



2026 Compensation & Employee Turnover Report User Guide

Indigenous Services

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Introduction

The purpose of this user guide is to assist CSSEA Members to complete the **2026 Compensation and Employee Turnover Report**. The report collects data in the reporting period from **January 1, 2025 to December 31, 2025** (i.e., calendar year 2025). In the event that your agency needs to report by fiscal year, please contact CSSEA at research@cssea.bc.ca.

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 Collective Agreements.

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

- 2026 Employee Turnover Report
- 2026 Employee Turnover Report – by Classification
- 2026 Agency Specific Employee Turnover Report
- 2026 Executive Director/CEO Salary Report
- 2026 Management & Excluded Salary Report
- Other comparative reports available in print or online through the Social Services Workforce Information System (WFIS)
- 2026 Non-Union Salary Report
- 2026 HR Metrics Report
- 2026 Agency Specific HR Metrics Report
- 2026 CSSEA Fact Book

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.

Avanti Software Inc.

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

If your agency is reporting using the payroll extract method, please obtain the payroll extract from your payroll provider and complete the supplementary report.

For additional assistance please contact our support team at: [1-800-377-3340](tel:1-800-377-3340) or research@cssea.bc.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-A5]	Non-Union [B1,B2]	Management & Excluded [C1,C2]
List of Position Types and Job Classifications	Bargaining Unit - JJEP, Delegated Paraprofessional [A1,A4] Non-Union [B1] Management & Excluded [C1]	Regular full-time/part-time and Casual/additional hours [A1,A4,B1]		Gender of employee [C1]
Number of Hours [Jan.1 to Dec.31, 2025]	PF and NPF regular, casual/additional hours [D1] PF and NPF overtime 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,A4,B1]		
		NPF Hours Paid in Total [A1,A4,B1,C1]		
		PF hours paid per Step in the wage grid [A1,A4]	PF hours paid in total [B1,C1]	
		Backfill rate by Classification [A2,A4,B1,C1]		
Amount in \$ [Jan.1 to Dec.31, 2025]	Funding amount per source [Home,H2] PF and NPF sick leave wage costs [D1] PF and NPF vacation & statutory holiday in-lieu pay [D2] PF and NPF compensation costs, expenses and allowances, and benefit costs [D2]	Weighted average hourly pay for NPF hours paid [A1,A4] and PF hours paid above Step 4 [A1,A4]	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, 2025]	Active, regular and casual, PF employees by seniority [A3,A5,B2,C2] Active, regular and casual, PF employees by age and gender [A3,A5,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,A4,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, 2025]	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, E5] Number of Terminated employees by gender [E2,E3,E4, E5] Number of Terminated employees by length of service [E2,E3,E4, E5] Number of Terminated employees by region [E2,E3,E4, E5]		

Note: Information in **BOLDDED SQUARE BRACKETS** indicate the schedule number(s) where the required data should be reported.

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:

Employee #0020 001503				Department R03 Employee #0000		Period End 20030501		2 Pay Period 20030501 Sequence 55155690	
STATEMENT OF EARNINGS BILLETIN DE PAIE					EMPLOYEE'S DEDUCTIONS AND EMPLOYER CONTRIBUTIONS REVENUS DE L'EMPLOIE ET CONTRIBUTIONS PATRONALES				
3	TYPE	HOURS HEURES	RATE TAUX	AMOUNT MONTANT	T.D. A.D.	TYPE	CURRENT COURANT	T.D. A.D.	4
	REG GAPP OVERTIME	86.66 4.00	10.578 15.987	916.67 63.47	22,000.08	FED INX QTP B CFFEE CHARITY DENTAL EX DENTS	160.57 32.54 23.52 1.00 10.00 5.00 20.00	3,974.64 723.92 529.53 24.00 120.00 100.00 60.00	
5									
SUMMARY RESUME		GROSS PAY PAIE BRUTE	DEDUCTIONS RETENUES	NET PAY MONTANT NET	NET PAY ALLOCATION		DETAILS DE LA PAIE NETTE		
6	Current Courant	980.14	252.83	727.51	\$727.51	DEPOSIT	7	010 00012 10006178	
	Year-to-date Courant annuel	22,083.55	5,532.78	16511.46					
8	COMPANY LTD City, Province, Postal Code 								
IMPORTANT INFORMATION - DO NOT DESTROY DOCUMENTS IMPORTANTS - NE PAS DETRUIRE DOCUMENTS CONFIDENTIELS						D 2 4000-0 0015 03			
9	Address City PE District Postal Code								

Weekly Time Sheet

Weekly Time Sheet

Name _____

 Client Name _____

Contract / Project Name _____

 Week Beginning _____

DAY	DATE		START TIME	END TIME	DEDUCT LUNCH
MON					
TUE					
WED					
THU					
FRI					
SAT					
SUN					

TOTAL FOR WEEK NEAREST 1/4 HOUR

[illegible]

Navigating 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	Funder Hours Calculator
H2: Other Funding Sources	A2: Employee Counts	B2: Demographics	C2: Demographics	D2: Total Compensation	E2: Bargaining Unit	Wage Grid
Q1: Questions	A3: Demographics				E3: Non-Union	Job Families
R1: Recruitment & Retention					E4: Management & Excl'd	Wage Calculator



2026 Compensation and Employee Turnover Report

For the period of January 1, 2025 - December 31, 2025

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, 2025 - December 31, 2025

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 Housing Tenant Fees			\$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

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

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 (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)				Funder Please only report one funder per line. If a classification has multiple funders, repeat the classification on separate lines for each funder.
Benchmark/ Integrated/ Layered-Over/ Unique/ Day Rate	Classification / Classification 1	Unique Grid Level	Classification 2 (Integrated Only)	Effective Grid Level	

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

Reports with red cells will be sent back for corrections.

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'.

2026 Compensation and Employee Turnover Report

For the period of January 1, 2025 - December 31, 2025

Agency Information

Agency name:	A
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, 2025 - December 31, 2025

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 Housing Tenant Fees			\$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, 2025 - December 31, 2025

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 Housing Tenant Fees			\$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 additional funding from sources not listed in the Schedules Home and H2. This includes, but is not limited to, donations, grants, and revenue from activities such as thrift stores.

Top-up funding should also be reported as a Non-Provincial funding source.

