Public Service Employee Survey

Confidential when completed

Français au verso

To all Public Service employees

This month, you will have an opportunity to make your voice heard by participating in the Third Public Servicewide Survey. The results of this Survey will enable us to measure our progress since 2002 and to chart a way forward for the modernization of the Public Service of Canada.

In the 2002 Survey, you told us that you were proud of your jobs, you were satisfied with your career and that your organization was a good place to work. However, you also indicated that a number of issues needed improvement, such as workload, career development, harassment and discrimination. Departments and agencies responded by launching a number of initiatives and much has been accomplished since the last

We encourage you to take the time to fill out this survey, which is identical to the 2002 Survey. Your participation is voluntary. However, the greater the number of employees participating, the more accurate and representative the results will be across the Public Service.

We believe that making the Public Service of Canada a great place to work is everybrie's business. We invite you to help make a difference by participating in this very important Survey. Chartrons

Michelle Chartrand

President

Public Service Human Resources Management Agency of Canada

To all Public Service employees

All information provided to Statistics Canada through this survey is protected by law under the Statistics Act. No one, including your immediate supervisor manager, director, deputy minister or agency president, can access information you provide to Statistics Canada.

To ensure that your answers and your identity are protected, we have taken the following precautions:

- The survey is ANONYMOUS. Your name is not required.
- The data will be used only to produce statistical summaries in the form of tables and graphs.
- All tables will be verified to ensure that they do not reveal anyone's identity. If there are not at least 5 people with exactly the same characteristics for a table, the table will not be produced. You, as an individual will not be identified in any way.

Thank you for your cooperation.

Ivan Fellegi

Chief Statistician of Canada



After you have completed the questionnaire, place it in the postage-paid return envelope. seal it and return it to Statistics Canada through internal mail or Canada Post.



For more information, please visit the Internet site at http://www.hrma-agrh.gc.ca or call free of charge at 1-866-558-2947, from Canada or the United States.

TTY/TDD: 1-800-465-7735.

This questionnaire is available in alternative formats.

8-5300-359: 2005-08-19 STC/SSD-040-75153





How to complete this questionnaire

Use a black or blue pen to:

Mark a circle

 \checkmark

OR Print in a box

 $A \mid \mathcal{B}$

My Job World						
	Strongly agree	Mostly agree	Mostly disagree	Strongly disagree	Don't know	Not applicable
I have the materials and equipment I need to do my job.	1	2	3	4	7	5
2. The material and tools provided for my work, including software and other automated tools, are available in the official language of my choice.	1	2	3	4		5
3. When I prepare written materials, including electronic mail, I feel free to use the official language of my choice.	1	2	8	4	7	5
I am familiar with the provisions of my collective agreement.	1		3	4	7	5
5. I am classified fairly (my current group and level) compared with others doing similar work in my organization or elsewhere in the Public Service.		2	3	4	7	5
6. I feel pressured by others to work more than my regular hours.		2	3	4	7	5
7. I feel I can claim overtime compensation (in money or in leave) for the overtime hours that I work.	1	2	3	4	7	5
8. I am satisfied with my current work arrangement (e.g., regular hours, telework, compressed work week).	1	2	3	4	7	5

Do you currently work according to any of the following alternate working arrangements?			
a. Compressed work week	1 Yes	² No	
b. Flexible work schedule (i.e., variable start and end times)	¹ Yes	² No	
c. Telework	1 Yes	² No	
d. Job sharing	1 Yes	² No	
e. Income averaging	1 Yes	² No	

10. I am currently a shift worker.	1 Yes	² No
11. I am a full-time (i.e., 30 hours or more per week) or part-time worker.	¹ Full-time	² Part-time

