

2016 Compensation & Employee Turnover Survey

User Guide – Aboriginal Services

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Introduction

The purpose of this user guide is to assist CSSEA Members to complete the **2016 Compensation and Employee Turnover Survey**. The survey collects data in the reporting period from **January 1, 2015 to December 31, 2015** (i.e., calendar year 2015).

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

- 2016 Employee Turnover Report
- 2016 Employee Turnover Report by Classification
- 2016 Executive Director/CEO Salary Report
- 2016 Management & Excluded Salary Report
- 2016 Non-Union Salary Report
- 2016 HR Metrics Report
- 2016 CSSEA Fact Book (New)
- Other comparative reports available in print or online through the Social Services Workforce Information System (WFIS).

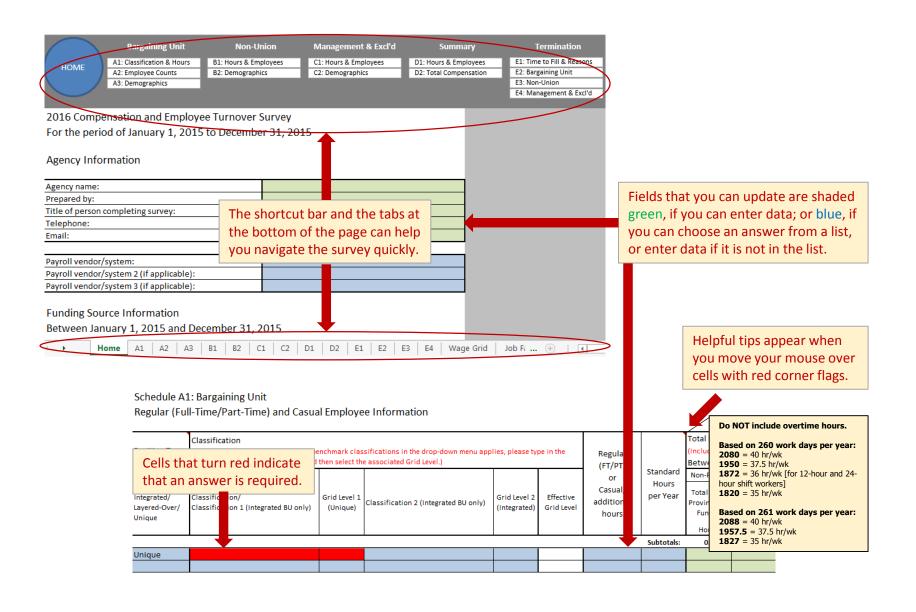
In addition, the survey data will be used to report the total compensation cost of the sector to PSEC, support the implementation of the 2014-2019 Collective Agreements, and serve as the basis for the distribution of the comparability and anomaly wage increases.

