



2015 Compensation & Employee Turnover Survey

User Guide – Community Living Services and General Services

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Introduction

The purpose of this user guide is to assist CSSEA Members to complete the ***2015 Compensation and Employee Turnover Survey***. The survey collects data in the reporting period from **January 1, 2014 to December 31, 2014** (i.e., calendar year 2014).

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

- 2015 Employee Turnover Report
- 2015 Executive Director/CEO Salary Report
- 2015 Management & Excluded Salary Report
- 2015 Non-Union Salary Report
- 2015 HR Metrics Report
- 2015 CSSEA Fact Book
- 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 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] Non-Union [B1] Management & Excluded [C1]	Regular full-time/part-time vs. Casual/add'l hours [A1, B1]		Male vs. Female [C1]
Number of Hours [Jan. 1 to Dec. 31, 2014]	PF and NPF casual/additional hours [D1] PF and NPF paid sick leave hours [D1] PF and NPF unpaid sick leave hours [D1]	Standard hours per year [A1, B1]		
		NPF hours paid in total [A1, B1, C1]		
		PF hours paid per Step in the wage grid [A1]	PF hours paid in total [B1, C1]	
Amount in \$ [Jan. 1 to Dec. 31, 2014]	Funding amount per source [Home] NPF and PF compensation costs, including expenses and allowances, and benefit costs [D2]	Weighted average hourly pay for NPF hours paid [A1] and PF hours paid above Step 4 [A1]	Weighted average hourly pay for NPF and PF hours [B1]	Average annual salary [C1] NPF and PF payroll amount and expenses paid [C1]
Number of Employees [as of Dec. 31, 2014]	Active, regular and casual , PF employees by seniority [A3, B2, C2] Executive Directors and or CEOs by seniority [C2] Active, regular and casual , PF employees by age and gender [A3, B2, C2] Active, regular only , PF employees by group benefit participation [A3, 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, B1, C1] PF employees on leaves of absence [A2, B1, C1] Total number of unfilled vacancies [A2, B1, C1]		
Others [Jan. 1 to Dec. 31, 2014]	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]	Total number of terminated employees [A2, B1, C1] Number of terminated employees by age [E2, E3, E4] Number of terminated employees by gender [E2, E3, E4] Number of terminated employees by length of service [E2, E3, E4] Number of terminated employees by region [E2, E3, E4]		

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

Navigating the Survey

2015 Compensation and Employee Turnover Survey
For the period of January 1, 2014 to December 31, 2014

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, 2014 and December 31, 2014

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

Home A1 A2 A3 B1 B2 C1 C2 D1 D2 E1 E2 E3 E4 Wage Grid Job Families

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						Regular (FT/PT or Casual) additional hours	Standard Hours per Year	Total (Including Non-Fun Ho
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

2015 Compensation and Employee Turnover Survey
For the period of January 1, 2014 to December 31, 2014

Agency Information

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

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

Funding Source Information
Between January 1, 2014 and December 31, 2014

Total funding received in the reporting period:		
---	--	--

	Annual Funding Amount \$	Percentage of Funding %	# of Contracts
Crown Corporations			
Community Living BC	(c)		(d)
BC Housing			

(b) Payroll vendor/system:
Type the name if it is not in the list, or select from a drop-down list:

- ADP
- Adagio
- Altus Dynamics
- Avanti Software
- Blaeberry Solutions
- CanPay
- Ceridian
- ComVida
- Easypay
- Eclipsys
- GoldCare
- ISM
- Meditech
- Microsoft Dynamics
- NOW Solutions
- Ormed
- PayDirt
- Paymate
- Payworks
- Quadrant HR
- Quickbooks
- Sage
- StarGarden
- Telpay

