PROVINCE OF BRITISH COLUMBIA

Civil Service Commission

Fifty-fourth Annual Report

JANUARY 1 TO DECEMBER 31

1972

Printed by K. M. MacDonald, Printer to the Queen's Most Excellent Majesty
in right of the Province of British Columbia.
1973

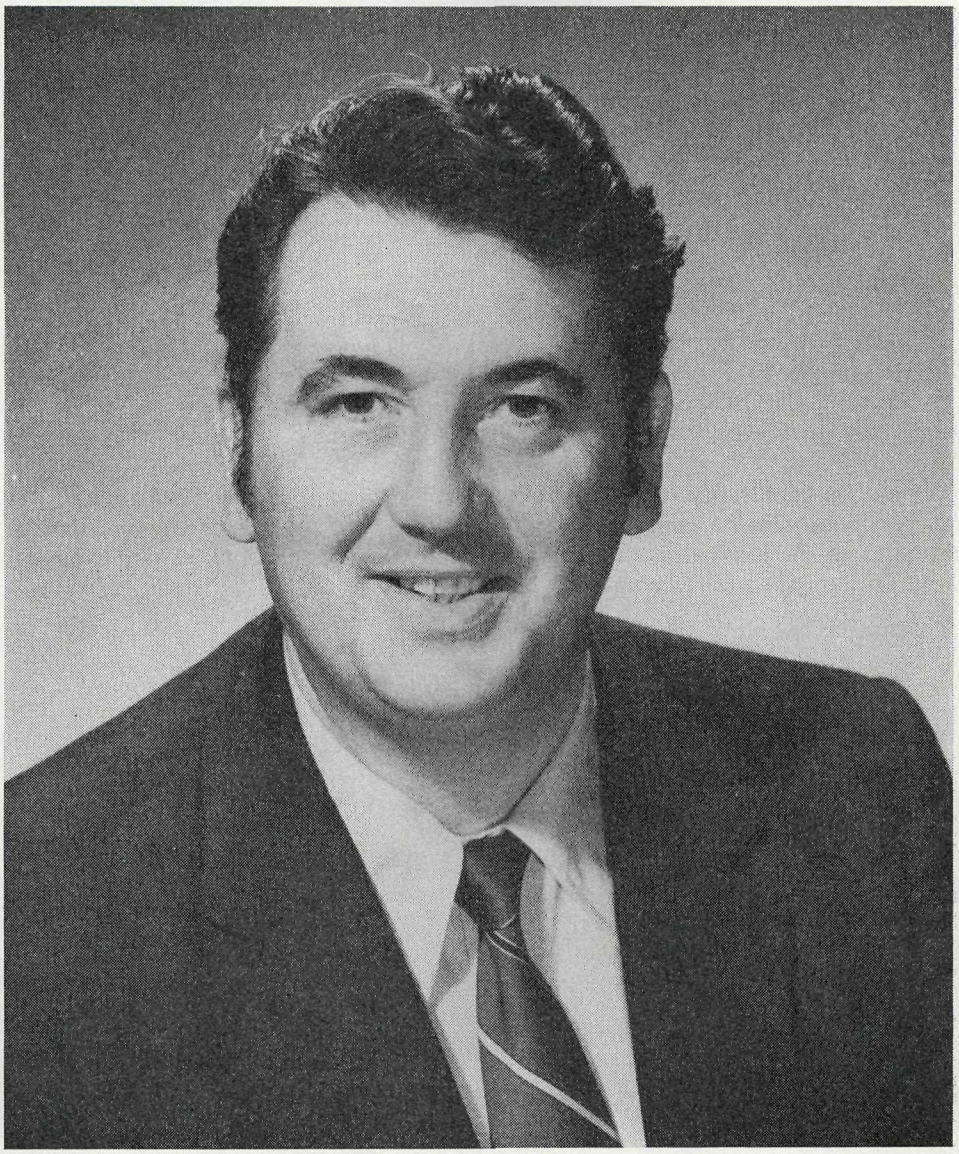
To Colonel the Honourable JOHN R. NICHOLSON, P.C., O.B.E., Q.C., LL.D.,
Lieutenant-Governor of the Province of British Columbia.

MAY IT PLEASE YOUR HONOUR:

The undersigned respectfully submits the Report of the Civil Service Commission, Province of British Columbia, from January 1 to December 31, 1972.

ERNEST HALL
Provincial Secretary

Victoria, B.C., January 1973.



The Honourable Ernest Hall, Provincial Secretary.

The Honourable Ernest Hall,
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, 1972.

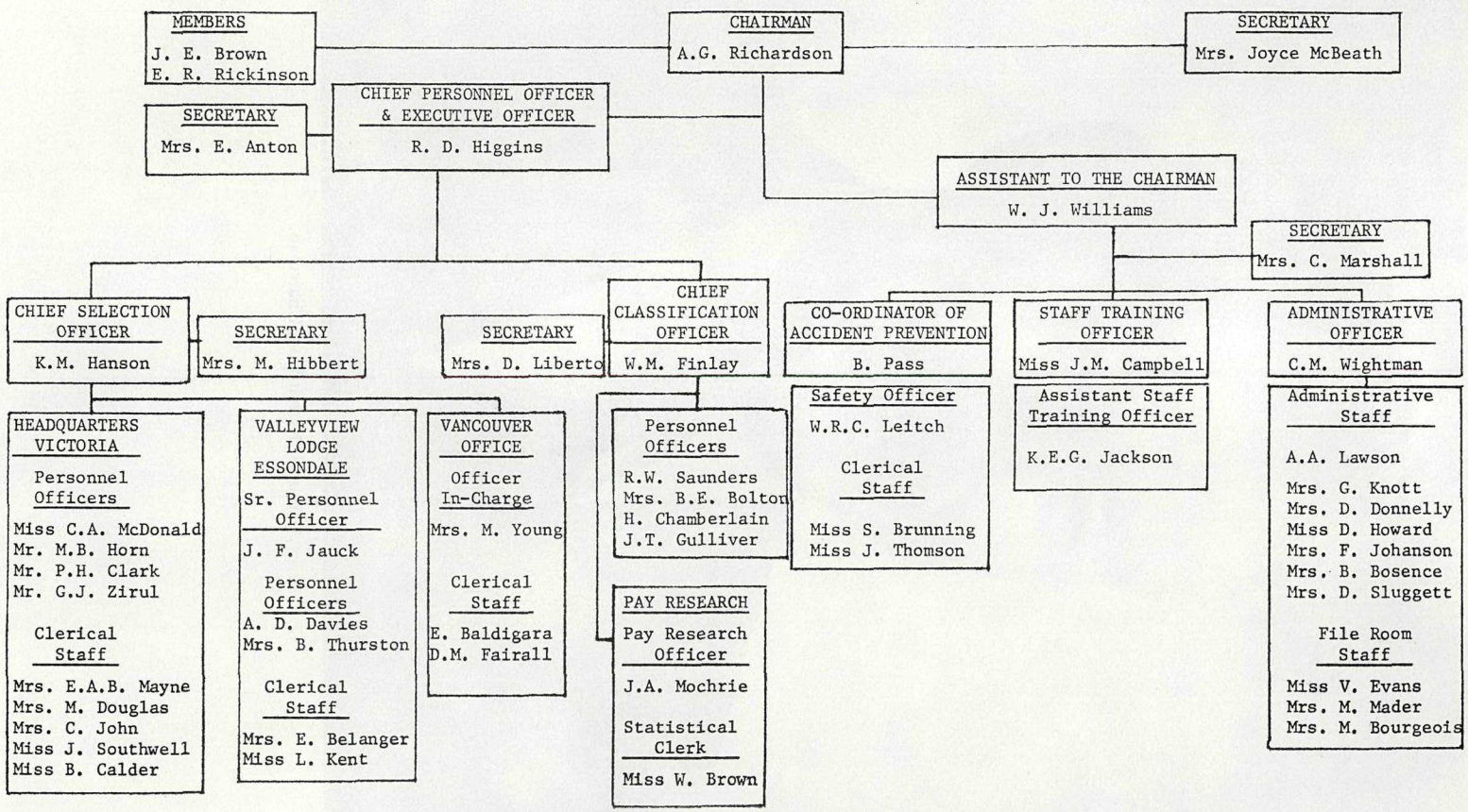
ARTHUR G. RICHARDSON
Chairman, Civil Service Commission

Victoria, B.C., January 1973

Arthur G. Richardson, Chairman.

