



2023 Compensation & Employee Turnover Report User Guide

Community Living Services/General Services

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Glossary of Terms

Classification (Found on Schedules A1, B1, C1) - The job title of an individual.

Termination (Found on Schedules A2, B1, C1, E1-E4) - For the purposes of this report, a termination can be voluntary or involuntary. I.e. one employee retired, and one was let go with cause- both employees were terminated.

Standard Hours per Year (Found on Schedules A1, B1)- The hours an employee would have worked if they worked 52 weeks in a year without taking any time off whatsoever. This time off also includes coming starting shifts later, or taking appointments during the work week (re-work).

Hours at Straight Time (Found on Schedules A1, B1, C1) - The exact hours an employee did work in the year- you will find this information on Time Sheets.

FTE (Full Time Equivalent) - A full time equivalent is what we call when multiple employees work separate hours at a full time equivalent. I.e. Jerry was hired for 2 days a week with an 8 hour shift, where Anna was hired for 3 at an 8 hour shift. This makes up one Full Time Equivalent (FTE).

Backfill (Found on Schedules A1, B1, C1) - Backfill is defined as hours worked by another employee to cover for an employee that was unable to work their scheduled hours. If you do not track backfill please indicate this in an email when you send in your report to research@cssea.bc.ca.

Regular Employee (Found on Schedules A1, B1, C1, D1)- For the purposes of this report a “Regular” employee is an employee who is scheduled for regular shifts. This includes both full-time and part-time employees. The individuals hours may for example be from Monday to Wednesday in a part time position, or Monday to Friday in a full time position. Their hours may also change throughout the year, however if they are scheduled on a regular set schedule of days and hours, for the purposes of this report the employee is considered a “Regular” employee.

Casual Employee (Found on Schedules A1, B1, D1) - For the purposes of this report a casual employee is an individual who is on call. These employees do not have regular hours scheduled and are instead called in for occasional shifts.

Provincially Funded (Found on Home and Schedules A1-3, B1, B2, C1, C2, D1) - Agencies who are funded for the purposes of this report through provincial sources. This includes the Crown Corporations, BC Health Authorities and BC Provincial Ministries.

Non-Provincially Funded (Found on Home and Schedules A1, A2, B1, C1, D1) - Agencies who are funded for the purposes of this report through Non-Provincial sources. This includes any funding source that falls under the "Others" header on the Home Schedule.

Active (Found on A1-3, B1, B2, C1, C2)- An employee who was actively working at the agency as of December 31st 2022.

LTD – (Found on A1, B1, C1) (The employee is on Long Term Disability as of December 31st 2022, not if they are covered by it.

WCB – (Found on A1, B1, C1) The employee is on Worker's Compensation Board as of December 31st 2022, not if they are covered by it.

Average Annual Salary - The average annual salary an individual would make if they worked full time for the entire year.

Introduction

The purpose of this user guide is to assist CSSEA Members to complete the **2023 Compensation and Employee Turnover Report**. The report collects data in the reporting period from **January 1, 2022 to December 31, 2022** (i.e., calendar year 2022). In the event that your agency needs to report by fiscal year, please contact CSSEA at research@cssea.bc.ca for support on reporting in this fashion.

The report data will be used to report the total compensation cost of the sector to the Public Sector Employers' Council Secretariat (PSEC), and support the implementation of the 2022-2025 Collective Agreements.

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

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

- 2023 Employee Turnover Report
- 2023 Employee turnover Report – by Classification
- 2023 Agency Specific Employee Turnover Report
- 2023 Executive Director/CEO Salary Report
- 2023 Management & Excluded Salary Report
- Other comparative reports available in print or online through the Social Services Workforce Information System (WFIS)
- 2023 Non-Union Salary Report
- 2023 HR Metrics Report
- 2023 Agency Specific HR Metrics Report
- 2023 CSSEA Fact Book

Payroll Extract Reporting

Please note that if your agency uses Avanti, Comvida or Payworks you may utilize the payroll extract system which will significantly decrease the time spent on the report. To use the payroll extract there is a fee. Please see the following contacts below for more information on the Payroll Extract System.

Avanti Software Inc.

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

ComVida Corporation

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

Payworks

Ian Pedersen
Senior Corporate Consultant
Phone: 604.460.2862 x110
Mobile: 604.818.1744
Email: ian.pedersen@payworks.ca