		Always	Often	Sometimes	Rarely or never	Don't know	Not applicable
12.	I feel that the quality of my work suffers because of						
	a. constantly changing priorities	1	2	3	4	7	5
	b. lack of stability in the organization	1	2		4	7	5
	c. too many approval stages	1 /			4	7	5
	d. unreasonable deadlines	1	2	3	4	7	5
	e. having to do the same or more work, but with fewer resources		2	3	4	7	5
13.	I can complete my assigned workload during my regular working hours.	1	2	3	4	7	5
14.	I can balance my personal, tamily and work needs in my current job.	1	2	3	4	7	5
15.	In the past year, was compensated for the overtime worked (in money or in leave).	1	2	3	4	7	5
16.	I am encouraged to be innovative or to take initiative in my work.	1	2	3	4	7	5
17.	The training offered by my department (agency) is available in the official language of my choice.	1	2	3	4	7	5
18.	I have a say in decisions and actions that have an impact on my work.	1	2	3	4	7	5

Communication with my Immediate Supervisor

Your immediate supervisor is the person who evaluates your work performance.

<u> </u>	Strongly agree	Mostly agree	Mostly disagree	Strongly disagree	Don't know	Not applicable
19. I receive useful feedback from my immediate supervisor on my job performance.	1	2	3	4	7	5
20. I can count on my immediate supervisor to keep his or her promises.	1	2	3	4	7	5
21. I get adequate recognition from my immediate supervisor when I do a good job.	1	2	3	4		5
22. My immediate supervisor keeps me informed about the issues affecting my work.	1	2	3 (4	7	5
23. When I communicate with my immediate supervisor, I feel free to use the official language of my choice.	1	2	3	4	7	5
24. My immediate supervisor and I discuss the results I am expected to achieve.	1			4	7	5
25. I feel that I can disagree with my immediate supervisor on work-related issues without fear of reprisal.	1		3	4	7	5
26. My immediate supervisor assesses my work against identified goals and objectives.	1	2	3	4	7	5
27. If I were to suggest ways to improve how we do things, my immediate supervisor would take them seriously.	1	2	3	4	7	5
28. My immediate supervisor distributes the work fairly.	1	2	3	4	7	5
29. Subject to operational requirements, my immediate supervisor supports the use of flexible work arrangements (e.g., flexible hours, compressed work weeks, relework).	1	2	3	4	7	5
30. My immediate supervisor helps me determine my learning needs.	1	2	3	4	7	5
31. In your current job, how many supervisors he (If you have been in your current job for less to had since you started your current job.) 1 One 2 Two	•	ears, please	•		supervisors	s you have
32. Are you a supervisor?	Tillee of	THOLE				
1 Yes ² No						

My Work Unit

Your work unit includes you, your immediate supervisor and your colleagues.

		Strongly agree	Mostly agree	Mostly disagree	Strongly disagree	Don't know	Not applicable
33.	I am proud of the work carried out in my work unit.	1	2	3	4	7	5
34.	In my work unit, we work cooperatively as a team.	1	2	3	4	7	5
35.	In my work unit, we learn from our mistakes and do what it takes to correct them.	1	2	3	4		5
36.	My work unit periodically takes time out to rethink the way it does business.	1	2	3		7	5
37.	I am satisfied with the way in which informal complaints on workplace issues are resolved in my work unit.	1	2	3		7	5
38.	During meetings in my work unit, I feel free to use the official language of my choice.	1		B	4	7	5
39.	In my work unit, every individual, regardless of race, colour, gender or disability would be/is accepted as an equal member of the team.	1		3	4	7	5
40.	During the past 3 years, staff turnover has been a significant problem in my work unit.	1	2	3	4	7	5

My Skills and Career						
	Strongly agree	Mostly agree	Mostly disagree	Strongly disagree	Don't know	Not applicable
41. I get the training I need to do my job.	1	2	3	4	7	5
42. I am able to get on-the-job coaching to help me improve the way I do my work.	1	2	3	4	7	5
43. I have opportunities to develop and apply the skills I need to enhance my career.	1	2	3	4	7	5
44. My immediate supervisor does a good job of helping me develop my career.	1	2	3	4	7	5
45. My department (agency) does a good job of supporting employee career development.	1	2	3	4	7	5