CIVIL SERVICE COMMISSION

1972



HIGHLIGHTS DURING 1972

- A Royal Commission was appointed to report on the introduction of collective bargaining.
- Pay increases averaging 6½ per cent of payroll were granted in April, with a further increase for approximately 25 per cent of employees in October.
- 633 individual position-classification reviews were carried out, resulting in 492 upward revisions.
- 5,704 appointments were made to permanent and temporary positions.
- 25 employees received university diplomas in public administration and 40 employees received in-service certificates in basic public administration.
- There was a 16.3-per-cent turnover of staff in permanent positions.
- A defensive driving programme was initiated and 73 employees qualified as instructors.
- There were no fatal accidents. It is estimated that 113 lives have been saved since the accident prevention programme started in 1962. A B.C. Safety Council four million man-hour award was won by the Department of Finance. The Department of Highways won the Premier's award for safety achievement.
- Eight grievances entailing formal hearings were presented to the Civil Service Commission.
- The Premier presented certificates to 317 employees who had completed 25 years of continuous service and gold watches to seven employees who had completed 40 years of continuous service.
- Sick leave averaged 6.71 days per employee.
- Vacation leave after 25 years' service was increased from four weeks to five weeks.
- Working-hours were reduced for stockmen, institutional culinary and ward staffs, and building tradesmen.
- All employees are covered from January 1 by the *Unemployment Insurance Act.*
- An experiment was conducted with a four-day week.

CONTENTS

	Page
Organization Chart	6
Highlights During 1972	7
Introductory	11
Size and Composition of the Civil Service	12
Separations	13
Chief Personnel Officer	13
Recruiting and Selection Division	14
Victoria Office	14
Vancouver Office	15
Essondale Office (Valleyview)	15
Classification and Wage Division	16
Staff Training and Development Division	17
Sick Leave	20
Accident Prevention Division	20
Acknowledgments	23
Appendix	24
Statistics	28

REPORT OF THE CIVIL SERVICE COMMISSION

Pursuant to Section 8 of the Civil Service Act, From January 1 to December 31, 1972

This was a year of historic change in the Civil Service Commission with the election of a new Government in August which immediately confirmed an election promise to introduce collective bargaining in the Provincial Public Service. To this end a Royal Commission to inquire into employer-employee relations was sworn in. The Commissioners were R. D. Higgins, Chief Personnel Officer of the Civil Service Commission, as Chairman; and N. J. Ruff, Professor of Political Science, University of Victoria; G. L. Tomalty, Personnel Officer, Mental Health Services; N. T. Richards, President of the B.C. Government Employees' Union; and J. L. Fryer, General Secretary of the same union, as members. The Royal Commission submitted its report entitled *Making Bargaining Work in British Columbia's Public Service* at the end of December. It is anticipated that the coming year will see legislation introduced and the first steps taken toward a negotiated collective agreement between the Government of British Columbia and its employees.

Apart from the foregoing major development, the year was one of review and numerous changes in personnel policies and staffs. In the Civil Service Commission, one new position of Staff Training Officer was added to carry out a programme of supervisory training. Numerous internal and interdepartmental transfers of Personnel Officers took place. The Administrative Officer, C. M. Wightman, and one Commissioner, J. E. Brown, former Deputy Minister of Municipal Affairs who had served as a Commissioner from 1961, retired late in the year. Neither were replaced pending consideration of the report of the Commission of Inquiry. The organization chart depicts the staffing and lines of responsibility of the Commission at the end of the year.

The Commission's major programme change of 1972 was the introduction of a programme of Defensive Driver Training Courses intended eventually to be given to all employees throughout the Province who drive on duty. A more extensive revised safety policy for the Government departments was also approved in the fall. There were no changes in office facilities except in the Vancouver office where space was doubled with the acquisition of a testing room and interviewing room.

The Commission held 20 regular meetings during the year. In addition, 25 meetings were held to hear representations and appeals regarding wages and working conditions.

The Commission heard eight individual grievance appeals primarily relating to dismissals.

General salary revisions approved by the Executive Council in April averaged 6½ per cent. Subsequently, the Employees' Union held votes to accept or reject the increases and presented appeals in cases of those groups registering the strongest protests. This resulted in the Commission recommending further adjustments in October of from 3 to 7 per cent for entry-level clerical positions, institutional employees, tradesmen and related positions, and department field staffs and foremen. Some 7,850 employees were affected. There were also reductions in working-hours for stockmen to 36⅔ hours and for institutional culinary and ward staffs and building tradesmen from a 40-hour to a 37½-hour week.

Other changes in benefits included a revised scale of meal, private lodging, and car-mileage allowances while travelling, an increase in living allowances on transfer

and for field crews on temporary assignments, a new allowance of up to $300 for incidental expenses on transfer, and provision of a group policy of insurance on house trailers and contents on transfer. The mobility of professional staff and interest in promotional competitions should improve as a result of these changes, although the major deterrent is an insufficient spread in supervisory salaries. Vacation-leave regulations were revised to provide five weeks' vacation after 25 years' service. An extensive study was done by a joint committee consisting of the Assistant to the Chairman of the Commission and a Research Officer of the B.C. Government Employees' Union on the existing system of Special Living Allowances which has been in effect since 1947. The Committee recommended a major revision to a system of Isolation Allowances. The report was accepted by both parties, but it was agreed that implementation would be postponed pending negotiation of a collective agreement.

In personnel policy matters the Commission examined the relationship of temporary-continuous employees to permanent employees. The Commission made changes in regulations and rulings related to terminations, grievance procedures, appointment notices, and recruiting authority for temporary-continuous employees, which had the effect of practically eliminating differences in employment conditions between these two groups.

Other policy changes related to easing the residence-preference restrictions on employment of former residents of the Province. Later in the year the residence preference was reduced from two years to one year. The administration of certain special-leave regulations was delegated to departments. Following the application of the *Unemployment Insurance Act* to Provincial Government employees in January, the interdepartmental sick-leave committee proposed changes in the "borrowing" policy to postpone sick-leave borrowing privileges until after both sick-leave credits and unemployment insurance sick benefits were exhausted. The Commission adopted this policy and requested a continuing study of sick-leave guidelines.

The Screening Committee, which deals with problems of employees who are unable to perform their duties due to ill health, dealt with eight cases during the year. One of these employees was placed back in employment, one resigned for ill health, one was let go for other reasons of unsatisfactory service, and five cases were pending at year-end.

The British Columbian Civil Servant newsletter, published by the Commission, was increased from a four-page to an eight-page publication and reduced from twelve to six issues. In keeping with an improved communications policy, these issues carried a centre section consisting of portions of the personnel regulations of general interest. Articles covered such topics as leave regulations, grievance procedures, transfer and field allowances, unemployment insurance matters, employee appraisal policy, and substitution pay rules.

From May 15 to August 31 an experiment was conducted in co-operation with the Medical Services Commission of a four-day week. Some 130 employees in the Enrolment and the Adjudication Divisions participated, working a normal 36⅔-hour week in four days of 9 hours, 10 minutes. The experiment was considered generally successful for this particular operation and time of year.

