

1. Re: Personnel Department Report for 1972

Following for your information is the annual report of the Personnel Director covering the activities of his Department for the year 1972.

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PERSONNEL DEPARTMENT

March, 1973

TO: Municipal Manager

RE: Personnel Department Report for 1972.

I submit herewith a report of operations for the year 1972 with respect to the following:

1. Municipal Establishment
2. Employment Services
 - 2.1 Municipal Employment Services
 - 2.2 Burnaby School Board Employment
 - 2.3 Burnaby Library Board
3. Classifications
4. The Burnaby Municipal Benefit Society
 - 4.1 Sick Benefits
 - 4.2 Group Life Insurance
 - 4.3 Dental Care Plan
 - 4.4 Extended Health Benefits
5. Municipal Superannuation and Retirements
6. Training and Development
7. Labour Relations

Respectfully submitted



D. F. Hicks
PERSONNEL DIRECTOR

DFH:pm

1. Municipal Establishment

- (a) Permanent positions increased by 54 during 1972, from a total of 831 at the end of December, 1971 to 885 at the end of December, 1972.

The main reasons for the increase were an addition of 19 firefighters to man Fire Station #6 and to cater for increased vacation entitlements, 17 Engineering positions mainly labourers because of the decision to appoint suitable labourers to permanent rather than temporary status from the outset and 7 positions in the Social Service Department because of the heavy workload. The remaining 11 additions were spread out over a number of departments.

(b) Changes in the employee strength were as follows:

EMPLOYEE STRENGTH

	<u>Permanent</u>	<u>Temporary</u>	<u>Part-Time</u>	<u>Total</u>
1971	819	25	340	1184
1972	<u>868</u>	<u>46</u>	<u>358</u>	<u>1272</u>
<u>Change:</u>	+49	+21	+18	+88

The total increase of 88 employees reflected manning the larger permanent position establishment and the greater activity in outside Engineering operations and Recreation part-time programming compared to 1971.

(c) Details of permanent positions and employee strength by department and division are tabulated at the end of this report.

2. Employment Services

2.1 Municipal Employment Services

Employment transactions were significantly higher than 1971 despite the shorter work period because of the strike. Contributing reasons were resignations during the strike period, filling vacancies resulting from above average yearly retirements and establishment increases, high turn-over in the junior positions or survey assistants and construction checkers and the large volume of transactions resulting from Local Initiative Programs.

Employment services from January 1 to December 31, 1972 are detailed below with a comparison for the same period in 1971:

(a) <u>New Employees Hired</u>	<u>Jan. 1 to Dec. 31</u>	
	<u>1972</u>	<u>1971</u>
Permanent	137	72
Temporary	182	130
Part-time	435	352
<u>Total:</u>	<u>754</u>	<u>554</u>

(b) <u>Employees Separated</u>		
	<u>1972</u>	<u>1971</u>
Permanent	102	67
Temporary	171	86
Part-time	370	334
<u>Total:</u>	<u>643</u>	<u>487</u>

(c) <u>In-Service Transactions</u>		
	<u>1972</u>	<u>1971</u>
Promotions	78	75
Probationary to Permanent	90	85
Temporary to Permanent	19	38
<u>Total:</u>	<u>187</u>	<u>199</u>

2.2 Burnaby School Board Employment Services, January 1 to December 31, 1972

<u>Work Category</u>	<u>Applications</u>		<u>A P P L I C A N T S</u>			
	<u>Processed</u>		<u>Certified</u>		<u>Selected</u>	
	<u>1972</u>	<u>1971</u>	<u>1972</u>	<u>1971</u>	<u>1972</u>	<u>1971</u>
Janitors (permanent)	177	400	15	23	10	8
Janitors (part-time)	20	-	3	-	2	-
Library Aide (part-time)	9	-	3	-	1	-
Clerical (permanent)	128	50	5	8	2	4
Clerical (part-time)	13	-	4	-	4	-
Laboratory Assistants	51	8	16	3	11	1
Teachers Aides	130	135	43	11	22	4
Speech Therapist	5	-	3	-	1	-
Noon Hour Supervisors	116	95	59	68	39	51
Accounting Clerk	79	-	6	-	-	-
Resource Center Coordinator	-	60	-	15	-	1
<u>Total:</u>	<u>728</u>	<u>748</u>	<u>157</u>	<u>128</u>	<u>92</u>	<u>69</u>

2.3 Burnaby Library Board

The Burnaby Personnel Department assisted the Chief Librarian with recruitment of 5 full time library clerks and acted as a resource agency in labour relations, contract negotiations and amending the 1972/73 agreement.

