



2024 Compensation & Employee Turnover Report User Guide

Community Living Services/General Services

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Glossary of Terms and Acronyms

Active (Found on Schedules A2, A3, B1, B2, C1, C2, D1) - An employee who works at the agency as of December 31st 2023.

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

Backfill (Found on Schedules A2, B1, C1) - Hours worked by a casual/part-time employee in addition to their regular schedule to fill in for an absent employee. If you do not track backfill please indicate this in an email when you send in your report to research@cssea.bc.ca.

Casual Employee (Found on Schedules R1, A1-3, B1, B2, D1)- An individual who is on call. These employees do not have regular hours scheduled.

Classification (Found on Schedules A1, A2, B1, C1, E2-4) - The job title of an individual.

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

FTE (Full-time Equivalent) - Multiple employees who work separate hours to fulfill 1 employee's full-time hours. 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. They collectively make up one FTE.

Hours at Straight Time (Found on Schedules A1, A2, B1, C1) - The actual hours an employee worked in the year.

LTD (Long-Term Disability) (Found on Schedules A1, A2, B1, C1) - Long Term Disability coverage provides employees with a percentage of their income if they are ill or injured and are unable to perform the duties of their occupation for an extended period.

NPR (Non- Provincially Funded) (Found on Home and Schedules H2, Q1, A1, A2, B1, C1, D1, D2) - Agencies who are funded through non-provincial sources.

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

PF (Provincially Funded) (Found on Home and Schedules H2, Q1, A1-3, B1, B2, C1, C2, D1) - Agencies who are funded through provincial sources.

Regular Employee (Found on Schedules A1-3, B1, B2, D1, E2, E3) - A full-time or part-time employee who is scheduled for set shifts on a regular basis.

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 leave. Time off includes late starts, or taking appointments during the work week (re-work).

Straight Time Pay (Found on Schedules A1, A2, B1, C1, D2) - Employee compensation for the exact hours of work, not including overtime/additional hours

Superior Benefits (Found on Schedule Q1) - Additional benefits provided by the employers, not including health and welfare benefits.

Termination (Found on Schedules A2, B1, C1, E1-E4) - End of an employee's work with the organization, whether it be voluntary or involuntary. I.e. A retired employee, and one was let go with cause are both considered terminated employees.

WCB (Workers' Compensation Benefit) (Found on Schedules A2, B1, C1) - WorkSafeBC insurance covers the cost of health care and rehabilitation services as well as wage loss benefits in the event of a workplace injury.

Introduction

The purpose of this user guide is to assist CSSEA Members to complete the **2024 Compensation and Employee Turnover Report**. The report collects data in the reporting period from **1, 2023 to December 31, 2023** (i.e., calendar year 2023). 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 2023-2025 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:

- 2024 Employee Turnover Report
- 2024 Employee Turnover Report – by Classification
- 2024 Agency Specific Employee Turnover Report
- 2024 Executive Director/CEO Salary Report
- 2024 Management & Excluded Salary Report
- Other comparative reports available in print or online through the Social Services Workforce Information System (WFIS)
- 2024 Non-Union Salary Report
- 2024 HR Metrics Report
- 2024 Agency Specific HR Metrics Report
- 2024 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, CPA, CA
Vice President, Sales
Toll Free: 1-866-266-8432 ext. 111
Direct: 604-540-3011 Cell: 778-883-4409
Email: ggruger@comvida.com**

Payworks

**Mike Leon
Vice President of Sales
Phone: 604.460.2862
Mobile: 604.818.1744
Email: mike.leon@payworks.ca**

Overview of The Report

	For Each Employee Group:	For Each Position Type/Classification:		
Data Collected by Reporting Unit	Agency overall or aggregate for each group: Provincially Funded (PF) vs. Non-Provincially Funded (NPF), each by employee group - Bargaining Unit, Non-Union, Management & Excluded	Bargaining Unit [A1-3]	Non-Union [B1,B2]	Management & Excluded [C1,C2]
List of Position Types and Job Classifications	Bargaining Unit - JJEP & Paraprofessional [A1] Non-Union [B1] Management & Excluded [C1]	Regular full-time/part-time and Causal/additional hours [A1,B1]		Gender of employee [C1]
Number of Hours [Jan.1 to Dec.31, 2023]	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, 2023]	Funding amount per source [Home,H2] 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 [Jan.1 to Dec.31, 2023]	Active, regular and casual, PF employees by seniority [A3,B2,C2] Active, regular and casual, PF employees by age and gender [A3, B2,C2] Executive Directors and/or CEOs by seniority [C2] PF and NPF employees by job status [D1] PF and NPF employees by region [D1] PF and NPF bargaining unit employees by union affiliation [D1]	Active NPF and PF employees [A2,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, 2023]	Agency details and contact information [Home,H2] Number of contracts per funding source [Home,H2] Existence of STIIP, provision of superior benefits [Q1] Recruitment and Retention [R1] Average number of days to fill vacancies per job family [E1] Reason for job termination [E1] Where terminated employees go to work [E1]	Number of terminated employees by age [E2,E3,E4] 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 BOLDDED SQUARE BRACKETS indicate the schedule number(s) where the required data should be reported.				