SIZE AND COMPOSITION OF THE CIVIL SERVICE

On December 31, 1972, there were 30,612 Government employees (*see* Table 1 of the Appendix). On December 31, 1971, there were 29,141. The increase of 1,471 represents a general expansion of 5 per cent.

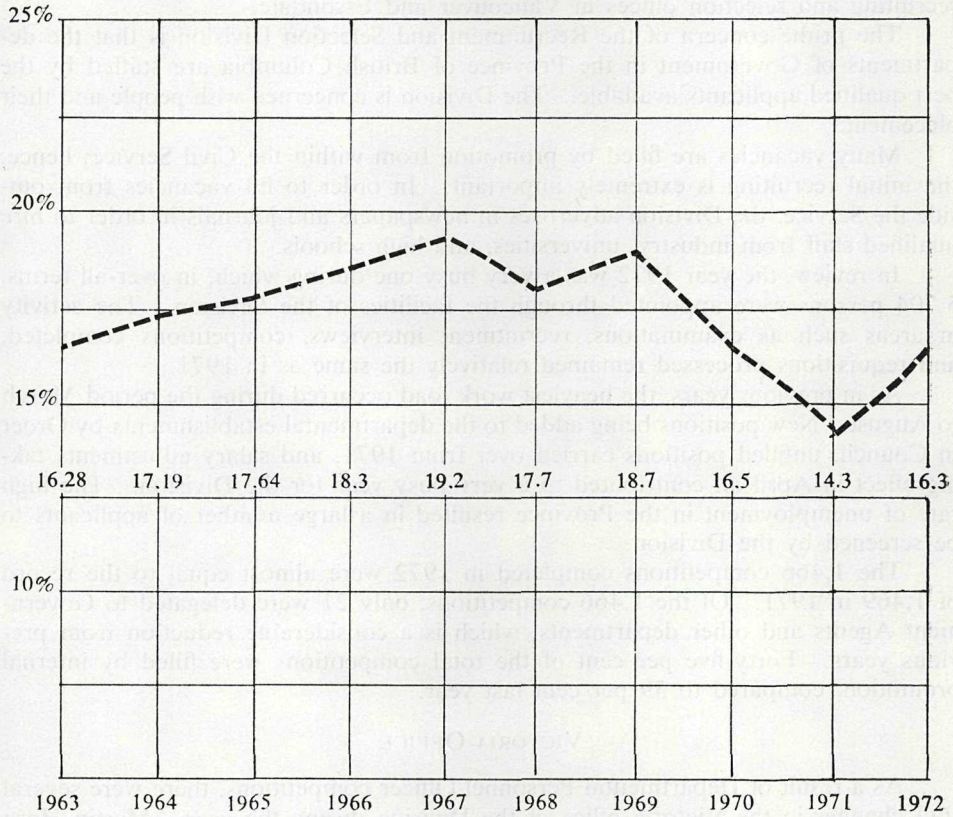
Of the total staff, 16,351 were classed as permanent employees and 14,261 as temporary employees. In 1971 there were 16,011 permanent employees and 13,130 temporary employees. The majority of the temporary employees are employed on a full-time continuous basis.

SEPARATIONS

During the year, 2,803 employees left permanent positions within the Civil Service. This represents a turnover of 16.3 per cent. A review of all separations for all reasons over a six-month period showed the average length of service of persons leaving was 47 months.

Turnover rose from 1971 when it was at a 10-year low rate of 14.3 percent. The 10-year average has been 17.2 per cent. The following graph shows the percentage of turnover for the past 10 years. During 1972, 64 employees were dismissed and eight were suspended for varying periods. Merit increases were granted to 7,983 employees.

RATE OF TURNOVER



CHIEF PERSONNEL OFFICER

In addition to his statutory duties as defined in the *Civil Service Act,* the Chief Personnel Officer oversees the activities of the two major divisions of the Civil Service Commission, the Recruitment and Selection Division, and the Classification and Wage Division. He acts as the Executive Officer of the Civil Service Commission and attends all the meetings of the Commission.

In connection with his statutory duties during the year 1972, he extended the probationary appointments of 74 employees and withheld merit increases of 188 employees. He handled 55 grievances filed by individual employees, or by the B.C. Government Employees' Union or other agents on behalf of employees, of which five were pursued further at the Commission level. Requisitions for staff and requests for extensions of limited appointments are reviewed by the Chief Personnel Officer.

The year 1972 was eventful for the Chief Personnel Officer in that, in October, he was appointed Chairman of the Royal Commission established under the *Public Inquiries Act* to inquire into and make recommendations concerning employer-employee relations in the Public Service of the Province of British Columbia. The Commission's report was presented to the Lieutenant-Governor in Council at the end of December.

RECRUITING AND SELECTION DIVISION

The Civil Service Commission, with headquarters in Victoria, also operates recruiting and selection offices in Vancouver and Essondale.

The prime concern of the Recruitment and Selection Division is that the departments of Government in the Province of British Columbia are staffed by the best qualified applicants available. The Division is concerned with people and their placement.

Many vacancies are filled by promotion from within the Civil Service; hence, the initial recruiting is extremely important. In order to fill vacancies from outside the Service, the Division advertises in newspapers and journals in order to hire qualified staff from industry, universities, and high schools.

In review, the year 1972 was a very busy one during which, in over-all terms, 5,704 persons were appointed through the facilities of the Division. The activity in areas such as examinations, recruitment interviews, competitions completed, and requisitions processed remained relatively the same as in 1971.

As in previous years, the heaviest work load occurred during the period March to August. New positions being added to the departmental establishments by Order in Council, unfilled positions carried over from 1971, and salary adjustments taking effect in April all contributed to a very busy year for the Division. The high rate of unemployment in the Province resulted in a large number of applicants to be screened by the Division.

The 1,466 competitions completed in 1972 were almost equal to the record of 1,469 in 1971. Of the 1,466 competitions, only 21 were delegated to Government Agents and other departments, which is a considerable reduction from previous years. Forty-five per cent of the total competitions were filled by internal promotion, compared to 59 per cent last year.

Victoria Office

As a result of Departmental Personnel Officer competitions, there were several staff changes in the Victoria office of the Division during the year. Martin Horn transferred from the Classification Division, replacing M. V. Collins, who transferred to the Department of Public Works. In June, Peter Clark, formerly with Canada Manpower, joined the Division by open competition. In November, G. Zirul also joined the staff by open competition, replacing Mrs. B. Bolton, who transferred to the Classification Division as a replacement for J. A. Holmes, who was promoted to the Departmental Personnel Officer position in the Department of Education.

Of the 1,466 competitions dealt with during the year, 1,077 were handled by the Victoria office. This, combined with 1,726 recruitment interviews, contributed to an outstanding year.

The following table shows the number of competitions and appointments handled by the Victoria office during the past five years:

	1968	1969	1970	1971	1972
Competitions	746	1,004	655	995	1,077
Total appointments	3,225	3,487	2,289	3,029	2,320

Vancouver Office

During 1972 the Vancouver office continued to be very busy with competitions remaining steady and the total number of appointments down slightly. One of the main problems was a lack of applicants for beginning-level positions. There was a severe shortage of Clerk-Typists and Clerk-Stenographers, both with and without experience. Efforts were made to increase the facilities for testing and to advertise more extensively, without marked success.

The following table shows the number of competitions and appointments handled by the Vancouver office during the past five years.

