

Labour Cost Survey - 2001



			Collected under the authority o Revised Statutes of Canada, 19 Completion of this questionnair requirement under this Act. This document is confidential v Version française disponible su	re is a legal vhen completed.
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Corre	ct pre-printed information if necessary using the corresponding boxes	below	ow:	
0001	Legal name			
0002	Business name	0003	Address	
0004	City	0005	Province 0006 Po	stal code
Int	roduction			
Su	rvey Objective			

The Labour Cost Survey collects information on wages and non-wage benefits costs which is necessary to construct a Labour Cost Index. Such an index is used to measure the change in the average cost (wage and non-wage) of one hour of labour for a fixed basket of occupations. It can help labour and management in their collective agreement negotiations and can be used by businesses in contract escalation clauses.

Confidentiality

Statistics Canada is prohibitied by law from publishing any statistics which would divulge information obtained from this survey that relates to any identifiable business. **The data reported on this questionnaire will be treated in strict confidence**, used for statistical purposes and published in aggregate form only. The confidentiality provisions of the *Statisitics Act* are not affected by either the *Access to Information Act* or any other legislation.

We nevek release any information that could identify a particular individual or business without their consent.

Please return the completed questionnaire(s) in the enclosed envelope.

You need help?

We would be most happy to answer any questions you might have. Please feel free to call. The telephone number is given in the included letter. You may also visit Statistics Canada's web site at **www.statcan.ca**.

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Statistics Statistique Canada Canada



Section A: Workforce Characteristics and Job Organization

1 (a) In the last available pay period, how many employees receiving a T4 Slip were employed at this location? (Please include the employees who work on-site, off-site such as customer service representatives or telecommuters, and employees who are on paid leave.)



1 (b) Of the total employment reported in **Question 1(a)**, how many were in the following categories? (See Employee Category Definitions at the end of the questionnaire.)

	Total Number of Employees:	Management	Non-Management (no collective bargaining agreement) ³	Non-Management (with collective bargaining agreement) 4
A.	Full-Time ¹			
B.	Part-Time ²			
			\nearrow	
C.	Total $(A + B = C)$			

- 1. Full-time employees usually work 30 or more hours per week.
- 2. Part-time employees usually work less than 30 hours per week.
- 3. Non-management employees not covered by a collective bargaining agreement.
- 4. Non-management employees covered by a collective bargaining agreement.

OCCI	ion B : Compensation
2.	Does your company provide a "Flexible Plan" for non-wage benefits to full time or part time employees?
	¹ Yes
	³ ○ No → Go to Question 3
A plan money employ	where employees can choose their own package of benefits and the employer contributes a fixed amount of the description. However, if an employee chooses more benefits than the fixed contribution the employer will cover, the wee has to finance those additional benefits. If an employee chooses not to participate in this flexible plan, he apartially or fully compensated.
2 (a)	Please provide the <i>MONTHLY</i> fixed component cost per employee. (Report as a dollar amount) \$
2 (b)	Does your company provide a reimbursement for an employee opting out of the flexible plan? 1 Yes 3 No **Go to Question 3**
2 (c)	Please provide the ANNUAL reimbursement for an employee opting out of the flexible plan. (Report as a dollar amount) \$

If you do not have any management employees (as reported in Question 1(b) C), then go to Question 4.

Employee Benefit Cost

Instructions

When reporting the Employee Benefit Cost, please:

- report the last available pay period;
- use accounting costs if possible (i.e. including administrative costs).
- If you are combining costs, check all that apply and report the total cost.
- ♠ If you offer a flexible plan for non-wage benefits, check all that apply and report the total cost when available.