Where Can I Find the Data Used to Complete My Report?

The majority of the data needed to complete the Compensation and Employee Turnover Report can be found in the following documents and reports in your payroll system:

<h2 style="margin: 0;">Pay Stub</h2>				
Canadian Paycheck Stub				
EMPLOYER NAME		TELEPHONE		
ADDRESS				
EMPLOYEE NAME		SIN		
ADDRESS				
PERIOD ENDING		PAY DATE		
EARNINGS	RATE	HOURS	CURRENT	YEAR TO DATE
Regular				
GROSS PAY				
DEDUCTIONS				
Federal Tax				
Provincial Tax				
EI				
CPP				
Other:	Room & Board			
TOTAL DEDUCTIONS				
NET PAY				

Time Sheets

[illegible]


PLEASE NOTE:

If you use Comvida, Avanti or Payworks as your primary payroll software, you will be able to use the payroll extract system which will significantly decrease the time spent on your report. Please see contact information on page 6 for the payroll extract system. For additional assistance please contact our support team at:

1-800-377-3340

RESEARCH@CSSEA.BC.CA

T4 Forms

Employee's name – Nom de l'employeur		 Canada Revenue Agency Agence du revenu du Canada		T4 Statement of Remuneration Paid Etat de la rémunération payée	
Year Année		Employment income – line 10100 Revenu d'emploi – ligne 10100		Income tax deducted – line 43700 Impôt sur le revenu retenu – ligne 43700	
54 Employee's account number / Numéro de compte de l'employeur		14 Province of employment / Province d'emploi		22 Employee's CPP contributions – line 50800 Cotisations de l'employé au RPP – ligne 50800	
Social Insurance Number / Numéro d'assurance sociale		10 Employee's CPP contributions – line 50800 Cotisations de l'employé au RPP – ligne 50800		24 EI insurable earnings Gains assurables EIAG	
12		16 Employee's QPP contributions – line 50800 Cotisations de l'employé au RPP – ligne 50800		26 QPP/QPPS pensionable earnings Gains assujettis droit à pension – RPP/RRQ	
Example – Exemple CPP/QPP EI FPP RPP/RRQ AE RPAP		29 Employment code Code d'emploi		28	
Employee's name and address – Nom et adresse de l'employé Last name (in capital letters) – Nom de famille (en lettres majuscules) First name – Prénom Initial – Initiale		18 Employee's EI premiums – line 51200 Cotisations de l'employé à l'AE – ligne 51200		44 Union dues – line 21200 Cotisations syndicales – ligne 21200	
1		20 RPP contributions – line 20700 Cotisations à un RPA – ligne 20700		46 Charitable donations – line 34600 Dons de bienfaisance – ligne 34600	
2		52 Pension adjustment – line 20800 Facteur d'équivalence – ligne 20800		50 RPP or QPPS registration number N° d'ajoutement RPP ou d'un RPP	
3		55 Employee's RPP premiums – see note Cotisations de l'employé au RPP – voir la note		56 RPP insurable earnings Gains assurables du RPP	
4		57		58	
Other information (see over)		Amount – Montant		Amount – Montant	
5		Amount – Montant		Amount – Montant	
6		Amount – Montant		Amount – Montant	
7		Amount – Montant		Amount – Montant	
8		Amount – Montant		Amount – Montant	
9		Amount – Montant		Amount – Montant	
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51		Amount – Montant		Amount – Montant	
52		Amount – Montant		Amount – Montant	
53		Amount – Montant		Amount – Montant	
54					

