PROVINCE OF BRITISH COLUMBIA

Public Service Commission

Fifty-seventh Annual Report

JANUARY 1 TO DECEMBER 31

1975

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in right of the Province of British Columbia.
1976

To Colonel 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 Public Service Commission, Province of British Columbia, from January 1 to December 31, 1975.

GRACE McCARTHY
Provincial Secretary

Victoria, B.C., March 1976.

The Honourable Grace McCarthy,
Provincial Secretary,
Province of British Columbia

MADAM: In conformity with the provisions of section 7 of the *Public Service Act* (chapter 143, Statutes of British Columbia, 1973), I have the honour to submit herewith the Report of the proceedings and work of the Public Service Commission from January 1 to December 31, 1975.

ARTHUR G. RICHARDSON, *Chairman*
R. D. HIGGINS, *Commissioner*
J. M. CAMPBELL, *Commissioner*
R. L. SCHMIDT, *Commissioner*

Victoria, B.C., March 1976.

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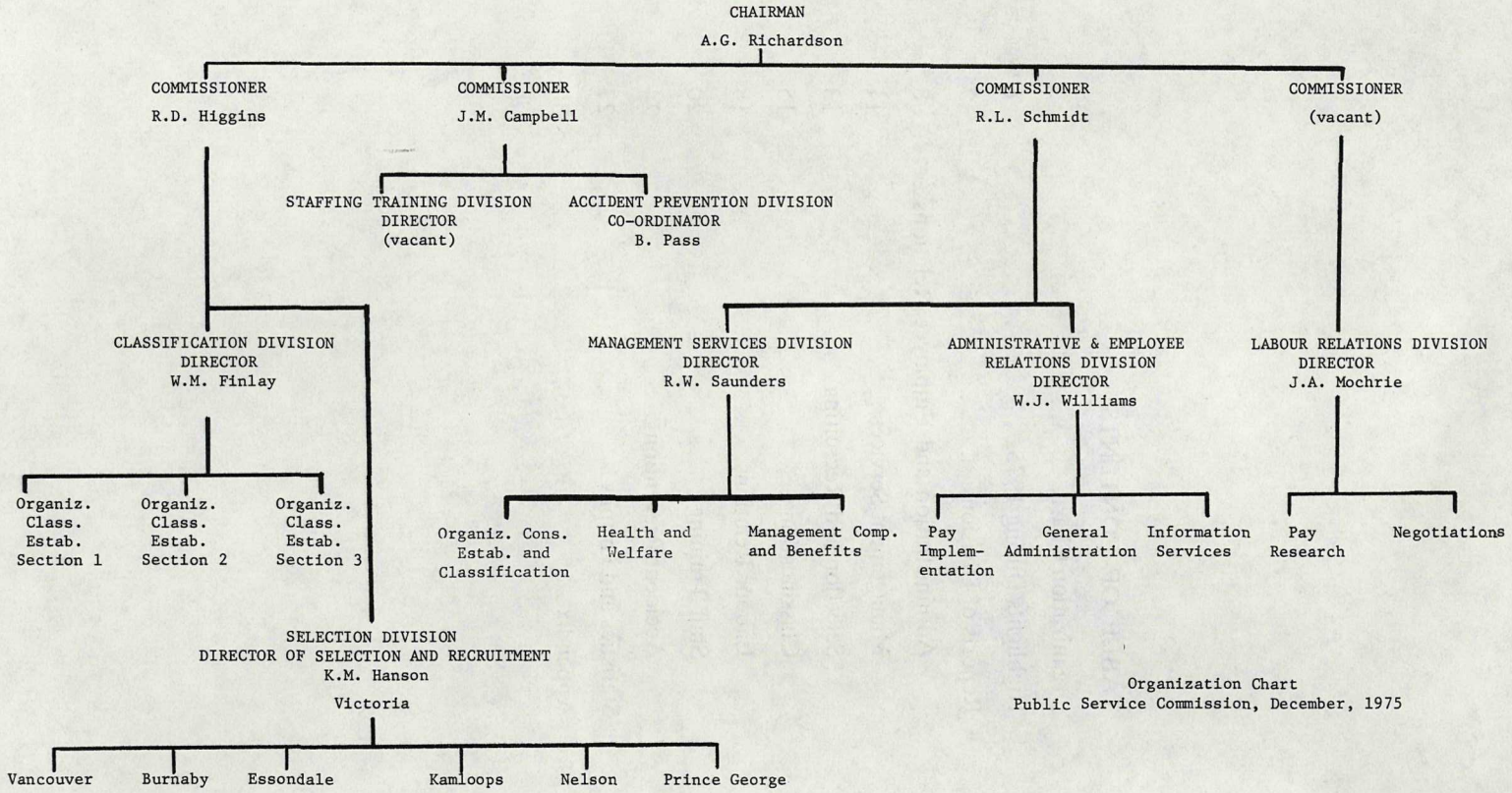


Organization Chart
Public Service Commission, December, 1975

HIGHLIGHTS DURING 1975

- Agreement was reached on the terms of two master agreements and nine component agreements without work stoppage or reference to arbitration procedures.
- Negotiations for renewal of the master agreement with the BCGEU was completed in September.
- 4.7 per cent general expansion in the Public Service.
- 118 grievances were received by the Director of Administration and Employee Relations.
- 85 cases were referred to the Screening Committee.
- Optional Selection of Benefits Plan for Licensed Professionals was implemented.
- Extended Health Care and Dental Plans were implemented for Government employees.
- Special Placements Officer L. M. Vinden was appointed to the Recruiting and Selection Division.
- Public Service Joint Classification Committee functions to formulate changes in job evaluation plans in the 13 occupational groups of the BCGEU.
- Six studies of occupational classification series were completed.
- Pay Research Section has been organized in the Labour Relations Division.
- 200 grievances were filed with the Labour Relations Division.
- 28 employees received diplomas in public administration.
- 2,757 employees received training assistance to the amount of $246,225 from the Staff Development appropriation.
- 960 employees took defensive driving courses.

REPORTS OF DIVISIONS

ADMINISTRATION AND EMPLOYEE RELATIONS

Thirty-five-year continuous service gold watch recipients, December 3, 1975.

Thirty-five-year continuous service gold watch recipients, December 4, 1975.

Awards for Continuous Service

For the 15th consecutive year the Commission arranged for certificates to be presented to 221 public employees for 25 years of continuous service at ceremonies held December 3 and 4. Gold watches were presented to 34 employees for 35 years of continuous service. Colonel the Honourable Walter S. Owen, Lieutenant-Governor of British Columbia, hosted the ceremonies for employees and guests at Government House. On behalf of the Government, the presentations were made by the Honourable D. D. Stupich and the Honourable James Lorimer.