Overview of The Report

	For each Employee Group:	For each Position Type – Classification:		
Data Collected by Reporting Unit	Agency overall or aggregate for each group: Provincially Funded (PF) vs. Non-Provincially Funded (NPF); Each by employee group – Bargaining Unit, Non-Union, Management & Excluded	Bargaining Unit	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]		Female vs. Male [C1]
Number of Hours [Jan. 1 to Dec. 31, 2022]	PF and NPF casual/additional hours [D1] PF and NPF paid sick leave hours [D1] PF and NPF unpaid sick leave hours [D1] PF and NPF paid education, training, and orientation hours [D1] PF and NPF all other paid leave hours [D1]	Standard hours per year [A1, B1]		
		NPF hours paid in total [A1, B1, C1]		
		PF hours paid per Step in the wage grid [A1]	PF hours paid in total [B1, C1]	
		Total number of paid straight time hours used for backfill [A2, B1, C1]		
Amount in \$ [Jan. 1 to Dec. 31, 2022]	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] 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, 2022]	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 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] Total number of terminated employees [A2, B1, C1]		
Others [Jan. 1 to Dec. 31, 2022]	Agency details, contact information [Home] Number of contracts per funding source [Home] Existence of STIIP, provision of superior benefits [Q1] Payroll system, benefit provider, portability, pension/retirement plan [Q1] Average numbers of days to fill vacancies per job family [E1] Reasons for job termination [E1] Where do terminated employee go to work [E1]	Number of terminated employees by age [E2, E3, E4] Number of terminated employees by gender [E2, E3, E4] Number of terminated employees by length of service [E2, E3, E4] Number of terminated employees by region [E2, E3, E4]		

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

Navigating the Report

2022 Compensation and Employee Turnover Report
For the period of January 1, 2022 to December 31, 2022

Agency Information

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

Funding Source Information

Between January 1, 2022 and December 31, 2022

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

Fields that you can update manually will be shaded green. Blue cells indicate you can choose an answer from a dropdown menu or enter data manually.

Shortcut bars at the top bottom of the report to assist with easy navigation of the report.

	Funding for Union Programs	Funding for Non-Union Programs	Total Funding Amount	Percentage of Union Funding	Percentage of Non-Union Funding	Percentage of Total Funding	Number of Union Contracts	Number of Non-Union Contracts	Total Number of Contracts
Provincial Funding									
Crown Corporations									
Community Living BC			\$0.00						0
BC Housing			\$0.00						0
BC Transit			\$0.00						0
Columbia Basin Trust			\$0.00						0
BC Health Authorities									
Fraser			\$0.00						0
Interior			\$0.00						0
Northern			\$0.00						0
Vancouver Coastal			\$0.00						0
Vancouver Island			\$0.00						0
Provincial Health Services Authority			\$0.00						0
BC Provincial Ministries									
Agriculture and Food			\$0.00						0
Attorney General			\$0.00						0
Children and Family Development			\$0.00						0
Citizens' Services			\$0.00						0
Education and Child Care			\$0.00						0
BC School Districts			\$0.00						0
Emergency Management and Climate Readiness			\$0.00						0

Navigating the Report - Part 2

Blue cells allow you to choose data from a drop-down menu or enter data manually. If the specifics of your agency are not listed, you will be able to type it in as well to the blue cells

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.)					Regular (FT/PT) or Casual/ additional hours	Standard Hours per Year
Benchmark/ Integrated/ Layered-Over/ Unique/ Day Rate	Classification/ Classification 1 (Integrated BU only)	Grid Level 1 (Unique)	Classification 2 (Integrated BU only)	Grid Level 2 (Integrated)	Effective Grid Level		
Subtotals:							

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

Home Schedule

On the Home Schedule, please provide the following information:

A - Your agency and your contact information

B - Funding amount in dollars for union/non-union programs, by funding source

C - Number of union and non-union contracts, by funding source

NOTE: Please provide your total funding. Any funding that does not fall into the available list can be listed under 'Others'

2022 Compensation and Employee Turnover Report
For the period of January 1, 2022 to December 31, 2022

Agency Information

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

Funding Source Information

Between January 1, 2022 and December 31, 2022

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

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

Home Schedule: Part 2

Two conventions you will see throughout the report are **“Provincially Funded”** and **“Non-Provincially Funded”**. The Crown Corporations, BC Health Authorities and BC Provincial ministries are all considered “Provincially funded” for the purposes of this report. **At the very bottom of the Home Schedule you will find the “others” heading - all funding that is captured under “others” is considered non-provincially funded.**

NOTE: The “Others” category at the very bottom of the home schedule under the “Others” heading is where you will report any other funding is not listed on the Home Schedule.

Total funding will be computed automatically. Please verify that this number is correct with another source of information, if available

PROVINCIALY FUNDED

Crown Corporations, BC Health Authorities and BC Provincial Ministries and BC Gaming Grant

