

PERSONNEL REPORT FOR THE FOUR WEEK PERIOD November 24, 1969 to December 21, 1969

POSITION AND PERSONNEL ESTABLISHMENT AS OF December 21, 1969

DEPT/DIVISION	PERMANENT POSITIONS*	PERMANENT EMPLOYEES**	TEMPORARY EMPLOYEES	PART-TIME EMPLOYEES	TOTAL EMPLOYEES
ASSESSMENT DEPT.	25	25	2	-	27
BUILDING DEPT.	24	24	-	-	24
CLERK'S DEPT.	9	9	-	-	9
ENGINEERING ADMIN.	16	16	-	-	16
ENG. DESIGN	38	37	-	-	37
ENG. CONTRACTS	9	10	-	-	10
ENG. OPERATIONS	1	1	-	-	1
SERVICE CENTRE	55	58	3	6	67
REFUSE COLLECTION	51	45	14	1	60
ROADS & DRAINAGE	50	51	3	-	54
WATERWORKS & SEWERS	70	63	6	-	69
FIRE DEPT. ADMIN.	5	5	-	-	5
FIRE PREVENTION	3	5	-	-	5
FIRE FIGHTING	137	135	-	-	135
HEALTH DEPT.	7	7	-	7	14
HEALTH INSPECTION	9	8	-	1	9
LANDS DEPT.	6	6	-	-	6
LEGAL DEPT.	9	7	-	-	7
LICENCE DEPT.	6	6	-	-	6
MAG. CLERKS/JUSTICE	6	6	-	-	6
MANAGER'S OFFICE	5	5	-	-	5
MAYOR'S OFFICE	1	1	-	-	1
PARKS & RECN. ADMIN.	8	6	1	-	7
PARKS OPERATIONS	59	67	4	22	93
RINK	6	6	-	22	28
CONCESSIONS	1	-	-	14	14
PLAYGR-REC. CENTRES	4	4	-	69	73
AQUATICS	7	7	-	24	31
PERSONNEL DEPT.	7	7	-	-	7
PERSONNEL-TRAINING	2	2	-	-	2
PT CLERICAL POOL	-	-	-	23	23
PLANNING DEPT.	20	20	-	-	20
POLICE CLERICAL	15	15	-	3	18
POLICE CUSTODIAL	1	1	-	12	13
PROBATION-CLERICAL	2	2	-	-	2
PURCHASING DEPT.	12	13	-	-	13
STORES	9	9	-	-	9
SOC. SERV. DEPT. ADMIN.	34	34	1	-	35
FAMILY CRT. SERVICE	6	6	1	-	7
WELFARE HOMEMAKERS	-	-	-	131	131
TREASURY DEPT. ADMIN.	8	7	-	-	7
ACCOUNTING	7	7	-	-	7
DATA PROCESSING	9	10	-	-	10
TAX COLLECTION	9	9	-	-	9
TOTALS	768	762	55	335	1152

*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.

CORPORATION OF THE DISTRICT OF BURNABY

PERSONNEL REPORT

FOR THE

PERIOD NOVEMBER 24 TO DECEMBER 21, 1969

1. Position Establishment (Permanent Positions)
No changes occurred in the authorized establishment during the four week period.

2. Employment Transactions
Personnel provides employment services to all municipal departments and to the Burnaby School Board and Burnaby Library Board upon request.

A relatively stable situation in the municipal permanent force continued to exist during the four week period with activity below average. The temporary employee force composed mainly of labourers dropped to a seasonal low of 35. However, the total employee strength remained virtually unchanged as an additional 8 part time welfare homemakers were hired.

No requests were received from the Burnaby Library Board during the period.

Employment transactions for Municipal Departments and the Burnaby School Board for the last four week period and year-to-date are summarized below:

2.1 Municipal Employment Services

(a) New Employees Hired

	<u>This Period</u>	<u>Year-to-Date</u>
Permanent	4	100
Temporary	1	144
Part-time	13	313
Total	<u>18</u>	<u>557</u>

(b) Employees Separated

Permanent	2	102
Temporary	10	107
Part-time	12	225
Total	<u>24</u>	<u>434</u>

(c) In-Service Transactions

Promotions	3	56
Probationary to Permanent	14	88
Temporary to Permanent	-	29
Total	<u>17</u>	<u>173</u>

2.2 Employment-Burnaby School Board

W O R K C A T E G O R Y	Applicants Processed		Applicants Certified		Referrals Selected	
	This Period	Year to Date	This Period	Year to Date	This Period	Year to Date
Janitorial(Perm.) (Temp. or P/Time)	3	84	-	37	-	21 10
Tradesmen(Perm.)	-	3	-	3	-	1
Secretarial/Clerical(Perm.) (P/Time)	-	107	-	39	-	12 20
Library Aides (P/Time)	-	80	-	18	-	10
Laboratory Assistants(P/Time)	3	3	1	1	1	1
Noon Hour Supervisors	<u>5</u>	<u>44</u>	<u>4</u>	<u>42</u>	<u>2</u>	<u>36</u>
Total	<u>13</u>	<u>365</u>	<u>5</u>	<u>165</u>	<u>3</u>	<u>111</u>

	<u>THIS PERIOD</u>	<u>YEAR-TO-DATE</u>
TOTAL EMPLOYMENT TRANSACTIONS	<u>62</u>	<u>1275</u>

3. Classifications

<u>Position Audits Completed</u>	<u>This Period</u>	<u>Year-to-Date</u>
Classifications confirmed without change	-	57
Re-classifications up or down	1	23
Revaluations up or down	-	7
New positions classified	<u>2</u>	<u>18</u>
Total	3	105
Class Specifications - new or revised	-	34

4. Employee Benefits

4.1 Burnaby Municipal Benefit Society

Sick Benefits and Group Life Coverage are administered by the Burnaby Municipal Benefit Society to permanent employees of the Corporation and the Burnaby Library Board.

(a) Sick Leave Administration:

The following table summarizes sick claims processed and time loss for the four week period ending November 23, 1969.

	Permanent Employees	Sick Claims	Days Paid	Amount Paid	% Time Loss	
					This Period	Yearly Average
Inside	243	48	152	\$3,180.	3.1%	2.5%
Outside	232	43	198	3,818.	4.3%	5.2%
Foremen	35	3	27	659.	3.9%	3.9%
Firemen	137	11	60*	1,257.	2.2%	1.5%
Exempt	54	5	8	299.	.7%	1.4%
Library	<u>29</u>	<u>8</u>	<u>32</u>	<u>153.</u>	5.5%	3.7%
All Groups	730	118	477	\$9,366.	3.2%	3.5%

*Shifts converted into days

In addition to the above, the Society paid occupational injury claims totalling 98 days with a time loss of 0.7%. Most of this is recovered from the Workmen's Compensation Board.

(b) Group Life

The Society covers permanent employees for death and total disability and retired employees for death benefits only. Gross coverage for all employees is \$9,985,000. Average coverage per employee is \$13,000. Claims to date this year:

<u>Claim Date</u>	<u>Name</u>	<u>Claim Category</u>	<u>Claim 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.
During 1969	8 Retirees	Settlement in lieu	<u>2,800.</u>
Total Claims for 1969			\$38,800.

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Respectfully submitted,

D. F. Hicks
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Personnel Director

DFH:mh