Size and Composition of the Public Service

There has been an increase of 1,759 employees in the Provincial Public Service. This represents a general expansion of 4.7 per cent from 37,739 employees on December 31, 1974, to 39,498 employees on December 31, 1975.

Of the total staff, 24,631 were classed as permanent employees and 14,867 temporary employees. The majority of the temporary employees are employed on a full-time continuous basis.

During the year, 3,832 employees left positions in the Public Service. This represents a turnover of 15.5 per cent of Commission-appointed staff.

Interdepartmental Fitness Program

The Director of Administration and Employee Relations was a member of a committee composed of representatives from the Department of Health, the Department of Public Works, and the Commission. The committee initiated an Employee Fitness program by setting guidelines and assisting in establishing a small fitness centre at 539 Superior Street.

Grievances

The Director of Administration and Employee Relations spent 60 per cent of his time during 1975 receiving, hearing, and judging or mediating 118 grievances. Of these, 106 were settled; three were heard by the Public Service Commission, and nine were pending at December 31. The grievances came from the British Columbia Government Employees' Union (115), Licensed Professionals (2), and Nurses (1).

Information Services

A new section was introduced in April to assist the Public Service Commission in informing the public employees about the many changes that are taking place so rapidly as a result of collective bargaining. The following projects have been initiated since April: Multi media program directed toward high school students in British Columbia about jobs in the Public Service, information packages for employee benefits, a methodical updating of all forms and stationery. The newsletter for public employees, *Contact,* continued to be issued. One revised publication, *A Supervisor's Guide to Assessing Employees' Performance,* was distributed to departments in November.

Implementation

A total of 32,354 Pay Action forms was processed in this section during 1975. The largest work load was in February with 3,566 forms and the lightest was in November with 1,689 forms.

Records and Leave

Summary of Personnel Transactions

Separations and resignations—	
Expiration of appointments	1,044
Resignations	2,356
Retirements	360
Dismissals	53
Deaths (pension-related)	19
Total	3,832
Probationary periods extended	244
Increments withheld	1,104

Screening Committee

The Screening Committee meets each month to consider cases of employees who are no longer able to perform the duties of their positions for health reasons. Chairman of the committee is Director of Occupational Health L. D. Kornder, two members representing the BCGEU, and two members representing the Public Service Commission. During 1975, 85 cases were considered; 68 were concluded.

MANAGEMENT SERVICES DIVISION

The Management Services Division was established in January 1975 with the appointment of Robert W. Saunders, formerly of the Classification Division, as Director. Other appointments included Jerry E. Woytack, formerly with the Department of Public Works, and Fred W. Davis, responsible for Health and Welfare Benefits Plans.

The Division consists of the three areas: Management Compensation and Benefits, Organizational Consultation and Classification, and Health and Welfare Benefits Plans.

The Management Services Division is responsible to administer the personnel program, policy and procedure for management and executive excluded positions. This includes executive Departmental staff, Legal Officers, Personnel Officers, Program Managers, Program Administrators, Medical Officers, and confidential clerical and stenographic exclusions.

The basic function of the Management Services Division is to act in a service advisory capacity to executive staff, Departmental personnel officers, and management staff. This includes organizational analysis, job analysis, and establishment and compensation plans.

Management Compensation and Benefits

Management Services has been instrumental in developing and implementing an optional selection of benefits plan for the licensed professional group and developing an optional selection of benefits plan for management and executive. A debt of gratitude is owed to the Management Advisory Committee, which spent 13 months in the design of options and policy, much of it voluntarily on their own time. The Committee included D. R. Sheppard, Associate Deputy Minister, Department of the Attorney-General; R. L. Schmidt, Commissioner, Public Service Commission; A. R. Limacher, Senior Personnel Officer, Department of Highways; M. G. Isenor,

District Forester, Forest Service; John Noble, Executive Director, Social Services and Income Security, Department of Human Resources; Douglas Grey, Co-ordinator of Construction, Department of Public Works; G. T. Mainer, Senior Personnel Officer, B.C. Ferries; W. C. Sacho, Director of Haney Correctional Centre, Department of the Attorney-General; N. A. Nelson, Government Agent, Department of Finance; Phyllis Armstrong, Secretary to the Deputy Minister, Forest Service; Dr. Lee Kornder, Director of Occupational Health, Department of Health; F. A. Rhodes, Executive Officer, Department of Labour.

Resource staff included W. J. Williams, Director of Administration and Employee Relations, Public Service Commission; L. A. Hopkins, Systems Analyst, Department of Transport and Communications; R. W. Saunders, Director of Management Services, Public Service Commission; W. H. Forrest, Commissioner, Superannuation Branch; J. D. Reid, Actuary, Superannuation Branch.

It should be noted that these two plans are unique to North America in the magnitude of the number of employees covered. They involved setting up highly complex procedural and central accounting systems, when no precedent on policy or administrative procedures was available.

An advisory service is provided to Departmental Personnel Officers and employees desiring specific information concerning benefit selections available, income tax, and their effects upon an employee's own financial situation.

This area is additionally responsible for researching, updating, and evaluating compensation data and preparing recommendations to the Public Service Commission.

Organizational Consultation and Classification

A freeze has been in effect during 1975 on reclassification of management staff, other than that of exigencies, due to lack of staffing; however, reorganizational analysis and the approval of establishment of new programs and positions have been maintained.