Funding Source Information

Between January 1, 2022 and December 31, 2022

Total funding received in the reporting period:	\$0.00	\$0.00	\$0.00	(Automatically calculated)	Provincial Funding as % of Total Funding				
Total number of contracts:	0	0	0	(Automatically calculated)	Non-Provincial Funding as % of Total Funding				
	Funding for Union Programs	Funding for Non-Union Programs	Total Funding Amount	Percentage of Union Funding	Percentage of Non-Union Funding	Percentage of Total Funding	Number of Union Contracts	Number of Non-Union Contracts	Total Number of Contracts
Provincial Funding									
Crown Corporations									
Community Living BC			\$0.00						0
BC Housing			\$0.00						0
BC Transit			\$0.00						0
Columbia Basin Trust			\$0.00						0
BC Health Authorities									
Fraser			\$0.00						0
Interior			\$0.00						0
Northern			\$0.00						0
Vancouver Coastal			\$0.00						0
Vancouver Island			\$0.00						0
Provincial Health Services Authority			\$0.00						0
BC Provincial Ministries									
Agriculture and Food			\$0.00						0
Attorney General			\$0.00						0
Children and Family Development			\$0.00						0
Citizens' Services			\$0.00						0
Education and Child Care			\$0.00						0
BC School Districts			\$0.00						0
Emergency Management and Climate Readiness			\$0.00						0
Energy, Mines and Low Carbon Innovation			\$0.00						0
Environment and Climate Change Strategy			\$0.00						0
Finance			\$0.00						0
Forests			\$0.00						0
Health			\$0.00						0
Housing			\$0.00						0
Indigenous Relations and Reconciliation			\$0.00						0
Jobs, Economic Development and Innovation			\$0.00						0
Labour			\$0.00						0
Mental Health and Addictions			\$0.00						0
Municipal Affairs			\$0.00						0
Post Secondary Education and Future Skills			\$0.00						0
Public Safety and Solicitor General			\$0.00						0
Social Development and Poverty Reduction			\$0.00						0
Tourism, Arts, Culture and Sport			\$0.00						0
Transportation and Infrastructure			\$0.00						0
Water, Land and Resource Stewardship			\$0.00						0
Others									
BC Gaming Grant			\$0.00						0
Non-Provincial Funding									
Others									
Federal Government			\$0.00						0
Other Provincial and Territorial Government(s)			\$0.00						0
Municipal Government(s)			\$0.00						0
First Nations Health Authority			\$0.00						0
Others			\$0.00						0

NON-PROVINCIALY FUNDED

Federal government, Other Provincial and Territorial government(s)
Municipal government(s), First Nations Health Authority and Others

Schedule Q1 - Part 1

On Schedule Q1, please provide the following information:

- A-** The legal status of your agency
- B -** Service Subdivision
- C -** Employer Health Tax amount payable from **January 1st, 2022 to December 31st, 2022**
- D -** EI Premium Reduction Program status
- E -** % of BC Housing funding used for employee compensation
- F -** CLBC Funding Home Share Provider expenditures
- G -** If your agency employs Live-In Support workers
- H-** Licensed child care program provider status

NOTE:

There are several options in the drop-down box under "Legal Status". Please contact our support team if you are unsure of what legal status your agency falls under. For the purposes of this report, Municipalities and First Nations Bands will fall under the "other" category.

Schedule Q1: Questions
As of December 31, 2022

A - Legal Status
What is the legal status of your agency (registered company, sole proprietor, non-incorporated partnership, or incorporated society)?

B - Service Subdivision
Please indicate if your agency provides the following services. Indicate 'Yes' for all that apply.

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

C - Employer Health Tax (EHT)
Please enter the Employer Health Tax (EHT) amount payable for the calendar year January 1, 2022 to December 31, 2022:

D - EI Premium Reduction Program
Are you an employer who has qualified for reduced employer EI premium rates?
<https://www.canada.ca/en/employment-social-development/programs/ei/ei-list/ei-employers/premium-reduction-program.html>

E - BC Housing Funding - Supplementary Question (if Applicable)
If you received funding from BC Housing between January 1 and December 31, 2022, what percentage of the funding is for employee compensation?

F - CLBC Funding - Supplementary Question (if Applicable)
If you received funding from Community Living BC between January 1 and December 31, 2022, what is the total dollar amount you paid in the calendar year to home share providers, not including user fees and oversight?

To the best of your ability, please indicate how many of those newly hired CLBC funded employees came from outside of the social services sector? (leave blank if unable to answer or if not applicable)

How many of your agency's new hires (between January 1, 2022 and December 31, 2022), both internal and external, provide services for CLBC programs?

To the best of your knowledge, how many of these new employees are new to the sector, having not worked in a CLBC residential and/or non-residential program before?

G - Live-In Home Support Workers
Does your agency employ any live-in home support workers at a flat daily rate?

H - Licensed Child Care
Is your agency a licensed child care program provider in BC?

Schedule Q1 - Part 2

On Schedule Q1, Part 2, please indicate if your agency provides the following services under "Service Subdivision" indicate **YES** or **NO** to the below services provided:

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

Service Subdivision

Please indicate if your agency provides the following services. Indicate Yes for all that apply.

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

Schedule Q1 - Part 3

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

A - Your payroll vendor

B - Your Group Benefit Provider(s)

C - Pension or Retirement Plan Status

Payroll Vendor/System

What payroll vendor(s) and/or system(s) does your agency use? Select more than one, if applicable.

A -

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

Group Benefit Provider

Who is (are) your agency's group benefit provider(s)? Select more than one, if applicable.

B -

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

Pension or Retirement Plan

What pension or retirement plan does your agency provide to your employees?

C -

Bargaining Unit:	
Management & Excluded:	
Non-Union:	

NOTE:

Please see dropdown boxes in the following blue cells, if your agency has a different payroll/vendor system or your agency manages it's own payroll you can simply write "in-house" in the blue cell. This dropdown/manual option will be the same for both the Group Benefit Provider and Pension and Retirement plan.

Schedule Q1 - Part 4

On Schedule Q1, please provide the following information:

A - Does your agency recognize Portability? If so, please enter how many employees have been credited with portable benefits between **January 1st, 2022 and December 31st, 2022?**

B - Do you provide a Short Term Illness and Injury Plan by employee group? Please answer **yes** or **no** in the blue cells.