Gross Payroll

It includes:

- regular wages and salaries
- commissions
- overtime pay
- paid leave
- piecework payments
- special payments
- taxable allowances and benefits that are recognized by Canada Customs and Revenue Agency

It excludes:

- employer's contributions to pension plans, Group RRSPs
- other employee benefits
- compensation in kind
- travel expenses
- non-taxable allowances and benefits
- recreational facilities provided by the employer
- moving expenses paid by the employer and employee counselling services

Expenditure on Non-wage Benefits

It includes:

- employer's contributions to pension plans, Group RRSPs
- employee benefits
- compensation in kind other than stock plans
- trayel expenses
- non-taxable allowances and benefits
- recreational facilities provided by the employer
- moving expenses paid by the employer and employee counselling services

It excludes:

- Contributions to CPP/QPP
- Contributions to Employment Insurance
- Provincial health taxes
- regular wages and salaries, commissions, overtime pay
- stock plans (purchase or ownership plans or stock options)
- paid leave
- piecework payments and special payments
- taxable allowances and benefits that are recognized by Canada Customs and Revenue Agency

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Mana	agement Employees			
3.	Reference Period for Reporting Costs: Please this employee category.	indicat	e the s	tart and end dates of the reference period for
	Start Day Month			
	End Day Month			
	,			
3 (a)	Payroll Totals			
	Please report the gross payroll and expenditure employees in this category only. Follow the inclusion			
				Dollar Amount
	(1) Gross Payroll			\$ 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4
	(2) Expenditure on Non-wage Benefits		/	(\$ \\ \\ \\ \\ \\ \\ \\ \\ \\ \\ \\ \\ \\
			\sim	
3 (b)	Health Related Benefits			
	Please indicate the HEALTH related benefits that in dollar amounts for the REFERENCE PERIOD .	t are av	/ailable	e. Please report the total cost of each benefit
		Ben Avai		Dollar Amount
		Yes	No	
	(1) Dental Care Plan	0	\bigcirc	\$•
	(2) Life Insurance		\bigcirc	\$•
	(3) Supplementary Medical Insurance*	0	0	\$
\nearrow	(4) Workers' Compensation Premiums	0	\bigcirc	\$
	(5) Short Term Disability	0	\bigcirc	\$
	(6) Long Term Disability	0	\bigcirc	\$
	Total cost of Health Related Benefits (sum of items 1+2+3+4+5+6)			\$

* **Supplementary medical insurance:** drug co-payment plans, hospital stay co-payment plans, hearing-impaired benefit plan, vision care plan and other medical benefits not covered by provincial health plans.