	Strongly agree	Mostly agree	Mostly disagree	Strongly disagree	Don't know	Not applicable
46. I believe I have opportunities for promotion within my <u>department or agency</u> , given my education, skills and experience.	1	2	3	4	7	5
47. I believe I have opportunities for promotion within the <u>Public Service</u> , given my education, skills and experience.	1	2	3	4	7	5
48. I would be reluctant to ask for a developmental opportunity (secondment, new project, etc).	1	2	3	4	7	5

49.	Did you request a developmental assignment (such as secondment or new project) in the last three years?	1 Yes 2 No - Go to question 52
50.	In the last three years, were you denied a developmental assignment?	1 Yes No - Go to question 52
51.	Were you given a reasonable explanation or justification for the denial of the assignment?	1 Yes No
·		_ U/\>
	<u> </u>	

		No	t at all	Miı	nimally	Мо	derately	Sigr	nificantly		Don't know		Not olicable
	erall, I am satisfied with my career ogress in the Public Service.	7		2		3		4		7		5	
the car	what extent, if at all, have any of a following adversely affected your reer progress in the Rublic Service or the last three years?												
a.	Conflict between work and family or personal obligations	1		2		3		4		7		5	
b.	Lack of access to language training in my second official language	1		2		3		4		7		5	
c.	Lack of access to learning opportunities	1	•	2		3		4		7		5	
d.	Lack of access to developmental assignments	1	•	2	•	3		4	•	7		5	
e.	Lack of information about job opportunities	1	•	2	•	3		4		7	•	5	
f.	Restriction in the area of competitions	1		2		3	•	4		7		5	
g.	Level of education	1		2		3		4		7		5	
h.	Discrimination (See definition in question 58.)	1		2		3		4		7		5	

Harassment and Discrimination Harassment is any improper conduct by an individual, that is directed at and offensive to another person or persons in the workplace, and that the individual knew or ought reasonably to have known would cause offence or harm. It comprises any objectionable act, comment or display that demeans, belittles, or causes personal humiliation or embarrassment, and any act of intimidation or threat. It includes harassment within the meaning of the Canadian Human Rights Act. 54. In the past two years, have you been the victim of harassment on the job? Yes No - Go to question 56 Never Once Not applicable than twice 55. From whom did you experience harassment on the job? a. Co-workers **b.** Individuals with authority over me 3 c. Individuals working for me d. Individuals for whom I have a custodial responsibility (e.g., inmates, offenders, patients, detainees) e. Individuals from other departments or agencies f. Members of the public (individuals or organizations) 56. In the past two years, have you been the victim of physical violence on the job? Yes No - Go to question 58 **57.** From whom did you experience physical violence on the job? (Mark all that apply.) 01 Co-workers 02 Individuals with authority over me 03 Individuals working for me 04 Individuals for whom I have a custodial responsibility (e.g., inmates, offenders, patients, detainees) 05 Individuals from other departments or agencies 06 Members of the public (individuals or organizations)

dist upo gro	tinction on other unds un	tion means to treat someone differently or unfairly because of a personal characteristic or which, whether intentional or not, has an effect which imposes disadvantages not imposed is or which withholds or limits access to other members of society. There are eleven prohibited ader the <i>Canadian Human Rights Act</i> : race, national or ethnic origin, colour, religion, age, sex, nation, marital status, family status, mental or physical disability and pardoned conviction.
58.	In the p	ast two years, have you been the victim of discrimination on the job?
	1	Never - Go to question 61
	2	Once or twice
	3	More than twice
59.		hom did you experience discrimination on the job? all that apply.)
	01	Co-workers Co-workers
	02	Individuals with authority over me
	03	Individuals working for me
	04	Individuals for whom I have a custodial responsibility (e.g., inmates, offenders, patients, detainees)
	05	Individuals from other departments or agencies
	06	Members of the public (individuals or organizations)
60.		indicate the type of discrimination you experienced.
		all that apply.)
	01	Race
	02	National or ethnic origin
	03	Colour
	04	Religion
	05	Age
	06	Sex
	07	Marital status
	08	Family status
	09	Mental or physical disability
	10	Pardoned conviction
	11	Sexual orientation