C - Does your agency provide superior benefits? Please answer **yes** or **no** in the blue cells.

A - Portability

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

If the answer is yes, how many eligible employees have been credited with portable benefits between January 1 and December 31, 2021?

Short Term Illness and Injury Plan

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

B -

	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

Superior Benefits

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

C -

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

Schedule Q1: Superior Benefits

BENEFIT	Select "Y" if:	BENEFIT	Select "Y" if:
Meal Allowance	Providing more than outlined in Collective Agreement (26.10) (April 1, 2019): \$10.56 for Breakfast \$12.94 for Lunch \$22.44 for Dinner	Callback	Providing more than outlined in Collective Agreement (16.8): Minimum of two (2) hours at applicable overtime rates + transportation allowance based on cost of taking taxi or vehicle allowance to/from employee's home and employer's place of business (minimum of \$2)
Vehicle Allowance	Providing more than outlined in Collective Agreement (26.9): (April 1, 2021) 55¢ 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.

On Schedule Q2, please provide the following information:

A - Indicate Yes or No (Y/N) if your agency was affected by the BC Provincial Health Officer's 'Single Site Order'

B - Indicate the site, the job classification, and the number of Full Time Equivalent Employees impacted by the order.

A -

B -

- [illegible]

Schedule Q2 - Part 2

On Schedule Q2, please provide the following information:

A - If your agency submitted any WorkSafeBC Claims related to the COVID-19 Pandemic between January 1st, 2022 - December 31st, 2022

B - If any employees with your agency had to self-isolate under the Public Health Order

C-Indicate Yes or No if your agency was covered by the PHO's Mandatory Vaccination Status Order

A -

WorkSafeBC Claims

Did your agency submit any WorkSafeBC claims related to the COVID-19 pandemic between January 1, 2022 and December 31, 2022?

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If the answer is yes, how many WorkSafeBC claims related to the COVID-19 pandemic were submitted between January 1, 2022 and December

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B -

Self-Isolation

Were any of your agency's employees required to self-isolate due to COVID-19 between January 1, 2022 and December 31, 2022?

(Individuals need to self-isolate if they are travelling to BC from outside of Canada, have COVID-19, have symptoms of COVID-19, are a close contact of a person with COVID-19, or live in a household with other people and at least one person has COVID-19.)

If the answer is yes, how many employees were required to self-isolate due to COVID-19 between January 1, 2022 and December 31, 2022?

[illegible]

C -

Mandatory Vaccination Status Order

Is your agency covered by the PHO's mandatory vaccination status Order, under which employees must have received a first dose and a second dose by the specified dates or have applied for and secured an exemption to be permitted to work, and employees who do not meet the vaccination status requirements are placed on unpaid leave of absence?

Page 10 of 10

Schedule Q3 - Part 1, Recruitment

On Schedule Q3, Part 1, please provide the following information:

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

Schedule Q3: Questions

As of December 31, 2022

Please indicate your answer to the following statements, on a scale from "Strongly Agree" to "Strongly Disagree"

Recruitment

We have a problem in recruiting Full Time employees

We have a problem in recruiting Part Time employees

We have a problem in recruiting Casual employees

Recruitment Situation in the Past 2 Years

Recruiting Full-Time employees in the past 2 years has been difficult

Recruiting Part-Time employees in the past 2 years has been difficult

Strongly Agree
Agree
Neither Agree nor Disagree
Disagree
Strongly Disagree

EXAMPLE -

Please use the following dropdown options for answering recruitment and retention questions on Schedule Q3.

Schedule Q3 - Part 2, Retention

On Schedule Q3, Part 2, please provide the following information:

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

Retention

We have a problem in retaining Full Time employees

We have a problem in retaining Part Time employees

We have a problem in retaining Casual employees

Retention Situation in the Past 2 Years

Retaining Full-Time employees in the past 2 years has been difficult

Retaining Part-Time employees in the past 2 years has been difficult

Retaining Casual employees in the past 2 years has been difficult

Schedule A1: Bargaining Unit - Classification and Hours Part 1

In **Schedule A1**, please provide the following information for all **regular** and **casual** bargaining unit positions in your agency. Please see the corresponding letters below for instructions for how to fill out this schedule:

A - Position Type

B - Classification

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

D - Standard Hours Per Year

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 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).

Schedule A1: Bargaining Unit

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

Provincial Funding as % of Total Funding

(Automatically calculated from the Home !

Non-Provincial Funding as % of Total Funding

(Automatically calculated from the Home !

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.)					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, 2022 and December 31, 2022									
	Benchmark/ Integrated/ Layered-Over/ Unique/ Day Rate	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	Weighted Average Hourly Pay	Total Provincially Funded	Step 1	Step 2	Step 3	Step 4	Above Step 4	Weighted Average Hourly Pay
								Hours	\$	Hours	Hours	Hours	Hours	Hours	Hours	Hours	\$
Subtotals:								0.0		0.0	0.0	0.0	0.0	0.0	0.0		
A	B						C	D	E								

Classification Example Walkthrough - Step 1

Agencies completing the survey do it one of two ways – by individual employee by **classification** or by group of employees by **classification**. Agencies with less than 20 employees in total find it is easier to complete the survey by individual employee by classification while agencies with greater than 20 employees find it more efficient to complete the survey by groups of employees by classification.

