



2025 Compensation & Employee Turnover Report User Guide

Indigenous Services

Community Social Services Employers' Association of BC
Suite 800, Two Bentall Centre, 555 Burrard Street
Box 232, Vancouver BC, V7X 1M8

Tel 604.687.7220
Toll free 1.800.377.3340
Fax 604.687.7266
Email: research@cssea.bc.ca

www.cssea.bc.ca

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Introduction

The purpose of this user guide is to assist CSSEA Members to complete the **2025 Compensation and Employee Turnover Report**. The report collects data in the reporting period from **January 1, 2024 to December 31, 2024** (i.e., calendar year 2024). In the event that your agency needs to report by fiscal year, please contact CSSEA at research@cssea.bc.ca for support on reporting in this fashion.

The report data will be used to report the total compensation cost of the sector to the Public Sector Employers' Council Secretariat (PSEC), and support the implementation of the 2024-2025 Collective Agreements.

Your completion of this report is required to ensure your agency receives appropriate funding to support compensation increases and to support Government decision making on the overall funding required to support compensation increases for the Non-Union social services sector.

Data collected in the report will also be used to produce the following reports and publications for CSSEA Members:

- 2025 Employee Turnover Report
- 2025 Employee Turnover Report – by Classification
- 2025 Agency Specific Employee Turnover Report
- 2025 Executive Director/CEO Salary Report
- 2025 Management & Excluded Salary Report
- Other comparative reports available in print or online through the Social Services Workforce Information System (WFIS)
- 2025 Non-Union Salary Report
- 2025 HR Metrics Report
- 2025 Agency Specific HR Metrics Report
- 2025 CSSEA Fact Book

Glossary of Terms and Acronyms

Active (Found on Schedules A2, A3, B1, B2, C1, C2, D1) - An employee who works at the agency as of December 31st 2024.

Average Annual Salary (Found in Schedule C1) - The salary amount an individual would make if they worked full-time for the entire year.

Backfill (Found on Schedules A2, B1, C1) - Hours worked by a casual/part-time employee in addition to their regular schedule to fill in for an absent employee. If you do not track backfill please indicate this in an email when you send in your report to research@cssea.bc.ca.

Casual Employee (Found on Schedules R1, A1-3, B1, B2, D1)- An individual who is on call. These employees do not have regular hours scheduled.

Classification (Found on Schedules A1, A2, B1, C1, E2-4) - The most common jobs identified in the social services sector. Each job goes through the best match classification process to identify which benchmark it matches. Please refer to the job description for the appropriate classification.

Flow Through Funding (Found on Schedule H2) - Funding from another agency to provide services.

FTE (Full-time Equivalent) - Multiple employees who work separate hours to fulfill 1 employee's full-time hours. Ie. Jerry works for 2 days per week with 8-hour shifts, while Anna works for 3 days per week with 8-hour shifts. Together, their total hours equal to one FTE.

Hours at Straight Time (Found on Schedules A1, A2, B1, C1) - Total hours worked by an employee that are compensated at their regular hourly wage, including sick and vacation hours; excluding any overtime.

LTD (Long-Term Disability) (Found on Schedules A1, A2, B1, C1) - Long Term Disability coverage provides employees with a percentage of their income if they are ill or injured and are unable to perform the duties of their occupation for an extended period.

NPF (Non- Provincially Funded) (Found on Home and Schedules H2, Q1, A1, A2, B1, C1, D1, D2) - Agencies who are funded through Non-Provincial sources.

Portability (Found on Schedule Q1) - Benefits recognized and transferable from one CSSEA-member agency to another.

PF (Provincially Funded) (Found on Home and Schedules H2, Q1, A1-3, B1, B2, C1, C2, D1) - Agencies who are funded through Provincial sources.

Regular Employee (Found on Schedules A1-3, B1, B2, D1, E2, E3) - A full-time or part-time employee who is scheduled for set shifts on a regular basis.

Standard Hours per Year (Found on Schedules A1, B1)- The number of hours an employee would have worked if they worked a year without leave. Time off includes late starts, or taking appointments during the work week.

Straight Time Pay (Found on Schedules A1, A2, B1, C1, D2) - Employee compensation for the exact hours of work, not including overtime/additional hours.

Superior Benefits (Found on Schedule Q1) - Additional benefits provided by the employers, exceeding those outlined in the Collective Agreement MOA #2 Re: Superior Benefits and Provisions, not including health and welfare benefits.

Termination (Found on Schedules A2, B1, C1, E1-E4) - End of an employee's work with the organization, whether it be voluntary or involuntary. Ie. A retired employee, and one was let go with cause are both considered terminated employees.

WCB (Workers' Compensation Benefit) (Found on Schedules A2, B1, C1) - WorkSafeBC insurance covers the cost of health care and rehabilitation services as well as wage loss benefits in the event of a workplace injury.

Payroll Extract Reporting

Note: If the agency uses Avanti, Comvida, or Payworks, the payroll extract system can be utilized to significantly reduce the time required for the report. A fee applies for using the payroll extract system. For more information, please refer to the contacts listed below.

For additional assistance please contact our support team at: [1-800-377-3340](tel:1-800-377-3340) or research@cssea.bc.ca

Avanti Software Inc.

CSSEA Sales Support Team
Phone: 1-800-660-0464 ext.4
Email: CSSEA@avanti.ca

ComVida Corporation

Gord Gruger, CPA, CA
Vice President, Sales
Toll Free: 1-866-266-8432 ext. 111
Direct: 604-540-3011 Cell: 778-883-4409
Email: ggruger@comvida.com

Payworks

Mike Leon
Vice President of Sales
Phone: 604.460.2862
Mobile: 604.818.1744
Email: mike.leon@payworks.ca

Overview of The Report

	For Each Employee Group:	For Each Position Type/Classification:		
Data Collected by Reporting Unit	Agency overall or aggregate for each group: Provincially Funded (PF) vs. Non-Provincially Funded (NPF), each by employee group - Bargaining Unit, Non-Union, Management & Excluded	Bargaining Unit [A1-3]	Non-Union [B1,B2]	Management & Excluded [C1,C2]
List of Position Types and Job Classifications	Bargaining Unit - JJEP & Paraprofessional [A1] Non-Union [B1] Management & Excluded [C1]	Regular full-time/part-time and Causal/additional hours [A1,B1]		Gender of employee [C1]
Number of Hours [Jan.1 to Dec.31, 2024]	PF and NPF casual/additional hours [D1] PF and NPF paid sick leave hours [D1] PF and NPF unpaid sick leave hours [D1] PF and NPF paid education, training, and orientation hours [D1] PF and NPF all other paid leave hours [D1]	Standard hours per year [A1,B1]		
		NPF Hours Paid in Total [A1,B1,C1]		
		PF hours paid per Step in the wage grid [A1]	PF hours paid in total [B1,C1]	
		Total number of Paid Straight Time Hours used for Backfill [A2 B1,C1]		
Amount in \$ [Jan.1 to Dec.31, 2024]	Funding amount per source [Home,H2] PF and NPF sick leave wage costs [D1] PF and NPF compensation costs, expenses and allowances, and benefit costs [D2]	Weighted average hourly pay for NPF hours paid [A1] and PF hours paid above Step 4 [A1]	Weighted average hourly pay for NPF and PF hours [B1]	Average annual salary [C1] NPF and PF payroll amount and expenses paid [C1]
Number of Employees [Jan.1 to Dec.31, 2024]	Active, regular and casual, PF employees by seniority [A3,B2,C2] Active, regular and casual, PF employees by age and gender [A3, B2,C2] Executive Directors and/or CEOs by seniority [C2] PF and NPF employees by job status [D1] PF and NPF employees by region [D1] PF and NPF bargaining unit employees by union affiliation [D1]	Active NPF and PF employees [A2,B1,C1] PF employees on leaves of absence [A2,B1,C1] Total number of unfilled vacancies [A2,B1,C1] Total number of terminated employees [A2,B1,C1]		
Others [Jan.1 to Dec.31, 2024]	Agency details and contact information [Home,H2] Number of contracts per funding source [Home,H2] Existence of STIIP, provision of superior benefits [Q1] Recruitment and Retention [R1] Average number of days to fill vacancies per job family [E1] Reason for job termination [E1] Where terminated employees go to work [E1]	Number of terminated employees by age [E2,E3,E4] Number of terminated employees by gender [E2,E3,E4] Number of terminated employees by length of service [E2,E3,E4] Number of terminated employees by region [E2,E3,E4]		
<i>Note: Information in BOLDED SQUARE BRACKETS indicate the schedule number(s) where the required data should be reported.</i>				

Where Can I Find the Data Used to Complete My Report?

The majority of the data needed to complete the Compensation and Employee Turnover Report can be found in the following documents and reports in the agency's payroll system:

Pay Stubs

Canadian Paycheck Stub

EMPLOYER NAME: _____ TELEPHONE: _____
 ADDRESS: _____
 EMPLOYEE NAME: _____ SIN: _____
 ADDRESS: _____
 PERIOD ENDING: _____ PAY DATE: _____

EARNINGS	RATE	HOURS	CURRENT	YEAR TO DATE
Regular				

GROSS PAY: _____

DEDUCTIONS

Federal Tax	
Provincial Tax	
EI	
CPP	
Other: Room & Board	
TOTAL DEDUCTIONS	

NET PAY: _____

Time Sheets

Weekly Timesheet

ID	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Total Hrs	Overtime Hrs	Regular Hrs
YK	5	8	10	5	5	7	6	46.00	5	41.00
GB	4	3	1	3.5			4	15.50		15.50
								0.00		0.00
								0.00		0.00
								0.00		0.00
								0.00		0.00
								0.00		0.00
								0.00		0.00
								0.00		0.00
								0.00		0.00
Total Hrs:	9.00	11.00	11.00	8.50	5.00	7.00	10.00	61.50	5.00	56.50
56.50										

T4 Forms

Employee's name - Nom de l'employeur: _____
 Year - Année: _____
 Canada Revenue Agency - Agence du revenu du Canada

T4 Statement of Remuneration Paid / Etat de la rémunération payée

Employment income - line 10100 / Revenu d'emploi - ligne 10100: _____
 Income tax deducted - line 43700 / Impôt sur le revenu retenu - ligne 43700: _____

Province of employment / Province d'emploi: _____
 Employee's CPP contributions - line 50800 / Cotisations de l'employé au RPC - ligne 50800: _____
 EI insurable earnings / Gains assurables d'EI: _____

