

Federal Jurisdiction Workplace Survey, 2008

In all correspondence concerning this questionnaire, please quote the QID number listed below.

Confidential when completed.

Collected under the authority of the
*Statistics Act, Revised Statutes of
Canada, 1985, Chapter S19.*

Si vous préférez le questionnaire
en français veuillez cocher et retourner ce questionnaire



If necessary, please correct the pre-printed information using the corresponding boxes:

0002	Business Name	0004	Number and street
0005	City	0006	Province
		0007	Postal Code

The purpose of the survey

Statistics Canada is conducting this survey in collaboration with Human Resources and Social Development Canada (HRSDC). The purpose of the survey is to produce statistical information on the number of employers and employees working under federal jurisdiction and the working conditions offered by these employers. The intent is to conduct periodic surveys that will allow HRSDC to measure the changes in the working conditions. In order to measure these changes, data from the 2008 Federal Jurisdiction Workplace Survey will be linked to data collected on this survey in previous years. The survey results may be used to facilitate discussion between workplace partners about how best to modernize federal labour standards. The survey results may also be used by businesses and labour associations to conduct comparative workplace assessments among various federal industries.

Note of appreciation

Canada owes the success of its statistical system to a long-standing co-operation involving Statistics Canada, the citizens of Canada, its businesses, governments and other institutions. Accurate and timely statistical information could not be produced without their continued co-operation and goodwill.

Completion of this questionnaire is mandatory

Completion of this questionnaire is a legal requirement under the *Statistics Act*.

The data you report are confidential

Statistics Canada is prohibited by law from publishing or releasing statistics that could reveal information obtained from this survey relating to an identifiable individual business or person. The data reported on the questionnaire will be treated in strict confidence. The confidentiality provisions of the *Statistics Act* are not affected by the *Access to Information Act* or any other legislation.

Who should complete this questionnaire?

The Human Resources Director, a Personnel Manager, or someone familiar with the human resources and personnel operations of this company should complete the questionnaire.

Questions?

If you have any questions regarding this survey, or require assistance in completing the questionnaire, please call us toll-free.

Business Survey Section – Central Region
Telephone (1-866-297-3138);
Fax (1-613-951-4825);
Toll-free Fax (1-888-869-0972)

Please quote the nine digit reference number appearing on the address label.

Please complete the following information:

0013	First Name of Respondent:	0054	Last Name of Respondent:
0014	Title of Respondent:	0018	E-mail:
0017	Telephone Number:	0027	ext.:
0016	Fax Number:		

Section A: Workforce characteristics

For the purposes of this survey, an employee is defined as a worker for whom a T-4 slip must be completed. Exclude contract workers, the self-employed, and workers receiving a T4-A.

1. How many federal full-time and part-time employees did you have:

a) ...on September 30th 2008? 0100

b) ...on September 30th 2007? 0101

2. Of the number of employees reported in Question 1. a), how many were covered by collective agreements? (Include collective agreement with company union.)

→ Please refer to the Definitions sheet accompanying this questionnaire.

0200 → If not applicable to your company, please report 0 (zero).

3. What was the highest number of employees (peak employment) you had at any time during your last complete fiscal year?

0300 → If you reported 0 (zero), please go to Section J at the end of the questionnaire.

4. a) At any time during your last complete fiscal year, did at least one owner work in the company?

→ "Owner" refers to someone who has a significant investment in the business and a significant influence or control of the key decisions.

0400 1 ☐ Yes

3 ☐ No → Go to Question 5.

8 ☐ Don't know → Go to Question 5.

7 ☐ Not applicable → Go to Question 5.

b) How many owners worked in the company?

0401

c) How many of the working owners received a T-4 slip?

0402

5. How would you rate your labour-management relations?

0500 1 ☐ Very good

2 ☐ Good

3 ☐ Fair

4 ☐ Poor

5 ☐ Very poor

6. On September 30th 2008, how many male and female employees did you have in each of the following categories?

→ Please refer to the occupation group definitions found on the Definitions sheet accompanying this questionnaire.