			nefit Iable		mber of ployees	Dollar Amount
		Yes	No			
(1)	Severance Allowances	0				\$
(2)	Supplementary Maternity/ Paternity Benefits	0	\bigcirc			\$
(3)	Other Supplements to Employment Insurance	0	\bigcirc	Ш		\$
(4)	Other Non-Wage Benefits*	0	\bigcirc			\$
	Totals of Pay Related Benefits (sum of items 1+2+3+4)					\$\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\
nercha ubsidi: ubsidi:	zed meal and drinks, subsidized h	tation, olidays gram,	automos and tr	obile fo ip plar	or private ns, travelli	interest free loans, discount of use, subsidized or rent free housing, ing expenses for employee's family plan, ips. Include any other non-wage benefits
nercha ubsidiz ubsidiz our co Per Ple	ndise, subsidized or free transporzed meal and drinks, subsidized he zed training benefits, Air Miles prompany provides to its employees. Insion Related Benefits ase report the PENSION related in the substantial substant	tation, olidays gram, benefit	automos and tr bonus t	obile for its plan family	or private ns, travelli holiday tr	use, subsidized or rent free housing, ing expenses for employee's family plan,
nercha ubsidiz ubsidiz our co Per Ple	ndise, subsidized or free transporzed meal and drinks, subsidized he zed training benefits, Air Miles prompany provides to its employees. Insion Related Benefits	tation, olidays gram, benefit	automos and tr bonus t	obile for its plan family	or private ns, travelli holiday tr ailable an RIOD.	use, subsidized or rent free housing, ing expenses for employee's family plan, ips. Include any other non-wage benefits
nercha ubsidiz ubsidiz our co Per Ple	ndise, subsidized or free transporzed meal and drinks, subsidized he zed training benefits, Air Miles prompany provides to its employees. Insion Related Benefits ase report the PENSION related in the substantial substant	tation, olidays gram, benefit	s that a	obile for its plant family are ava	or private ns, travelli holiday tr ailable an RIOD.	use, subsidized or rent free housing, ing expenses for employee's family plan, ips. Include any other non-wage benefits distributed the total EMPLOYER CONTRIBUTION
nercha ubsidiz ubsidiz our co Per Ple	ndise, subsidized or free transporzed meal and drinks, subsidized he zed training benefits, Air Miles prompany provides to its employees. Insion Related Benefits ase report the PENSION related in the substantial substant	tation, olidays gram, benefit	s that a	are ava Ben Avail	or private as, travelli holiday tr ailable an RIOD. efit	use, subsidized or rent free housing, ing expenses for employee's family plan, ips. Include any other non-wage benefits distributed the total EMPLOYER CONTRIBUTION
nercha ubsidiz ubsidiz our co) Per Ple to e	ndise, subsidized or free transporzed meal and drinks, subsidized here training benefits, Air Miles prompany provides to its employees. Insion Related Benefits ase report the PENSION related beach plan in dollar amounts for the	tation, olidays gram, benefit	s that a	are ava Ben Avail	ailable and able lable	use, subsidized or rent free housing, ing expenses for employee's family plan, ips. Include any other non-wage benefits d the total EMPLOYER CONTRIBUTION Dollar Amount
nercha ubsidiz ubsidiz our co Per Ple to 6	ndise, subsidized or free transporzed meal and drinks, subsidized hered training benefits, Air Miles prompany provides to its employees. Insion Related Benefits ase report the PENSION related beach plan in dollar amounts for the Defined Contribution Plan 1	tation, olidays gram, benefit	s that a	are ava Ben Avail	ailable and lable No	use, subsidized or rent free housing, ing expenses for employee's family plan, ips. Include any other non-wage benefits d the total EMPLOYER CONTRIBUTION Dollar Amount

2. Defined Benefit Plan: final average/average best earnings, career average earnings, and flat benefit.

3. Group RRSP Plan: DO NOT report the EMPLOYEE'S contribution to the plan.

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ecation Leave ck Leave aternity/Paternity Leave cher Paid Leave* d Leave: jury duty, bereavement	He annual of Avai Yes	nefit ilable No	Average number of days per year	Annual Cost as a Percentage of Employee Salary
ck Leave aternity/Paternity Leave cating Days ther Paid Leave*	Yes O O O O O	No O O O O O O O O O O O O O O O O O O	number of days per year	Percentage of Employee Salary
ck Leave aternity/Paternity Leave cating Days ther Paid Leave*	Yes O O O O O	No O O O O O O O O O O O O O O O O O O	number of days per year	Percentage of Employee Salary
ck Leave aternity/Paternity Leave cating Days ther Paid Leave*	0 0 0	0 0 0		ther raid leave provided
ck Leave aternity/Paternity Leave cating Days ther Paid Leave*	0	0	al leave and any	ther raid leave provided
aternity/Paternity Leave pating Days ther Paid Leave*	0	0	al leave and any	ather raid leave provided
pating Days ther Paid Leave*		0	al leave and any	ather raid leave provided
her Paid Leave*		0	al leave and any	ather paid leave provided
		ersona	al leave and any	ather paid leave provided
	ent leave, p	ersona	al leave and any	ather paid leave provided
/ \ \				

If you do not have any full-time non-management employees with or without a collective bargaining agreement (as reported in Question 1(b) A), then *go to Question 5.*