Social insurance number / Numéro d'assurance sociale: _____
 Employment code / Code d'emploi: _____
 Employee's CPP contributions - line 50900 / Cotisations de l'employé au RRQ - ligne 50900: _____
 CPP/RRQ pensionable earnings / Gains ouvrant droit à pension - RPD/RRQ: _____

Employee's EI premiums - line 31200 / Cotisations de l'employé à l'ÉI - ligne 31200: _____
 Union dues - line 21200 / Cotisations syndicales - ligne 21200: _____

RSP contributions - line 20700 / Cotisations à un RPA - ligne 20700: _____
 Charitable donations - line 34600 / Dons de bienfaisance - ligne 34600: _____

Pension adjustment - line 20600 / Fonction d'équivalence - ligne 20600: _____
 RSP or DRSP registration number / N° d'enregistrement d'un RPA ou d'un RFD: _____

Employee's PPIP premiums - see over / Cotisations de l'employé au RPP - voir au verso: _____
 PPIP insurable earnings / Gains assurables du RPP: _____

Other information (see over) / Autres renseignements (voir au verso)

Records of Employment

RECORD OF EMPLOYMENT (ROC) / EMPLOYEE SEE THE GUIDE HOW TO COMPLETE THE RECORD OF EMPLOYMENT IF IT IS BEING ISSUED ON THE NEW ONE AT WWW.GOVONLINE.CA/CA

EMPLOYER'S FEDERAL REFERENCE NO: _____
 DIVISION 27 / 355 NORTH RIVER RD. / OTTAWA, ON

EMPLOYEE'S NAME AND ADDRESS: JOHN SMITH / 123 WAY ST. / OTTAWA, ON

OCCUPATION: ASSISTANT

TOTAL INSURABLE HOURS ACCORDING TO CHART ON REVERSE: 2,140.0

TOTAL INSURABLE EARNINGS ACCORDING TO CHART ON REVERSE: \$ 11,600.00

EMPLOYEE'S SOCIAL INSURANCE NO: _____
 SOCIAL INSURANCE NO: _____
 FIRST DAY WORKED: 01/01/2010
 LAST DAY FOR WHICH PAID: 25/02/2011
 END DATE: 26/02/2011

REASON FOR ISSUING THIS ROC: A

EMPLOYEE'S TELEPHONE NO: _____

EMPLOYEE'S SOCIAL INSURANCE NO: _____

EMPLOYEE'S SIGNATURE: _____

EMPLOYER'S SIGNATURE: _____

DATE: 28/02/2011

Navigating the Report

Use the shortcut bars at the top and bottom of the report to assist with easy navigation of the report.

Home	Bargaining Unit	Non-Union	Management & Excl'd	Summary	Termination	References
Home: Funding & Contracts	A1: Classification & Hours	B1: Hours & Employees	C1: Hours & Employees	D1: Hours & Employees	E1: Time to Fill & Reasons	Wage Grid
H2: Other Funding Sources	A2: Employee Counts	B2: Demographics	C2: Demographics	D2: Total Compensation	E2: Bargaining Unit	Job Families
Q1: Questions	A3: Demographics				E3: Non-Union	Wage Calculator
R1: Recruitment & Retention					E4: Management & Excl'd	

2025 Compensation and Employee Turnover Report
For the period of January 1, 2024 - December 31, 2024

Agency Information

Agency name:	
Prepared by:	
Title of person completing report:	
Telephone:	
Email:	

IMPORTANT: ENTER INFORMATION IN THE BLUE, GREEN AND RED CELLS ONLY
WHITE, PURPLE AND ORANGE CELLS ARE AUTOMATICALLY CALCULATED

Funding Sources
January 1, 2024 - December 31, 2024
Report all monies received from any and all sources.

Total funding received in the reporting period:	\$0.00	\$0.00	\$0.00	← (Automatically calculated) →	Provincial Funding as % of Total Funding	
Total number of contracts:	0	0	0	← (Automatically calculated) →	Non-Provincial Funding as % of Total Funding	

	Funding for Union Programs	Funding for Non-Union Programs	Total Funding Amount	Percentage of Union Funding	Percentage of Non-Union Funding	Percentage of Total Funding	Number of Union Contracts	Number of Non-Union Contracts	Total Number of Contracts
Provincial Funding									
Crown Corporations									
Community Living BC			\$0.00						0
BC Housing			\$0.00						0
BC Transit			\$0.00						0
Columbia Basin Trust			\$0.00						0
BC Health Authorities									
Fraser Health Authority			\$0.00						0

Home H2 Q1 R1 A1 A2 A3 B1 B2 C1 C2 D1 D2 E1 E2 E3 E4 Wage Grid Job Families Wage Calculator Lists

Navigating the Report: Continued

Blue cells allow you to choose data from a drop-down menu. If the specifics of your agency are not listed, you will also be able to enter data manually by typing in the cell.

Schedule A1: Bargaining Unit Regular (Full-Time/Part-Time) and Casual Employee Information

Position Type	Classification				Regular (FT/PT) or Casual/Additional hours	Standard Hours per Year
	(For unique positions, if none of the benchmark classifications in the drop-down menu apply, please enter the position title in "Classification / Classification 1" and report the corresponding grid level)					
Benchmark/Integrated/Layered-Over/Unique/Day Rate	Classification / Classification 1	Unique Grid Level	Classification 2 (Integrated Only)	Effective Grid Level		
Subtotals:						

Cells that turn red indicate an answer is required. You must input data into cells that turn red. Once you have inputted your data, you will see the cell turn back to blue.

Home Schedule

On the Home Schedule, please provide the following information:

A - The agency name and the contact details of the individual completing the report

B - Funding amount in dollars for Union/Non-Union programs, by funding source

C - Number of Union and Non-Union contracts, by funding source

NOTE: Any funding that does not fall into the available list can be listed under 'Other Provincial Funding' or 'Other Non-Provincial Funding'.

2025 Compensation and Employee Turnover Report

For the period of January 1, 2024 - December 31, 2024

Agency Information

Agency name:	
Prepared by:	
Title of person completing report:	A
Telephone:	
Email:	

IMPORTANT: ENTER INFORMATION IN THE BLUE, GREEN AND RED CELLS ONLY
WHITE, PURPLE AND ORANGE CELLS ARE AUTOMATICALLY CALCULATED

Funding Sources

January 1, 2024 - December 31, 2024

Report all monies received from any and all sources.

Total funding received in the reporting period:	\$0.00	\$0.00	\$0.00	← (Automatically calculated) →	Provincial Funding as % of Total Funding	
Total number of contracts:	0	0	0	← (Automatically calculated) →	Non-Provincial Funding as % of Total Funding	

	Funding for Union Programs	Funding for Non-Union Programs	Total Funding Amount	Percentage of Union Funding	Percentage of Non-Union Funding	Percentage of Total Funding	Number of Union Contracts	Number of Non-Union Contracts	Total Number of Contracts
Provincial Funding									
Crown Corporations									
Community Living BC			\$0.00						0
BC Housing			\$0.00						0
BC Transit			\$0.00						0
Columbia Basin Trust			\$0.00						0
BC Health Authorities									
Fraser Health Authority			\$0.00						0
Interior Health Authority			\$0.00						0
Northern Health Authority			\$0.00						0
Vancouver Coastal Health Authority			\$0.00						0
Vancouver Island Health Authority			\$0.00						0
Provincial Health Services Authority			\$0.00						0

Home Schedule: Continued

Two conventions you will see throughout the report are “**Provincially Funded**” and “**Non-Provincially Funded**”. Crown Corporations, BC Health Authorities and BC Provincial Ministries are all considered “**Provincially Funded**”.

Federal Government, Other Provincial and Territorial Government(s), Municipal Government(s), First Nations Health Authority and Others are considered “**Non-Provincially Funded**”.

NOTE: Total funding will be computed automatically. Please verify that this number is correct with the agency's funding contracts or funding pool.

Funding Sources

January 1, 2024 - December 31, 2024

Report all monies received from any and all sources.

Total funding received in the reporting period:	\$0.00	\$0.00	\$0.00
Total number of contracts:	0	0	0

	Funding for Union Programs	Funding for Non-Union Programs	Total Funding Amount
Provincial Funding			
Crown Corporations			
Community Living BC			\$0.00
BC Housing			\$0.00
BC Transit			\$0.00
Columbia Basin Trust			\$0.00
BC Health Authorities			
Fraser Health Authority			\$0.00
Interior Health Authority			\$0.00
Northern Health Authority			\$0.00
Vancouver Coastal Health Authority			\$0.00
Vancouver Island Health Authority			\$0.00
Provincial Health Services Authority			\$0.00
BC Provincial Ministries			
Agriculture and Food			\$0.00
Attorney General			\$0.00
Children and Family Development			\$0.00
Other Provincial Funding			
BC Gaming Grant			\$0.00
Flow through funding from Other Provincially-Funded Agencies	\$0.00	\$0.00	\$0.00
Other Provincial Funding			\$0.00
Non-Provincial Funding			
Federal Government			\$0.00
Other Provincial and Territorial Government(s)			\$0.00
Municipal Government(s)			\$0.00
First Nations Health Authority			\$0.00
Other Non-Provincial Funding			\$0.00

Other Provincial and Non-Provincial Funding Sources:

Please report any and all other funding from any and all sources not indicated on Schedules Home and H2. Examples include donations, grants, revenues from a thrift store etc.

Schedule H2: School District & Other Funding Sources

BC School Districts:

If the agency receives funding from a BC School District, please report the funding amount along with the corresponding contracts.

	Funding for Union Programs	Funding for Non-Union Programs	Total Funding Amount	Percentage of Union Funding	Percentage of Non-Union Funding	Percentage of Total Funding	Number of Union Contracts	Number of Non-Union Contracts	Total Number of Contracts
Provincial Funding									
BC School Districts									
January 1, 2024 - December 31, 2024									
5 Southeast Kootenay			\$0.00						0
6 Rocky Mountain			\$0.00						0
8 Kootenay Lake			\$0.00						0
10 Arrow Lakes			\$0.00						0
19 Revelstoke			\$0.00						0
20 Kootenay-Columbia			\$0.00						0
22 Vernon			\$0.00						0
23 Central Okanagan			\$0.00						0
27 Cariboo-Chilcotin			\$0.00						0
28 Quesnel			\$0.00						0
33 Chilliwack			\$0.00						0
34 Abbotsford			\$0.00						0
35 Langley			\$0.00						0
36 Surrey			\$0.00						0
37 Delta			\$0.00						0
38 Richmond			\$0.00						0
39 Vancouver			\$0.00						0
40 New Westminster			\$0.00						0
41 Burnaby			\$0.00						0

Flow-Through Funding from Other Provincially Funded (PF) Agencies:

If the agency receives funding from another Provincially Funded agency to deliver services, please report the name of that agency, along with the corresponding funding amounts and number of contracts in the designated spaces.

