



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 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	Non-Union	Management & Excluded
List of Position Types and Job Classifications	Bargaining Unit – JEP & Paraprofessional [A1] Bargaining Unit – Delegated [A4] Non-Union [B1] Management & Excluded [C1]	Regular full-time/part-time vs. Casual/add'l hours [A1, A4, B1]		Female vs. Male [C1]
Number of Hours [Jan. 1 to Dec. 31, 2015]	PF and NPF casual/additional hours [D1] PF and NPF paid sick leave hours [D1] PF and NPF unpaid sick leave hours [D1] PF and NPF paid education, training, and orientation hours [D1] PF and NPF all other paid leave hours [D1]	Standard hours per year [A1, 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]	
		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]	Active NPF and PF employees [A2, A4, B1, C1] PF employees on leaves of absence [A2, A4, B1, C1] Total number of unfilled vacancies [A2, A4, B1, C1] Total number of terminated employees [A2, A4, B1, 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 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 [red] indicate the Schedule/worksheet number(s) where the required data should be reported.

Navigating the Survey

HOME

Bargaining Unit

A1: Classification & Hours
A2: Employee Counts
A3: Demographics

Non-Union

B1: Hours & Employees
B2: Demographics

Management & Excl'd

C1: Hours & Employees
C2: Demographics

Summary

D1: Hours & Employees
D2: Total Compensation

Termination

E1: Time to Fill & Reasons
E2: Bargaining Unit
E3: Non-Union
E4: Management & Excl'd

2016 Compensation and Employee Turnover Survey
For the period of January 1, 2015 to December 31, 2015

Agency Information

Agency name:

Prepared by:

Title of person completing survey:

Telephone:

Email:

Payroll vendor/system:

Payroll vendor/system 2 (if applicable):

Payroll vendor/system 3 (if applicable):

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

Home

A1

A2

A3

B1

B2

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C2

D1

D2

E1

E2

E3

E4

Wage Grid

Job Fi ...

+

+

+

+

The shortcut bar and the tabs at the bottom of the page can help you navigate the survey quickly.

Fields that you can update are shaded green, if you can enter data; or blue, if you can choose an answer from a list, or enter data if it is not in the list.

Helpful tips appear when you move your mouse over cells with red corner flags.

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

Classification		Benchmark classifications in the drop-down menu applies, please type in the and then select the associated Grid Level.)				Regular (FT/PT or Casual) additional hours	Standard Hours per Year	Total (Including Non-Fun)
Integrated/Layered-Over/Unique	Classification/Classification on 1 (Integrated BU only)	Grid Level 1 (Unique)	Classification 2 (Integrated BU only)	Grid Level 2 (Integrated)	Effective Grid Level			
Unique								

Cells that turn red indicate that an answer is required.

Do NOT include overtime hours.

Based on 260 work days per year:
2080 = 40 hr/wk
1950 = 37.5 hr/wk
1872 = 36 hr/wk [for 12-hour and 24-hour shift workers]
1820 = 35 hr/wk

Based on 261 work days per year:
2088 = 40 hr/wk
1957.5 = 37.5 hr/wk
1827 = 35 hr/wk

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

2016 Compensation and Employee Turnover Survey
For the period of January 1, 2015 to December 31, 2015

Agency Information

Agency name:	
Prepared by:	
Title of person completing survey:	(a)
Telephone:	
Email:	

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

(b) Payroll vendor/system:

Type the name if it is not in the list, or select from a drop-down list:

- ADP
- Accpac / Sage 300
- Adagio
- Altus Dynamics
- Avanti Software
- CanPay
- Ceridian
- ComVida
- Easypay
- Microsoft Dynamics
- PayDirt
- Paymate
- Paysavvy
- Payworks
- Quadrant HR
- Quickbooks
- Simply Accounting / Sage 50
- Star Garden
- Telpay

Funding Source Information

Between January 1, 2015 and December 31, 2015

Total funding received in the reporting period:			
	Annual Funding Amount \$	Percentage of Funding %	# of Contracts
Crown Corporations			
Community Living BC	(c)		(d)
BC Housing			

