

Re: 1974 Annual Personnel Report

Following is the 1974 Annual Report from the Director of Personnel.

Labor relations and negotiations have taken precedence and therefore delayed the completion of the report.

This is for the information of Council.

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TO: MUNICIPAL MANAGER

DATE: JUNE 5, 1975

FROM: PERSONNEL DIRECTOR

SUBJECT: PERSONNEL REPORT FOR 1974

The Annual Report of the Personnel Department for 1974 showing comparative statistics for 1973, where appropriate is attached.

Headings are summarized as follows:

1. Municipal Establishment
  - 1.1 Permanent Positions
  - 1.2 Employee Strength
2. Employment Services
  - 2.1 Municipal
  - 2.2 Burnaby School Board
  - 2.3 Burnaby Public Library Board
3. Classifications
4. Burnaby Municipal Benefit Society
  - 4.1 Sickness Benefits
  - 4.2 Death and Disability Benefits
  - 4.3 Dental Care Plan
  - 4.4 Extended Health Benefits
  - 4.5 Medical Services Plan of B. C.
5. Municipal Superannuation and Retirements
6. Training and Development
  - 6.1 External Training
  - 6.2 Internal Training
7. Labour Relations
  - 7.1 1974 C.U.P.E. Negotiations
  - 7.2 1974 Firefighter Negotiations
  - 7.3 1975 Negotiations
  - 7.4 Labour Relations Board Hearings on Exempt Positions
  - 7.5 Grievances and Arbitrations
8. Internal Affairs

Appendixes

- "A" - Position Establishment and Employee Strength Summary at 25 December, 1974
- "B" - Rate of Sick Leave Benefit used by Membership Groups 1965 - 1974
- "C" - Sickness Claims Paid - 1974
- "D" - Percentage Time Loss Due to Sickness at 4 week intervals 1972 - 1974.

*D. F. Hicks*  
D. F. Hicks,  
PERSONNEL DIRECTOR

1974 ANNUAL REPORT  
PERSONNEL DEPARTMENT

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1. Municipal Establishment

1.1 Permanent Positions

The number of permanent positions decreased by 48 during 1974 from a total of 942 at 31 December 1973 to 894 at 31 December 1974 mainly due to the transfer of the assessment and court functions to the Provincial Government. On 1 April 1974 a total of 20 positions in the Legal, Human Resources, Police, Probation and Court Clerk departments were transferred to the B. C. Government Attorney General's Department and on 1 November 1974 Burnaby's Assessment Department in entirety involving 28 permanent positions was transferred to the B. C. Assessment Authority. Unrelated to these transfers were reductions in the number of permanent positions in the Engineering Design and Engineering Water Divisions to adjust to current requirements and in the Parks and Recreation Concession function arising from contracting out coffee shop operations.

Twenty-seven additional permanent positions were approved during 1974 in various departments as follows: Human Resources (8), Police (4), Planning (3), Fire (3), Treasury (3), Building (2), Parks and Recreation (1), Personnel (1), Health (1), and Engineering Administrative (1).

Details are listed in the Permanent Position column of the "Position Establishment and Employee Strength Summary" page attached as Appendix "A" at the end of this report. Changes from 1 January 1974 are indicated in brackets with Provincial Government transfers removed from 1973 figures for ease of comparison with 1974 figures. The 894 permanent position total at 31 December 1974 represents an increase of 8 positions compared to the 31 December 1973 adjusted total.

1.2 Employee Strength

The number of employees at 31 December 1974 and at 31 December 1973 for comparison purposes is indicated in the following table (1973 figures are adjusted by removal of 47 permanent and 1 temporary employee transferred to B. C. Government):

	<u>Permanent</u>	<u>Temporary</u>	<u>Part-time</u>	<u>Total</u>
1974	871	63	300	1234
1973	<u>845</u>	<u>33</u>	<u>495</u>	<u>1373</u>
<u>Change</u>	+26	+30	-195	-139

The total decrease of 139 employees during the year was mainly due to placing part-time instructional staff employed by the Parks and Recreation Department in its recreational program on a contractual basis. The number of part-time welfare homemakers also declined by 53 during 1974. The increase of 26 permanent employees reflected the establishment increase of 27 positions authorized during 1974 plus internal adjustments between the permanent and temporary labour force. This increase was offset in part by a reduction in design division staff.

Details of the number of employees by departments and divisions are listed in the permanent, temporary, part-time and total employee strength columns of the Position Establishment and Employee Strength Summary page attached at the end of this report.