Flow-Through Funding from Other Provincially-Funded Agencies									
January 1, 2024 - December 31, 2024									
Agency Name(s) (Please type):									
			\$0.00						0
			\$0.00						0
			\$0.00						0
			\$0.00						0
			\$0.00						0
			\$0.00						0
			\$0.00						0
			\$0.00						0
			\$0.00						0
			\$0.00						0

Schedule Q1: Questions, Part 1

On Schedule Q1, please provide the following information:

A - The Legal Status of the agency

B - Service Subdivision

C - Employer Health Tax amount payable from Jan. 1st, 2024 to Dec. 31st, 2024

D - Distribution of Flow-Through Funding

Schedule Q1: Questions
As of December 31, 2024

A - Legal Status

Specify the legal status of the agency (Incorporated Society, Registered Company, Non-Incorporated Partnership, Sole Proprietor, or Other).

B - Service Subdivision

Indicate services provided by the agency.

- Child & Family Services
- Community Justice
- Community Living Services
- Supportive Housing Services
- Immigrant & Settlement Services
- Indigenous Services
- Women's Services
- Other

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

C - Employer Health Tax (EHT)

Amount payable for the period of January 1 - December 31, 2024. If inapplicable, please confirm via email upon submission. [See parameters here](#)

D - Distribution of Flow-Through Funding

For agencies that distributed flow-through funding to other agencies in 2024, indicate the following:

Source of Funding	Agency Name <u>Receiving</u> Funding	Amount Distributed
Total Distribution of Flow Through Funding		\$0.00

NOTE:

Indigenous Nations, Local Governments, Universities and Colleges fall under the "Other" category of Legal Status.

Please contact our support team if you are unsure of what legal status the agency falls under.

1-800-377-3340 or research@cssea.bc.ca

Schedule Q1: Service Subdivision

On Schedule Q1 under "Service Subdivision", please indicate if the agency provides the following services. Indicate **Y** or **N** to the below services provided:

A - Child & Family Services

Providing support and resources to children and families, including child welfare, parenting life skills, safety, and fostering family stability.

B - Community Justice

Program focused on promoting rehabilitation, community engagement & education, and victim support services.

C - Community Living Services

These services include all those tailored to the needs of people with diverse mental and physical abilities in order to support increased independence and accessibility.

D - Supportive Housing Services

These services provide on-site supports and shelter for individuals who cannot live independently or are experiencing homelessness, and can include youth in care, foster housing programs, and other housing assistance initiatives.

E - Immigrant & Settlement Services

These services are designed to assist newcomers, including immigrants, refugees, and individuals seeking culturally specific programming.

F - Indigenous Services

Programs and supports specifically designed for Indigenous, First Nations, Métis, and Inuit peoples, offering services such as cultural education, mental health care, peer support, and more.

G - Women's Services

Programs can include supporting women in crisis, advocacy, education & training, emergency shelter services, and more.

H - Other

Service Subdivision

Indicate services provided by the agency.

- A - Child & Family Services
- B - Community Justice
- C - Community Living Services
- D - Supportive Housing Services
- E - Immigrant & Settlement Services
- F - Indigenous Services
- G - Women's Services
- H - Other

Schedule Q1: Questions, Part 2

On Schedule Q1, Part 2, please provide the following information:

- A - EI Premium Reduction Program utilization
- B - % of BC Housing Funding used for employee compensation
- C - CLBC Funding Home Share Provider expenditures
- D - If the agency employs Live-In Home Support Workers
- E - Licensed Child Care program provider status

A - EI Premium Reduction Program

Does the agency utilize the employer EI Premium Reduction Program? [See parameters here](#)

B - BC Housing Funding - Supplementary Question (If Applicable)

For agencies funded by **BC Housing** in 2024: Enter the percentage of the BC Housing funding for employee compensation.

C - CLBC Funding - Supplementary Question (If Applicable)

For agencies funded by **Community Living BC** in 2024: Enter the total amount paid in 2024 to home share providers (not including user fees and oversight).

D - CLBC Funded Employees (if applicable)

For agencies funded by **Community Living BC** in 2024: Indicate the number of new hires in 2024 that are in whole or in part funded by CLBC monies.

Indicate how many of the CLBC funded new hires came from outside of the social services sector (leave blank if unable to answer or if not applicable).

Indicate how many of the agency's new hires in 2024, both internal and external, provide services for CLBC programs.

Live-In Home Support Workers

Does the agency employ any live-in home support workers at a flat daily rate? Indicate Yes or No.

E - Licensed Child Care

Is the agency a licensed child care program provider in BC? Indicate Yes or No.

Schedule Q1: Questions, Part 3

On Schedule Q1, Part 3, please provide the following information:

A - The agency's Payroll Vendor(s)

B - The agency's Group Benefit Provider(s)

C - Pension or Retirement Plan status

NOTE: If the agency uses a payroll/vendor system that is not listed or manages payroll internally, type 'in-house' in the blue cell. The same drop-down options apply for both the Group Benefit Provider and Pension or Retirement Plan sections.

A - Payroll Vendor/System

Select or enter the payroll vendor(s) and/or system(s). Choose multiple if applicable.

Payroll vendor/system 1:	
Payroll vendor/system 2 (if applicable):	
Payroll vendor/system 3 (if applicable):	

B - Group Benefit Provider

Select or enter the agency's accredited group benefit provider(s). Choose multiple if applicable.

Group benefit provider 1:	
Group benefit provider 2 (if applicable):	
Group benefit provider 3 (if applicable):	

C - Pension or Retirement Plan

Select or enter the pension or retirement plan provided to employees.

Bargaining Unit:	
Management & Excluded:	
Non-Union:	

Schedule Q1: Questions, Part 4

On Schedule Q1, Part 4, please provide the following information:

A - Does the agency recognize **Portability?** If yes, please enter how many employees have been credited with portable benefits between Jan. 1st, 2024 and Dec. 31st, 2024?

B - Does the agency provide a **Short Term Illness and Injury Plan by employee group?** Please answer **Y** or **N** in the **blue** cells.

C - Does the agency provide **Superior Benefits?** Please answer **Y** or **N**. Please only answer Y if the agency offers benefits and provisions that exceed those outlined in the collective agreement. Reference for Superior Benefits is on the next page.

A - Portability

When regular employees move directly from another CSSEA-member employer, does your agency recognize her service with her previous employer and hours worked in the same or similar classification, for the purpose of vacation entitlement and to determine the appropriate increment step? ([Refer to Memorandum of Agreement \(MOA\) - Social Services Sector Retention and Portability Clause.](#))

If the answer is yes, how many eligible employees have been credited with portable benefits between January 1 - December 31, 2024?

B -

Short Term Illness and Injury Plan

Does your agency have a STIIP (Short Term Illness and Injury Plan) for each employee group?

[See parameters here](#)

	Provincially Funded			Non-Provincially Funded		
	Bargaining Unit	Management & Excluded	Non-Union	Bargaining Unit	Management & Excluded	Non-Union
	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N

C -

Superior Benefits

Does the agency provide to each employee group benefits that exceed those in the collective agreement (ie. [MOA #2 Re: Superior Benefits and Provisions](#))? Please indicate Yes or No.

	Provincially Funded			Non-Provincially Funded		
	Bargaining Unit	Management & Excluded	Non-Union	Bargaining Unit	Management & Excluded	Non-Union
	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N
Meal Allowance						
Vehicle Allowance						
On Call						
Pay In Lieu of Benefits						
Compassionate Leave						
Special Leave						
Sick Leave Payout						
Shift Premiums						
Callback						
Required Certification						
Vacation						
Long Service Retirement Allowance						
Cellphone and Pager Reimbursement						
Seasonal Closure						
Qualification Differential						

Schedule Q1: Superior Benefits

Reference for Superior Benefits

BENEFIT	SELECT "Y" IF:	BENEFIT	SELECT "Y" IF:
Meal Allowance	Providing more than outline in Collective Agreement (26.10): \$10.56 for Breakfast \$12.94 for Lunch \$22.44 for Dinner	Callback	Providing more than outlined in Collective Agreement (16.8): Minimum of two (2) hours at applicable overtime rates + transportation allowance based on cost of taking taxi or vehicle allowance to/from employee's home and employer's place of business (minimum of \$2).
Vehicle Allowance	Providing more than outlined in Collective Agreement (26.9): 61¢ per kilometre.	Required Certification	Providing more than outlined in Collective Agreement (28.12): Renewal costs of required certificates an/or licenses.
On call	Providing more than outlined in Collective Agreement (14.7): \$1 per hour for a minimum of 4 consecutive hours on standby.	Vacation	Providing more than outlined in Collective Agreement (18.1): 1 years' continuous service - 15 workdays per year 2 years' continuous service 15 workdays per year 3 years' continuous service 16 workdays per year 4 years' continuous service 17 workdays per year 5 years' continuous service 18 workdays per year 6 years' continuous service 19 workdays per year 7 years' continuous service 22 workdays per year 8 years' continuous service 23 workdays per year 9 years' continuous service 24 workdays per year 10 years' continuous service 25 workdays per year 11 years' continuous service 26 workdays per year 12 years' continuous service 27 workdays per year 13 years' continuous service 28 workdays per year 14 years' continuous service 29 workdays per year 15 years' continuous service 30 workdays per year 16 years' continuous service 31 workdays per year 17 years' continuous service 32 workdays per year 18 years' continuous service 33 workdays per year 19 years' continuous service 34 workdays per year 20 years' continuous service 35 workdays per year
Pay in Lieu of Benefits	Provided. Benefit is not included in Collective Agreement.	Long Service Retirement Allowance	Provided. Benefit is not included in Collective Agreement.
Bereavement Leave	Providing more than outlined in Collective Agreement (20.1): Three (3) days leave of absence with pay + up to additional two (2) days without loss of pay to be taken for travel.	Cellphone and Pager Reimbursement	Provided. Benefit is not included in Collective Agreement.
Special Leave	Providing more than outlined in Collective Agreement (20.2): Maximum of ten (10) days per year of special leave without pay for the following: - Marriage of employee: 5 days, - Birth or adoption of employee's child: 2 days, - Serious household or domestic emergency incl. illness in employee's immediate family: up to 2 days, - Wedding of employee's child: 1 day, - Moving household furniture and effects: 1 day, - Attend their formal hearing to become a Canadian citizen: 1 day, - Court appearance for hearing of employee's child: 1 day, - Meet responsibilities to related to care, health, or education of child in employee's care; care of any other member of the employee's immediate family: up to 5 days, - Funeral or other ceremonial occasion in the event of death of employee's friend or other relative: up to 1 day, - Attend/celebrate Indigenous spiritual/ceremonial events: 2 days.	Seasonal Closure	Provided. Benefit is not included in Collective Agreement.
Sick Leave Payout	Providing more than outlined in Collective Agreement (19.1): Accrual: 1 day of sick leave per month to a max. of 156 days Payout: 80% of regular straight-time pay, removal of a full sick day from sick leave bank. Effective April 1, 2025, compensation will be at 100% of the employee's regular rate of pay.	Qualification Differential	Provided. Benefit is not included in Collective Agreement.
Shift Premiums	Providing more than outlined in Collective Agreement (15.3): Overtime rates for any hours worked in an 8-hour period if an employee's shifts are scheduled less than 8 hours apart and employee has not agreed to this.		