	1968	1969	1970	1971	1972
Competitions	125	152	94	157	156
Total appointments	524	596	363	961	886

Essondale Office (Valleyview)

With the expansion in 1971 of the area of responsibility of the Essondale office to include the Fraser Valley from New Westminster to Hope, the office was responsible for 100 additional appointments. This, combined with a large volume of vacation, miscellaneous, and sick-leave relief requisitions, produced the largest number of appointments to date, 2,558. Of these, 730 were for "on call" positions. It is worthy of note that, despite an increase in the number of persons seeking employment, a severe shortage of trained technical and professional people still exists. Recruiting difficulties mainly centre around Nurses and other professional personnel such as Psychologists, Psychiatrists, and Psychiatric Social Workers. Extensive advertising has done little to alleviate the problem, although advertising in overseas journals has produced some results.

The following table shows the number of competitions and appointments handled by the Essondale office during the past five years:

	1968	1969	1970	1971	1972
Competitions	187	263	127	208	212
Total appointments	1,436	1,857	1,240	1,910	2,558

CLASSIFICATION AND WAGE DIVISION

The Classification and Wage Division is responsible for evaluating and classifying positiongs; defining, revising, and maintaining position specifications; conducting surveys on salaries, wages, and fringe benefits; conducting organizational studies and staff utilization studies in departments; reviewing need and classification of new positions; controlling the departmental establishments.

During 1972 the Division reviewed 633 individual positions. Table 2 indicates the number of reviews, by department. Upward revisions totalled 392 (78 per cent), downward revisions were 3, and a total of 138 (22 per cent) remained unchanged. In addition, many studies involving complete series were carried out and 65 new or revised position specifications were published. The Division continued to conduct "on the job" reviews whenever possible, and several field trips to the Interior of the Province were made by staff members, as well as many visits to the Greater Vancouver area.

Personnel changes continued in the Division during 1972. J. A. Holmes was promoted to Departmental Personnel Officer in the Department of Education, and C. R. Spence to Departmental Personnel Officer in the Department of Rehabilitation and Social Improvement. R. A. Dean and M. V. Collins transferred to Assistant Departmental Personnel Officer positions in the Departments of Highways and Public Works respectively. Replacements were made by the transfer of R. W. Saunders and Mrs. B. E. Bolton from the Recruiting and Selection Division and the appointment of H. L. Chamberlain and J. T. Gulliver, by open competitions, to fill the other two vacant positions. This turnover of staff made it increasingly difficult for the Division to cope with its heavy work load.

Salary and wage surveys were conducted over an increasing number of classes during the year. Many organizations were visited to ensure proper matching of "benchmark" positions. The Pay Research Officer, J. A. Mochrie, attended Civil Service Commission meetings with employee groups on wage negotiations. The Division continued to co-operate with other jurisdictions in the conduct of salary and wage surveys and in the exchange of classification data.

The Classification and Wage Division was host to the Western Provincial Salary Conference in January 1972. Delegates attended from the Provinces of Manitoba, Saskatchewan, and Alberta. The two-day conference discussed items of classification, pay administration, fringe-benefit plans, and ramifications of collective bargaining in the Public Service. Much useful information was exchanged.

The Division continued to conduct many group studies, which included:

Group Classification Studies:

Industrial Relations Officers.	Gas Inspectors.
Financial Assistance Workers.	Electrical Inspectors.
Social Workers.	Museum Curators.
Driver Examiners.	Mechanics.
Communication Technicians.	Machine Operators.
Fire Marshal Inspectors.	Cooks.
Factory Inspectors.	Terminal Attendants.
Elevator Inspectors.	Appraisers.

Organization and Classification Studies:

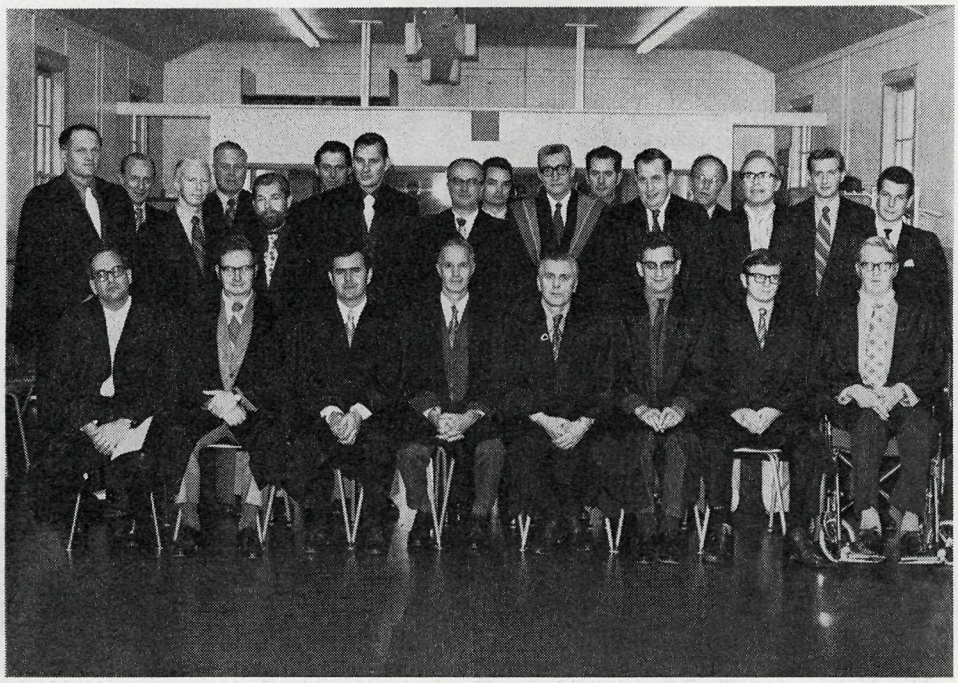
Senior positions—Liquor Control Board.
Home-owner Assistance Branch.
Pollution Control Branch.
District Engineers—Water Rights.
General Classification Survey—Greater Victoria Senior Citizens Branch.
Draughting Positions—Department of Mines and Petroleum Resources.

The Division acknowledges the assistance given by the various departmental administrators in the carrying-out of its functions under the *Civil Service Act*. Particular acknowledgment is given to F. A. MacLean, Deputy Minister of Commercial Transport, who assisted in the study of engineering positions in the Department of Water Resources and Department of Mines and Petroleum Resources.

STAFF TRAINING AND DEVELOPMENT DIVISION

The Staff Training Division of the Civil Service Commission is responsible for the administration of training programmes involving employees in two or more departments or services of the Provincial Government. The Division also assists departments in the planning of in-service training programmes, workshops, or seminars.

The Division was expanded with the appointment of a Staff Training Officer, Kenneth E. Jackson, in September to assist the Director, Miss J. Meryl Campbell, in carrying out these responsibilities.



Executive Development Training Plan Graduates

Front row: G. A. Dery, K. H. Denecke, W. C. Cheston, C. J. Calder, W. E. Brash, Dr. A. S. Arneil, G. R. Amy, W. A. Thomson. Second row: C. E. Durksen, D. M. Fligg, W. C. Fry, A. G. Jones, A. R. Luck, Dr. K. R. MacDonald, T. P. McKinnon, T. McLoughlin, R. G. White, L. J. Porpaczy. Back row: E. C. Redmond, A. W. G. Smith, R. E. Spear, T. J. Todd, B. E. Warburton, K. J. Weir. W. L. Hawker was absent when picture was taken.

During the year the Division sent a kit containing the *Tips to Supervisors, Civil Service Regulations and Procedures for Supervisors* and the *Supervisors Guide for Appraising Employee Performance* to all employees who had been appointed to positions involving the supervision of staff. Two new *Tips to Supervisors* were prepared and released during 1972 to assist the supervisors to recognize and help the employee with a drinking problem.