2. Employment Services (Municipal, Burnaby School Board, Burnaby Library Board)

2.1 Municipal

The high level of employment activity that existed throughout 1973 continued through 1974 except for a moderate decline near the end

of the year. Recruitment for vacancies at the senior management and supervisory levels was heavier than in past years due to retirements and reorganizations.

The STEP 74 program created temporary employment for 72 university students on a variety of departmental projects during the summer period and proved to be very successful. Personnel services associated with these programs more than offset lower activity resulting from the transfer of Assessment and Court functions to the Provincial Government and placing recreational instructional staff on contract.

Response by applicants to advertisements continued the 1973 downward trend until October 1974 when an upturn in the number of replies to most advertised positions became noticeable. However, response from clerk typists and particularly clerk stenographers to advertisements continued poor and posed recruiting problems throughout 1974.

Employment services from 1 January to 31 December 1974 with a comparison for the same period in 1973 were as follows:

(a) <u>New Employees Hired</u>	<u>1 Jan. to 31 Dec.</u>	
	<u>1974</u>	<u>1973</u>
Probationary Permanent	210	122
Temporary	284	158
Part-Time	340	531
	<u>834</u>	<u>811</u>
(b) <u>Employees Separated</u>		
Permanent	181	107
Probationary	69	29
Temporary	282	136
Part-Time	471	375
	<u>1003</u>	<u>647</u>
(c) <u>Miscellaneous In-Service Transactions</u>		
Boardings	240	205
Promotions	105	92
Probationary to Permanent	143	165
Temporary to Probationary/Permanent	20	39

The relatively large number of new probationary hiring transactions in 1974 compared to 1973 was due partly to carryover activity in late 1973 but formalized in early 1974 and partly to higher than average turnover in the probationary labourer force. Both temporary hiring and separations in 1974 were significantly above 1973 figures arising mainly from the STEP 74 programs. Fewer part-time employees hired and more separated in 1974 compared to 1973 was due mainly to placing recreational instructional staff on contract. The relatively high permanent separation figure in 1974 was due to transfers of Assessment and Court staff to the Provincial Government.

## 2.2 Burnaby School Board

The Personnel Department continued to provide employment services to the Burnaby School Board for the recruitment of non-professional staff. In 1974, the Board allocated \$11,500. to the Personnel Department for these services which are summarized in the tabulation which follows. By way of explanation, "Applications Processed" includes all applications received for positions listed both from advertisements and from our position application files; "Applicants Certified" is the number of applicants considered suitable for the position after screening, interviewing and, where necessary, reference checking; "Applicants Selected" is the number of applicants actually hired by the Board or, to put it another way, the number of positions the Personnel Department was asked to recruit for.

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Recruiting requests from the Board to fill vacant positions was 39% greater in 1974 compared to 1973.

Work Category	Applications Processed		A P P L I C A N T S			
			Certified		Selected	
	1974	1973	1974	1973	1974	1973
Janitors (Permanent)	371	231	31	23*	21	17*
Janitors (Part-Time)	71	30	14	2	11	2
Carpenter	27	--	7	--	1	--
Clerical (Permanent)	69	104	9	12	5	6
Speech Therapist	19	--	13	--	5	--
Accountant Office Mgr.	34	--	5	--	1	--
Dental Assistant	1	--	1	--	1	--
Teacher Aides	115	129	33	21	12	10
Markers	130	204	42	62	25	17
Library Aides	36	13	5	5	2	3
Secondary Instructional Aides	67	--	18	--	10	--
Lab Assistants	26	69	10	21	6	11
Noon Hour Supervisors	71	55	42	29	36	23
Labourers (Temporary)	--	59	--	23	--	8
Telephone Operator-Typist	--	10	--	2	--	1
<b>Total</b>	<b>1037</b>	<b>904</b>	<b>230</b>	<b>200*</b>	<b>136</b>	<b>98*</b>

\* Adjusted figures

### 2.3 Burnaby Public Library Board

Services for the recruitment of non-professional staff for the Library continued at about the same level as during 1973. No requests for service in the recruitment of professional staff were received in either 1974 or 1973. For the future, it is anticipated that the Personnel Department will continue to provide employment services for the recruitment of non-professional staff with the Board using other sources for professional staff. Personnel services are provided without charge.