Schedule R1: Part 1, Recruitment

On Schedule R1, Part 1, please provide the following information:

- A - Does the agency have a problem in **recruiting Full-Time Employees?**
- B - Does the agency have a problem in **recruiting Part-Time Employees?**
- C - Does the agency have a problem in **recruiting Casual Employees?**
- D - **Recruiting Full-Time Employees in the Past 2 years** has been difficult.
- E - **Recruiting Part-Time Employees in the Past 2 years** has been difficult.
- F - **Recruiting Casual Employees in the Past 2 years** has been difficult.

Schedule R1: Recruitment and Retention As of December 31, 2024

Rate each statement from "Strongly Agree" to "Strongly Disagree."

Recruitment Situation in the Past Year

- A - There is a problem in recruiting Full-Time employees.
- B - There is a problem in recruiting Part-Time employees.
- C - There is a problem in recruiting Casual employees.

Recruitment Situation in the Past 2 Years

- D - Recruiting Full-Time employees in the past 2 years has been difficult.
- E - Recruiting Part-Time employees in the past 2 years has been difficult.
- F - Recruiting Casual employees in the past 2 years has been difficult.

Strongly Agree
Agree
Neither Agree nor Disagree
Disagree
Strongly Disagree

NOTE:
Please use the following drop-down options for answering recruitment and retention questions on Schedule R1.

Schedule R1: Part 2, Retention

On Schedule R1, Part 2, please provide the following information:

- A - Does the agency have a problem in **retaining Full-time Employees?**
- B - Does the agency have a problem in **retaining Part-time Employees?**
- C - Does the agency have a problem in **retaining Casual Employees?**
- D - **Retaining Full-Time Employees in the Past 2 years** has been difficult.
- E - **Retaining Part-Time Employees in the Past 2 years** has been difficult.
- F - **Retaining Casual Employees in the Past 2 years** has been difficult.

Retention Situation in the Past Year

- A - There is a problem in retaining Full-Time employees.
- B - There is a problem in retaining Part-Time employees.
- C - There is a problem in retaining Casual employees.

Retention Situation in the Past 2 Years

- D - Retaining Full-Time employees in the past 2 years has been difficult.
- E - Retaining Part-Time employees in the past 2 years has been difficult.
- F - Retaining Casual employees in the past 2 years has been difficult.

Strongly Agree
Agree
Neither Agree nor Disagree
Disagree
Strongly Disagree

NOTE:
Please use the following drop-down options for answering recruitment and retention questions on Schedule R1.

Schedule A1: Bargaining Unit - Classification and Hours, Part 1

On Schedule A1, please provide the following information for all Regular and Casual Bargaining Unit positions in the agency. Please see the corresponding letters below for instructions for how to fill out this schedule:

A - Position Type

B - Classification

C - Indicate Regular FT/PT or Casual/Additional Hours

D - Standard Hours Per Year

A - Position Type

Benchmark – The job falls under a JEP classification and is paid at the set grid level.

Integrated – The job is a combination of two or more benchmarks and paid at the highest grid level. If “Integrated” is selected, ensure that both classifications are reported under 'Classification/Classification 1' and 'Classification 2 (Integrated Only)'.

Layered-Over – The job has supervisory functions and is paid up to 2 grid levels higher than the benchmark being supervised.

Unique – The job does not fall under a JEP classification and/or is not paid at the set grid level.

B - Classification

Select one of the benchmark classifications that were identified to be the most common jobs in the sector (see the “Job Families” tab in the report for reference). If the position is “Unique”, enter the unique position title and identify its grid level under 'Unique Grid Level'. If you are unsure about the job's classification, please refer to the job description as it will likely indicate the appropriate classification or contact CSSEA for support.

C - Regular (FT/PT) or Casual/Additional Hours

Regular – Hours worked by either regular full-time or regular part-time employees.

Casual – Hours worked by casual employees.

Additional Hours – Hours worked by regular employees in addition to their regular hours.

Casual/Additional Hours – Hours worked by casual employees, or additional hours worked by regular part-time employees. Select this option only if casual and additional hours cannot be split.

D - Standard Hours Per Year

Select the number of Straight Time Paid hours if the position were full-time, excluding overtime. Positions in the same classification but with different standard hours should be reported in separate rows. Hovering over 'Standard Hours per Year' provides a breakdown of the corresponding worked hours per week throughout the year.

Position Type	Classification				Regular (FT/PT) or Casual/Additional hours	Standard Hours per Year
	(For unique positions, if none of the benchmark classifications in the drop-down menu apply, please enter the position title in "Classification / Classification 1" and report the corresponding grid level)					
Benchmark/Integrated/Layered-Over/Unique/Day Rate	Classification / Classification 1	Unique Grid Level	Classification 2 (Integrated Only)	Effective Grid Level		
Subtotals:						
A	B				C	D

Schedule A1: Bargaining Unit - Classification and Hours, Part 2

On Schedule A1, please provide the following information for all Regular and Casual Bargaining Unit positions in the agency. Please see the corresponding letters below for instructions for how to fill out this schedule:

A - Total Hours Paid at Straight Time Pay Rate

B - Temporary Market Adjustment

A - Total Hours Paid at Straight Time Pay Rate

Total hours paid includes all hours worked at straight time pay rate, as well as all hours for time off, such as statutory holidays, vacation and sick leave, and any other paid leaves specified in the Collective Agreement. Please make sure to exclude overtime hours.

For classifications where the Supportive Housing - Temporary Market Adjustments MOA applies and the 3-step wage structure was adopted as of December 1st, 2024, please report the total hours in the Steps 2, 3, and 4 columns.

Please report the Weighted Average Hourly Pay for:

1. Any Non-Provincially Funded hours.
2. Any Provincially funded hours worked at above the Step 4 wage rate.

B - Temporary Market Adjustment (TMA)

Short-term wage increases or adjustments implemented to address specific labor market conditions. If the classification is impacted by the specified TMA, please indicate 'Y' or 'N' using the drop-down list.

Total Hours Paid at Straight Time Pay Rate Include all worked and non-worked hours paid at the regular rate (including sick/vacation hours; excluding overtime hours) (Jan. 1, 2024 - Dec. 31, 2024)									Temporary Market Adjustment (Select Yes or No)		
Non-Provincially Funded		Provincially Funded							Non-Provincially Funded Child Care TMA	Provincially Funded Child Care TMA	Supportive Housing TMA
Total Non-Provincially Funded	Weighted Average Hourly Pay	Total Provincially Funded	Step 1	Step 2	Step 3	Step 4	Above Step 4	Weighted Average Hourly Pay (Above step 4 Only)			
Hours	\$	Hours	Hours	Hours	Hours	Hours	Hours	\$	Y/N	Y/N	Y/N
0.0		0.0	0.0	0.0	0.0	0.0	0.0	0.0			
A									B		

Schedule A2: Bargaining Unit - Employee Count

On Schedule A2, please provide the following information for all Regular and Casual Bargaining Unit employees in the agency that have been identified on Schedule A1, as of Dec. 31, 2024:

A - Number of **active and inactive Non-Provincially Funded employees**. Non-Provincially Funded employees on leave are deemed inactive.

B - Number of **active Provincially Funded employees**

C - Number of **Provincially Funded employees on Leave of Absence**

D - Number of **Vacant Positions** unfilled as of Dec. 31, 2024

E - Number of **Terminated Employees** between Jan. 1 and Dec. 31, 2024

F - Number of **New Hires (external & internal)** between Jan. 1 and Dec. 31, 2024

G - % of **Paid Straight Time Hours used for backfill** between Jan. 1 and Dec. 31, 2024

For employees who are funded through both Provincial and Non-Provincial sources, count employee status once as Provincially Funded.

Schedule A2: Bargaining Unit
Regular (Full-Time/Part-Time) and Casual Employee Information

Position Type	Classification		Regular (FT/PT) or Casual/ additional hours	Standard Hours per Year	Number of Employees as of December 31, 2024 <i>(For employees who are funded through both provincial and non-provincial sources, count status once as provincially funded)</i>								Vacancy, Termination, and New Hires				Backfill <i>(Jan. 1 - Dec. 31, 2024)</i>	
					Non-Provincially Funded		Provincially Funded						Vacant Positions <i>(As of Dec. 31)</i>	Terminated Employees <i>(Jan. 1 - Dec. 31, 2024)</i>	New Hires External <i>(Jan. 1 - Dec. 31, 2024)</i>	New Hires Internal <i>(Jan. 1 - Dec. 31, 2024)</i>	Total Hours Paid at Straight Time Pay Rate	What % of the total straight time hours were backfill?
					Active	Inactive	Active	LTD Leave	WCB Leave	Maternity/ Parental Leave	Union Leave	Other Leave						
					Subtotals:	0	0	0	0	0	0	0	0	0	0	0	0	0.0

This white-shaded section will be automatically filled in with the information entered in Schedule A1.

Classification Example Walkthrough - Step 1 (Schedule A1)

Agencies can complete the report in one of two ways: **individual employee** by classification, or **grouping employees** by classification.

Agencies with fewer than 20 employees find it easier to complete the report by individual employee, while agencies with greater than 20 employees find it more efficient to report by classification.

In the next few pages, we will go through an example of how to fill out the report by classification for 5 Regular Activity Workers, 1 of which was a new hire, and another terminated in 2024. Each worker has different pay rates, with some being Provincially Funded, and others funded by other sources.

Step 1.