Schedule H2: Flow-Through Funding & School Districts

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

	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
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
			\$0.00						0

BC School Districts:

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

BC School Districts

	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									
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
42 Maple Ridge-Pitt Meadows			\$0.00						0
43 Coquitlam			\$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 January 1st, 2025 to December 31st, 2025

D - Distribution of Flow-Through Funding

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
Housing Services
Immigrant & Settlement Services
Indigenous Services
Women's Services
Other Services
Child Care Services

☐
☐
☐
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C - Employer Health Tax (EHT)

Amount payable for the period of January 1 - December 31, 2025. If inapplicable, please confirm via email upon [See parameters here](#)

D - Distribution of Flow-Through Funding

For agencies that distributed flow-through funding to other agencies in 2025, indicate the following:

Funding Source	Recipient Agency Name	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

Distribution of Flow-Through Funding:

If the agency has transferred funding from a Provincial source to another agency in 2025, please indicate the original funding source, the recipient agency, and the amount of funding distributed in this table.

Schedule Q1: Questions, Part 1a - 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:

Child & Family Services

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

Community Justice

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

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.

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.

Immigrant & Settlement Services

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

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.

Women's Services

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

Other Services

Child Care Services

Providing support and resources to children. Services are often funded by the Ministry of Education and Child Care.

Service Subdivision

Indicate services provided by the agency.

Child & Family Services

Community Justice

Community Living Services

Housing Services

Immigrant & Settlement Services

Indigenous Services

Women's Services

Other Services

Child Care Services

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 Questions

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 2025: 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 2025: Enter the total amount paid in 2025 to home share providers (not including user fees and oversight).

CLBC Funded Employees (If Applicable)

For agencies funded by Community Living BC in 2025: Indicate the number of new hires in 2025 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 2025, both internal and external, provide services for CLBC programs.

Schedule Q1: Questions, Part 3

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

A - If the agency employs Live-In Home Support Workers

B - Child Care Workers

A - Live-In Home Support Workers

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

B - Child Care Workers

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

Does the agency provide extra staffing to other child care program providers? Indicate Yes or No.

Does the agency employ any out-of-school care workers? Indicate Yes or No.

If yes, how many out-of-school care workers were employed with the agency between January 1st – December 31st, 2025?

Schedule Q1: Questions, Part 4

On Schedule Q1, Part 4, 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: Drop-down options are available for these sections. If options are inapplicable, please type in the [blue](#) cell.

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/Broker

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 each employee group.

Bargaining Unit:	
Management & Excluded:	
Non-Union:	

Schedule Q1: Questions, Part 5

On Schedule Q1, Part 5, 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 January 1st, 2025 and December 31st, 2025.

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

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 transfer directly from another CSSEA-member employer, does the agency recognize the employee's prior service and hours worked in the same or a comparable classification for the purposes of determining vacation entitlement and the appropriate salary increment step? Please refer to Memorandum of Agreement (MOA) 19 in the Collective Agreement.

If the answer is yes, how many eligible employees have been credited with portable benefits between January 1 - December 31, 2025?

B - Short Term Illness and Injury Plan

Does the agency have a STIIP (Short Term Illness and Injury Plan) for each employee group? Please indicate Yes or No.

[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)? 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: 100% of regular straight-time pay, removal of a full sick day from sick leave bank.	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

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 Part 1 - Classification and Hours

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 - Funder

D - Regular FT/PT or Casual/Additional Hours

E - Standard Hours Per Year

A - Position Type

Benchmark – The job falls under a JJEPC 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 JJEPC classification and/or is not paid at the set grid level.

B - Classification

Select one of the benchmark classifications identified to be the one of the most common jobs in the sector (see tab "Job Families" 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 - Funder

Select the funder that funds the position/classification. If the position/classification is funded by multiple sources, please use the Funder Calculator to determine the split of hours by funder. Please refer to the next page on how to use the calculator.

D - 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.**

E - 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.

A	B				C	D	E
Position Type	Classification (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)				Funder (Please only report one funder per line. If a classification has multiple funders, repeat the classification on separate lines for each funder)	Regular (FT/PT) or Casual/Additional hours	Standard Hours per Year
Benchmark/ Integrated/ Layered-Over/ Unique/ Day Rate	Classification / Classification 1	Unique Grid Level	Classification 2 (Integrated Only)	Effective Grid Level			

Funder Hours Calculator

The Funder Hours Calculator is used when an employee or classification is funded by more than one source and worked hours need to be split by funder. Each funder must be reported on a separate line. **Please note that if your agency already tracks hours by funder, this step is not necessary.**

The calculator allocates hours proportionally, based on the relative funding amounts associated with each funder on the Home Schedule.

Instructions:

1. Indicate the total number of hours worked by the classification in the green cell
2. Select the applicable funders using the drop-down menu
3. Review the calculated split hours
4. Copy and paste the split hours into the relevant schedule (A1 or B1), reporting the classification on separate lines for each funder

Example:

An Adult, Youth and/or Child Worker is funded by both the Ministry of Children and Family Development (MCFD) and Community Living BC (CLBC), with 1820 total hours worked and no known split between funders. The agency enters the total hours and selects both funders in the calculator, which applies funding ratios based on funding amounts from the Home Schedule. If CLBC represents 78.6% of funding and MCFD 21.4%, the hours are split into 1430 hours for CLBC and 390 hours for MCFD and reported on separate lines in the relevant schedule.

Funder Hours Calculator
White cells are automatically calculated based on funding values from the Home Schedule
*Please indicate the **total** number of hours worked by the employee or employees working this classification*

Total Hours Worked	1820
---------------------------	------

Please indicate the sources of funding for the employee or employees working this classification

Funder Drop Down	Funding Amount	Ratio %	Split Hours
Community Living BC	\$5,500,000.00	78.57%	1,430.0
Children and Family Development	\$1,500,000.25	21.43%	390.0
Total	\$7,000,000.25		

Position Type	Classification (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)				Funder Please only report one funder per line. If a classification has multiple funders, repeat the classification on separate lines for each funder.	Regular (FT/PT) or Casual/Additional hours	Standard Hours per Year	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, 2025 - Dec. 31, 2025)						
	Classification / Classification 1	Unique Grid Level	Classification 2 (Integrated Only)	Effective Grid Level				Non-Provincially Funded		Provincially Funded				
								Total Non-Provincially Funded	Weighted Average Hourly Pay	Total Provincially Funded	Step 1	Step 2	Step 3	Step 4
Benchmark/Integrated/Layered-Over/Unique/Day Rate								Hours	\$	Hours	Hours	Hours	Hours	Hours
Subtotals:								0.0		1,820.0	1,820.0	0.0	0.0	0.0
Benchmark	Adult, Youth and/or Child Worker			11	Community Living BC	Regular	1820			1,430.0	1,430.0			
Benchmark	Adult, Youth and/or Child Worker			11	Children and Family Development	Regular	1820			390.0	390.0			

Wage Calculator

The Wage Calculator is used to calculate total straight-time hours and the weighted average wage rate when reporting by classification and employees have different hours and wage rates.