Overview of the Survey

	For each Employee Group :	For each Position Typ	e – 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	Non-Union	Management & Excluded
List of Position Types and Job Classifications	Bargaining Unit – JJEP & Paraprofessional [A1] Bargaining Unit – Delegated [A4] Non-Union [B1] Management & Excluded [C1]	Regular full-time/part Casual/add'l hours [A		Female vs. Male [C1]
		Standard hours per ye	ar [A1, A4, B1]	
	PF and NPF paid sick leave hours [D1] PF and NPF paid education, training, and orientation hours [D1] PF and NPF paid education, training, and orientation hours [D1]		I [A1, A4, B1, C1]	
[Jan. 1 to Dec. 31, 2015]			PF hours paid per Step in the wage grid [A1, A4] PF hours paid in total [B1, C1]	
		Total number of paid straight time hours used for backfill [A2, A4, B1, C1]		
Amount in \$ [Jan. 1 to Dec. 31, 2015]	Funding amount per source [Home] PF and NPF sick leave wage costs [D1] PF and NPF compensation costs, expenses and allowances, and benefit costs [D2]	Weighted average hourly pay for NPF hours paid [A1, A4] and PF hours paid above Step 4 [A1]	Weighted average hourly pay for NPF and PF hours [B1]	Average annual salary [C1] NPF and PF payroll amount and expenses paid [C1]
Number of Employees [as of Dec. 31, 2015]	Active, regular and casual , PF employees by seniority [A3, A5, B2, C2] Executive Directors and or CEOs by seniority [C2] Active, regular and casual , PF employees by age and gender [A3, A5, B2, C2] Active PF employees by group benefit participation [A3, A5, B2, C2] PF and NPF employees by job status: regular FT, regular PT, or casual [D1] PF and NPF employees by region [D1] PF and NPF bargaining unit employees by union affiliation [D1]	PF employees on leave Total number of unfille	ployees [A2, A4, B1, C1] es of absence [A2, A4, B ed vacancies [A2, A4, B1 nated employees [A2, A	1, C1] ., C1]
Others [Jan. 1 to Dec. 31, 2015]	Agency details, contact information, and payroll vendor/system(s) [Home] Number of contracts per funding source [Home] Existence of STIIP, provision of superior benefits [D1] Average numbers of days to fill vacancies per job family [E1] Reasons for job termination [E1] Number of terminated employees who stayed in the sector to work [E1]	Number of terminated Number of terminated	d employees by age [E2, d employees by gender d employees by length o d employees by region [[E2, E3, E4, E5] If service [E2, E3, E4, E5]

Note: Information in [red] indicate the Schedule/worksheet number(s) where the required data should be reported.

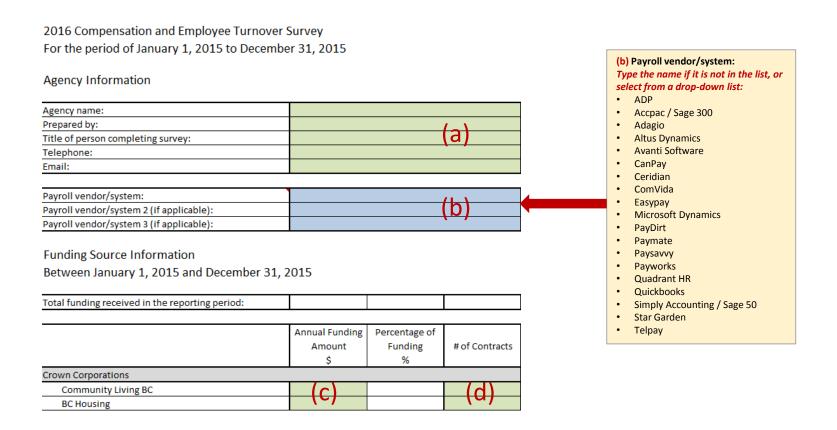
Navigating the Survey



Home Page

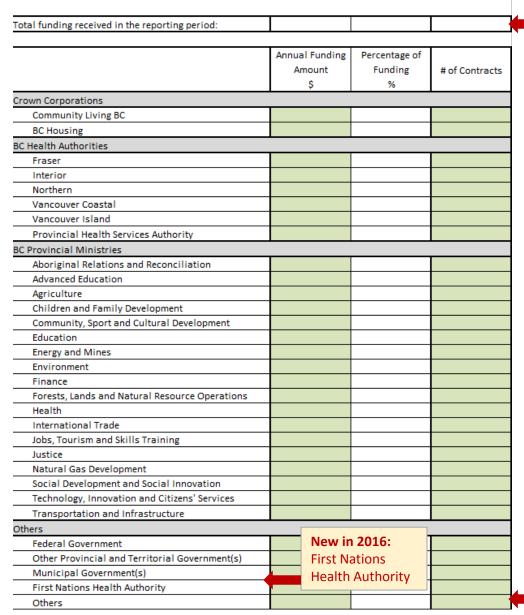
In the **Home** page, please provide the following information:

- (a) Your agency and your contact information
- (b) Your agency's payroll vendor(s) and/or system(s)
- (c) Funding amount (\$), by funding source
- (d) Number of contracts, by funding source



Home Page

Funding Source Information Between January 1, 2015 and December 31, 2015



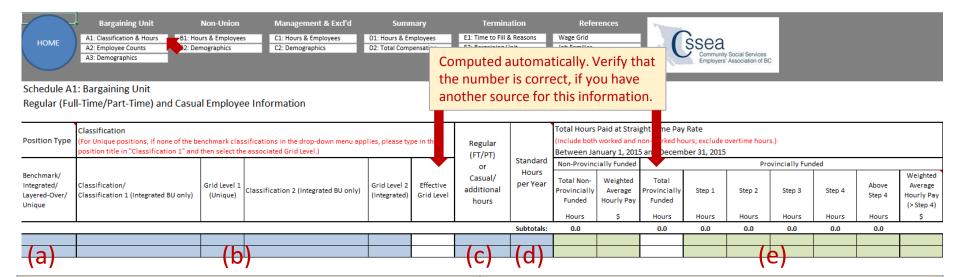
Total funding will be computed automatically. Verify that the number is correct, if you have another source for this information.

"Others" can include grants from foundations, private donations, resources generated from fundraisers, etc.

A1: Bargaining Unit – Classification and Hours

In **Schedule A1**, please provide the following information for all (c) regular and casual bargaining unit positions in your agency:

- (a) Position Type
- (b) Classification
- (d) Standard hours per year
- (e) Total hours paid at straight time pay rate



(a) Position Type

Select from the drop-down list:

Benchmark – the job falls under a JJEP classification and is paid at the set grid level (see the "Effective Grid Level" column for reference).

Integrated – the job is a combination of 2 or more benchmarks and paid at the highest grid level. If "Integrated" is selected, ensure that at least 2 classifications, including the one with the highest wage rate, are reported.

Layered-Over – the job has supervisory functions and is paid at a higher grid level than benchmark. **Unique** – the job does not fall under a JJEP classification and/or is not paid at the set grid level.

(b) Classification

Select, from the drop-down list, one of the **benchmark classifications** that were identified to be the most common jobs in the sector (see the "Job Families" tab in the survey for reference). If the position does not fit a benchmark, please select the "Unique" position type, enter the unique position title, and identify its grid level.

(c) Regular (FT/PT) or Casual/Additional Hours

Select from the drop down list:

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

Casual/add'l hours – hours worked by casual employees, or additional hours worked by regular parttime employees.

(d) Standard Hours per Year

Select, from the drop-down list, the number of straight-time paid hours if the position were full-time. Exclude overtime hours. Positions in the same classification but with different standard hours should be reported in separate rows.

(e) Total Hours Paid at Straight Time Pay Rate

Total hours paid covers all hours worked at straight time pay rate and all hours for time off, including statutory holidays worked and non-worked, vacation time taken, sick time used, and all other paid leaves covered in the collective agreement.

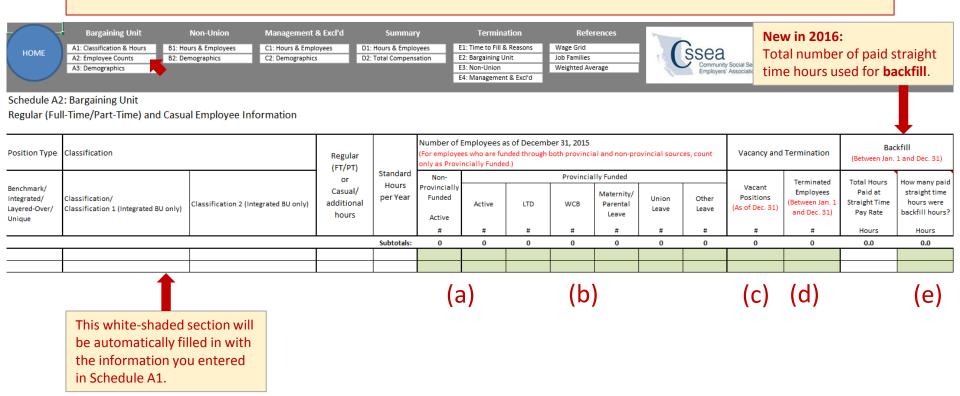
Please report the Weighted Average Hourly Pay for:

- Any non-provincially funded hours (cell will turn red).
- Any provincially-funded hours worked at above the Step 4 wage rate (cell will turn red).

A2: Bargaining Unit – Employee Count

In **Schedule A2**, please provide the following information for all **regular** and **casual** bargaining unit positions in your agency that you have identified in Schedule A1, as of Dec. 31, 2015:

- (a) Number of active non-provincially funded and provincially funded employees
- (b) Number of provincially funded employees on leave of absence
- (c) Number of vacant positions unfilled as of Dec. 31, 2015
- (d) Number of employees terminated between Jan. 1 and Dec. 31, 2015
- (e) Number of paid straight time hour used for **backfill** between Jan. 1 and Dec. 31, 2015 For employees who are funded through both provincial and non-provincial sources: Count only once, as **provincially funded**.



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, 2015:

- (a) Seniority (or length of service, in years)
- Gender and age
- Participation in group benefits



Schedule A3: Bargaining Unit

Demographic Information of Provincially Funded, Active Employees

Seniority (Length of Service)

(As of December 31, 2015)

(1.5 of 5000111501 51; 2515)						
	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						

(a)

Age & Gender

(As of December 31, 2015)

	Regular		Cas	ual
	Male	Female	Male	Female
< 20				
20				
21				
22				
23				
24				
25				
26				
27				
28				

(b)

Group Benefit Participation

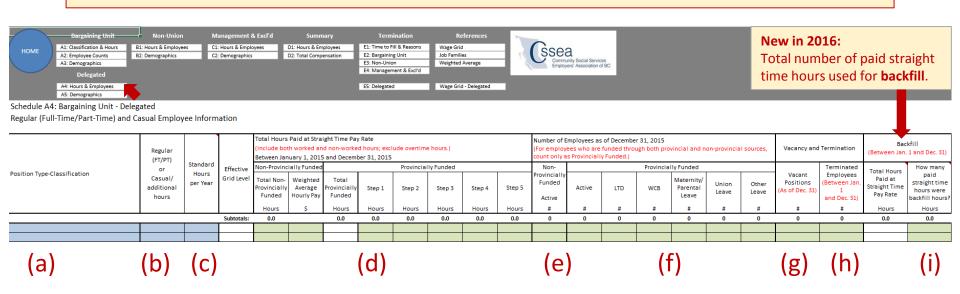
(As of December 31, 2015)						
	Parti	cipating Empl	oyees	Non-Part	ticipating	
Regular Employees	Single Rate	Couple Rate	Family Rate	Eligible (Opted out)	Ineligible	Total
Medical Services Plan (MSP)						0
Dental						0
Extended Health Care (EHC)						0
(c)						
		report tes under				

EHC rates are the same for both.

A4: Delegated – Hours and Employees

In **Schedule A4**, please provide the following information for all (b) **regular** and **casual** delegated positions in your agency:

- (a) Position Type and Classification
- (c) Standard hours per year
- (d) Total hours paid at straight time pay rate
- (e) Number of active non-provincially funded and provincially funded employees
- (f) Number of provincially funded employees on leave of absence
- (g) Number of vacant positions unfilled as of Dec. 31, 2015
- (h) Number of employees terminated between Jan. 1 and Dec. 31, 2015
- (i) Number of paid straight time hour used for **backfill** between Jan. 1 and Dec. 31, 2015 For employees who are funded through both provincial and non-provincial sources: Count only once, as **provincially funded**.



