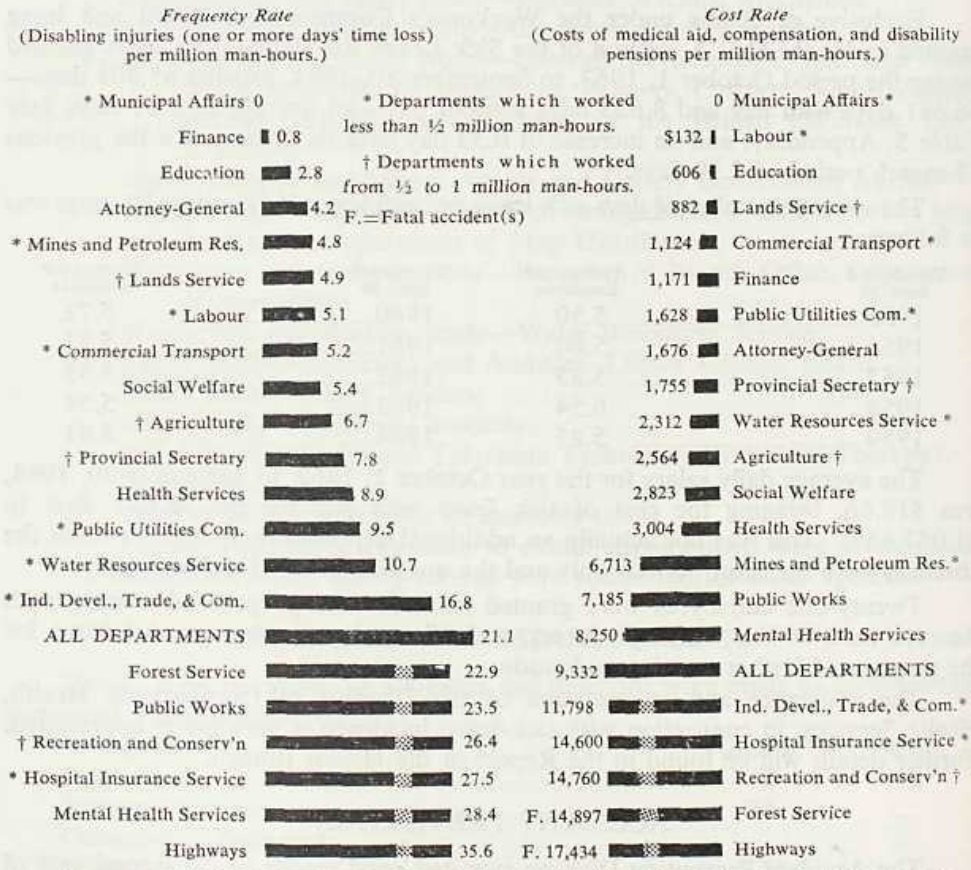
Provincial Secretary, distributed to all department heads framed copies of the Government's safety policy, and a number of departments also issued statements of responsibility.

Headquarters safety committees were established in the Department of Recreation and Conservation, the Department of Industrial Development, Trade, and Commerce, the Department of Social Welfare, and in the Hospital Insurance Service, and about a dozen new committees were set up at district locations. Most interesting was the establishment of active safety committees at each of the gaol and correction units in the Attorney-General's Department, with participation of inmates in the forest camps.

A start was made in establishing student-staff committees at the Provincial vocational and technical schools. The Mental Health Services and the Department of Public Works completely reorganized their committee organization at Essondale.

The number of employees suffering medical aid and disabling injuries in 1964 was over 200 less than it would have been at the pre safety programme rate of 1962.