Instructions:

1. Enter the number of paid straight time hours for each employee
2. Enter the hourly wage rate for that employee in the adjacent cell
3. Review the calculated total paid straight time hours and weighted average wage rate
4. Copy and paste the total paid straight time hours and weighted average wage rate into the relevant schedule (A1 or B1)

Example:

3 Adult, Youth and/or Child Workers are funded by the Federal Government, below are their individual total straight time hours and wage rates.

Employee 1: 1092 hours, \$25/hr

Employee 2: 1456 hours, \$26/hr

Employee 3: 1820 hours, \$27/hr

Enter the above information into the Wage Calculator, as shown in the example below.

Weighted Average Wage Rate Calculator

Total Paid Straight Time Hours	4368.0
Weighted Average Wage Rate	\$26.17

Paid Straight Time Hours	Hourly Wage Rate	Straight Time Wages
1092.0	\$25.00	\$27,300.00
1456.0	\$26.00	\$37,856.00
1820.0	\$27.00	\$49,140.00
		\$0.00
		\$0.00

Position Type	Classification (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)				Funder Please only report one funder per line. If a classification has multiple funders, repeat the classification on separate lines for each funder.	Regular (FT/PT) or Casual/Additional hours	Standard Hours per Year	Non-Provincially Funded	
	Classification / Classification 1	Unique Grid Level	Classification 2 (Integrated Only)	Effective Grid Level				Total Non-Provincially Funded	Weighted Average Hourly Pay
Benchmark/Integrated/Layered-Over/Unique/Day Rate								Hours	\$
Subtotals:								4,368.0	
Benchmark	Adult, Youth and/or Child Worker			11	Federal Government	Regular	1820	4,368.0	\$26.17

Schedule A1: Bargaining Unit Part 2 - Straight Time Hours & Pay

On Schedule A1, please provide the following information for all Regular and Casual Bargaining Unit positions in the agency.

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 grid 11 positions/classifications where the Supportive Housing - Temporary Market Adjustments MOA applies and the 3-step wage structure was adopted as of December 1st, 2025, 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.

If two or more employees in the same classification are paid different hourly wage rates, please use the Wage Calculator to calculate the weighted average hourly wage.

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, 2025 - Dec. 31, 2025)								
Non-Provincially Funded		Provincially Funded						
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	\$
0.0		0.0	0.0	0.0	0.0	0.0	0.0	

Weighted Average Wage Rate Calculator

Total Paid Straight Time Hours	4368.0
Weighted Average Wage Rate	\$26.17

Paid Straight Time Hours	Hourly Wage Rate	Straight Time Wages
1092.0	\$25.00	\$27,300.00
1456.0	\$26.00	\$37,856.00
1820.0	\$27.00	\$49,140.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00

Schedule A2: Bargaining Unit - Employee Count

On Schedule A2, please report the following information for all Regular and Casual Bargaining Unit employees identified in Schedule A1, by funder, as of December 31, 2025.

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

D - Number of Vacant Positions unfilled

E - Number of **Terminated** employees

F - Number of New External and Internal Hires

G - Backfill Rate by Classification

PLEASE AVOID DOUBLE COUNTING if a position/classification is funded by multiple funders. Report the status under the funder that funds the majority of hours.

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

[illegible]

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

Reporting by Individual Walkthrough: Schedule A1, Steps 1-4

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 walk through an example showing how to complete the report by individual for an **Activity Worker** who was a **new external hire** and is currently **paid at Step 1**. This employee is also 50% funded by CLBC and 50% funded by MCFD.

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**".

As this employee is funded by two funders, please enter the information twice on two separate lines—one for each funder. If the employee is only funded by one funder, report all data on 1 line.

Step 2.

Next, select the **funder(s)** that funds the employee(s) or classification you are reporting. For this example, we will select CLBC on the first line, and MCFD on the second line.

Step 3.

Then, we select whether the employee(s) work **regular or casual** hours. For this example, we will assume the employee works regular hours. If employees also have casual or additional hours, report those hours on a separate line.

Step 4.

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 (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)				Funder Please only report one funder per line. If a classification has multiple funders, repeat the classification on separate lines for each funder.	Regular (FT/PT) or Casual/Additional hours	Standard Hours per Year
	Classification / Classification 1	Unique Grid Level	Classification 2 (Integrated Only)	Effective Grid Level			
Benchmark/ Integrated/ Layered-Over/ Unique/ Day Rate							
Subtotals:							
Benchmark	Activity Worker			8	Community Living BC	Regular	1950
Benchmark	Activity Worker			8	Children and Family Development	Regular	1950

Reporting by Individual Walkthrough: Schedule A1, Step 5

Step 5.

Enter the hours for each employee or classification by funder under the appropriate step. If the hours per funder is unknown, please use the funder hours calculator. Page 23 explains how to use the funder hours calculator.

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.**

In this example, the employee is **funded 50% by CLBC and 50% by MCFD**. Their total paid straight time hours should be split evenly between the two funders and reported under Step 1.

If the employee's **total paid straight-time hours are 1950**, report **975 hours under CLBC (Step 1)** and **975 hours under MCFD (Step 1)**.

