

## PERSONNEL REPORT

POSITION AND PERSONNEL ESTABLISHMENT as of August 30, 1970

DEPT/DIVISION	PERMANENT POSITIONS*	EMPLOYEE STRENGTH			TOTAL EMPLOYEES
		PERMANENT	TEMPORARY	PART TIME	
ASSESSMENT DEPT.	25	25	-	-	25
BUILDING DEPT.	24	23	-	-	23
CLERK'S DEPT.	9	9	-	-	9
ENGINEERING ADMIN.	16	15	1	-	16
ENG. DESIGN	38	31	-	-	31
ENG. CONTRACTS	4	4	3	-	7
ENG. OPERATIONS	1	1	-	-	1
SERVICE CENTRE	55	55	1	20	76
REFUSE COLLECTION	50(-1)	50	14	1	65
ROADS & DRAINAGE	50(-1)	48	19	-	67
WATERWORKS & SEWERS	60	59	6	-	65
FIRE DEPT. ADMIN.	5	5	-	-	5
FIRE PREVENTION	5(+1)	5	-	-	5
FIRE FIGHTING	136(-3)	137	-	-	137
HEALTH DEPT.	7	7	-	7	14
HEALTH INSPECTION	9	9	-	2	11
LANDS DEPT.	6	6	-	-	6
LEGAL DEPT.	9	7	-	-	7
LICENCE DEPT.	6	6	-	-	6
COURTS	6	5	-	-	5
MANAGER'S OFFICE	5	4	-	-	4
MAYOR'S OFFICE	1	1	-	-	1
PARKS & RECN ADMIN.	10	12	-	1	13
PARKS OPERATIONS	73(+1)	69	27	25	121
RINK	6	4	-	7	11
CONCESSIONS	1	1	-	25	26
PLAYGR-REC CENTRES	6	6	-	72	78
AQUATICS	7	7	-	52	59
PERSONNEL DEPT.	7	6	-	-	6
PERSONNEL TRAINING	2	2	-	-	2
PT CLERICAL POOL	-	-	-	28	28
PLANNING DEPT.	21	21	3	-	24
POLICE CLERICAL	17(+2)	17	-	2	19
POLICE CUSTODIAL	1	-	-	13	13
PROBATION-CLERICAL	2	2	-	-	2
PURCHASING DEPT.	13(+1)	13	-	1	14
STORES	10	10	-	-	10
SOC. SERV. DEPT. ADMIN.	38	38	-	1	39
FAMILY SERVICES	7	7	-	-	7
WELFARE HOMEMAKERS	-	-	-	84	84
TREASURY DEPT. ADMIN.	8	7	1	-	8
ACCOUNTING	7	7	-	-	7
DATA PROCESSING	10	10	-	2	12
TAX COLLECTION	9	9	-	-	9
TOTALS	782	760	75	343	1178

\*Permanent Positions are approved by Municipal Manager, except Eng, Parks Outside Positions approved by Department Head. Changes from previous report are shown (+) or (-).

1. Establishment Adjustments, August 3 to August 30, 1970

The position counts for Engineering Service Centre, Refuse Collection, Waterworks & Sewers and Parks Operations are adjusted to agree with the number of permanent employees assigned to each of those divisions.

Fire Department - The position strength in Fire Prevention is increased to 5 to include one position which is filled by acting rotation of firefighters. Fire-fighter positions are reduced by 3, - one due to a man on acting rotation assignment to Fire Prevention and the other two due to a records correction of firefighting position strength.

Police Clerical - Increased to reflect two new Clerk-Typist 2 positions.

Purchasing - Increased to reflect 1 new position of Duplicating Machine Operator.

2. Employment Transactions, January 1 to August 30, 1970

There have been 85 new hires, in-service adjustments, and separations affecting municipal employees since the last report was issued on August 2, 1970.

2.1 Municipal employment services are detailed below with a comparison for the same period in 1969:

	<u>January 1 to August 30,</u>	
	<u>1970</u>	<u>1969</u>
(a) <u>New Employees Hired</u>		
Permanent	51	71
Temporary	107	109
Part-Time	217	204
<u>Total</u>	<u>375</u>	<u>384</u>
(b) <u>Employees Separated</u>		
Permanent	61	74
Temporary	49	64
Part-Time	210	94
<u>Total</u>	<u>320</u>	<u>232</u>
(c) <u>In-Service Transactions</u>		
Promotions	58	
Probationary to Permanent	63	
Temporary to Permanent	12	
<u>Total</u>	<u>133</u>	

2.2 Burnaby School Board

The Personnel Department provides employment services including reception, advertising, processing, interviewing and certification for 450 office and maintenance positions of the School Board.

Details are as follows for the period January 1 to August 30, 1970.