	Strongly agree	Mostly agree	Mostly disagree	Strongly disagree	Don't know	Not applicable
61. I am satisfied with the way in which my work unit responds to matters related to harassment and discrimination.	1	2	3	4	7	5
62. I am satisfied with the way in which my <u>department or agency</u> responds to matters related to harassment and discrimination.	1	2	3	4	7	5
63. My department or agency works hard to create a workplace that prevents harassment and discrimination.	1	2	3	4		5

Sta	ffing						
		Strongly agree	Mostly agree	Mostly disagree	Strongly disagree	Don't know	Not applicable
64.	In my work unit, I believe that we hire people who can do the job.	1	\$	3	4	7	5
65.	In my work unit, the process of selecting a person for a position is done fairly.	1		3	4	7	5
66.	When I was a candidate in competitions during the past three years, I found that the competitions were run in a fair manner.		2	3	4	7	5
67.	When I was a candidate in competitions during the past three years, I had the opportunity to demonstrate my capabilities for the position.	1	2	3	4	7	5
68.	In the past three years, how many promotion Nane More than one	ns have yo	u had?				
69.	In total, how many years have you been at y (Please include any acting position.) 1 Less than three years	our curren	t group and	d level?			
	2 3 to 10 years 3 11 to 20 years 4 More than 20 years						

				cupation			ettoro in	diaata t	ha	first two	attara	[a a	CTCC	V india	oto	CT1)
(If your group is composed of more than 2 letters, indicate the first two letters [e.g., ST-SCY, indicate ST].) (If you are in an acting position, specify the group of the acting position.)																
01		AC	14	CS	27		FI	40		LI	53		PG	66		SR
02		AG	15	СХ	28		FO	41		LS	54		PH	67		ST
03		Al	16	DA	29		FR	42		MA	55		PI	68		SW
04		AO	17	DD	30		FS	43		MD	56		PM	69		TE
05		AR	18	DE	31		GL	44		MM	57		PR	70		TI
06		AS	19	DS	32		GS	45		MT	58		PS	71		TR
07		AU	20	ED	33		GT	46		ND	59		PX	12		UT
08		ВІ	21	EG	34		GX	47		NU	60		BO	73		VM
09		CA	22	EL	35		HP	48		OE	61		\\ \(\)	74		WP
10		СН	23	EN	36		HR	49		ОМ	62		SE	75		Other
11		СМ	24	ES	37		HS	50		OP	63		sg			
12		CO	25	EU	38		IS	51		PC<	84		SI			
13		CR	26	EX	39		LA	52		PE	> 65		SO			
				five peop I with oth						nal group	in a ι	ınit	,			
			<u> </u>	esponds		•			$\overline{}$	$\stackrel{\searrow}{\searrow_2}$						
				ng positio		Cu		(0)	>	у:						
01		less tha	an \$30,00	00	05		\$60,00	0 to \$6	9,9	99						
02		\$30,00	0 to \$39,	999	06	(\$70,00	> 10 to \$7	9,9	99						
03		\$40,00	0 to \$49,	999	07	1	\$80,00	00 to \$8	9,9	99						
04					× /8			00 or mo								
\$50,000 to \$59,999 \$90,000 or more																
Service to Clients																
orus	ubli	o contin	ample.	voo doliv	ore coo	do	or provi	idoc oo	rvi	ooc to a	oliont	1	diont oc	uld bo	ana	thor

Every public service employee delivers goods or provides services to a client. A client could be another public service employee of a member of the Canadian public or other clients outside Canada.