A5: Delegated – Demographics

In **Schedule A5**, please provide the following information for all **active**, **regular** and **casual**, **provincially funded** delegated employees that you have reported in Schedule A4, as of **December 31**, 2015:

- (a) Seniority (or length of service, in years)
- (b) Gender and age
- (c) Participation in group benefits



Schedule A5: Bargaining Unit - Delegated

Demographic Information of Provincially Funded, Active Employees

Seniority (Length of Service)

(As of December 31, 2015)

	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		

(a)

Age & Gender

(As of December 31, 2015)

	Regular		Cas	ual
	Male	Female	Male	Female
< 20				
20				
21				
22				
23				
24				
25				
26				
27				
28				

(b)

Group Benefit Participation

(As of December 31, 2015

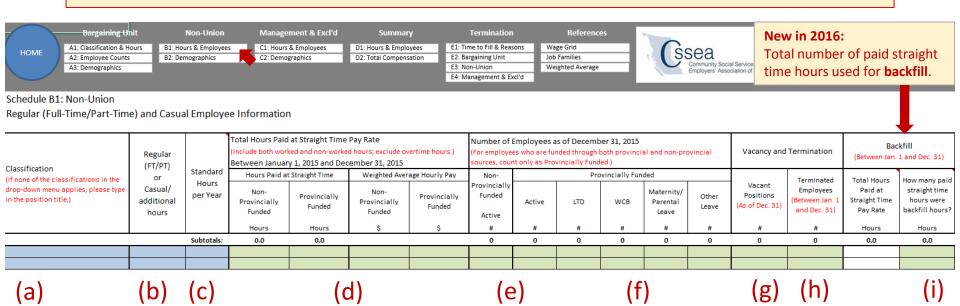
(As of December 31, 2015)						
	Parti	cipating Empl	oyees	Non-Part		
Regular Employees	Single Rate	Couple Rate	Family Rate	Eligible (Opted out)	Ineligible	Total
Medical Services Plan (MSP)						0
Dental						0
Extended Health Care (EHC)						0
(c)						
	familie	es under	"Family	of couple Rate", sin for both	nce	

B1: Non-Union – Hours and Employees

In **Schedule B1**, please provide the following information for all (c) **regular** and **casual** non-union positions in your agency:

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

- (a) Classification
- (b) Standard hours per year
- (d) Total hours paid at straight time pay rate, and weighted average hourly pay
- (e) Number of active non-provincially funded and provincially funded employees
- (f) Number of **provincially funded** employees on leave of absence
- (g) Number of vacant positions unfilled as of Dec. 31, 2015
- (h) Number of employees terminated between Jan. 1 and Dec. 31, 2015
- (i) Number of paid straight time hour used for **backfill** between Jan. 1 and Dec. 31, 2015 For employees who are funded through both provincial and non-provincial sources: Count only once, as **provincially funded**.



B2: Non-Union – Demographics

In 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, 2015:

- (a) Seniority (or length of service, in years)
- Gender and age
- Participation in group benefits



Schedule B2: Non-Union

Demographic Information of Provincially Funded, Active Employees

Seniority (Length of Service)

(As of December 31, 2015)

,						
Regular		Casual				
	Regular	Regular				

(a)

Age & Gender (As of December 31, 2015)

	Regular		Cas	ual
	Male	Female	Male	Female
< 20				
20				
21				
22				
23				
24				
25				
26				
27				
28				

(b)

Group Benefit Participation

	Parti	cipating Empl	oyees	Non-Part	icipating	<u> </u>
Regular Employees	Single Rate		Family Rate	Eligible (Opted out)	Ineligible	Total
Medical Services Plan (MSP)						0
Dental						0
Extended Health Care (EHC)		•				0
(c)			1			
	Please	report t	he sum c	of counte	s and	