Records of Employment

RECORD OF EMPLOYMENT (HOE) EMPLOYER USE THE BOTTOM HALF OF THIS FORM. THE RECORD OF EMPLOYMENT OF A PERSON AVAILABLE ON THE WEB SITE: www.cdn.gc.ca/cdn/eng/imm/immres/welcome/immres.html		If you are a U.S. citizen, please indicate your date of birth and your country of birth. Date of birth: _____ Country of birth: _____	
1. PERSONAL INFORMATION a. EMPLOYER'S NAME AND ADDRESS <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> DIVISION 27 355 NORTH RIVER RD. OTTAWA, ON JOHN SMITH 123 WAY ST. OTTAWA, ON Z1Z 1Z1 </div>	b. SOCIAL NET OF WORK ADDRESS (RECEIVED) <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> 125 946 000 000 000 000 000 FAX PERIOD: <u>Bi-weekly</u> SOCIAL INSURANCE NO.: XIX, XIX, 000 000 000 </div>	c. DATE OF BIRTH AND COUNTRY OF BIRTH <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> 01 01 2010 01 01 2010 LAST DAY FOR WHICH PAID: 25 02 2010 FINAL PAY PERIOD ENDING DATE: 26 02 2010 </div>	
2. EMPLOYMENT INFORMATION a. OCCUPATION: <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> ASSISTANT </div>	b. EXPECTED DATE OF DEPARTURE <input checked="" type="checkbox"/> JANUARY <input type="checkbox"/> FEBRUARY <input type="checkbox"/> MARCH <input type="checkbox"/> APRIL <input type="checkbox"/> MAY <input type="checkbox"/> JUNE <input type="checkbox"/> JULY <input type="checkbox"/> AUGUST <input type="checkbox"/> SEPTEMBER <input type="checkbox"/> OCTOBER <input type="checkbox"/> NOVEMBER <input type="checkbox"/> DECEMBER	c. REASON FOR ISSUING THIS FORM: <input type="checkbox"/> ENTER CODE: <u>A</u> FROM FORTHWITH TO THE END OF THE PERIOD OF EMPLOYMENT	
d. TOTAL REGULAR HOURS ACCORDING TO CHART ON REVERSE <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> 2,140.0 </div>	e. TOTAL REGULAR EARNINGS ACCORDING TO CHART ON REVERSE <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> 11,640.00 </div>		
3. ONLY COMPLETE IF THERE HAS BEEN A PAY PERIOD WITHIN THE REPORTING PERIOD. COMPLETELY ACCORDING TO CHART ON REVERSE.			
P.P. MONTHLY EARNINGS <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> 1,200.00 </div>	P. MONTHLY EARNINGS <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> 800.00 </div>	S. MONTHLY EARNINGS <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> 800.00 </div>	D. MONTHLY EARNINGS <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> 800.00 </div>
7	8	9	10
11	12	13	14
15	16	17	18
19	20	21	22
23	24	25	26
27	28	29	30
4. ONLY COMPLETE IF PAYMENT OF EMPLOYMENT INSURANCE (PEI) OR GROUP TERM LIFE LOSS REDEMPTION PAYMENT (AFTER THE LAST DAY WORKED).			
a. PAYMENT DATE <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> M D Y </div>		b. AMOUNT <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> \$ _____ </div>	
c. EMPLOYMENT PREFERRED BY <input checked="" type="checkbox"/> CANADIAN <input type="checkbox"/> FOREIGN		d. TELEPHONE NO. <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> 1568 555-5555 </div>	
e. CERTIFY THAT ALL STATEMENTS ON THIS FORM ARE TRUE <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> SERENA AWAD </div>			
Canada		SERENA AWAD	
Date of issue of document: _____		Date of issue of document: _____	
Service Canada and Human Resources and Social Development Canada programs and services for the Protection of Citizens.		28 02 2010	

Navigating the Report

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

Home	Bargaining Unit	Non-Union	Management & Excl'd	Summary	Termination	References
Home: Funding & Contracts	A1: Classification & Hours	B1: Hours & Employees	C1: Hours & Employees	D1: Hours & Employees	E1: Time to Fill & Reasons	Wage Grid
H2: Other Funding Sources	A2: Employee Counts	B2: Demographics	C2: Demographics	D2: Total Compensation	E2: Bargaining Unit	Job Families
Q1: Questions	A3: Demographics				E3: Non-Union	Wage Calculator
R1: Recruitment & Retention					E4: Management & Excl'd	

2024 Compensation and Employee Turnover Report
For the period of January 1, 2023 to December 31, 2023

Agency Information

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

IMPORTANT: ENTER INFORMATION IN THE BLUE, GREEN AND RED CELLS ONLY
BORDERED WHITE, PURPLE AND ORANGE CELLS ARE AUTOMATICALLY CALCULATED

Funding Source Information
Between January 1, 2023 and December 31, 2023

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 Health Authority			\$0.00						0
Interior Health Authority			\$0.00						0
Northern Health Authority			\$0.00						0
Vancouver Coastal Health Authority			\$0.00						0
Vancouver Island Health Authority			\$0.00						0
Provincial Health Services Authority			\$0.00						0
BC Provincial Ministries									
Agriculture and Food			\$0.00						0

Home H2 Q1 R1 A1 A2 A3 B1 B2 C1 C2 D1 D2 E1 E2 E3 E4 Wage Grid Job Families Wage Calculator

Navigating the Report: Continued

Blue cells allow you to choose data from a drop-down menu. If the specifics of your agency are not listed, you will also be able to enter data manually by typing in the cell.

