PROVINCE OF BRITISH COLUMBIA

Civil Service Commission

Fifty-fifth Annual Report

JANUARY 1 TO DECEMBER 31

1973

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in right of the Province of British Columbia.
1974

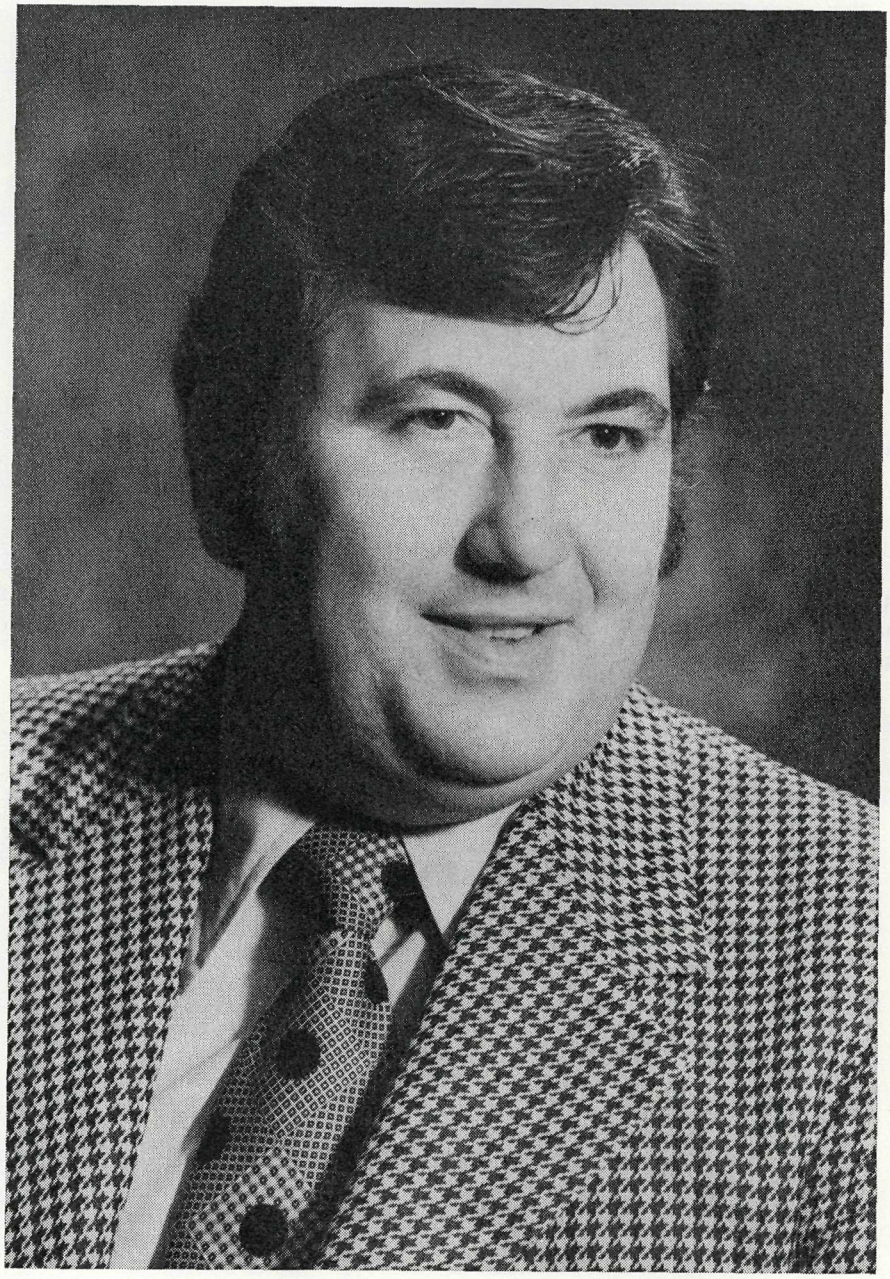
To the Honourable WALTER STEWART OWEN, Q.C., LL.D.,
Lieutenant-Governor of the Province of British Columbia.

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, 1973.

ERNEST HALL
Provincial Secretary

Victoria, B.C., January 1974.



The Honourable Ernest Hall, Provincial Secretary.

The Honourable Ernest Hall,
Provincial Secretary,
Province of British Columbia.

SIR: In conformity with the provisions of section 7 of the *Public Service Act* (chapter 143, *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, 1973.

ARTHUR G. RICHARDSON
Chairman, Civil Service Commission

Victoria, B.C., January 1974.

Arthur G. Richardson, Chairman.

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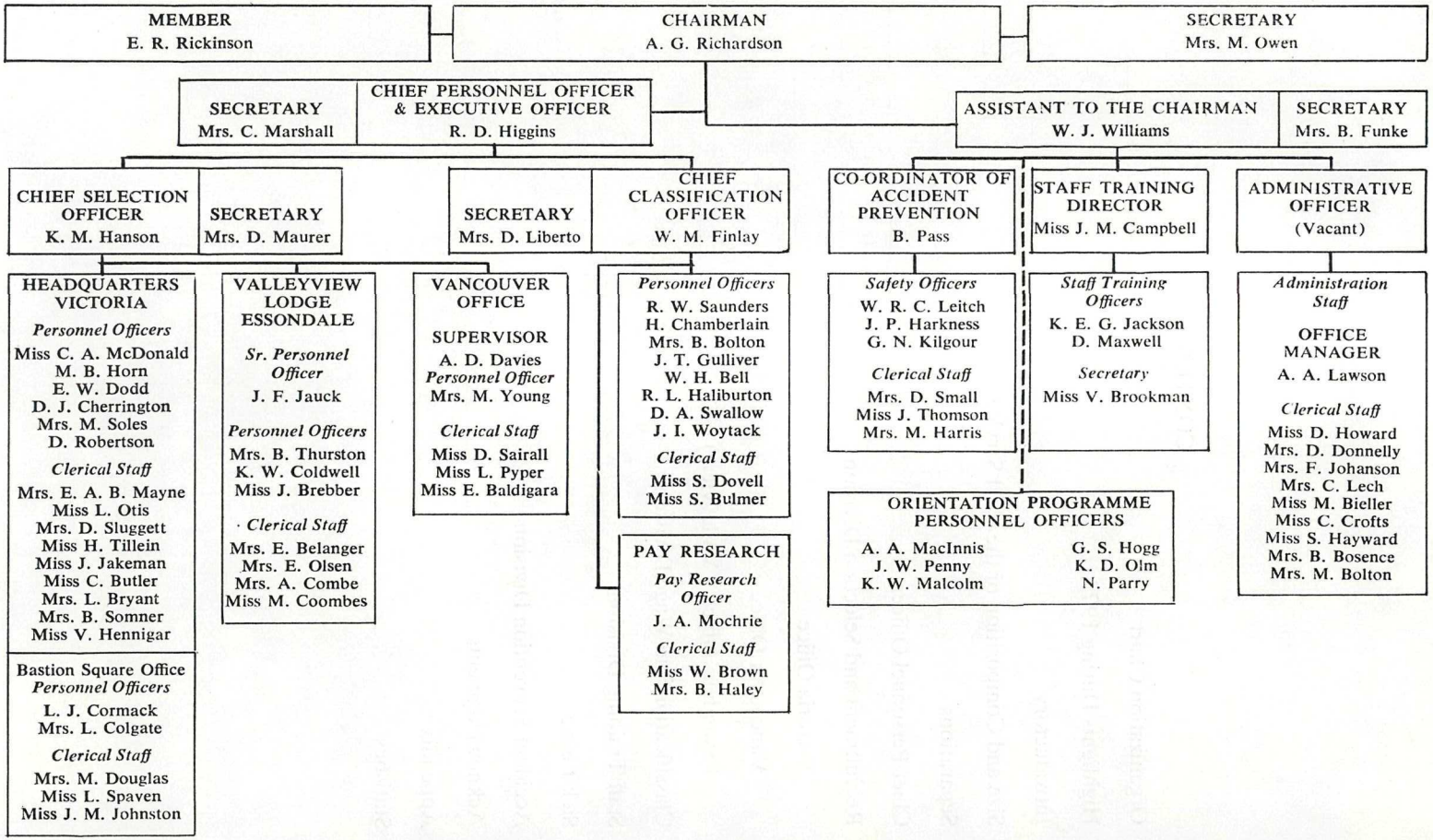
CIVIL SERVICE COMMISSION
1973