	Strongly agree	Mostly agree	Mostly disagree	Strongly disagree	Don't know	Not applicable
72. My work unit has clearly defined client service standards.	1	2	3	4	7	5
73. My work unit regularly applies the client service standards.	1	2	3	4	7	5
74. In my work unit, there are mechanisms in place for linking client feedback or complaints to employees who can act on the information.	1	2	3	4	7	5
75. I have the flexibility to adapt my services to meet my clients' needs.	1	2	3	4	7	5

Му	Organization (Department or	Agenc	y)				
		Strongly agree	Mostly agree	Mostly disagree	Strongly disagree	Don't know	Not applicable
76.	I can clearly explain to others the direction (for example, the vision, values or mission) of my organization	1	2	3	4	7	5
77.	I have good ongoing communication with others in my organization who work on similar projects or issues.	1	2	3	4	7	5
78.	I feel that senior management does a good job of sharing information.	1	2	3	4		5
79.	Senior management actively supports the use of flexible work arrangements (flexible hours, compressed work weeks, telework, etc).	1	2	3		7	5
80.	Supervisors and senior managers are committed to ensuring occupational health and safety in my workplace.	1	2	3	4	7	5
81.	If I am faced with a health and safety issue in the workplace, I know where I can go for help in resolving the situation.	1		3	4	7	5
82.	If I am faced with an ethical dilemma or a conflict between values in the workplace, I know where I can go for help in resolving the situation.		2	3	4	7	5
83.	I feel I can initiate a formal redress process (grievance, right of appeal, health and safety, etc.) without fear of reprisal.	1	2	3	4	7	5
84.	I believe that senior management will try to resolve concerns raised in this survey.	1	2	3	4	7	5
85.	I believe that senior management has made progress toward resolving the issues raised in the 2002 Public Service Employee Survey.	1	2	3	4	7	5
86.	I am strongly committed to making my organization successful.	1	2	3	4	7	5
87.	Overall, my organization treats me with respect.	1	2	3	4	7	5
88.	My organization is a good place to work.	1	2	3	4	7	5
89.	I am satisfied with my career in the Public Service.	1	2	3	4	7	5

Labour Management Relations						
	Strongly agree	Mostly agree	Mostly disagree	Strongly disagree	Don't know	Not applicable
90. My immediate supervisor understands and respects the provisions of my collective agreement.	1	2	3	4	7	5
91. Senior managers respect the provisions of my collective agreement.	1	2	3	4	7	5
92. Senior management in my organization engages in meaningful consultation with my union on workplace issues.	1	2	3	4	7	5
93. The relationship between my union and senior management in my organization is highly productive.	1	2	3	4		5
94. The relationship between my union and Treasury Board of Canada Secretariat is highly productive.	1	2	3	4	7	5

Ge	neral	Information ()
95.	In total,	how many years have you been working for the Public Service?
	1	Less than 3 years
	2	3 to 10 years
	3	11 to 20 years
	4	More than 20 years
96.	In total, working	how many years have you been working for the department or agency in which you are currently ?
	1	Less than 3 years
	2	3 to 10 years
	3	11 to 20 years
	4	More than 20 years
97.	What is	your current employee status?
	1	Indeterminate (permanent)
	2	Seasonal
	3	Term
	4	Casual
	5	Other (e.g., student, governor-in-council appointment, minister's exempt staff)

98.	In which organizational unit are you currently working? (Please select your unit from the organizational unit list included.)	
	Code	
99.	Are you planning to leave the Public Service within the next five y	ears?
	1 Yes	
	No - Go to question 102	
100.	Within what time frame do you anticipate leaving the Public Service	ce?
	a. The next year? 1 Yes 2 No 3	Maybe
	b. 1 to 3 years?	Maybe
	c. 3 to 5 years?	Maybe
101.	How important would each of the following reasons be for your departure from the Public Service?	Not Somewhat Very Not applicable important
	a. Retirement	1 2 3 4
	b. Family obligations	1 2 3 4
	c. Return to school	1 2 3 4
	d. To pursue other employment opportunities	1 2 3 4
	e. Health (burnout, disability, etc.)	1 2 3 4
	f. To make better use of my training and skills	1 2 3 4
	g. End of contract or term of employment	1 2 3 4
	h. Workplace difficulties (conflict with management or colleagues, work environment, etc.)	1 2 3 4
	i. Workforce Adjustment Program	1 2 3 4
	 j. Work unit transferred to private sector or other level of government 	1 2 3 4
102.	What is your first official language?	
	1 English	
	² French	