Employment services from 1 January to 31 December 1974, with a comparison for the same period in 1973 are as follows:

Work Category	Applications Processed		A P P L I C A N T S			
			Certified		Selected	
	1974	1973	1974	1973	1974	1973
Secretary to Chief Librarian	14	20	2	2	1	1
Library Clerks (Full Time)	64	14	6	14	3	2
Library Clerks (Part-Time)	9	13	1	2	1	1
Building Service Worker	42	8	7	2	3	1
Library Typist (Part-Time)	--	17	--	6	--	4
<b>Total</b>	<b>129</b>	<b>72</b>	<b>16</b>	<b>26</b>	<b>8</b>	<b>9</b>

### 3. Classifications

The program which began to show progress at the end of 1973 in reducing the backlog of job audits was maintained during 1974. At year end outstanding job audits were reduced to minimal numbers and it was possible to finalize employee job audit requests within the period specified in the union contracts as well as to carry out some routine maintenance of the classification system. During 1974 some inroads were also made in the backlog of unwritten specifications and in the revision of outdated specifications.

The following table summarizes the classification transactions carried out during 1974 with 1973 figures for comparison. Included are transactions carried out jointly with classification staff of the G.V.R.D. Labour Relations Department who provided valuable assistance and advice throughout the year, particularly on exempt staff valuations.

<u>Transactions</u>	<u>1 January to 31 December</u>	
	<u>1974</u>	<u>1973</u>
Position Audits Without Change	26	32
Reclassification Up or Down	40	26
Revaluation Up or Down	16	8
New Positions Classified	29	38
	<u>111</u>	<u>104</u>
Position Specifications Written or Revised		
	<u>1974</u>	<u>1973</u>
	51	49

In addition to the above municipal classification transactions, assistance was provided the Burnaby Public Library Board to classify and evaluate three position classes including the preparation of appropriate specifications. The Burnaby School Board was also provided advice and assistance on varied classification matters during the year, but no formal job audit requests were received or conducted during 1974.

The Greater Vancouver Regional District advised on 4 March 1974 that the staff of the Municipal Labour Relations Bureau had been taken over by the District and requested member jurisdictions to indicate what personnel and labour relations services they desired from the new Labour Relations Department. As a result Council approved the transfer of the job evaluation and classification function from the Burnaby Personnel Department to the G.V.R.D. Labour Relations Department to be effective 1 January 1975. This arrangement was a natural outgrowth from the joint Classification and Evaluation Agreement signed by most Regional District member municipalities and unions. It was also anticipated that improved service at lower total cost would result by the elimination of certain duplications in job classification work inherent in a decentralized system.

#### 4. Burnaby Municipal Benefit Society

The Society has covered permanent Municipal and Library employees for sick leave since 1956 and for death and disability benefits since 1960. Probationary employees have been covered for sick leave since 1972.

##### 4.1 Sickness Benefits

Faced with the problem of taxation of sick benefits received if the employer continued to pay any part of sick benefit premiums, the Unions and the Corporation concluded an agreement, effective 1 January, 1974 to maintain the 60/40 cost sharing of benefit costs in a different fashion than previously to enable the Society members to retain a tax-free sickness benefit. This arrangement requires employees to pay 100% of the premiums required to cover costs for the first 17 weeks of tax-free benefit for each illness at 85% of the employee's after-tax pay and the Corporation to pay 100% of the premiums on the basic medical, dental, extended health, death and disability benefits and to provide a taxable sickness benefit from the eighteenth to fifty-second week of each illness at 85% of the employee's basic gross pay. Premiums paid by Society members are as follows:

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Outside Division members - 4.90% X benefit rate (85% of after tax salary)  
 All other members - 3.265% X benefit rate (85% of after tax salary)

These employee-paid premiums purchase 12.75 days of sick leave for outside members and 8.5 days of sick leave per year for all other members.

Total Sick Leave Premiums paid and Sick Leave benefits paid by employees during 1974 were:

	Premiums Paid	Benefits Paid	% of Benefit to Premium
Inside	\$74,172	\$ 61,977	83.5%
Outside	87,290	106,055	121.5
Library	9,335	6,265	67.1
Exempt	27,751	12,977	46.8
Firemen	53,737	36,470	67.9
	<u>252,285</u>	<u>223,744</u>	<u>88.7</u>

In addition to the above, payments for time lost in excess of 17 weeks were:

Inside	\$15,392
Outside	19,359
Exempt	853
	<u>\$35,615</u>

And Worker's Compensation payments were:

Outside	\$24,340
Firemen	4,764

New employees waive rights to sickness, death and disability benefits provided by the Society for claims that may occur as either a direct or indirect result of a pre-existing disability at the time they become members. They have full coverage otherwise. The waiver limits sick leave benefits for the pre-existing disability to a maximum of fifteen weeks after a two-week waiting period. This coverage for the waived condition is reinstated after return to active employment for three months.