HIGHLIGHTS DURING 1973

- The *Public Service Act* and the *Public Service Labour Relations Act* were introduced by the Government respectively to create a new Public Service Commission and legally establish, for the first time, collective bargaining for civil servants. The Acts were passed and awaiting proclamation at year-end.
- Pay increases for employees amounted to 10 per cent or a minimum of $75 a month.
- A Staff Development Appropriation was approved to assist employees develop their skills and potential.
- 814 individual position-classification reviews were carried out, resulting in 705 upward revisions. Over 2,000 additional permanent positions were reviewed to establish correct classifications.
- 7,904 appointments were made to permanent and temporary positions.
- 25 employees received university diplomas in public administration and 32 employees received in-service certificates in basic public administration.
- There was a 17.22-per-cent turnover of staff in permanent positions.
- The award for safety achievement was won by the Department of Recreation and Conservation in view of a 31-per-cent accident-frequency improvement.
- Nine grievance cases were heard before the Commission.
- The Premier presented certificates to 294 employees who had completed 25 years of continuous service, and gold watches to five employees who had completed 40 years of continuous service.
- Sick leave averaged 5.14 days per employee.
- Vacation leave was increased to 17 days for employees with 10 years' service, and to four weeks for those with 15 years' service.
- Christmas Day and New Year's Day were declared *special statutory holidays,* with an additional day's pay over normal statutory holidays when worked.
- Minimum age for employment was reduced to 15 years.
- 2,015 job competitions were conducted during the year.

REPORT OF THE CIVIL SERVICE COMMISSION

Pursuant to Section 7 of the Public Service Act, From January 1 to December 31, 1973

In 1973 the Government introduced legislation which will directly affect the future structure and role of the Civil Service Commission. The intent of this legislation, in the form of the *Public Service Act* and the *Public Service Labour Relations Act,* will respectively create a new Public Service Commission and for the first time legally establish collective bargaining for Provincial civil servants. Although the Acts had not yet been proclaimed at year-end, the Commission has proceeded throughout the year to plan and implement the changes necessary for the transition.

In this respect, three major preliminary meetings were arranged by the Commission. The first, chaired by R. D. Higgins, Chief Personnel Officer, in January, explained the report of the Royal Commission on Employer-Employee Relations, of which he was Chairman, to Government Personnel Officers and Administrative Officers. The second, held in the form of two seminars in August for all Government department top executives and Personnel Officers, outlined "The Effects of Collective Bargaining on the Public Service." It was moderated by an authority in the field of labour relations, J. Finkelman, Q.C., Chairman of the Federal Public Service Staff Relations Board. Similarly in November, the Honourable Ernest Hall, Provincial Secretary, addressed all departmental Personnel Officers in Victoria, outlining their future role in labour relations. Further to this, plans were implemented to constitute Joint Committees to ease transition into collective bargaining, and the first such committee met in July, determining areas of investigation and establishing subcommittees to explore these areas.

To cope effectively with expanded services, programmes, and organizational changes, including that of collective bargaining, the Commission was authorized to recruit additional Personnel Officers, clerical and stenographic staff. This expansion, along with numerous staff changes within the Commission during the year, is outlined in the separate reports which follow and apply to all Divisions, including that of Recruitment and Selection, Classification and Wage Administration, Staff Training, Accident Prevention, and the central Administrative Division. In June the Commission was additionally authorized to hire 16 new Personnel Officers to undergo a six-month Orientation Training Programme throughout the Commission and selected departments to ultimately meet expansion needs. Details of the programme were developed by a committee of departmental Personnel Officers and Commission Officers and the first recruits started in October.

In June a Staff Development Appropriation was approved by the Government, to be under the Commission's jurisdiction. Administered by Miss J. Meryl Campbell, Director of the Staff Training Division, this programme essentially assists all Provincial employees to develop their skills and potential through various training programmes and also underwrites study tuition fees.

The retirement of Commissioner J. Everett Brown in December 1972 reduced Commission members to Chairman A. G. Richardson and E. R. Rickinson, Deputy

Minister of the Department of Human Resources. The Commission held 10 regular meetings during the year, which principally considered grievances and wage and salary matters. In total, nine specific grievance cases were heard before the Commission.

Additionally, employee groups who would normally present their cases before the Commission refrained from doing so in view of the impending changes that will occur when collective bargaining is legally established.

Salary revisions for Provincial employees for 1973/74 were jointly negotiated with the B.C. Government Employees' Union and the Commission in April. Settlement reflected a $75 monthly wage increase for all employees earning up to a $750 monthly salary, and an over-all 10 per cent wage increase for employees earning in excess of $750 monthly. Included also in the settlement was improved vacation entitlement. Employees with 10 or more years of service received 17 days' vacation entitlement, and employees with 15 years or more years of service received 4 weeks of vacation entitlement. Salary settlement for employees of the B.C. Ferries Division was negotiated by a Ferry Committee following a four-day work stoppage in this Division in August.

Additional employee benefits awarded in 1973 included a payment provision for normal expenses in excess of medicare and hospital insurance for employees suffering illness outside the Province while on Government business. Daily meal allowances for Provincial employees travelling on business were increased from $10 to $11. On transfer, an employee and spouse were granted three days' leave with pay plus normal travelling expenses to a new location prior to the move itself, in order to locate suitable accommodation. The Commission also declared Christmas Day and New Year's Day as special statutory holidays, increasing the pay an employee would receive if obliged to work on these days.

Several policy changes were implemented during the year, one of which was the easing of restrictions on civil servants travelling in Government vehicles on official Government business by encouraging spouses to travel with employees from time to time. Regulations also were modified for employees engaged in political activity, lifting restrictions in respect of campaigning for municipal, school board, Federal, and Provincial offices. Specifically, Federal or Provincial candidates, following a successful campaign, are obliged to resign from the Civil Service, but if not elected may return to their former positions. Candidates successful in a municipal or school board election may retain their Government positions barring conflict of interest and also if the outside office held does not affect the performance of their Government duties.

Policy respecting employment also reflected some changes in that the minimum age for employment in the Provincial Service was lowered from 18 to 17 in July and further reduced to 15 in October. At the same time, employment of persons over the age of 65 was restricted, and students and young people in summer employment were exempted from former restrictions which prevented employment of direct relatives in the same work unit. The Commission also revised its Application for Employment form, deleting certain references relating to sex, marital status, place of birth, etc., to agree with new Government policy under the human rights legislation.

To improve service to the public, the Commission directed, in June, that Government offices remain open during the noon to 1.10 p.m. luncheon period, with the provision that experienced staff be available at this time on a rotation basis.

To generate an improved safety performance programme throughout all departments, the Government authorized in July an increase in funds and staff for the Commission's Accident Prevention Division. Although the over-all accident frequency rate rose by 24 per cent this past year, the positive effects of this new revitalization programme should materialize in the next year.

The Screening Committee, which deals with problems of employees who are unable to perform their duties due to ill health, considered 12 cases, of which four were successfully concluded, one resigned voluntarily, two took voluntary demotion, and five are still pending.

The British Columbian Civil Servant newsletter published by the Commission increased to a 12-issue monthly publication during 1973 and highlighted for civil servants some of the major changes and happenings throughout the Service. There was also some consideration and implementation of editorial policy.