Here is an example of how you would fill out the survey by classification for 5 Regular Activity Workers, 1 of which was terminated in 2022, each having different rates of pay, with some workers funded provincially and some funded by other sources.

Step 1. On **Schedule A1** select the Position Type for each Classification. In this example we select **Benchmark position**. In the first column select **Benchmark from the drop-down**. We now select **Activity Worker** from the **Classification drop-down**. Then we select whether or not the employees were full time/part-time or casual/additional hours. For this example we will assume that all of the employees are Regular Full-Time. When tallying Casual/Additional hours for a classification you would do so on a separate line.

We now select the Standard Hours per year. Assuming that the employees work a **37.5 hour work week** with **260 working days in the year** we will select **1950** from the Standard Hours per Year drop-down. The spreadsheet should now look like the figure below:

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.)					Regular (FT/PT) or Casual/ additional hours	Standard Hours per Year
Benchmark/ Integrated/ Layered-Over/ Unique/ Day Rate	Classification/ Classification 1 (Integrated BU only)	Grid Level 1 (Unique)	Classification 2 (Integrated BU only)	Grid Level 2 (Integrated)	Effective Grid Level		
							Subtotals:
Benchmark	Activity Worker	8			8	Regular	1950

Classification Example Walkthrough - Step 2

Step 2. Enter the provincially funded employees first. Assume we have 4 provincially funded activity workers, each of which works at a different 'Step'. Steps are defined by the number of hours the worker has worked since the beginning of their employment with your agency. Or, if your agency recognizes hours previously worked at another CSSEA-member agency then the step is determined by the total hours worked in the same or a similar classification. If you are unsure as to what Step an employee belongs to you can consult the 'Wage Grid' tab in the survey.

Our four provincially funded employees each worked the following hours:

Employee 1: 750 hours at Step 1 (assume they were part-time or a new hire in 2022)

Employee 2: 1950 hours at Step 2

Employee 3: 1950 hours at Step 2

Employee 4: 1950 hours at Step 3

We then enter these values into the respective fields.

For our non-provincially funded employee lets assume they worked **1950** hours at a rate of **\$16.50** an hour.

The survey should now look like the figure below:

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

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

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.)					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, 2022 and December 31, 2022								
Benchmark/ Integrated/ Layered-Over/ Unique/ Day Rate	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	Weighted Average Hourly Pay	Total Provincially Funded	Step 1	Step 2	Step 3	Step 4	Above Step 4	Weighted Average Hourly Pay
								Hours	\$	Hours	Hours	Hours	Hours	Hours	Hours	\$
Subtotals:								1,950.0		6,600.0	750.0	3,900.0	1,950.0	0.0	0.0	
Benchmark	Activity Worker	8			8	Regular	1950	1,950.0	\$16.50	6,600.0	750.0	3,900.0	1,950.0			

2 x 1950=3900

Classification Example Walkthrough - Step 3

Step 3. We now need to fill in the **Active** and **Termination** data for the employees in this classification. Click on Schedule A2. **This will copy the classification from Schedule A1 as shown below:**

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

Position Type	Classification		Regular (FT/PT) or Casual/ additional hours	Standard Hours per Year	Number of Employees as of December 31, 2022 (For employees who are funded through both provincial and non-provincial sources, count only as Provincially Funded.)							Vacancy, Termination, and New Hires				Backfill (Between Jan. 1 and Dec. 31)		
Benchmark/ Integrated/ Layered-Over/ Unique/ Day Rate	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)	New Hires External (Between Jan. 1 and Dec. 31)	New Hires Internal (Between Jan. 1 and Dec. 31)	Total Hours Paid at Straight Time Pay Rate	What % of the total straight time hours were backfill?	
					Active #	Active #	LTD #	WCB #	Maternity/ Parental Leave #	Union Leave #	Other Leave #							#
Subtotals:					0	0	0	0	0	0	0	0	0	0	0	0	8550.0	
Benchmark	Activity Worker		Regular	1950												8550.0		

Enter the number of employees for each classification by **provincially funded or non-provincially funded** with breakdown for **active, on leave, or terminated** provincially funded employees at the end of the year. In this example we will input **1 non-provincially funded active employee, 3 provincially funded active employees, and 1 terminated employee and 1 new external hire**. For employees on leave enter the number of employees and the appropriate type of leave. **The report will now look like the figure below:**

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

Position Type	Classification		Regular (FT/PT) or Casual/ additional hours	Standard Hours per Year	Number of Employees as of December 31, 2022 (For employees who are funded through both provincial and non-provincial sources, count only as Provincially Funded.)							Vacancy, Termination, and New Hires				Backfill (Between Jan. 1 and Dec. 31)	
Benchmark/ Integrated/ Layered-Over/ Unique/ Day Rate	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)	New Hires External (Between Jan. 1 and Dec. 31)	New Hires Internal (Between Jan. 1 and Dec. 31)	Total Hours Paid at Straight Time Pay Rate	What % of the total straight time hours were backfill?
						Active	LTD	WCB	Maternity/ Parental Leave	Union Leave	Other Leave						
Subtotals:				3	1	1	0	0	0	0	1	1	1	0	8550.0		
Benchmark	Activity Worker		Regular	1950	3	1	1					1	1	1		8550.0	