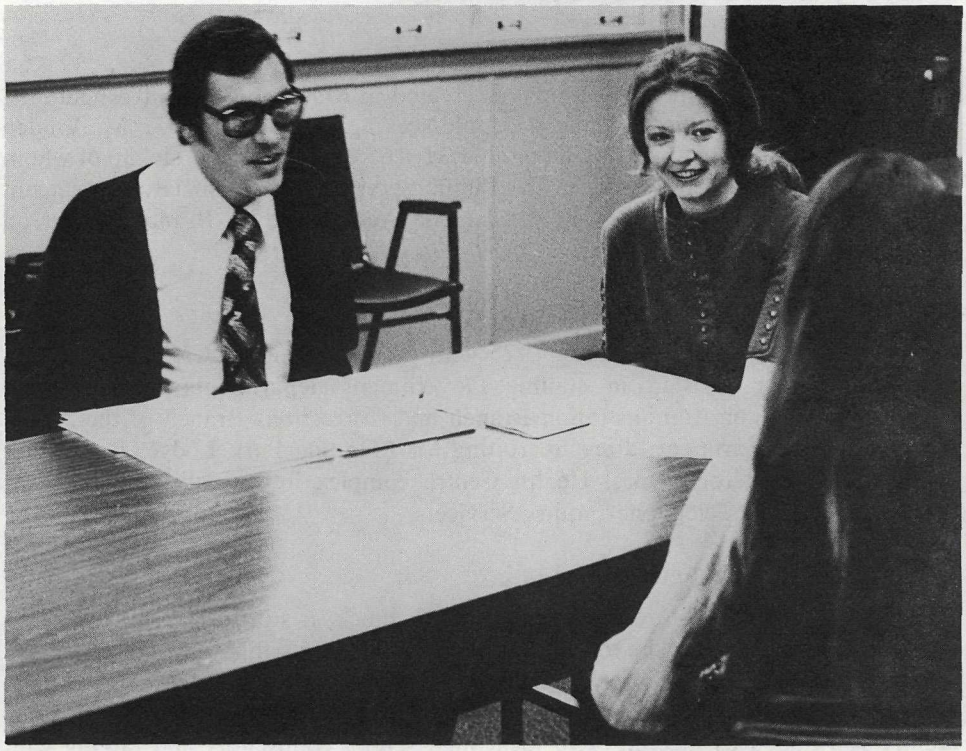
Work has begun on "broadbanding" or grouping together of multidisciplinary management excluded positions of similar levels of responsibility and salary into distinctive Management Classification series. A major portion of management positions have already been slotted into the Program Manager series; the remainder fall primarily within the new Program Administrator series.

Expertise has been provided to senior management on organizational alternatives designed for the individual needs of each department, both in the preliminary discussion and final Public Service Commission approved stages. Additional provision is planned to assist departmental staff in this area with addition of staff.

Health and Welfare Benefits Plans

This area is responsible for the development, administration, and informational services concerning Health and Welfare programs approved for management personnel, employees of the British Columbia Government Employees' Association, the British Columbia Registered Psychiatric Nurses Association, the British Columbia Registered Nurses Association, the Labour Relations Board, Members of the Legislative Assembly, and other groups as approved by Order of the Lieutenant-Governor in Council. Current programs include Extended Health Care and Group Life Insurance with two newly established programs of Extended Health Care and Dental Plans. Long-term Disability, Weekly Indemnity, and Day-care Centres programs are currently being investigated for possible implementation.

SELECTION AND RECRUITING



Victoria Head Office

At the beginning of 1975, 300 staff requisitions per week were being processed. As a result of the reduction in departmental hiring levels imposed by Treasury Board, this figure decreased to 80 per week by year-end.

The Victoria area officers are located at Burnes House, Bastion Square, 525 Superior Street, and Headquarters office, 544 Michigan Street. The effects of the freeze were reflected in the area statistics, with 1,295 competitions and 3,271 appointments in 1975, compared to the peak year of 1974 (2,323 competitions and 5,000 appointments). Employees within the Division have been seconded to other Divisions as their work load permits.

R. D. Newman was appointed Assistant Director of Selection on February 10 and in August given additional duties as Departmental Personnel Officer for the Public Service Commission.

Testing of auxiliary Liquor Administration staff has been carried out throughout the Province during the latter part of 1975 in order to determine whether or not those people who are currently working on an auxiliary basis are suitable for permanent appointment.

Seminars on Modern Interview Techniques were held in the fall at both Vancouver and Victoria offices. Alec Lee, of Camosun College, was the instructor.

Merit Committee

A Joint Committee of representatives from the Public Service Commission and the BCGEU has been established to determine the procedures to be followed in

considering the factors used to determine merit as provided in the Collective Agreement and section 34 of the *Public Service Act*.

Special Placements Section

The Special Placements Section was created in March 1975 to investigate the possibilities of placing disadvantaged people seeking employment. L. M. Vinden is responsible for the section. By December 31, 168 clients were on file, 36 of whom were successfully placed in jobs in the Public Service. A Provincial Government take-over of concession stands in the Liquor Administration Branch placed an additional 25 disabled persons under the *Public Service Act*.

Burnaby District Office

This office opened in January 1975 with the leadership of A. D. Davies, and during that year assisted in staffing Government departments in that area, including the Liquor Administration Branch and Corrections Branch of the Attorney-General's Department; direct recruiting for Manning Park Lodge, Recreation and Conservation; for Mental Health Centre complex in Burnaby, Rentalsman; Consumer Services Telephone Inquiry Service.

Essondale District Office

Essondale office, the responsibility of J. F. Jauck, is still the largest recruiting office with the Division. The total number of appointments this year, however, was reduced from 3,202 in 1974 to 1,857 in 1975. Panel interviews were reduced from 324 in 1974 to 183 in 1975. Personnel Officers from the office participated in community work such as meeting with local high school counsellors and talking with psychiatric nurses at Douglas College about promotion policies of the Public Service Commission. Staff attended various seminars relating to recruitment and labour relations and participated in training programs about the new agreements, specifically as they apply to Selection and Recruitment programs.

Vancouver District Office

This office, headed by M. M. Young, has been "on the go" this year and was required to move to two new locations. However, the three Personnel Officers and five clerical staff appear to have settled and they are being deluged with a large number of applications for every competition that is posted and advertised. The Vancouver office in 1974 handled a total of 519 competitions; however, this year the number was reduced to 358.

Kamloops District Office

W. R. Henderson is in charge of this office, assisted by Larry Cormack. Considerable travelling has been required throughout the region in order to handle staffing requirements and to ensure the departments are aware of the service that can be provided. In addition to this, Mr. Henderson has been appointed as Co-ordinator of Training within the particular area under the direction of the Staff Training Division. Mr. Henderson will assist the departments in getting the most out of their training budgets and assisting departmental trainers. This is a new role for district offices and, if successful in Kamloops, the service could become part of the responsibility of Public Service Commission offices in other regions.

Prince George District Office

This office began operating in 1974 but did not get established in permanent quarters until March of 1975. L. C. Ewen was appointed in June, succeeding R. D. Newman. The office represents the Public Service Commission throughout the whole area of the Province north of a line passing between Quesnel and Williams Lake. A considerable amount of travelling is required to fulfil Public Service Commission responsibilities.

Nelson District Office

The Nelson office, like other regional offices, has become an effective means of providing Commission policy advice and services to departments outside the Victoria area. In addition to the usual selection functions, the representative, S. M. Burgess, has had a greater than usual challenge in public relations in the Kootenay area. It is felt that the addition of further responsibilities in selection and perhaps other personnel specialities would increase the effectiveness of Nelson and other regional offices.