Home Page

Funding Source Information

Between January 1, 2015 and December 31, 2015

Total funding received in the reporting period:			
	Annual Funding Amount \$	Percentage of Funding %	# of Contracts
Crown Corporations			
Community Living BC			
BC Housing			
BC Health Authorities			
Fraser			
Interior			
Northern			
Vancouver Coastal			
Vancouver Island			
Provincial Health Services Authority			
BC Provincial Ministries			
Aboriginal Relations and Reconciliation			
Advanced Education			
Agriculture			
Children and Family Development			
Community, Sport and Cultural Development			
Education			
Energy and Mines			
Environment			
Finance			
Forests, Lands and Natural Resource Operations			
Health			
International Trade			
Jobs, Tourism and Skills Training			
Justice			
Natural Gas Development			
Social Development and Social Innovation			
Technology, Innovation and Citizens' Services			
Transportation and Infrastructure			
Others			
Federal Government			
Other Provincial and Territorial Government(s)			
Municipal Government(s)			
First Nations Health Authority			
Others			

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

New in 2016:
First Nations
Health Authority

"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

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Non-Union

Management & Excl'd

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C2: Demographics

D1: Hours & Employees


D2: Total Compensation

E1: Time to Fill & Reasons

E2: Reasoning Unit

Wage Grid

Job Families



Community Social Services
Employers' Association of BC

Computed automatically. Verify that the number is correct, if you have another source for this information.

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

Position Type	Classification <small>(For Unique positions, if none of the benchmark classifications in the drop-down menu applies, please type in the position title in "Classification 1" and then select the associated Grid Level.)</small>					Regular (FT/PT) or Casual/ additional hours	Standard Hours per Year	Total Hours Paid at Straight Time Pay Rate <small>(Include both worked and non-worked hours; exclude overtime hours.) Between January 1, 2015 and December 31, 2015</small>								
Benchmark/ Integrated/ Layered-Over/ Unique	Classification/ Classification 1 (Integrated BU only)	Grid Level 1 (Unique)	Classification 2 (Integrated BU only)	Grid Level 2 (Integrated)	Effective Grid Level			Non-Provincially Funded		Provincially Funded						
								Total Non-Provincially Funded Hours	Weighted Average Hourly Pay \$	Total Provincially Funded Hours	Step 1 Hours	Step 2 Hours	Step 3 Hours	Step 4 Hours	Above Step 4 Hours	Weighted Average Hourly Pay (> Step 4) \$
Subtotals:								0.0		0.0	0.0	0.0	0.0	0.0	0.0	
(a)		(b)					(c)	(d)								(e)

(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 part-time 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.*

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A1: Classification & Hours

B1: Hours & Employees

C1: Hours & Employees

D1: Hours & Employees

E1: Time to Fill & Reasons

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A2: Employee Counts

B2: Demographics

C2: Demographics

D2: Total Compensation

E2: Bargaining Unit

Job Families

A3: Demographics

E3: Non-Union

Weighted Average

E4: Management & Excl'd

New in 2016:

Total number of paid straight time hours used for **backfill**.

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, 2015 (For employees who are funded through both provincial and non-provincial sources, count only as Provincially Funded.)							Vacancy and Termination		Backfill (Between Jan. 1 and Dec. 31)	
	Benchmark/ Integrated/ Layered-Over/ Unique	Classification/ Classification 1 (Integrated BU only)	Classification 2 (Integrated BU only)		Non-Provincially Funded	Provincially Funded						Vacant Positions (As of Dec. 31)	Terminated Employees (Between Jan. 1 and Dec. 31)	Total Hours Paid at Straight Time Pay Rate	How many paid straight time hours were backfill hours?
					Active	Active	LTD	WCB	Maternity/ Parental Leave	Union Leave	Other Leave				
					#	#	#	#	#	#	#	#	#	Hours	Hours
Subtotals:					0	0	0	0	0	0	0	0	0	0.0	0.0

(a)

(b)

(c)

(d)

(e)

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

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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)
- (b) Gender and age
- (c) Participation in group benefits

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E4: Management & Excl'd

Wage Grid

Job Families

Weighted Average



Schedule A3: Bargaining Unit 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		Casual	
	Male	Female	Male	Female
< 20				
20				
21				
22				
23				
24				
25				
26				
27				
28				

(b)

Group Benefit Participation (As of December 31, 2015)

Regular Employees	Participating Employees			Non-Participating		Total
	Single Rate	Couple Rate	Family Rate	Eligible (Opted out)	Ineligible	
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 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**.*

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E5: Delegated

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Wage Grid
Job Families
Weighted Average
Wage Grid - Delegated



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Community Social Services
Employees' Association of BC

New in 2016:
Total number of paid straight time hours used for **backfill**.