The time lost to sickness during 1974 averaged 10.33 days per member compared to 10.90 days in 1973, or a percentage time loss of 4.0% versus 4.2%. The three tables attached at the end of this report as appendixes "B", "C" and "D" detail the rate of sick leave benefit used by membership groups for the years 1965 - 1974, the sickness claims paid in 1974 by membership group, and the percentage time lost due to sickness at 4 week intervals for the years 1972 - 74 respectively. Not shown in the tables but an interesting statistic is that 34 Inside, 16 Outside, 9 Foremen, 69 Fire, 16 Exempt and 3 Library employees worked throughout 1974 with no loss of time for sickness. However, 8 employees used over 17 weeks of sick time.

#### 4.2 Death & Disability Benefits

The Society covers permanent employee members for death and disability benefits at twice their previous December annual salary rounded off to the next highest \$500.00 to a maximum of \$25,000. The disability benefit terminates and the death benefit reduces to one times the member's annual earnings on the member's sixtieth (60th) birthday. Members who attain age 65 or retire on Municipal Superannuation receive \$1,000.00 death benefit coverage. This coverage reduces to \$500.00 when they attain age 70. In lieu of this benefit, the retired employee may receive a \$350.00 cash payment upon signing the specified release form. Effective 1 January, 1974 premiums are paid 100% by the Corporation. As of 31 December, 1974 the average coverage for each of 776 permanent employee members was \$19,754.00. Forty-six retired employees have \$1,000.00 coverage and thirteen have \$500.00.

Claims paid during 1974 were as follows:

<u>Name</u>	<u>Reason</u>	<u>Amount</u>	<u>Date Claim Paid</u>
S. Porter	Death in Service	\$25,000.	March*
A. Jacobson	Death in Service	\$10,500.	August
S. Essar	Death in Service	\$ 9,500.	August
D. Baker	Disability Benefit	\$25,000.	April
H. Shillington	Disability Benefit	\$23,000.	February*
A. Evans	Death (Retired)	\$ 1,000.	December
W. Ayres	Cash settlement	\$ 350.	February
T. Briggs	Cash settlement	\$ 350.	March
W. Thomas	Cash settlement	\$ 350.	April
K. Johnston	Cash settlement	\$ 350.	August
J. Lacny	Cash settlement	\$ 350.	September

\* Liability incurred in 1973 \$95,750.

#### 4.3 Dental Care Plan

This plan has been in effect since 1 February, 1970 through an agreement between the Society and the C.U. & C. Health Services. Effective 1 January, 1974 the employer began paying 100% of premiums and the C. U. & C. contract was transferred from the Society to the Corporation. The dental benefits are 90% coverage for Plan A (basic dental services and dentures) and 60% coverage for Plan B (crowns, bridges and inlays). Orthodontal (Plan C) is not covered and monthly premium rates are: Family: \$25.68, Married: \$17.08, Single: \$9.98

#### 4.4 Extended Health Benefits

Effective 1 January, 1974 the employer began paying 100% of the premiums and the C. U. & C. contract was transferred from the Society to the Corporation. The extended health benefits cover 80% reimbursement after satisfying an annual \$25.00 deductible, for cost of prescription drugs, extra hospital expenses and certain unusual medical expenses. Claims may be presented to C. U. & C. up to June 30th for expenses incurred the previous year. The monthly premium rate is \$1.00 per employee.

#### 4.5 Medical Services Plan of B. C.

Probationary employees are eligible for enrollment commencing the second month of employment. Premiums have remained at: Single: \$5.00, Married: \$10.00 and Family: \$12.50 since the Provincial and Federal Governments took over financing several years ago. The average premium is \$10.00 per month and is paid 100% by the employer.

#### 5. Municipal Superannuation and Retirements

A number of amendments to the Municipal Superannuation Act were passed during 1974. The most significant change was adjustment of pensions in accordance with movements in The Consumer Price Index commencing 1 April 1975.

During 1974 the existing pre-retirement benefit advisory service was continued for employees in their retirement year. Explanation and advice is given on the following subjects: vacation entitlement; determination of last day of work; municipal superannuation pension alternatives; Society death benefit coverage; cessation of dental and extended health plan coverage; continuation of basic medical coverage; unemployment insurance alternatives, unemployment or sickness benefits; old age security pension; and Canada Pension Plan.