WORK INJURY RATES BY DEPARTMENTS, 1964



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:—

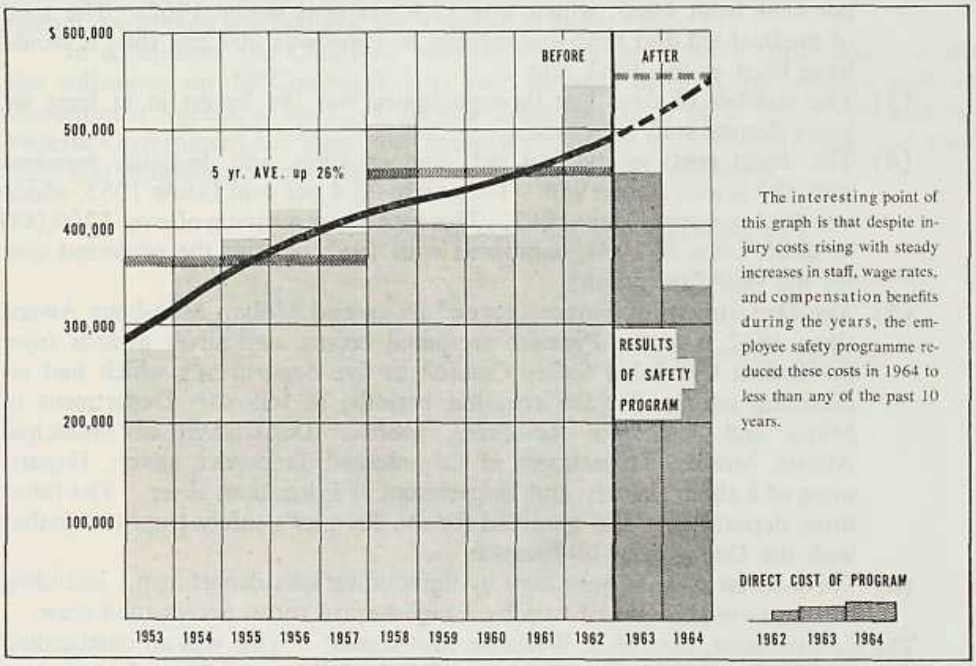
In 1963 the frequency rate for ALL DEPARTMENTS was 22.9 and highest single rate was 39.8

In 1963 the cost rate for ALL DEPARTMENTS was $13,390 and three were over $25,000.

An important addition to the basic safety aids for supervisors was the " Report Forms for ' Tool Box ' Safety Meetings." These are in use by some hospital ward supervisors as well as by field crews. Pads of Safety Committee Meeting Report forms were also printed, and the Supervisor's Accident Investigation Report form was revised and reprinted. Safety policy was inserted in the Civil Service booklet distributed to all new employees.

The Division's other safety promotion and education activities continued with monthly reports to Deputy Ministers, monthly distribution of literature to departmental safety representatives and committee chairmen, occasional service-wide distribution of special-subject pamphlets such as fire prevention and winter driving, regular Civil Service Newsletter articles, and a service-wide poster distribution every three weeks. A system of circulation of office safety posters for headquarters offices was begun.

DIRECT COSTS PAID TO WORKMEN'S COMPENSATION BOARD FOR MEDICAL AID, TIME-LOSS COMPENSATION, AND RESERVES FOR FATAL AND DISABILITY PENSIONS.



The Co-ordinator of Accident Prevention participated in over 40 safety meetings, addressed 11 employee safety rallies, arranged six film showings at Victoria, and lectured at seven departmental training sessions or conferences and at the British Columbia Safety Council's Industrial Accident Prevention Course at the University of British Columbia. He investigated and reported on five fatal accidents. The Civil Service Commission approved the recommendations of an interdepartmental committee set up to review the policy and purchasing of hard hats and winter liners. The Commission also set up a committee under chairmanship of the Director of Occupational Health Services to review the matter of pre-employment or periodi-

cal medical examinations in certain occupations involving serious risk to employees or the public. A foot-protection policy requiring safety footwear in certain occupations was introduced in several departments.

Commencing January 1st, the monthly report of accident frequency was changed from the British Columbia standard (over three days' time loss) to the American Standards Association standard (one or more days' time loss). This made possible ready comparisons with other employers throughout North America and reflects more accurately the rate of accidents involving disabling injuries. The comparative records from the beginning of the safety programme in August, 1962, were also recalculated on the A.S.A. basis.

The year culminated with a safety awards presentation ceremony attended by the Premier and members of the Cabinet, some 15 Deputy Ministers, the president of the British Columbia Safety Council, and chairman of the Workmen's Compensation Board. The principal results in 1964 as listed by the Co-ordinator are:—

(1) Fatal accidents were down to five compared with eight in 1963, and 12 in 1962.

(2) Despite a 3.7-per-cent increase in man-hours worked, the number of disabling injuries to Government employees was reduced by 40 from 1963. The rate of disabling injuries per million man-hours declined 9.7 per cent from 1963, which was 12.6 per cent below 1962. The total of medical-aid and time-loss injuries in 1964 was 207 less than it would have been at the 1962 rate.

(3) The number of days lost through injury was the lowest in at least six years despite staff increases.

(4) The direct costs of medical aid, compensation, and disability pensions were the lowest since 1953. They were 23.4 per cent below 1963, which was 16.5 per cent below 1962. This represents a saving of over $200,000 in direct costs in 1964, compared with 1962 or with the projected cost for the year (*see* graph).

