2019 Compensation & Employee Turnover Survey
Non-CSSEA/Non-HEABC (Non-Union)

For more information, please visit www.gov.bc.ca/socialservicessurvey, contact toll free 1.855.625.3244 or email survey@cssea.bc.ca.
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Introduction

The purpose of this user guide is to assist non-CSSEA/non-HEABC ("non-union") social services agencies in British Columbia to complete the 2019 Compensation and Employee Turnover Survey, which collects data in the reporting period from January 1, 2018 to December 31, 2018 (i.e., calendar year 2018).

Limited data exists to support government funding requests or decisions in relations to social services agencies that are not members of CSSEA or HEABC. This impacts Government’s ability to make decisions regarding the funding of non-union agencies. To address this information gap, social services government funders have partnered with the Public Sector Employers’ Council Secretariat to collect non-CSSEA/non-HEABC social services agencies’ funding, compensation costs and human resource information.

In 2019, the Compensation and Employee Turnover Survey is continuing to collect data from all non-CSSEA/non-HEABC social services agencies who receive government funding. Your completion of this survey is essential to support government decision making on future funded compensation increases for the non-union social services sector. The 2019 survey, covering 2018 calendar year data, will be conducted in spring/summer 2019.

The aggregated data will be used by government funders to support decisions. The data will also provide useful benchmark information to support sector recruitment and retention strategies, understand shifting labour force demographics and enhance the long-term sustainability of the social services sector in BC.
Q1. What is the Non-Union Agency Compensation and Employee Turnover Survey?

This survey is an initiative coordinated by B.C. Government funders of social services to collect employee workforce and compensation data from non-union contracted social service agencies. The data collected is targeted to help the B.C. Government better understand the non-union social services sector’s compensation costs, employee turnover rates and human resource demographics.

The 2019 survey collects calendar year 2018 information on:

• wages, benefits, paid hours and employee counts; and
• workforce demographics (e.g. gender, age, seniority), benefit participation, employee turnover, vacancies, funding and the number of contracts.

The data gathered by the survey is not employee-specific and personal identifiers are not collected. The survey data is presented to Government in aggregate format so that agency anonymity is protected.

Q2. Why is B.C. Government collecting this information?

Currently, Government has limited data regarding social services non-union agencies’ compensation and costs and human resource practices. This impacts Government’s ability to make decisions regarding the funding of non-union agencies.

To address this information gap, social services Government funders have partnered with the Public Sector Employers’ Council Secretariat (PSEC) to collect data concerning non-union social services agencies’ compensation costs and human resource practices. Government will use the aggregated data to support its decision-making regarding future funding of compensation increases for the non-union social services sector.
Frequently Asked Questions – 2 of 4

**Q3. Who is leading this reporting initiative?**

This is a cross-Government initiative. B.C. Government funders of social services, including the Ministries of Children and Family Development, Social Development and Poverty Reduction/Community Living BC, Public Safety and Solicitor General (formerly Justice), are partnering with PSEC. CSSEA is administering the survey on behalf of Government.

**Q4. How have agencies been selected to complete the survey?**

In 2019, which marks the fourth year of this annual survey, the data collection encompasses non-union agencies (employers) who receive B.C. Government funding.

B.C. Government funders have identified agencies for participation based on the amount of funding that each service provider receives annually; the rationale being that service providers above a certain funding threshold will be delivering a level of services that requires them to engage employees.

When data collection began in 2016, the first phase was limited to the largest non-union agencies. Now that the survey instruments and processes have been developed and refined, the data collection now encompasses a broader range of agencies (employers) who receive B.C. Government funding.

If you did not receive an invitation, please contact CSSEA at **1-855-625-3244** or **survey@cssea.bc.ca**

**Q5. Why is it important to participate in the survey?**

Completion of the 2019 survey is essential to support government decision making on future funded compensation increases for the non-union social services sector.

The collection of this data is integral to supporting the long-term sustainability of the social services sector. The funding, compensation and human resource data collected by the survey is used to provide Government with an in-depth picture of the non-union social services sector, which helps to address compensation disparities across the sector.

The data collected also provides agencies with useful benchmarking information to support their own recruitment and retention strategies. Agencies will have private access to CSSEA-prepared reports regarding their own agency-specific demographics.
Q6. What is considered a ‘non-union agency’?

For the purposes of the survey, a non-union agency is a service provider with employees that is not affiliated with CSSEA or HEABC. Participants in the non-union survey may have staff that are unionized (e.g., CUPE, BCGEU), but the agency itself is not a member of either CSSEA or HEABC.

Q7. Why is the Community Social Services Employers’ Association (CSSEA) collecting this data?

CSSEA is collecting the data on behalf of Government to protect agency anonymity and leverage CSSEA’s existing data collection capacity. Currently, CSSEA has the infrastructure, capacity and systems/processes that can be extended to the non-union sector in a cost-effective way to collect the data.

Q8. Is personal information captured in the survey, and if so, how is privacy protected?

Personal identifiers will not be captured in the survey. Agencies will enter aggregate, non-employee specific data. Government will review the survey data in the aggregate to better understand social services as a whole.

Q9. What is the timeline to complete the survey?

Participating agencies will receive the survey in May 2019. The survey should be completed and returned before August 31, 2019.

ORIENTATION SESSIONS

Q10. Where can agencies get help to complete the survey?

Orientation sessions will be held throughout the province in April 2019. Register for a session at gov.bc.ca/socialservicessurvey. These orientation sessions provide agencies with the necessary information, walkthroughs and tips to effectively and efficiently complete the survey.

Additionally, dedicated CSSEA phone support at 1-855-625-3244 and email support at survey@cssea.bc.ca is available during the survey period.