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The following is a list of 1974 retirements, plus those employees who reach maximum retirement age during 1975 or have given notice of early retirement during 1975:

1974:

January	Leighton, J.	Assistant Foreman 2	Engineering
February	Shillington, H.	Tradesman 2 - Mechanic	Engineering
March	Evans, A.	Field Engineer	Engineering
	Perry, T.	Litter Collector	Engineering
April	Baker, D.	Supt. 2 - Shops & San.	Engineering
May	Coughlin, E.	Human Res. Administrator	Human Res.
	Johncox, E.	Library Clerk 4	Library
June	Wilkinson, B.	Parks & Rec. Admin.	Parks & Rec.
	Willis, L.	Foreman 2 - Water	Engineering
	Blake, H.	Labourer 3	Engineering
July	Johnston, K.	Library Clerk 2	Library
	Jones, V.	Clerk-Key Punch Op. 2	Treasury
September	Herka, K.	Labourer 2	Engineering

1975:

March	Buckley, H.	Chief Licence Inspector	Licence
	Smith, P.	Litter Collector	Engineering
June	Moss, E.	Assistant Fire Chief	Fire
	Walyer, W.	Fire Captain	Fire
October	Stone, A. L.	Water Rates Clerk	Treasury

6. Training and Development6.1 External Training

Expenditures for external training were \$6,064 in 1974 as compared to \$7,653 in 1973. Since external training is largely initiated by employees personally or through departments a satisfactory explanation for the 1974 decline compared to 1973 was not available at the date of this report. Of eighteen departments, thirteen used external training.

Numbers of employees attending from each department and the percentage of the total usage are as follows:

<u>Department/Sub Department</u>	<u>Total Number*</u>	<u>%</u>
Assessment	12	7.2
Building	10	6.0
Clerk's	--	---
Engineering	29	17.4
Environmental	7	4.2
Fire	18	10.6
Health	4	2.4
Human Resources	25	15.0
Lands	--	---
Legal	--	---
Licence	--	---
Manager's	3	1.8
Mayor's	--	---
Parks & Recreation	31	18.5
Personnel	9	5.4
Planning	7	4.2
Purchasing	2	1.2
Treasury	10	6.0
	<u>167</u>	<u>100%</u>

\* An employee is counted once for each course taken

With respect to the type of training taken, 60 out of 167 or 36% were instructional evening courses and the remaining 107 or 64% were workshops, seminars, and conferences. Twenty-eight or 47%



of the evening courses were held at B.C.I.T., nineteen or 32% were at U.B.C., and the remaining 21% were held at various localities including B.C.V.S., Douglas College, etc. Subject material varied widely and no particular pattern was evident.

## 6.2 Internal Training

Expenditures for internal training were \$12,106 in 1974 as compared to \$892 in 1973.

The reason for this dramatic rise was the emphasis on the internal training and development of management and senior supervisory staff in the organization. This program was initiated by the Municipal Manager which resulted in seventeen (17) department heads and sub-department heads attending a three-day residential seminar in February by an external training consultant concerning subjects such as motivation, leadership style, time management and appraisal. After that seminar an Ad Hoc Committee on training and development was formed to assess the need for further seminars to include the remaining department heads, all deputies and senior supervisors. After some discussion the Ad Hoc Committee recommended that the objectives, goals and needs of the Corporation be defined before the training seminars be conducted. However, the department heads reached a consensus that the training seminars continue to be conducted in conjunction with establishing methods of identifying the objectives of the organization. As a result of that decision, two seminars were conducted in October and November by a local training consultant, attended by twenty-seven (27) and twenty-nine (29) senior administrators and supervisors respectively. Results of a survey conducted after each seminar indicate that they were considered relevant to the needs of those attending. A desire was voiced to have similar seminars in the future.

In 1975 it is planned to place emphasis on more specific training in setting objectives and determining priorities in addition to further training to give management and supervisory staff the skills and knowledge to communicate more effectively.

Liaison is now taking place with the British Columbia Institute of Technology to utilize their excellent resources. Specifically the Personnel Department is investigating possibilities of organizing inter-jurisdictional municipal training in such areas as traffic control. At the same time it is examining the possible utilization of senior staff to be used as training resources as these people possess a depth of knowledge of municipal administration which outside training consultants generally do not have.