→ If any employee fits in more than one category, choose the one in which the employee spent the most time during the last pay period in September 2008.

	Male	Female
Managers	0600 <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	0601 <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Supervisors	0602 <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	0603 <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Professionals	0604 <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	0605 <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Technical / Trades	0606 <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	0607 <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Marketing / Sales	0608 <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	0609 <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Clerical / Administrative	0610 <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	0611 <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Labourers with no trade certification and truck/bus drivers	0612 <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	0613 <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Other	0614 <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	0615 <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Total	0616 <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	0617 <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

→ Please make sure that the totals reported here agree with the total reported in Question 1. a) above.

7. a) Did you employ any truck/bus drivers on September 30th 2008?

- 0700 1 ☐ Yes
- 3 ☐ No → Go to Question 8.
- 8 ☐ Don't know → Go to Question 8.

b) How many of the truck/bus drivers employed as:

Bus driver only	0701 <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
City truck driver only	0702 <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Highway truck driver only	0703 <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Both city and highway truck driver	0704 <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

8. On September 30th 2008, how many employees were in each of the following categories of length of service?

	Male	Female
Less than 1 year	0800 <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	0801 <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
1 year or more but less than 5 years	0802 <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	0803 <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
5 years or more but less than 10 years	0804 <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	0805 <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
10 years or more	0806 <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	0807 <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Total	0808 <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	0809 <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

→ Please make sure that the totals reported here agree with the total reported in Question 1. a) above.

9. On September 30th 2008, how many employees were in the following age groups?

	Male	Female
Under 25 years of age	0900 <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	0901 <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
25 to 44 years of age	0902 <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	0903 <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
45 to 54 years of age	0904 <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	0905 <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
55 to 64 years of age	0906 <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	0907 <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
65 years of age or older	0908 <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	0909 <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Total	0910 <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	0911 <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

→ Please make sure that the totals reported here agree with the total reported in Question 1. a) above.

Section B: Hours of work

10. In the last full week of September 2008, how many male and female employees were in each of the following categories of hours worked (excluding overtime hours)?

→ Please refer to the Definitions sheet accompanying this questionnaire.

	Male	Female
No time worked, e.g. employees on leave or temporary layoff	1000 <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	1001 <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Less than 15 hours	1002 <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	1003 <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
15 to 29 hours	1004 <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	1005 <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
30 to 34 hours	1006 <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	1007 <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
35 to 40 hours	1008 <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	1009 <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Over 40 hours	1010 <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	1011 <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Total	1012 <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	1013 <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

If the totals reported here do not agree with the total reported in Question 1. a) above, please give a brief explanation:

1014

11. On September 30th 2008, how many of your male and female employees were assigned to work under the schedules listed? If you are unsure, please give the approximate number.

	Male	Female
Regular day shifts (Monday to Friday between 6 am and 6 pm only)	1100 <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	1101 <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Other regular shifts (evening, night or weekend)	1002 <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	1103 <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Irregular shifts, rotating shifts, and other scheduling arrangements	1104 <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	1105 <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Total	1106 <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	1107 <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

→ Please make sure that the totals reported here agree with the total reported in Question 1. a) above.

Section C: Leave

12. Considering permanent employees working 30 or more hours per week only, how many days of paid annual vacation leave are employees entitled to?

→ Please report the MOST FREQUENTLY GIVEN number of days (e.g. given to the largest number of employees) for each of the following categories of years of continuous service.

→ Please refer to the Definitions sheet accompanying this questionnaire.

	Days
Employees with 1 year of continuous service	1200 <input type="text"/> <input type="text"/>
Employees with 3 years of continuous service	1201 <input type="text"/> <input type="text"/>
Employees with 5 years of continuous service	1202 <input type="text"/> <input type="text"/>
Employees with 10 years of continuous service	1203 <input type="text"/> <input type="text"/>
Employees with 20 years of continuous service	1204 <input type="text"/> <input type="text"/>

13. Considering permanent employees working 30 or more hours per week only, how many days or weeks of the following types of paid leave would an employee be entitled to after completing 1 year of continuous service with your company?

