

PERSONNEL REPORT

ESTABLISHMENT AT MARCH 15, 1970

DEPT/DIVISION	PERMANENT POSITIONS	EMPLOYEE STRENGTH			TOTAL EMPLOYEES
		PERMANENT	TEMPORARY	PART-TIME	
ASSESSMENT DEPT.	25	24	1	-	25
BUILDING DEPT.	24	24	-	-	24
CLERK'S DEPT.	9	9	-	-	9
ENGINEERING ADMIN.	16	16	-	-	16
ENG. DESIGN	38	33	-	-	33
ENG. CONTRACTS	4 (-5)	4	-	-	4
ENG. OPERATIONS	1	1	-	-	1
SERVICE CENTRE	55	56	1	9	66
REFUSE COLLECTION	51	45	10	1	56
ROADS & DRAINAGE	50	50	3	-	53
WATERWORKS & SEWERS	70	62	1	-	63
FIRE DEPT. ADMIN.	5	5	-	-	5
FIRE PREVENTION	3	5	-	-	5
FIRE FIGHTING	137	137	-	-	137
HEALTH DEPT.	7	7	-	7	14
HEALTH INSPECTION	9	9	-	1	10
LANDS DEPT.	6	6	-	-	6
LEGAL DEPT.	9	6	-	-	6
LICENCE DEPT.	6	6	-	-	6
COURTS	6	6	-	-	6
MANAGER'S OFFICE	5	5	-	-	5
MAYOR'S OFFICE	1	1	-	-	1
PARKS & RECN. ADMIN.	8	8	-	1	9
PARKS OPERATIONS	59	71	2	25	98
RINK	6	6	-	22	28
CONCESSIONS	1	1	-	13	14
PLAYGR-REC. CENTRES	4	5	-	72	77
AQUATICS	7	7	-	25	32
PERSONNEL DEPT.	7	7	-	-	7
PERSONNEL-TRAINING	2	2	-	-	2
PT CLERICAL POOL	-	-	1	22	23
PLANNING DEPT.	20	21	-	-	21
POLICE CLERICAL	15	15	-	3	18
POLICE CUSTODIAL	1	1	-	13	14
PROBATION-CLERICAL	2	2	-	-	2
PURCHASING DEPT.	12	12	-	-	12
STORES	10 (+1)	10	-	-	10
SOC. SERV. DEPT. ADMIN.	35 (+1)	35	-	1	36
FAMILY SERVICES	6	6	1	-	7
WELFARE HOME MAKERS	-	-	-	50	50
TREASURY DEPT. ADMIN.	8	7	-	-	7
ACCOUNTING	7	7	-	-	7
DATA PROCESSING	9	9	-	-	9
TAX COLLECTION	9	9	-	-	9
TOTALS	765	758	20	265	1043

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

**Includes Probationary employees in permanent positions.

1. Establishment Adjustments, January 1 to March 15, 1970

Engineering, Contracts Division was reduced by five permanent Works Inspector Positions.
 Purchasing, Stores Division, was increased by a Partsman.
 Social Service, Administrative Staff was increased by 1 Clerk-Typist 2.

2. Employment Transactions, January 1 to March 15, 1970

There were 236 new hires, in-service adjustments, and separations affecting municipal employees during this ten week period. In addition, we recruited 14 new employees for the Burnaby School Board.

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

	<u>January 1 to March 15</u>	
	<u>1970</u>	<u>1969</u>
<u>(a) New Employees Hired</u>		
Permanent	10	14
Temporary	6	16
Part-time	38	15
Total	<u>54</u>	<u>45</u>
<u>(b) Employees Separated</u>		
Permanent	17	19
Temporary	5	4
Part-time	113	11
Total	<u>135</u>	<u>34</u>
<u>(c) In-Service Transactions</u>		
Promotions	13	7
Probationary to Permanent	27	27
Temporary to Permanent	7	not available
Total	<u>47</u>	<u>34</u>

2.2 Employment Services for the Burnaby School Board reflect an increased use of mature women on a part-time basis in the function of teacher aides. Details are as follows for the 10 week period to March 15, 1970:

<u>Work Category</u>	<u>Applicants January 1 to March 15</u>		
	<u>Processed</u>	<u>Certified</u>	<u>Selected</u>
Janitors (Permanent)	218	7	3
Clerical (Permanent)	17	6	3
Clerical (Part-Time)	8	6	
Teacher's Aid (Part-Time)	1	1	1
Speech Therapist (Permanent)	4	2	
Noon Hour Supervisors (Part-Time)	9	8	7
Total	<u>257</u>	<u>30</u>	<u>14</u>

3. Classifications

	January 1 to March 15	
	<u>1970</u>	<u>1969</u>
Position audits without change	14	5
Reclassifications up or down	4	7
Revaluation up	1	2
New positions classified	6	6
Total	<u>25</u>	<u>20</u>
Class Specifications-new or revised	17	10

4. Employee Benefits

4.1 Sick Leave

Sick Benefits are administered by the Burnaby Municipal Benefit Society to permanent employees of the Municipality and the Burnaby Library Board. There has been a high but normal amount of time loss during the first quarter of this year due to flu and colds. Sick time benefits for the latest four week period are reflected in the following analysis:

<u>Group</u>	<u>No. of Members</u>	<u>Percent Time Loss</u>	
		<u>4 Weeks, January 19 to February 15</u>	<u>1969</u>
Inside	254	5%	4.8%
Outside	235	9%	9.8%
Foremen	35	7.1%	5.7%
Firemen	138	0.8%	2.3%
Exempt	54	6.2%	3.9%
Library	<u>30</u>	3.2%	3.8%
TOTAL	746	5.6%	6%

In addition to the above, the Society paid 15 days on 7 claims at a total cost of \$385.21 for occupational injuries.

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 since January 1, 1969 were as follows:

<u>Claim Date</u>	<u>Name</u>	<u>Category</u>	<u>Amount</u>
Jan. 5, 1969	McDonald, H.	Death (Retired)	\$ 500.
Jan.22, 1969	McHale, J.	Death (Retired)	500.
Mar.31, 1969	Dove, S. G.	Death (In Service)	12,000.
May 3, 1969	Banks, W.M.	Death (Retired)	500.
Aug.26, 1969	McMurphy, J.D.	Death (In Service)	16,000.
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.
1969/1970	9 Retirees	Settlement in Lieu	<u>3,150.</u>
Total Claims to February 15, 1970			<u>\$40,650.</u>

4.3 The Society commenced Dental and Extended Health Benefit coverage for permanent employees, effective February 1, 1970. The Society signed an agreement with C. U. & C. Health Services to administer these benefits for a 12 month period at a premium cost to the Society of approximately \$7,000. per month. The Society is financing the plans from reserve funds. The Dental Plan pays 80% of the dentists fees for basic dentistry and plates and 60% for dental crowns and bridge work.


The Extended Health Benefit Plan pays 80% of prescription drug costs and a number of unusual medical expenses which are not covered by the regular medical plan. This plan involves a \$25.00 deductible per employee or \$50.00 per family during each year.

5. Labour Relations

Joint negotiations continue on an area basis on major items of wages, holidays and overtime rates. Most local items have been resolved subject to area agreement on major items.

Respectfully submitted,

DFH:rh


D. F. Hicks
Personnel Director