Schedule A1: Bargaining Unit

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

Position Type	Classification (For Unique positions, if none of the benchmark classifications in the drop-down menu 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 turn back to **blue**.

Home Schedule

On the Home Schedule, please provide the following information:

A - Your agency and 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'.

2024 Compensation and Employee Turnover Report
For the period of January 1, 2023 to December 31, 2023

Agency Information

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

IMPORTANT: ENTER INFORMATION IN THE BLUE, GREEN AND RED CELLS ONLY

BORDERED WHITE, PURPLE AND ORANGE CELLS
ARE AUTOMATICALLY CALCULATED

Funding Source Information

Between January 1, 2023 and December 31, 2023

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 Health Authority			\$0.00						0
Interior Health Authority			\$0.00						0
Northern Health Authority			\$0.00						0
Vancouver Coastal Health Authority			\$0.00						0
Vancouver Island Health Authority			\$0.00						0
Provincial Health Services Authority			\$0.00						0

Home Schedule: Continued

Two conventions you will see throughout the report are “**Provincially Funded**” and “**Non-Provincially Funded**”. The Crown Corporations, BC Health Authorities and BC Provincial Ministries are all considered “Provincially Funded”.

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

Provincially Funded

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

Other Non-Provincial Funding Sources:

Any and all other funding from any and all sources not indicated on Schedules Home and H2. Examples include donations, grants, revenues from a thrift store etc.

Funding Source Information
Between January 1, 2023 and December 31, 2023

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 Health Authority			\$0.00						0
Interior Health Authority			\$0.00						0
Northern Health Authority			\$0.00						0
Vancouver Coastal Health Authority			\$0.00						0
Vancouver Island Health Authority			\$0.00						0
Provincial Health Services Authority			\$0.00						0
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 <i>(Calculated from Schedule H2)</i>	\$0.00	\$0.00	\$0.00				0	0	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
Other Provincial Funding									
BC Gaming Grant			\$0.00						0
Flow through funding from Other Provincially-Funded Agencies	\$0.00	\$0.00	\$0.00				0	0	0
Other Provincial Funding			\$0.00						0
Non-Provincial Funding									
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
Other Non-Provincial Funding			\$0.00						0

Non-Provincially Funded

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

Schedule H2: Other Funding Sources

Two conventions you will see throughout the report are “Provincial Funding” and “Other Non-Provincial Funding”.

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

Flow Through Funding from Other Provincially Funded (PF) Agencies:

If your agency receives funding from another PF agency to provide services, report the agency name and the amounts and number of contracts in the spaces provided.

Schedule H2: Other Funding Sources

Between January 1, 2023 to December 31, 2023

School District/Other Funding Source Information

Between January 1, 2023 and December 31, 2023

	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									
BC School Districts									
5 Southeast Kootenay			\$0.00						0
6 Rocky Mountain			\$0.00						0
8 Kootenay Lake			\$0.00						0
10 Arrow Lakes			\$0.00						0
19 Revelstoke			\$0.00						0
20 Kootenay-Columbia			\$0.00						0
22 Vernon			\$0.00						0
23 Central Okanagan			\$0.00						0
27 Cariboo-Chilcotin			\$0.00						0
28 Quesnel			\$0.00						0
33 Chilliwack			\$0.00						0
34 Abbotsford			\$0.00						0
35 Langley			\$0.00						0
36 Surrey			\$0.00						0
37 Delta			\$0.00						0
38 Richmond			\$0.00						0
39 Vancouver			\$0.00						0
40 New Westminster			\$0.00						0
81 Fort Nelson			\$0.00						0
82 Coast Mountains			\$0.00						0
83 North Okanagan-Shuswap			\$0.00						0
84 Vancouver Island West			\$0.00						0
85 Vancouver Island North			\$0.00						0
87 Stikine			\$0.00						0
91 Nechako Lakes			\$0.00						0
92 Nisga'a			\$0.00						0
Flow through funding from Other Provincially-Funded Agencies	\$0.00	\$0.00	\$0.00				0	0	0
Agency Name(s) (Please type):									
			\$0.00						0
			\$0.00						0
			\$0.00						0

Schedule Q1: Questions, 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 Jan. 1st, 2023 to Dec. 31st, 2023

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". Municipalities and First Nations Bands will fall under the "Other" category.

Please contact our support team if you are unsure of what legal status your agency falls under. **1-800-377-3340**

Schedule Q1: Questions As of December 31, 2023

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, 2023 to December 31, 2023:

D -

EI Premium Reduction Program

Are you an employer who has qualified for reduced employer EI premium rates?