Q11. Who should be attending the orientation session?

The person who will be completing the survey for your agency should attend the session.

Q12. Is attendance at the orientation session mandatory?

While attendance at the orientation session is not mandatory, it is recommended in order to assist you in the completion of the survey and to provide you with an opportunity to ask any questions that you may have.
COMPLETING THE SURVEY

**Q13. How long does it take to complete the survey?**

While the survey itself is a simple Excel-based reporting tool, completion times will vary from agency to agency depending on each agency’s number of employees, administration processes, and whether the agency has had previous experience with the survey.

While a small agency should be able to rely on simple and readily-available T4 information to complete the survey, a large organisation completing the survey for the first time may take around a week to complete it.

If your agency uses Comvida or Payworks or Avanti Software as its payroll provider, there may be an opportunity to obtain a data extract of the required survey information directly from their payroll provider – contact CSSEA at **1-855-625-3244 or survey@cssea.bc.ca** for more information on this option.

**Q14. What if I’m missing information requested and am unable to provide all of the information necessary to fully complete the survey?**

Please contact CSSEA at **1-855-625-3244 or survey@cssea.bc.ca** should you encounter any issues in completing the survey.

**Q15. Which employee positions will the survey collect information on?**

The survey will collect information on all of your employee positions, including those employees working on programs not funded by B.C. Government. All funding sources should also be included in the reported data. Employee position/role descriptions are available in the survey User Guide.

**Q16. I didn’t receive an invitation to participate in the survey. Can I still participate?**

In 2019, all non-union B.C. Government funded agencies delivering comparable services to their unionized counterparts are being invited to participate in the data collection. If you did not receive an invitation, please contact CSSEA at **1-855-625-3244 or survey@cssea.bc.ca**

CONTACT INFORMATION

Questions about this reporting initiative may be directed to **MCFPGPB@gov.bc.ca**.

For assistance completing the survey, please contact **1-855-625-3244 or email survey@cssea.bc.ca**.
Where can I find the data to complete the survey?

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

- Pay Stubs
- Time Sheets
- T4 Forms
- Records of Employment
Navigating the Survey

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

Cells that you can manually fill in are shaded **green**. If you can choose an answer from a **dropdown** list, or enter data if it is not in the list, the cell will be shaded **blue**.

You **CANNOT** enter information into any cell that is **white** or **grey**, these cells are filled based on what you enter into green or blue cells.

**REMEMBER**: If none of the options in the drop down menu of a **BLUE** cell correspond to what is happening at your agency you can **manually enter your response**.

### Schedule N1: Non-Union
Regular (Full-Time/Part-Time) and Casual Employee Information

<table>
<thead>
<tr>
<th>Classification (if none of the classifications in the drop-down menu applies, please type in the position title)</th>
<th>Regular (FT/PT) or Casual/additional hours</th>
<th>Standard Hours per Year</th>
<th>Total Hours Paid at Straight Time Pay Rate (Include both worked and non-worked hours; exclude overtime hours) Between January 1, 2018 and December 31, 2018</th>
<th>Number of Employees as of December 31, 2018 (For employees who are funded through both provincial and non-provincial sources, count only as Provincially Funded)</th>
<th>Vacancy and Termination (As of Dec. 31)</th>
<th>Terminated Employees (Between Jan. and Dec. 31)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Hours Paid at Straight Time</td>
<td>Weighted Average Hourly Pay</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Non-Provincially Funded</td>
<td>Provincially Funded</td>
<td>Non-Provincially Funded</td>
<td>Provincially Funded</td>
</tr>
<tr>
<td>Subtotals:</td>
<td>0.0</td>
<td>1,950.0</td>
<td>0.0</td>
<td>0.0</td>
<td>0.0</td>
<td>0.0</td>
</tr>
</tbody>
</table>

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

Cells that turn red indicate that an answer is required.
In the **Home** page, please provide the following information **in the green cells**:

(a) Your agency and your contact information
(b) Funding amount ($), by funding source
(c) Percentage of funding (automatically calculated by the spreadsheet)
(d) Number of contracts, by funding source

**NOTE:** You must report all funding from all funding sources. Please provide your entire funding base. Any funding that does not fall into the available list can be listed under ‘Others’. **You do not need to enter anything in the white cells as they calculate automatically.**

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**REMEMBER:** Only enter information into **green or blue** cells, white cells are calculated from your answers as a guide.
Two conventions you will see throughout the survey are ‘Provincially Funded’ and ‘Non-Provincially Funded’. For the purposes of this survey, all funding not contained under the ‘Others’ heading is Provincially funded, and everything contained under it is considered ‘Non-Provincially Funded’.

This will become important later when we are recording the number of hours and benefit costs for provincially funded and non-provincially funded employees.
On Schedule Q1, please provide the following information:

(a) The Legal Status of your agency (Private/Non-Profit)
(b) % of BC Housing funding used for employee compensation (only fill out if you receive funding from BC Housing)
(c) Live-In Home Support workers status (Yes or No)
(d) Licensed Child Care Provider status (Yes or No)
(e) Your Payroll Vendor and/or system

Schedule Q1: Questions
As of December 31, 2018

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

Funding - Supplementary Question (If Applicable)
If you received funding from BC Housing between January 1 and December 31, 2018, what percentage of the funding is for employee compensation? (b)

Live-In Home Support Workers
Does your agency employ any live-in home support workers at a flat daily rate?
https://www2.gov.bc.ca/gov/content/employment-business/employment-standards-advice/employment-standards/factsheets/live-in-home-support (c)

Licensed Child Care
Is your agency a licensed child care program provider in BC?
https://www2.gov.bc.ca/gov/content/family-social-supports/caring-for-young-children/licensed-unlicensed-child-care#licensed (d)