Full-	Tin	ne Non-Management Employee	S		
4.		ference Period for Reporting Costs: Please employee category.	indicat	e the s	tart and end dates of the reference period for
	Sta				
		d Day World			
4 (a)	Pa	yroll Totals			
	emp	se report the gross payroll and expenditure of loyees in this category only. Follow the instinunties.			
					Dollar Amount
	(1)	Gross Payroll			\$ 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4
	(2)	Expenditure on Non-wage Benefits			\$
4 (b)	Ple	alth Related Benefits ase indicate the HEALTH related benefits that dollar amounts for the REFERENCE PERIOD.	t are a	vailable	Please report the total cost of each benefit
			V	nefit lable	Dollar Amount
			Yes	No	
	(1)	Dental Care Plan	0	\bigcirc	\$
	(2)	Life Insurance	\bigcirc	\bigcirc	\$
	(3)	Supplementary Medical Insurance*	\bigcirc	\bigcirc	\$ •
\wedge	(4)	Workers' Compensation Premiums	\circ	\circ	\$
	(5)	Short Term Disability	0	\circ	\$ •
	(6)	Long Term Disability	\circ	\bigcirc	\$ •
		Total cost of Health Related Benefits (sum of items 1+2+3+4+5+6)			\$•

* **Supplementary medical insurance:** drug co-payment plans, hospital stay co-payment plans, hearing-impaired benefit plan, vision care plan and other medical benefits not covered by provincial health plans.

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		nefit lable	Number of Employee	
	Yes	No		
(1) Severance Allowances	0	0		\$
(2) Supplementary Maternity/ Paternity Benefits	0	\circ		\$
(3) Other Supplements to Employment Insurance	0	0		\$
(4) Other Non-Wage Benefits*	\circ	\circ		
Totals of Pay Related Benefits (sum of items 1+2+3+4)				\$
bsidized meal and drinks, subsidized h	tation, olidays gram,	automo and tri	bile for priva p plans, trav	t or interest free loans, discount of ate use, subsidized or rent free housing, elling expenses for employee's family plany trips. Include any other non-wage benefit
erchandise, subsidized or free transport besidized meal and drinks, subsidized he besidized training benefits, Air Miles prour company provides to its employees. Pension Related Benefits	tation, nolidays ogram, benefit	automo s and tri bonus f	p plans, trav amily holidar are available E PERIOD.	ate use, subsidized or rent free housing, relling expenses for employee's family plan by trips. Include any other non-wage benefit and the total EMPLOYER CONTRIBUTIO
erchandise, subsidized or free transport besidized meal and drinks, subsidized he besidized training benefits, Air Miles prour company provides to its employees. Pension Related Benefits Please report the PENSION related	tation, nolidays ogram, benefit	s that a	bile for priva p plans, trav amily holiday	ate use, subsidized or rent free housing, elling expenses for employee's family plan y trips. Include any other non-wage benefit
erchandise, subsidized or free transport besidized meal and drinks, subsidized he besidized training benefits, Air Miles prour company provides to its employees. Pension Related Benefits Please report the PENSION related	tation, nolidays ogram, benefit	s and tri bonus f	p plans, trav amily holidate are available E PERIOD.	ate use, subsidized or rent free housing, relling expenses for employee's family plan by trips. Include any other non-wage benefit and the total EMPLOYER CONTRIBUTIO
erchandise, subsidized or free transport besidized meal and drinks, subsidized he besidized training benefits, Air Miles prour company provides to its employees. Pension Related Benefits Please report the PENSION related	tation, nolidays ogram, benefit	s and tri bonus f	p plans, trav amily holidate re available E PERIOD. Benefit Available	ate use, subsidized or rent free housing, relling expenses for employee's family plan by trips. Include any other non-wage benefit and the total EMPLOYER CONTRIBUTIO
Pension Related Benefits Please report the PENSION related to each plan in dollar amounts for the	tation, nolidays ogram, benefit	s and tri bonus f	re available E PERIOD. Benefit Available Yes No	ate use, subsidized or rent free housing, relling expenses for employee's family plan by trips. Include any other non-wage benefit and the total EMPLOYER CONTRIBUTION Dollar Amount
Pension Related Benefits Please report the PENSION related to each plan in dollar amounts for the	tation, nolidays ogram, benefit	s and tri bonus f	re available E PERIOD. Benefit Available Yes No	ate use, subsidized or rent free housing, relling expenses for employee's family plan by trips. Include any other non-wage benefit and the total EMPLOYER CONTRIBUTIO Dollar Amount