Executive Development Training Plan

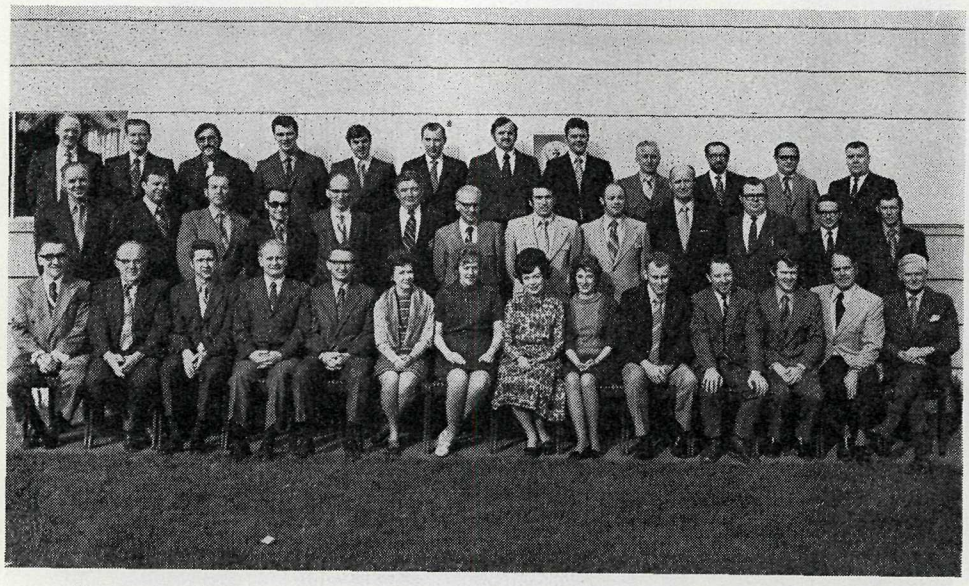
Twenty-five employees enrolled in Class XIV of the Executive Development Training Plan received their diplomas in public administration at a special academic assembly held at the University of Victoria on Friday, October 27, 1972.

Twenty-five employees are enrolled in Class XV, the third and final year of the programme, and 25 employees are enrolled in the second year. Thirty employees who were selected for Class XVII commenced their first year of studies in September 1972.

Correspondence Course in Public Administration

Forty employees enrolled in Class 8 of the eight-month correspondence course in public administration received their certificates on March 30, 1972, at a luncheon held on the final day of the four-day workshop.

Forty employees enrolled in Class 9 of the course commenced their studies.



Front row: J. Belanger, W. J. Sommerville, R. Fordham, A. E. Wright, T. W. Knight, Miss M. Campbell (Staff Training Officer), Mrs. U. Locklin, Mrs. E. Mayne, Mrs. M. MacNutt, R. Pilling, D. A. Harris, S. Minifie, P. Regehr, B. Dodd. Second row: P. Fouquette, L. Hogg, W. Davis, D. Turner, W. Taylor, A. Bartlett, F. Chamberlain, A. W. Bouchard, D. Sigler, H. Ronmark, O. Kociuba, A. Sundin, R. Dunsmuir. Back row: J. Ryder, E. Wood, R. W. Kelley, T. Lean, J. Yates, E. Boldt, D. Piccinin, R. Lussier, E. Hutton, R. Barry, R. Dunkley, D. Carriere. W. Prior and G. Berarducci were absent when picture was taken.

Seminars on Grievances and Grievance Procedures

Two seminars on grievances and grievance procedures were given in 1972 to complete the short series begun last year. These seminars were attended by 42 Personnel and Administrative Officers. John Fryer, General Secretary, B.C. Government Employees' Union, discussed the union's method of handling grievances.

Seminars on Canada Pension Plan and Unemployment Insurance

Two one-day seminars on Canada Pension Plan and Unemployment Insurance were given to pay and administrative personnel. The speakers were from the Federal Government departments concerned. The sessions covered regulations, benefits, and procedures, as well as some problems peculiar to Government operations. Discussion provided an opportunity for Provincial personnel to obtain answers to all of their questions.

Staff Management Courses

During 1972 the programme of Staff Management Courses continued on an enlarged basis. With the addition of a second Staff Training Officer, supervisory training was given at various field locations. Two Staff Management Courses were conducted for the Department of Rehabilitation and Social Improvement. The courses consisted of five lessons, with assignments, followed by a 2½-day workshop. These courses were attended by 28 persons.

The short course on staff management composed of five 1½-hour lecture/discussion sessions was held for 16 groups representing 13 different departments. A total of 246 supervisors attended. In conducting these courses the Staff Training Officer was away from Victoria 43 per cent of the time.

The Senior Staff Training Officer conducted a short, three-hour session on "Government in Canada—The Three Levels" for a group of 11 Political Science students from the University of Western Washington. Senior students from this university journey every year to Victoria to meet with representatives of the Federal, Provincial, and Municipal Governments.

Seminar on Income Tax

A seven-day seminar on the new income tax regulations was organized by the Staff Training Division for 12 Audit Accountants from Government departments. Speakers for the seminar were provided by the Government of Canada, Department of National Revenue, Taxation Division.

Appraisal Courses

Three employees who had been enrolled in the Appraisal Courses offered by the Civil Service Commission completed their professional accreditation as A.A.C.I. (Accredited Appraiser Canadian Institute) during 1972.

Seventy-seven employees of the British Columbia Civil Service and municipalities have now received their professional accreditation.

Leave for Educational Purposes

During the year, 80 persons in various departments were granted leave for educational purposes. Nine employees were granted leave to train with Her Majesty's Reserve Forces.

SICK LEAVE

Sick leave granted during the period October 1, 1971, to September 30, 1972, averaged 6.71 days, 5.97 of which were with pay and 0.75 without pay (*see* Table 3 of the Appendix). These figures are exclusive of special sick leave granted in Workmen's Compensation and Department of Veterans Affairs cases. Neither do these figures include the Corrections Branch, Liquor Control Board, and British Columbia Ferries Division.

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
1963	5.59	1968	6.20
1964	5.91	1969	5.50
1965	5.62	1970	6.34
1966	6.10	1971	6.17
1967	5.91	1972	6.71

The use of sick leave in 1972 was the highest in 20 years. This may reflect a growing tendency of employees and employee groups to regard the sick-leave credits as a right to time off or compensation in lieu rather than an insurance against future illness.

ACCIDENT PREVENTION DIVISION

During 1972 the number of employees covered by the programme was 70 per cent above the 1965 level, while the staff and main programme budget remained at the figures set in 1965.

Of the 24 departments embraced by the programme, 12 had the same or lower frequencies than in 1971, while 12 had higher rates than the previous year. Service accident frequency fell by 1.5 per cent compared with 1971, and cost rate was up 12 per cent.

Effective April 1, 1972, legislative changes reduced the waiting-time for payment of time-loss disability from three days to one day. All our compensable accident frequencies have been restated on the one-day basis for both 1971 and 1972; therefore, the figures are comparable.

Starting in the fiscal year 1972/73, the Division assumed responsibility for a service-wide Defensive Driver Training Programme. An additional vote was authorized to cover salary costs of one clerk to administer the programme and the associated material and course costs.

Initiation of this programme was the major project in 1972. Volunteers were recruited from various departments to act as instructors on a part-time basis, in addition to their present departmental duties. No additional salary payments are being made for these services. The first phase of the programme involved holding Instructor Development Courses, each taking two days, at Victoria, Vancouver, Nelson, Kamloops, and Prince George. These were completed and 73 instructors qualified by the end of September. Since that time 25 classes were held at 13 centres throughout the Province, with 616 students completing the course by the end of the year. Now that the initial organizational and instructor training phases have been completed, we expect to increase greatly the course completion totals in 1973.

Major activities in occupational safety included an intensive effort to assist the Department of Highways reduce its accident frequency; the Safety Officer was engaged almost exclusively in this work for the four months March to June, inclusive.