(5) The Department of Finance earned its second Million Man-hour Award since 1962, and the Premier presented bronze and silver awards from the British Columbia Safety Council to five departments which had no disabling injuries for the required periods, as follows: Department of Mines and Petroleum Resources, bronze; Department of Municipal Affairs, bronze; Department of Commercial Transport, silver; Department of Labour, silver; and Department of Education, silver. The latter three departments also qualified for the Premier's safety trophy, together with the Department of Finance.

(6) Forty-seven awards were won by units of various departments, including a bronze-on-gold award won by a high-hazard forest access-road crew.

The Co-ordinator, Mr. W. J. Williams, also stated: "This was an outstanding year in terms of reduced severity and costs. With the full co-operation of employees and the excellent support being given by the Ministers and Deputy Ministers, it should be possible to put the extra effort into job-planning and staff-training to get the 20-per-cent reduction in injuries called for by the Provincial Secretary for 1965."

GRIEVANCES

The Chief Personnel Officer reviewed a number of grievances from individual employees. Of the total, six were submitted to the Civil Service Commission for a formal review. In addition, the Commission heard five briefs on wages and working conditions from various groups of employees, as well as several wage and salary appeals.

CONCLUDING OBSERVATIONS

The continuing growth in the British Columbia Ferry Authority demanded extra effort from the Recruitment and Selection Division of the Commission. In addition, the Classification and Wage Division of the Commission conducted a number of reviews in the Ferry Authority, and the Chief Personnel Officer offered considerable advice on matters involving personnel administration.

The addition of a Personnel Assistant (Mr. W. Matichuk) to the staff of the Classification and Wage Division has been of great assistance. Similarly, the addition of the Personnel Officer (Mr. A. D. Davies) to the Essondale office of the Commission has enabled prompt action in dealing with staff replacements and promotions in the Mental Health Services.

A very important event in Canadian public personnel administration occurred in June, when representatives from the Federal and all Provincial civil or public service commissions met in the historic and hospitable Province of Nova Scotia as the First Conference of Canadian Civil Service Commissioners (Conférence des Commissaires Canadiens de la Fonction Publique). This annual conference is bound to be very influential in obtaining consistent and modern systems of public personnel management throughout Canada, and also should serve as an excellent clearing-house for research and experimentation in attendant problems. The second annual conference is scheduled for Victoria in June, 1965.

In conclusion, the Chairman wishes to record 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 in 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, 1964:—

Department of Agriculture
Arthur William Jowett.

Department of the Attorney-General
William James McKay.
George Moody Johnston.
William Teasdale Stead.
Charles Strang Pennock.
Robert Sunderland Law.
Lester Berry Johnston.
E. Stanley L. Jackson.
Miss Mary Doreen King.
William Moore.
Miss Virginia Collard Ross.
Bernard Jesse Lee.
Herbert Hunter Fehner.

Department of Education
Dr. Clifford Bruce Conway.
Dr. John Frederick Kerr English.
John Napier Burnett.

Department of Finance
Roy Harold Okell.
Miss Clara Evelyn Wilson.
Frederick Rock.
William Thomas McGruder.
Geoffrey Harold Beley.
Harry Langley Woolison.

Forest Service
Donald Gillies.
Ronald Onwhyn Noakes.
Carl Vincent Smith.
Miss Clara Hilda Lisette Wieland.
Richard Madden Nash.
Mrs. Marjorie Irene Besley.
William Vivian Hicks.
Richard Hugh Spilsbury.
John Robert Long.
Jonas Harold Holmberg.

Public Health Services
Miss Rika Lorimer Wright.
Miss Eleanor Mae Hooper.
Henry Penketh Bell.
Miss Lilian Margaret Pitkethley.
Dr. Alexander Marshall.

Department of Highways
Miss Gladys Margaret Perry.
John Allan Ingram.
Hope Oliver George.
Ross Defoe.
Robert Douglas Dean.

Department of Labour
William John Douglas Hoskyn.

Lands Service
Miss Evelyn Rhodes.

Water Resources Service
Derek William White.

Liquor Control Board
Gerald Forbes Morgan Aitken.
Raymond Gordon Furness.
Folke A. T. Nielsen.

Mental Health Services
Joseph George McChesney.
Leonard Wilson Rumble.
Stanley Leonard Briggs.
William A. T. Cousins.
Robert William Jackson.
Herbert Raymond Johnson.
Miss Catherine Murray.
Jack Lowndes.
John Herbert Collishaw.
Miss Margaret M. Mackie.
James Fraser MacDougall.
Leslie R. A. Wheeler.

Department of Mines and Petroleum Resources
Miss Phyllis Davis.
Dr. Stuart Sowden Holland.