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

C1: Management & Excluded – Hours and Employees

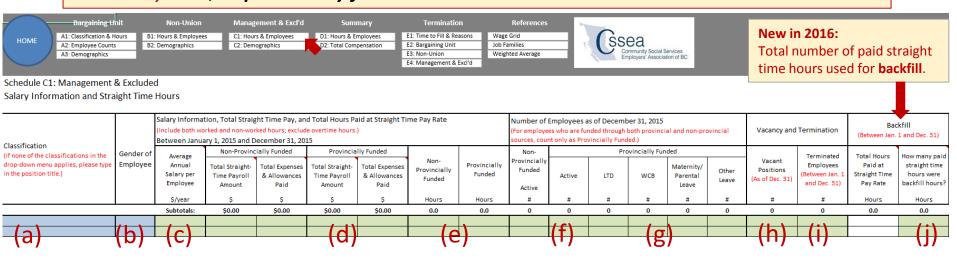
In **Schedule C1**, please provide the following information for all management & excluded positions in your agency:

- (a) Classification
- (b) Gender

Please report **male** and **female** 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 non-provincially funded and provincially funded employees
- (g) Number of **provincially funded** employees on leave of absence
- (h) Number of vacant positions unfilled as of Dec. 31, 2015
- (i) Number of employees terminated between Jan. 1 and Dec. 31, 2015
- (j) Number of paid straight time hour used for **backfill** between Jan. 1 and Dec. 31, 2015 For employees who are funded through both provincial and non-provincial sources:

Count only once, as provincially funded.



C2: Management & Excluded – Demographics

In **Schedule C2**, please provide the following information for all active, **provincially funded** management & excluded employees that you have reported in Schedule C1, as of December 31, 2015:

- (a) Seniority (or length of service, in years)
- (b) Gender and age
- (c) Participation in group benefits



Schedule C2: Management & Excluded

Demographic Information of Provincially Funded, Active Employees

Seniority (Length of Service)

(As of December 31, 2015)

	Total (Including ED/CEO)		ED/CEO Only
< 1 year		Г	
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			

(a)

Age & Gender

(As of December 31, 2015)

	Male	Female
< 20		
20		
21		
22		
23		
24		
25		
26		
27		
28		

(b)

Group Benefit Participation

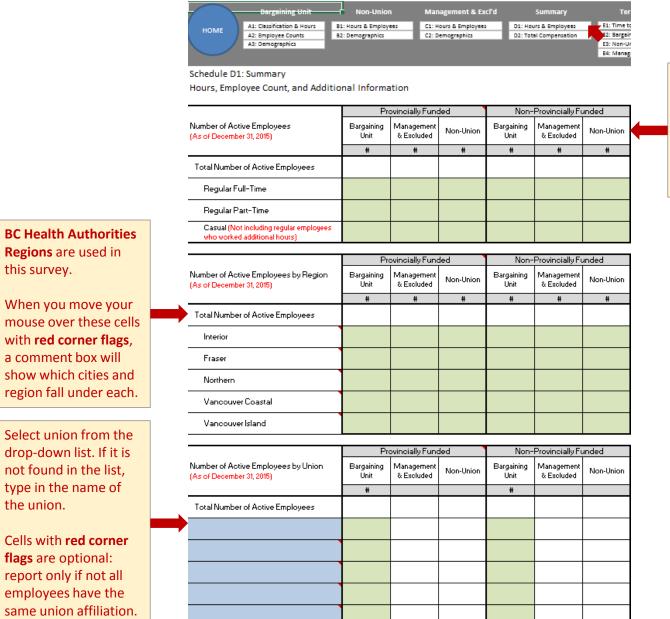
(As of December 31, 2015)

	Parti	cipating Empl	oyees	Non-Part		
Regular Employees	Single Rate	Couple Rate	Family Rate	Eligible (Opted out)	Ineligible	Total
Medical Services Plan (MSP)						0
Dental						0
Extended Health Care (EHC)						0

(c)

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

D1: Summary – Hours, Employees, and Additional Information



For employees who are funded through both provincial and non-provincial sources, count only once, as provincially funded.