The annual long-service awards for employees with 25 and 40 years of service were presented in December. For the first time the ceremonies were held at Government House and combined with a very enjoyable concert, reception, and dinner to which spouses were invited.

In preparation for the forthcoming metric conversion in Canada, W. J. Williams, Assistant to the Chairman, was named as Chairman of the Interdepartmental and Crown Agency Committee for Metric Conversion. Meetings began in the fall of 1973 and the chairman of this committee attended quarterly meetings of Federal and Provincial officials.

Apart from responsibility for the Staff Training, Accident Prevention, and General Administration Divisions, the Assistant to the Chairman attended all Commission meetings as secretary, was Chairman of a Sick Leave Study Committee, a co-ordinator of the Personnel Officers' Orientation Programme, and member of the joint British Columbia Government Employees' Union-Commission Committee to arrive at tentative agreement on the division of subjects between master and component agreements.

SIZE AND COMPOSITION OF THE CIVIL SERVICE

On December 31, 1973, there were 34,226 Government employees (*see* Table 1 of Statistics). On December 31, 1972, there were 30,612. The increase of 3,614 represents a general expansion of 11.8 per cent.

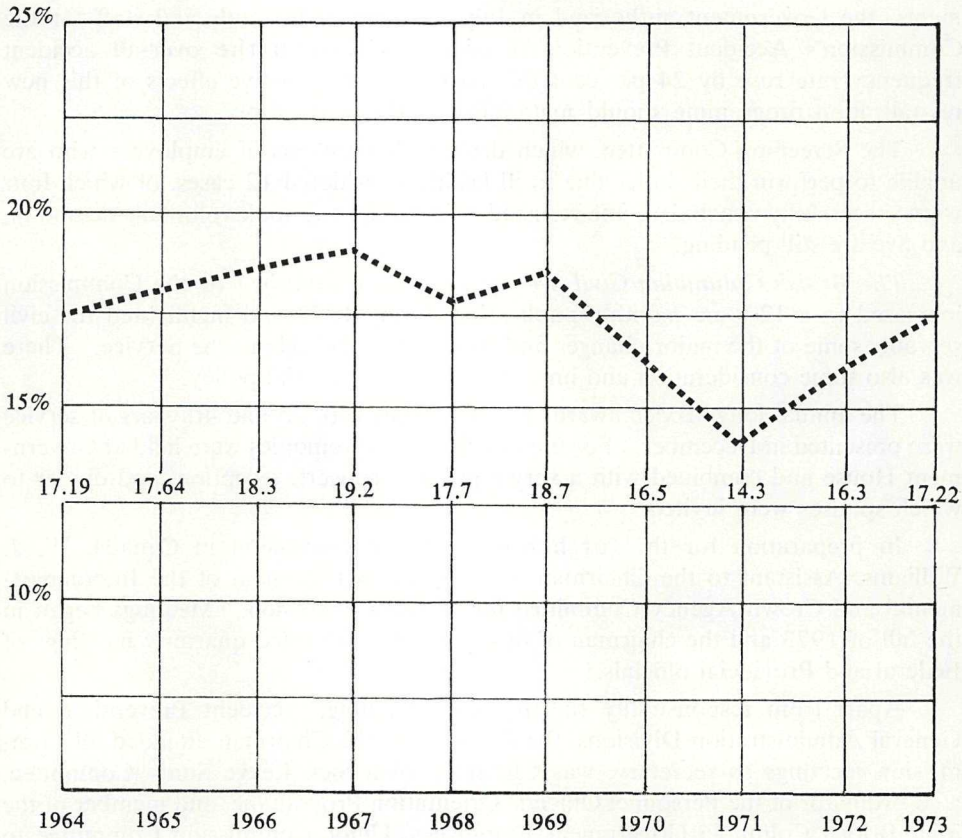
Of the total staff, 17,718 were classed as permanent employees and 16,508 as temporary employees. In 1972 there were 16,351 permanent employees and 14,261 temporary employees. The majority of the temporary employees are employed on a full-time continuous basis.

SEPARATIONS

During the year, 3,452 employees left positions in Schedule I of the Civil Service. This represents a turnover of 17.22 per cent.

Turnover rose from 1972 when it was 16.3 per cent. The 10-year average has been 17.31 per cent. The following graph shows the percentage of turnover for the past 10 years. During 1973, 100 employees were dismissed and five were suspended for varying periods.

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 major divisions of the Civil Service Commission. He acts as Executive Officer of the Civil Service Commission and attends all the meetings of the Commission.

In connection with his statutory duties during the year 1973, he extended the probationary appointments of 94 employees and withheld merit increases of 197 employees. He handled 82 grievances filed by individual employees, or by the British Columbia Government Employees' Union, or other agents on behalf of employees; of these, only nine were pursued further at the Commission level. Requisitions for staff and requests for extensions of limited appointments are reviewed by the Chief Personnel Officer.

Assignments independent of his normal duties contributed to 1973 being an extremely busy year for the Chief Personnel Officer. He was appointed as one of management's representatives to the Committee Concerned With Facilitating the Transition Into Collective Bargaining, which Committee was chaired by the Honourable the Provincial Secretary, and he was appointed to a Task Group set up to develop the organization plan detail of management positions in the British Columbia Railway. He continued to sit on the management side of The Ferry Committee established under the Memorandum of Understanding between the British Columbia Ferries Division and Marine Branch Locals 1 (Unlicensed) and 2 (Licensed) of the B.C. Government Employees' Union, and also continued to

sit as a member of the Manpower Management Option Advisory Committee at the British Columbia Institute of Technology.

RECRUITMENT AND SELECTION DIVISION

The Civil Service Commission, with headquarters in Victoria, also operates recruitment and selection offices in Vancouver and Essondale. In 1973 this service was expanded to include a new suboffice in Victoria at Bastion Square. The purpose of this office is to provide more service to the public of Victoria by being readily accessible in the uptown area. To date the arrangement has been most satisfactory and, as of December 1, 1973, after one month's operation, 117 people had been hired through the office.

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.

During the year, staff members of the Division made nine trips across Canada for the purpose of interviewing out-of-Province applicants for positions that were difficult to fill. Generally, the trips were successful.

In review, 1973 was a very busy year and an all-time high of 2,008 competitions were posted through this Division. The number of people actually hired was 7,904, a very significant increase over previous years. With the change in function of the forthcoming Public Service Commission as a whole, and the new positions added to departmental establishments, the Division can look forward to an even busier year in 1974.

VICTORIA OFFICE

Again, turnover of staff occurred during the year. P. H. Clark was transferred to the position of Personnel Officer for the Department of the Attorney-General and G. J. Zirul left the Service to become Assistant Personnel Officer at the Royal Jubilee Hospital. New Personnel Officers joined the Division included Mrs. M. M. Soles, Mrs. L. E. Colgate, L. J. Cormack, E. W. Dodd, D. M. M. Robertson, and D. J. Cherrington. A new concept in organization is being developed within the Division at headquarters. It is anticipated that there will be specialists who will concentrate on the hiring and selection of professional and technical staff. In the not too distant future, therefore, both a Professional Section and a Technical and Trades Section are envisaged.

Of the 2,015 competitions dealt with during the year, 1,437 were handled by the Victoria office. This, combined with numerous 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:

	1969	1970	1971	1972	1973
Competitions	1,004	655	995	1,077	1,437
Total appointments	3,487	2,289	3,029	2,320	3,812

VANCOUVER OFFICE

During 1973 the Vancouver office continued to be very busy with competitions increasing and the actual number of appointments up 20 per cent. The problem that continues to exist is the shortage of beginning-level applicants. It would appear

that we are not competitive salary-wise and that there is a definite shortage occurring as young people pursue vocations and careers which are more attractive.