## 7. Labour Relations

### 7.1 1974 C.U.P.E. Negotiations

The 1974 Collective Agreements with C.U.P.E. Local 23 (Burnaby Civic Employees) Divisions, which were under negotiation at 1 January 1974, were completed in stages throughout the year. Highlights were as follows:

- (a) 11 February 1974 - Joint Memorandum of Agreement covering main issues signed. A 12% increase with a minimum increase of either \$70. per month for Inside Employees or 40¢ per hour for Outside employees and special adjustments for tradesmen and tradesman inspectional categories in a one year contract were major features.
- (b) 21 March 1974 - Memorandum of Agreement on local negotiations signed covering such items as housekeeping changes to divisional agreements, revised grievance procedure and local revaluations.

- (c) 2 August 1974 - Joint memorandum of Agreement signed covering the following residual items which could not be resolved when the memorandum dated 11 February 1974 was signed: a percentage formula for vacation pay for employees working at varying rates during the year; a revised compassionate leave policy; a revised policy for leave of absence for Union officials; and a revised overtime policy for temporary and part-time staff.
- (d) 3 May 1974 - Memorandum of Agreement for library employees signed with same general provisions as for Burnaby Inside employees. However, the Union representatives initially were not prepared to sign the 1974 Agreement unless Schedule "B" in the 1972/73 Agreement concerning Sunday operations was included in the 1974 Agreement. A strike notice was served on the Burnaby Public Library Board on 12 June 1974. After further negotiation and without strike action the 1974 Agreement was signed on 18 July 1974 with the 1972/73 Schedule "B" provision included.
- (e) 22 November 1974 - Joint Memorandum of Agreement signed providing either a \$10.00 per month or 6¢ per hour adjustment during 1974 based on the application of the "Fair Comparison" principle.
- (f) A Joint Classification and Evaluation Agreement initiated during the latter part of 1973 was ratified by Council on 28 January 1974. However, it did not come into force until August 1974 with the appointment of Mr. Dalton L. Larson as permanent Chairman of the Appeal Committee specified in the Agreement. The Committee convened in December to arbitrate on the value of eight classes which were not resolved during 1974 negotiations and under appeal by the Union. On 16 December 1974 the Board awarded an upward adjustment in the rate of the Swamper-Operator class of 26.5¢ per hour from \$4.70 to \$5.005 per hour. At year end a decision had not been made on the other seven classes in dispute.

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## 7.2 1974 Firefighter Negotiations

A memorandum of Agreement between the Corporation and Burnaby Firefighters Union, Local 323, was signed 20 March 1974. The 1974 contract was for a one year period with Firefighter class employees receiving a general 11% increase and officer classes the general increase on a weighted average firefighter base salary. Improvements were also negotiated in annual vacations entitlements, group life coverage to two times annual salary minimum, and a number of other important but less significant monetary and working condition benefits and adjustments.

## 7.3 1975 Negotiations

The 1974 Contracts between the Corporation and both C.U.P.E. local 23 (Burnaby Civic Employees') and I.F.F. local 323, Burnaby Firefighters Association expired on 31 December 1974. Both unions communicated their intention to re-open the 1974 contracts. At year end negotiations were underway with the Personnel Director assisting the Director, G.V.R.D. Labour Relations Department, the Corporation's bargaining agent, as required, primarily with respect to area benefit problems and firefighter and library negotiations.

## 7.4 Labour Relations Board Hearing on Exempt Positions

The Corporation's application before the Labour Relations Board prepared in 1973 to have 31 persons excluded from the bargaining unit was heard by the Board in a five day sitting in February 1974. As a result of enactment of the new labour relations legislation, the Corporation reduced their application to 24 persons: 15 in the managerial group, 6 in the confidential group, and 3 in the professional category. Mr. Jack Giles of Farris, Vaughan, Wills and Murphy was retained by the Corporation. In its lengthy decision dated 20 February 1974 the Board ruled that 14 of the managerial group, 1 of the confidential group and the 3 professional persons were not employees under Section 34 of the Labour Relations Act. The Union applied to the Board for a reconsideration of its decision under Section 36 of the Act but, in its opinion

dated 18 April 1974, the Board decided not to vary or cancel its decision.

#### 7.5 Grievances and Arbitrations

The various agreements contain provision for handling grievances. During the year the Two Man Committee convened in accordance with paragraph 13.2 step 2 of the Grievance Procedure contained in the Burnaby Civic Union Agreements considered nine grievances covering Promotions (4), Dismissals (3), seniority (1) and working conditions (1). The Two Man Committee agreed upon the disposition of seven grievances with two being referred to the Joint Grievance Committee. This Committee came to a majority decision in one case and a tie decision in the other case. As a result, the Committee recommended that this latter case involving a promotional dispute be referred to a Board of Arbitration for settlement. However, the Board was never convened as the grievant withdrew his grievance.