CLASSIFICATION

For the first time in many years the Classification Division has all positions on establishment filled. However, the staff has been working under very inadequate accommodation and environment. New quarters are urgently required to achieve minimum working conditions. The Division has broken into two sections which provide services for classification systems within (1) Public Service BCGEU Bargaining Unit, (2) Public Service Nurses Bargaining Unit, (3) Licensed Professionals Bargaining Unit.

Category 1 Activities: BCGEU Bargaining Unit

A Public Service Joint Classification Committee has been formed composed of equal number of representatives of the British Columbia Government Employees' Union and the Public Service Commission. Public Service Commission representatives are the Director and two senior Classification Officers. The main function of the committee is to formulate changes in job evaluation plans within the 13 occupational groups. Approximately 35,000 employees are in this unit.

Six studies were completed in 1975: Technical Assistant series, Health Care Workers series, Laundry Workers series, Food Service Workers series, Building Maintenance Workers series, Photo Arts Technicians series.

Five studies are in process: Resource Officer and Assistant series, Warehouseman and Stockman series, Systems and Programmer Analysts series, Liquor Store Vendors and Assistants series, Laboratory Technicians series.

Five studies are in preparation: Integration of Engineering Aides into Technical Assistant series, broadbanding in Education and Scientific Services, broadbanding in Social and Health Services, broadbanding in Marine Licensed and General Component, broadbanding in Trades and Crafts.

Maintenance work continues to be heavy in Administrative Support Component but, with increased staff, the backlog is being cleaned up.

A classification seminar was held at Parksville in November 1975, bringing together Union Component Representatives, Departmental Personnel Administra-

tors, and the Classification Division. The seminar pointed out areas of concern at the three levels and was successful in promoting better communication. All representatives participated actively at workshops and general sessions.

The Division has provided Labour Relations with considerable input in the bargaining of the master and component agreements.

Category 2 Activities: Nurses Bargaining Unit

The Division maintained the present classification systems and assisted in solving education bonuses. Approximately 2,600 employees are in this unit.

Recommendations were made to Labour Relations to provide a method in the new collective agreement for introducing changes to the job evaluation plans to "broadband" classifications within the Community Health Nurse component.

Category 3 Activities: Licensed Professionals Bargaining Unit

Work under the existing classification system was maintained in the 12 occupational groups. Approximately 1,000 employees are in this unit.

A Senior Classification Officer has been assigned to the joint association-management Committee for Job Evaluation established under the contract to review all licensed professional positions. It is anticipated that several Classification Officer man-years will be required to complete this study.

The Division provided Labour Relations with a Classification Officer to assist in bargaining the current component agreements. In addition to involvement with the three bargaining units, the Division has been responsible for assisting Comptroller-General's staff in establishing regular work force control under a computerized system which will identify all regular positions by number. This will allow the Division to delegate some of its maintenance work to departments on a selective basis.

Positions approved by Treasury Board were classified. Reports were submitted to Treasury Board on staffing in departments. The Division serves as an arm of Treasury Board.

A number of staff appeared at appeal board hearings on classification matters.

LABOUR RELATIONS

The Labour Relations Division is responsible for the negotiation of collective agreements with Public Service employees, for advising departmental management on matters of staff relations, and for gathering and analysing pay and benefit research data. During the last year the Division was involved heavily in the negotiations of first agreements and at the same time was faced with the task of hiring staff and developing its internal systems to enable it to serve the Public Service Commission effectively.

During the year the establishment of the Division was increased by four positions, bringing the complement to 15, including the director. The Division has been fortunate in obtaining staff from within the Service with a varied background, contributing to the effectiveness of the group as a whole.

The Pay Research Section was established with the hiring of Don Dorman from the Federal Pay Research Bureau. Mr. Dorman, assisted by Wilma Brown, set about the task of creating the research section. During the latter part of the year a comprehensive salary survey was conducted. Personal visits were paid to more than 30 organizations in British Columbia and to the Governments of Canada, Ontario, Manitoba, Saskatchewan, and Alberta. This section also contributed to salary surveys conducted by several large public and private organizations from across Canada. With the introduction of anti-inflation guidelines, the Pay Research Co-ordinator has been charged with the responsibility of co-ordinating the guidelines with respect to the application to employees of the Public Service.

In the area of staff relations the Labour Relations Division has provided assistance to departmental management in the settlement of grievances and the interpretation of the collective agreement.

The Division is in the process of establishing a central registry of all formal grievances to assist management in the area of grievance settlement. During the year, 200 grievances were filed with the Division. Of these, 14 proceeded on to the arbitration stage. The Labour Relations Division has represented the Public Service Commission in five cases before the Labour Relations Board of British Columbia.

The Public Service Bargaining Unit is represented by the British Columbia Government Employees' Union. This bargaining unit, containing more than 35,000 members, has a master agreement. It is divided into 13 components, each of which has a component agreement. They are Educational and Scientific Services; Social and Health Services; Administrative, Fiscal, and Regulatory; Administrative Support; Environment, Resource, and Conservation; Engineering, Technical and Inspectional; Hospital and Allied Services; Trades and Crafts; Operational Services; Correctional Services; Marine Services—Licensed; Marine Services—General; Retail Stores and Warehouse. During 1975 the first component agreements were completed. Negotiations for a renewal of the master agreement covering general terms and conditions of employment began in June and were completed in September prior to the expiry date of the old agreement. The renewed agreement was signed on November 14, 1975, and negotiations with the components began almost immediately.

The Licensed Professional Bargaining Unit, represented by the British Columbia Government Professional Employees' Association and containing slightly more than 1,000 members, signed its first master agreement in June of 1975. This bargaining unit has 12 components. They are Veterinarians, Physiotherapists, Pharmacists, Surveyors, Foresters, Engineers and Geologists, Dentists, Forest Agrologists, Land Officers, Agriculturists, Accountants. Throughout the latter part of the year negotiations were under way on the subsidiary agreements. By the end of the year, agreement had been reached in six components containing approximately 80 per cent of the unit.

The 2,600-member bargaining unit represented jointly by the Registered Nurses' Association of British Columbia and the Registered Psychiatric Nurses' Association of British Columbia had its master agreement expire at the end of October. Before then negotiations had begun on the renewal of the agreement. These are continuing.

During 1975, agreement was reached on the terms of two master agreements and nine component agreements without work stoppage or reference to the arbitration procedure.

The Division would like to acknowledge the assistance provided by members of departmental management for their input to and participation in the bargaining process.