The major purpose of the Vancouver office will be a satellite office, with the future establishment of the Burnaby office as the head office for recruitment in the Vancouver area. With this change there should be an improvement in public relations with departments and the public alike. A close liaison is being maintained with the B.C. Government Employees' Union, Workmen's Compensation Board, and Canada Manpower Agencies.

Under competition, A. D. Davies was appointed as supervisor of the office in August. A gradual expansion of service to the public, including all levels of professional and technical staff, is now under way.

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

	1969	1970	1971	1972	1973
Competitions	152	94	157	156	242
Total appointments	596	363	961	886	1,050

Essondale Office (Valleyview)

Again this office experienced increased activity and expansion in servicing the Mental Health Branch and other departments in the area. Total appointments were 3,042, up 20 per cent from last year, with 147 of these being for departments other than Mental Health. Recruitment difficulties were still prevalent in the following classifications: Psychiatrists, Psychologists, Psychiatric Social Workers, Nurses, Occupational Therapists, and Physiotherapists.

A special overseas recruiting programme was initiated in the latter part of 1973. The success of this trip is yet to be determined.

New Personnel Officers hired during the year were Miss J. D. Brebber and K. W. Coldwell. Mr. Davies was promoted to head the office in Vancouver.

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

	1969	1970	1971	1972	1973
Competitions	263	127	208	212	290
Total appointments	1,857	1,240	1,910	2,558	3,042

CLASSIFICATION AND WAGE DIVISION

The Division has undergone considerable change during 1973 in preparation for collective bargaining to be enacted by the *Public Service Labour Relations Act*. The three-bargaining-unit structure has meant a realignment of the present classification system to conform with the bargaining units—(1) licensed professional, (2) nurses, and (3) general Public Service. In addition, under the general Public Service bargaining unit, the classification structure has been grouped into a number of occupational groups. The Chief Classification Officer and Pay Research Officer worked on committees with the British Columbia Government Employees' Union to arrive at tentative agreement on the classifications assigned to the occupational groups under the general Public Service unit. The committees' work has been

completed and occupational group determination awaits ratification by the Labour Relations Board.

The Classification Division was restructured during 1973 to provide for three Senior Classification Officers—each position to be in charge of several occupational groups under the three bargaining units. It is considered that this type of structure will provide for a better service to the departments and also allow for greater specialization and more expertise on the part of Classification Officers under the group leaders. The three Senior Classification Officer positions have been filled by R. W. Saunders, H. L. Chamberlain, and Mrs. B. E. Bolton, the latter two being successful applicants in an internal competition.

During the year the staff has been increased by four Personnel Officers—W. H. Bell, R. Halliburton, J. Woytack, and D. Swallow. The Division has also assisted in the training programme for new Personnel Officers by providing periods of orientation and "on the job" experience within the various sections.

The Classification and Wage Division has continued to be responsible for evaluating and classifying positions; 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 1973 the Division was faced with the largest ever expansion in the Civil Service. Over 2,000 additional permanent positions were reviewed to establish correct classification and level allotment. Two new departments were added to Government—Department of Housing and Department of Consumer Services. The Division was also involved in the major reorganization of a number of existing departments, including the Department of Industrial Development, Trade, and Commerce; the Department of Recreation and Conservation; the Department of Human Resources; and the Correctional Services of the Department of the Attorney-General. In so far as classification reviews of individual positions within existing establishments were concerned, 814 positions were dealt with. Table 2 (*see* "Statistics") indicates the number of reviews, by department. Upward revisions totalled 705, downward revisions were five, and a total of 104 remained unchanged. "On the job" reviews were conducted whenever possible and numerous field trips to various centres throughout the Province were made by staff members of the Division.

A new Senior Officer series was introduced to streamline pay administration procedures for senior management levels. The four-level series will take the place of over 150 name positions in the Classification Plan. The series has been applied on the basis of the present ranking structure of senior positions within the various Government departments.

The Division acknowledges the assistance given by the various departmental administrators in the performance of its functions under the *Civil Service Act*.

STAFF TRAINING DIVISION

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

The Director is responsible for the administration of the Staff Development Appropriation. This appropriation was established by the Government in June

of 1973 to assist employees covered by the *Civil Service Act* to develop their skills and potential.

The Staff Development Appropriation is used:

(1) To improve or develop the skills of *individual* employees. To accomplish this goal the Civil Service Commission will pay a portion (50–100 per cent) of the fees of night school and correspondence courses offered by recognized schools. The courses should be related to Government services. Special arrangements may be made to cover a portion of postgraduate fees.

(2) To improve or develop the skills of a *group* of employees. To accomplish this goal the Staff Training Division will arrange with departmental officials to develop short training programmes and seminars. In some cases, outside instructors will be brought in to conduct group programmes. In other cases, the Commission will approve the payment of fees for seminars offered by regional colleges, universities, etc.

In September of 1973, Donald E. Maxwell joined the staff as a Staff Training Officer and Miss Valerie Brookman was appointed as the Secretary for the Division.

Executive Development Training Plan

Twenty-five employees received their diplomas in public administration at an Academic Assembly held at the University of Victoria on Friday, October 26, 1973. These employees, who were enrolled in Class XV of the Executive Development Training Plan, successfully completed three years of intensive studies related to public administration.

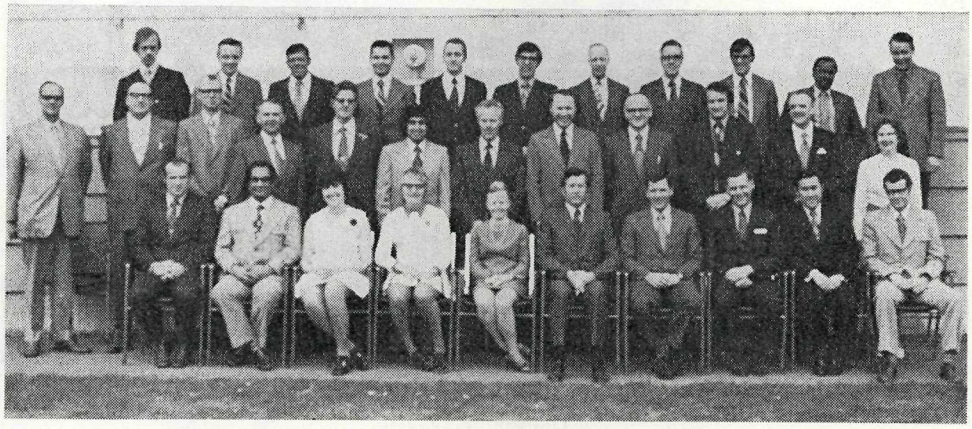
Front row (left to right): R. M. Ace, K. H. Arnott, J. H. Carradice, M. E. Carroll, D. Conway, A. C. Dimock, H. G. Doerksen, F. E. Fagan, J. W. Howe. Back row: D. V. Smith, G. D. Lindsey, J. F. McLellan, T. V. E. Vickers, W. L. Umphrey, W. L. Marshall, R. C. May, A. W. Milton, W. G. Robertson, B. A. Willoughby, E. S. Sadar, N. W. Wylie, K. A. H. Simmons, W. A. Thomson. (D. Meiners and K. Pleasance were absent when picture was taken.)

Twenty-two employees are enrolled in Class XVI, the third and final year of the programme, and 26 employees are enrolled in the second year. Thirty em-

ployees who were selected for Class XVIII commenced the first year of their studies in September 1973.

Correspondence Course in Public Administration

Thirty-two employees enrolled in Class 9 of the Correspondence Course in Public Administration received their certificates at a luncheon held on April 19, 1973, the final day of the four-day workshop on Staff Management. The 32 students represented 18 departments and services and came from 21 cities and towns. They ranged in age from 26 to 52, and their length of Government service was from 2 to 26 years. A. G. Richardson, Chairman of the Civil Service Commission, presented the certificates to the employees who had successfully completed 24 weekly assignments during the fall and winter.