Work Category	Applications	Applicants	
	Received	Certified	Selected
Janitors	241	19	6
Clerical (Permanent)	41	20	8
Account Clerk 3	345	-	-
Clerical (Part-Time)	19	14	11
Teacher's Aide (Part-Time)	123	49	21
Laboratory Assistants	8	3	-
Speech Therapist (Permanent)	8	2	1
Noon Hour Supervisors (Part-Time)	122	47	40
<u>Total</u>	<u>907</u>	<u>151</u>	<u>87</u>

3. Classifications

	January 1 to August 30,	
	1970	1969
Position Audits Without Change	29	19
Reclassifications up or down	12	13
Revaluations up	1	2
New positions classified	19	16
<u>Total</u>	<u>61</u>	<u>50</u>
Class Specifications - New or Revised	<u>34</u>	<u>23</u>

4. Employee Benefits

4.1 Sickness Benefits are administered by the Burnaby Municipal Benefit Society to permanent employees of the Municipality and the Burnaby Library Board. Sick leave benefits for the latest four week period are reflected in the following analysis:

Group	No. of Members	Percent Time Loss	
		4 Weeks, July 6 to Aug. 2,	
		1970	1969
Inside	267	1.8%	1.6%
Outside	241	6.2%	4.6%
Foremen	35	2.9%	3.2%
Firemen	138	1.4%	.4%
Exempt	51	2.2%	1.3%
Library	30	1%	.2%
Total Sickness	762	3.8%	2.3%

In addition to the above, for Workmen's Compensation, the Society paid \$2,109.79 for 99 days on 7 claims involving a time loss of 0.65%.

#### 4.2 Group Life Insurance

The Society covers permanent employees for death and total disability and retired employees for death benefits only. Average coverage per permanent employee is \$16,000.

Claims during the last twelve months were as follows:

<u>Claim Date</u>	<u>Name</u>	<u>Category</u>	<u>Amount</u>
Nov.14, 1969	Ekstrand, W.	Death (In Service)	\$ 6,500.
Jan.20, 1970	Brooks, W. W.	Death (Retired)	1,000.
Feb.10, 1970	Douglas, H.	Death (Retired)	500.
Jul.13, 1970	McRae, S. L.	Death (Retired)	500.
Jul.24, 1970	Napper, L. E.	Total Disability	14,000.
Sept.69-Aug.70	6 Retirees	Settlement in Lieu	<u>2,100.</u>
Total Claims during 12 months ending August 30, 1970			<u>\$24,600.</u>

#### 4.3 Dental Services and Extended Health Benefits

Since February 1, 1970 the Society has covered employees and their dependents for dental work, drugs and extra-ordinary medical expenses. The plans are administered by C. & C. Health Services through agreements with the Society. The first 12 months cost to the Society for its 750 members is expected to be approximately \$85,000.

#### 4.4 New Premium Structure

Effective August 31, 1970, the cost sharing formula pursuant to the Union Agreements will be employer: 60%, employee: 40%. This will apply to premiums for Health and Welfare Benefits as follows:

<u>Benefit</u>	<u>Total Bi-weekly Premium</u>
Sick Benefits (Outside Members)	\$ .42 per \$10.00 Benefit
(All Other Members)	.28 per \$10.00 Benefit
Death and Disability	.17 per \$1,000. Benefit
M.S.A.: Family Unit 1	2.30
2	4.60
3	5.75
Dental Plan: Family Unit 1	1.93
2	3.29
3	4.94
Extended Health Benefits	.46

4.5 The following employees reach maximum retirement age in the next 12 months:

<u>Name</u>	<u>Department</u>	<u>Date</u>
Fairclough, E. R.	Parks	October 7, 1970
Stone, A.L. (Miss)	Treasury	October 16, 1970
Trotter, C. G.	Planning	December 15, 1970
Bidwell, F. J.	Engineering	May 19, 1971
Dekinder, E.	Engineering	June 24, 1971
Jensen, O.	Engineering	July 13, 1971
Balfour, H.	Manager's	August 26, 1971

5. Employee Centered Activities

The Annual Long Service Awards Banquet is tentatively planned for Friday, November 20th at the Astor Hotel. There will be 28 employees entitled to awards this year.

The Blood Donor Clinic held by the Red Cross last month was much more successful this year, due to increased effort on publicity and the co-operation and interest of civic employees. Eighty-eight pints were collected (almost triple to last year) and the Red Cross wrote a letter commending our efforts.

Plans for the Annual United Appeal are underway. Commencing this fall all new permanent employees will have the opportunity of contributing to United Appeal when they commence employment.

Respectfully submitted,

DFH:mh



D. F. Hicks  
Personnel Director