Home Page

Funding Source Information

Between January 1, 2014 and December 31, 2014

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)			
Others			

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

HOME

Bargaining Unit

Non-Union

Management & Excl'd

Summary

Termination

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 Fill & Reasons

E2: Resignation Data

Cssea

Services 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 (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.)	Grid Level 1 (Unique)	Classification 2 (Integrated BU only)	Grid Level 2 (Integrated)	Effective Grid Level	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, 2014 and December 31, 2014							
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
							Subtotals:	0.0	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 **63 benchmark classifications** that were identified to be the most common jobs in the sector (see the Appendix 1.1 in the user guide or 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, 2014**:

- (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, 2014
- (d) Number of employees terminated between Jan. 1 and Dec. 31, 2014

*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

A1: Classification & Hours

B1: Hours & Employees

C1: Hours & Employees

D1: Hours & Employees

E1: Time to Fill & Reasons

A2: Employee Counts

B2: Demographics

C2: Demographics

D2: Total Compensation

E2: Bargaining Unit

A3: Demographics

E3: Non-Union

E4: Management & Excl'd

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, 2014 (For employees who are funded through both provincial and non-provincial sources, count only as Provincially Funded.)						Vacancy and Termination	
	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)
					Active	Active	LTD	WCB	Maternity/ Parental Leave	Union Leave	Other Leave	
					#	#	#	#	#	#	#	#
Subtotals:					0	0	0	0	0	0	0	0

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

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, 2014**:

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

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Bargaining Unit

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Summary

Termination

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 Fill & Reasons

E2: Bargaining Unit

E3: Non-Union

E4: Management & Excl'd

Schedule A3: Bargaining Unit
Demographic Information of Provincially Funded, Active Employees

Seniority (Length of Service)
(As of December 31, 2014)

	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		

(a)

Age & Gender
(As of December 31, 2014)

	Regular		Casual	
	Male	Female	Male	Female
< 20				
20				
21				
22				
23				
24				
25				
26				
27				
28				
29				

(b)

Group Benefit Participation - Regular Employees Only
(Regular employees only; as of December 31, 2014)

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, 2014
- (h) Number of employees terminated between Jan. 1 and Dec. 31, 2014

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

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Bargaining Unit

Non-Union

Management & Excl'd

Summary

Termination

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 Fill & Reasons

E2: Bargaining Unit

E3: Non-Union

E4: Management & Excl'd



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, 2014 and December 31, 2014				Number of Employees as of December 31, 2014 (For employees who are funded through both provincial and non-provincial sources, count only as Provincially Funded.)						Vacancy and Termination	
			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)
			Non-Provincially Funded	Provincially Funded	Non-Provincially Funded	Provincially Funded		Active	LTD	WCB	Maternity/ Parental Leave	Other Leave		
			Hours	Hours	\$	\$	#	#	#	#	#	#	#	#
Subtotals:			0.0	0.0			0	0	0	0	0	0	0	0

(a)

(b)

(c)

(d)

(e)

(f)

(g)

(h)

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, 2014**:

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

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Bargaining Unit

Non-Union

Management & Excl'd

Summary

Termination

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 Fill & Reasons

E2: Bargaining Unit

E3: Non-Union

E4: Management & Excl'd

Schedule B2: Non-Union
Demographic Information of Provincially Funded, Active Employees

Seniority (Length of Service)
(As of December 31, 2014)

	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		

(a)

Age & Gender
(As of December 31, 2014)

	Regular		Casual	
	Male	Female	Male	Female
< 20				
20				
21				
22				
23				
24				
25				
26				
27				
28				
29				

(b)

Group Benefit Participation - Regular Employees Only
(Regular employees only; as of December 31, 2014)

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

(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, 2014

(i) Number of employees terminated between Jan. 1 and Dec. 31, 2014

For employees who are funded through both provincial and non-provincial sources:

Count only once, as provincially funded.