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

Position Type-Classification	Regular (FT/PT) or Casual/ additional hours	Standard Hours per Year	Effective Grid Level	Total Hours Paid at Straight Time Pay Rate (Include both worked and non-worked hours; exclude overtime hours.) Between January 1, 2015 and December 31, 2015										Number of Employees as of December 31, 2015 (For employees who are funded through both provincial and non-provincial sources, count only as Provincially Funded.)							Vacancy and Termination		Backfill (Between Jan. 1 and Dec. 31)	
				Non-Provincially Funded			Provincially Funded							Non-Provincially Funded	Provincially Funded						Vacant Positions (As of Dec. 31)	Terminated Employees (Between Jan. 1 and Dec. 31)	Total Hours Paid at Straight Time Pay Rate	How many paid straight time hours were backfill hours?
				Total Non-Provincially Funded	Weighted Average Hourly Pay	Total Provincially Funded	Step 1	Step 2	Step 3	Step 4	Step 5	Active	Active	LTD	WCB	Maternity/ Parental Leave	Union Leave	Other Leave						
				Hours	\$	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Active	#	#	#	#	#	#	#	#	Hours	Hours	
Subtotals:				0.0		0.0	0.0	0.0	0.0	0.0	0.0	0	0	0	0	0	0	0	0	0	0.0	0.0		

(a) (b) (c) (d) (e) (f) (g) (h) (i)

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

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Wage Grid - Delegated

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Community Social Services

Employers' Association of BC

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

(b)

Group Benefit Participation
(As of December 31, 2015)

Regular Employees	Participating Employees			Non-Participating		Total
	Single Rate	Couple Rate	Family Rate	Eligible (Opted out)	Ineligible	
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 EHC rates are the same for both.

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.

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New in 2016:

Total number of paid straight time hours used for backfill.

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

Classification (If none of the classifications in the drop-down menu applies, please type in the position title.)	Regular (FT/PT) or Casual/ additional hours	Standard Hours per Year	Total Hours Paid at Straight Time Pay Rate (Include both worked and non-worked hours; exclude overtime hours.) Between January 1, 2015 and December 31, 2015				Number of Employees as of December 31, 2015 (For employees who are funded through both provincial and non-provincial sources, count only as Provincially Funded.)					Vacancy and Termination		Backfill (Between Jan. 1 and Dec. 31)		
			Hours Paid at Straight Time		Weighted Average Hourly Pay		Non-Provincially Funded Active	Provincially Funded				Vacant Positions (As of Dec. 31)	Terminated Employees (Between Jan. 1 and Dec. 31)	Total Hours Paid at Straight Time Pay Rate	How many paid straight time hours were backfill hours?	
			Non-Provincially Funded	Provincially Funded	Non-Provincially Funded	Provincially Funded		Active	LTD	WCB	Maternity/ Parental Leave					Other Leave
			Hours	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)

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)
- (b) Gender and age
- (c) Participation in group benefits

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Weighted Average



Schedule B2: Non-Union
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		Casual	
	Male	Female	Male	Female
< 20				
20				
21				
22				
23				
24				
25				
26				
27				
28				

(b)

Group Benefit Participation
(As of December 31, 2015)

Regular Employees	Participating Employees			Non-Participating		Total
	Single Rate	Couple Rate	Family Rate	Eligible (Opted out)	Ineligible	
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 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.

HOME

Bargaining Unit

Non-Union

Management & Excl'd

Summary

Termination

References

A1: Classification & Hours

B1: Hours & Employees

C1: Hours & Employees

D1: Hours & Employees

E1: Time to Fill & Reasons

Wage Grid

A2: Employee Counts

B2: Demographics

C2: Demographics

D2: Total Compensation

E2: Bargaining Unit

Job Families

A3: Demographics

E3: Non-Union

E4: Management & Excl'd

Weighted Average

New in 2016:
Total number of paid straight time hours used for **backfill**.