The report should now look like the figure below:

Funder Hours Calculator

White cells are automatically calculated based on funding values from the Home Schedule

Please indicate the total number of hours worked by the employee or employees working this classification

Total Hours Worked	1950
---------------------------	------

Please indicate the sources of funding for the employee or employees working this classification'

Funder Drop Down	Funding Amount	Ratio %	Split Hours
Community Living BC	\$15,000,000.00	50.0%	975.0
Children and Family Development	\$15,000,000.00	50.0%	975.0
Total	\$30,000,000.00		

Schedule A1: Bargaining Unit

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

Schedule A1: Bargaining Unit Regular (Full-Time/Part-Time) and Casual Employee Information						Provincial Funding as % of Total Funding				(Automatically calculated)				
						Non-Provincial Funding as % of Total Funding				(Automatically calculated)				
Position Type	Classification (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)				Funder Please only report one funder per line. If a classification has multiple funders, repeat the classification on separate lines for each funder.	Regular (FT/PT) or Casual/ Additional hours	Standard Hours per Year	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, 2025 - Dec. 31, 2025)						
	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	Weighted Average Hourly Pay	Total Provincially Funded	Step 1	Step 2	Step 3
								Hours	\$	Hours	Hours	Hours	Hours	Hours
Subtotals:								0.0		1,950.0	1,950.0	0.0	0.0	0.0
Benchmark	Activity Worker			8	Community Living BC	Regular	1950			975.0	975.0			
Benchmark	Activity Worker			8	Children and Family Development	Regular	1950			975.0	975.0			

Reporting by Individual Walkthrough: Schedule A2, Steps 6-7

Click on Schedule A2. Job classifications and funders will automatically populate from Schedule A1, as shown below in the red box.

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, 2025								Vacancy, Termination, and New Hires				Backfill (Jan. 1 - Dec. 31, 2025)		
	Benchmark/ Integrated/ Layered-Over/ Unique/ Day Rate	Classification / Classification 1	Classification 2 (Integrated BU only)			Funder	Non-Provincially Funded		Provincially Funded						Vacant Positions (As of Dec. 31)	Terminated Employees (Jan. 1 - Dec. 31, 2025)	New Hires External (Jan. 1 - Dec. 31, 2025)	New Hires Internal (Jan. 1 - Dec. 31, 2025)	Classification (Enter the job title manually if it is not listed in the drop-down menu)	Backfill Rate by Classification
							Active	Inactive	Active	LTD Leave	WCB Leave	Maternity/ Parental Leave	Union Leave	Other Leave						
						#	#	#	#	#	#	#	#	#	#	#	#			
						0	0	0	0	0	0	0	0	0	0	0	0		%	
Benchmark	Activity Worker			Community Living BC	Regular	1950														
Benchmark	Activity Worker			Children and Family Development	Regular	1950														

Step 6.

Report the number of employees for each classification, by funder, and break them down by status (Active, On Leave, or Terminated). In this example, the employee is reported as Provincially Funded, Active, and an external new hire.

Employees on leave should be reported under the appropriate leave category.

PLEASE AVOID DOUBLE COUNTING if a position/classification is funded by multiple funders. Report the status under the funder that funds the majority of hours.

The report should now look like the figure below:

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

Position Type	Classification		Funding Source	Regular (FT/PT) or Casual/ additional hours	Standard Hours per Year	Number of Employees as of December 31, 2025								Vacancy, Termination, and New Hir		
Benchmark/ Integrated/ Layered-Over/ Unique/ Day Rate	Classification / Classification 1	Classification 2 (Integrated BU only)				Non-Provincially Funded		Provincially Funded						Vacant Positions (As of Dec. 31)	Terminated Employees (Jan. 1 - Dec. 31, 2025)	New Hires External (Jan. 1 - Dec. 31, 2025)
						Active	Inactive	Active	LTD Leave	WCB Leave	Maternity/ Parental Leave	Union Leave	Other Leave			
						#	#	#	#	#	#	#	#	#	#	
Subtotals:						0	0	1	0	0	0	0	0	0	1	
Benchmark	Activity Worker		Community Living BC	Regular	1950			1							1	
Benchmark	Activity Worker		Children and Family Development	Regular	1950											

NOTE: If a Terminated employee's position remains vacant and is actively being recruited as of December 31, 2025, please report it under the 'Vacant Positions' section. If seasonal workers are expected to be rehired, please report them under 'Active.'

Step 7.

If there are any **Terminated employees**, please report their **demographics in Schedule E2**.

Cells in Schedule E2 will turn red when demographic information for a Terminated employee is required; otherwise, the cells will remain green.

Reporting by Classification Walkthrough: Schedule A1, Steps 1-4

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 2025. Employees in this classification are funded by either both CLBC and MCFD, or the Federal Gov't and Other Non-Provincial funding. Each Provincially Funded employee is under a different step.

Please note that employees may only be grouped by classification if they are funded by the same funding source. Employees with the same classification who are funded by different funding sources must be reported in separate lines.

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**".

If the employee is funded by multiple funders, repeat this step for each funder. For example, if there are two funders, complete this step twice.

Step 2.

Next, select the **funder(s)** that funds the employees or classification you are reporting. If there are multiple funders, enter each funder on a separate line.

Step 3.

Next, select whether the employees work Regular or Casual hours. In this example, all employees work Regular hours. If employees also have casual or additional hours, report those hours on a separate line and repeat Steps 1 and 2.

Step 4.

Assuming that the employees work **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 (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)				Funder (Please only report one funder per line. If a classification has multiple funders, repeat the classification on separate lines for each funder)	Regular (FT/PT) or Casual/Additional hours	Standard Hours per Year
Benchmark/ Integrated/ Layered-Over/ Unique/ Day Rate	Classification / Classification 1	Unique Grid Level	Classification 2 (Integrated Only)	Effective Grid Level			
Benchmark	Activity Worker			8	Community Living BC	Regular	1950
Benchmark	Activity Worker			8	Children and Family Development	Regular	1950

Reporting by Classification Walkthrough: Schedule A1, Step 5

Step 5.

Enter the hours for each employee or classification by funder under the appropriate step. If the hours per funder is unknown, please use the funder ratio calculator. In this example, the agency receives \$5,500,000 from CLBC and \$1,500,000.25 from MCFD, and the employees are funded by both sources.