→ Please report the MOST FREQUENTLY GIVEN number of days or weeks (e.g. given to the largest number of employees) for each of the following types of leave.

→ For any type of leave that is not available, or is given on a case-by-case basis, please report 0 (zero).

	Days	or	Weeks
Annual paid sick leave	1300 <input type="text"/> <input type="text"/>		1301 <input type="text"/> <input type="text"/>
Annual paid family-related and/or personal leave	1302 <input type="text"/> <input type="text"/>		1303 <input type="text"/> <input type="text"/>
Paid bereavement leave	1304 <input type="text"/> <input type="text"/>		1305 <input type="text"/> <input type="text"/>
Other paid leave	1306 <input type="text"/> <input type="text"/>		1307 <input type="text"/> <input type="text"/>
Paid supplementary maternity/parental/adoption leave (top up to Employment Insurance)	1308 <input type="text"/> <input type="text"/>		1309 <input type="text"/> <input type="text"/>
Paid long-term care giving leave	1310 <input type="text"/> <input type="text"/>		1311 <input type="text"/> <input type="text"/>
Paid education leave	1312 <input type="text"/> <input type="text"/>		1313 <input type="text"/> <input type="text"/>

14. Considering permanent employees working 30 or more hours per week only, how many days or weeks of unpaid leave are employees entitled to after completing 1 year of continuous service with your company?

→ Please report the MOST FREQUENTLY GIVEN number of days or weeks (e.g. given to the largest number of employees) for each of the following types of leave.

→ For any type of leave that is not available, or is given on a case-by-case basis, please report 0 (zero).

	Days	or	Weeks
Annual unpaid family-related and/or personal leave	1400 <input type="text"/> <input type="text"/>		1401 <input type="text"/> <input type="text"/>
Other unpaid leave	1402 <input type="text"/> <input type="text"/>		1403 <input type="text"/> <input type="text"/>
Annual unpaid sick leave	1404 <input type="text"/> <input type="text"/>		1405 <input type="text"/> <input type="text"/>
Unpaid long-term care giving leave	1406 <input type="text"/> <input type="text"/>		1407 <input type="text"/> <input type="text"/>
Unpaid education leave	1408 <input type="text"/> <input type="text"/>		1409 <input type="text"/> <input type="text"/>

15. a) At any time during your last complete fiscal year, did you have any permanent part-time employees (working less than 30 hours per week) or non-permanent employees?

- 1500 1 ☐ Yes
- 3 ☐ No → Go to Question 16.
- 8 ☐ Don't know → Go to Question 16.

b) Which of the following types of paid leave are given to permanent employees working less than 30 hours per week and to non-permanent employees?

→ Check ALL that apply.

	Permanent employees working less than 30 hours per week	Non-permanent employees
Not applicable - no paid leave	1501 <input type="radio"/>	1520 <input type="radio"/>
Annual paid vacation leave	1502 <input type="radio"/>	1521 <input type="radio"/>
Annual paid sick leave	1503 <input type="radio"/>	1522 <input type="radio"/>
Annual paid family-related and/or personal leave	1504 <input type="radio"/>	1523 <input type="radio"/>
Paid bereavement leave	1505 <input type="radio"/>	1524 <input type="radio"/>
Paid supplementary maternity/parental/adoption leave (top up to Employment Insurance)	1506 <input type="radio"/>	1525 <input type="radio"/>
Paid long-term care giving leave	1507 <input type="radio"/>	1526 <input type="radio"/>
Paid education leave	1508 <input type="radio"/>	1527 <input type="radio"/>
Paid percentage of salary in lieu of vacation leave	1509 <input type="radio"/>	1528 <input type="radio"/>
Other paid leave	1510 <input type="radio"/>	1529 <input type="radio"/>

Section D: Pay and benefits

16. For your last complete fiscal year, what was the total gross payroll of the company for all employees?

➔ *Include regular wages and salaries; commissions; overtime pay; paid leave; piecework payments; special payments; and taxable allowances and benefits that are recognized by Canada Revenue Agency and are reported on employees' T4 slips.*

→ Exclude employer's contribution on behalf of employee such as payments to pension plans, Employment Insurance premiums and 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.