Select the **Position Type** for each classification. In this example we selected "**Benchmark**" by using the drop-down menu. The next cell will light up red, prompting you to select the **classification** of the employee you are reporting. We selected "**Activity Worker**". The corresponding **grid level will automatically populate** for benchmark positions under "**Effective Grid Level**". Then, we select whether the employees work **regular or casual** hours. For this example, we will assume all employees work regular hours. If employees also have casual or additional hours, report them on a separate line.

Assuming that the employee works **37.5 hour/week** with **260 working days or 52 working weeks in the year**, we will select **1950** from the **Standard Hours per Year** drop-down menu.

The report should now look like the figure below:

Schedule A1: Bargaining Unit

Regular (Full-Time/Part-Time) and Casual Employee Information

Position Type	Classification				Regular (FT/PT) or Casual/Additional hours	Standard Hours per Year
	<i>(For unique positions, if none of the benchmark classifications in the drop-down menu apply, please enter the position title in "Classification / Classification 1" and report the corresponding grid level)</i>					
Benchmark/ Integrated/ Layered-Over/ Unique/ Day Rate	Classification / Classification 1	Unique Grid Level	Classification 2 (Integrated Only)	Effective Grid Level		
Benchmark	Activity Worker			8	Regular	1950
Subtotals:						

Classification Example Walkthrough - Step 2 (Schedule A1)

Step 2.

Enter the Provincially Funded employees first. In this example, we have 4 Provincially Funded Activity Workers, each at a different 'Step', and 1 NPF worker.

Steps are determined by the number of hours an employee has worked since joining the agency. If your agency recognized portability, the step is based on the total hours worked in the same or similar classification, even if they were accumulated at a different agency. If you are unsure about the employee's step, refer to the 'Wage Grid' tab.

The 4 Provincially Funded employees each worked the following hours:

Employee 1: 750 hours at Step 1 (regular part-time employee and new hire)

Employee 2: 1950 hours at Step 2

Employee 3: 1950 hours at Step 2

Employee 4: 1950 hours at Step 3

Non-Provincially Funded employee:

This employee worked 1950 hours at a rate of \$16.50 an hour.

The report should now look like the figure below:

Schedule A1: Bargaining Unit Regular (Full-Time/Part-Time) and Casual Employee Information							Provincial Funding as % of Total Funding		(Automatically calculated from the Home Schedule)						
							Non-Provincial Funding as % of Total Funding		(Automatically calculated from the Home Schedule)						
Position Type	Classification <small>(For unique positions, if none of the benchmark classifications in the drop-down menu apply, please enter the position title in "Classification / Classification 1" and report the corresponding grid level)</small>				Regular (FT/PT) or Casual/Additional hours	Standard Hours per Year	Total Hours Paid at Straight Time Pay Rate <small>Include all worked and non-worked hours paid at the regular rate (including sick/vacation hours; excluding overtime hours) (Jan. 1, 2024 - Dec. 31, 2024)</small>								
	Benchmark/Integrated/Layered-Over/Unique/Day Rate	Classification / Classification 1	Unique Grid Level	Classification 2 (Integrated Only)			Effective Grid Level	Non-Provincially Funded		Provincially Funded					
Total Non-Provincially Funded Hours					Weighted Average Hourly Pay \$	Total Provincially Funded Hours		Step 1 Hours	Step 2 Hours	Step 3 Hours	Step 4 Hours	Above Step 4 Hours	Weighted Average Hourly Pay (Above step 4 Only) \$		
						Subtotals:	1,950.0		6,600.0	750.0	3,900.0	1,950.0	0.0	0.0	
Benchmark	Activity Worker			8	Regular	1950	1,950.0	\$16.50	6,600.0	750.0	3,900.0	1,950.0			

2 employees x 1950 hours = 3900 hours

Classification Example Walkthrough - Step 3 (Schedule A2)

Click on **Schedule A2**. Job classifications and total hours will automatically populate from Schedule A1, as shown below in the red boxes.

Schedule A2: Bargaining Unit
Regular (Full-Time/Part-Time) and Casual Employee Information

Position Type	Classification		Regular (FT/PT) or Casual/ additional hours	Standard Hours per Year	Number of Employees as of December 31, 2024 <small>(For employees who are funded through both provincial and non-provincial sources, count <u>status</u> once as provincially funded)</small>									Vacancy, Termination, and New Hires				Backfill <small>(Jan. 1 - Dec. 31, 2024)</small>		
					Non-Provincially Funded		Provincially Funded							Vacant Positions <small>(As of Dec. 31)</small>	Terminated Employees <small>(Jan. 1 - Dec. 31, 2024)</small>	New Hires External <small>(Jan. 1 - Dec. 31, 2024)</small>	New Hires Internal <small>(Jan. 1 - Dec. 31, 2024)</small>	Total Hours Paid at Straight Time Pay Rate	What % of the total straight time hours were backfill?	
					Active	Inactive	Active	LTD Leave	WCB Leave	Maternity/ Parental Leave	Union Leave	Other Leave	Hours							%
					Subtotals:	0	0	0	0	0	0	0	0	0	0	0	0	0	8550.0	
Benchmark	Activity Worker		Regular	1950															8550.0	

Step 3.

Report the number of employees for each classification, by **Provincially Funded** or **Non-Provincially Funded**. Break down **Active**, **on Leave**, or **Terminated** employee statuses. For this example, we will report **1 Non-Provincially Funded Activity Worker**, **3 Provincially Funded Activity Workers**, **1 terminated Activity Worker**, and **1 new external hire**. For employees on leave, report the number under the corresponding section.

For employees who are funded through both Provincial and Non-Provincial sources, count employee status once as Provincially Funded.

The report will now look like the figure below:

Schedule A2: Bargaining Unit
Regular (Full-Time/Part-Time) and Casual Employee Information

Position Type	Classification		Regular (FT/PT) or Casual/ additional hours	Standard Hours per Year	Number of Employees as of December 31, 2024 <small>(For employees who are funded through both provincial and non-provincial sources, count <u>status</u> once as provincially funded)</small>									Vacancy, Termination, and New Hires				Backfill <small>(Jan. 1 - Dec. 31, 2024)</small>		
					Non-Provincially Funded		Provincially Funded							Vacant Positions <small>(As of Dec. 31)</small>	Terminated Employees <small>(Jan. 1 - Dec. 31, 2024)</small>	New Hires External <small>(Jan. 1 - Dec. 31, 2024)</small>	New Hires Internal <small>(Jan. 1 - Dec. 31, 2024)</small>	Total Hours Paid at Straight Time Pay Rate	What % of the total straight time hours were backfill?	
					Active	Inactive	Active	LTD Leave	WCB Leave	Maternity/ Parental Leave	Union Leave	Other Leave	Hours							%
					Subtotals:	1	0	3	0	0	0	0	0	0	1	1	0	0	8550.0	
Benchmark	Activity Worker		Regular	1950															8550.0	

NOTE: If a terminated employee's position remains vacant and is actively being recruited as of December 31, 2024, please report it under the 'Vacant Positions' section. If seasonal workers are expected to be rehired, please report them under 'Active.'

Classification Example Walkthrough - Step 4 (Schedule E2)

Step 4.

Fill in the **Demographic Information** for the 1 employee that was terminated in 2024 in Schedule E2.

We recommend completing Schedules A2 and E2 in tandem if there are any terminated employees in this report.

Schedule E2: Bargaining Unit
Demographic Information of Terminated Employees

Red-highlighted cells must be filled in.

Classification <small>(Classifications auto-populate from Schedule A1)</small>	Regular (FT/PT) or Casual/ additional hours	Terminated Employees	Number of Terminated Employees by Age, Gender, Length of Service, and Region <small>(Jan. 1 - Dec. 31, 2024)</small>																	
			Age (Years)						Gender			Length of Service (Years)				Region				
			<26	26-35	36-45	46-55	56-65	>65	Male	Female	Gender Diverse	<1	1-5	6-10	>10	Interior	Fraser	Northern	Vancouver Coastal	Vancouver Island
#	#	#	#	#	#	#	#	#	#	#	#	#	#	#	#	#	#	#	#	
		Subtotals:	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Benchmark-Activity Worker	Regular	1																		

The cells above are red because demographic information for the terminated employee has not been entered. **The subtotal is automatically populated from terminations reported on Schedule A2.** If you have multiple terminated employees in a classification, their demographic information can be entered in these cells. Once the number of employees in each demographic characteristic is equal to the subtotal of terminated employees in the classification, the cells will turn green, indicating that all figures align.

For this example, assume that the terminated employee was a **27-year-old male who worked for 3 years in the Fraser region.** Enter the number '1' in the appropriate cell to reflect this.

The report should now look like the figure below:

Schedule E2: Bargaining Unit
Demographic Information of Terminated Employees

Red-highlighted cells must be filled in.

Classification <small>(Classifications auto-populate from Schedule A1)</small>	Regular (FT/PT) or Casual/ additional hours	Terminated Employees	Number of Terminated Employees by Age, Gender, Length of Service, and Region <small>(Jan. 1 - Dec. 31, 2024)</small>																	
			Age (Years)						Gender			Length of Service (Years)				Region				
			<26	26-35	36-45	46-55	56-65	>65	Male	Female	Gender Diverse	<1	1-5	6-10	>10	Interior	Fraser	Northern	Vancouver Coastal	Vancouver Island
#	#	#	#	#	#	#	#	#	#	#	#	#	#	#	#	#	#	#	#	
		Subtotals:	0	1	0	0	0	0	1	0	0	0	1	0	0	0	1	0	0	0
Benchmark-Activity Worker	Regular	1	1					1				1				1				

You have successfully completed this classification. Repeat the process for each classification in your agency and you will have finished the majority of the report.

Schedule A3: Bargaining Unit - Demographics

In Schedule A3, please provide the following information for all **Active, Regular and Casual Provincially Funded Bargaining Unit employees** that you have reported in Schedule A2, as of Dec. 31, 2024:

- A - Seniority**
- B - Gender and Age**
- C - Group Benefit Participation**

Schedule A3: Bargaining Unit

Demographic Information of **Provincially Funded, Active Employees ONLY**

Seniority (Length of Service)

(As of December 31, 2024)

	Regular	Casual
< 1 year		
1 to < 2 years		
2 to < 3 years		
3 to < 4 years		
4 to < 5 years		
5 to < 6 years		
6 to < 7 years		
7 to < 8 years		
8 to < 9 years		
9 to < 10 years		
10 to < 11 years		
11 to < 12 years		
12 to < 13 years		
13 to < 14 years		
14 to < 15 years		
15 to < 16 years		
16 to < 17 years		
17 to < 18 years		
18 to < 19 years		
19 to < 20 years		

A

Age & Gender

(As of December 31, 2024)

	Regular			Casual		
	Male	Female	Gender Diverse	Male	Female	Gender Diverse
< 20						
20						
21						
22						
23						
24						
25						
26						
27						
28						
29						
30						
31						
32						
33						
34						
35						
36						
37						
38						

B

Please report the sum of couples and families under "Family Rate", since EHC rates are the same for both.