3. Classifications

The maintenance of the position inventory and job evaluation systems fell behind planned schedule during 1972 because of the Municipal Employee's strike and the necessity for Personnel staff to concentrate on recruitment, contract amendment and other personnel services at the conclusion of the strike. As a result at year end a considerable backlog of specification revisions was carried forward into 1973.

The following table summarizes the classification transactions carried out during 1972 with 1971 figures for comparison. In addition, assistance was given to the Municipal Labour Relations Bureau in the audit of 50 exempt category positions during late 1972 which resulted in 15 revaluations upwards and 1 revaluation downward effective January 1, 1973.

	January 1 to December 31	
	1972	1971
Position Audits Without Change	18	24
Reclassifications Up or Down	12	24
Revaluations Up or Down	4	3
New Positions Classified	27	30
<u>Total:</u>	<u>61</u>	<u>81</u>
Position Specifications - new or revised	24	69

4. The Burnaby Municipal Benefit Society

The Society has covered permanent Municipal and Library employees for sick leave since 1956 and for group life insurance since 1960. Further details and 1972 changes follow.

4.1 Sick Benefits

The sick leave plan covers employees for up to 52 weeks of sickness or disability at 90% of the employee's after tax pay. During 1972 minor improvements were made by extending 17 weeks coverage to probationary employees upon completion of 3 months service and clarifications in the areas of mental illness and recurring sicknesses.

Sick Benefits for 1972 are reflected below with a comparison of percent time loss and days sick per member for 1971.

* During 1972 there was a Civic strike lasting seven weeks wherein unionized employees were not eligible for sick benefit.

<u>Group</u>	<u>Members</u>	<u>Total Days Paid</u>	<u>% Time Loss*</u>		<u>Avg. Days Paid Per Member</u>	
			<u>1972</u>	<u>1971</u>	<u>1972</u>	<u>1971</u>
Inside	277	2268	3.6%	4.0%	8.19	10.34
Outside	243	3800	6.9%	7.7%	15.64	20.14
Foremen	34	275	3.6%	5.5%	8.09	14.28
Firemen	151	588	1.5%	1.7%	3.89	4.48
Exempt	52	414	3.1%	2.6%	7.96	6.76
Library	41	280	2.6%	3.7%	6.83	9.54
<u>Total</u>	<u>798</u>	<u>7625</u>	<u>4.0%</u>	<u>4.7%</u>	<u>9.56</u>	<u>12.24</u>

In addition to the above, the Society paid 109 claims for OCCUPATIONAL INJURIES for a total of 924 days during 1972.