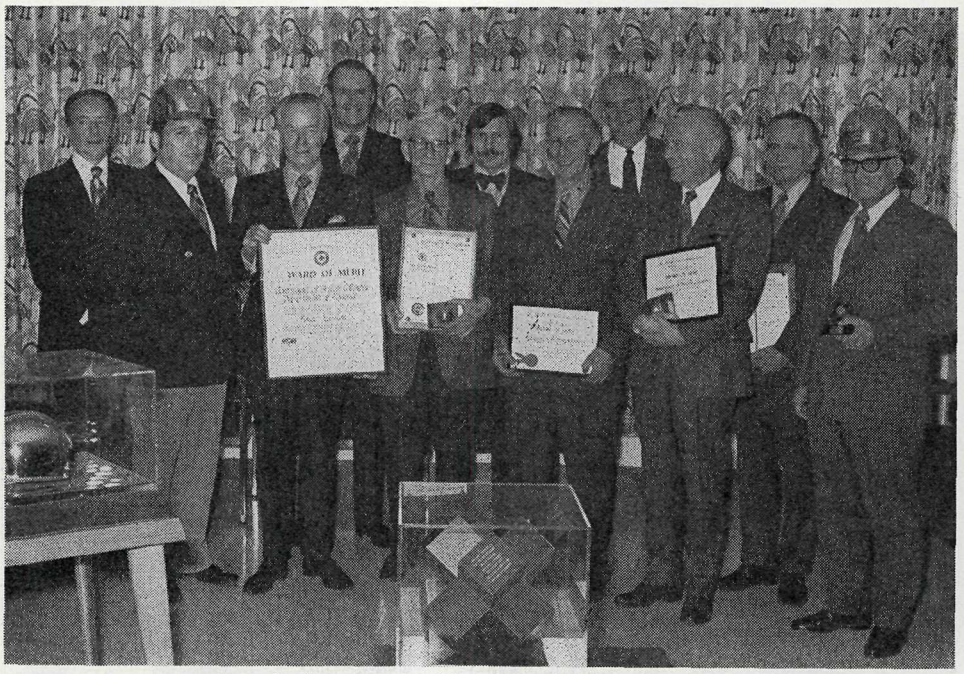
DEFENSIVE DRIVER TRAINING COURSE
Superintendent of Motor-vehicles, Ray Hadfield, presents certificates to the first group of 14 employee instructors.

During this time he completed nine fire surveys and ten depth studies in selected Highways districts. We believe that this special effort made some contribution to the 20-per-cent reduction in the department's accident rate in 1972. Other special projects included a series of information meetings conducted throughout the Province by the Co-ordinator, covering procedures for arranging defensive driving classes.

On September 5, the Safety Officer transferred to a new position in the Training Division of the Commission. The resulting vacancy was filled after competition by W. R. C. Leitch, previously with Civil Defence. However, due to commitments in his previous position, Mr. Leitch did not take up his new duties until November 1. As the Safety Officer position was vacant for two months, the measure of field activity was significantly curtailed.

The Co-ordinator attended 35 Headquarters Safety Committee meetings, 66 other meetings, and made 21 visits to departmental locations. He chaired an inter-departmental committee setting up the Defensive Driver Training Programme and conducted 39 information meetings throughout the Province on the mechanics of the programme. Twenty-four per cent of his time was spent away from Victoria.

The two successive incumbents of the Safety Officer position participated in 14 safety rallies, 1 workshop, and 37 other meetings. Sixty-seven per cent of the time in the position was spent away from Victoria.



Award winners at the 1972 Annual Safety Ceremony.

The Annual Safety Ceremony was held in Victoria on December 8, with the Honourable W. King, Minister of Labour, officiating on behalf of the Provincial Secretary, who was away on other Government business. The awards were presented by the Premier, the Honourable David Barrett. The ceremony was attended by members of the Cabinet, 25 Deputy Ministers and senior departmental officials, the Chairman of the Workmen's Compensation Board, and the President and the General Manager of the British Columbia Safety Council.

The Minister of Labour commented on the new Government safety policy and very strongly indicated the determination of the Government to give effective support to the Safety Programme. Other main points from the proceedings may be summarized:

(1) There were no fatal accidents, compared with two in 1971.

(2) In the past three years the seat-belt campaign has resulted in saving at least eight employees from being killed on duty.

(3) During the year a total of 83 British Columbia Safety Council awards, representing 22,393,435 accident-free hours worked, were won by various departments, compared with 75 in 1971.

(4) Nine major awards were presented at the ceremony, including a four million man-hour award to the Department of Finance, award of distinction to Hospital Insurance Service, two awards of honour; one bronze-on-gold, three silver, and one bronze award.

(5) The Premier's award for safety achievement was won by the Department of Highways with a 20-per-cent reduction in accident-frequency rate.

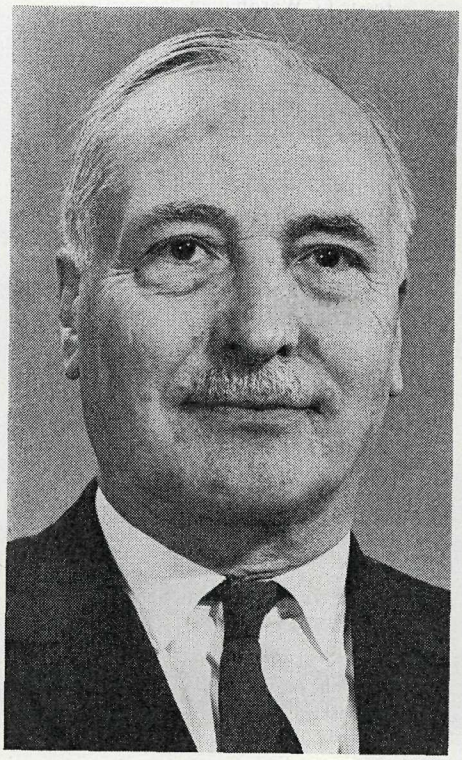
The Division is indebted to the Workmen's Compensation Board, to the editor of the *British Columbian Civil Servant,* and to Deputy Ministers, Headquarters and local safety committees, and all levels in the Service for their participation in the Safety Programme.

ACKNOWLEDGMENTS

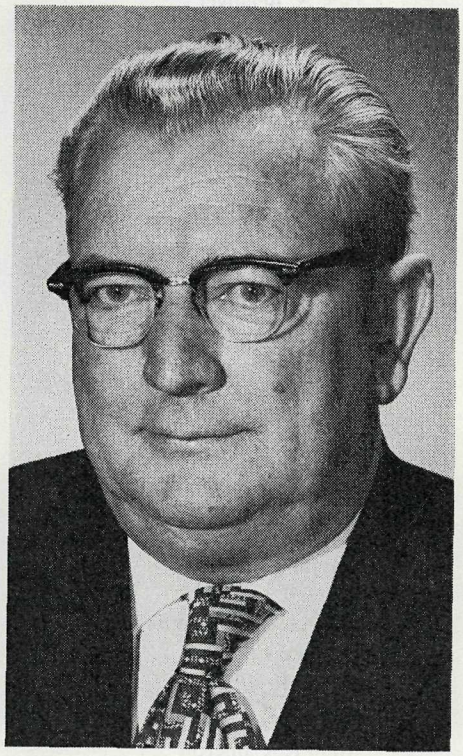
The Chairman wishes to record his sincere appreciation to his two colleagues on the Commission, to each member of the Commission's staff, the Government Agents, the departmental Personnel Officers, the solicitors of the Attorney-General's Department, to the Civil Service Commissioners of other provinces and the Federal Government for their able assistance, and to you, Mr. Minister, for your sympathetic appreciation of the Commission's problems.