STAFF TRAINING

Training Programs

Executive Development Training Plan

Twenty-eight employees received their diplomas in public administration at an Academic Assembly held at the University of Victoria on Friday, October 31, 1975. The employees, who were enrolled in Class XVII of the Executive Development Training Plan, successfully completed three years of intensive study related to public administration.

Twenty-five employees are enrolled in Class XVIII, the third and final year of the program, and 27 employees are enrolled in Class XIX, second year. Thirty employees who were selected for Class XX commenced the first year of their studies in September 1975.

Weigh Scaler—Supervision/Staff Management

A short, five-paper Correspondence Course in Supervision and Staff Management was conducted for 12 Weigh Scalers of the British Columbia Forest Service. The course ended with a three-day workshop on Supervision and Staff Management, held in Kamloops April 15 to 17, 1975.

The British Columbia Forest Service has made this course a condition of promotion to any supervisory position in the Scaling Division.

Instructional Techniques Programs

A series of four Instructional Techniques Courses were conducted in the first half of 1975. One two-week course and three one-week courses were conducted. The one-week courses were aimed at employees who have a training responsibility

which is incidental to their own job. The two-week program was intended for employees whose chief responsibility is training. Forty-eight employees attended the one-week course and 16 attended the two-week course.

Due to the great need for this program (as indicated by the fact that each course was at least 400 per cent oversubscribed), we hope to enlarge the number offered in 1976.

Correspondence Course in Public Administration

Thirty-seven employees enrolled in Class XI of the Correspondence Course in Public Administration received their certificates at a luncheon held on March 20, 1975, the final day of a four-day workshop in Staff Management. The students represented 20 Government departments and agencies, ranged in age from 25 to 55, and the length of service varied from 3 to 26 years.

Fifty students were enrolled in Class XII of the course and commenced their studies in September 1975.

Secretarial Seminars

The one-day seminars for junior stenographers continued throughout the Province. During 1975, 24 courses were held. Seventeen of these were at 14 different field locations and the remaining seven were conducted in Victoria. A total of 627 stenographers attended.

Eight senior secretaries attended Executive Secretarial Development Seminars at Banff, Alta., five attended at the B.C. Institute of Technology in Burnaby, and 24 attended sessions conducted in Victoria by Camosun College.

Personnel Officer Interviewing Techniques Seminar

Two seminars were held, one in Victoria and one in Vancouver. Twenty-four Public Service Commission and four Departmental Personnel Officers attended. This course will be offered again in 1976 for Departmental Personnel Officers and managers who are involved in personnel selection.

Effective Listening

Three one-day courses were conducted in 1975. Two of these were for the Department of Labour and one for the newly established Telephone Inquiry Service.

Report Writing

This course continued to be a best seller with 205 employees attending the three-day seminars and 103 employees starting the correspondence course.

Accounting for Office Managers

This correspondence course offered by B.C. Institute of Technology is no longer available, but a new course is being prepared to meet the needs of the Public Service better.

Staff Management Seminars

This 2½-day course was given to 265 employees in the Lower Mainland and Kamloops areas. The course is currently being revised and will be available again in the new year.

PROVINCIAL TRAINING DIRECTORS CONFERENCE

The Fifth Annual Provincial Training Directors Conference was held in Victoria June 4, 5, and 6, 1975. The conference had originally been scheduled for the Northwest Territories; however, in early 1975 the venue was changed to Victoria. Twenty-three delegates attended, representing each of the 10 provinces and the Federal Government.

EDUCATION COMMITTEES

Under the terms of the various master agreements with employee organizations, committees were struck to investigate and make recommendations in the areas of employee training and development and educational leave. The Training Officers of the Staff Training Division served on these committees, usually as a Management Joint Chairperson.

INTERDEPARTMENTAL TRAINING OFFICERS MEETINGS

A meeting each month is held with the departmental training representatives for the purpose of exchanging ideas, updating of information, and informing departments of progress in course development.

During 1975, most of the efforts of the monthly meetings were devoted to deliberations on a new series of Staff Management and Supervision programs.

Course Development

From April 1975 until the end of the year the Division employed the services of a consultant from Camosun College. The consultant, Nathan Ory, was given the task of identifying training needs in the area of staff management in various departments and recommending ways in which these needs could be met. His final report was tabled at the December meeting of the Departmental Training Officers. It is planned that Mr. Ory will continue to work with the Division until March 31, 1976, to develop modules related to the Staff Management program.

Other Activities

In addition to the above activities, the Staff Training Officers attended various seminars and workshops on topics such as classification, management of training and hygienic motivation (Dr. Frederick Herzberg).

Staff Development Appropriation

This fund, established in 1973, provides money to pay tuition fees for Government employees who wish to take further training related to their job or the work of their department. Provision is also made to bring specialists in various fields to give "in-house" training.

For the period December 1, 1974, to November 30, 1975, 2,757 employees received training assistance to the total amount of $246,225. Twenty-seven group programs were offered in such topics as industrial relations, forest road construction, and effective supervision.

Fifty to one hundred per cent of 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 data processing, architectural draughting, plant ecology, accounting.

Educational Leave

During 1975, 105 employees were granted leave for education purposes. Fifteen employees were granted leave to train with Her Majesty's Reserve Forces.

As a measure of the need for the services offered by the Staff Training Division, not one of the programs presented during the year was undersubscribed.

The staff establishment of the Division continued at the level of the previous year, being composed of one Director of Training (vacant), three Staff Training Officers (one vacant), one Clerk-Stenographer, and one Clerk-Typist (vacant at the year-end).

Alex MacInnis, Staff Training Officer since May of 1974, left the Division at the end of August on an out-of-Service promotion.

ACCIDENT PREVENTION

During 1975 it proved increasingly difficult for major departments and the Accident Prevention Division to maintain the safety program in the face of vacancies in Safety Officer establishments which remained unfilled for a long period due to the freeze on hiring. For example, in the Department of Highways, the position at Nelson was vacant from April 18 to end of November; at Prince George from September 3 and is still unfilled; and at Kamloops from August 26 and still vacant.

The Co-ordinator and the three Safety Officers attended 39 headquarters safety committee meetings; 215 other meetings; made 339 departmental visits; participated in 45 safety rallies; and conducted 70 training sessions. Of their total working-time, about 41 per cent was spent away from Victoria.

Conferences

The Co-ordinator and the Defensive Driving Co-ordinator attended the Traffic Safety Workshop sponsored by the Insurance Corporation of British Columbia in January, William Leitch attended the Industrial Accident Prevention Association Conference in Toronto in April, Patrick Harkness went to National Safety Congress in Chicago in September, and the Division was represented at the Canada Safety Conference in Vancouver in October.

