

ITEM 2
MANAGER'S REPORT NO. 54
COUNCIL MEETING Sept. 2/75

Re: BURNABY SCHOOL BOARD FEE FOR PERSONNEL SERVICES

Following is a report from the Personnel Director on the fee that is charged to the School Board for services provided by the Personnel Department. This arises from an inquiry that Council made when the Department's Annual Report was considered on June 16.

This is for the information of Council.

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TO: MUNICIPAL MANAGER DATE: AUGUST 15, 1975
FROM: PERSONNEL DIRECTOR
SUBJECT: 1974 PERSONNEL REPORT - BURNABY SCHOOL BOARD FEE

Reference is made to Manager's Report No. 43, 1975, Item 10, concerning the 1974 Personnel Annual Report, which was discussed at the Council Meeting on June 16, 1975.

Two questions on the fee charged the Burnaby School Board for personnel services rendered were raised by Council. The following information is provided on these questions.

Question 1: How did we set the Burnaby School Board fee of \$11,500?

Reply: Prior to 1970 no fee was charged the School Board because personnel services mainly consisted of recruiting janitors. In return for this service the Board provided the Personnel Department the free use of Burnaby Central Secondary School facilities and typewriters for testing applicants for Corporation vacancies. This arrangement worked satisfactorily for both parties for many years.

In 1970 the School Board asked the Personnel Department to extend recruiting services to Teacher Aids, Library Aids, Laboratory Assistants and assist in the recruitment of office staff. In addition a limited classification and labour relations service was provided on request. These extra demands upon the Personnel Department necessitated a re-appraisal of the previous arrangement. Both parties agreed that a fee should be paid by the School Board for services rendered and negotiated each year at budget time. Because of the nature of services rendered and the close and informal relationship between both agencies, it was considered that a detailed hourly accounting was neither necessary nor practical. After discussion it was agreed that the most suitable formula would be for the School Board to reimburse the Personnel Department for the estimated average amount of time that Personnel Officers and Personnel clerical staff spent on School Board matters plus estimated direct advertising and office expenses. This amounted to recovering from the School Board one-third of the salaries and benefits of one Personnel Officer, one-half the salaries and benefits of one Personnel Clerk plus 10% for overhead and direct costs, in addition to continued free use of School Board facilities.

In 1971 the recovery was \$8,000 and the fee negotiated in late 1974 for 1975 reimbursement was \$12,500.

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Question 2: Does the fee of \$11,500 meet costs?

In this connection we should look now for setting next year's fees - recruitment was up 39% and some 1,037 applications were processed.

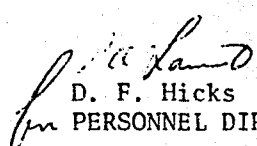
Reply:

In our opinion the reimbursement formula set in 1971 meets our costs and should continue to form the basis for negotiation with the School Board for our 1976 fee.

The amount of time spent on School Board work has remained fairly constant over the past five years. There have been short-term fluctuations in recruiting activity but this has been offset by lower demands in the labour relations and classification areas and by procedural changes to control the amount of staff time spent on School Board matters to the agreed formula.

The built-in escalation feature automatically adjusts for higher labour costs. In 1971 the fee charged was \$8,000. This was increased progressively to \$11,000 in 1974 and to \$12,500 in 1975. The 1976 fee to be proposed to the School Board for inclusion in its budget will be \$15,000, an increase of \$2,500 or 20% to cater for higher costs. (Note: The 1974 fee of \$11,500 detailed in the Personnel Report should have read \$11,000.)

This is for the information of Council.


D. F. Hicks
PERSONNEL DIRECTOR

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