Group Benefit Participation (Headcount Only)

(As of December 31, 2024)

Participation Status	Participating Employees			Non-Participating		Total
	Single Rate	Couple Rate	Family Rate	Eligible (Opted out)	Ineligible	
Dental						0
Extended Health Care (EHC)						0
Long Term Disability (LTD)						0
Pension or Retirement Plan						0
Employee & Family Assistance Program (EFAP)						0

C

Some employees, such as casual employees may not be eligible for group benefits. Please report these individuals under 'Non-Participating'.

NOTE: All totals in this section should be the same. The total number of active employees in this Schedule should also align with what is reported in Schedule D1.

Schedule A4: Bargaining Unit - Delegated Hours and Employees

On Schedule A4, please provide the following information for all Regular and Casual Delegated positions in the agency:

- A - Classification**
- B - Regular or Casual Status**
- C - Standard Hours per Year**
- D - Total Hours paid at Straight Time Pay Rate and Weighted Average Hourly Pay**
- E - Number of Active and Inactive Non-Provincially Funded employees**
- F - Number of Active Provincially Funded employees**
- G - Number of Provincially Funded employees on Leave of Absence**
- H - Number of Vacant Positions** unfilled as of Dec. 31, 2024
- I - Number of Terminated Employees** between Jan. 1 and Dec. 31, 2024
- J - Number of New External and Internal Hires**
- K - % of Paid Straight Time Hour** used for backfill between Jan. 1 and Dec. 31, 2024

For employees who are funded through both Provincial and Non-Provincial sources, count status only once as Provincially Funded.

Schedule A4: Bargaining Unit - Delegated
Regular (Full-Time/Part-Time) and Casual Employee Information

Provincial Funding as % of Total Funding	(Automatically calculate)
Non-Provincial Funding as % of Total Funding	(Automatically calculate)

Classification <small>(Enter the job title manually if it is not listed in the drop-down menu)</small>	Unique Grid Level	Regular (FT/PT) or Casual/Additional hours	Standard Hours per Year	Effective Grid Level	Total Hours Paid at Straight Time Pay Rate <small>Include all worked and non-worked hours paid at regular rate (include sick/vacation hours; excluding overtime hours)</small>										Number of Employees as of December 31, 2024 <small>(For employees who are funded through both provincial and non-provincial sources, count <u>status</u> once as provincially funded)</small>						
					Non-Provincially Funded		Provincially Funded					Non-Provincially Funded		Provincially Funded							
					Total Non-Provincially Funded Hours	Weighted Average Hourly Pay \$	Total Provincially Funded Hours	Step 1 Hours	Step 2 Hours	Step 3 Hours	Step 4 Hours	Step 5 Hours	Active #	Inactive #	Active #	LTD Leave #	WCB Leave #	Maternity/Parental Leave #	Union Leave #	Other Leave #	
Subtotals:					0.0		0.0	0.0	0.0	0.0	0.0	0.0	0	0	0	0	0	0	0	0	
A		B	C	D										E	F	G					

Vacancy, Termination, and New Hires				Backfill <small>(Jan. 1 - Dec. 31, 2024)</small>	
Vacant Positions <small>(As of Dec. 31)</small>	Terminated Employees <small>(Jan. 1 - Dec. 31, 2024)</small>	New Hires External <small>(Jan. 1 - Dec. 31, 2024)</small>	New Hires Internal <small>(Jan. 1 - Dec. 31, 2024)</small>	Total Hours Paid at Straight Time Pay Rate Hours	What % of the total straight time hours were backfill? %
#	#	#	#	Hours	%
0	0	0	0	0.0	
H		I	J		K

Schedule A5: Bargaining Unit - Delegated Demographics

In Schedule A5, please provide the following information for all **Active, Regular and Casual Provincially Funded Bargaining Unit Delegated employees** that you have reported in Schedule A4, as of Dec. 31, 2024:

- A - Seniority**
- B - Gender and Age**
- C - Group Benefit Participation**

Schedule A5: Bargaining Unit - Delegated
Demographic Information of **Provincially Funded, Active Employees ONLY**

Seniority (Length of Service)
(As of December 31, 2024)

	Regular	Casual
< 1 year		
1 to < 2 years		
2 to < 3 years		
3 to < 4 years		
4 to < 5 years		
5 to < 6 years		
6 to < 7 years		
7 to < 8 years		
8 to < 9 years		
9 to < 10 years		
10 to < 11 years		
11 to < 12 years		
12 to < 13 years		
13 to < 14 years		
14 to < 15 years		
15 to < 16 years		
16 to < 17 years		
17 to < 18 years		
18 to < 19 years		
19 to < 20 years		

A

Age & Gender
(As of December 31, 2024)

	Regular			Casual		
	Male	Female	Gender Diverse	Male	Female	Gender Diverse
< 20						
20						
21						
22						
23						
24						
25						
26						
27						
28						
29						
30						
31						
32						
33						
34						
35						
36						
37						
38						

B

Please report the sum of couples and families under "Family Rate", since EHC rates are the same for both.

Group Benefit Participation (Headcount Only)
(As of December 31, 2024)

Participation Status	Participating Employees			Non-Participating		Total
	Single Rate	Couple Rate	Family Rate	Eligible (Opted out)	Ineligible	
Dental						0
Extended Health Care (EHC)						0
Long Term Disability (LTD)						0
Pension or Retirement Plan						0
Employee & Family Assistance Program (EFAP)						0

C

Some employees, such as casual employees may not be eligible for group benefits. Please report these individuals under 'Non-Participating'.

NOTE: All totals in this section should be the same. The total number of active employees in this Schedule should also align with what is reported in Schedule D1.

Schedule B1: Non-Union - Hours and Employees

On Schedule B1, please provide the following information for all Regular and Casual Non-Union positions in the agency:
(If there are no Non-Union employees in your agency, skip to Schedule C1: Management & Excluded – Hours and Employees.)

- A - Classification**
- B - Regular or Casual Status**
- C - Standard Hours per Year**
- D - Total Hours paid at Straight Time Pay Rate and Weighted Average Hourly Pay**
- E - Number of Active and Inactive Non-Provincially Funded employees**
- F - Number of Active Provincially Funded employees**
- G - Number of Provincially Funded employees on Leave of Absence**
- H - Number of Vacant Positions** unfilled as of Dec. 31, 2024
- I - Number of Terminated Employees** between Jan. 1 and Dec. 31, 2024
- J - Number of New External and Internal Hires**
- K - % of Paid Straight Time Hour** used for backfill between Jan. 1 and Dec. 31, 2024

For employees who are funded through both Provincial and Non-Provincial sources, count status only once as Provincially Funded.

Schedule B1: Non-Union
 Regular (Full-Time/Part-Time) and Casual Employee Information

Provincial Funding as % of Total Funding		(Automatically calculated from the Home Schedule)
Non-Provincial Funding as % of Total Funding		(Automatically calculated from the Home Schedule)

Classification <small>(Enter the job title manually if it is not listed in the drop-down menu)</small>	Regular (FT/PT) or Casual/Additional hours	Standard Hours per Year	Total Hours Paid at Straight Time Pay Rate <small>Include all worked and non-worked hours paid at the regular rate (including sick/vacation hours; excluding overtime hours) (Jan. 1, 2024 - Dec. 31, 2024)</small>				Number of Employees as of December 31, 2024 <small>(For employees who are funded through both provincial and non-provincial sources, count <u>status</u> once as provincially funded)</small>							Vacancy, Termination, and New Hires				Backfill <small>(Jan. 1 - Dec. 31, 2024)</small>	
			Hours Paid at Straight Time		Weighted Average Hourly Pay		Non-Provincially Funded		Provincially Funded					Vacant Positions <small>(As of Dec. 31)</small>	Terminated Employees <small>(Jan. 1 - Dec. 31, 2024)</small>	New Hires External <small>(Jan. 1 - Dec. 31, 2024)</small>	New Hires Internal <small>(Jan. 1 - Dec. 31, 2024)</small>	Total Hours Paid at Straight Time Pay Rate <small>Hours</small>	What % of the total straight time hours were backfill? <small>%</small>
			Non-Provincially Funded <small>Hours</small>	Provincially Funded <small>Hours</small>	Non-Provincially Funded <small>\$</small>	Provincially Funded <small>\$</small>	Active <small>#</small>	Inactive <small>#</small>	Active <small>#</small>	LTD Leave <small>#</small>	WCB Leave <small>#</small>	Maternity/Parental Leave <small>#</small>	Other Leave <small>#</small>						
Subtotals:		0.0	0.0			0	0	0	0	0	0	0	0	0	0	0	0.0		
A	B	C	D		E		F	G				H	I	J	K				

NOTE: If any terminated employees are reported in this section, we recommend completing Schedule E3 alongside Schedule B1.

Schedule B2: Non-Union - Demographics

On Schedule B2, please provide the following information for all **Active, Regular and Casual, Provincially Funded Non-Union employees** that you have reported in Schedule B1, as of Dec. 31, 2024:

A - Length of Service

B - Gender and Age

C - Participation in Group Benefits

Schedule B2: Non-Union

Demographic Information of **Provincially Funded, Active Employees ONLY**

Seniority (Length of Service)

(As of December 31, 2024)

	Regular	Casual
< 1 year		
1 to < 2 years		
2 to < 3 years		
3 to < 4 years		
4 to < 5 years		
5 to < 6 years		
6 to < 7 years		
7 to < 8 years		
8 to < 9 years		
9 to < 10 years		
10 to < 11 years		
11 to < 12 years		
12 to < 13 years		
13 to < 14 years		
14 to < 15 years		
15 to < 16 years		
16 to < 17 years		
17 to < 18 years		
18 to < 19 years		
19 to < 20 years		

A

Age & Gender

(As of December 31, 2024)

	Regular			Casual		
	Male	Female	Gender Diverse	Male	Female	Gender Diverse
< 20						
20						
21						
22						
23						
24						
25						
26						
27						
28						
29						
30						
31						
32						
33						
34						
35						
36						
37						
38						

B

Please report the sum of couples and families under "Family Rate", since EHC rates are the same for both.