Safety workshops were held in April and October, attended by both Division staff and Departmental Safety Officers. At the spring workshop it was decided to develop a formalized certificated training program for Safety Officers; the Co-ordinator and the Senior Training and Safety Officer, Highways, pursued this subject in discussions with the British Columbia Institute of Technology. The highlight of the October workshop was a session in industrial hygiene conducted by A. L. Riegert, Director of Industrial Hygiene Division of the Workers' Compensation Board.

Among special projects undertaken by the Division has been the continuing involvement of the Co-ordinator as representative of the Commission on a Policy Committee set up by the Deputy Minister of Public Works. The committee is review-

ing all aspects of facilities, staffing, and supplies to meet the First Aid Regulations of the Workers' Compensation Board in Government-owned, leased, and rented buildings. Toward the end of the year the Co-ordinator was appointed Chairman of the Joint Safety Committee established under the Licensed Professional Employees' Agreement.

Defensive Driver Training

Instructor Development Courses for defensive driver training were held at Victoria, Vancouver, Nelson, Kamloops, and Prince George. Julie Thomson, D.D.C. Co-ordinator, and Mr. Harkness, Safety Officer, conducted the courses in co-operation with the Vancouver Safety Council. As a result, an additional 81 D.D.C. Instructors were qualified. Miss Thomson and Mr. Harkness were also qualified by the Canada Safety Council as Master Instructors. As a result, the Division now has the flexibility to qualify D.D.C. Instructors on a continuing basis. In the year a total of 960 employees took the Defensive Driving Course compared with 2,000 in 1974.

Annual Awards

The year's activities culminated in the Premier's Safety Ceremony held in Victoria on December 4. The Honourable Ernest Hall, Provincial Secretary, officiated and presented 21 awards. This was the largest total since the safety program started in 1962.

Target Zero

Departments with less than 200 employees; requires no time-loss injuries for two successive years:

Municipal Affairs.
Consumer Services.
Economic Development.

On Target

Low-hazard departments; frequency under 5.0 time-loss injuries per million hours worked:

Medical Services Commission.
Mines and Petroleum Resources.
Attorney-General.
Finance.
Labour.

Low-medium hazard; frequency under 10.0: Corrections Branch.

Medium hazard, major operating unit; frequency under 20.0:

Correctional Centres: Prince George, Kamloops, Haney, and New Haven.
Vancouver Island: Alouette River Unit.
Fish and Wildlife Branch, Recreation and Conservation.
Prince George Forest District: Forest Inventory.
Public Works Maintenance Zones: Tranquille and Nelson.
Highways: Engineering Headquarters.

The Premier's Award for Safety Achievement, for the higher hazard department showing the best percentage improvement in accident rate, was won by the Department of Recreation and Conservation. A total of 60 Ministers, Deputies, and invited guests participated.

There are many statistical measurements of the effectiveness of a safety program, none of which is completely satisfactory. Two generally used indicators are frequency, which shows the number of compensable accidents occurring for every million hours worked; and compensation costs per million hours worked as a yardstick of severity. The latter has serious deficiencies because it is distorted by increasing wage scales, benefit scales, and earnings ceilings. The former takes no account of the constant widening of the area of work-related injuries and health conditions which are deemed compensable. However, using these ratios, service frequency rose from 23.9 in 1974 to 24.6 in 1975, or 3 per cent. For the same periods, cost rate rose from $26,090 to $30,160, or 16 per cent.

Another significant measure is the number of employees killed in compensable accidents. In 1975, two employees of the Department of Highways were killed in the crash of a commercial aircraft in which they were travelling on duty. While both deaths are compensable, they were completely outside the control of the Government safety program. Nevertheless, this compares favourably with three fatalities in 1974 and a cumulative annual average, 1962–74, of 4.2. The latter figure also takes no account of the very large increases in the size of the Service in this period. Interpreting these results in the light of the reservations mentioned, it is disappointing to note the small increase in frequency rate; the 16-per-cent cost rate increase is likely all attributable to inflationary and regulatory factors. In fact, when the fatality indicator is taken into account, it is probable that there was a modest decline in injury severity.

STATISTICS AND GRAPHS

Competitions and Appointments

	1971		1972		1973		1974		1975	
	Comp.	Appts.	Comp.	Appts.	Comp.	Appts.	Comp.	Appts.	Comp.	Appts.
Victoria	995	3,029	1,077	2,320	1,437	3,812	2,323	5,000	1,295	3,271
Vancouver	157	961	156	886	242	1,050	519	1,438	358	1,078
Burnaby	.....	.....	.....	.....	.....	.....	.....	.....	115	457
Essondale	208	1,910	212	2,558	290	3,042	324	3,202	183	1,857
Kamloops	.....	.....	.....	.....	.....	.....	.....	.....	129	682
Prince George	.....	.....	.....	.....	.....	.....	.....	.....	123	261
Nelson	.....	.....	.....	.....	.....	.....	.....	.....	78	253
Totals	3,311	5,900	1,445	5,764	1,969	7,904	3,166	9,635	2,281	7,859