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Bargaining Unit

Non-Union

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Summary

Termination


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



Community Social Services
Employers' Association of BC

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, 2014 and December 31, 2014							Number of Employees as of December 31, 2014 (For employees who are funded through both provincial and non-provincial sources, count only as Provincially Funded.)						Vacancy and Termination	
		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 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

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

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, 2014**:

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

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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



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

Seniority (Length of Service)
(As of December 31, 2014)

	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, 2014)

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

(b)

Group Benefit Participation - Regular Employees Only
(Regular employees only; as of December 31, 2014)

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

Te

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

E2: Barg

E3: Non-

E4: Man

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

Number of Active Employees (As of December 31, 2014)	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, 2014)	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, 2014)	Provincially Funded			Non-Provincially Funded		
	Bargaining Unit	Management & Excluded	Non-Union	Bargaining Unit	Management & Excluded	Non-Union
	#	#	#	#	#	#
Total Number of Active Employees						

New in 2015:

Please report **non-provincially funded** employee count by **employee group**.

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

New in 2015:

Please report the total active employee count by **union affiliation**.

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.

Changed in 2015:

Moved from Schedule D2 for clarity.

Total Regular and Casual Hours (Between January 1 and December 31, 2014)	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)						

Total Sick Leave Hours and Costs (Between January 1 and December 31, 2014)	Provincially Funded			Non-Provincially Funded		
	Bargaining Unit	Management & Excluded	Non-Union	Bargaining Unit	Management & Excluded	Non-Union
	hours	hours	hours	hours	hours	hours
Total Paid Sick Leave Hours						
Total Unpaid Sick 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? [Y/N]	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N

New in 2015:

Please report the total number of unpaid sick leave hours.

Does your agency provide to each employee group any of the following superior benefits, as outlined in MQA #2 Re: Superior Benefits and Provisions? [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
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						

Refer to the next page for details on when to select "Y".

D1: Summary – Hours, Employees, and Additional Information

BENEFIT	Select "Y" if:	BENEFIT	Select "Y" if:
Meal Allowance	Providing more than outlined in Collective Agreement (26.10): 10.00 for Breakfast \$12.25 for Lunch \$21.25 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): 45¢ per kilometre	Required Certification	Providing more than outlined in Collective Agreement (28.12): Renewal costs of required certificates and/or licenses
On Call	Providing more than outlined in Collective Agreement (14.7): \$1 per hour for a min. of four (4) consecutive hours on standby	Vacation	Providing more than outlined in Collective Agreement (18.1): 1 year's 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.		
Compassionate 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		
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, - formal hearing to become a Canadian citizen - 1 day, - court appearance for hearing of employee's child - 1 day, - meet responsibilities 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		
Sick Leave Payout	Providing more than outlined in Collective Agreement (19.1): <i>Accrual:</i> 1 day of sick leave per month to a max. of 156 days <i>Payout:</i> 80% of regular straight-time pay, removal of a full sick day from sick leave bank		
Shift Premiums	Providing more than outlined in Collective Agreement (15.3): Overtime rates for any hours worked in 8-hour period if an employee's shifts are scheduled less than 8 hours apart and employee has not agreed to this	Long Service Retirement Allowance	Provided. Benefit is not included in Collective Agreement.
		Cellphone and Pager Reimbursement	Provided. Benefit is not included in Collective Agreement.
		Seasonal Closure	Provided. Benefit is not included in Collective Agreement.
		Qualification Differential	Provided. Benefit is not included in Collective Agreement.