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 (hour splits are calculated on the Funder Ratio Calculator):

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

- 589.3 hours funded by CLBC, 160.7 hours funded by MCFD

Employee 2: 1950 hours at Step 2

- 1532.1 hours funded by CLBC, 417.9 hours funded by MCFD

Employee 3: 1950 hours at Step 2

- 1532.1 hours funded by CLBC, 417.9 hours funded by MCFD

Employee 4: 1950 hours at Step 3

- 1532.1 hours funded by CLBC, 417.9 hours funded by MCFD

Non-Provincially Funded employees:

Employee 5: 1950 hours at \$16.50 per hour

- 1532.1 hours funded by the Federal Gov't, 417.9 hours funded by Other Non-Provincial Funding

The report should now look like the figure below:

Funder Hours Calculator

White cells are automatically calculated based on funding values from the Home Schedule

Please indicate the total number of hours worked by the employee or employees working this classification

Total Hours Worked	1950		
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Please indicate the sources of funding for the employee or employees working this classification'

Funder Drop Down	Funding Amount	Ratio %	Split Hours
Community Living BC	\$5,500,000.00	78.6%	1,532.1
Children and Family Development	\$1,500,000.25	21.4%	417.9
Total	\$7,000,000.25		

Schedule A1: Bargaining Unit

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

Position Type		Classification (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)			Funder (Please only report one funder per line. If a classification has multiple funders, repeat the classification on separate lines for each funder)	Regular (FT/PT) or Casual/Additional hours	Standard Hours per Year	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, 2025 - Dec. 31, 2025))								
								Non-Provincially Funded		Provincially Funded						
Benchmark/Integrated/Layered-Over/Unique/Day Rate	Classification / Classification 1	Unique Grid Level	Classification 2 (Integrated Only)	Effective Grid Level				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	\$
Subtotals:								1,950.0		6,600.0	750.0	3,900.0	1,950.0	0.0	0.0	
Benchmark	Activity Worker			8	Community Living BC	Regular	1950			5,185.6	589.3	3,064.2	1,532.1			
Benchmark	Activity Worker			8	Children and Family Development	Regular	1950			1,414.4	160.7	835.8	417.9			
Benchmark	Activity Worker			8	Federal Government	Regular	1950	1,532.1	\$16.50							
Benchmark	Activity Worker			8	Other Non-Provincial Funding	Regular	1950	417.9	\$16.50							

2 employees x 1532.1 hours = 3064.2 hours
2 employees x 417.9 hours = 835.8 hours

Reporting by Classification Walkthrough: Schedule A2, Step 6

Click on Schedule A2. Job classifications and funders will automatically populate from Schedule A1, as shown below in the red box.

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, 2025								Vacancy, Termination, and New Hires				Backfill (Jan. 1 - Dec. 31, 2025)	
	Classification / Classification 1	Classification 2 (Integrated BU only)	Funder			Non-Provincially Funded		Provincially Funded						Vacant Positions (As of Dec. 31)	Terminated Employees (Jan. 1 - Dec. 31, 2025)	New Hires External (Jan. 1 - Dec. 31, 2025)	New Hires Internal (Jan. 1 - Dec. 31, 2025)	Classification (Enter the job title manually if it is not listed in the drop-down menu)	Backfill Rate by Classification
						Active	Inactive	Active	LTD Leave	WCB Leave	Maternity/ Parental Leave	Union Leave	Other Leave						
Benchmark/ Integrated/ Layered-Over/ Unique/ Day Rate						#	#	#	#	#	#	#	#	#	#	#	#		
					Subtotals:	0	0	0	0	0	0	0	0	0	0	0	0		%
Benchmark	Activity Worker		Community Living BC	Regular	1950														
Benchmark	Activity Worker		Children and Family Development	Regular	1950														

Step 6.

Report the number of employees for each classification, by funder. 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.

PLEASE AVOID DOUBLE COUNTING if a position/classification is funded by multiple funders. Report the status under the funder that funds the majority of hours.

The report should now look like the figure below:

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

Position Type	Classification		Funding Source	Regular (FT/PT) or Casual/ additional hours	Standard Hours per Year	Number of Employees as of December 31, 2025								Vacancy, Termination, and New Hires				Backfill (Jan. 1 - Dec. 31, 2025)	
	Classification / Classification 1	Classification 2 (Integrated BU only)				Non-Provincially Funded			Provincially Funded					Vacant Positions (As of Dec. 31)	Terminated Employees (Jan. 1 - Dec. 31, 2025)	New Hires External (Jan. 1 - Dec. 31, 2025)	New Hires Internal (Jan. 1 - Dec. 31, 2025)	Classification	Backfill Rate by Classification
						Active	Inactive	Active	LTD Leave	WCB Leave	Maternity/ Parental Leave	Union Leave	Other Leave						
Benchmark/ Integrated/ Layered-Over/ Unique/ Day Rate						#	#	#			#				#	#	#		
Subtotals:						1	0	3	0	0	0	0	0	0	1	1	0		%
Benchmark	Activity Worker		Community Living BC	Regular	1950			3							1	1		Benchmark-Activity Worker	
Benchmark	Activity Worker		Children and Family Development	Regular	1950														
Benchmark	Activity Worker		Federal Government	Regular	1950	1													
Benchmark	Activity Worker		Other Non-Provincial Funding	Regular	1950														

NOTE: If a Terminated employee's position remains vacant and is actively being recruited as of December 31, 2025, please report it under the 'Vacant Positions' section. If seasonal workers are expected to be rehired, please report them under 'Active.'

Reporting by Classification Walkthrough: Schedule E2, Step 7

Step 7.

Fill in the **Demographic Information by funder** for the 1 employee that was Terminated in 2025 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 (Classifications auto-populate from Schedule A1)	Funding Source	Regular (FT/PT) or Casual/ additional hours	Terminated Employees	Number of Terminated Employees by Age, Gender, Length of Service, and Region (Jan. 1 - Dec. 31, 2025)																		
				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	Out of Province
Subtotals:				#	#	#	#	#	#	#	#	#	#	#	#	#	#	#	#	#		
Benchmark-Activity Worker	Community Living BC	Regular	1																			
Benchmark-Activity Worker	Children and Family Development	Regular																				

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 (Classifications auto-populate from Schedule A1)	Funding Source	Regular (FT/PT) or Casual/ additional hours	Terminated Employees	Number of Terminated Employees by Age, Gender, Length of Service, and Region (Jan. 1 - Dec. 31, 2025)																		
				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	Out of Province
				#	#	#	#	#	#	#	#	#	#	#	#	#	#	#	#	#	#	#
Subtotals:				0	1	0	0	0	0	1	0	0	0	1	0	0	0	1	0	0	0	0
Benchmark-Activity Worker	Community Living BC	Regular	1		1					1				1				1				
Benchmark-Activity Worker	Children and Family Development	Regular																				

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 December 31, 2025:

A - Seniority

B - Gender and Age

C - Group Benefit Participation

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

Schedule A3: Bargaining Unit

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

Please fill in all of the tables

Seniority (Length of Service)

(As of December 31, 2025)

	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		

Age & Gender

(As of December 31, 2025)

	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						

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, 2025)

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

Please fill in the demographic information of the **Provincially Funded, Active Bargaining Unit employees only**. Do not include Non-Provincially Funded, Active Bargaining Unit employees.