Classification Example Walkthrough - Step 4

Step 4. Fill in the **demographic information** for the 1 employee that was terminated in 2022. Click on Schedule E2, and you will see the following in the report:

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, 2022)																	
			Age (Years)						Gender			Length of Service (Years)				Region				
			<26	26-35	36-45	46-55	56-65	>65	Male	Female	Gender Diverse	<1	1-5	6-10	>10	Interior	Fraser	Northern	Vancouver Coastal	Vancouver Island
			#	#	#	#	#	#	#	#	#	#	#	#	#	#	#	#	#	#
Subtotals:			0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Benchmark-Activity Worker	Regular	1																		

The cells above are red because we have not entered the demographic information for the terminated employee. **The subtotal is brought in from terminations reported on Schedule A1.** If you have multiple terminated employees in a classification you can now enter their demographic information in these cells. Once the number of employees in each demographic characteristic is equal to the subtotal of terminated employees in the classification the cells will turn green to show that all the figures are in order.

For this example, assume that the terminated employee was 27 years old, male, had worked for 3 years and was working in the Fraser region. Enter the number '1' in the appropriate cell to reflect this. The report should now look like the image below:

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, 2022)																	
			Age (Years)						Gender			Length of Service (Years)				Region				
			<26	26-35	36-45	46-55	56-65	>65	Male	Female	Gender Diverse	<1	1-5	6-10	>10	Interior	Fraser	Northern	Vancouver Coastal	Vancouver Island
			#	#	#	#	#	#	#	#	#	#	#	#	#	#	#	#	#	
Subtotals:			0	1	0	0	0	0	1	0	0	0	1	0	0	0	0	1	0	0
Benchmark-Activity Worker	Regular	1		1					1				1				1			

That's it! You have successfully completed this classification! Repeat the process for each classification in your agency and you will have finished the biggest part of the report.

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, 2022**:

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, 2022

D - Number of employees terminated between Jan. 1 and Dec. 31, 2022

E - Number of paid straight time hour used for backfill between Jan. 1 and Dec. 31, 2022

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

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

[illegible]

This white-shaded section will be automatically filled in with the information 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, 2022**:

A - Seniority

B - Gender and age

C - Participation in group benefits

Schedule A3: Bargaining Unit

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

Seniority (Length of Service)
(As of December 31, 2022)

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

Age & Gender
(As of December 31, 2022)

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

Group Benefit Participation
(As of December 31, 2022)

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

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

Schedule 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

C - Total hours paid at **straight time pay rate**, and **weighted average hourly pay**

D - Number of active **non-provincially funded** and **provincially funded** employees

E - Number of **provincially funded** employees on leave of absence

F - Number of vacant positions unfilled as of **Dec. 31, 2022**

G - Number of employees terminated between **Jan. 1 and Dec. 31, 2022**

H - Number of External new hires (ie. hires from outside your agency)

I - Number of Internal new hires (ie. new hires from inside your agency)

J - Number of paid straight time hour used for backfill between **Jan. 1 and Dec. 31, 2022**

K - Total Hours Paid at the **Single Site Order** Pay Rate

Schedule B1: Non-Union

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

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

Classification (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.)				Number of Employees as of December 31, 2022 (For employees who are funded through both provincial and non-provincial sources, count only as Provincially Funded.)					Vacancy, Termination, and New Hires				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)	New Hires External (Between Jan. 1 and Dec. 31)	New Hires Internal (Between Jan. 1 and Dec. 31)	Total Hours Paid at Straight Time Pay Rate	What % of the total straight time hours were backfill?
			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	0

A

B

C

D

E

F

G

H

I

J

Total Hours Paid at the **Single Site Order** Pay Rate

Between January 1, 2021 and December 31, 2021

Non-Provincially Funded		Provincially Funded	
Total Non-Provincially Funded	Weighted Average Hourly Pay	Total Provincially Funded	Weighted Average Hourly Pay
Hours	\$	Hours	\$
0.0		0.0	

K -

Schedule 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, 2022**:

- A** - Length of service
- B** - Gender and age
- C** - Participation in group benefits

Schedule B2: Non-Union

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

Seniority (Length of Service)
(As of December 31, 2022)

	Regular	Casual
<1 year		
1 to <2 years		
2 to <3 years		
3 to <4 years		
4 to <5 years		
5 to <6 years		
6 to <7 years		
7 to <8 years		
8 to <9 years		
9 to <10 years		
10 to <11 years		
11 to <12 years		
12 to <13 years		
13 to <14 years		
14 to <15 years		
15 to <16 years		
16 to <17 years		
17 to <18 years		
18 to <19 years		
19 to <20 years		
20 to <21 years		

Age & Gender
(As of December 31, 2022)