D2: Summary – Total Compensation Costs

Bargaining Unit		Non-Union		Management & Excl'd		Summary		Termin	
HOME		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 Fill E2: Bargaining E3: Non-Union E4: Management			
Schedule D2: Summary									
Total Compensation Costs between January 1 and December 31, 2014									
		Provincially Funded			Non-Provincially Funded				
		Bargaining Unit	Management & Excluded	Non-Union	Bargaining Unit	Management & Excluded	Non-Union		
Wage Costs		\$	\$	\$	\$	\$	\$		
Pay at Straight Time	All Regular Hours	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
Pay Rate	All Casual and Additional Hours	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
Pay at Premium	Working on Statutory Holiday								
Pay Rate	All Other Overtime Pay								
Vacation & Statutory Holiday In-Lieu Pay									
All Other Wage Costs									
Expenses and Allowances		\$	\$	\$	\$	\$	\$		
Transportation Allowances									
Meal Allowances									
Other Expenses and Allowances									
Benefit Costs		\$				\$	\$		
Statutory Benefits	CPP - Canada Pension Plan								
	EI - Employment Insurance								
	WCB - WorkSafeBC								
Health & Welfare Benefits	MSP - Medical Services Plan								
	EHC - Extended Health Care								
	Dental								
	Group Life								
	AD&D								
	LTD - Long-Term Disability								
	Other Health & Welfare Benefits								
Superannuation	MPP - Municipal Pension Plan								
	Other Superannuation Plan								

New in 2015:

Non-provincially funded straight time wage costs are now automatically calculated from previous sections.

Please separate other compensation costs for **non-provincially funded** employees by employee group.

Benefit costs: Include the employer's costs only.

New in 2015: 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.

E1: Time to Fill Vacancies and Reasons for Termination

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

Schedule E1: Summary
Time to Fill Vacancies & Reasons of Termination

Average Time to Fill Vacancies
(Between January 1 and December 31, 2014)
*Days defined as calendar days (i.e., 7 days a week)

Mouse over the job families to see what classifications they include. See Appendix 2.1 for full reference.

Bargaining Unit		Days*
Paraprofessional Classification	Financial & Technical	
	Counsellors & Consultants	
	Graduate Degrees & Licensed Professional(s)	
Benchmark Classification	Financial & Technical	
	Counsellor & Consultants (Employment & Vocational)	(a)
	Front Line Workers	
	Operation Support	
	Supervisors & Coordinators	
Aboriginal Services	Family Preservation	
	Delegated	

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 of Termination
(Between January 1 and December 31, 2014)

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

(b)

	Bargaining Unit		Non-Union		Management & Excluded
	Paraprofessional Classifications	Benchmark 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, 2014)

(c)

	Bargaining Unit		Non-Union		Management & Excluded
	Paraprofessional Classifications	Benchmark 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-E4: Demographics of Terminated Employees

In **Schedules E2 to E4**, please provide the following information for all terminated employees that you have reported in Schedules A2, B1, and C1, **as of Dec. 31, 2014**, by demographic group:

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

HOME

Bargaining Unit

Non-Union

Management & Excl'd

Summary

Termination

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 Fill & Reasons

E2: Bargaining Unit

E3: Non-Union

E4: Management & Excl'd



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, 2014)																
			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																	
		1																	
		0																	
		0																	

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**.

Appendix 1.1: Wage Grids – JJEP and Paraprofessional

<i>Classification</i>	<i>Grid Level</i>	<i>Layered-Over Grid Level</i>
Accountant	14-P	15-P
Accounting Clerk	7	9
Activity Worker	8	10
Addictions Counsellor	14-P	15-P
Administrative Assistant	10	12
Administrative Supervisor	12	14
Adult, Youth and/or Child Counsellor	14-P	15-P
Adult, Youth and/or Child Worker	11	13
Asleep Residential Night Worker	5	7
Awake Residential Night Worker	6	8
Behavioural Therapist	16-P	17-P
Bookkeeper	10	12
Building Maintenance Worker	10	12
Child & Youth Transition House Worker	8	10
Child Care Resource and Referral Worker	11	13
Children Who Witness Abuse Counsellor	13-P	14-P
Children Who Witness Abuse Counsellor - Art Specialist	14-P	15-P
Clinical Counsellor	16-P	17-P
Community Support Worker	10	12
Computer Technical Support Specialist	10	12
Cook	9	11
Crisis Line Coordinator	13	14
Database Clerk	9	11
Early Childhood Educator	10	12
Early Childhood Educator Assistant	6	8
Early Childhood Educator Senior	13	14
Employment Counsellor	10	12
ESL Instructor	14-P	15-P
Family Counsellor	14-P	15-P
Family Support Worker	12	14
Group Facilitator	9	11
Housekeeper	3	5