103. What are the language requirements of your position?					
¹ Bilingual					
² Unilingual English					
Unilingual French					
Either English or French					
104. Do you occupy a position in which you provide services directly to the public as a regular part of your job?					
1 Yes					
No - Go to question 106					
105. In which official language(s) do you provide services to the public?					
1 English only					
² French only					
Both English and French					
106. In which province or territory do you work? (Mark only one.)					
National Capital Region ► Go to question 108					
Ontario (excluding National Capital Region)					
Quebec (excluding National Capital Region) Go to question 107					
Northwest Territories					
02 Nunavut					
03 Yukon					
04 British Columbia					
05 Alberta					
O6 Saskatchewan					
Of Manitoba Go to question 108					
11 New Brunswick					
12 Nova Scotia					
13 Prince Edward Island					
Newfoundland and Labrador					
Outside Canada					

107. Do you work in a designated bilingual area of Quebec or Ontario?
Bilingual regions of Montréal, the Eastern Townships or the Gaspé area
Eastern or Northern Ontario
I do not work in one of these areas
108. What is your age group?
1 Up to 29 years
² 30 to 39 years
³ 40 to 49 years
4 50 to 54 years
5 55 years and over
109. What is your gender?
1 Male
² Female
110. What is the highest level of education you have ever completed?
Secondary/high school graduation certificate or equivalent or less
Diploma or certificate from a community college, CEGEP, institute of technology, nursing school, etc. or a trades certificate or diploma
University certificate or diploma below the bachelor's level
Bachelor's degree (e.g., BA, BSc)
University certificate or diploma above the bachelor's level including Master's degree (e.g., MA, MSc, MEd) or professional degree (e.g., LLB, degree in medicine, dentistry, veterinary medicine or optometry [MD, DDS, DMD, DVM, OD]) or earned doctorate (e.g., PhD, DSc, DEd)
111. Do you have a professional designation (e.g., CGA, CMA, etc.)?
1 Yes
² No
112. Are you an Aboriginal person?
(An Aboriginal person is a North American Indian or a member of a First Nation, a Métis or an Inuk. North American Indians or members of a First Nation include status, treaty or registered Indians, as well as non-status and non-registered Indians.)
¹ Yes
² No

113. Are you a person with a disability?
(A person with a disability has a long-term or recurring physical, mental, sensory, psychiatric or learning impairment and considers himself or herself to be disadvantaged in employment by reason of that impairment, or believes that an employer or potential employer is likely to consider him or her to be disadvantaged in employment by reason of that impairment, and includes persons whose functional limitations owing to their impairment have been accommodated in their current job or workplace.)
¹ Yes
No - Go to question 115
114. Are you provided with the accessibility tools and/or alternate media resources that are critical in the performance of your work?
1 Yes
² No
Not applicable
115. Are you a member of a visible minority group?
(A member of a visible minority in Canada may be defined as someone (other than an Aboriginal person) who is non-white in colour/race, regardless of place of Birth. For example, Black, Chinese, Filipino, Japanese, Korean, South Asian/East Indian, Southeast Asian, non-white West Asian, North African or Arab, non-white Latin American, person of mixed origin (with one parent in one of the visible minority groups in this list), or other visible minority group.
1 Yes
² No
116. Did you complete and return a questionnaire in the last Public Service Employee Survey (2002)?
1 Yes
2 No.

Thank you for your co-operation in completing this questionnaire about your work world.

Your views are essential to the renewal of the Public Service.