\$ 1600 .00

17. On September 30th 2008, how many employees were in each of the basic hourly rate categories below?

→ Basic hourly rate includes only regular wages and salaries.

→ If other rates are used in your company (for example weekly, monthly, annual) please convert to hourly rates.

Basic hourly rate categories	Male	Female
Less than \$8.50 per hour	1700 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	1701 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
\$8.50 to 9.99 per hour	1702 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	1703 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
\$10.00 to 12.49 per hour	1704 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	1705 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
\$12.50 to 19.99 per hour	1706 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	1707 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
\$20.00 to 29.99 per hour	1708 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	1709 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
\$30.00 to 39.99 per hour	1710 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	1711 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
\$40.00 or more per hour	1712 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	1713 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Total	1714 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	1715 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

→ Please make sure that the totals reported here agree with the total reported in Question 1. a) above.

18. On September 30th 2006, how many employees were earning just the legal minimum wage?

➔ For information on minimum wage rates, please consult the Human Resources and Social Development Canada web page at www.hrsdc.gc.ca/en/lp/spila/minwage.shtml.

→ If not applicable for your company, please report 0 (zero).

1800 

19. Which of the following do you use to set wage rates for employees?

→ Check ALL that apply.

1900 ● Collective bargaining

1901 ● Negotiate with individual employees

1902 ● Local labour market information

1903 ● Conduct a survey of wages

1904 ● Comparison of different jobs

1905 ● Physical and mental effort required to do the job

1906 ● Responsibility associated with the job

1907 ● Skill required to do the job

1908 ● Working conditions

1909 ● Individual employee's circumstances

1910 ● Performance-based pay system

1911 ☐ Other – please specify:

20. a) When setting wage rates, do you use a “job evaluation tool” (for example point factor, job component, ranking, paired comparison, whole job component)?

→ Please refer to the Definitions sheet accompanying this questionnaire.

- 2000
- 1

☐

Yes
- 3

☐

No → Go to Question 21.
- 8

☐

Don't know → Go to Question 21.

b) What year did you first begin using a job evaluation tool?

2001

c) How often do you update the job evaluation tool?

- 2002
- 1

☐

Annually
- 2

☐

Every 3 years
- 3

☐

Every 5 years
- 4

☐

Other interval – please specify:
- 2003
-
- 5

☐

Never updated

21. During your last complete fiscal year, were the following benefits available to any employees in the following categories?

→ Please refer to the Definitions sheet accompanying this questionnaire.

→ Check ALL that apply.

	Not available to any employee	Permanent employees		Non-permanent employees
		Working less than 30 hours per week	Working 30 hours or more per week	
Pension plan:				
Defined benefit pension plan	2100 <input type="radio"/>	2110 <input type="radio"/>	2120 <input type="radio"/>	2130 <input type="radio"/>
Defined contribution pension plan	2101 <input type="radio"/>	2111 <input type="radio"/>	2121 <input type="radio"/>	2131 <input type="radio"/>
Group RRSP	2102 <input type="radio"/>	2112 <input type="radio"/>	2122 <input type="radio"/>	2132 <input type="radio"/>
Insurance plan:				
Life insurance	2103 <input type="radio"/>	2113 <input type="radio"/>	2123 <input type="radio"/>	2133 <input type="radio"/>
Disability insurance	2104 <input type="radio"/>	2114 <input type="radio"/>	2124 <input type="radio"/>	2134 <input type="radio"/>
Supplementary health/drug plan	2105 <input type="radio"/>	2115 <input type="radio"/>	2125 <input type="radio"/>	2135 <input type="radio"/>
Dental care plan	2106 <input type="radio"/>	2116 <input type="radio"/>	2126 <input type="radio"/>	2136 <input type="radio"/>

22. For your last complete fiscal year, what was the company's total expenditure for employee pension plans?

2200

\$

.00

23. For your last complete fiscal year, what was the company's total expenditure for each of the following insurance plans?