Please complete all tables. Seniority and Age & Gender must be completed by all agencies. Group Benefit Participation must also be completed, unless the agency does not provide group benefits.

Total cells will light up red if headcounts are misaligned. Please ensure all headcounts align across the schedule to prevent this. Reports with red cells will be sent back for corrections.

NOTE: All totals in this section should be the same. Total cells will light up red if headcounts are misaligned. Please ensure all headcounts align across the schedule to prevent this. 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 employees, by funder, as of December 31, 2025.

- A - Classification**
- B - Funder**
- C - Regular or Casual Status**
- D - Standard Hours per Year**
- E - Total Hours** paid at **Straight Time Pay Rate** and **Weighted Average Hourly Pay**
- 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**
- I - Number of Vacant Positions** unfilled
- J - Number of Terminated employees**
- K - Number of New External and Internal Hires**
- L - Backfill Rate by Classification**

PLEASE AVOID DOUBLE COUNTING if a position/classification is funded by multiple funders. Report the status under the funder that funds the majority of hours.

[illegible]

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 December 31, 2025.

A - Seniority

B - Gender and Age

C - Group Benefit Participation

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

Schedule A5: Bargaining Unit - Delegated

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

Please fill in all the tables

Seniority (Length of Service)

(As of December 31, 2025)

	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		
20 to < 21 years		
21 to < 22 years		

Age & Gender

(As of December 31, 2025)

	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						
39						
40						

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, 2025)

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

Please fill in the demographic information of the **Provincially Funded, Active Bargaining Unit employees only**. Do not include Non-Provincially Funded, Active Bargaining Unit employees.

Please complete all tables. Seniority and Age & Gender must be completed by all agencies. Group Benefit Participation must also be completed, unless the agency does not provide group benefits.

Total cells will light up red if headcounts are misaligned. Please ensure all headcounts align across the schedule to prevent this. Reports with red cells will be sent back for corrections.

NOTE: All totals in this section should be the same. Total cells will light up red if headcounts are misaligned. Please ensure all headcounts align across the schedule to prevent this. 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 report the following information for all Regular and Casual Bargaining Unit employees, by funder, as of December 31, 2025.

(If there are no Non-Union employees in your agency, skip to Schedule C1: Management & Excluded – Hours and Employees.)

A - Classification

B - Funder

C - Regular or Casual Status

D - Standard Hours per Year

E - Total Hours paid at Straight Time Pay Rate and Weighted Average Hourly Pay

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

I - Number of Vacant Positions unfilled

J - Number of Terminated employees

K - Number of New External and Internal Hires

L - Backfill Rate by Classification

For employees funded by multiple sources, please report a status for each funding source. Employees will be counted once per funder.

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 (Enter the job title manually if it is not listed in the drop-down menu)	Funder (Please only report one funder per line. If a classification has multiple funders, repeat the classification on separate lines for each funder)	Regular (FT/PT) or Casual/ Additional hours	Standard Hours per Year	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, 2025 - Dec. 31, 2025)				Number of Employees as of December 31, 2025 (Please only report one funder per line. If a classification has multiple funders, repeat the classification on separate lines for each funder)								Vacancy, Termination, and New Hires				Backfill (Jan. 1 - Dec. 31, 2025)	
				Hours Paid at Straight Time		Weighted Average Hourly Pay		Non-Provincially Funded		Provincially Funded						Vacant Positions (As of Dec. 31)	Terminated Employees (Jan. 1 - Dec. 31, 2025)	New Hires External (Jan. 1 - Dec. 31, 2025)	New Hires Internal (Jan. 1 - Dec. 31, 2025)	Classification (Enter the job title manually if it is not listed in the drop-down menu)	Backfill Rate by Classification
				Non-Provincially Funded	Provincially Funded	Non-Provincially Funded	Provincially Funded	Active	Inactive	Active	LTD Leave	WCB Leave	Maternity/ Parental Leave	Other Leave							
				Hours	Hours	\$	\$	#	#	#	#	#	#	#	#						
Subtotals				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				

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 December 31, 2025:

A - Length of Service

B - Gender and Age

C - Participation in Group Benefits

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

Schedule B2: Non-Union

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

Please fill in all of the tables

Seniority (Length of Service)

(As of December 31, 2025)

	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		
20 to < 21 years		
21 to < 22 years		

Age & Gender

(As of December 31, 2025)

	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						
39						
40						

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, 2025)

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

Please fill in the demographic information of the **Provincially Funded, Active Non-Union employees only**. Do not include Non-Provincially Funded, Active Non-Union employees.

Please complete all tables. Seniority and Age & Gender must be completed by all agencies. Group Benefit Participation must also be completed, unless the agency does not provide group benefits.

Total cells will light up red if headcounts are misaligned. Please ensure all headcounts align across the schedule to prevent this. Reports with red cells will be sent back for corrections.

NOTE: All totals in this section should be the same. Total cells will light up red if headcounts are misaligned. Please ensure all headcounts align across the schedule to prevent this. 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

I - Number of Vacant Positions unfilled

J - Number of Terminated employees

K - Number of New External and Internal Hires

L - Backfill Rate by Classification

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

[illegible]

A

B

C

D

E

F

G

10

H

1

J

K

L

If Management & Excluded employees are compensated by both Provincial and Non-Provincial sources, their total straight-time payroll and hours must be split between the Provincial and Non-Provincial sections.

If the exact split is unknown, use the PF and NPF funding as % of total funding calculator at the top of the page to calculate the allocation. This is automatically calculated based on the funding information entered on the Home Schedule. Refer to the next page for an example of how to use the calculator to split wages and hours for Management & Excluded employees.

