

Canadian Food Inspection Agency (CFIA) Employee Survey

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Confidential when completed

Français au verso

To all CFIA employees,

Many of you will remember that in 2003 you were invited to complete the first ever Agency-wide Employee Survey. Some 3,600 or 60.7% of the CFIA workforce at the time took up the offer. Your input provided a wealth of information about how you viewed your work and your workplace.

In the 2003 survey, you told us that you were committed to the success of the Agency and that you took pride in the work that you do, however you also indicated that we needed to make progress on several issues. Senior management responded by launching a number of initiatives and much has been accomplished since the last survey.

I have asked that a second survey be conducted to assess our progress and the work still needed to be done.

I am asking you once again to take the time to fill out this important survey. We can only address your concerns if we know what they are. Although **your participation is voluntary**, the greater number of employees who participate, the more accurate and representative will be the requit in regards to your workplace and the Agency as a whole. **Please be assured that your responses will be kept anonymous and confidential.**

The results of this second survey will enable us to measure our progress cince 2003 and to chart a way forward for the future.

I believe that making the Agency a great place to work is everyon a's business. I therefore invite you to make a difference by having your voice heard.

Thank you for your time and participation.

François Guimont

President, Canadian Food Inspection Agency

To all CFIA 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 or 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 **(N)NYMOUS**. Your name is not required.
- The data will be used only to produce statistical summaries in the form of tables and graphs.
- All tables vill 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 vill 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 via Canada Post.

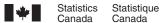


For more information, please visit the CFIA intranet site at http://merlin.inspection.gc.ca/english/pres/sursone.asp

This questionnaire is available in alternative formats upon request.

1 Sell

8-5300-495: 2006-09-20 STC/SSD-040-75153





How to complete this questionnaire

Use a black or blue pen to: Mark a circle

My	Job World						
		Strongly agree	Mostly agree	Mostly disagree	Strongly disagree	Don't know	Not applicable
1.	My workspace supports my job requirements.	1	2	3	4	7	5
2.	I have the materials and equipment I need to do my job.	1	2	3	4	7	5
3.	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	7	5
4.	When I prepare written materials, including electronic mail, I feel free to use the official language of my choice.	1	2		4	7	5
5.	I am familiar with the provisions of my collective agreement.	1	2	3	4	7	5
6.	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
7.	I feel pressured by others to work more than my regular hours.	1	2	3	4	7	5
8.	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
9.	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	

11. I am currently a shift worker.	¹ Yes	² No
12. 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
13.	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	3	4	7	5
	c. too many approval stages	1	2	3	4	7	5
	d. unreasonable deadlines	1		3	4	7	5
	e. having to do the same or more work, but with fewer resources	1	2	3	4	7	5
14.	I can complete my assigned workle ad during my regular working hours.	1	2	3	4	7	5
15.	I can balance my persor. I, iamily and work needs in my current job.	1	2	3	4	7	5
16.	In the past year, I was compensated for the overtime worked (in money of in leave).	1	2	3	4	7	5
17.	I am encouraged to be innovative or to take initiative in my work.	1	2	3	4	7	5
18.	The training offered by the Agency is available in the official language of my choice.	1	2	3	4	7	5
19.	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.

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

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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
34. I am proud of the work carried out in my work unit.	1	2	3	4	7	5
35. In my work unit, we work cooperatively as a team.	1	2	3	4	7	5
36. In my work unit, we learn from our mistakes and do what it takes to correct them.	1	2	3	4	7	5
37. My work unit periodically takes time out to rethink the way it does business.	1	2	3	4	7	5
38. I am satisfied with the way in which informal complaints on workplace issues are resolved in my work unit.	1	2	3	4	7	5
39. During meetings in my work unit, I feel free to use the official language of my choice.	1	2	3	4	7	5
40. 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	2	3	4	7	5
41. 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						
	R	Strongly agree	Mostly agree	Mostly disagree	Strongly disagree	Don't know	Not applicable
42.	I get the training I need to do my job.	1	2	3	4	7	5
43.	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
44.	I have opportunities to develop and apply the skills I need to enhance my career.	1	2	3	4	7	5
45.	My immediate supervisor does a good job of helping me develop my career.	1	2	3	4	7	5
46.	The 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
47. I believe I have opportunities for promotion within the <u>Agency</u> , given my education, skills and experience.	1	2	3	4	7	5
48. I believe I have opportunities for promotion within the Public Service, given my education, skills and experience.	1	2	3	4	7	5
49. I would be reluctant to ask for a developmental opportunity (secondment, new project, etc).	1	2	3	4	7	5

Did you request a developmental assignment (such as secondment or new project) in the last three years?	1 Yes 2 No - Go to question 5	3
In the last three years, were you denied a developmental assignment?	1 Yes 2 No - Go to question 5	3
Were you given a reasonable explanation or justification for the denial of the assignment?	1 Yes No	