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: (e)
Payroll vendor/system 2 (if applicable): (e)
Payroll vendor/system 3 (if applicable): (e)
On Schedule Q1, please provide the following information:

(a) The Group Benefit Provider (if applicable) for your agency
(b) The Pension or Retirement Plan (if applicable) for your agency
(c) The Short Term Illness or Injury Plan status of your agency (Yes or No for each employee group)

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

<table>
<thead>
<tr>
<th>Group benefit provider 1:</th>
<th>(a)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Group benefit provider 2 (if applicable):</td>
<td></td>
</tr>
<tr>
<td>Group benefit provider 3 (if applicable):</td>
<td></td>
</tr>
</tbody>
</table>

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

| Non-Union: |
| Management: |
| Bargaining Unit: | (b) |

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

<table>
<thead>
<tr>
<th>(c)</th>
<th>Provincially Funded</th>
<th>Non-Provincially Funded</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Non-Union</td>
<td>Management</td>
</tr>
<tr>
<td>Y/N</td>
<td>Y/N</td>
<td>Y/N</td>
</tr>
</tbody>
</table>

In **Schedule N1**, please provide the following information for all (b) regular and casual non-union positions in your agency:

(a) Classification  
(b) Standard hours per year – the number of hours an employee would have worked in a year if they had 260 days in the 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 as of Dec. 31, 2018  
(f) Number of vacant positions unfilled as of Dec. 31, 2018  
(g) Number of employees terminated between Jan. 1 and Dec. 31, 2018  
(h) Number of paid straight time hour used for backfill (backfill is defined as those 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 let us know when you submit your survey.

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

Count only once, as **provincially funded**.

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### Schedule N1: Non-Union

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

<table>
<thead>
<tr>
<th>Classification (if none of the classifications in the drop-down menu applies, please type in the position title.)</th>
<th>Regular (FT/PT) or Casual/ additional hours</th>
<th>Standard Hours per Year</th>
<th>Total Hours Paid at Straight Time Pay Rate (include both worked and non-worked hours; exclude overtime hours) Between January 1, 2018 and December 31, 2018</th>
<th>Number of Employees as of December 31, 2018 (For employees who are funded through both provincial and non-provincial sources, count only as Provincially Funded)</th>
<th>Vacancy and Termination</th>
<th>Backfill (Between Jan. 1 and Dec. 31)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Total Hours</td>
<td>Non-Provincially Funded</td>
<td>Provincially Funded</td>
<td>Non-Provincially Funded</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Hours</td>
<td>Hours</td>
<td>$</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Subtotals</td>
<td>0.0</td>
<td>0.0</td>
<td>0</td>
</tr>
</tbody>
</table>

(a) (b) (c) (d) (e) (f) (g) (h) (i)
N1: Expanded section definitions

(a) **Classification** – The job classification of the employee. If none of the classifications in the drop down menu apply, manually enter the position title.

(b) **Regular (FT/PT) or Casual Additional hours** – denotes if you are reporting Regular Or Casual hours worked.

(c) **Standard hours per year** – the number of hours an employee would have worked in a year if they had worked full time for an entire year. eg, if an employee worked a 35 hour week 52 weeks of the year their standard hours would be 1820. The actual hours worked will be captured under the Total Hours paid at Straight Time pay rate (explained below). The Standard Hours per Year is a baseline that we use to calculate the number of Full Time Equivalents (FTEs) in each organization.

   eg. Based on a 260 work day year at 40 hours per week select 2080

   *If the standard hours per year is not available in the dropdown, please indicate the standard hours in the email when sending the completed survey.*

(d) **Total hours paid at straight time pay rate**, and **Weighted Average Hourly Pay**. The number of hours actually worked by the employee(s) in the year and their weighted rate of pay.

(e) **Weighted Average Hourly Pay** – Weighted Average Hourly Pay is calculated using the calculator built into the survey. Please see page 26 for details. If you are reporting for an individual, this is just the individual’s rate of pay. If two or more employees are paid at different hourly wage rates, their **weighted average wage rate** is equal to the sum of straight time wages divided by the total number of paid straight time hours.
If your agency has 10 or less employees turn to page 17.

If your agency has over 10 employees turn to page 27.
Agencies reporting their employees do it one of two ways – by individual employee or by group of employees by classification. Agencies with 10 or less employees in total find that it is easier to complete the survey by individual employee while agencies with greater than 10 employees find it more efficient to complete the survey by groups of employees by classification.

This example walk through is for agencies with 10 or less employees. For agencies with more than 10 employees please see the walkthrough on page 25.

Lets assume that your agency employs three people and we want to fill out the survey for each of them. On Schedule N1 in the column that says Classification click on the first blue cell which will be on line 17. You will see a small arrow appear next to the cell. Click on this arrow and it will bring up a list of all the available classifications within our sector. If the person works a job that is not covered under any of the classifications, you can manually enter their job into the Classification cell. For this example we will assume that all three employees are Residence Workers. Select Residence Worker from the drop down menu.

Now click the Blue cell under the Regular (FT/PT) or Casual column. If the person is Regularly scheduled (they work a set number of days in the week) select Regular and if they are casual select Casual.

Your survey should now look like the image below.
Small Agency Classification Example Walkthrough – 1
Standard Hours per Year

We now need to enter in the Standard Hours per Year. Standard hours per year is the number of hours that an employee would have worked in a year if they had worked full time. We aren’t entering in the actual hours worked yet, that comes next. Right now we need to determine how many hours the employee would have worked if they had worked full time.