<i>Classification</i>	<i>Grid Level</i>	<i>Layered-Over Grid Level</i>
Infant Development Consultant	14-P	15-P
Janitor	3	5
Nutritionist	15-P	16-P
Occupational Therapist	16-P	17-P
Passenger Vehicle Driver	7	9
Physiotherapist	16-P	17-P
Program Coordinator 1	12	14
Program Coordinator 2	14	15
Receptionist/ General Office Clerk	5	7
Reconnect Worker	10	12
Residence Coordinator	14	15
Residence Nurse	16-P	17-P
Residence Worker	10	12
Residence Worker Senior	12	14
Residential Child & Youth Worker	11	13
Retail Supervisor	10	12
Retail Worker	5	7
School Aged Child Worker	9	11
School Based Prevention Worker	11	13
Secretary	7	9
Settlement & Integration Worker	10	12
Special Services Worker	11	13
Speech Language Pathologist	17-P	18-P
Stopping the Violence Counsellor	14-P	15-P
Supported Child Care Consultant	14-P	15-P
Transition House Worker	10	12
Truck Driver	6	8
Victim Service Worker	11	13
Vocational Counsellor	11	13
Vocational Worker	10	12
Volunteer Coordinator	12	14

<i>Grid Level</i>	<i>Step 1 0-2000 hours</i>	<i>Step 2 2001-4000 hours</i>	<i>Step 3 4001-6000 hours</i>	<i>Step 4 6001 hours onwards</i>
1	12.49	13.08	13.82	14.54
2	12.87	13.49	14.24	14.99
3	13.11	13.74	14.52	15.28
4	13.36	14.01	14.78	15.57
5	13.86	14.53	15.33	16.14
6	14.36	15.05	15.89	16.72
7	15.14	15.87	16.75	17.64
8	15.49	16.25	17.14	18.05
9	15.85	16.61	17.53	18.45
10	16.17	16.95	17.88	18.82
11	17.27	18.11	19.11	20.12
12	18.31	19.19	20.26	21.33
13	19.30	20.23	21.37	22.48
13-P	21.60	22.63	23.88	25.17
14	21.22	22.23	23.48	24.70
14-P	23.83	24.98	26.37	27.75
15	23.26	24.40	25.75	27.09
15-P	24.66	25.84	27.30	28.70
16	25.24	26.47	27.94	29.40
16-P	27.32	28.65	30.26	31.84
17	27.72	29.05	30.67	32.29
17-P	29.20	30.60	32.28	33.99
18	29.70	31.13	32.86	34.59
18-P	31.20	32.70	34.50	36.35
19	31.67	33.20	35.05	36.89
19-P	33.20	34.78	36.74	38.66
20	34.65	36.33	38.33	40.36
20-P	36.24	37.96	40.06	42.19

