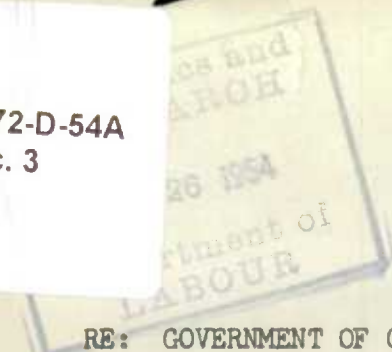


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DOMINION BUREAU OF STATISTICS

OTTAWA CANADA

EXPLANATORY MEMORANDUM

RE: GOVERNMENT OF CANADA - EMPLOYMENT AND PAYROLL STATISTICS

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1. These statistics are now being published monthly as a "Special Compilation" commencing with April 1952, replacing what was known as "Civil Service Statistics" formerly published annually. While the statistics as published are compiled in the Bureau, data are provided mainly through the offices of the Treasury Board.
2. The statistics relate only to civilian employees, members of the Armed Services being excluded. For 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 the statistics is contained in the following.

PERMANENT AND TEMPORARY 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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Prepared in the Public Finance and Transportation Division

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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. Boards and Commissions, the personnel establishments of which are included in Treasury Board records or classified positions are:

Agricultural Prices Support Board	International Boundry Commission
Air Transport Board	International Joint Commission
Board of Grain Commissioners	National Gallery of Canada
Board of Transport Commissioners	National Council on Physical Fitness
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
Foreign Insects Control Board	National Capital Planning Committee
Income Tax Appeal Board	

PREVAILING RATES, CASUAL EMPLOYEES  
AND SHIP'S CREWS.

8. 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 semi-monthly on a special form provided for this purpose. The reports from departments in this respect both for members and earnings, are taken from actual payroll records.

BOARDS AND COMMISSIONS, ETC., REPORTING  
MONTHLY TO TREASURY BOARD.

9. A special form of report based on the use of payroll records, is also used by the Board for obtaining the data for those boards and commissions, etc., which function more or less outside the purview of Treasury Board administration, and for which therefore no record of personnel establishments is maintained by the Treasury Board. The agencies supplying employment data in this manner are:

Atomic Energy Control Board  
Canadian Farm Loan Board  
Canadian Patents and Development  
Commodity Prices Stabilization Corp.  
Defence Research Board  
Fisheries Research Board of Canada  
Halifax Relief Commission  
International Pacific Salmon Fisheries  
Commission

International Pacific Fisheries Commission  
(Halibut)  
Legislation  
Senate  
House of Commons  
Library of Parliament  
National Battlefields Commission  
National Film Board  
National Research Council

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

Citizenship and Immigration - Employees of Indian Agencies and Teachers at  
Indian Schools

External Affairs - Locally-engaged staffs abroad.

Mines and Technical Surveys - Field Services (Surveys) - (reported semi-annually)

R.C.M.P. - Constables and non members of the Force

Secretary of State - Office of the Custodian

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

Federal Government Employees of the Eastern Rockies Forest Conservation Board are reported directly to the Bureau of Statistics.

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.

#### GOVERNMENT ENTERPRISES

11. Finally, the statistics for the government enterprises as listed hereunder and for the Federal District Commission are obtained from the Employment Statistics Section of the Bureau:

Atomic Energy of Canada, Ltd.

Bank of Canada

Canadian Arsenals Ltd.

Canadian Broadcasting Corp.

Canadian Commercial Corp.

Canadian National Railways

Canadian National (West Indies)

Steamships Ltd.

Canadian Overseas Telecommunication

Corp.

Canadian Wheat Board

Central Mortgage and Housing Corp.

Crown Assets Disposal Corp.

Defence Construction Ltd.

Defence Industries Ltd.

Eldorado Mining and Refining Ltd.

Export Credits Insurance Corp.

Industrial Development Bank

National Harbours Board

Northern Transportation Co. (1947) Ltd.

Northwest Territories Power Commission

Polymer Corp. Ltd.

Trans-Canada Air Lines



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COMPARABILITY WITH FORMER "CIVIL SERVICE STATISTICS"

12. The former statistics were intended originally to include only the numbers of "permanent" and "temporary" employees in the general administrative departments and branches of the government or, 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 followed the same definition as to what classes of employees were to be reported as "non-enumerated", with the result that certain casuals or prevailing rates employees were included as temporaries in some instances). Salary and wage figures were, however, given for each of these three categories. Data for agencies outside the general purview of the civil service, such as crown companies or corporations and other more or less independent or autonomous agencies also were not included in the former statistics.

The new series of statistics, however, includes both numbers and relative payroll earnings, not only for the aforementioned categories of permanent and temporary employees, but also for "prevailing rates", "casuals" and "ship's crews", for each of which data are shown separately. In addition, it includes corresponding data for the boards, commissions, crown companies and corporations previously omitted.

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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