For example, based on a 35 hour work week multiplied by 52 weeks, the Standard Hours per Year would be 1,820 (35 x 52 = 1,820). For a 37.5 hour work week the Standard Hours per Year would be 1,950 (37.5 x 52 = 1,950). And for a 40 hour work week the Standard Hours per Year would be 2,080 (40 x 52 = 2,080). Lets assume that a full time work week at this agency is 35 hours, so we select 1,820 from the drop down menu under Standard Hours per Year.

Many small agencies do not have traditional ‘full time’ hours and do not have any full time employees at all. If that is the case we ask you to choose the standard hours per year that would apply to someone if they were to work full time at your agency. In this situation many people choose either a 35 or 37.5 hour work week and select 1,820 or 1,950 as their standard hours per year, respectively.

For this example we will assume that the employee typically works a 37.5 hour work week, and select 1,950 as the Standard Hours per Year. We will enter the actual hours the employee worked in the year next. Your survey should now look like the image below.
We will now enter the actual hours worked by the Residence Worker in 2018. Under the **Hours Paid at Straight Time Rate** heading we need to enter in the number of hours that the employee worked in the year by if they were provincially or non-provincially funded. If you are unsure as to which is which, see page 11 to see which funding sources are considered provincially funded and non-provincially funded for the purposes of this survey.

In this example we will assume that the employee is fully funded by the province and worked 1,950 hours in 2018 with no overtime. Enter the number 1,950 in the cell under Provincially Funded Hours.

We now need to enter in the employees’ hourly wage. We will enter this under the **Weighted Average Hourly Pay – Provincially Funded** column. Enter in the **Hourly Wage** that the employee was paid for the majority of the year. If an employee was given a raise in the year please report the pay rate they received for the majority of the year. For this example we will be using $15/hour.

For example, if an employee was being paid $14/hour from January to February but was given a raise to $15/hour in March then enter $15 per hour as their hourly wage rate as that is what they were paid for the majority of the year.

The survey should now look like the image below:

![Schedule N1: Non-Union Regular (Full-Time/Part-Time) and Casual Employee Information](image)
We now need to record the headcount information for the employee. In this example we will assume that the employee is still actively working for our agency as of December 31, 2018. In the Number of Employees as of December 31, 2018 section under ‘Provincially Funded’ Active we need to enter the number 1.

If the employee has been on some type of leave (LTD, WCB, Maternity/Parental Leave) or any other type of leave as of December 31, 2018 we would record the number 1 in that column.

REMEMBER: LTD and WCB in the Number of Employees section denotes LTD or WCB leave, not that the person is covered under LTD and WCB.

If an employee is Non-Provincially funded enter the number 1 under the Non-Provincially Funded Active column.
We will now walkthrough how you would input a termination if it occurred in 2018. A termination refers to anyone that left your agency for any reason. In the example below, the residential worker worked for \( \frac{3}{4} \) of the year and was paid for a total of 1,463.5 hours. Instead of listing the worker as “Active” under Number of Employees as of December 31 2018, you must input a 1 under “Terminated Employees”, as shown below. If that position was still vacant and needing to be filled as of December 31\(^{st}\) 2018, you must also input a 1 under “Vacant Positions”.

The terminations reported on Schedule N1 will automatically be linked to Schedule T2 where we ask for the Demographic Information of your Terminated Employees. Schedule T2 will look like the picture below for the Residential Worker.
Once you input the Age, Gender, Length of Service and Region of the terminated Residential Worker on Schedule T2, the row will change from red to green, and look like the picture below.
We will now walk through an example for an agency with 3 Residential Workers. Just like in the previous example, you must report the position of each employee under “Classification” using either the drop down menu or manually.

You must then report whether each employee was scheduled regularly or casually as shown in the picture below. If the person is Regularly scheduled (they work a set number of days in the week) select Regular and if they are casual select Casual.

You must then report how many hours each employee would have worked if they worked full time in that position under **Standard Hours per Year**. If the standard hours per year for that position is not available in the dropdown menu, please indicate the standard hours in the email when submitting your completed survey.
You must input the Hours Paid at Straight time for each employee that were non-provincially funded and provincially funded, which is the number of hours they were paid for in 2018.

You then need to enter in the employees’ hourly wage. We will enter this under the Weighted Average Hourly Pay. Enter in the Hourly Wage that the employee was paid for the majority of the year. If an employee was given a raise in the year please report the pay rate they received for the majority of the year.

You will then have to report if they were Active, on leave (LTD, WCB, Maternity/Parental Leave, Other Leave) or Terminated. In the picture below, 2 Residential workers were Active and Provincially Funded and 1 Residential Worker was terminated in 2018. Since the terminated position was not filled as of December 31st 2018, it is also indicated as being vacant.

**REMEMBER:** LTD and WCB in the Number of Employees section denotes LTD or WCB leave, not that the person is covered under LTD and WCB.

---

### Schedule N1: Non-Union

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

<table>
<thead>
<tr>
<th>Classification</th>
<th>Standard Hours per Year</th>
<th>Total Hours Paid at Straight Time Pay Rate</th>
<th>Number of Employees as of December 31, 2018</th>
<th>Vacancy and Termination</th>
<th>Backfill (Between Jan. 1 and Dec. 31)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>(Include both worked and non-worked hours; exclude overtime hours) (Between January 1, 2018 and December 31, 2018)</td>
<td>(For employees who are funded through both provincial and non-provincial sources, count only as Provincially Funded.)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Activity Worker</td>
<td>Regular 1950</td>
<td>Hours</td>
<td>1,950.0</td>
<td>$15.00</td>
<td>1</td>
</tr>
<tr>
<td>Activity Worker</td>
<td>Regular 1950</td>
<td></td>
<td>1,950.0</td>
<td>$14.00</td>
<td>1</td>
</tr>
<tr>
<td>Activity Worker</td>
<td>Regular 1950</td>
<td></td>
<td>1,462.5</td>
<td>$14.00</td>
<td>1</td>
</tr>
</tbody>
</table>
Just like in the previous example, the termination reported on Schedule N1 is automatically connected to Schedule T2, where you must then report the demographic information for that worker. Schedule T2 will look like the picture below:

### Schedule T2: Non-Union
Demographic Information of Terminated Employees

<table>
<thead>
<tr>
<th>Position Type - Classification</th>
<th>Regular (F/T/PT) or Casual/additional Hours</th>
<th>Terminated Employees (Between Jan 1 and Dec 31)</th>
<th>Number of Terminated Employees by Age, Gender, Length of Service, and Region (Between January 1 and December 31, 2018)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Age (Years)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>&lt;26</td>
</tr>
<tr>
<td>Activity Worker</td>
<td>Regular</td>
<td></td>
<td>#</td>
</tr>
<tr>
<td>Activity Worker</td>
<td>Regular</td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>Activity Worker</td>
<td>Regular</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Subtotals: 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0

Once you input the Age, Gender, Length of Service and Region for your terminated employee on Schedule T2, the row will change from red to green, as shown below.

### Schedule T2: Non-Union
Demographic Information of Terminated Employees

<table>
<thead>
<tr>
<th>Position Type - Classification</th>
<th>Regular (F/T/PT) or Casual/additional Hours</th>
<th>Terminated Employees (Between Jan 1 and Dec 31)</th>
<th>Number of Terminated Employees by Age, Gender, Length of Service, and Region (Between January 1 and December 31, 2018)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Age (Years)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>&lt;26</td>
</tr>
<tr>
<td>Activity Worker</td>
<td>Regular</td>
<td></td>
<td>#</td>
</tr>
<tr>
<td>Activity Worker</td>
<td>Regular</td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>Activity Worker</td>
<td>Regular</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Subtotals: 0 1 0 0 0 1 0 0 0 1 0 0 0 0 0 1
Please turn to page 32
Agencies completing the survey do it one of two ways – by individual employee by classification or by group of employees by classification. Agencies with 10 or less employees in total find that it is easier to complete the survey by individual employee by classification while agencies with greater than 10 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 10 Regular Activity Workers, 1 of which was terminated in 2016, having different rates of pay, with some workers funded provincially and some funded by other sources.

**Step 1.** First we select Activity worker from the Classification Drop down. We then select whether these workers are regular employees or casual employees on the dropdown to the right.

Standard hours per year is the number of hours that an employee **would have worked in a year if they had worked full time**. In this example the Standard hours per Year for these workers is 1,950, based on a 37.5 hour work week, with 260 work days per year. We aren’t entering in the actual hours worked yet, that comes next. For example, based on a 35 hour work week multiplied by 52 weeks, the **Standard Hours per Year** would be 1,820 (35 x 52 = 1,820). For a 37.5 hour work week the **Standard Hours per Year** would be 1,950 (37.5 x 52 = 1,950). And for a 40 hour work week the **Standard Hours per Year** would be 2,080 (40 x 52 = 2,080). Let’s assume that a full time work week at this agency is 37.5 hours, so we select 1,950 from the drop down menu under **Standard Hours per Year**.

For this example we are assuming that 3 workers were provincially funded (1,950 x 3 = 5,850) and the remaining 7 are non-provincially funded (1,950 x 7 = 13,650). We enter those numbers into their respective field, as shown below.
Step 2. We now need to calculate the Weighted Average Wage Rate for the classification. To do this we use the Weighted Average Hourly Pay Calculator inside the survey. Click on the Weighted Average tab at the top of the page to access it.

This sheet is here for you to use for each classification. You can clear it and change it as many times as you like and it will not impact your work.

First we will calculate the Weighted Average Wage Rate for the provincially funded employees. Lets assume they each worked 1,950 hours in the year and that two were paid $15/hr and the remainder were paid $17/hr. Lets input these values one by one on each line (see figure bottom left).

We now have the Weighted Average Wage Rate for our Provincially funded workers. Back on Schedule N1 we can input this figure where it needs to go (see figure bottom right).
Step 3. Now we will calculate the Weighted Average Hourly Wage Rate for the non-provincially funded employees. Let's assume 6 worked 1,950 hours in the year and two 975 hours and were paid $17/hr and $16/hr respectively. Let's input these values one by one on each line (see figure bottom left).

We now have the Weighted Average Wage Rate for our non-provincially funded workers ($16.86). Back on Schedule N1 we can input this figure where it needs to go (see figure bottom right)

For each classification you would repeat this process. You can clear the Weighted Average calculator sheet whenever you want to do other classifications, as it is not linked to anything else in the survey.
Step 4. We are now going to indicate how many employees were active, on leave, and/or terminated in the calendar year 2018. For this example we have 10 Regular Activity Workers, 1 of which was terminated in 2016.

Remember, LTD and WCB in the Number of Employees section denotes LTD or WCB leave, not that the person is covered under LTD and WCB.

Let's input the number 1 under the Termination column on our Classification Line on Schedule N1 like so:

Schedule N1: Non-Union
Regular (Full-Time/Part-Time) and Casual Employee Information

<table>
<thead>
<tr>
<th>Classification</th>
<th>Regular (FT/PT) or Casual/Additional hours</th>
<th>Standard Hours per Year</th>
<th>Total Hours Paid at Straight Time Pay Rate (include both worked and non-worked hours; exclude overtime hours) Between January 1, 2018 and December 31, 2018</th>
<th>Number of Employees as of December 31, 2018 (For employees who are funded through both provincial and non-provincial sources, count only as Provincially Funded)</th>
<th>Vacancy and Termination</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Hours Paid at Straight Time</td>
<td>Weighted Average Hourly Pay</td>
<td>Non-Provincially Funded</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Non-Provincially Funded</td>
<td>Non-Provincially Funded</td>
<td>$</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>0.0</td>
<td>1,560.0</td>
<td>5,850.0</td>
</tr>
<tr>
<td>Activity Worker</td>
<td>Regular</td>
<td>1,560.0</td>
<td>5,850.0</td>
<td>16.86</td>
<td>15.67</td>
</tr>
</tbody>
</table>
Step 5. We now need to enter the demographic and regional information for the terminated employee. Let’s start with their age. Assuming that the terminated employee was 27 years old we enter the number ‘1’ in the 26-35 age group, in the column under the Age heading.