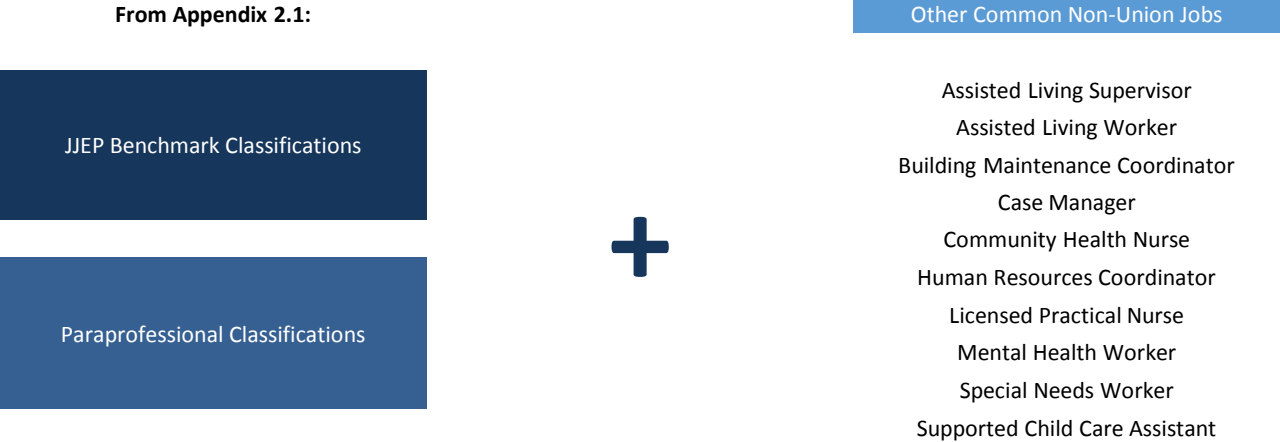
Appendix 2.1: Bargaining Unit Classification/Benchmark Jobs

Note: Benchmark jobs are positions identified to be the most common in the sector

JJEP Benchmark Classifications		Paraprofessional Classifications
Front Line Workers Activity Worker Adult, Youth and/or Child Worker Asleep Residential Night Worker Awake Residential Night Worker Child and Youth Transition House Worker Childcare Resource and Referral Worker Community Support Worker Early Childhood Educator Early Childhood Educator Assistant Early Childhood Educator, Senior Family Support Worker Group Facilitator Reconnect Worker Residence Worker Residence Worker, Senior Residential Child and/or Youth Care Worker School Aged Child Worker School Based Prevention Worker Settlement and Integration Worker Special Services Worker Transition House Worker Victim Service Worker Vocational Worker	Financial & Technical Accounting Clerk Administrative Assistant Administrative Supervisor Bookkeeper Computer Technical Support Specialist Database Clerk Receptionist / General Office Clerk Secretary	Financial & Technical Accountant
	Supervisors & Coordinators Crisis Line Coordinator Program Coordinator 1 Program Coordinator 2 Residence Coordinator Volunteer Coordinator	Counsellors & Consultants Addictions Counsellor Adult, Youth and/or Child Counsellor Children Who Witness Abuse Counsellor ESL Instructor Family Counsellor Infant Development Consultant Stopping the Violence Counsellor Supported Child Care Consultant
	Operation Support Building Maintenance Worker Cook Housekeeper Janitor Passenger Vehicle Driver Retail Supervisor Retail Worker Truck Driver	Graduate Degrees & Licensed Professionals Behavioural Therapist Clinical Counsellor Nutritionist Occupational Therapist Physiotherapist Residence Nurse Speech Language Pathologist
Counsellors & Consultants Employment Counsellor Vocational Counsellor		

Appendix 2.2: Non-Union Classification/Benchmark Jobs

Note: Benchmark jobs are positions identified to be the most common in the sector



Appendix 2.3: Management & Excluded Classification/Benchmark Jobs

Note: Benchmark jobs are positions identified to be the most common in the sector

Management & Excluded		
Accountant	Director of Finance	Manager, Finance and Administration
Accounting Assistant	Director of Human Resources	Office Manager
Accreditation Coordinator	Executive Director	Payroll Administrator / Clerk
Accreditation Manager	Executive Secretary	Program / Project Supervisor
Administrative Assistant	Finance Assistant	Program Coordinator
Administrative Supervisor	Finance Director	Program Director
Bookkeeper	Home Share Coordinator	Program Manager
Chief Executive Officer	Human Resources Assistant	Quality Assurance Coordinator
Communications Coordinator	Human Resources Director	Quality Assurance Manager
Communications Manager	Human Resources Manager	Thrift Store Manager
Development Officer		

We welcome your comments and feedback on this report.

If you have any questions or comments, please contact
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