Schedule C1: Management & Excluded
Salary Information and Straight Time Hours

Classification (If none of the classifications in the drop-down menu applies, please type in the position title.)	Gender of Employee	Salary Information, Total Straight Time Pay, and Total Hours Paid at Straight Time Pay Rate (Include both worked and non-worked hours; exclude overtime hours.) Between January 1, 2015 and December 31, 2015							Number of Employees as of December 31, 2015 (For employees who are funded through both provincial and non-provincial sources, count only as Provincially Funded.)						Vacancy and Termination		Backfill (Between Jan. 1 and Dec. 31)	
		Average Annual Salary per Employee \$/year	Non-Provincially Funded		Provincially Funded		Non-Provincially Funded Hours	Provincially Funded Hours	Non-Provincially Funded Active	Provincially Funded					Vacant Positions (As of Dec. 31) #	Terminated Employees (Between Jan. 1 and Dec. 31) #	Total Hours Paid at Straight Time Pay Rate Hours	How many paid straight time hours were backfill hours? Hours
			Total Straight-Time Payroll Amount \$	Total Expenses & Allowances Paid \$	Total Straight-Time Payroll Amount \$	Total Expenses & Allowances Paid \$				Active	LTD	WCB	Maternity/ Parental Leave #	Other Leave #				
		Subtotals:	\$0.00	\$0.00	\$0.00	\$0.00	0.0	0.0	0	0	0	0	0	0	0	0.0	0.0	
(a)	(b)	(c)			(d)		(e)		(f)			(g)		(h)	(i)		(j)	

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



Bargaining Unit

A1: Classification & Hours
A2: Employee Counts
A3: Demographics

Non-Union

B1: Hours & Employees
B2: Demographics

Management & Excl'd

C1: Hours & Employees
C2: Demographics

Summary


D1: Hours & Employees
D2: Total Compensation

Termination

E1: Time to Fill & Reasons
E2: Bargaining Unit
E3: Non-Union
E4: Management & Excl'd

References

Wage Grid
Job Families
Weighted Average



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		
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)

Regular Employees	Participating Employees			Non-Participating		Total
	Single Rate	Couple Rate	Family Rate	Eligible (Opted out)	Ineligible	
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 EHC rates are the same for both.

D1: Summary – Hours, Employees, and Additional Information

HOME

Bargaining Unit

Non-Union

Management & Excl'd

Summary

Ter

A1: Classification & Hours

A2: Employee Counts

A3: Demographics

B1: Hours & Employees

B2: Demographics

C1: Hours & Employees

C2: Demographics

D1: Hours & Employees

D2: Total Compensation

E1: Time to

E2: Bargain

E3: Non-Union

E4: Manag

Schedule D1: Summary
Hours, Employee Count, and Additional Information

Number of Active Employees (As of December 31, 2015)	Provincially Funded			Non-Provincially Funded		
	Bargaining Unit	Management & Excluded	Non-Union	Bargaining Unit	Management & Excluded	Non-Union
	#	#	#	#	#	#
Total Number of Active Employees						
Regular Full-Time						
Regular Part-Time						
Casual (Not including regular employees who worked additional hours)						

Number of Active Employees by Region (As of December 31, 2015)	Provincially Funded			Non-Provincially Funded		
	Bargaining Unit	Management & Excluded	Non-Union	Bargaining Unit	Management & Excluded	Non-Union
	#	#	#	#	#	#
Total Number of Active Employees						
Interior						
Fraser						
Northern						
Vancouver Coastal						
Vancouver Island						

Number of Active Employees by Union (As of December 31, 2015)	Provincially Funded			Non-Provincially Funded		
	Bargaining Unit	Management & Excluded	Non-Union	Bargaining Unit	Management & Excluded	Non-Union
	#			#		
Total Number of Active Employees						

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

BC Health Authorities Regions are used in this survey.

When you move your mouse over these cells with **red corner flags**, a comment box will show which cities and region fall under each.

Select union from the drop-down list. If it is not found in the list, type in the name of the union.

Cells with **red corner flags** are optional: report only if not all employees have the same union affiliation.

D1: Summary – Hours, Employees, and Additional Information

Please separate:

- Total additional hours worked by regular part-time employees.
- Total hours worked by casual employees.

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

Sick and Annual Leave Utilization (Between January 1 and December 31, 2015)	Provincially Funded			Non-Provincially Funded		
	Bargaining Unit	Management & Excluded	Non-Union	Bargaining Unit	Management & Excluded	Non-Union
	hours	hours	hours	hours	hours	hours
Paid Sick Leave Hours						
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)	\$	\$	\$	\$	\$	\$

Does your agency have a STIIP (Short Term Illness and Injury Plan) for each employee group? (As of December 31, 2015) [Y/N]	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

D2: Summary – Total Compensation Costs

HOME

Bargaining Unit

A1: Classification & Hours
A2: Employee Counts
A3: Demographics

Non-Union

B1: Hours & Employees
B2: Demographics

Management & Excl'd

C1: Hours & Employees
C2: Demographics

Summary

D1: Hours & Employees
D2: Total Compensation

Termin

E1: Time to Fill
E2: Bargaining U
E3: Non-Union
E4: Management

Schedule D2: Summary
Total Compensation Costs between January 1 and December 31, 2015

		Provincially Funded			Non-Provincially Funded		
		Bargaining Unit	Management & Excluded	Non-Union	Bargaining Unit	Management & Excluded	Non-Union
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							
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	MSP - Medical Services Plan						
	EHC - Extended Health Care						
	Dental						
	Group Life						
	AD&D						
	LTD - Long-Term Disability						
	Other Health & Welfare Benefits						
Super-annuation	MPP - Municipal Pension Plan						
	Other Superannuation Plan						

Report any other cash compensation under "All Other Wage Costs".