Life and/or disability insurance	2300	\$	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	. 00
Supplementary health/drug plan	2301	\$	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	. 00
Dental care plan	2302	\$	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	. 00
Total Expenditure	2303	\$	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	. 00

Section E: Training

24. For your last complete fiscal year, how many full days of employee time were spent in structured training provided or paid for by the company? (For example, if 5 employees participated in a half-day session on marketing, count as 2.5 days.)

2400

25. For your last complete fiscal year, what was the company's total expenditure for structured training? Include fees or salaries paid to trainers, travel and living costs for trainers and trainees, training materials, and tuition paid to schools or training institutions. Please exclude compensation costs (e.g. pay and benefits) of participating employees.

2500 \$. 00

Section F: Working environment

This section collects information on various factors which may be associated with productivity.

26. Does the company have or plan to put in place within the next 12 months a policy or program* on the following issues?

* A policy or program means something that is clearly communicated on a regular basis to employees and that is consistently applied.

→ Please refer to the Definitions sheet accompanying this questionnaire.

→ If year implemented is unknown, please report 9999.

→ Check only one for each policy / program.

	Have: please give year implemented	Plan to put in place within 12 months	Do not plan to put in place within 12 months
Workplace health and safety	2600 <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	2601 1 <input type="radio"/>	2 <input type="radio"/>
Physical health or fitness promotion (e.g. to help employees stop smoking)	2602 <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	2603 1 <input type="radio"/>	2 <input type="radio"/>
Mental or psychological health promotion (e.g. a work-related stress relief program)	2604 <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	2605 1 <input type="radio"/>	2 <input type="radio"/>
Work-life balance (e.g. to help workers to balance their responsibilities as employee, parent, spouse, eldercare giver, etc.)	2606 <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	2607 1 <input type="radio"/>	2 <input type="radio"/>
Child care support (e.g. day care facilities or subsidies provided by employer)	2608 <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	2609 1 <input type="radio"/>	2 <input type="radio"/>

Question 26 continues on the next page ---->

	Have: please give year implemented	Plan to put in place within 12 months	Do not plan to put in place within 12 months
Options for employees on work schedules (e.g. flex time, compressed work week)	2610 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	2611 1 <input type="radio"/>	2 <input type="radio"/>
Prevention of harassment (sexual, psychological or other) in the workplace	2612 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	2613 1 <input type="radio"/>	2 <input type="radio"/>
Employee counselling services	2614 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	2615 1 <input type="radio"/>	2 <input type="radio"/>
Disability management/return-to-work program	2616 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	2617 1 <input type="radio"/>	2 <input type="radio"/>
Appeal process against decision related to harassment	2618 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	2619 1 <input type="radio"/>	2 <input type="radio"/>
Appeal process against dismissal	2620 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	2621 1 <input type="radio"/>	2 <input type="radio"/>
Dispute or grievance review process	2622 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	2623 1 <input type="radio"/>	2 <input type="radio"/>

27. Which of the following issues related to working conditions are the three most important for the success of your business?

→ Check three only.

- 2700

☐ Workplace health and safety
- 2701

☐ Physical health or fitness promotion (e.g. to help employees stop smoking)
- 2702

☐ Mental or psychological health promotion (e.g. a work-related stress relief program)
- 2703

☐ Work-life balance (e.g. to help workers to balance their responsibilities as employee, parent, spouse, eldercare giver, etc.)
- 2704

☐ Child care support (e.g. day care facilities or subsidies provided by employer)
- 2705

☐ Options for employees on work schedules (e.g. flex time, compressed work week)
- 2706

☐ Prevention of harassment (sexual, psychological or other) in the workplace
- 2707

☐ Employee counselling services
- 2708

☐ Disability management/return-to-work program
- 2709

☐ Appeal process against decision related to harassment
- 2710

☐ Appeal process against dismissal
- 2711

☐ Dispute or grievance review process
- 2712

☐ Other – please specify:

2714
- 2713

☐ None of the above is important for the success of my business

→ Go to Question 30.

28. For the issues selected in Question 27, how important are the following barriers in preventing your company from putting in place or improving a policy or program to deal with the issue?