E -

BC Housing Funding - Supplementary Question (If Applicable)

If you received funding from **BC Housing** between January 1 and December 31, 2023, 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, 2023, what is the total dollar amount you paid in the

CLBC Funded Employees (if applicable)

If your agency receives funding from CLBC, how many of your agencies' newly hired (within calendar year 2023) employees are in whole or in part funded by CLBC monies?

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, 2023 and December 31, 2023), both internal and external, provide services for CLBC programs?

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: Questions, 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
- H - Other

Service Subdivision

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

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

Schedule Q1: Questions, Part 3

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

A - Your Payroll Vendor(s)

B - Your Group Benefit Provider(s)

C - Pension or Retirement Plan status

A - Payroll Vendor/System

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

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

B - Group Benefit Provider

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

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

C - Pension or Retirement Plan

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

Bargaining Unit:	
Management & Excluded:	
Non-Union:	

NOTE:

Please see drop-down 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 drop-down option will be the same for both the Group Benefit Provider and Pension or Retirement plan.

Schedule Q1: Questions, 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 Jan. 1st, 2023 and Dec. 31st, 2023?

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

If the answer is yes, how many eligible employees have been credited with portable benefits between January 1 and December 31, 2022?

B - Short Term Illness and Injury Plan

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

	Provincially Funded			Non-Provincially Funded		
	Bargaining Unit	Management & Excluded	Non-Union	Bargaining Unit	Management & Excluded	Non-Union
	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N

C - Superior Benefits

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

	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						

NOTE:

Reference for Superior Benefits on the next page.

Schedule Q1: Superior Benefits

Reference for Superior Benefits

BENEFIT	SELECT "Y" IF:	BENEFIT	SELECT "Y" IF:
Meal Allowance	Providing more than outline in Collective Agreement (26.10): \$10.56 for Breakfast \$12.94 for Lunch \$22.44 for Dinner	Callback	Providing more than outlined in Collective Agreement (16.8): Minimum of two (2) hours at applicable overtime rates + transportation allowance based on cost of taking taxi or vehicle allowance to/from employee's home and employer's place of business (minimum of \$2).
Vehicle Allowance	Providing more than outlined in Collective Agreement (26.9): 61¢ per kilometre.	Required Certification	Providing more than outlined in Collective Agreement (28.12): Renewal costs of required certificates an/or licenses.
On call	Providing more than outlined in Collective Agreement (14.7): \$1 per hour for a minimum of 4 consecutive hours on standby.	Vacation	Providing more than outlined in Collective Agreement (18.1): 1 years' continuous service - 15 workdays per year 2 years' continuous service 15 workdays per year 3 years' continuous service 16 workdays per year 4 years' continuous service 17 workdays per year 5 years' continuous service 18 workdays per year 6 years' continuous service 19 workdays per year 7 years' continuous service 22 workdays per year 8 years' continuous service 23 workdays per year 9 years' continuous service 24 workdays per year 10 years' continuous service 25 workdays per year 11 years' continuous service 26 workdays per year 12 years' continuous service 27 workdays per year 13 years' continuous service 28 workdays per year 14 years' continuous service 29 workdays per year 15 years' continuous service 30 workdays per year 16 years' continuous service 31 workdays per year 17 years' continuous service 32 workdays per year 18 years' continuous service 33 workdays per year 19 years' continuous service 34 workdays per year 20 years' continuous service 35 workdays per year
Pay in Lieu of Benefits	Provided. Benefit is not included in Collective Agreement.	Long Service Retirement Allowance	Provided. Benefit is not included in Collective Agreement.
Bereavement Leave	Providing more than outlined in Collective Agreement (20.1): Three (3) days leave of absence with pay + up to additional two (2) days without loss of pay to be taken for travel.	Cellphone and Pager Reimbursement	Provided. Benefit is not included in Collective Agreement.
Special Leave	Providing more than outlined in Collective Agreement (20.2): Maximum of ten (10) days per year of special leave without pay for the following: - Marriage of employee: 5 days, - Birth or adoption of employee's child: 2 days, - Serious household or domestic emergency incl. illness in employee's immediate family: up to 2 days, - Wedding of employee's child: 1 day, - Moving household furniture and effects: 1 day, - Attend their formal hearing to become a Canadian citizen: 1 day, - Court appearance for hearing of employee's child: 1 day, - Meet responsibilities to related to care, health, or education of child in employee's care; care of any other member of the employee's immediate family: up to 5 days, - Funeral or other ceremonial occasion in the event of death of employee's friend or other relative: up to 1 day, - Attend/celebrate Indigenous spiritual/ceremonial events: 2 days.	Seasonal Closure	Provided. Benefit is not included in Collective Agreement.
Sick Leave Payout	Providing more than outlined in Collective Agreement (19.1): Accrual: 1 day of sick leave per month to a max. of 156 days Payout: 80% of regular straight-time pay, removal of a full sick day from sick leave bank. Effective April 1, 2024, compensation will be at 100% of the employee's regular rate of pay.	Qualification Differential	Provided. Benefit is not included in Collective Agreement.
Shift Premiums	Providing more than outlined in Collective Agreement (15.3): Overtime rates for any hours worked in an 8-hour period if an employee's shifts are scheduled less than 8 hours apart and employee has not agreed to this.		