Transportation allowances outlined in the Collective Agreement (26.9) only.

All other car allowances should be reported in "Other Expenses and Allowances" below.

Include only reimbursed meal expenses on a per diem basis such as those outlined in the Collective Agreement (26.10).

All other meal expenses should be reported in "Other Expenses and Allowances" below.

Benefit costs: Include the employer's costs only.

E1: Time to Fill Vacancies and Reasons for Termination

HOME

Bargaining Unit

A1: Classification & Hours
A2: Employee Counts
A3: Demographics
Delegated
A4: Hours & Employees
A5: Demographics

Non-Union

B1: Hours & Employees
B2: Demographics

Management & Excl'd

C1: Hours & Employees
C2: Demographics

Summary

D1: Hours & Employees
D2: Total Compensation

Termination

E1: Time to Fill & Reasons
E2: Bargaining Unit
E3: Non-Union
E4: Management & Excl'd
E5: Delegated

References

Wage Grid
Job Families
Weighted Average
Wage Grid - Delegated

Cssea

Community Social Services
Employers' Association of BC

Schedule E1: Summary

Time to Fill Vacancies & Reasons for Termination

Average Time to Fill Vacancies (Between January 1 and December 31, 2015)

*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	
Aboriginal Services	Delegated	

Mouse over the job families to see what classifications they include.

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

Management & Excluded:

Days*

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

Reasons for Termination

(Between January 1 and December 31, 2015)

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	
Education (return to school)						
Promotion with new employer						
Transfer/move to new community						
Discharged for cause						
Retirement						
Didn't like my job						
Personal and/or family issues						
Increase in hours of work						
Increase in wages/benefits with new employer						
Better working conditions with new employer						
Program closure						
Other						

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

(b) If more than one reason applies to a terminated employee, please report the primary reason only.

How many of the terminated employees stayed in the Social Services Sector to work, as far as you are aware?

(Of all employees terminated between January 1 and December 31, 2015)

	Bargaining Unit			Non-Union		Management & Excluded
	Paraprofessional Classifications	Benchmark Classifications	Delegated Classifications	Paraprofessional Classifications	Benchmark Classifications	
Terminated between Jan. 1 and Dec. 31, 2014 and stayed in the Social Services Sector to work						

(c) Please report the number of terminated employees in each group who stayed in the social services sector to work, as far as you are aware.

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

HOME

Bargaining Unit

A1: Classification & Hours
A2: Employee Counts
A3: Demographics

Non-Union

B1: Hours & Employees
B2: Demographics

Management & Excl'd

C1: Hours & Employees
C2: Demographics

Summary

D1: Hours & Employees
D2: Total Compensation

Termination

E1: Time to Fill & Reasons
E2: Bargaining Unit
E3: Non-Union
E4: Management & Excl'd
E5: Delegated

References

Wage Grid
Job Families
Weighted Average
Wage Grid - Delegated

Cssea

Community Social Services
Employers' Association of BC

Schedule E2: Bargaining Unit
Demographic Information of Terminated Employees

Position Type - Classification	Regular (FT/PT) or Casual/ additional hours	Terminated Employees (Between Jan. 1 and Dec. 31)	Number of Terminated Employees by Age, Gender, Length of Service, and Region (Between January 1 and December 31, 2015)																
			Age (Years)						Gender		Length of Service (Years)				Region				
			<26	26-35	36-45	46-55	56-65	>65	Male	Female	<1	1-5	6-10	>10	Interior	Fraser	Northern	Vancouver Coastal	Vancouver Island
			#	#	#	#	#	#	#	#	#	#	#	#	#	#	#	#	#
Subtotals:			0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
		1																	

(a)

(b)

(c)

(d)

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

Rows with a **non-zero** number of terminated employees will turn **red**. Please break down the number of terminated employees by age, gender, length of service, and region, and the cells will turn back to **green**.

We welcome your comments and feedback on this report.

If you have any questions or comments, please contact
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