		Not important	Somewhat important	Very important
Lack of money	2800	1 <input type="radio"/>	2 <input type="radio"/>	3 <input type="radio"/>
Lack of management resources	2801	1 <input type="radio"/>	2 <input type="radio"/>	3 <input type="radio"/>
Lack of information (e.g. no known solution)	2802	1 <input type="radio"/>	2 <input type="radio"/>	3 <input type="radio"/>
Lack of expertise	2803	1 <input type="radio"/>	2 <input type="radio"/>	3 <input type="radio"/>
Employee concerns (including any limits imposed by a collective agreement)	2804	1 <input type="radio"/>	2 <input type="radio"/>	3 <input type="radio"/>
Other – please specify: 2806 <input type="text"/>	2805	1 <input type="radio"/>	2 <input type="radio"/>	3 <input type="radio"/>

29. For the issues selected in Question 27, would the following government initiatives help your company to put in place or improve a policy or program to deal with the issue?

		Not helpful	Somewhat helpful	Very helpful
Printed information (e.g. on industry best practices, model policies, etc.)	2900	1 <input type="radio"/>	2 <input type="radio"/>	3 <input type="radio"/>
Internet-based information	2901	1 <input type="radio"/>	2 <input type="radio"/>	3 <input type="radio"/>
Training program	2902	1 <input type="radio"/>	2 <input type="radio"/>	3 <input type="radio"/>
Conducting research	2903	1 <input type="radio"/>	2 <input type="radio"/>	3 <input type="radio"/>
Labour/management/government discussion forum	2904	1 <input type="radio"/>	2 <input type="radio"/>	3 <input type="radio"/>
Help from government agents	2905	1 <input type="radio"/>	2 <input type="radio"/>	3 <input type="radio"/>
Other – please specify: 2907 <input type="text"/>	2906	1 <input type="radio"/>	2 <input type="radio"/>	3 <input type="radio"/>

30. Does the company have or plan to put in place within the next 12 months a policy or program on the following issues to improve productivity?

→ Please refer to the Definitions sheet accompanying this questionnaire.

→ If year implemented is unknown, please report 9999.

→ Check only one for each policy / program.

	Have: please give year implemented	Plan to put in place within 12 months	Do not have or plan to put in place
Problem solving teams	3000 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	3001 1 <input type="radio"/>	2 <input type="radio"/>
Flexible job design (including job rotation and multi-skilling)	3002 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	3003 1 <input type="radio"/>	2 <input type="radio"/>
Using more temporary and part-time labour	3004 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	3005 1 <input type="radio"/>	2 <input type="radio"/>

Question 30 continues on next page ---->

	Have: please give year implemented	Plan to put in place within 12 months	Do not have or plan to put in place
Self-directed work groups	3006 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	3007 1 <input type="radio"/>	2 <input type="radio"/>
Information-sharing with employees	3008 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	3009 1 <input type="radio"/>	2 <input type="radio"/>
Employee suggestion program	3010 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	3011 1 <input type="radio"/>	2 <input type="radio"/>
Joint labour-management committees	3012 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	3013 1 <input type="radio"/>	2 <input type="radio"/>
Progressive disciplinary procedure	3014 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	3015 1 <input type="radio"/>	2 <input type="radio"/>
Employee performance evaluation	3016 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	3017 1 <input type="radio"/>	2 <input type="radio"/>
Individual incentives (pay based on performance, commissions)	3018 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	3019 1 <input type="radio"/>	2 <input type="radio"/>

31. If the company has a policy or program on employee performance evaluation, how many **non-management** employees were regularly evaluated under this policy during your last complete fiscal year?

→ Please refer to the Definitions sheet accompanying this questionnaire.

3100 ☐ ☐ ☐ ☐ ☐ ----> If not applicable to your company, please report 0 (zero).

32. If the company has a program of individual incentives (pay based on performance, commissions), how many **non-management** employees participated in the program during your last complete fiscal year?

3200 ☐ ☐ ☐ ☐ ☐ ----> If not applicable to your company, please report 0 (zero).