Department of Public Works
Claire Waldo Estabrooks.
Ernest Albert Killeen.
Harold Hughes.
Albert Davies Stevens.
Douglas Francis W. Silver.

Department of the Provincial Secretary
Roderick John McInnes.
Herbert James Hartnell.
Henry Roy Bridger.

Department of Social Welfare
Mrs. Norma Elizabeth Allen.
Miss Bessie Willena Snider.

Department of Recreation and Conservation
Douglas Donovan Ellis.

STATISTICS

TABLE 1.—ENROLMENTS IN THE CIVIL SERVICE FROM 1949 TO 1964 (AS AT DECEMBER 31ST)

Year	Permanent	Casual	Total
1949	.....	.....	7,345
1950	.....	.....	7,694
1951	.....	.....	7,994
1952	.....	.....	8,543
1953	.....	.....	8,543
1954	7,945	578	8,523
1955	8,138	755	8,893
1956	8,398	872	9,270
1957	8,722	899	9,621
1958	8,349	914	9,263
1959	8,541	1,278	9,819
1960	8,629	1,406	10,035
1961	8,763	1,470	10,233
1962	8,859	1,444	10,303
1963	8,988	1,457	10,445
1964	9,282	1,658	10,940

NOTE.—Before 1954 no record was kept as to number of permanent or casual.

TABLE 2.—APPOINTMENTS MADE BY THE CIVIL SERVICE COMMISSION FROM 1936 TO DECEMBER 31, 1964

Year	Probationary	Casual	Permanent	Total
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 1, 1945, to December 31, 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
1961	.....	989	856	1,845
1962	.....	906	796	1,702
1963	.....	1,055	899	1,954
1964	.....	1,264	938	2,202

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 31, 1964, ACCORDING TO SEX

Department	Permanent and Probationary		
	Male	Female	Total
Premier's Office	.....	2	2
Agriculture	187	59	246
Attorney-General	356	320	676
Commercial Transport	8	5	13
Education	138	170	308
Finance	416	263	679
Forest Service	672	167	839
Public Health Services	262	677	939
Mental Health Services	1,318	1,553	2,871
Hospital Insurance Service	67	91	158
Highways	297	101	398
Industrial Development, Trade, and Commerce	51	32	83
Labour	63	44	107
Lands Service	231	31	262
Mines and Petroleum Resources	78	30	108
Municipal Affairs	22	6	28
Provincial Secretary	67	130	197
Public Utilities Commission	25	24	49
Public Works	513	51	564
Recreation and Conservation	65	24	89
Social Welfare	202	363	565
Water Resources Service	86	15	101
Totals	5,124	4,158	9,282

TABLE 4.—NUMBER OF CASUAL EMPLOYEES ENROLLED IN DEPARTMENTS OF GOVERNMENT AS AT DECEMBER 31, 1964, ACCORDING TO SEX

Department	Casual		
	Male	Female	Total
Premier's Office	.....	.....	.....
Agriculture	26	4	30
Attorney-General	5	58	63
Commercial Transport	73	4	77
Education	3	26	29
Finance	5	19	24
Forest Service	113	63	176
Public Health Services	40	150	190
Mental Health Services	186	297	483
Hospital Insurance Service	1	7	8
Highways	120	41	161
Industrial Development, Trade, and Commerce	.....	.....	.....
Labour	1	.....	1
Lands Service	9	6	15
Mines and Petroleum Resources	4	5	9
Municipal Affairs	.....	1	1
Provincial Secretary	31	24	55
Public Utilities Commission	.....	.....	.....
Public Works	118	37	155
Recreation and Conservation	6	12	18
Social Welfare	59	95	154
Water Resources Service	7	2	9
Totals	807	851	1,658