CIVIL SERVICE COMMISSION

A. G. RICHARDSON, *Chairman.*
J. E. BROWN, *Member.*
E. R. RICKINSON, *Member.*



J. E. BROWN
Retiring Commissioner



E. R. RICKINSON
Commissioner

APPENDIX

Twenty-five-year continuous-service certificates were awarded to the following Government employees in December 1972:

DEPARTMENT OF AGRICULTURE

Joseph W. Awmack
Harry Barber
John F. Carmichael
William D. Christie
Dr. A. Kidd
William B. Richardson
Jack K. Saunders
Jean M. Wilkinson
Robert M. Wilson

DEPARTMENT OF ATTORNEY-GENERAL

Jack A. Belanger
Albert G. Boivin
Malcolm N. Brandon
Glendon A. Dahling
Raymond M. Davis
Robert W. Evans
James D. Heinekey
George K. Herbert
Edgar C. Honey
Vanda G. Hudson
Arthur P. A. Jakeman
Willard G. Martin
William R. K. Matterson
Russell H. A. Merritt
Richard Mosey
Ernest R. New
Kenneth H. Preddice
Arthur H. Price
Laurence P. Quissy
Joyce M. Reed
Selwyn Rocksborough-Smith
William C. Sacho
James Grant Simpson
Raymond R. Smith
Eleanor J. Walton

LIQUOR CONTROL BOARD

William L. Addis
David L. Blackhall
John F. Bowron
Bernard Brackenbury
John K. Cameron
Earl Cook
Thomas Cookson
Edgar W. Curtis
Kenneth R. Davis
Stanley H. E. Dickson
Edward L. Edge
Gwendolyn Elwood
George R. Fordyce
Sidney Gaunt
Edward M. Kushner
Robert J. Moffat
John Rogan
Chester Setter
John Williams
Anthony Zerebecki

DEPARTMENT OF COMMERCIAL TRANSPORT

Fraser A. MacLean

DEPARTMENT OF EDUCATION

William A. Alcombrack
George L. Armitage
Clifford H. Banks
Nathaniel D. Daggett
Samuel E. Espley
John R. Meredith
Thomas Scott
Jessie G. Wardhaugh

DEPARTMENT OF FINANCE

Roy S. Allen
David S. Burt
Eric J. Chipper
Isobel Coutts
Dorothy M. Crawford
Gordon Drinkwater
Arthur E. Hillsden
Clinton E. Holder
Caroline P. Jayne
Ronald W. McClure
Arthur F. MacLean
Edward L. Millington
Michael J. O'Brien
Lyman D. Sands
Trevor E. Schubert
Alan R. Wilson

GLENDALE LODGE SOCIETY

Jack D. Jowett

DEPARTMENT OF HEALTH SERVICES AND HOSPITAL INSURANCE

Health Services

Pamela A. Butcher
Alan H. Cameron
Harold B. Catlin
Marjorie E. J. Crampton
William E. Gueho
Leonard W. Hole
Roy E. Lewis
Frederick D. Lurkins
Thomas P. McKee
Harry Niedzielski
Janet A. Ross
Joan M. D. Russell
Lloyd D. Statt
Doris I. Vosburgh
Dora E. Wilson

Hospital Insurance Service

Sebert A. Clark

DEPARTMENT OF HEALTH SERVICES AND HOSPITAL INSURANCE—*Continued*

Mental Health Service

Daniel D. Albertan
James D. Brammer
Martin B. Brooke
Lawrence E. Buxton
Geoffrey H. Calver
Harold J. Clark
James F. Cormier
David G. Coupar
Thomas D. Coxon
Cyril A. Curtis
Gordon W. Ewles
James Frew
Bert D. Gibson
James H. Gould
Sidney P. Hawley
Karl Hehn
Gwendolyn J. Horrocks
Allastair A. R. Humphries
Marie A. Leblanc
Edward P. Logan
Bernard McIlvaney
Arthur E. May
Alexander Milne
Earl C. Nelson
Joseph M. O. Poirier
William Poole
Elmer W. Pyle
Raymond Quissy
Donald B. Ricketts
Norton Saunders
Walter H. Schley
Ernest H. Smith
Stanley G. Smithman
Robert M. Speirs
Robert Springer
James W. K. Stevens
John S. Thorburn
Evelyn I. Turner
Clarence H. Webb
Carl J. Westcott

DEPARTMENT OF HIGHWAYS

George K. Austin
Wilbert J. Austin
Ernest Babuin
Leslie A. Bagley
Francis W. Bourdon
Charles R. Boyden
Russell V. Browell
Hamilton R. Chester
John B. Clark
William Craft
James F. Davis
Louis Devito
George W. Dodge
Victor A. Drew
Frederick J. Evans
Charles I. Fallowfield
Cyril F. Fitchett
William R. Fowler

DEPARTMENT OF HIGHWAYS—*Continued*

Douglas R. Godfrey
Gerald E. Gould
Raymond C. S. Gould
George W. Harper
Anthony Joy
Michael Joy
George R. Kent
John F. N. Kinsey
John Krastel
Alfred R. Limacher
Leonard L. K. Lindsay
Chester D. Lloyd
Alexander K. Lotosky
William K. McKay
Stirling N. McLeod
David C. MacVicar
George P. Martin
John R. Martin
Henry T. Miard
Andrew J. Montador
Bernard R. Motut
David George Nelson
Joseph Profili
Anthony R. Puppin
Harold L. Quissy
William M. Ritchie
Clarence D. Roberts
John A. Ryckman
Henry H. Sawatzky
Carl F. Seehuber
Carl Shaw
Wallace Stewart
James Stirling
Jack D. Sutherland
Robert G. Swanson
James J. Titus
William M. Underwood
Lillian C. Walker
Henry K. Ward
Lewis G. Warman
David C. Westaway
Lars A. Wetterstrom
Raymond W. Woods

British Columbia Ferries

William G. Franko
George A. Greig

DEPARTMENT OF INDUSTRIAL DEVELOPMENT, TRADE, AND COMMERCE

John E. Curtis
Norman H. Hamer
Robert C. Henson
Donald H. Mollison
Eric J. Thomas

DEPARTMENT OF LANDS, FORESTS, AND WATER RESOURCES

Lands Service

David Borthwick
William R. Darlington

DEPARTMENT OF LANDS, FORESTS, AND WATER RESOURCES—*Continued*

Lands Service—Continued

Ruth I. Davies
Henry G. Galvin
Donald E. Goodwin
Alan F. G. Gosse
Lloyd G. McBratney
Charles T. V. Morley
Frank R. Morris
Raymond A. Paine
Ray J. Parker
Albert Paulsen
Alexander F. Smith
John D. Southern
Charles R. Vater

Forest Service

George W. Allison
Marshall W. Antonelli
James N. Barnes
Peter A. Bell
Gordon A. Bregoliss
John B. Bruce
Arthur G. Cameron
Frank W. Clutterbuck
Joseph W. Crockett
Robert L. Fielder
Bruce R. Flumerfelt
Raymond G. Gill
George W. Graham
Geoffrey I. R. Holyhead
Chester H. Huffman
Walter G. Hughes
John L. Humphrey
Doris K. Hutchinson
George G. Jones
Karl H. Kast
Olaf J. Kettleson
William E. Manifold
Violet E. Medlar
Kenneth A. Morley
William S. G. Morrison
Donald H. Owen
Kenneth N. G. Petersen
John H. Raven
James A. K. Reid
Donald F. D. Ritson
Maurice H. Shaw
William H. Smith
William J. Stinson
Myron T. Wallace
George C. Warrack
Frederick J. White
Henry J. Whittaker
William C. Wicken
James Will
Donald J. A. Younie