Annual Sick Leave Report, October 1, 1974, to September 30, 1975

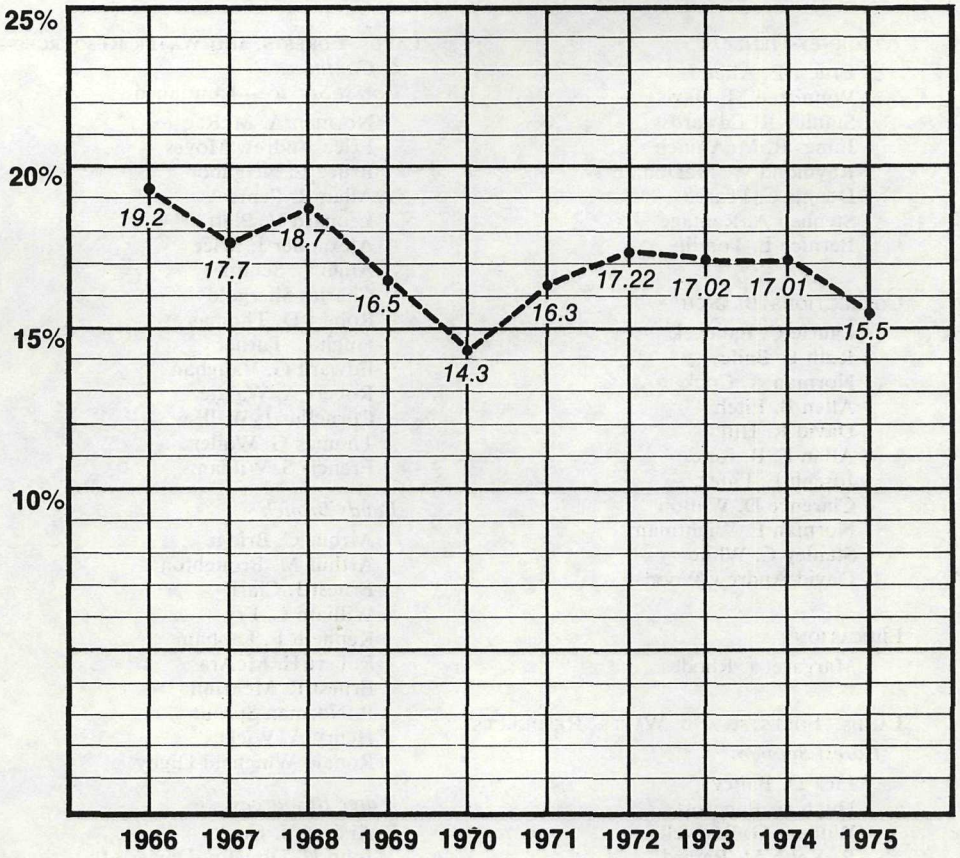
Department	Number of Employees	Days With Pay	Average per Employee	Days Without Pay	Average per Employee	Total Average Days per Employee
Agriculture	545	1,949	3.57	122	.22	3.79
Attorney-General	3,942	20,814	5.28	1,621	.41	5.69
Community Health Program	1,956	10,569	5.40	2,842	1.45	6.85
Consumer Services	81	246	3.03	28	.34	3.37
Economic Development	73	377	5.16	5	.06	5.22
Education	989	5,311	5.37	889	.89	6.26
Finance	874	4,540	5.19	1,257	1.43	6.62
Forests	3,394	10,495	3.09	1,371	.40	3.49
Highways	1,359	6,997	5.15	395	.29	5.44
Hospital Programs	196	1,002	5.11	115	.58	5.69
Housing	121	596	4.92	144	1.19	6.11
Human Resources	3,715	21,026	5.65	4,425	1.19	6.84
Labour	340	1,686	4.96	17	.05	5.01
Lands	604	2,683	4.44	200	.33	4.77
Mental Health	3,203	23,696	7.40	7,891	2.46	9.86
Mines and Petroleum Resources	238	800	3.36	62	.26	3.62
Municipal Affairs	71	222	3.13	11	.15	3.28
Provincial Secretary	605	3,416	5.65	461	.76	6.41
Public Works	2,231	13,350	5.98	3,050	1.36	7.34
Recreation and Conservation	926	2,878	3.11	336	.36	3.47
Transport and Communications	915	4,911	5.36	627	.68	6.04
Travel	91	422	4.63	196	2.15	6.78
Water Resources	559	214	.38	139	.24	.62
Ferries	3,037	20,604	6.78	3,101	1.02	7.80
Liquor Administration Branch	2,212	9,982	4.51	2,603	1.18	5.69
Totals	32,277	158,217	4.90	31,908	.98	5.88

Summary of Total Government Employment, December 31, 1975

Department	Established Positions		Temporary Assistance		Combined Totals	
	Total	P/T Incl.	Total	P/T Incl.	Total	P/T Incl.
Legislation	14	.....	60	.....	74	.....
Premier's Office	10	1	2	.....	12	1
Agriculture	481	.....	117	3	598	3
Attorney-General	3,647	.....	635	.....	4,282	.....
Transport and Communications	936	.....	223	.....	1,159	.....
Consumer Services	82	.....	18	.....	100	.....
Education	430	.....	440	.....	870	.....
Finance	848	.....	44	.....	892	.....
Public Health Services	1,699	16	1,229	332	2,928	348
Mental Health Services	3,075	22	301	4	3,376	26
Hospital Insurance	199	.....	2	.....	201	.....
Highways	484	.....	5,228	436	5,712	436
Housing	120	.....	4	.....	124	.....
Economic Development	73	.....	8	.....	81	.....
Labour	332	.....	49	.....	381	.....
Lands Service	486	.....	108	5	594	5
Forest Service	2,315	.....	1,160	.....	3,475	.....
Water Resources Service	414	.....	126	2	540	2
Mines and Petroleum Resources	238	.....	3	.....	241	.....
Municipal Affairs	59	.....	14	.....	73	.....
Provincial Secretary	310	1	248	1	558	2
Public Service Commission	145	.....	8	.....	153	.....
Superannuation Commission	77	.....	2	.....	79	.....
Public Works	721	.....	1,471	.....	2,192	.....
Recreation and Conservation	687	.....	523	.....	1,210	.....
Travel Industry	98	.....	19	2	117	2
Human Resources	2,642	25	1,001	59	3,643	84
Minister Without Portfolio	10	.....	.....	.....	10	.....
Ferries	2,352	.....	809	.....	3,161	.....
Liquor Administration Branch	1,647	.....	818	.....	2,465	.....
Totals	24,631	65	14,670	844	39,301	909

NOTE—Part-time employees are defined as those who normally work for less than 20 days per month.

STAFF TURNOVER RATE



APPENDIX

Twenty-five-year continuous service certificates were awarded to the following Government employees in December 1975:

ATTORNEY-GENERAL

Ernest E. Allen
Winnifred M. Davis
Stanley R. Edwards
James R. McAninch
Raymond W. McDonald
Dennis C. Pearce
Stephen A. Ramage
Bernice L. Tomlin

CORRECTIONS BRANCH

Laurie C. Babcock
Ruth E. Bailey
Norman A. Cook
Allen B. Fitch
David R. Hill
Allan E. B. Jones
Joseph E. Lafek
Clarence D. Walton
Norman E. Wightman
Stanley C. White
David Andrew Wood

EDUCATION

Margaret J. Rhodes

LANDS, FORESTS, AND WATER RESOURCES

Forest Service

Jack D. Bailey
Hugh G. Bancroft
William G. Benwell
R. Keith M. Berard
William G. Bishop
Robert W. Blackburn
Terence Brooks
Gilbert Chan
Murray B. Clark
Ronald W. Donnelly
Harold G. Fenlon
Douglas M. Fligg
James R. Gilmour
Peter J. J. Hemphill
Albert E. Hesketh
Carl J. Highsted
Sidney E. Howard
William G. Howard
Maurice G. Isenor
John H. Ivens
Hubert A. Janning
Robert C. Jones
Ralph R. Keefe
Melville L. Kerr
Edward Knight
L. William W. Lehrle
Edward W. K. McLeod