TABLE 5.—SICK LEAVE GRANTED FROM OCTOBER 1, 1963, TO SEPTEMBER 30, 1964, ACCORDING TO DEPARTMENTS OF GOVERNMENT

Department	Number of Civil Servants and Casual Employees as at Sept. 30, 1964	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	9.0	4.50	.....	.....	4.50	0.0008	1.77
Agriculture	275	1,038.5	3.78	13.5	0.05	3.83	0.10	1.52
Attorney-General	724	3,438.0	4.73	335.5	0.46	5.19	0.34	2.07
Commercial Transport	90	410.0	4.56	.....	.....	4.56	0.04	1.81
Education	342	1,128.0	3.30	179.5	0.52	3.82	0.12	1.52
Finance	705	3,525.0	5.00	279.5	0.40	5.40	0.34	2.15
Forest Service	1,020	3,638.5	3.57	191.5	0.19	3.76	0.35	1.50
Public Health Services	1,134	4,471.0	3.94	595.0	0.52	4.46	0.46	1.78
Mental Health Services	3,464	22,094.5	6.38	5,116.0	1.48	7.86	2.46	3.13
Hospital Insurance Service	173	1,545.0	8.93	266.0	1.54	10.47	0.16	4.17
Highways	563	2,035.5	3.62	106.5	0.19	3.81	0.19	1.52
Industrial Development, Trade, and Commerce	82	472.0	5.76	86.0	1.05	6.81	0.05	2.71
Labour	107	616.5	5.76	12.5	0.12	5.88	0.06	2.34
Lands Service	275	1,324.0	4.81	2.5	0.01	4.82	0.12	1.92
Mines and Petroleum Resources	116	533.5	4.60	85.5	0.74	5.34	0.06	2.13
Municipal Affairs	29	114.0	3.93	.....	.....	3.93	0.01	1.57
Provincial Secretary	250	1,249.5	5.00	139.5	0.56	5.56	0.13	2.21
Public Utilities Commission	51	313.5	6.15	10.5	0.21	6.36	0.03	2.53
Public Works	706	4,811.0	6.81	532.5	0.75	7.56	0.48	3.02
Recreation and Conservation	105	266.0	2.53	8.5	0.08	2.61	0.02	1.04
Social Welfare	719	3,353.5	4.66	657.5	0.91	5.57	0.36	2.22
Water Resources Service	113	304.5	2.69	5.0	0.04	2.73	0.03	1.09
Totals	11,045	56,681.0	—	8,623.0	—	—	—	—

Over-all sick-leave averages: With pay, 5.13 days; without pay, 0.78 day; total, 5.91 days.

TABLE 6.—NUMBER OF SEPARATIONS IN 1964 ACCORDING TO DEPARTMENTS OF GOVERNMENT

Department	Superannuated	Resigned	Died	Dismissed	Finished	Transferred to O.S.	Cancelled
Premier's Office	—	—	—	—	—	—	—
Agriculture	1	25	1	2	12	3	1
Attorney-General	5	95	2	1	22	—	1
Commercial Transport	1	7	—	1	2	—	—
Education	4	35	1	2	43	—	—
Finance	5	75	4	2	9	—	—
Forest Service	7	87	7	1	6	4	—
Public Health Services	14	136	5	1	26	3	—
Mental Health Services	14	526	14	7	197	22	—
Hospital Insurance Service	5	19	3	—	5	—	—
Highways	10	30	3	2	5	1	—
Industrial Development, Trade, and Commerce	—	14	—	—	2	—	1
Labour	3	7	—	1	2	1	—
Lands Service	1	11	—	1	2	—	—
Mines and Petroleum Resources	—	9	—	1	2	1	1
Municipal Affairs	—	3	—	—	1	—	—
Provincial Secretary	2	26	1	2	6	1	—
Public Utilities Commission	—	10	—	—	—	—	—
Public Works	17	36	4	1	8	3	—
Recreation and Conservation	—	5	—	—	20	2	—
Social Welfare	1	94	1	4	27	2	1
Water Resources Service	—	6	—	—	7	—	—
Totals	90	1,264	46	29	404	43	5

TABLE 7.—CLASSIFICATION REVIEWS BY DEPARTMENTS IN 1964 WITH COMPARATIVE FIGURES FOR PREVIOUS YEARS

Department	Upward Revisions	Downward Revisions	Reviews Resulting in No Change	Total
Agriculture	6	—	1	7
Attorney-General	66	—	18	84
Commercial Transport	1	—	—	1
Education	5	3	35	43
Finance	38	—	14	52
Hospital Insurance Service	4	—	2	6
Highways	31	—	13	44
Industrial Development, Trade, and Commerce	3	—	3	6
Labour	6	—	1	7
Lands Service	19	—	7	26
Forest Service	26	—	9	35
Water Resources Service	7	—	11	18
Mines and Petroleum Resources	10	—	—	10
Municipal Affairs	2	—	—	2
Provincial Secretary	11	—	3	14
Public Utilities Commission	4	—	3	7
Public Works	28	—	4	32
Recreation and Conservation	11	—	3	14
Social Welfare	37	—	10	47
Public Health Services	35	—	6	41
Mental Health Services	35	—	10	45
Total, 1964	385	3	153	541
Total, 1963	—	—	—	628
Total, 1962	—	—	—	611
Total, 1961	—	—	—	694
Total, 1960	—	—	—	647
Total, 1959	—	—	—	496

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