One firefighter grievance involving 6 firefighters who disobeyed a departmental hair length regulation was settled by the Joint Grievance Committee convened in accordance with the Burnaby Firefighters Union Local 323 Agreement.

Records are not maintained of complaints reviewed by the Personnel Director and the Union Presidents or their representatives and settled before advancing to the grievance stage. However, from information available, 1974 would be considered an average activity year.

#### 8. Internal Affairs

As briefly mentioned earlier in this report, Council approved in August 1974 the transfer of the classification and evaluation functions of the Burnaby Personnel Department to the G.V.R.D. Labour Relations Department effective 1 January 1975. The time of one and one-half Personnel Officers plus one-half the time of a Clerk Typist would be devoted to the Burnaby job evaluation function. One full time Personnel Officer on Burnaby strength was transferred to the G.V.R.D. establishment but continued to be located at Burnaby while the part-time requirement was met using personnel on Burnaby establishment on a reimbursement basis.

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PERSONNEL DIRECTOR

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## POSITION ESTABLISHMENT AND EMPLOYEE STRENGTH SUMMARY

Appendix "A"

Established and Employee Strength at December 27, 1974 with changes since January 1, 1974 shown in brackets. (Adjustment made for transfer of 56 permanent positions, 47 permanent employees and 1 temporary employee to Provincial Government).

DEPARTMENT DIVISION	PERMANENT POSITIONS	EMPLOYEE STRENGTH			TOTAL EMPLOYEES
		PERMANENT	TEMPORARY	PART TIME	
BUILDING DEPARTMENT	31 (+2)	31 (+2)	1 (-1)	-	32 (+1)
CLERK'S DEPARTMENT	9	6 (-2)	4 (+4)	2 (+2)	12 (+4)
ENGINEERING ADMIN.	20	18 (+1)	-	-	18 (+1)
ENG. DESIGN	28 (-10)	27 (-10)	4 (+4)	-	31 (-6)
ENG. CONTRACTS	10	9 (-7)	1 (-5)	-	10 (-12)
ENG. OPERATIONS	1	1	-	-	1
SERVICE CENTER	18	15 (+1)	-	6 (+3)	21 (+4)
MACHINE SHOP & GARAGE	20	20	- (-1)	- (-1)	20 (-2)
PAINT SHOP	10	11	-	- (-1)	11 (-1)
CARPENTER SHOP	12	9 (-1)	-	- (-1)	9 (-2)
REFUSE COLLECTION	60 (+2)	60 (+8)	1 (-4)	-	61 (+4)
WORKS	3 (+3)	3 (+3)	-	-	3 (+3)
ROADS & DRAINAGE	63 (+1)	63 (+9)	1 (-3)	-	64 (+6)
WATER	32 (-8)	32	-	-	32
SEWERS	29	29	1	-	30
FIRE DEPT. ADMIN.	6	6	-	-	6
FIRE PREVENTION	10 (+2)	10 (+2)	-	-	10 (+2)
FIRE FIGHTING	168 (+1)	168 (+1)	-	-	168 (+1)
HEALTH DEPT. ADMIN.	1	1	-	9 (+2)	10 (+2)
HEALTH CLERICAL	6 (+1)	6 (+1)	-	-	6 (+1)
HEALTH PSYCHIATRIC	1	1	-	1 (+1)	2
ENVIRONMENTAL HEALTH SUB-DEPT.	15	14	-	- (-1)	14 (-1)
LANDS SUB-DEPT.	6	6	-	-	6
LEGAL DEPARTMENT	5	5 (-1)	-	-	5 (-1)
LICENCE SUB-DEPT.	7	7	-	-	7
MANAGER'S DEPARTMENT	6	6	-	-	6
MAYORS	1	1	-	-	1
PARKS & RECREATION ADMIN.	13	12 (-1)	1 (+1)	1 (+1)	14 (+1)
PARKS OPS.	76	76 (+12)	5 (-3)	37 (+6)	118 (+15)
RINK	10	10	-	31 (-11)	41 (-11)
CONCESSIONS	- (-3)	- (-2)	- (-2)	23 (-20)	23 (-24)
PLAYGROUNDS & RECREATION CTRES	12 (+1)	11	6 (+6)	13 (-117)	30 (-111)
AQUATICS	10	10	33 (+33)	36 (-21)	79 (+12)
PERSONNEL DEPARTMENT	10 (+1)	8 (-1)	1 (+1)	2 (+2)	11 (+2)
PERSONNEL-PT CLERICAL POOL	-	-	-	33 (+4)	33 (+4)
PLANNING DEPARTMENT	28 (+3)	28 (+3)	2	2 (+2)	32 (+5)
POLICE CLERICAL	26	26 (+1)	- (-1)	4 (+2)	30 (+2)
POLICE PBX	2	2	-	2	4
POLICE CUSTODIAL	-	-	-	13 (+1)	13 (+1)
PURCHASING	6	6	-	1 (+1)	7 (+1)
PBX #1	2	2 (+1)	-	-	2 (+1)
BUILDING MAINTENANCE	1	1	-	1	2
PRINT SHOP	5	4 (-1)	-	2 (+2)	6 (+1)
STORES	11 (+1)	11 (+1)	1	-	12 (+1)
HUMAN RESOURCES ADMIN.	11 (+2)	10 (+1)	-	-	10 (+1)
ACCOUNTS & CLERICAL	20	21 (-1)	1 (+1)	-	22
SOCIAL ASSISTANCE	17 (+2)	17 (+3)	-	1 (+1)	18 (+4)
CHILD WELFARE	9 (+4)	8 (+3)	-	-	8 (+3)
COMMUNITY CARE	3	2 (-1)	-	73 (-53)	75 (-54)
TREASURY DEPT. ADMIN.	8	8 (+1)	-	-	8 (+1)
ACCOUNTING	10	9 (-1)	-	1	10 (-1)
DATA PROCESSING	15 (+3)	15 (+3)	-	6 (+3)	21 (+6)
TAX COLLECTION	11	9 (-2)	-	- (-1)	9 (-3)
<b>TOTALS</b>	<b>894 (+8)</b>	<b>871 (+26)</b>	<b>63 (+30)</b>	<b>300 (-195)</b>	<b>1234 (-159)</b>