Schedule R1: Part 1, Recruitment

On Schedule R1 Part 1, please provide the following information:

- A - Does 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 R1: Recruitment and Retention

As of December 31, 2023

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

Recruitment Situation in the Past Year

A - We have a problem in **recruiting** Full Time employees

B - We have a problem in **recruiting** Part Time employees

C - We have a problem in **recruiting** Casual employees

Recruitment Situation in the Past 2 Years

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

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

F - **Recruiting** Casual employees in the past 2 years has been difficult

Strongly Agree
Agree
Neither Agree nor Disagree
Disagree
Strongly Disagree

NOTE:
Please use the following
drop-down options for
answering recruitment
and retention questions
on Schedule R1.

Schedule R1: Part 2, Retention

On Schedule R1 Part 2, please provide the following information:

A - Does 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 Situation in the Past Year

A - We have a problem in retaining Full Time employees

B - We have a problem in retaining Part Time employees

C - We have a problem in retaining Casual employees

Retention Situation in the Past 2 Years

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

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

F - Retaining Casual employees in the past 2 years has been difficult

Schedule A1: Bargaining Unit - Classification and Hours

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 report 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/additional 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, excluding overtime.

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 and 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										Provincial Funding as % of Total Funding		(Automatically calculated from the Home Schedule)				
Regular (Full-Time/Part-Time) and Casual Employee Information										Non-Provincially Funding as % of Total Funding		(Automatically calculated from the Home Schedule)				
Position Type	Classification					Regular (FT/PT) or Casual/ additional hours	Standard Hours per Year	Total Hours Paid at Straight Time Pay Rate								
	(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.)							(Include both worked and non-worked hours; exclude overtime hours.)								
								Between January 1, 2023 and December 31, 2023								
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:								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 complete the report one of two ways – individual employee by classification, **or group of employees** by classification. Agencies with less than 20 employees find it easier to complete the report through individual employee by classification while agencies with greater than 20 employees find it more efficient to complete the report through groups of employees by classification.

Here is an example of how you would fill out the report by classification for 5 Regular Activity Workers, 1 of which was terminated in 2023. They each have different rates of pay, with some workers Provincially Funded, and some funded by other sources.

Step 1. On **Schedule A1** select the **Position Type** for each classification. In this example we selected "**Benchmark**" by using the drop-down. Now, we select "**Activity Worker**" as the **classification**. Then, we select whether the employees are full-time/part-time or casual/additional hours. For this example, we will assume that all of the employees are regular full-time employees. Tally casual and additional hours for a classification on a separate line. Assuming that the employees work **37.5 hour/week** with **260 working days or 52 working weeks in the year**, we will select **1950** from the **Standard Hours per Year** drop-down.

The report should now look like the figure below:

Schedule A1: Bargaining Unit

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

Position Type	Classification (For Unique positions, if none of the benchmark classifications in the drop-down menu 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 1 Non-Provincially Funded and 4 Provincially Funded Activity Workers, with the PF workers each at a different 'Step'.

Steps are defined by the number of hours the employee has worked since the beginning of their employment with your agency. 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 report.**

Our **4 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 2023)

Employee 2: 1950 hours at Step 2

Employee 3: 1950 hours at Step 2

Employee 4: 1950 hours at Step 3

Non-Provincially Funded:

Let's assume they worked **1950** hours at a rate of **\$16.50** an hour.

The report should now look like the figure below:

2 employees x 1950 hours = 3900 hours

Schedule A1: Bargaining Unit

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)

Position Type	Classification <small>(For Unique positions, if none of the benchmark classifications in the drop-down menu applies, please type in the position title in "Classification 1" and then select the associated Grid Level.)</small>					Regular (FT/PT) or Casual/ additional hours	Standard Hours per Year	Total Hours Paid at Straight Time Pay Rate <small>(Include both worked and non-worked hours; exclude overtime hours.)</small> Between January 1, 2023 and December 31, 2023									
	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 Hours	Weighted Average Hourly Pay \$	Total Provincially Funded Hours	Step 1 Hours	Step 2 Hours	Step 3 Hours	Step 4 Hours	Above Step 4 Hours	Weighted Average Hourly Pay \$
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			

Classification Example Walkthrough - Step 3

Step 3. 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

[illegible]

Enter the number of employees for each classification by **Provincially Funded or Non-Provincially Funded** with breakdown for **Active, on Leave, or Terminated**. In this example, we will input **1 Non-Provincially Funded Activity Worker, 3 Provincially Funded Activity Workers, 1 terminated Activity Worker, and 1 new external hire**. For employees on leave, enter the number of employees under the appropriate section.