If there were multiple terminated employees you would enter the number of employees that fell within each age group. For example if there were two terminated employees one aged 25 and the other aged 45 you would put the number ‘1’ in the <26 age group, and the number ‘1’ in the 36-45 age group. In this example there is only one terminated employee, so we just put the number ‘1’ in the 26-35 age group.

Now let’s record the Gender of the terminated employee. Assuming the employee is female we will enter the number ‘1’ under the Female column for this row. Assuming that the employee worked for 1-5 years and was in the Fraser Region we will enter the number ‘1’ under each of these groups. The survey should now look like the figure below and all of the cells should be green.

For each of the demographic segments the sum of the values must equal the number that is imported under the Terminated Employees column for the classification. If it does not sum up the cells will be red still and you will have to make an adjustment.

And that’s it! Follow this process for each classification and you should finish the biggest part of the survey with minimal difficulty. The process is the same for the Management & Excluded and Bargaining Unit components with some slight modifications. Please consult the sections for these employment groups to see how they differ.
In **Schedule N2**, please provide the following information for all **active, regular and casual, provincially funded** non-union employees that you have reported in Schedule N1, **as of December 31, 2018**:

(a) Length of service, in years (the number of employees for each service length)

(b) Gender and age (the number of employees that correspond to each gender and age)

(c) Participation in group benefits (the number of employees that participate in each benefit)

---

### Gender Definitions (Statistics Canada, 2018)

**M - Male gender**
This category includes persons whose current gender was reported as male. This includes cisgender and transgender persons who were reported as being male.

**F - Female gender**
This category includes persons whose current gender was reported as female. This includes cisgender and transgender persons who were reported as being female.

**D - Gender diverse**
This category includes persons whose current gender was not reported exclusively as male or female. It includes persons who were reported as being unsure of their gender, persons who were reported as both male and female, or neither male nor female.
In **Schedule M1**, please provide the following information for all management 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 (the amount the person would have been paid if they worked full time for 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 as of Dec. 31, 2018
(h) Number of vacant positions unfilled as of Dec. 31, 2018
(i) Number of employees terminated between Jan. 1 and Dec. 31, 2018
(j) Number of paid straight time hour used for **backfill**

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

### Schedule M1: Management

<table>
<thead>
<tr>
<th>Home</th>
<th>Non-Union</th>
<th>Management</th>
<th>Bargaining Unit</th>
<th>Summary</th>
<th>Termination</th>
<th>References</th>
</tr>
</thead>
<tbody>
<tr>
<td>Home: Contact &amp; Funding</td>
<td>N1: Hours &amp; Employees</td>
<td>M1: Hours &amp; Employees</td>
<td>S1: Hours &amp; Employees</td>
<td>S1: Total Compensation</td>
<td>T1: Time to Fill &amp; Reasons</td>
<td>Job Families</td>
</tr>
<tr>
<td>GL: Questions</td>
<td>N2: Demographics</td>
<td>M2: Demographics</td>
<td>S2: Total Compensation</td>
<td></td>
<td>T2: Non-Union</td>
<td>Wage Calculation</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>T3: Management</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>T4: Bargaining Unit</td>
<td></td>
</tr>
</tbody>
</table>

### Salary Information and Straight Time Hours

| Classification | Gender of Employee | Average Annual Salary per Employee S/year | Total Non-Provincially Funded Straight Time Payroll Amount $ | Total Non-Provincially Funded Straight Time Payroll Rate | Total Non-Provincially Funded Hours | Total Non-Provincially Funded Maternity/Paternity Leave Hours | Non-Provincially Funded Active | Non-Provincially Funded LTD | Provincial Payroll Amount $ | Provincial Payroll Rate | Provincial Payroll Hours | Provincial Payroll Maternity/Paternity Leave Hours | Number of Employees as of December 31, 2018 | Number of Employees on Leave of Absence as of Dec. 31, 2018 | Number of Employees Terminated between Jan. 1 and Dec. 31, 2018 | Total Hours Paid at Straight Time Pay Rate | Vacant Positions (As of Dec. 31) | Terminated Employees (Between Jan. 1 and Dec. 31) | What % of the total straight time hours were backfilled |
|----------------|-------------------|----------------------------------------|-------------------------------------------------|-------------------------------------------------|-------------------------------|--------------------------------|----------------|----------------|--------------------------------|--------------------------------|-------------------------------|--------------------------------|------------------------|------------------------|------------------------|--------------------------------|
| (a)            | (b)               | (c)                                    | (d)                                             | (e)                                             | (f)                           | (g)                            | (h)                      | (i)                      | (j)                                           | (k)                                           | (l)                                             | (m)                                           | (n)                          | (o)                          | (p)                          | (q)                                           |
In Schedule M2, please provide the following information for all active, provincially funded management employees that you have reported in Schedule M1, as of December 31, 2016:

(a) Length of service, in years
(b) Gender and age
(c) Participation in group benefits