33. Which of the following policies or programs related to productivity are the **three** most important ones for your business?

→ Check **three** only.

- 3300 ☐ Problem solving teams
- 3301 ☐ Flexible job design (including job rotation and multi-skilling)
- 3302 ☐ Using more temporary and part-time labour
- 3303 ☐ Self-directed work groups
- 3304 ☐ Information-sharing with employees
- 3305 ☐ Employee suggestion program
- 3306 ☐ Joint labour-management committees
- 3307 ☐ Progressive disciplinary procedure
- 3308 ☐ Employee performance evaluation
- 3309 ☐ Individual incentives (pay based on performance, commissions)
- 3310 ☐ Other – please specify: 3312
- 3311 ☐ None of the above is important for the success of my business

----> Go to Question 36.

34. For the key issues selected in Question 33, how important are the following barriers in preventing your company from putting in place or improving a policy or program to deal with the issue?

		Not important	Somewhat important	Very important
Lack of money	3400	1 <input type="radio"/>	2 <input type="radio"/>	3 <input type="radio"/>
Lack of management resources	3401	1 <input type="radio"/>	2 <input type="radio"/>	3 <input type="radio"/>
Lack of information (e.g. no known solution)	3402	1 <input type="radio"/>	2 <input type="radio"/>	3 <input type="radio"/>
Lack of expertise	3403	1 <input type="radio"/>	2 <input type="radio"/>	3 <input type="radio"/>
Employee concerns (including any limits imposed by a collective agreement)	3404	1 <input type="radio"/>	2 <input type="radio"/>	3 <input type="radio"/>
Other – please specify: 3406 <input type="text"/>	3405	1 <input type="radio"/>	2 <input type="radio"/>	3 <input type="radio"/>

35. For the key issues selected in Question 33, would the following government initiatives help your company to put in place or improve a policy or program to deal with the issue?

		Not helpful	Somewhat helpful	Very helpful
Printed information (e.g. on industry best practices, model policies, etc.)	3500	1 <input type="radio"/>	2 <input type="radio"/>	3 <input type="radio"/>
Internet-based information	3501	1 <input type="radio"/>	2 <input type="radio"/>	3 <input type="radio"/>
Training program	3502	1 <input type="radio"/>	2 <input type="radio"/>	3 <input type="radio"/>
Conducting research	3503	1 <input type="radio"/>	2 <input type="radio"/>	3 <input type="radio"/>
Labour/management/government discussion forum	3504	1 <input type="radio"/>	2 <input type="radio"/>	3 <input type="radio"/>
Other – please specify: 3506 <input type="text"/>	3505	1 <input type="radio"/>	2 <input type="radio"/>	3 <input type="radio"/>

36. Compared with the previous year, how would you rate your productivity for your last complete fiscal year?

→ Check one only.

3600

1 ☐ Much better

4 ☐ Worse

2 ☐ Better

5 ☐ Much worse

3 ☐ About the same

8 ☐ Don't know

37. Compared with your main competitors, how would you rate your productivity for your last complete fiscal year?

→ Check one only.

3700

1 ☐ Much better

4 ☐ Worse

2 ☐ Better

5 ☐ Much worse

3 ☐ About the same

8 ☐ Don't know

Section G: Hiring and separations

38. How many employees did the company hire during your last complete fiscal year?
(Please exclude employees recalled from layoffs or returning after the end of labour disputes.)

3800 ----> If not applicable to your company, please report 0 (zero).

39. During your last complete fiscal year, did any employees leave the company, either voluntarily or involuntarily?

3900 1 ☐ Yes 3 ☐ No ----> Go to Question 42.

40. Please estimate by reason the number of employees who left the company during your last complete fiscal year.

a) Resignations (no special incentives)	4000	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
b) Temporary lay-offs ¹	4001	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
c) Permanent lay-offs (no recall expected) ²	4002	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
d) Special workforce reductions ³	4003	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
e) Dismissal for cause	4004	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
f) Retirement (no special incentives)	4005	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
g) Other reason for permanent separation – please specify:	4006	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
4007	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

1. By temporary lay-offs, we mean that all laid-off employees are expected to be recalled.

2. Involuntary lay-offs with enhanced severance packages should be included with “Permanent lay-offs (no recall expected)”. Voluntary lay-offs with enhanced severance packages are considered to be Special workforce reductions.