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, 2023 (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 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 Hours	What % of the total straight time hours were backfill? %
						Active	Active	LTD	WCB	Maternity/ Parental Leave	Union Leave						
Subtotals:				1	3	0	0	0	0	0	0	1	1	0	8550.0		
Benchmark	Activity Worker		Regular	1950	1	3						1	1		8550.0		

Classification Example Walkthrough - Step 4

Step 4. Fill in the **Demographic Information** for the 1 employee that was terminated in 2023. 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, 2023)																	
			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 a **27 year 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 figure 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, 2023)																	
			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	1	0	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.

Schedule A2: Bargaining Unit - Employee Count

In Schedule A2, please provide the following information for all Regular and Casual Bargaining Unit employees in your agency that you have identified in Schedule A1, as of Dec. 31, 2023:

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, 2023

D - Number of Terminated Employees between Jan. 1 and Dec. 31, 2023

E - % of Paid Straight Time Hours used for backfill between Jan. 1 and Dec. 31, 2023

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.

Schedule A3: Bargaining Unit - Demographics

In Schedule A3, please provide the following information for all Active, Regular and Casual Provincially Funded Bargaining Unit employees that you have reported in Schedule A2, as of Dec. 31, 2023:

A - Seniority

B - Gender and Age

C - Group Benefit Participation

Schedule A3: Bargaining Unit

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

Seniority (Length of Service)

(As of December 31, 2023)

	Regular	Casual
< 1 year		
1 to < 2 years		
2 to < 3 years		
3 to < 4 years		
4 to < 5 years	A	
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, 2023)

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

Group Benefit Participation

(As of December 31, 2023)

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 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, 2023

G - Number of Terminated Employees between Jan. 1 and Dec. 31, 2023

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

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

J - % of Paid Straight Time Hour used for backfill between Jan. 1 and Dec. 31, 2023

For employees who are funded through both Provincial and Non-Provincial sources, count only once as Provincially Funded.

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.) Between January 1, 2023 and December 31, 2023				Number of Employees as of December 31, 2023 (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

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 Dec. 31, 2023:

A - Length of Service

B - Gender and Age

C - Participation in Group Benefits

Schedule B2: Non-Union

Demographic Information of Provincially Funded, Active Employees ONLY

Seniority (Length of Service)

(As of December 31, 2023)

	Regular	Casual
< 1 year		
1 to < 2 years		
2 to < 3 years		
3 to < 4 years		
4 to < 5 years	A	
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		

Age & Gender

(As of December 31, 2023)

	Regular			Casual		
	Male	Female	Gender Diverse	Male	Female	Gender Diverse
< 20						
20						
21						
22						
23			B			
24						
25						
26						
27						
28						
29						
30						

Group Benefit Participation

(As of December 31, 2023)

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 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, female and gender diverse employees on separate rows, even if they fall under the same job classification.

C - Average Annual Salary per employee

D - Total Non-Provincially and Provincially Funded Payroll Amount and Expenses Paid

E - Total Non-Provincially and Provincially Funded Hours Paid

F - Number of Active 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, 2023

I - Number of Terminated Employees between Jan. 1 and Dec. 31, 2023

J - Number of New External Hires (ie. hires from outside of your agency)

K- Number of New Internal Hires (ie. hires from inside your agency)

L - % of Paid Straight Time Hours used for backfill between Jan. 1 and Dec. 31, 2023

For employees who are funded through both Provincial and Non-Provincial sources, count only once as Provincially Funded.

Schedule C1: Management & Excluded										Provincial Funding as % of Total Funding		(Automatically calculated from the Home Schedule)												
Salary Information and Straight Time Hours										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, 2023 and December 31, 2023						Number of Employees as of December 31, 2023 (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)							
		Average Annual Salary per Employee \$/year	Non-Provincially Funded		Provincially Funded		Non-Provincially Funded	Provincially Funded	Non-Provincially Funded	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 Hours	What % of total straight time hours were backfilled %			
			Total Straight-Time Payroll Amount \$	Total Expenses & Allowances Paid \$	Total Straight-Time Payroll Amount \$	Total Expenses & Allowances Paid \$					Non-Provincially Funded Hours	Provincially Funded Hours	Non-Provincially Funded #	Active #	LTD #							WCB #	Maternity/Parental Leave #	Other Leave #
Subtotals:		\$0.00	\$0.00	\$0.00	\$0.00	0.0	0.0	0	0	0	0	0	0	0	0	0	0	0.0						
		A	B	C	D		E		F	G			H	I	J	K	L							