D1: Summary – Hours, Employees, and Additional Information

Please separate:

- Total additional hours worked by regular parttime employees.
- Total hours worked by casual employees.

New in 2016:

Please report for each employee group:

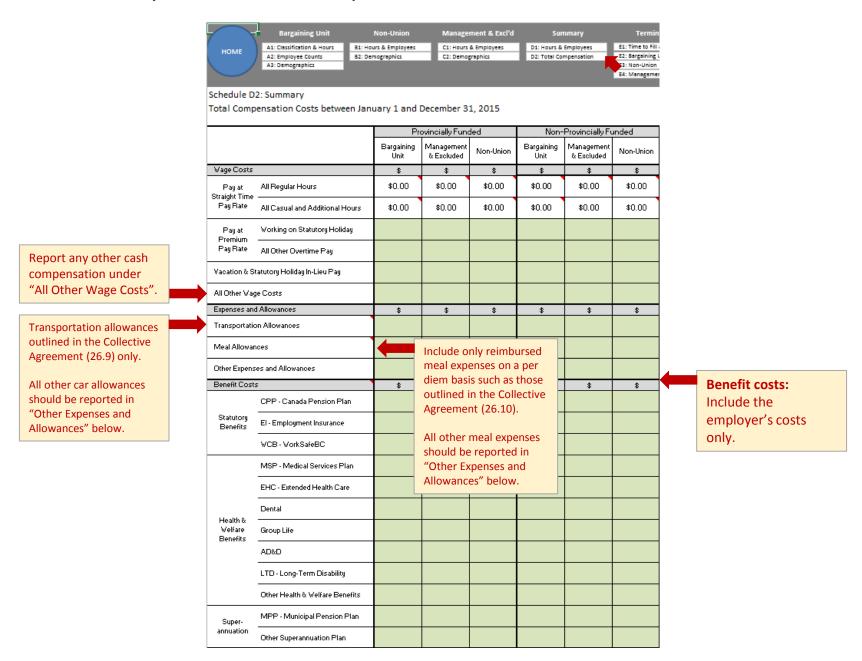
- Paid education, training, and orientation hours.
- All other paid leave hours.

	Pr	ovincially Fund	led	Non-Provincially Funded			
Total Regular and Casual Hours (Between January 1 and December 31, 2015)	Bargaining Unit	Management & Excluded	Non-Union	Bargaining Unit	Management & Excluded	Non-Union	
	hours	hours	hours	hours	hours	hours	
Total Regular Hours	0.0	0.0	0.0	0.0	0.0	0.0	
Total Casual and Additional Hours	0.0	0.0	0.0	0.0	0.0	0.0	
Total Additional Hours (Casual hours worked by regular part-time employees)							
Total Casual Hours (Casual hours worked by casual employees)							