Please report the sum of couples and families under “Family Rate”, since EHC rates are the same for both.
In **Schedule B1**, please provide the following information for all (b) **regular** and **casual** bargaining unit positions in your agency:

*(If there are no Bargaining Unit employees in your agency, skip to Schedule S1: Summary – Hours, Employees, and Additional Information.)*

(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 as of Dec. 31, 2018**

(f) **Number of vacant positions unfilled as of Dec. 31, 2018**

(g) **Number of employees terminated between Jan. 1 and Dec. 31, 2018**

(h) **Number of paid straight time hour used for backfill**

*For employees who are funded through both provincial and non-provincial sources: Count only once, as provincially funded.*
In **Schedule B2**, please provide the following information for all **active**, **regular** and **casual**, **provincially funded** bargaining unit employees that you have reported in Schedule B1, **as of December 31, 2016**:

(a) Length of service, in years
(b) Gender and age
(c) Participation in group benefits

Please report the sum of couples and families under “Family Rate”, since EHC rates are the same for both.
S1: Summary – Hours, Employees, and Additional Information

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

b) Report the number of active employees by region. **BC Health Authorities Regions** are used in this survey. When you move your mouse over these cells with red corner flags, a comment box will show which cities fall **under which health authority**.

c) Report the number of active employees by union. Select union from the drop-down list. If it is not found in the list, type in the name of the union. Cells with red corner flags are optional: report only if not all employees have the same union affiliation.

d) Please separate: Total additional hours worked by regular part-time employees and total hours worked by casual employees. For employees who are funded through both provincial and non-provincial sources, count only once, as **provincially** funded.

e) Report any sick and annual leave utilization.

**IMPORTANT:** This section is required. If it is incomplete your survey will be returned to you.
## S2: Summary – Total Compensation Costs

### IMPORTANT:
This section is required. You must report:
- All employer paid statutory benefit costs
- All employer paid group benefit costs
- All employer paid super-annuation costs.

If these costs are not applicable to your organization you must indicate this in your email or your survey will be returned to you.

<table>
<thead>
<tr>
<th>Wage Costs</th>
<th>Provincially Funded</th>
<th>Non-Union</th>
<th>Management</th>
<th>Bargaining Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pay at Straight Time Pay Rate</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>All Regular Hours</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>All Casual and Additional Hours</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Pay at Premium Pay Rate</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Working on Statutory Holiday</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>All Other Overtime Pay</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

### All Other Wage Costs:
Report any other cash compensation under “All Other Wage Costs”.

### Benefit Costs:
Include the employer’s costs only.

- CPP - Canada Pension Plan
- EI - Employment Insurance
- WSIB - WorkSafeBC
- MSP - Medical Services Plan
- EHC - Extended Health Care
- Dental
- Group Life
- AD&D
- LTD - Long Term Disability
- EHP - Employee Health Plan
- Other Health & Welfare Benefits
- MPP - Municipal Pension Plan
- PSPP - Public Sector Pension Plan
- Other Superannuation Plan

**New in 2018:**
- Public Sector pension plan
### T1: Time to Fill Vacancies and Reasons for Termination

**Important:** This section is required. If you had any terminations in 2018, you must fill out this section. If it is incomplete your survey will be returned to you.

#### (a) Report 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, type in “21”.

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

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

---

**Schedule T1: Summary**

**Time to Fill Vacancies & Reasons for Termination**

**Average Time to Fill Vacancies**

_Between January 1 and December 31, 2018_

_Days defined as calendar days (e.g., 7 days = a week)_

**Bargaining Unit**

**Non-Union**

<table>
<thead>
<tr>
<th>Financial &amp; Technical</th>
</tr>
</thead>
<tbody>
<tr>
<td>Counsellors &amp; Co.</td>
</tr>
<tr>
<td>Graduate Degree</td>
</tr>
<tr>
<td>Law Enforcement</td>
</tr>
<tr>
<td>Social Workers</td>
</tr>
</tbody>
</table>

**Bargaining Unit**

**Union**

<table>
<thead>
<tr>
<th>Financial &amp; Technical</th>
</tr>
</thead>
<tbody>
<tr>
<td>Counsellors &amp; Co.</td>
</tr>
<tr>
<td>Graduate Degree</td>
</tr>
<tr>
<td>Law Enforcement</td>
</tr>
<tr>
<td>Social Workers</td>
</tr>
</tbody>
</table>

**Benchmark Classifications**

<table>
<thead>
<tr>
<th>Financial &amp; Technical</th>
</tr>
</thead>
<tbody>
<tr>
<td>Counsellors &amp; Co.</td>
</tr>
<tr>
<td>Graduate Degree</td>
</tr>
<tr>
<td>Law Enforcement</td>
</tr>
<tr>
<td>Social Workers</td>
</tr>
</tbody>
</table>

**Reasons for Termination**

_Between January 1 and December 31, 2018_

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

<table>
<thead>
<tr>
<th>Paraprofessional Classifications</th>
<th>Benchmark Classifications</th>
<th>Management</th>
<th>Paraprofessional Classifications</th>
<th>Benchmark Classifications</th>
</tr>
</thead>
<tbody>
<tr>
<td>Education (return to school)</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Promotion to new employer</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Transfer move to new community</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Discharged for cause</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Retained</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Child’s Need</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Personal and family issues</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Increase in hours of work</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Increase in pay/salary with new employer</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Better working conditions with new employer</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Poor performance</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Health reasons</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Other</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Don’t know</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Total</td>
<td>6</td>
<td>0</td>
<td>9</td>
<td>0</td>
</tr>
</tbody>
</table>

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

_Between January 1 and December 31, 2018_

**Bargaining Unit**

<table>
<thead>
<tr>
<th>Non-Union</th>
<th>Paraprofessional Classifications</th>
<th>Benchmark Classifications</th>
<th>Management</th>
<th>Paraprofessional Classifications</th>
<th>Benchmark Classifications</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stay in the social services sector</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Health</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

---

Mouse over the job families to see what classifications they include.
T2-T4: Demographics of Terminated Employees

Because we entered in one termination on Schedule N1, we need to provide additional information on this terminated position.