Shown above are members of the graduating class. Front row (left to right): K. J. Good, S. S. Dhindsa, Mrs. L. Williams, Miss D. Milner, Mrs. S. Holloway, D. A. Bland, R. C. Grant, D. L. Corke, M. Sakakibara, B. C. McKenzie. Middle row: K. E. Jackson (Staff Training Officer), T. Johnston, W. J. Quinn, J. A. Finn, L. B. Russell, P. Pallan, B. A. Jones, W. J. Wunderlich, F. R. Carmichael, N. D. Manduca, M. R. Burrills, Miss J. Meryl Campbell (Senior Staff Training Officer). Back row: D. R. Nicholls, J. P. I. Rogers, T. O. Moore, G. G. Toth, J. Cheperdak, E. R. Kennedy, R. W. Blow, H. R. Moir, G. A. Poole, P. Balakrishnan, O. J. Gorley. (F. H. Haywood was absent when picture was taken.)

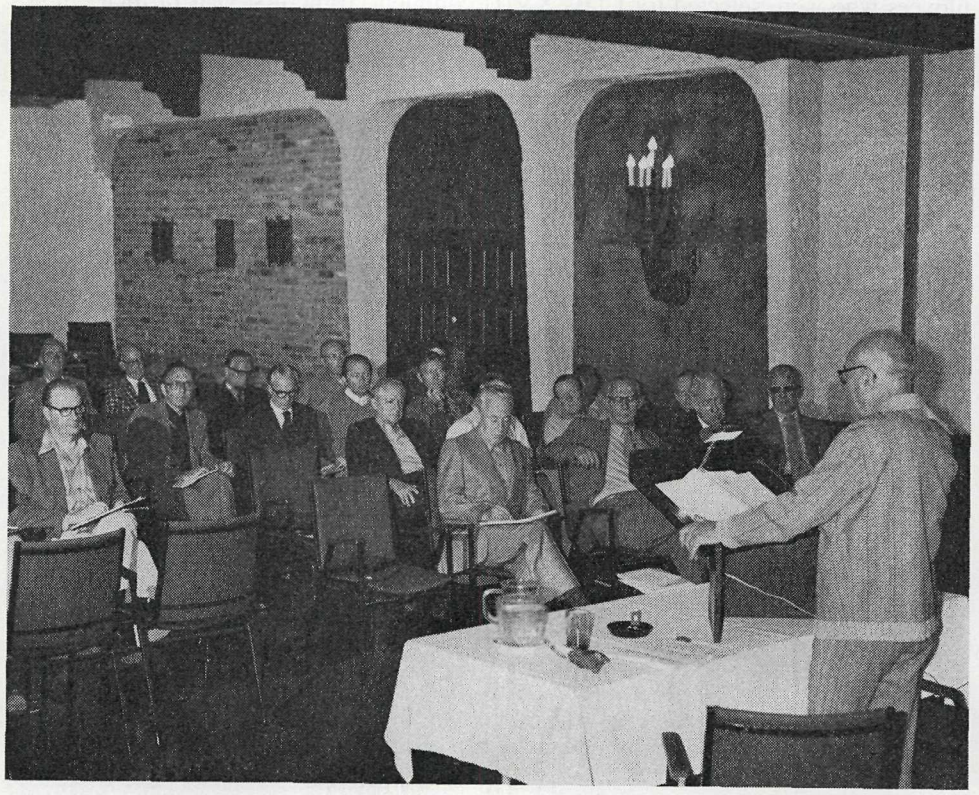
Because of the continuing interest in this course, the enrolment in Class 10 was increased from 40 to 50 employees.

Seminars on Collective Bargaining

On August 10 and 11, a two-day seminar was conducted for Deputy Ministers, Associate Deputy Ministers, and equivalent authorities on the impact of collective bargaining in the Civil Service. J. Finkelman, Chairman of the Public Service Staff Relations Board of the Federal Government, conducted the seminar.

On August 12 the Personnel Officers attended a seminar, also conducted by Mr. Finkelman, on the role of the departmental Personnel Officers under collective bargaining.

Mr. Finkelman's presentation was video-taped for presentation to other senior officials in the public service.



J. Finkelman, Q.C., addressing the Deputy Ministers on collective bargaining at Duncan in August.

Supervision—Staff Management Courses

During 1973, K. E. Jackson conducted 46 courses in Supervision—Staff Management. This course of five two-hour lecture/discussion sessions covers the following topics:

The Environment in Which We Work.
The Line of Authority.
The Line of Human Relations.
The Supervisor's Role and Responsibilities.
Civil Service Regulations and Procedures.
Classification, Job Evaluation.
Recruitment, Selection, and Promotion.
Employee Appraisals.
Correction, Discipline, and Dismissal.

The sessions were given in field locations throughout the Province. Seven hundred and twenty-one supervisors attended this course. Plans are being made to offer this programme in the Victoria and Vancouver areas in 1974.

Miss J. Meryl Campbell, Director of the Staff Training Division, was responsible for a combined correspondence/seminar programme given to the Branch Managers of the Pollution Control Branch of the Department of Lands, Forests, and Water Resources. This course consisted of three assignments on Government in Canada,

two assignments on the Organization of the Public Service of the Province of British Columbia, and five assignments on Staff Management. The correspondence section was followed by a three-day seminar on staff management. Fourteen District Managers attended the Seminar.

Appraisal Courses

Five employees who had been enrolled in the Appraisal Courses offered earlier by the Civil Service Commission completed their professional accreditation as Accredited Appraisers Canadian Institute (A.A.C.I.) during 1973.

Arrangements are now being made to hold lecture sessions in 1974 for the Appraisal 1 and Appraisal 2 sections of the Appraisal courses for field personnel.

Workshop on Mail Room Procedures

On November 15 and 16 a workshop on "Mail Room Procedures" was presented to 70 mail room clerks by L. Hall, the Chief Postal Clerk, ably assisted by Ken Stofer, the Consumer Services Representative of the Canada Post Office, Victoria.

The Staff Training Division handled the administrative details for the programme.

Secretarial Responsibilities

In the late fall of 1973, a series of two-day seminars on Secretarial Responsibilities was introduced for Clerk-Stenographers 1, 2, and 3. Three sessions were held in Victoria in 1973. It is planned to offer this programme to stenographers throughout the Province.

Don Maxwell, Staff Training Officer, was ably assisted by Mrs. P. Armstrong, Secretary to the Deputy Minister of Forest Service, in the presentation of these seminars.

In May, K. E. Jackson and Miss J. Meryl Campbell attended a meeting of Provincial Government Training Officers held in Edmonton. Training Officers from most of the provinces and the Federal Government exchanged ideas about training programmes.

In August, J. Nti and F. W. Beecham, from the Ghana Civil Service, visited the Staff Training Division to learn about our Executive Development Training Plan and other courses related to public administration.

The Director of the Staff Training Division inaugurated a series of informal meetings with departmental Training Officers and officials of the Extension Division of BCIT. These meetings have been most helpful in assessing the training needs of the service; in determining the best way to offer training programmes; and in exchanging views on audio-visual equipment.

Staff Development Appropriation

From June 15 to December 31, 1973, a total of 1,019 employees received training assistance from the Staff Development Appropriation, $98,139.23 was vouchered and a further $21,195 was approved. Eighteen group programmes were offered, including programmes in Remote Sensing, Secretarial Responsibilities, Appraisal of Real Property, Road Construction, Your Conduct and Attitude to the TV News Media, and Collective Bargaining.

Fifty to 100 per cent of the tuition fees were paid on behalf of employees enrolled in a wide variety of courses offered by recognized post-secondary institutions. Courses taken by individual employees include welding, speedwriting,

medical terminology, F.C.I.S., C.G.A., R.I.A., A.A.C.I., psychology, survey, child care, systems analysis, French language, applied lighting, forest technology, social work methods, food services management, climatology, hydrology, landscape planning, pestology, fundamentals of health care, dietary services.