	Regular			Casual		
	Male	Female	Gender Diverse	Male	Female	Gender Diverse
<20						
20						
21						
22						
23						
24						
25						
26						
27						
28						
29						
30						
31						
32						
33						
34						
35						
36						
37						
38						
39						

Group Benefit Participation
(As of December 31, 2022)

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

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

Schedule 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 (the amount the person would have been paid if they worked an entire year)

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, 2022**

I - Number of employees terminated between **Jan. 1 and Dec. 31, 2022**

J - Number of external new hires (ie. hires from outside of your agency)

K - Number of internal new hires (ie. hires from inside your agency)

L - Number of paid straight time hour used for backfill between **Jan. 1 and Dec. 31, 2022**

M -Total Hours paid at the **Single Site Order** pay rate

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

Schedule C1: Management & Excluded

Salary Information and Straight Time Hours

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

Classification (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, 2022 and December 31, 2022							Number of Employees as of December 31, 2022 (For employees who are funded through both provincial and non-provincially sources, count only as Provincially Funded.)					Vacancy, Termination, and New Hires				Backfill (Between Jan. 1 and Dec. 31)				
		Average Annual Salary per Employee	Non-Provincially Funded		Provincially Funded		Non-Provincially Funded	Provincially Funded	Non-Provincially Funded Active	Provincially Funded					Vacant Positions (As of Dec. 31)	Terminated Employees (Between Jan. 1 and Dec. 31)	New Hires External (Between Jan. 1 and Dec. 31)	New Hires Internal (Between Jan. 1 and Dec. 31)	Total Hours Paid at Straight Time Pay Rate	What % of the total straight time hours were backfill		
			Total Straight-Time Payroll Amount	Total Expenses & Allowances Paid	Total Straight-Time Payroll Amount	Total Expenses & Allowances Paid				Non-Provincially Funded	Provincially Funded	Active	LTD	WCB							Maternity/Parental Leave	Other Leave
		\$/year	\$	\$	\$	\$	Hours	Hours	#	#	#	#	#	#	#	#	#	Hours	%			
		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** **K** **L**

Total Hours Paid at the **Single Site Order** Pay Rate

Between January 1, 2021 and December 31, 2021

Non-Provincially Funded		Provincially Funded	
Total Non-Provincially Funded	Weighted Average Hourly Pay	Total Provincially Funded	Weighted Average Hourly Pay
Hours	\$	Hours	\$
0.0		0.0	

M -

Schedule C2: Management & Excluded - Demographics

In **Schedule C2**, 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, 2022**:

- A - Length of service
- 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, 2022)

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

Age & Gender (As of December 31, 2022)

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

Group Benefit Participation (As of December 31, 2022)

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

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

Schedule D1: Summary - Hours, Employees and Additional Information

On Schedule D1 we will be breaking down the information previously provided on a single page. Please report the following:

A - Report the number of active employees by hours (regular, full time, part time and casual)

B - Report the number of active employees by region BC Health Authority Regions are used in this report.

When you move your mouse over cells with the red corner flags, a comment box will appear and you will see which cities, towns and nations fall under which health authorities.

C - Report the number of active employees by union. Select name of your union from the drop-down list.

If it is not found in this list, type in the name of your union manually inside the cell. Cells with red corner flags are optional: report only if not all employees have the same union affiliation.

D - Report the Total Regular and Casual Hours Wage Cost by employment groups. **(Bargaining Unit, Management & Excluded, Non-Union)**

E - Report any sick and annual leave utilization, unpaid sick leave hours, paid education, training and orientation hours, paid vacation hours, all other paid leave hours and overtime hours.

F - Report the total Sick Leave Wage Costs by employee group **(Bargaining Unit, Management & Excluded, Non Union)** and whether or not the captured employees are regular or casual

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

Schedule D1: Summary
Hours, Employee Count, and Additional Information
If an employee is funded through both provincial and non-provincial sources, count as Provincially Funded.

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

Number of Active Employees (As of December 31, 2022)	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)						

A

Total Regular and Casual Hours (Between January 1 and December 31, 2022)	Provincially Funded			Non-Provincially Funded		
	Bargaining Unit	Management & Excluded	Non-Union	Bargaining Unit	Management & Excluded	Non-Union
Total Regular Hours	0.0	0.0	0.0	1350.0	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)	0.0	0.0	0.0	0.0	0.0	0.0
Total Casual Hours (Casual hours worked by casual employees)	0.0	0.0	0.0	0.0	0.0	0.0

D

Number of Active Employees by Region (As of December 31, 2022)	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						

B

Sick Leave, Annual Leave, and Overtime Utilization (Between January 1 and December 31,	Provincially Funded			Non-Provincially Funded		
	Bargaining Unit	Management & Excluded	Non-Union	Bargaining Unit	Management & Excluded	Non-Union
Paid Sick Leave Hours (Regular)						
Paid Sick Leave Hours (Casual)						
Unpaid Sick Leave Hours						
Paid Education, Training, and Orientation Hours						
Paid Vacation Hours						
All Other Paid Leave Hours						
Total Overtime Hours						

E

Number of Active Employees by Union (As of December 31, 2022)	Provincially Funded			Non-Provincially Funded		
	Bargaining Unit	Management & Excluded	Non-Union	Bargaining Unit	Management & Excluded	Non-Union
Total Number of Active Employees						