Group Benefit Participation Status (Headcount Only)

(As of December 31, 2024)

Participation Status	Participating Employees			Non-Participating		Total
	Single Rate	Couple Rate	Family Rate	Eligible (Opted out)	Ineligible	
Dental						0
Extended Health Care (EHC)						0
Long Term Disability (LTD)						0
Pension or Retirement Plan						0
Employee & Family Assistance Program (EFAP)						0

C

Some employees, such as casual employees may not be eligible for group benefits. Please report these individuals under 'Non-Participating'.

NOTE: All totals in this section should be the same. The total number of active employees in this Schedule should also align with what is reported in Schedule D1.

Schedule C1: Management & Excluded - Hours and Employees

On Schedule C1, please provide the following information for all Management & Excluded positions in the agency:

A - Classification

B - Gender: Please report male, female and gender diverse employees on separate rows, even if they fall under the same job classification.

C - Average Annual Salary per employee

D - Total Non-Provincially and Provincially Funded Payroll Amount and Expenses Paid

E - Total Non-Provincially and Provincially Funded Hours Paid

F - Number of Active and Inactive Non-Provincially Funded employees

G - Number of Active Provincially Funded employees

H - Number of Provincially Funded employees on Leave of Absence

I - Number of Vacant Positions unfilled as of Dec. 31, 2024

J - Number of Terminated Employees between Jan. 1 and Dec. 31, 2024

K - Number of New External and Internal Hires

L - % of Paid Straight Time Hours used for backfill between Jan. 1 and Dec. 31, 2024

For employees who are funded through both Provincial and Non-Provincial sources, count employee status only once as Provincially Funded.

Schedule C1: Management & Excluded

Salary Information, Total Straight Time Pay, and Total Hours Paid at Straight Time Pay Rate

Provincial Funding as % of Total Funding	
Non-Provincial Funding as % of Total Funding	

(Automatically calculated from the Home Schedule)

(Automatically calculated from the Home Schedule)

Classification <small>(Enter the job title manually if it is not listed in the drop-down menu)</small>	Gender of Employee	Salary Information, Total Straight Time Pay, and Total Hours Paid at Straight Time Pay Rate <small>Include all worked and non-worked hours paid at the regular rate (including sick/vacation hours; excluding overtime hours) (Jan. 1 - Dec. 31, 2024)</small>						Number of Employees as of December 31, 2024 <small>(For employees who are funded through both provincial and non-provincial sources, count status only once as provincially funded)</small>						Vacancy, Termination, and New Hires				Backfill <small>(Jan. 1 - Dec. 31, 2024)</small>		
		Average Annual Salary per Employee <small>\$/year</small>	Non-Provincially Funded		Provincially Funded		Non-Provincially Funded <small>Hours</small>	Provincially Funded <small>Hours</small>	Non-Provincially Funded		Provincially Funded				Vacant Positions <small>(As of Dec. 31)</small>	Terminated Employees <small>(Jan. 1 - Dec. 31, 2024)</small>	New Hires External <small>(Jan. 1 - Dec. 31, 2024)</small>	New Hires Internal <small>(Jan. 1 - Dec. 31, 2024)</small>	Total Hours Paid at Straight Time Pay Rate <small>Hours</small>	What % of the total straight time hours were backfill? <small>%</small>
			Total Straight-Time Payroll Amount <small>\$</small>	Total Expenses & Allowances Paid <small>\$</small>	Total Straight-Time Payroll Amount <small>\$</small>	Total Expenses & Allowances Paid <small>\$</small>			Active <small>#</small>	Inactive <small>#</small>	Active <small>#</small>	LTD Leave <small>#</small>	WCB Leave <small>#</small>	Maternity/Parental Leave <small>#</small>						
Subtotals:		\$0.00	\$0.00	\$0.00	\$0.00	0.0	0.0	0	0	0	0	0	0	0	0	0	0	0.0		

A	B	C	D	E	F	G	H	I	J	K	L
---	---	---	---	---	---	---	---	---	---	---	---

Schedule C2: Management & Excluded - Demographics

On Schedule C2, please provide the following information for all **Active, Regular and Casual, Provincially Funded Management employees** that you have reported in Schedule C1, as of Dec. 31, 2024:

A - Length of Service

B - Gender and Age

C - Group Benefit Participation

Schedule C2: Management & Excluded
Demographic Information of **Provincially Funded, Active Employees ONLY**

Seniority (Length of Service)
(As of December 31, 2024)

	Total (Including ED/CEO)	ED/CEO Only
< 1 year		
1 to < 2 years		
2 to < 3 years		
3 to < 4 years		
4 to < 5 years		
5 to < 6 years		
6 to < 7 years		
7 to < 8 years		
8 to < 9 years		
9 to < 10 years		
10 to < 11 years		
11 to < 12 years		
12 to < 13 years		
13 to < 14 years		
14 to < 15 years		
15 to < 16 years		
16 to < 17 years		
17 to < 18 years		
18 to < 19 years		
19 to < 20 years		

Age & Gender
(As of December 31, 2024)

	Male	Female	Gender Diverse
< 20			
20			
21			
22			
23			
24			
25			
26			
27			
28			
29			
30			
31			
32			
33			
34			
35			
36			
37			
38			

Please report the sum of couples and families under "Family Rate", since EHC rates are the same for both.

Group Benefit Participation Status (Headcount Only)
(As of December 31, 2024)

Participation Status	Participating Employees			Non-Participating		Total
	Single Rate	Couple Rate	Family Rate	Eligible (Opted out)	Ineligible	
Dental						0
Extended Health Care (EHC)						0
Long Term Disability (LTD)						0
Pension or Retirement Plan						0
Employee & Family Assistance Program (EFAP)						0

Some employees, such as casual employees may not be eligible for group benefits. Please report these individuals under 'Non-Participating'.

NOTE: All totals in this section should be the same. The total number of active employees in this Schedule should also align with what is reported in Schedule D1.

Schedule D1: Summary - Hours, Employees and Additional Information

On Schedule D1, please report the following:

A - The number of **Active Employees by Hours** (Regular, Full-Time, Part-Time and Casual).

B - The number of **Active Employees by Region**.

C - Report the number of **Active Employees by Union**

D - The **Total Overtime Hours** by employment group (Bargaining Unit, Management & Excluded, Non-Union).

E - Any **Sick and Paid Leave Hours**.

F - The **Total Sick Leave Wage Costs** by employee group (Bargaining Unit, Management & Excluded, Non Union) and whether or not the captured employees are Regular or Casual.

If the total number of employees do not align across each section of this Schedule, the cells will turn red to indicate an error.

Schedule D1: Summary

Hours, Employee Count, and Additional Information

If an employee is funded through both Provincial and Non-Provincial sources, count as Provincially Funded. **This schedule is required for the completion of the report.**

Provincial Funding as % of Total Funding Automatically calculated from the Home Schedule
 Non-Provincial Funding as % of Total Funding Automatically calculated from the Home Schedule

Number of Active Employees (As of December 31, 2024)	Provincially Funded			Non-Provincially Funded		
	Bargaining Unit	Management & Excluded	Non-Union	Bargaining Unit	Management & Excluded	Non-Union
	#	#	#	#	#	#
Total Number of Active Employees						
Regular Full-Time						
Regular Part-Time						
Casual						

A

Total Regular and Casual Hours (Jan. 1- Dec. 31, 2024)	Provincially Funded			Non-Provincially Funded		
	Bargaining Unit	Management & Excluded	Non-Union	Bargaining Unit	Management & Excluded	Non-Union
	hours	hours	hours	hours	hours	hours
Total Regular Hours	0.0	0.0	0.0	0.0	0.0	0.0
Total Casual and Additional Hours	0.0	0.0	0.0	0.0	0.0	0.0
Total Additional Hours (Additional hours worked by regular part-time employees)	0.0	0.0	0.0	0.0	0.0	0.0
Total Casual Hours (Casual hours worked by casual employees)	0.0	0.0	0.0	0.0	0.0	0.0
Total Overtime Hours						

D

Number of Active Employees by Region (As of December 31, 2024)	Provincially Funded			Non-Provincially Funded		
	Bargaining Unit	Management & Excluded	Non-Union	Bargaining Unit	Management & Excluded	Non-Union
	#	#	#	#	#	#
Total Number of Active Employees						
Interior						
Fraser						
Northern						
Vancouver Coastal						
Vancouver Island						
Out of Province						

B

Sick Leave and Paid Leave Hours (Jan. 1- Dec. 31, 2024)	Provincially Funded			Non-Provincially Funded		
	Bargaining Unit	Management & Excluded	Non-Union	Bargaining Unit	Management & Excluded	Non-Union
	hours	hours	hours	hours	hours	hours
Paid Sick Leave Hours (Regular)						
Paid Sick Leave Hours (Casual)						
Unpaid Sick Leave Hours						
Paid Education, Training, and Orientation Hours						
Paid Vacation Hours						
Paid Cultural, Ceremonial, and Spiritual Leave Hours						
All Other Paid Leave Hours						

E

Number of Active Employees by Union (As of December 31, 2024)	Provincially Funded			Non-Provincially Funded		
	Bargaining Unit	Management & Excluded	Non-Union	Bargaining Unit	Management & Excluded	Non-Union
	#	#	#	#	#	#
Total Number of Active Employees						

C

Total Paid Sick Leave Wage Costs (Jan. 1- Dec. 31, 2024)	Provincially Funded			Non-Provincially Funded		
	Bargaining Unit	Management & Excluded	Non-Union	Bargaining Unit	Management & Excluded	Non-Union
	\$	\$	\$	\$	\$	\$
Regular Employees						
Casual Employees						

F

Schedule D2: Summary - Total Compensation Costs, Part 1

IMPORTANT: THIS SECTION IS REQUIRED.

YOU MUST REPORT:
ALL EMPLOYER PAID STATUTORY BENEFITS, ALL EMPLOYER PAID GROUP BENEFIT COSTS, AND ALL EMPLOYER PAID SUPER ANNUATION COSTS.

YOUR REPORT WILL BE RETURNED TO YOU IF ANY OF THE FOLLOWING CELLS ARE LEFT BLANK.

If any of these costs are not applicable to your organization you must indicate this in your email or your report will be returned to you for revision. If you have any questions regarding Schedule D2 please call our support team at: 1-800-377-3340

ALL OTHER WAGE COSTS:
 Report any additional cash compensation under "All Other Wage Costs". Examples include severance costs, retroactive payments, shift premiums, honoraria, one-time labour payments, etc.

TRANSPORTATION ALLOWANCES:
 Transportation allowances outlined in the Collective Agreement (26.9) only.
 All other car allowances should be reported in "Other Expenses and Allowances" below.

BENEFIT COSTS:
 Please report the employer's costs only.