Leave for Educational Purposes

During the year, 83 persons in various departments were granted leave for educational purposes. Eight employees were granted leave to train with Her Majesty's Reserve Forces.

SICK LEAVE

Sick leave granted during the period October 1, 1972, to September 30, 1973, averaged 5.14 days, 4.69 of which were with pay and 0.45 without pay (*see* Table 3 of the Appendix). These figures are exclusive of special sick leave granted in Workmen's Compensation and Department of Veteran's Affairs cases. Neither do these figures include the Corrections Branch, Liquor Administration Branch, and the B.C. 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
1964	5.91	1969	5.50
1965	5.62	1970	6.34
1966	6.10	1971	6.17
1967	5.91	1972	6.71
1968	6.20	1973	5.14

A committee of departmental and Commission Officers and the Occupational Health Physician completed two years of work and submitted a report to the Commission on "Guidelines for Supervisors on the Use of Sick Leave."

The use of sick leave in 1973 was the lowest in 20 years.

ACCIDENT PREVENTION DIVISION

In 1965 the Division consisted of one Co-ordinator, one Safety Officer, and one Clerk-Stenographer. By 1972 the service had increased in size by 70 per cent over 1965 and the programme was spread very thinly in terms of both staff and budget. Accordingly, in July 1973, Treasury Board authorized the first increase in establishment, adding two Safety Officers and one Clerk, and substantially increased the programme budget.

The new Safety Officer positions were filled by G. N. Kilgour and T. P. Harkness. Mr. Kilgour, previously with the Department of Recreation and Conservation, took up his new duties October 15, while Mr. Harkness, previously with the Department of Highways, started in his new position November 1. Both men are receiving intensive orientation in their new responsibilities, but it will be at least a year before their contribution to the programme will show significantly in results.

In line with the expanded establishment, functions in the division were reorganized. Briefly, Mr. Leitch will act as second in charge under the Co-ordinator and be mainly engaged in field work with the Forest Service and the Parks Branch. Mr. Kilgour will be responsible for product testing and evaluation and his field assignments will be mainly with Highways and Public Works. Mr. Harkness will

be responsible for research and special projects, together with some service-wide programmes covering all departments, with particular emphasis on field visits to areas of special need in departments not covered by the other Safety Officers.

Special projects undertaken in 1973 included the testing of safety headgear in co-operation with the Department of Highways in their material-testing facilities in Victoria. The conduct of the tests and technical criteria were the responsibility of a small interdepartmental committee comprised of representatives from the main using departments. All departmental members were professional engineers. Mr. Leitch chaired the committee and participated in all physical testing. Following a review of the results, the committee made their recommendations to the Purchasing Commission late in the year.

The Defensive Driver Training Programme had its first year of full-scale operation in 1973. During the year, two Refresher Programmes were purchased so that in addition to initial DDC training, follow-up courses could be given to those drivers who had taken the course some four or five years ago under the departmental programmes then operating, mainly in Highways and the Forest Service. By the end of the year approximately 3,000 employees had attended DDC classes under the programme, of which 370 were refresher courses.

The Co-ordinator attended 21 headquarters safety committee meetings, 19 other meetings, and made 77 visits to departmental locations. Thirty-two per cent of his time was spent away from Victoria.

By wearing a hard hat, a department truck-driver escaped serious injury in this incident when he was struck by a branch from a falling tree.

Mr. Leitch attended one safety rally, conducted 12 training sessions, and made 112 departmental visits. He also attended the National Safety Congress in Chicago in October, the week-long course in Industrial Accident Prevention conducted by the British Columbia Safety Council at the University of British Columbia, and a Blasting Course at the head office of the Workmen's Compensation Board in Vancouver. Fifty-nine per cent of his time was spent away from Victoria.

In his two and a half months with the division, Mr. Kilgour has been mainly engaged in both formal and on-the-job training. The formal training included the Workmen's Compensation Board Blasters' Course, a one-week course in Avalanche Prediction and Control at Rogers Pass, a one-week course in Communications and Human Relations, and a start on the six-month B.C. Safety Council Correspondence course, the latter being done on personal time. He attended four headquarters safety committee meetings and made four departmental visits. Twenty-two per cent of his time has been spent away from Victoria.

Mr. Harkness has attended four headquarters safety committee meetings, three other meetings, and made eight departmental visits in his first two months with the Division. Eleven per cent of his time has been spent away from Victoria. He also has started on the B.C. Safety Council Correspondence Course and is presently engaged on a major study of the effects of our DDC Programme on the driving performance of Government employees.

In a new departure, the Annual Safety Ceremony was held as an informal luncheon function with no press or outside invitees. Also for the first time, award-winning departments were asked each to nominate one field representative who had been active in the safety programme. A new basis of awards with our own certificates was introduced by the Division, replacing the B.C. Safety Council awards previously used.

The new system provided for "target" awards coupled to the existing Premier's Safety Trophy as follows:

Low-hazard departments under 200 employees—"Target Zero" awards for two successive years without compensable injury.

Larger low-hazard departments—"On Target" awards for an accident frequency under 5.0 per million hours worked in past 12 months.

Low/medium-hazard departments—"On Target" awards for an accident frequency under 10.0 in past 12 months.

Medium-hazard departments—"On Target" awards for an accident frequency under 20.0 in past 12 months.

The Safety Luncheon was held in Victoria on December 6. The Honourable Ernest Hall, Provincial Secretary, officiated and the Honourable Eileen C. Dailly, Minister of Education and Deputy Premier, presented the awards on behalf of the Premier. The ceremony was attended by members of the Cabinet, 30 Deputy Ministers, senior departmental officials and field representatives, and several staff members of the Accident Prevention Division.

The Provincial Secretary referred to the disappointing performance in 1973, the over-all accident-frequency rate rising by 24 per cent. He pointed out that the result had been greatly influenced by higher rates in most of the large field departments, and also reported with concern and deep regret that six employees had been killed in compensable accidents, of which total three were in aircraft and one was a summer student. There were no fatalities in 1972. Mr. Hall emphasized the importance of employee morale in determining attitude and influencing safe behaviour, and be highlighted the critical role of each Deputy Minister in showing continuing personal interest and support for his departmental safety programme.

Seven of the new awards were presented, comprising two "Target Zero" and five "On Target" awards as follows:

"Target Zero" awards—Mines and Petroleum Resources, Municipal Affairs.

"On Target" awards—Lands Service, Agriculture, Education, Finance, Water Resources.

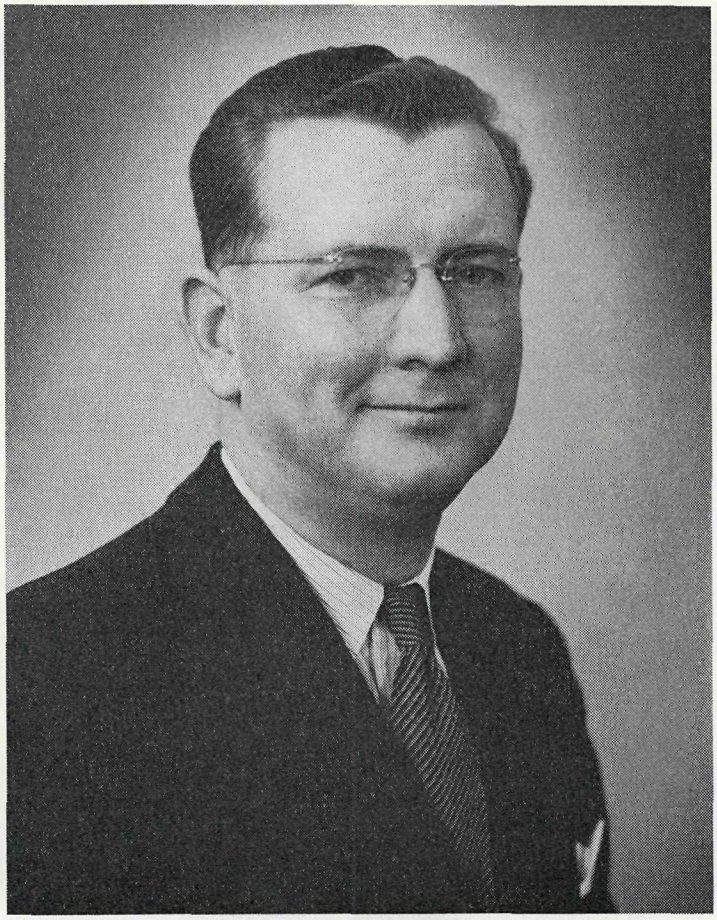
The final presentation, the award for safety achievement, was won by the Department of Recreation and Conservation with a 31-per-cent improvement in its accident frequency.