ITEM 10  
 MANAGER'S REPORT NO. 43  
 COUNCIL MEETING June 16/75  
 Appendix "B"

RATE OF SICK LEAVE BENEFIT USED BY MEMBERSHIP GROUPS -- 1965 - 1974

	Days Sick Leave Per Member									
	1965	1966	1967	1968	1969	1970	1971	1972	1973	1974
Inside	6.06	8.25	6.26	6.68	9.87	8.91	10.34	9.29*	7.95	9.56
Outside	14.67	15.44	13.66	13.60	17.87	19.87	20.14	17.75*	17.71	17.00
Foremen	9.64	7.85	9.24	11.90	8.16	14.17	14.28	9.18*	15.06	7.70
Firemen	5.46	5.12	2.41	3.40	3.34	3.78	4.48	3.89	5.69	5.49
Exempt	2.37	6.04	4.23	2.76	5.75	5.51	6.76	7.96	12.41	4.55
Library	20.93	6.50	4.93	9.75	11.74	6.43	9.54	6.83	7.40	7.76
Days Per Member All Groups	9.4	10.5	9.1	8.71	10.94	11.31	12.24	10.63	10.90	10.33
Average Total Members	682	721	695	676	724	754	785	798	881	867

\* Adjusted to reflect full year.

In addition to the above, the Society paid 83 claims for OCCUPATIONAL INJURIES for a total of 825 days during 1974 (recoverable from Workmen's Compensation Board).

Membership Group	Members in Group	SICKNESS CLAIMS PAID 1974			Appendix "C" Percent Time Loss	
		Claims Paid	Days Paid	Payments	1974	1973
Inside	302	904	2,889	\$ 70,847.24	3.7%	3.1%
Outside	249	920	4,235	104,868.26	6.5%	6.8%
Foremen	30	51	231	7,269.28	3.0%	5.8%
Firemen	181	223	995	36,310.23	2.1%	2.2%
Exempt	63	115	287	12,669.03	1.8%	4.8%
Library	42	126	326	6,378.20	3.0%	2.8%
<b>TOTAL</b>	<b>867</b>	<b>2,339</b>	<b>8,963</b>	<b>\$238,343.14</b>	<b>4.0%</b>	<b>4.2%</b>

ITEM 10  
 MANAGER'S REPORT NO. 43  
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% TIME LOSS  
 DUE TO SICKNESS  
 AT 4 WEEK INTERVALS

Appendix "D"

----- 1972  
 \_\_\_\_\_ 1973  
 \_\_\_\_\_ 1974