Schedule C1: Management & Excluded - Splitting Wages & Hours

Management and Excluded employees funded by both Provincial and Non-Provincial sources must have their total straight-time payroll and hours split. The example below shows how to use the PF and NPF funding as % of total funding to calculate the split if the exact allocation is unknown.

NOTE: This is only applicable to Management & Excluded employees. Bargaining Unit and Non-Union employees are reported by funder.

Example:

A Program Manager is 70% Provincially Funded and 30% Non-Provincially Funded. Her total straight-time payroll is \$85,500 and total hours are 1,950. The split is calculated as follows:

Total Straight Time Payroll: \$85,500

Provincial Funding (70%) - $\$85,500 \times 0.70 = \$59,850$

Non-Provincial Funding (30%) - $\$85,500 \times 0.30 = \$25,650$

Total Hours: 1950

Provincial Funding (70%) - $1950 \times 0.70 = 1365$

Non-Provincial Funding (30%) - $1950 \times 0.30 = 585$

Using this example, the report should now look like the figure below.

Schedule C1: Management & Excluded

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

Classification (Enter the job title manually if it is not listed in the drop-down menu)	Gender of Employee	Salary Information, Total Straight Time Pay, and 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 - Dec. 31, 2025)						
		Average Annual Salary per Employee \$/year	Non-Provincially Funded		Provincially Funded		Non-Provincially Funded Hours	Provincially Funded Hours
			Total Straight-Time Payroll Amount \$	Total Expenses & Allowances Paid \$	Total Straight-Time Payroll Amount \$	Total Expenses & Allowances Paid \$		
Subtotals:		\$25,650.00	\$0.00	\$59,850.00	\$0.00	585.0	1,365.0	
Program Manager (Non-Paraprofessional)	Female	\$85,500.00	\$25,650.00		\$59,850.00		585.0	1,365.0

Schedule C2: Management & Excluded - Demographics

On Schedule C2, please provide the following information for all **Active, Regular and Casual, Provincially Funded Management & Excluded** employees that you have reported in Schedule C1, as of December 31, 2025:

A - Length of Service

B - Gender and Age

C - Group Benefit Participation

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

Schedule C2: Management & Excluded

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

Please fill in all of the tables

Seniority (Length of Service)

(As of December 31, 2025)

	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		

A

Age & Gender

(As of December 31, 2025)

	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

Group Benefit Participation Status (Headcount Only)

(As of December 31, 2025)

Participation Status	Participating Employees			Non-Participating		Total
Benefit Type	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

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

Please fill in the demographic information of the **Provincially Funded, Active Management employees only**.

Exclude Active Management employees who were fully non-provincially funded.

If a Management employee was funded by both provincial and non-provincial sources, they must be included on this schedule.

Please complete all tables. Seniority and Age & Gender must be completed by all agencies. Group Benefit Participation must also be completed, unless the agency does not provide group benefits.

Total cells will light up red if headcounts are misaligned. Please ensure all headcounts align across the schedule to prevent this. Reports with red cells will be sent back for corrections.

NOTE: All totals in this section should be the same. Total cells will light up red if headcounts are misaligned. Please ensure all headcounts align across the schedule to prevent this. 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.**

Provincially Funded as % of Total Funding	(Automatically calculated from the Home Schedule)																																																																										
Non-Provincially Funded as % of Total Funding	(Automatically calculated from the Home Schedule)																																																																										
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\$	\$	\$	\$	\$	\$	\$																																																																					
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Casual Employees																																																																											

NOTE: This schedule must reflect the true headcount of Active employees. Please only count the Active employee once, regardless of the number of classifications worked. If an employee is both Provincially and Non-Provincially Funded, count Active status once as Provincially Funded.

Schedule D2: Summary - Total Compensation Costs, Part 1

IMPORTANT: THIS SECTION IS REQUIRED.

ALL EMPLOYER PAID STATUTORY BENEFITS, ALL EMPLOYER PAID GROUP BENEFIT COSTS, AND ALL EMPLOYER PAID SUPERANNUATION 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](tel:1-800-377-3340)

Pay at Premium Pay Rate

These costs are in addition to the pay reported on Schedules A1/A4/B1/C1 at the regular rate.

All Other Wage Costs

Examples include: Severance costs, retroactive payments, one-time labour payments, shift premiums, honoraria, etc.

Wage Adjustments and Enhancements

Examples include: Recruitment and Retention Incentive.

Employee Expenses and Allowances

Costs incurred by employees while performing their job duties that are reimbursed or provided as a fixed allowance by the organization. Please do **not** include operational costs such as: client transportation, client meal plans, storage fees, stationary, etc.

Statutory Benefits

Mandatory benefits employers are required to provide to employees.

Health & Welfare Benefits and Superannuation

Employer-provided programs that support employees' well-being, such as health, dental, life insurance, and disability coverage.

Superannuation

Employer-sponsored retirement savings plan that provides employees with income after retirement through regular contributions.

Wage Costs		\$	\$	\$	\$	\$	\$
Pay at Straight Time Pay Rate	All Regular Hours	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	All Casual and Additional Hours	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Pay at Premium Pay Rate	Working on Statutory Holiday						
	All Other Overtime Pay						
Vacation & Statutory Holiday In-Lieu Pay							
All Other Wage Costs							
Wage Adjustments and Enhancements		\$	\$	\$	\$	\$	\$
Recruitment and Retention Incentive							
Employee 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						
Super-annuation	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						

Schedule D2: Summary - Total Compensation Costs by Funding Source

On Schedule D2, compensation costs must be allocated to the appropriate funding sources and employee groups. If your agency has difficulty allocating these costs, please use the PF and NPF funding % of total funding calculator at the top of the page as a guideline.

Example:

The agency's funding indicates that 70% of costs are Provincially Funded and 30% are Non-Provincially Funded. Using this profile, the total CPP cost of \$2,500 for Bargaining Unit employees should be proportionally allocated between the two funding sources.

Below is an example demonstrating how to determine the split using the ratio.