The Division continues to be indebted to the Workmen's Compensation Board, to the editor of the *British Columbian,* headquarters and local safety committees, to the volunteer part-time DDC instructors, and many other people throughout the Service for their participation in the safety programme.

ACKNOWLEDGMENTS

The Chairman wishes to record his sincere appreciation to his colleague 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*
E. R. RICKINSON, *member*



E. R. RICKINSON
Retiring Commissioner

APPENDIX

Twenty-five year continuous-service certificates were awarded to the following Government employees in December 1973:

Department of Agriculture

John Clark
Harold E. Cox
Montague M. Gilchrist
Victor A. Gill
Hester J. Groutage
Clarence Nelson
Sigurd B. Peterson
John E. Swales

Department of Attorney-General

Charles W. Bond
Shirley A. Conley
Barbara J. C. Ferguson
Lawrence G. Huck
Daryl S. Insley
William A. Lee
E. Beula Mossman
Kenneth G. Pearson

Corrections Branch

J. G. Allen
J. J. Charters
C. Davidson
R. F. Kennett
F. Lapp
J. H. McGinn
E. H. B. McGougan
R. G. McKellar
W. Mish
D. R. Marchment
H. W. Reed
G. E. Small
A. T. Smyth
J. A. Westcott

Department of Education

Hugh C. Ferguson
K. Hanley
David W. Huggins
Ernest E. Hyndman
Francis J. Keogh
Verna M. Kingsley

Department of Finance

Donald C. S. Abbis
D. Robert Alexander
James A. Baker
Sarah I. Banfield
Gerald S. Bryson
Kathleen M. Chamberlain
Sarsfield N. Doyle
Neil T. Drewry

Department of Finance—*Continued*

Ethel M. Elborne
Richard W. Fetherstonhaugh
James P. Fieldhouse
Stanley N. Gamlin
Christabel Glover
Elizabeth P. Golder
Harold T. Gumbert
George L. Hamilton
Evelyn L. Hart
Margaret L. Horton
Sylvia Krcic
Elizabeth F. Laurie
John B. Lawson
Edgar L. McMicking
Margaret McQuarrie
John F. Moore
Frederick J. Morgan
Doreen H. Munro
S. Terrance O'Neill
George E. W. Phillips
Michael Pretty
Alexander K. Scott
Donald A. Sutherland

Department of Health

Hospital Insurance Service

James W. M. Brayshaw
H. Edward Drab
Peter Gage
Elvira E. Nordlund
William J. J. Wade

Medical Services Commission

Jacob M. Sotkowy

Mental Health Branch

William O. Booth
Harold F. Clarke
Albert W. Farquhar
John H. Gustafson
Herbert J. Hanson
Grace E. Harder
Theodore W. Ladd
Francis J. Marcus
Herbert L. Peakall
Lilly Pearce
Henry Roberts
Frederick W. Silver
Joseph H. Strawson
Dorothy I. Tellier
Michael F. Turner
Pauline A. West
Norman W. Wylie

DEPARTMENT OF HEALTH—*Continued*

Health Branch

Fred R. Alcock
Jessie M. Anderson
Noel Andrew
Eugene Benner
Colin F. Hartigan
Archibald E. Hill
Michael M. S. Keogh
Dr. Robert M. Lane
Frank McCombie
Leslie McCrae
Norman A. Powell
Mary C. Reid
Hector J. Robertson
Henry J. Rochon
Jack F. Rowe
William Saunders
M. Hazel Whittington

DEPARTMENT OF HIGHWAYS

Ernst F. Abrahamsen
Lawrence Arnett
Geoffrey Bennett
John H. Brown
John H. Blackey
Ross Busby
Frederick G. Brain
Alexander F. Brayden
Gerald A. Cavin
Gordon Cook
Percy W. Cutler
Barton I. Dudley
James W. Edge
Howard Ganner
Arthur B. Garrison
William C. Gaze
Harry H. Genschorek
Dudley D. Godfrey
Irving J. Goundrey
Howard J. Gowler
Gordon A. Harford
Stanley H. Harford
Robert G. Harvey
Joseph O. Hogue
Laura W. Howe
John E. Jennings
Thomas W. Koshman
L. M. Lento
Tyler A. Lindberg
Gordon D. McDonell
Alex A. McKay
C. Earl Martinson
George E. Masterton
Walter E. Mercer
Melvyn A. Mikkelson
Bernard A. Milledge
John W. Morris
Angus V. Murray
Michael C. Nesbitt
Adolph M. Nielsen

DEPARTMENT OF HIGHWAYS—*Continued*

Robert D. Page
Melvin J. Peever
James W. Pomeroy
George E. Scott
Francis A. Stirling
Edwin H. Swanson
Gerald S. Towgood
Jack W. Taylor
James Watson
Robinson Wilson
John Wysk
Donald J. Zanussi
Pete Pedersen

DEPARTMENT OF HUMAN RESOURCES

William H. Crossley
Cornelia de Valois
Shoichi Matsushita
Wildred Rasmussen
Marie-Louise Roulston
Stella Rush
Jeanne M. Tinevez

DEPARTMENT OF LABOUR

Victor S. Hurrell
Jack A. Laffling

DEPARTMENT OF LANDS, FORESTS, AND WATER RESOURCES

Forest Service

Charles E. Bennett
Ian R. Blair
Douglas W. Brewis
Gilbert M. Cartwright
Dewey Caskey
George B. Doiron
Allan G. Grant
Gordon H. Harris
Owen R. Hawkins
Raymond A. Jefferson
George R. Johnston
John H. Kilby
Cassell A. MacPherson
Betty Mar
Leslie J. McKenna
Archibald E. McKeever
Roderick A. McKenzie
Lorne McQueen
Benjamin A. Mitchell
William R. W. Novis
Dr. Alan L. Orr-Ewing
John C. Payne
John W. Paynter
Frank Pearce
Robert E. Pengelley
Leslie A. Prescott
Lysle B. Russell
Henry D. Rolston
Daryl R. Selkirk

DEPARTMENT OF LANDS, FORESTS, AND WATER RESOURCES

Forest Service—Continued

Edward R. Smith
William W. Smith
Douglas C. Weeks
Jack B. Weller
Wilfred D. Whitehouse
William E. L. Young
Victor S. Zloty

Lands Service

Douglas G. Alexander
Arthur R. Best
Leonard D. Hall
John J. Jones
Alexander C. Kinnear
Bruce MacLean
Raymond S. Parsons
Lilian I. Salmond
Patrick H. Salmond
Raymond H. Smith
Lawrence G. Smith
Arthur G. Sutherland

