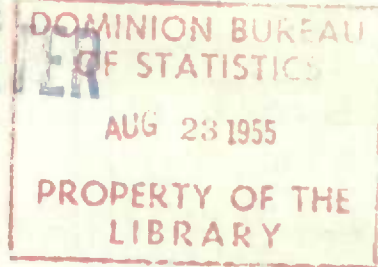


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DOES NOT CIRCULATE

DOMINION BUREAU OF STATISTICS
OTTAWA CANADA



EXPLANATORY MEMORANDUM

RE: FEDERAL GOVERNMENT EMPLOYMENT STATISTICS

1. The present statistics are the result of a new survey of Government of Canada employment published each month since April, 1952. They replace statistics formerly known as "Federal Civil Service Employment and Payrolls" published annually.
2. The present survey covers the employment of all the departmental services, Departmental Corporations, Agency and Proprietary Corporations (1) and Other Quasi-Independent Bodies (2). The statistics relate only to civilian employees and members of the Force (R.C.M.P.); members of the Armed Services being excluded. Departmental services the statistics cover both numbers and earnings of all categories employed, including Deputy Ministers. For boards, commissions and other agencies, members or officers of which serve on a full-time basis and whose salaries are fixed accordingly, are included, whereas directors or board members, who are paid on a per diem basis, or receive a nominal honorarium for their services, are excluded.
3. A description of the source of data and basis upon which the information is supplied for the purposes of these statistics is contained in the following:

CONTINUING EMPLOYEES - CLASSIFIED POSITIONS -

4. The Treasury Board now maintains individual position personnel records on an establishment basis for what are called "classified positions" in the various departments and branches of the government, the employees of which come within the general purview of Treasury Board regulation and control. A tabulation from these records, which are on punch cards, provides the count of numbers of employees and their annual rate of salary which is converted to a monthly rate for the purpose of the statistics. The tabulations are run once a month as of the end of the month, allowing seven days after the close of the month to pick up changes in records affecting the previous month's figures. Because of an inevitable time-lag in the routing of position and personnel changes through the normal Civil Service channels and the posting of these changes on Treasury Board records, it is not always possible to include all of the changes for the previous month and the count of employees for any given month therefore will not necessarily represent exactly the number of staff actually on strength at the end of the month.

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- (1) Financial Administration Act (1951) Chapter 116, R.S. 1952.
 - (2) Includes Halifax Relief Commission, International Fisheries Commissions (Salmon and Halibut) and Office of the Custodian.

Prepared in the Public Finance and Transportation Division.

Revised.
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5. Also the earnings figures given for employees in the classified positions, being based on an annual salary rate, will not necessarily equal the actual amounts paid in salaries for any given month as would be the case if actual payroll records were used.

6. However, these factors are not considered to be of such significance as to seriously militate against the usefulness of the statistics.

7. In addition to the individual position personnel records maintained for classified positions, position records are also maintained in the offices of Treasury Board for the following boards, commissions and agencies:

Agricultural Prices Support Board	Income Tax Appeal Board
Air Transport Board	International Boundary Commission
Board of Grain Commissioners	International Joint Commission
Board of Transport Commissioners	National Gallery of Canada
Canadian Government Elevators	Newfoundland Fish Board
Canadian Maritime Commission	Penitentiaries, Office of the Commissioner
Canadian Pension Commission	Soldier Settlement and Veterans' Land Act
Civil Service Commission	Statute Revision Commission
Criminal Code Revision Commission	Tariff Board
Dominion Coal Board	Unemployment Insurance Commission
Fisheries Prices Support Board	War Veterans' Allowance Board

8. Individual records are not maintained in the office of the Treasury Board for the following, and statistical data are secured by a special form of report.

Atomic Energy Control Board	International Pacific Salmon Fisheries Commission
Canadian Farm Loan Board	
Canadian Patents and Development	Legislation
Defence Research Board	Senate
Fisheries Research Board of Canada	House of Commons
Halifax Relief Commission	Library of Parliament
International Fisheries Commission	National Battlefields Commission
(North Pacific Halibut Fisheries)	National Film Board
	National Research Council

EXEMPT CLASSES

Prevailing Rate, Ships' Crews and Casuals and Others

9. In the case of these categories of employees, individual personnel records for which are not maintained by Treasury Board, the data are reported to the Board on a basis of pay periods by a special form provided for this purpose. The reports from departments, both for numbers and earnings, are taken from actual payroll records.

10. In addition, certain special categories of employment are reported in a similar manner by departments, as follows:

Citizenship and Immigration - Teachers at Indian Schools and locally engaged staff abroad.

External Affairs - Locally-engaged staff abroad.

Mines and Technical Surveys - Field Services (Surveys) - Reported semi-annually.

Office of the Custodian - Entire staff.

Trade and Commerce - Locally-engaged staff abroad (reported quarterly by months).

The data thus maintained by or reported to the Treasury Board with respect to all of the foregoing categories of employees is transmitted to the Bureau of Statistics monthly and forms the basis for compilation of the statistics.

AGENCY AND PROPRIETARY CORPORATIONS

11. Statistics for the following are provided for this survey by the Employment Statistics Section of the Bureau.

Atomic Energy of Canada Ltd.	Defence Construction Ltd.
Bank of Canada	Eldorado Mining and Refining Ltd.
Canadian Arsenals Ltd.	Export Credits Insurance Corp.
Canadian Broadcasting Corp.	Federal District Commission (1)
Canadian Commercial Corp.	Hudson Bay Railway
Canadian National Railways	Industrial Development Bank
Canadian National (West Indies) Steamships Ltd.	National Harbours Board
Canadian Overseas Telecommunication Corp.	Northern Transportation Co. (1947) Ltd.
Canadian Wheat Board	Northwest Territories Power Commission
Central Mortgage and Housing Corp.	Polymer Corporation Ltd.
Crown Assets Disposal	Prince Edward Island Car Ferry
	St. Lawrence Seaway Authority
	Trans-Canada Air Lines

(1) Departmental Corporation.

COMPARABILITY WITH FORMER SURVEY

The old statistical series, 1939 to 1952, for government departments was intended to include only the number of permanent and temporary employees in the general administrative departments (generally speaking, those coming under the Civil Service Act). It did not include a count of what were described as "non-enumerated" classes. Not all departments, however, followed the same definition for "non-enumerated" classes, with the result that some casuals and prevailing rate employees were included as temporaries.

The new series, commencing April, 1952 for government departments, however, includes numbers not only for permanent and temporary employees but also for prevailing rate, casuals and others and ships' officers and crews.

For these and other reasons, mainly due to different interpretations of what was included as "non-enumerated" classes, it is not possible to make completely accurate comparisons, especially for branches or services of departments, between the present and former series of statistics. Also, the former series of "Civil Service Statistics" originally was based on the number of employees on strength at the end of the month and the total of salaries or wages paid for that month, the latter taken from payroll records. This system for reporting numbers of employees was, however, neither uniformly nor consistently followed throughout the years by all departments, and in some instances the data for both numbers and earnings were taken from payroll records.

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