Water Resources Service

John T. Gulliver
Tronson A. J. Leach
Shirley R. Mitchell

DEPARTMENT OF MINES AND PETROLEUM RESOURCES

Robert J. Hibberson
John F. Tomczak

DEPARTMENT OF PROVINCIAL SECRETARY

John G. Chope
Edward Lockley
James G. Mitchell
Mary M. Paterson
Albert L. Price

Civil Service Commission

John F. Jauck

Superannuation Branch

William I. N. Higgins

PUBLIC UTILITIES COMMISSION

Allen R. Fitch
William V. Joyce

DEPARTMENT OF PUBLIC WORKS

Albert E. Bent
Arthur E. Case
Clarence J. Cardin
Thomas L. Doyle
James Edward
Douglas N. H. Grant
Henry Hall
George A. Kemball
Alfred H. Levy
Ramsay MacKenzie
Joseph F. May
David J. Meridew
William A. Norris
John C. Pilatzke
Walter V. Scales
William J. Tattrie
Joseph A. H. Whipple
Reginald Wilford
John Wilgenhof

DEPARTMENT OF RECREATION AND CONSERVATION

Coral J. Carter
Leslie J. Cox
Cecil G. Ellis
Allen S. Frisby
Herbert J. Lorance
Jesse A. McCabe
John A. McLellan
Hugh D. P. Mulligan
Raymond A. Rutherglen
George R. Taylor

DEPARTMENT OF REHABILITATION AND SOCIAL IMPROVEMENT

Jean Bennest
Alfred E. Bingham
George Campbell
Jennie Hehn
Dolly B. M. Johnstone
Joan C. Ross
Iris E. Williams

DEPARTMENT OF TRAVEL INDUSTRY

Bernard H. B. Atkins

WORKMEN'S COMPENSATION BOARD

Helena Abbott
Evelyn M. Hodson
Robert G. Johnson
Harry E. MacNutt
Clifford Patenaude
George H. Speckman
Pearl E. Wallin

Gold watches were awarded to the following Government employees with 40 years' service, in December 1972:

DEPARTMENT OF ATTORNEY-GENERAL

Raymond A. Hadfield

DEPARTMENT OF FINANCE

Edgar B. Offin

DEPARTMENT OF MINES AND PETROLEUM RESOURCES

Jack G. B. Egdell

DEPARTMENT OF PROVINCIAL SECRETARY

Ernest E. G. Protheroe

DEPARTMENT OF PUBLIC WORKS

Henry H. Roach

DEPARTMENT OF RECREATION AND CONSERVATION

Percy M. Cliffe

DEPARTMENT OF REHABILITATION AND SOCIAL IMPROVEMENT

George P. Willie

STATISTICS

Table 1—Number of Full-time Permanent and Temporary Employees in Each Department and Agency as at December 31, 1972

Department	Permanent	Temporary	Combined
Legislation	4	9	13
Premier's Office	10	------	10
Agriculture	360	125	485
Attorney-General	2,441	369	2,810
Commercial Transport	129	------	129
Education	304	1,031	1,335
Finance	731	80	811
Public Health Services	1,186	532	1,718
Mental Health Services	3,918	836	4,754
Hospital Insurance Services	146	2	148
Highways	451	4,851	5,302
Industrial Development, Trade, and Commerce	140	29	169
Labour	177	18	195
Lands Service	340	52	392
Forest Service	887	1,875	2,762
Water Resources Service	373	98	471
Mines and Petroleum Resources	131	30	161
Municipal Affairs	38	6	44
Provincial Secretary	351	347	698
Civil Service Commission	44	5	49
Superannuation Commission	55	2	57
Public Utilities Commission	60	------	60
Public Works	637	1,060	1,697
Recreation and Conservation	261	439	700
Travel Industry	60	47	107
Rehabilitation and Social Improvement	731	203	934
Ministers Without Portfolio	3	1	4
Totals	13,968	12,047	26,015
British Columbia Ferries Division	1,182	1,138	2,320
Liquor Control Board	1,501	1,076	2,277
Grand totals	16,351	14,261	30,612

Table 2—Classification Reviews by Departments in 1972, With Comparative Figures for Previous Years

Department	Upward Revision	Downward Revision	Review Resulting in No Change	Total
Agriculture	17	------	6	23
Attorney-General	108	------	14	122
Commercial Transport	1	------	------	1
Education	20	------	8	28
Finance	45	1	8	54
Hospital Insurance Service	4	------	7	11
Highways	32	2	4	38
Industrial Development, Trade, and Commerce	4	------	5	9
Labour	49	------	6	55
Lands Service	26	------	6	32
Forest Service	22	------	7	29
Water Resources Service	13	------	1	14
Mines and Petroleum Resources	5	------	4	9
Municipal Affairs	1	------	------	1
Provincial Secretary	21	------	13	34
Public Utilities Commission	4	------	------	4
Public Works	25	------	14	39
Recreation and Conservation	15	------	8	23
Travel Industry	5	------	3	8
Rehabilitation and Social Improvement	17	------	7	24
Public Health Services	16	------	7	23
Mental Health Services	32	------	5	37
Liquor Control Board	1	------	2	3
British Columbia Ferries Division	9	------	3	12
Totals, 1972	492	3	138	633
Totals, 1971	------	------	------	671
Totals, 1970	------	------	------	713
Totals, 1969	------	------	------	789
Totals, 1968	------	------	------	765
Totals, 1967	------	------	------	727
Totals, 1966	------	------	------	711
Totals, 1965	------	------	------	682

TABLE 3—ANNUAL SICK LEAVE REPORT, OCTOBER 1, 1971, TO SEPTEMBER 30, 1972

Department	Number of Employees	Days With Pay	Average per Employee	Days Without Pay	Average per Employee	Total Average Days per Employee
Agriculture	511	1,503.0	2.94	85.0	0.11	3.05
Attorney-General	1,153	7,723.0	6.80	769.5	0.67	7.47
Commercial Transport	128	592.0	4.63	8.0	0.06	4.69
Education	1,331	5,804.5	4.36	388.0	0.29	4.65
Finance	784	372.0	5.08	200.5	0.57	5.65
Health Services and Hospital Insurance	1,473	11,353.0	7.70	2,454.0	1.67	9.37
Highways	983	5,958.0	6.06	304.0	0.31	6.37
Labour	183	1,113.0	6.08	75.5	0.41	6.49
Lands Service	372	1,944.0	5.23	28.0	0.08	5.31
Mental Health Services	4,389	36,048.5	8.21	6,599.5	1.50	9.71
Mines and Petroleum Resources	161	851.0	5.29	.....	.....	5.29
Municipal Affairs	38	150.0	3.95	.....	.....	3.95
Provincial Secretary	316	2,237.0	7.08	167.0	0.53	7.61
Public Utilities Commission	56	261.0	4.66	.....	.....	4.66
Public Works	1,630	11,978.0	7.34	1,123.0	1.09	8.43
Recreation and Conservation	1,313	679.0	0.52	16.0	0.01	0.53
Rehabilitation and Social Improvement	910	6,456.5	7.09	550.0	0.60	7.66
Industrial Development, Trade, and Commerce	186	1,456.0	7.84	200.5	1.08	8.92
Forest Service	1,264	6,652.0	5.26	183.0	0.14	5.40
Travel Industry	94	515.5	5.52	24.0	0.26	5.78
Water Resources Service	345	1,483.0	4.30	5.0	0.01	4.31
Totals	17,620	105,133.0	5.97	13,180.0	0.75	6.71

Does not include Correction Service, whose average was 6.78 days per employee; nor Liquor Control Board, whose average was 9.03 days per employee; nor British Columbia Ferries, whose average was 9.10 days per employee. Daily rate staff not available; Health Services and Hospital Insurance are combined.

Printed by K. M. MACDONALD, Printer to the Queen's Most Excellent Majesty
in right of the Province of British Columbia.
1973

380-273-481