3. Special workforce reductions include resignations and early retirements induced through special financial incentives (e.g. where employees leave voluntarily).

41. If you reported any resignations under Question 40. a) above, how many of these employees were hired less than 12 months before they resigned?

4100 ----> If not applicable to your company, please report 0 (zero).

Section H: Older workers

42. Does the company have or plan to put in place in the next 12 months any of the following arrangements to encourage workers to keep working beyond the age at which they could retire?

-> If year implemented is unknown, please report 9999.

-> Check only one for each policy / program.

	Have: please give year implemented	Plan to put in place within 12 months	Do not plan to put in place within 12 months
Transfer to less demanding jobs	4200 <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	4201 1 <input type="radio"/>	2 <input type="radio"/>
Transfer to more desirable shift schedules	4202 <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	4203 1 <input type="radio"/>	2 <input type="radio"/>
Additional paid vacation	4204 <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	4205 1 <input type="radio"/>	2 <input type="radio"/>

Question 42 continues on the next page ---->

	Have: please give year implemented	Plan to put in place within 12 months	Do not plan to put in place within 12 months
Additional paid sick leave	4206 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	4207 ¹ <input type="radio"/>	² <input type="radio"/>
Work shorter week (fewer days or fewer hours per day) without penalty in future pension benefits	4208 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	4209 ¹ <input type="radio"/>	² <input type="radio"/>
Work part-time while collecting partial pension	4210 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	4211 ¹ <input type="radio"/>	² <input type="radio"/>
Other – please specify: 4214 <input type="text"/>	4212 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	4213 ¹ <input type="radio"/>	² <input type="radio"/>

43. Does the company have or plan to put in place in the next 12 months any of the following arrangements to help employees prepare for retirement?

→ If year implemented is unknown, please report 9999.

➔ Check only one for each policy / program.

	Have: please give year implemented	Plan to put in place within 12 months	Do not plan to put in place within 12 months
Early retirement without penalty in pension benefits	4300 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	4301 1 <input type="radio"/> 2 <input type="radio"/>	2 <input type="radio"/>
Retirement preparation training	4302 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	4303 1 <input type="radio"/> 2 <input type="radio"/>	2 <input type="radio"/>
Work shorter week (fewer days or fewer hours per day) without penalty in future pension benefits	4304 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	4305 1 <input type="radio"/> 2 <input type="radio"/>	2 <input type="radio"/>
Work part-time while collecting partial pension	4306 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	4307 1 <input type="radio"/> 2 <input type="radio"/>	2 <input type="radio"/>
Other – please specify: 4310 <input type="text"/>	4308 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	4309 1 <input type="radio"/> 2 <input type="radio"/>	2 <input type="radio"/>

Section I: Company characteristics

44. During your last complete fiscal year, what was the maximum number of worksites in operation?

→ For the purposes of this survey, a worksite is defined as any separate physical location where the company conducts business and there is at least one employee working.

4400

45. Please report your gross operating revenue from federal activities for your last complete fiscal year.

4500 \$.00

46. Please report your gross operating expenditure from federal activities for your last complete fiscal year

4600 \$.00

47. As of the last day of your last complete fiscal year, what percentage of the assets of the company were held by foreign interests? If you are unsure, please give the approximate percentage.

4700  %

48. Please provide the start and end dates for your last complete fiscal year.

	Day		Month		Year						
Start date:	4800	<input type="text"/>	<input type="text"/>	—	<input type="text"/>	<input type="text"/>	—	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
End date:	4801	<input type="text"/>	<input type="text"/>	—	<input type="text"/>	<input type="text"/>	—	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Section J: Comments

[illegible]

Please return the completed questionnaire in the accompanying self-addressed, pre-paid envelope within 30 days of receipt.

Thank you for your participation