C

Total Sick Leave Wage Costs (90% pay for Bargaining Unit employees)	Provincially Funded			Non-Provincially Funded		
	Bargaining Unit	Management & Excluded	Non-Union	Bargaining Unit	Management & Excluded	Non-Union
Regular Employees						
Casual Employees						

F

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

Schedule D2: Summary - Total Compensation Costs

IMPORTANT: THIS SECTION IS REQUIRED. YOU MUST REPORT: ALL EMPLOYER PAID STATUTORY BENEFITS ALL EMPLOYER PAID GROUP BENEFIT COSTS ALL EMPLOYER PAID SUPER ANNUATION COSTS

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

If any of these costs are not applicable to your organization you must indicate this in your email or your report will be returned to you for revision.

If you have any questions regarding Schedule S2 please call our support team at:

1-855-625-3244

ALL OTHER WAGE COSTS: Report any additional cash compensation under "All Other Wage Costs" if you are unsure where these costs go, please reach out to our support team

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

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

Benefit Costs:
Please report the *employer's costs only*.

Schedule D2: Summary

Total Compensation Costs between January 1 and December 31, 202

This section is required for the completion of the survey. All cells colored red require a response. If the value is 0, please enter 0.

Please enter the **employer's costs only**.

Provincial Funding as % of Total Funding

Non-Provincial Funding as % of Total Funding

(Automatically calculated from the Home Schedule)

(Automatically calculated from the Home Schedule)

	Provincially Funded			Non-Provincially Funded		
	Bargaining Unit	Management & Excluded	Non-Union	Bargaining Unit	Management & Excluded	Non-Union
Wage Costs	\$	\$	\$	\$	\$	\$
Pay at Straight Time						
Pay Rate						
Pay at Premium						
Pay Rate						
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						
EHC - Extended Health Care						
Dental						
Group Life						
AD&D						
LTD - Long-Term Disability						
EFAP - Employee & Family Assistance Program						
Other Health & Welfare Benefits						
MPP - Municipal Pension Plan						
Super-annuation						
PSPP - Public Sector Pension Plan						
Other Superannuation Plan						

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.

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

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

Schedule E1: Terminations Part 1

Mouse over the job families to see which classifications fall into each category

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

Average Time to Fill Vacancies
(Between January 1 and December 31, 2022)

*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	
Indigenous Services	Delegated Classifications	

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*
--	-------

Report the average number of calendar days it typically takes to fill vacancies in each job family (non-union, management, bargaining unit)

Please report a number for your estimate, not a range. **For example, if a position typically takes 3 weeks to fill, write in the number of days. In this case, "21"**

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

Reasons for Termination
(Between January 1 and December 31, 2022)

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

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

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

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

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

Where do terminated employees go to work, as far as you are aware?
(Of all employees terminated between January 1 and December 31, 2022)

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

PLEASE NOTE: If you are unsure of the reason for termination, you may look into the terminated employee's record of employment for a termination code.

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, 2022**, by demographic group:

A - Age

B - Gender

C - Length of Service

D - Region

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, 2022)																	
			Age (Years)						Gender			Length of Service (Years)				Region				
			<26	26-35	36-45	46-55	56-65	>65	Male	Female	Gender Diverse	<1	1-5	6-10	>10	Interior	Fraser	Northern	Vancouver Coastal	Vancouver Island
			#	#	#	#	#	#	#	#	#	#	#	#	#	#	#	#	#	#
Subtotals:			0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
			A						B			C				D				

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

Rows with missing data of terminated employees that were reported on Schedules A2, B1 and C1 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.

Report Checklist

☐ HOME Schedule

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

☐ Schedule Q1: Systems and Benefits

- Payroll system, Group Benefit provider, STIIP, and Superior Benefits

☐ Schedule Q2:

- Single site order, Mandatory Vaccination Status Order
- WorkSafeBC Claims filed

☐ Schedule Q3: Recruitment and Retention

- Recruitment Situation
- Retention Situation

☐ Schedule A1: Bargaining Unit

- All classifications filled
- Weighted Average Hourly Pay for each classification
- Active Employees and Terminated employees recorded

☐ Schedule A2: Bargaining Unit Employee Information

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

☐ Schedule A3: Bargaining Unit Demographics

- Length of Service and Gender for all employees
- Group benefit participation for all employees

☐ Schedule B1 and B2

- Same as A1-A3 except for Bargaining Unit employees if applicable

☐ Schedule C1: Management & Excluded

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

☐ Schedule C2: Management & Excluded Demographics

- Length of service for all employees
- Age and gender for all employees
- Group Benefit Participation

☐ Schedule D1

- Full time and part time employees tally (top left)
- Active employees by region (middle left)
- Active employees by union (bottom left)
- Separate regular and casual hours (top right)
- Sick and Annual leave utilization
- All leave hours
- All sick leave wage costs

☐ Schedule D2

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

☐ Schedule E1

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

☐ Schedule E2-E4:

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

We welcome your comments and feedback on this guide.

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

Phone: 604.687.7220

Email: research@cssea.bc.ca