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3. Group RRSP Plan: DO NOT report the EMPLOYEE'S contribution to the plan.

			Average number of	Annual Cost as a Percentage of Employee Salary
	Yes	No	days per year	
Vacation Leave	0	\bigcirc		
Sick Leave	0	0		
Maternity/Paternity Leave	0	\bigcirc		
Floating Days	0	\bigcirc		
Other Paid Leave*		\bigcirc		
	Vacation Leave Sick Leave Maternity/Paternity Leave Floating Days Other Paid Leave*	Property of days given per year and the annual of Avai Yes Vacation Leave Sick Leave Maternity/Paternity Leave Floating Days Other Paid Leave*	Benefit Available Yes No Vacation Leave Sick Leave Maternity/Paternity Leave Floating Days Other Paid Leave*	Available Yes No Vacation Leave Sick Leave Maternity/Paternity Leave Floating Days Available number of days per year

If you do not have any part-time non-management employees with or without a collective bargaining agreement (as reported in Question 1(b) B), then your are not required to complete the following pages. Statistics Canada thanks you for taking the time to participate in this survey.

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Part-	Time Non-Management Employee	es		
5.	Reference Period for Reporting Costs: Please this employee category.	indicat	e the s	tart and end dates of the reference period for
	Start Day Month			
	End Day Month			
	Zid Day [Month]			
5 (a)	Payroll Totals			
5 (4)	Please report the gross payroll and expenditure employees in this category only. Follow the questionnaire.			
				Dollar Amount Dollar Amount
	(1) Gross Payroll			\$
	(2) Expenditure on Non-wage Benefits		/	\$ \\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\
	· · ·		$\overline{}$	
5 (b)	Health Related Benefits		~~	
	Please indicate the HEALTH related benefits that	t are a	vailable	Please report the total cost of each benefit
	in dollar amounts for the REFERENCE PERIOD .	//(
		4 >	nefit lable	Dollar Amount
		Yes	No	
	(1) Dental Care Plan	\bigcirc	\bigcirc	\$•
	(2) Life Insurance		\bigcirc	\$
	(3) Supplementary Medical Insurance*	\cup	$\overline{}$	\$
\wedge	(4) Workers' Compensation Premiums	\bigcirc	\bigcirc	\$
			\bigcirc	
$\langle \langle \rangle$	(5)—Short Term Disability			\$
	(6) Long Term Disability	0	\bigcirc	\$
	Total cost of Health Related Benefits (sum of items 1+2+3+4+5+6)			\$
. O	pplementary medical insurance: drug co-payme			

benefit plan, vision care plan and other medical benefits not covered by provincial health plans.