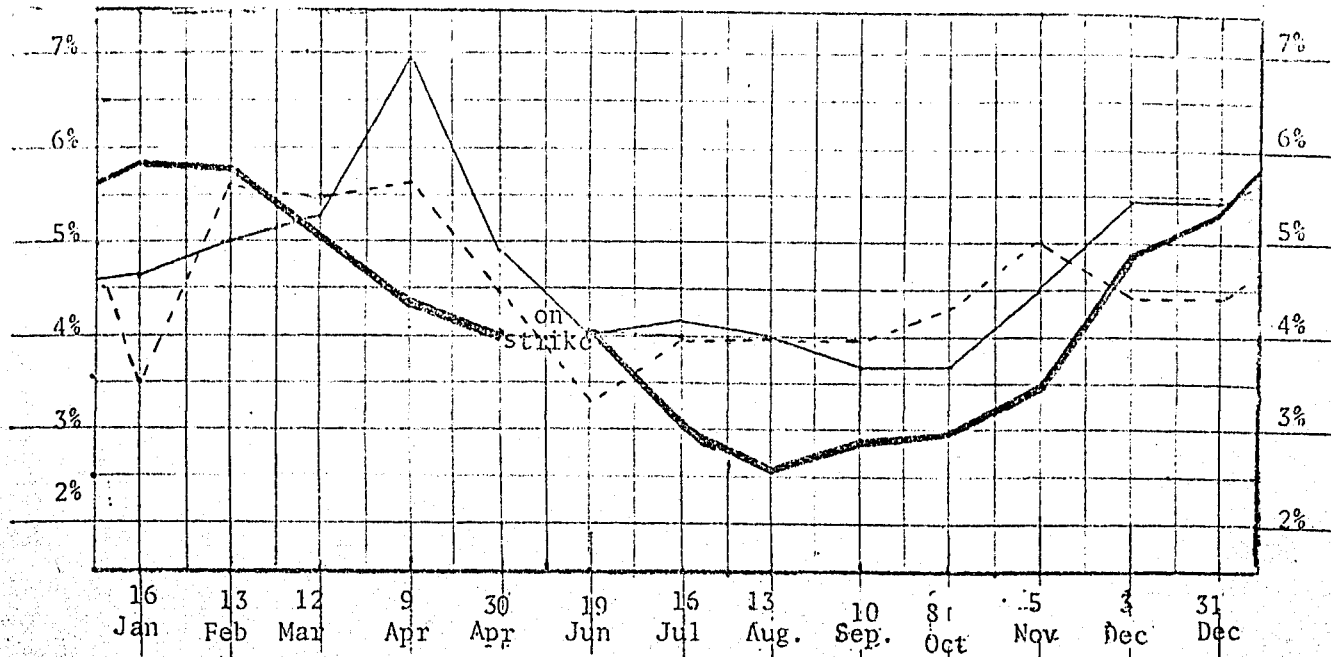
% TIME LOSS
DUE TO SICKNESS
AT 4 WEEK INTERVALS

----- 1970
----- 1971
----- 1972

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4.2 Group Life Insurance

The Society covers permanent employees for Death and Disability and retired employees for death benefits only. Average coverage per permanent employee is \$19,000. Claims during 1972 were as follows:

<u>Claim Date</u>	<u>Name</u>		<u>Amount</u>
April 22, 1972	B. Mauchy	Death (Retired)	\$ 500.
November 30, 1972	G. Isherwood	Death in Service	<u>\$11,000.</u>
<u>Total Claims for 1972:</u>			<u>\$11,500.</u>

4.3 Dental Care Plan

This plan has been in effect since 1 February, 1970 through an agreement between the Society and C.U. & C. Health Services. The members received a premium reduction beginning in the new contract year 1 February, 1972 due to an analysis of claim costs and revenue. An increase in benefits was implemented effective 1 September, 1972 together with a premium increase to cover the added costs.

Dental Benefits Effective 1 September, 1972

From 80% to 90% coverage for basic dental services.
No change in 60% coverage for crowns and bridges.
From 80% to 90% coverage for dentures.

1972 Monthly Rates

<u>Family Unit</u>	<u>1 January</u>	<u>1 February</u>	<u>1 September</u>
Single person	\$ 6.15	\$ 5.54	\$ 6.15
Two persons	\$ 10.50	\$ 9.46	\$ 10.50
Three or more	\$ 15.80	\$ 14.22	\$ 15.80

The above premiums are paid 60% by the employer and 40% by the employee.

4.4 Extended Health Benefits

These benefits cover reimbursement for cost of prescription drugs, extra hospital expenses and certain other unusual medical expenses not covered by the Provincial basic medical plan. Effective 1 February, 1972 the per person or per family deductible was reduced from \$40.00 to \$25.00.

The premium remains unchanged at \$1.00 per member per month of which 60% is paid by the employer and 40% by the employee.

5. Municipal Superannuation and Retirements

The Municipal Superannuation Act has not changed during 1972.

During 1972 the existing pre-retirement benefit advisory service was extended and now covers vacation entitlement, Society Death Benefit, Medical, Health and Dental Benefits, Municipal Superannuation Pension alternatives, Old Age Security Pension, Canada Pension Plan and Unemployment Insurance Commission benefits.

The following is a list of 1972 retirements, plus those employees who reach maximum retirement age during 1973.