Schedule D2: Summary

Total Compensation Costs between January 1 and December 31, 20

This section is required for the completion of the survey. All cells colored red require a response. If the value is 0, please enter 0. Please enter the **employer's costs only**.

Provincial Funding as % of Total Funding		(Automatically calculated from the Home Schedule)					
Non-Provincial Funding as % of Total Funding		(Automatically calculated from the Home Schedule)					
		Provincially Funded			Non-Provincially Funded		
		Bargaining Unit	Management & Excluded	Non-Union	Bargaining Unit	Management & Excluded	Non-Union
Wage Costs		\$	\$	\$	\$	\$	\$
Pay at Straight Time	All Regular Hours	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Pay Rate	All Casual and Additional Hours	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Pay at Premium	Working on Statutory Holiday						
Pay Rate	All Other Overtime Pay						
Vacation & Statutory Holiday In-Lieu Pay							
All Other Wage Costs							
Expenses and Allowances		\$					\$
Transportation Allowances							
Meal Allowances							
Other Expenses and Allowances							
Benefit Costs		\$	\$	\$	\$	\$	\$
Statutory Benefits	CPP - Canada Pension Plan						
	EI - Employment Insurance						
	WCB - WorkSafeBC						
Health & Welfare Benefits	EHC - Extended Health Care						
	Dental						
	Group Life						
	AD&D						
	LTD - Long-Term Disability						
	EFAP - Employee & Family Assistance Program						
Other Health & Welfare Benefits							
Super-annuation	MPP - Municipal Pension Plan						
	PSPP - Public Sector Pension Plan						
Other Superannuation Plan							

MEAL ALLOWANCES:
 Include only reimbursed meal expenses on a per diem basis such as those outlined in the Collective Agreement (26.10).
 All other meal expenses should be reported in "Other Expenses and Allowances" below.

Schedule D2: Summary - Total Compensation Costs, Part 2

A new **compensation calculator** has been added to Schedule D2 to **help identify when an agency's compensation exceeds its funding**.

The total funding received will be automatically calculated from the home schedule, while total compensation costs will be derived from Schedule D2. If compensation exceeds funding, the cell will turn red. In this case, verify that all funding has been reported and that compensation costs are accurate.

Schedule D2: Summary

Total Compensation Costs between January 1 - December 31, 2024

This schedule is required for the completion of the report. Please capture the **employer's costs**. If the value is 0, please enter 0.

Provincial Funding as % of Total Funding		Total Funding Received	\$0.00
Non-Provincial Funding as % of Total Funding		Total Compensation Costs	\$0.00
		Compensation exceeds funding by:	\$0.00

Schedule D2: Summary

Total Compensation Costs between January 1 - December 31, 2024

This schedule is required for the completion of the report. Please capture the **employer's costs**. If the value is 0, please enter 0.

Provincial Funding as % of Total Funding		Total Funding Received	\$0.00
Non-Provincial Funding as % of Total Funding		Total Compensation Costs	\$100,000.00
		Compensation exceeds funding by:	\$100,000.00

Verify that all funding and compensation costs are accurate if this cell is red.

Schedule E1: Time to Fill Vacancies and Reasons for Termination, Part 1

Hover over the **red** corner in each job family to see which classifications fall into the category

Schedule E1: Summary

Time to Fill Vacancies & Reasons for Termination

Totals must be aligned with the headcounts of Terminated employees on Schedules E2, E3, and E4. **Red cells indicate misaligned headcounts.**

Average Time to Fill Vacancies

(Between January 1, 2024 - December 31, 2024)

*Days defined as calendar days (i.e., 7 days a week)

Bargaining Unit		Days*
Paraprofessional Classifications	Financial & Technical	
	Counsellors & Consultants	
	Graduate Degrees & Licensed Professional(s)	
Benchmark Classifications	Financial & Technical	
	Counsellor & Consultants (Employment & Vocational)	
	Front Line Workers	
	Operation Support	
	Supervisors & Coordinators	

Non-Union		Days*
Paraprofessional Classification	Financial & Technical	
	Counsellors & Consultants	
	Graduate Degrees & Licensed Professional(s)	
Benchmark Classification	Financial & Technical	
	Counsellor & Consultants (Employment & Vocational)	
	Front Line Workers	
	Operation Support	
	Supervisors & Coordinators	

Management & Excluded:		Days*
Executive		
Management		
Professional		
Administrative		

Report the average number of calendar days it typically takes to fill vacancies in each job family.

Please report a number for your estimate, not a range. **For example, if a position typically takes 3 weeks to fill, please report "21".**

Schedule E1: Time to Fill Vacancies and Reasons for Termination, Part 2

If more than one reason applied to a terminated employee, please report the primary reason only. If you are unsure of the reason, you may report under "Don't know".

Reasons for Termination

(Between January 1 - December 31, 2024)

Please indicate the number of employees terminated for each reason that applied.

	Bargaining Unit			Non-Union			Management & Excluded
	Paraprofessional Classifications	Benchmark Classifications	Delegated Classifications	Paraprofessional Classifications	Benchmark Classifications	Delegated Classifications	
Education (return to school)							
New employer - Promotion with new employer							
Transfer/move to new community							
Discharged for cause - Unspecified reason							
Discharged for cause - Mandatory Vaccination Status Order							
Resigned - Unspecified reason							
Resigned - Mandatory Vaccination Status Order							
Resigned - Health reasons							
Resigned - Didn't like my job							
Resigned - Personal and/or family issues							
New Employer - Increase in hours of work							
New Employer - Increase in wages/benefits with new employer							
New Employer - Better working conditions with new employer							
New Employer - Unspecified reason							
Layoff - Program closure							
Layoff - Shortage of work							
Layoff - Limited availability							
Retirement							
Disability							
Death of the employee							
Other							
Don't know							
Total	0	0	0	0	0	0	0

NOTE: If you are unsure of the reason for termination, you may look into the terminated employee's record of employment for a termination code. You can hover over the red triangles shown under the various "Reasons for Termination" to easily cross reference ROE codes.

Schedule E1: Time to Fill Vacancies and Reasons for Termination, Part 3

If you know where the agency's terminated employees go after working with your agency, please fill in the appropriate section. If you are not sure, you may report under "Don't Know".

Where Do Terminated Employees Go to Work, as Far as You are Aware?

(Of all employees terminated between January 1 - December 31, 2024)

	Bargaining Unit			Non-Union			Management & Excluded
	Paraprofessional Classifications	Benchmark Classifications	Delegated Classifications	Paraprofessional Classifications	Benchmark Classifications	Delegated Classifications	
Stay in the social services sector							
Health							
Education							
Public administration and other public sector							
Professional, scientific and technical services							
Retail trade, accommodation and food services							
Finance, insurance and real estate							
Information, culture and recreation							
Transportation, warehousing and wholesale trade							
Manufacturing and construction							
Business, building and other support services							
Agriculture and natural resource development							
Other							
Don't know							
Total	0	0	0	0	0	0	0

Schedule E2-E5: Demographics of Terminated Employees

On Schedules E2 - E4, please provide the following information for all **Terminated Employees** that you have reported in Schedules A2, B1, and C1, as of Dec. 31, 2024, by demographic group:

- A - Age
- B - Gender
- C - Length of Service
- D - Region

Rows with missing data for terminated employees that were reported on Schedules A2, B1, and C1 will turn red. All red-highlighted cells must be filled.

Schedule E2: Bargaining Unit
Demographic Information of Terminated Employees

Red-highlighted cells must be filled in.

Classification <small>(Classifications auto-populate from Schedule A1)</small>	Regular (FT/PT) or Casual/ additional hours	Terminated Employees	Number of Terminated Employees by Age, Gender, Length of Service, and Region <small>(Jan. 1 - Dec. 31, 2024)</small>																	
			Age (Years)						Gender			Length of Service (Years)				Region				
			<26	26-35	36-45	46-55	56-65	>65	Male	Female	Gender Diverse	<1	1-5	6-10	>10	Interior	Fraser	Northern	Vancouver Coastal	Vancouver Island
#	#	#	#	#	#	#	#	#	#	#	#	#	#	#	#	#	#	#	#	
Subtotals:			0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
			A						B			C				D				

Classifications and number of terminated employees will be automatically filled in with the information you entered in previous sections (Schedules A2, B1, and C1).

Report Checklist

Home Schedule

- Agency Information
- Annual funding (entire funding base)
- Number of contracts per funder

Schedule H2: BC School Districts & Other Funding Sources

- BC School Districts
- Flow-Through Funding

Schedule Q1: Questions

- Legal Status, Service Subdivisions, EHT, and Distribution of Flow-Through
- Payroll system, Group Benefit provider, STIIP, and Superior Benefits
- CLBC & BCH Supplementary Questions

Schedule R1: Recruitment and Retention

- Recruitment situation
- Retention situation

Schedule A1: Bargaining Unit

- All classifications filled
- Weighted average hourly pay for each classification
- Active and terminated employees recorded

Schedule A2: Bargaining Unit - Employee Information

- Employee status for each classification
- Vacant and terminated positions for each classification

Schedule A3: Bargaining Unit - Demographics

- Length of service for Provincially Funded, active employees
- Age & gender for Provincially Funded, active employees
- Group benefit participation for Provincially Funded, active employees

Schedule B1 and B2: Non-Union Hours, Employees and Demographics

- Same as A1-A3 except for Non-Union employees, if applicable

Schedule C1: Management & Excluded

- All classifications filled
- All salaries and payroll amounts entered
- Active employees, leave and termination for each classification

Schedule C2: Management & Excluded Demographics

- Length of service for Provincially Funded, active employees
- Age & gender for Provincially Funded, active employees
- Group benefit participation for Provincially Funded, active employees

Schedule D1: Summary - Hours, Employees and Additional Information

- Full-time and part-time employees tally
- Active employees by region
- Active employees by union
- Overtime hours
- Sick and Annual leave utilization
- All leave hours
- All sick leave wage costs

Schedule D2: Summary - Total Compensation Costs

- Premium pay for all employee groups
- Expenses and allowances for all employee groups
- Statutory Benefits
- Health and Welfare Benefits
- All Overtime Hours

Schedule E1: Vacancies and Terminations

- Average time to fill vacancies
- Reasons for termination
- Terminated employees future roles (if available)

Schedule E2-E5: Demographics of Terminated Employees

- All termination demographics for each applicable employees group. Ensure no red cells are present.



We welcome your comments and feedback on this guide.

If you have any questions or comments, please contact CSSEA's Finance, Research and Knowledge Management Department.

Phone: 1-800-377-3340

Email: research@cssea.bc.ca