			nefit lable		mber of ployees	Dollar Amount
		Yes	No			
(1)	Severance Allowances	\bigcirc	\bigcirc	Ш		\$
(2)	Supplementary Maternity/ Paternity Benefits					\$
(3)	Other Supplements to Employment Insurance	0	\bigcirc			\$
(4)	Other Non-Wage Benefits*	\bigcirc	\bigcirc	Ш		\$ L
	Totals of Pay Related Benefits				\Diamond	
nercha ubsidi: ubsidi: our co	zed meal and drinks, subsidized h zed training benefits, Air Miles pro impany provides to its employees.	tation, olidays	automos and tr	obile f ip pla	or private ns, travelli	use, subsidized or rent free housing, ng expenses for employee's family plan,
nercha lubsidi: lubsidi: lour co	non-wage benefits: moving and sandise, subsidized or free transported meal and drinks, subsidized hat training benefits, Air Miles prosmpany provides to its employees.	tation, olidays gram, penefit	automos and tr bonus s that a	obile for its plant in the plan	or priváte ns, travelli holiday tri	interest free loans, discount of use, subsidized or rent free housing,
nercha lubsidi: lubsidi: lour co	non-wage benefits: moving and sandise, subsidized or free transported meal and drinks, subsidized hat training benefits, Air Miles prompany provides to its employees. Insion Related Benefits The sase report the PENSION related by	tation, olidays gram, penefit	automos and tr bonus s that a	obile for its plant in the plan	or private ns, travelli holiday tri ailable and	interest free loans, discount of use, subsidized or rent free housing, ng expenses for employee's family plan, ips. Include any other non-wage benefits
nercha lubsidi: lubsidi: lour co	non-wage benefits: moving and sandise, subsidized or free transported meal and drinks, subsidized hat training benefits, Air Miles prompany provides to its employees. Insion Related Benefits The sase report the PENSION related by	tation, olidays gram, penefit	automos and tr bonus s that a	obile frip planting p	or private ns, travelli holiday tri ailable and	interest free loans, discount of use, subsidized or rent free housing, ng expenses for employee's family plan, ips. Include any other non-wage benefits
nercha ubsidi: ubsidi: our co	non-wage benefits: moving and sandise, subsidized or free transported meal and drinks, subsidized hat training benefits, Air Miles prompany provides to its employees. Insion Related Benefits The sase report the PENSION related by	tation, olidays gram, penefit	automos and tr bonus s that a	obile frip planting p	or private ns, travelli holiday tri ailable and RIOD. nefit	interest free loans, discount of use, subsidized or rent free housing, ng expenses for employee's family plan, ips. Include any other non-wage benefits
nercha ubsidi: ubsidi: our co	non-wage benefits: moving and sandise, subsidized or free transported meal and drinks, subsidized hazed training benefits, Air Miles protentially provides to its employees. Insion Related Benefits Place are report the PENSION related to each plan in dollar amounts for the peach plan in dollar amounts for the peach plan in dollar amounts.	tation, olidays gram, penefit	automos and tr bonus s that a	obile frip planting p	or private ns, travelli holiday tri ailable and RIOD. nefit lable No	interest free loans, discount of use, subsidized or rent free housing, ng expenses for employee's family plan, ips. Include any other non-wage benefits d the total EMPLOYER CONTRIBUTION Dollar Amount
nercha ubsidi: ubsidi: our co	non-wage benefits: moving and sandise, subsidized or free transported meal and drinks, subsidized hazed training benefits, Air Miles protentially provides to its employees. Insion Related Benefits Place are report the PENSION related to each plan in dollar amounts for the peach plan in dollar amounts for the peach plan in dollar amounts.	tation, olidays gram, penefit	automos and tr bonus s that a	obile frip planting p	or private ns, travelli holiday tri ailable and RIOD. nefit lable No	interest free loans, discount of use, subsidized or rent free housing, ng expenses for employee's family plan, ips. Include any other non-wage benefits d the total EMPLOYER CONTRIBUTION Dollar Amount

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5 (e) Pa	aid Leave Benefits				
	or the employees in this category, rerage number of days given per year a				
		Benefit Available		Average number of	Annual Cost as a Percentage of Employee Salary
		Yes	No	days per year	
(1)	Vacation Leave	0	0		
(2	Sick Leave	\circ	\bigcirc		
(3	Maternity/Paternity Leave	\bigcirc	0		
(4)	Floating Days	0	\bigcirc		
(5) Other Paid Leave*	\bigcirc	\bigcirc		

Employee Category Definitions

A. Employee:

Any person receiving pay for services rendered in Canada or for paid absence, who works on-site or off-site, and for whom you are required to complete a Canada Customs and Revenue Agency T-4 Form.