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 Dec. 31, 2023:

A - Length of Service

B - Gender and Age

C - Group Benefit Participation

Schedule C2: Management & Excluded

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

Seniority (Length of Service)

(As of December 31, 2023)

	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		

Age & Gender

(As of December 31, 2023)

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

Group Benefit Participation

(As of December 31, 2023)

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, please report the following:

A - The number of Active Employees by Hours (Regular, Full-Time, Part-Time and Casual).

B - The number of Active Employees by Region.

*When you hover over cells with a **red** corner, a comment box will appear to show which cities, towns and nations fall under each health authority.*

C - Report the number of Active Employees by Union (Report only if not all employees have the same Union affiliation).

Select the name of your Union from the drop-down list. If it is not found, type in the name of your Union manually inside the cell. Cells with red corner flags are optional.

D - The Total Overtime Hours by employment group (Bargaining Unit, Management & Excluded, Non-Union).

E - Any Sick and Paid Leave Hours.

F - The Total Sick Leave Wage Costs by employee group (Bargaining Unit, Management & Excluded, Non Union) and whether or not the captured employees are Regular or Casual.

Schedule D1: Summary Hours, Employee Count, and Additional 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)				
Number of Active Employees (As of December 31, 2023)	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, 2023)	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, 2023)	Provincially Funded			Non-Provincially Funded		
	Bargaining Unit	Management & Excluded	Non-Union	Bargaining Unit	Management & Excluded	Non-Union
	#	#	#	#	#	#
Total Number of Active Employees						

Total Paid Sick Leave Wage Costs (Between January 1 and December 31, 2023)	Provincially Funded			Non-Provincially Funded		
	Bargaining Unit	Management & Excluded	Non-Union	Bargaining Unit	Management & Excluded	Non-Union
	\$	\$	\$	\$	\$	\$
Regular Employees						
Casual Employees						

Please separate:

Total additional hours worked by regular part-time employees.

Total hours worked by casual employees.

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 D2 please call our support team at:

1-800-377-3340

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:

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, 20

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**.

Provincially 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	All Regular Hours	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Pay Rate	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Pay at Premium	Working on Statutory Holiday						
	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						
Health & Welfare Benefits	EHC - Extended Health Care						
	Dental						
	Group Life						
	AD&D						
	LTD - Long-Term Disability						
	EFAP - Employee & Family Assistance Program						
	Other Health & Welfare Benefits						
Super-annuation	MPP - Municipal Pension Plan						
	PSPP - Public Sector Pension Plan						
	Other Superannuation Plan						

MEAL ALLOWANCES:

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.

MEAL ALLOWANCES:

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: Time to Fill Vacancies and Reasons for Termination, Part 1

Hover over the red corner in each job family to see which classifications fall into the category

Schedule E1: Summary

Time to Fill Vacancies & Reasons for Termination

Average Time to Fill Vacancies

(Between January 1 and December 31, 2023)

*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	

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*
Executive		
Management		
Professional		
Administrative		

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

Please report a number for your estimate, not a range. **For example, if a position typically takes 3 weeks to fill, 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, 2023)

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	Delegated 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	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

If you know where your terminated employees go after working with your agency, please fill in the appropriate section. If you are not sure, you may select "Don't Know".

Where do terminated employees go to work, as far as you are aware?

(Of all employees terminated between January 1 and December 31, 2023)

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

Schedule 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, 2023, by demographic group:

- A - Age
- B - Gender
- C - Length of Service
- D - Region

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

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, 2023)																	
			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)

Report Checklist

☐ Home Schedule

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

☐ Schedule H2: Other Funding Sources

- BC School Districts
- Other Non-Provincial Funding Sources

☐ Schedule Q1: Questions

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

☐ Schedule R1: 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: Non-Union Hours, Employees and Demographics

- Same as A1-A3 except for Non-Union employees, if applicable

☐ Schedule C1: Management & Excluded

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

☐ Schedule C2: Management & Excluded Demographics

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

☐ Schedule D1: Summary - Hours, Employees and Additional Information

- Full-time and part-time employees tally
- Active employees by region
- Active employees by union
- Separate regular and casual hours
- Sick and Annual leave utilization
- All leave hours
- All sick leave wage costs

☐ Schedule D2: Summary - Total Compensation Costs

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

☐ Schedule E1: Vacancies and Terminations

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

☐ Schedule E2-E4: Demographics of Terminated Employees

- 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