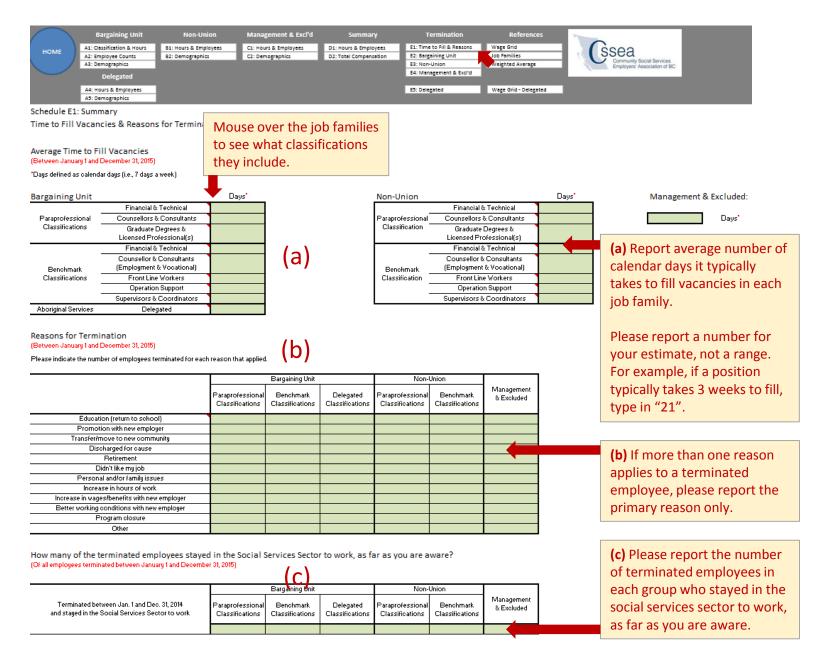
	Provincially Funded			Non-Provincially Funded			
Sick and Annual Leave Utilization (Between January 1 and December 31, 2015)	Bargaining Unit	Management & Excluded	Non-Union	Bargaining Unit	Management & Excluded	Non-Union	
	hours	hours	hours	hours	hours	hours	
Paid Sick Leave Hours							
Unpaid Sick Leave Hours							
Paid Education, Training, and Orientation Hours							
All Other Paid Leave Hours							
Total Sick Leave Wage Costs (80% pay for Bargaining Unit employees)	\$	\$	\$	\$	\$	\$	

	Provincially Funded			Non-Provincially Funded		
Does your agency have a STIIP (Short Term Illness and Injury Plan) for each employee group? (As of December 31, 2015) [Y/N]	Bargaining Unit	Management & Excluded	Non-Union	Bargaining Unit	Management & Excluded	Non-Union
	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N
(AS OF December 31, 2013) [1/N]						

D2: Summary – Total Compensation Costs



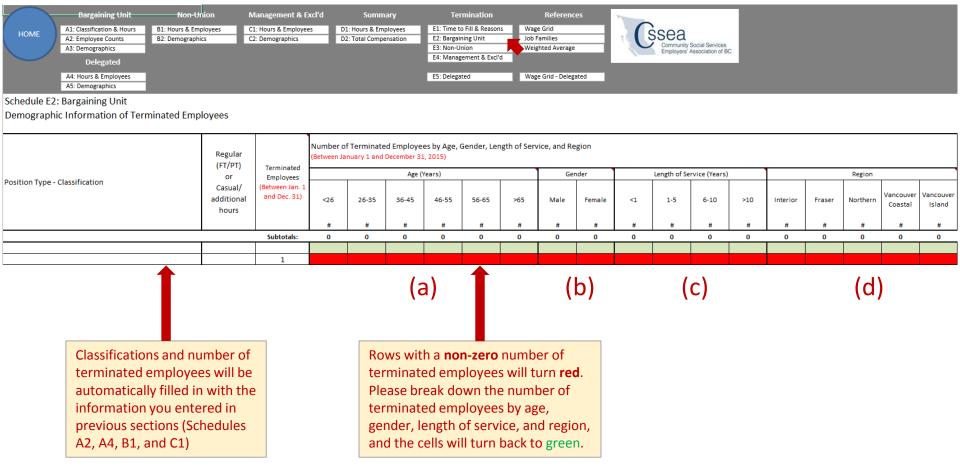
E1: Time to Fill Vacancies and Reasons for Termination



E2-E5: Demographics of Terminated Employees

In **Schedules E2 to E5**, please provide the following information for all terminated employees that you have reported in Schedules A2, A4, B1, and C1, as of Dec. 31, 2015, by demographic group:

- (a) Age
- (b) Gender
- (c) Length of Service
- (d) Region



We welcome your comments and feedback on this report.

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

Phone: 604.687.7220

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