LANDS, FORESTS, AND WATER RESOURCES—*Continued*

Forest Service—Continued

Norman A. McRae
Erice Andrew Moyes
Bruce E. Neighbor
Allan R. Pement
Leonard V. Platt
Alexander J. Price
Allan C. Schutz
Charles Shergold
Robert D. Thomas
Hugh L. Turner
Edward G. Vaughan
Robert A. Waldie
Cornelius J. Wall
Thomas G. Waller
Francis S. Williams

Lands Branch

Arthur C. Bridge
Arthur M. Broughton
Ernest J. Clark
William C. Fry
Kenneth F. Lapham
Robert H. McAra
Ernest R. McMinn
P. Norman Sprout
Henry A. Wickes
Ronald Wingfield-Digby

Water Resources

Andrew J. Cook
John H. Doughty-Davies (Jr.)
Richard C. Fernyhough
Geoffrey E. Simmons

HEALTH

Community and Public Health Programs

Ernest Bednard
Mary J. S. Colman
Clifford L. Dove
L. E. Frances Druce
Ellen K. Grant
Hugh Hart
Margarete G. Janik
Mary J. Jankola
Nellie F. Kay
Ian H. Kingwell
Jules LaPointe
Dr. Anthony A. Larsen
Elizabeth McBride
Robert G. Scott
Agnes Stewart
Joan M. Sutcliffe
Nina I. Wuori

HEALTH—*Continued*

Mental Health Programs

Carl H. Augustine
Vivian A. Bates
Cooke W. Boyer
Nathaniel J. Bradley
Earl Fisher
James A. Horne
Ernest H. Hughes
Anna Kochanowski
R. Beata Larsen
Margaret E. Marr
Ethel M. Miller
Donald C. Murphy
Alexander Porteous
Wilfred S. Scott
Helen E. Skrove
David J. Strachan
Sybil M. Tinkham
Lorne A. Todd
Edgar W. Wood

Medical and Hospital Programs

Margaret A. Gonnason
H. Ruth Robinson
E. Mary Wootton

HUMAN RESOURCES

Cecil E. Blenkarn
Robert R. Bucknell
Christopher T. Cahill
John Fechko
Laura E. Fowler
Murray W. Fuhr
William E. Inkster
John A. Markley
Richard L. G. Morgan
Bruce A. Muir
Sidney C. Temperton
Frederick E. Widmer
Helen Zarowski

HIGHWAYS

Charles A. Arnold
Louis Basso
Charles M. Bradley
Geoffrey Chaster
Russel J. Dempster
Walter J. Doddridge
Gladys M. Floyd
Donald V. Gallicano
Clifford T. Grieve
Herbert H. Gutteridge
Harry Haigh
Peter S. Henderson
Percy R. Henderson
Peter J. Hooft
John Hynds
Maurice S. Ingram
George Kanigan (Jr.)
George Kellogg
Frederik Langeler

HIGHWAYS—*Continued*

Ian W. Law
Elsie M. Lee
Richard B. Lowe
Hector G. McNevin
Peter M. Mathews
Albins N. Mednis
Harry J. Moore
Charles R. Nickerson
Arvid L. Ottoson
Winston Pilling
William J. Pullin
Henry D. Redecopp
Constantine Rindler
Oliver D. E. Roberts
George A. Swanson
Earl B. Tennant
Albion G. Tranfield
Henry A. Waring
Frederick G. Whiston
Frank W. Wolfram
George Yusko
Norman R. Zapf

LIQUOR ADMINISTRATION BRANCH

Ernest A. Gray
David W. May
James H. McGhie
Edward W. Mew
John E. Miller
John W. F. Parker
George Ready
Bruce G. Simundson
William R. K. Stewart
John W. J. Taaffe
Allan H. Torey
Ronald W. Walton

MINES AND PETROLEUM RESOURCES

Stephen S. Cosburn
Anthony R. C. James
Rosalyn J. Moir
Hazel E. Rapley

MUNICIPAL AFFAIRS

John P. Taylor

PROVINCIAL SECRETARY

Ruth A. Craven
Muriel J. Dodsworth
Leonard E. Fieldhouse
Doris B. Murphy
Rip Repesse

PUBLIC WORKS

George H. Baker
Stanley H. Bird
Charles Birkett
Gordon F. Boyd
William R. Hilton

PUBLIC WORKS—*Continued*
Robert W. Hogan
Robert Laudan
Archie M. Lochhead
Alaistair H. MacRae
William E. Mills
Victor R. Ouellette

RECREATION AND CONSERVATION
Charles M. Darkis
Raymond Lowrey
John V. MacKill
Ernest H. Samann

TRANSPORT AND COMMUNICATIONS
George Anderson
Marjorie I. Jones

FINANCE
Gordon F. Alexander
O. Margaret Jacobsen
Robert D. Kelly
Nels A. Nelson
Thomas L. Vardy
Philip W. Wilkinson

AGRICULTURE
Chester L. Neilson
John H. Neufeld
Michael G. Oswell

Thirty-five-year continuous service gold watches were awarded to the following Government employees:

ATTORNEY-GENERAL
Ralph M. Baker
Kathleen V. Hall
Joyce M. McCowan

LANDS, FORESTS, AND WATER RESOURCES
Forest Service
Alexander M. Dick
Allen H. Dixon
Thomas T. Edwards
Wilfred C. Pendray
H. Michael Pogue
James H. Robinson
Edward G. Whiting
Water Resources
Phyllis H. Jones

HEALTH
Community and Public Health Programs
Bernice E. Graham
Mental Health Programs
Stanley J. Weston

HUMAN RESOURCES
George S. Dixon
Kenneth S. Thompson

HIGHWAYS
Bertie J. Fitchett
Florence A. Moss
N. Michael F. Pope
Edith M. Silver

LIQUOR ADMINISTRATION BRANCH
Jack A. Blygh
Annie Cornish
Robert Mason
James M. McKim
Lorne E. Ritchie

PROVINCIAL SECRETARY
H. Bruce Bennett
Charlotte G. Crawford

PUBLIC WORKS
Eric W. Mabbett

RECREATION AND CONSERVATION
Gordon L. Levy

TRANSPORT AND COMMUNICATIONS
Howard D. Taylor

FINANCE
William L. Draper
Douglas V. Drew
Robert E. Manson
Kenneth J. Weir

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530-376-6558 1976