Provincial Funding (70%): $\$2,500 \times 0.70 = \$1,750$

Non-Provincial Funding (30%): $\$2,500 \times 0.30 = \750

Schedule D2: Summary

Total Compensation Costs between January 1st, 2025 - December 31st, 2025

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	70.0%	Total Funding Received	\$100,000.00
Non-Provincial Funding as % of Total Funding	30.0%	Total Compensation Costs	\$2,500.00
		Compensation exceeds funding by:	\$0.00

		Provincially Funded			Non-Provincially Funded		
		Bargaining Unit	Management & Excluded	Non-Union	Bargaining Unit	Management & Excluded	Non-Union
Benefit Costs		\$	\$	\$	\$	\$	\$
Statutory Benefits	CPP - Canada Pension Plan	\$1,750.00			\$750.00		
	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						

Schedule D2: Summary - Total Compensation Costs, Part 2

The **compensation calculator** helps identify when an agency's compensation costs exceed 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 1st, 2025 - December 31st, 2025

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 1st, 2025 - December 31st, 2025

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	\$10,000,000.00
		Compensation exceeds funding by:	\$10,000,000.00

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

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".**

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, E4, and E5. **Red cells indicate misaligned headcounts.**

Average Time to Fill Vacancies

(Between January 1, 2025 - December 31, 2025)

*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	

Bargaining Unit - Delegated		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	

Non-Union - Delegated		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	

Management & Excluded:		Days*
Executive		
Management		
Professional		
Administrative		

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

If more than one reason applied to a Terminated employee, please only report the primary reason.

Reasons for Termination

(Between January 1 - December 31, 2025)

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)							
Classification change - Promotion with same employer							
Transfer/move to new community							
Expired work permit/change of status in Canada							
Discharged for cause - Unspecified reason							
Resigned - Unspecified reason							
Resigned - Health reasons							
Resigned - Low job satisfaction							
Resigned - Personal and/or family issues							
New Employer - Promotion with new employer							
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.

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

(Of all employees terminated between January 1 - December 31, 2025)

	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 - E5, please provide the following information for all **Terminated employees, by funder** that you have reported in Schedules A2, A4, B1, and C1, as of December 31, 2025, 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 (Classifications auto-populate from Schedule A1)	Funder	Regular (FT/PT) or Casual/ additional hours	Terminated Employees	Number of Terminated Employees by Age, Gender, Length of Service, and Region (Jan. 1 - Dec. 31, 2025)																				
				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	Out of Province		
Subtotals:				#	#	#	#	#	#	#	#	#	#	#	#	#	#	#	#	#	#	#	#	

Classifications, funders and number of Terminated employees will be automatically filled in with the information you entered in previous sections (Schedules A2, A4, B1, and C1).

Report Checklist

☐ Home Schedule

- Agency Information
- Annual funding
- Number of contracts per funder

☐ Schedule H2: BC School Districts & Other Funding Sources

- Flow-Through Funding
- BC School Districts Funding

☐ Schedule Q1: Questions

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

☐ Schedule R1: Recruitment and Retention

- Recruitment situation
- Retention situation

☐ Schedule A1: Bargaining Unit

- All classifications filled by funder
- Total straight time hours and 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 A4: Delegated Bargaining Unit

- All classifications filled by funder
- Total straight time hours and pay for each classification
- Active and Terminated employees recorded

☐ Schedule A5: Delegated 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
- Wage Adjustments and Enhancements
- Expenses and allowances for all employee groups
- Statutory Benefits
- Health and Welfare Benefits

☐ Schedule E1: Vacancies and Terminations

- Average time to fill vacancies
- Reasons for termination
- Where Terminated Employees go...

☐ Schedule E2-E5: Demographics of Terminated Employees

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

Glossary of Terms

Active (A2, A3, A4, B1, B2, C1, C2, D1) - An employee who works at the agency as of December 31st 2025.

Average Annual Salary (C1) - The salary amount an individual would make if they worked full-time for the entire year. This amount can be found on the employment contract.

Backfill (A2, A4, B1, C1) - Hours worked by a casual/part-time employee in addition to their regular schedule to fill in for an absent employee.

Casual Employee (R1, A1-4, B1, B2, D1) - Employees who work as-needed and/or have irregular working hours.

Classification (A1, A2, A4, B1, C1, E2-E5) - 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.

Delegated (A4, A5, E5) - Positions in Indigenous Child and Family Services Agencies providing services through delegation agreements between the province and Indigenous communities to return historic responsibilities for child protection and family support to Indigenous communities.

Distribution of Flow-Through Funding (Q1) - Provincial Funding that is passed from one agency to another.

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

Full-Time Equivalent (FTE) - Multiple employees who work separate hours to fulfill 1 employee's full-time hours. E.g., 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.

Funding Profile - The sum of Provincial and Non-Provincial funding an agency reports on the Home Schedule.

Hours Paid at Straight Time (A1, A4, B1, C1) - The total number of hours paid at the regular rate, including worked and non-worked hours (ie. sick/vacation time), excluding overtime.

Inactive (A2, A4, B1, C1) - Non-Provincially Funded employees that are on any type of leave.

Non-Provincially Funded (NPF) (Q1, A1, A2, A4, B1, C1, D1, D2) - Employees funded by Non-Provincial sources such as First Nations Health Authority, Federal, Municipal and Other Provincial and Territorial Government(s).

Non-Provincial and Provincial % of Total Funding (Home, A1, A4, B1, C1, D2) - Non-Provincial and Provincial Funding divided by Total Funding.

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

Provincially Funded (PF) (Home, H2, Q1, A1-A5, B1, B2, C1, C2, D1, D2) - Employees funded by Crown corporations, BC Health Authorities, and BC Provincial Ministries.

Regular Employee (A1-A5, B1, B2, D1) - A full-time or part-time employee who is scheduled for set shifts on a regular basis.

Standard Hours per Year (A1, B1) - The number of hours an employee would have worked if they worked a year without leave.

Superior Benefits (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.

Superannuation (D2) - Pension or retirement savings plan. A retirement savings system where individuals and their employers contribute money over their working years to provide income during retirement.

Termination (A2, A4, B1, C1, E1-E5) - End of an employee's work with the organization, whether it be voluntary or involuntary. This includes retirement, discharge with cause, or a resignation.

Total Compensation Cost (D2) - The sum of wages, expenses and allowances, and benefits costs.

Total Straight Time Pay (A1, A2, A4, B1, C1, D2) - The actual amount earned within the reporting period.

Weighted Average Hourly Pay (A1, A4, B1, Wage Calculator) - The sum of straight time wages divided by the total number of paid straight time hours.



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.

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