1972

January	Uzelak, Martin	Labourer	Engineering
February	Blake, Frederick	Ass't. Fire Chief	Fire
	Carriere, J. E.	Labourer 3	Engineering
April	Aasen, Helen	Clerk Typist 3	R.C.M.P.
	Auvache, L.	Fire Chief	Fire
September	Stefik, Nick	Labourer	Engineering
October	Howatt, Lorne D.	Truck Driver-Scav.	Engineering
	Chapman, Henry H.	Fire Prev. Officer	Fire
	Kaller, Janusz J.	Spec. Projects Eng.	Engineering
December	Chambers, A.	Watchman	Engineering

1973

January	Davies, T.	Plumbing & Gas Insp.	Building
	Way, Edward J. G.	Traffic Technician	Engineering
	Knight, John	Social Worker 1	Social Service
February	Kalvik, Peter A. C.	Labourer	Parks
	Lock, Charles J.	Clerk 2	Building
May	Williams, Brinley	Public Health Insp. 2	Environmental Health
July	Lacny, Paul	Labourer	Engineering
August	Smith, Lloyd A.	Trades Foreman 1	Engineering
	Hardy, Richard	Sup'r - Tax Coll.	Treasury
October	Eyford, Glen L.	Sup't - Roads & Dr.	Engineering

6. Training and Development

Much of the Training Co-ordinator's time continued to be devoted to Personnel work. In addition his time was leased to the Municipal Labour Relations Bureau to develop and coordinate a seven week full-time training programme for senior Fire Officers at the B.C.I.T. Assistance was also provided in the development of another new course to qualify selected employees in sound measurement theory and techniques for by-law enforcement purposes.

Employees continued to take advantage of the financial incentive programme to take clerical, technical and professional courses or programmes in their own time. Participation was lower than previous years for which there may be a number of reasons. More, short, full-time courses are becoming available which are more appropriate to our needs. Workshops and seminars dealing with specific subjects which assist employees to keep up to date with changing ideas and conditions are becoming more frequent and employee participation is increasing. The format of conferences has also changed to the point where it becomes impossible to differentiate between these and training or developmental meetings. A decline in the need for evening classes can be anticipated in future.

In the outside work force the Training Supervisor has now established a satisfactory system for providing spare drivers and operators which reduces equipment down time and the need for equipment rental because of non-availability of operators. The programme to certify both regular and spare drivers under the new classified drivers licence system has also been completed. Training was expanded to include air-brake systems, vehicle maintenance, safety and public relations.

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Workshops were held for parks and shop foremen involved in the development of creative play areas and for foremen and operators concerned with excavation work and the location and identification of underground utilities.

Accident statistics to permit comparison with other Municipalities are not available yet but cost figures indicate that we have continued to maintain a favourable position.

7. Labour Relations

The collective agreements with the Inside, Outside and Foremen's Divisions of Local 23 C.U.P.E. and the International Association of Firefighters Local 323 which expired December 31, 1971 were renegotiated for a two year period commencing January 1, 1972 during the first part of 1972.

A Memorandum of Understanding was signed by the C.U.P.E./M.R.E.U. negotiators on June 15, 1972 ending a 7 week Burnaby Civic Employees strike and by the Municipal and Firefighter negotiating team on July 20, 1972. The main 1972 features of the new agreements were general pay increases of 9%, improved annual vacation and statutory holiday benefits and provision for upward adjustments of salary level in certain categories of employees.

Personnel staff had to spend considerable time on labour relations matters before and after the strike assisting the negotiators as required, amending the contracts and implementing the provisions of the new agreements. In addition, direct assistance was provided the Burnaby Library Board in settling its contract and amending the agreement which was based on Local 23 Inside Division provisions.

As a result of difficulties experienced during the civic employees' strike in coping with basic Municipal business, it became apparent that a higher Exempt/Union personnel ratio would be most desirable in the event of any future strike.

A review of senior supervisory staff functions and delegated authorities was commenced in 1972 to determine those Union positions which could qualify for exempt status under the Labour Relations Act. A presentation to the Board is planned during 1973.

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ESTABLISHMENT AND EMPLOYEE STRENGTH AT DECEMBER 31, 1972 WITH CHANGES SINCE JANUARY 1, 1972 SHOWN IN BRACKETS.