- A. A full-time employee usually works 30 or more hours per week.
- B. A part-time employee usually works less than 30 hours per week.
- C. A permanent employee has no set termination date.
- D. A non-permanent employee has a set termination date or an agreement covering the period of employment (e.g. temporary or seasonal).

B. Management:

1. Managers

(a) Senior Managers

Include the most senior manager in the workplace and other senior managers whose responsibilities would normally span more than one internal department. Most small workplaces would only have one senior manager. Examples: president of single location company; retail store manager; plant manager; senior partners in business services firms; production superintendent; senior administrator in public services enterprise; as well as vice-presidents, assistant directors, junior partners and assistant administrators whose responsibilities cover more than one specific domain.

(b) Specialist Managers

Managers who generally report to senior management and are responsible for a single domain or department. This category would normally include assistant directors or the equivalent in small workplaces. Examples: department heads or managers (engineering, accounting, R&D, personnel, computing, marketing, sales, etc.); heads or managers of specific product lines; junior partners or assistant administrators with responsibilities for a specific domain; and assistant directors in small locations (without an internal department structure).

C. Non-Management:

1. Professionals

Employees whose duties would normally require at least an undergraduate university degree or the equivalent. Examples: medical doctors, lawyers, accountants, architects, engineers, economists, science professionals, psychologists, sociologists, registered nurses, marketing and market research professionals, nurse-practitioners and teaching professionals. Include computing professionals whose duties would normally require a minimum of an undergraduate degree in computer science. Include professional project managers and supervisors not included in senior managers (B.1 (a)) and specialist managers (B.1 (b)).

2. Technical / Trades

Composed of:

(a) Technical / Semi-professional workers

Employees whose duties would normally require a community college certificate /diploma or the equivalent and who are not primarily involved in the marketing /sales of a product or service. Examples: technologists, lab technicians, registered nursing assistants, audio-visual technicians; ECE-trained caregivers; technology trainers; physiotherapists; legal secretaries and draftspersons. Include computer programmers and operators whose duties would normally require a community college certificate or diploma. Include semi-professional project managers and supervisors not included managers (B.1) and professionals (C.1). Exclude marketing /sales personnel with non-university accreditation.

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(b) Trades /Skilled production, operation and maintenance

Non-supervisory staff in positions requiring vocational /trades accreditation or the equivalent. Examples: construction trades, machinists, machine tenders, stationary engineers, mechanics, beauticians /barbers /hairdressers, butchers and repair occupations that do not normally require a post-secondary certificate or diploma.

3. Marketing / Sales

Non-supervisory staff primarily engaged in the marketing / sales of products or services. Examples: retail sales clerks, waiters/waitresses, telemarketers, real estate agents, insurance agents and loan officers. Exclude employees whose duties require a university degree and professional accreditation (professionals (C.1)), those whose duties require a community college certificate /diploma (technical/trades (C.2)) and those whose duties are primarily supervisory (managers (B.1)).

4. Clerical / Administrative

Non-supervisory staff providing clerical or administrative services for internal or external clients. Examples: secretaries, office equipment operators, filing clerks, account clerks, receptionists, desk clerks, mail and distribution clerks, bill collectors and claims adjusters. Duties do not normally require post-secondary education or responsibility for marketing or sales.

5. Production workers with no trade/certification, operation and maintenance

Non-supervisory staff in production or maintenance positions that require no vocational /trades accreditation or the equivalent in on-the-job training. Examples: assemblers, packers, sorters, pilers, machine operators, transportation equipment operators (drivers), warehousemen, and cleaning staff. As a rough guideline, jobs in this category require no more than a one-month training for someone with no trade or vocational accreditation.

6. Other

Employees that you can't fit into any of the above categories should be considered part of non-management.

Comments:		