Water Resources Service

F. Clive Bett
Alexander K. Sutherland
Edward V. Tomlin

LIQUOR ADMINISTRATION BRANCH

Clyde C. Borton
Richard G. Chungranes
Gerald M. Doyle
Alexander Eurich
R. Stanley Gamble
Roy A. Gaunt
Ian M. Greig
Edward T. Griffiths
Robert Angus Hill
Adam Hogg
Ronald Hughes
Kathleen G. Kaye
John F. Knight
James Lister
Bertram C. McEwen
James D. McGladrey
John H. Middleton
Frederick T. Miller
James H. Mills
John H. Palmer
James Simpson
C. Lloyd Smith
Albert E. Stapleton
Malcolm Woolridge

DEPARTMENT OF MINES AND PETROLEUM RESOURCES

John D. Lineham
John E. Merrett

DEPARTMENT OF MUNICIPAL AFFAIRS

Charles H. Gibson

DEPARTMENT OF PROVINCIAL SECRETARY

Melvin H. Davison
Gordon F. Fyfe
George Geddes
Fred Loerke
Edward J. Small
Hugh C. Small

Public Service Commission

J. Meryl Campbell

Superannuation Commission

Violet Evans
Ellenor E. Van Bourgondien

DEPARTMENT OF PUBLIC WORKS

George McQ. Anderson
Philip J. Bennett
Walter P. Bondesen
Harold W. Brownjohn
Arthur Chapman
Richard A. Copeland
James A. Lyall
Donald C. McCarter
John A. Sargent
Ferris D. Sturdy
Gwilym J. Walters
Fred Mann

DEPARTMENT OF RECREATION AND CONSERVATION

Robert R. Farquharson
Charles J. Guiguet
Aubrey M. Hames
Dr. James Hatter
W. R. Claud Heggie
Wallace S. Webb

DEPARTMENT OF TRANSPORT AND COMMUNICATIONS

Daniel McC. Armit
Mary E. Ball
William T. Collier
Jean E. Carmichael
Alwyn P. Craig
F. Patricia Devereux
Donald I. Ewan
Joseph A. Genest
Dorothy C. W. Leakey
Anna M. Robin
Eileen E. Sainsbury
G. Talerico

DEPARTMENT OF TRAVEL INDUSTRY

James H. Panton

WORKMEN'S COMPENSATION BOARD

Harold S. Cutt
Ruth J. Daynard
James A. Downing
Harold J. McKay
Josephine J. McKay
Eileen Moore
Jean M. Piller

Gold watches were awarded to the following Government employees with 40 years' service in December 1973:

DEPARTMENT OF TRANSPORT AND COMMUNICATIONS
Gordon H. Gray

DEPARTMENT OF FINANCE
Francis E. Hughes

DEPARTMENT OF HEALTH
Health Branch
Robert G. Mauris

DEPARTMENT OF LANDS, FORESTS, AND WATER RESOURCES
Forest Service
Cyril P. Axhorn

DEPARTMENT OF PUBLIC WORKS
Herbert E. Howard

STATISTICS

Table 1—Number of Full-time Permanent and Temporary Employees in Each Department and Agency as at December 31, 1973

Department	Permanent	Temporary	Combined
Legislation	7	52	59
Premier's Office	9	2	11
Agriculture	374	160	534
Attorney-General	2,617	525	3,142
Transportation and Communications	193	3	196
Consumer Services	------	1	1
Education	360	1,049	1,409
Finance	799	45	844
Public Health Services	1,385	852	2,237
Mental Health Services	4,044	1,207	5,251
Hospital Insurance Services	160	4	164
Highways	465	4,841	5,306
Housing	47	11	58
Industrial Development, Trade, and Commerce	156	37	193
Labour	229	12	241
Lands Service	366	67	433
Forest Service	915	2,104	3,019
Water Resources	408	106	514
Mines and Petroleum Resources	152	35	187
Municipal Affairs	49	15	64
Provincial Secretary	227	204	431
Civil Service Commission	73	8	81
Superannuation Commission	63	3	66
Public Utilities Commission	------	------	------
Public Works	644	1,278	1,922
Recreation and Conservation	317	641	958
Travel Industry	66	59	125
Human Resources	978	725	1,703
Ministers Without Portfolio	7	------	7
Totals	15,110	14,046	29,156
British Columbia Ferries	1,276	1,344	2,620
Liquor Administration Branch	1,332	1,118	2,450
Grand totals	17,718	16,508	34,226

Table 2—Classification Reviews by Departments in 1973, With Comparative Figures for Previous Years

Department	Upward Revisions	Downward Revisions	Reviews Resulting in No Change	Total
Agriculture	24	.....	4	28
Attorney-General	105	1	13	119
Education	30	1	4	35
Finance	40	1	5	46
Hospital Insurance Service	8	.....	.....	8
Highways	44	.....	8	52
Human Resources	35	.....	7	42
Industrial Development, Trade, and Commerce	.....	1	.....	1
Labour	41	.....	4	45
Lands Service	24	.....	5	29
Forest Service	45	.....	6	51
Water Resources Service	14	.....	3	17
Mines and Petroleum Resources	12	.....	3	15
Municipal Affairs	3	.....	2	5
Provincial Secretary	35	.....	4	39
Public Works	45	1	7	53
Recreation and Conservation	47	.....	5	52
Transport and Communications	12	.....	.....	12
Travel Industry	7	.....	3	10
Public Health	48	.....	8	56
Mental Health	52	.....	10	62
Liquor Control Board	9	.....	1	10
B.C. Ferries Division	25	.....	2	27
Totals, 1973	705	5	104	814
Totals, 1972	.....	.....	.....	633
Totals, 1971	.....	.....	.....	671
Totals, 1970	.....	.....	.....	713
Totals, 1969	.....	.....	.....	789
Totals, 1968	.....	.....	.....	765
Totals, 1967	.....	.....	.....	727
Totals, 1966	.....	.....	.....	711

Table 3—Annual Sick Leave Report, October 1, 1972, to September 30, 1973

Department	Number of Employees	Days With Pay	Average per Employee	Days Without Pay	Average per Employee	Total Average Days per Employee
Agriculture	578	1,435.0	2.48	33.0	0.06	2.54
Attorney-General	805	854.0	1.06	68.0	0.08	1.14
Education	1,350	6,034.0	4.47	364.0	0.27	4.74
Finance	841	4,515.0	5.37	318.0	0.38	5.75
Health Service and Hospital Insurance	1,590	11,714.0	7.37	2,131.0	1.34	8.71
Highways	1,022	6,050.0	5.92	106.0	0.10	6.02
Human Resources	1,004	5,889.0	5.87	874.0	0.87	6.74
Labour	105	563.5	5.37	51.0	0.49	5.86
Lands	501	1,987.0	3.97	90.5	0.18	4.15
Mental Health	4,868	39,719.0	8.16	7,727.0	1.59	9.75
Mines and Petroleum Resources	166	863.0	5.20	38.5	0.23	5.43
Municipal Affairs	63	125.0	1.98	.....	.....	1.98
Provincial Secretary	383	2,381.0	6.22	381.0	0.99	7.21
Public Works	1,863	13,325.0	7.15	2,147.0	1.15	8.30
Industrial Development, Trade, and Commerce	35	313.5	8.96	.....	.....	8.96
Forest Service	1,588	6,400.0	4.03	698.0	0.44	4.47
Transportation and Communication	181	275.0	1.52	30.0	0.17	1.69
Travel Industry	140	481.0	3.44	32.0	0.23	3.67
Water Resources	413	1,930.5	4.67	134.0	0.32	4.99
Recreation and Conservation	2,000	1,010.0	0.51	10.0	0.01	0.52
Totals	19,496	105,865.0	4.69	15,233.0	0.45	5.14

Does not include Corrections Branch, whose average was 7.65 days per employee; nor Liquor Administration Branch, whose average was 8.04 days; nor B.C. Ferries Division, whose average was 5.35 days. Daily-rate staff not available. Health Services and Hospital Insurance are combined.

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1974

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