DEPARTMENT/DIVISION	PERMANENT POSITIONS*	EMPLOYEE STRENGTH			TOTAL EMPLOYEES
		PERMANENT	TEMPORARY	PART TIME	
ASSESSMENT DEPT.	22	22	-	-	22
BUSINESS TAX VALUATION	5	5	-	-	5
BUILDING DEPT.	27(+3)	27(+4)	- (-1)	-	27(+3)
CLERK'S DEPT.	9	9	-	-	9
ENGINEERING ADMIN.	18	17	3(+3)	-	20(+3)
ENG. DESIGN	28(-10)	27(-2)	12(+8)	-	39(+6)
ENG. CONTRACTS	9(+3)	13(+3)	6(+2)	-(-1)	19(+4)
ENG. OPERATIONS	1	1	-	-	1
SERVICE CENTRE	22(-1)	18(-5)	-(-1)	6(-1)	24(-7)
MACHINE SHOP & GARAGE	20	20	2(+2)	1	23(+2)
PAINT SHOP	9(+1)	10(+2)	-	2(+1)	12(+3)
CARPENTER SHOP	11(+2)	9	2(+2)	-(-1)	11(+1)
REFUSE COLLECTION	53(+3)	53(+3)	8(+4)	-	61(+7)
ROADS & DRAINAGE	34(+9)	34(+9)	2	1(+1)	37(+10)
ROADS & DRAINAGE-NORTH	13	13	-	-	13
ROADS & DRAINAGE-SOUTH	18	18	-	-	18
WATERWORKS & SEWERS	68(+10)	68(+10)	3(-2)	-	71(+8)
FIRE DEPT. GENERAL	6	6	-	-	6
FIRE PREVENTION	7(+2)	6(+1)	-	-	6(+1)
FIRE FIGHTING	164(+17)	165(+17)	-	-	165(+17)
HEALTH DEPT. ADMIN.	1	1	-	7	8
HEALTH CLERICAL	5	5	-	-	5
HEALTH PSYCHIATRIC	1	1	-	-	1
ENVIRONMENTAL HEALTH SUB-DEPT.	13(+2)	11	-	-	11
LANDS SUB-DEPT.	7(+1)	6	-	-	6
COURT CLERKS SUB-DEPT.	6	6	-	-	6
LEGAL DEPT.	8(-1)	7	-	-	7
LICENCE SUB-DEPT.	6	6	-	-	6
MANAGER'S DEPT.	5(+1)	5(+2)	-	-	5(+2)
MGRS.-WORK STUDY	1	1	-	-	1
MAYORS	1	1	-	-	1
PARKS & RECREATION ADMIN.	13(+1)	13(+1)	2(+2)	-	15(+3)
PARKS OPS.	76	71(-5)	3(+1)	29(+2)	103(-2)
RINK	6	6	-	21(+5)	27(+5)
CONCESSIONS	2	2	-	36(+10)	38(+10)
PLAYGROUNDS & RECREATION CTRES	6	6	-	112(+40)	118(+40)
AQUATICS	7	6	-	28(+7)	34(+7)
PERSONNEL DEPT.	7	7	-	1(+1)	8(+1)
PERSONNEL-TRAINING	2	2	-	-	2
PERSONNEL-PT CLERICAL POOL	-	-	-	33(+7)	33(+7)
PLANNING DEPT.	23(+1)	24(+2)	1	-	25(+2)
POLICE CLERICAL	20(+2)	17(-1)	-	1	18(-1)
POLICE PBX	2	2	-	2	4
POLICE CUSTODIAL	-(-1)	-	-	14(+1)	14(+1)
PROBATION-CLERICAL	2	1(-1)	-	-	1(+1)
PURCHASING	6	5(-1)	-	-	5(+1)
PBX #1	2	2	-	-	2
BUILDING MAINTENANCE	1(-1)	1(-1)	-	1	2(+1)
PRINT SHOP	4	3(-1)	-	-	3(+1)
STORES	10	10	1(+1)	-	11(+1)
SOC. SERVICE ADMIN/SUPERVISORY	(a) 7(+1)	7(+1)	-	-	7(+1)
ACCOUNTS & CLERICAL	22(+3)	23(+4)	-	1(+1)	24(+5)
SOCIAL ASSISTANCE	14(+2)	14(+2)	-(-1)	1(+1)	15(+2)
CHILD WELFARE	(b) 12(+1)	12(+1)	-	-	12(+1)
FAMILY & COURT SERVICES	5	5(+1)	-	-	5(+1)
COMMUNITY CARE-ADULTS & AGED	3(+1)	3(+1)	-	-	3(+1)
TREASURY DEPT. ADMIN	2(+1)	2(+1)	-	-	2(+1)
ACCOUNTING	2(+1)	2(+1)	-	-	2(+1)
DATA PROCESSING	11(+1)	11(+1)	-	3	14(+1)
TAX COLLECTION	9	9	1(+1)	1(+1)	11(+3)
TOTALS	653(+54)	661(+54)	36(+21)	358(+18)	1273(+93)

(a) Included 1 Provincial Supervisor

(b) Includes 7 Provincial Social Workers