In Schedules T2 to T4, please provide the following information for all terminated employees that you have reported in Schedules N1, M1, and B1, between Jan. 1 and Dec. 31, 2018, by demographic group:

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

<table>
<thead>
<tr>
<th>Home</th>
<th>Non-Union</th>
<th>Management</th>
<th>Bargaining Unit</th>
<th>Summary</th>
<th>Termination</th>
<th>References</th>
</tr>
</thead>
<tbody>
<tr>
<td>Home</td>
<td>Contact &amp; Funding</td>
<td>N2: Hours &amp; Employees</td>
<td>M1: Hours &amp; Employees</td>
<td>S1: Hours &amp; Employees</td>
<td>S1: Total Compensation</td>
<td>T1: Time to Fill &amp; Reasons</td>
</tr>
<tr>
<td>Questions</td>
<td>N2: Demographics</td>
<td>M2: Demographics</td>
<td>S2: Demographics</td>
<td>S2: Total Compensation</td>
<td>T2: Non-Union</td>
<td>Job Families</td>
</tr>
<tr>
<td></td>
<td>T3: Management</td>
<td>T4: Bargaining Unit</td>
<td>Wages Calculator</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Schedule T2: Non-Union  
Demographic Information of Terminated Employees

<table>
<thead>
<tr>
<th>Position Type - Classification</th>
<th>Regular (F/T/F/F) or Casual/ Additional hours</th>
<th>Terminated Employees (Between Jan. 1 and Dec. 31)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Age (Years)</td>
<td>&lt;25, 25-35, 35-45, 45-55, 50-65, &gt;65</td>
<td>Male, Female, Gender Diverse</td>
</tr>
<tr>
<td>Region</td>
<td>Interior, Fraser, Northern, Coastal, Island</td>
<td></td>
</tr>
</tbody>
</table>

Subtotals: 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0

Classifications and number of terminated employees will be automatically filled in with the information you entered in previous sections (Schedules N1, M1, and B1).

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

HOME Schedule
- Agency Information
- Annual funding (entire funding base)
- % of funding for compensation
- Number of contracts per funder

Schedule Q1: Systems and Benefits
- Payroll system, benefit provider, pension or retirement plan and STIIP

Schedule N1: Non-Union
- All classifications filled
- Weighted Average Hourly Wage Rate for each classification
- Active Employees and Terminated employees recorded

Schedule N2: Non-Union Demographics
- Length of service for all employees
- Age and gender for all employees
- Group Benefit Participation

Schedule M1: Management
- All classifications filled
- All salaries and payroll amounts entered
- Active employees, leave and termination for each classification

Schedule M2: Management Demographics
- Length of service for all employees
- Age and gender for all employees
- Group Benefit Participation

Schedule B1 and B2
- Same as N1 and N2 except for Bargaining Unit employees if applicable

Schedule S1
- 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 S2
- Premium pay for all employee groups
- Expenses and allowances for all employee groups
- Statutory benefits
- Health and Welfare Benefits

Schedule T1
- Average time to fill vacancies
- Reasons for termination
- Where do terminated employees go

Schedule T2-T4:
- All termination demographics for each applicable employee group. Ensure no red cells are present.
# Overview of the Survey

## Data Collected by Reporting Unit

<table>
<thead>
<tr>
<th>Job Classifications</th>
<th>For each Classification:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agency overall or aggregate for <strong>each group</strong>: Provincially Funded (PF) vs. Non-Provincially Funded (NPF); Each by employee group – Non-Union, Management, Bargaining Unit</td>
<td>Non-Union</td>
</tr>
<tr>
<td></td>
<td>Regular full-time/part-time vs. Casual/add’l hours [N1, B1]</td>
</tr>
</tbody>
</table>

## Number of Hours [Jan. 1 to Dec. 31, 2018]

PF and NPF casual/additional hours [S1]  
PF and NPF paid sick leave hours [S1]  
PF and NPF unpaid sick leave hours [S1]  
PF and NPF paid education, training, and orientation hours [S1]  
PF and NPF all other paid leave hours [S1]

## Amount in $ [Jan. 1 to Dec. 31, 2018]

Funding amount per source [Home]  
PF and NPF sick leave wage costs [S1]  
PF and NPF compensation costs, expenses and allowances, and benefit costs [S2]

## Number of Employees [as of Dec. 31, 2018]

Active, **regular** and **casual**, PF employees by seniority [N2, M2, B2]  
Executive Directors and or CEOs by seniority [M2]  
Active, **regular** and **casual**, PF employees by age and gender [N2, M2, B2]  
Active PF employees by group benefit participation rate group [N2, M2, B2]  
PF and NPF employees by job status: regular FT, regular PT, or casual [S1]  
PF and NPF employees by region [S1]  
PF and NPF bargaining unit employees by union affiliation [S1]

## Others [Jan. 1 to Dec. 31, 2018]

Agency details, contact information) [Home]  
Number of contracts per funding source [Home]  
Legal status, BC Housing Funding %, Live-In Support Worker status, Child Care provider Status, Payroll system, Group Benefit Provider, Pension/Retirement Plan and Existence of a Short Term Illness and Injury Plan (STIIP) [Q1]  
Average numbers of days to fill vacancies per job family [T1]  
Reasons for job termination [T1]  
Number of terminated employees who stayed in the sector to work [T1]  

## Note:

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

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