		Not at all	Minimally	Moderately	Significantly	Don't know	Not applicable
	verall, I am satisfied with my career ogress in the CFIA.	1	2	3	4	7	5
the ca	what extent, if at all, have any of e following adversely affected your reer progress in the CFIA over the st 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 oriicial 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 59.)	1	2	3	4	7	5

Ha	rassment and Discrimination				
or cau or	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 <i>Canadian Human Rights Act</i> .				
55.	In the past two years, have you been the victim of harassment on	the job?			
	1 Yes				
	No - Go to question 57				
56.	From whom did you experience harassment on the job?	Never	Once or twice	More than twice	Not applicable
	a. Co-workers	1	2	3	4
					4
	b. Individuals with authority over me		2	3	4
	c. Individuals working for me	1	2	3	4
	d. Industry Contacts	1	2	3	4
	e. Individuals from other departments or agencie.	1	2	3	4
	f. Members of the public (individue!s or organizations)	1	2	3	4
57.	In the past two years, have you been the victim of physical violence	ce on the jo	b?		
	1 Yes				
	No - Go to question 59				
58.	From whom did you experience physical violence on the job? (Mark all that apply.)				
	O1 Co-workers				
	102 Individuals with authority over me				
	03 Individuals working for me				
	04 Industry Contacts				
	⁰⁵ Individuals from other departments or agencies				
	Members of the public (individuals or organizations)				

dist upo gro	inction on other unds ur	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 inder the <i>Canadian Human Rights Act</i> : race, national or ethnic origin, colour, religion, age, sex, intation, marital status, family status, mental or physical disability and pardoned conviction.
59.	In the p	ast two years, have you been the victim of discrimination on the job?
	1	Never - Go to question 62
	2	Once or twice
	3	More than twice
60.		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	Industry Contacts
	05	Individuals from other departments or agencies
	06	Members of the public (individuals or organizations)
61	Dlagge	indicate the type of dispriry's tion you experienced
01.		indicate the type of discrimination you experienced. all that apply.)
	01	Race
	02	National or sincic 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

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

Sta	ffing						
		Strongly agree	Mostly agree	Mos.;; disagree	Strongly disagree	Don't know	Not applicable
65.	In my work unit, I believe that we hire people who can do the job.	1	2	3	4	7	5
66.	In my work unit, the process of selecting a person for a position is done fairly.	1	2	3	4	7	5
67.	When I was a candidate in competitions during the past three years, I found that the competitions were run in a fair manny.		2	3	4	7	5
68.	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
69.	In the past three years, how many promotion None One More than one	ns have yo	u had?				
70.	In total, how many years have you been at y (Please include any acting position.)	our curren	t group and	l level?			
	Less than three years						
	² 3 to 10 years						
	3 11 to 20 years						
	More than 20 years						

71.	(If you	r group is		d of more	than 2 lei	tters, indica roup of the			s [e.g., S	E-RES, indicate SE].)
	01	AG	06	CR	11	FI	16	PE	21	STDNT
	02	AS	07	cs	12	GL	17	PG	22	VM
	03	ВІ	08	EG	13	GS	18	PM	23	Other
	04	СН	09	ES	14	IM	19	SE		
	05	СО	10	EX	15	IS	20	SI		
	If there are not at least five people with the same occupational group in a unit, the data will be grouped with others to protect anonymity.									
72.	72. Which salary range corresponds to your current annual salary? (Please include any acting position.)									
	01	less tha	an \$30,000		05	\$60,000 to	\$69,999	7		
	02	\$30,000	0 to \$39,99	9	06	\$70,000 to	\$70 909) '		
	03	\$40,000	0 to \$49,99	9	07	\$80,000 to	\$39,993			
	⁰⁴ \$50,000 to \$59,999									

Service to Clients

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

	Strongly agree	Mostly agree	Mostly disagree	Strongly disagree	Don't know	Not applicable
73. My work unit has clearly defined client service standards.	1	2	3	4	7	5
74. My work unit regularly applies the client service standards.	1	2	3	4	7	5
75. 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
76. I have the flexibility to adapt my services to meet my clients' needs.	1	2	3	4	7	5

My	Organization (The Agency)						
		Strongly agree	Mostly agree	Mostly disagree	Strongly disagree	Don't know	Not applicable
77.	The Agency culture is one that values diversity in its employees.	1	2	3	4	7	5
78.	I can clearly explain to others the direction (for example, the vision, values or mission) of my organization.	1	2	3	4	7	5
79.	I have good ongoing communication with others in my organization who work on similar projects or issues.	1	2	3	4	7	5
80.	I feel that senior management does a good job of sharing information.	1	2	3	4	7	5
81.	Senior management actively supports the use of flexible work arrangements (flexible hours, compressed work weeks, telework, etc).	1	2	3	*	7	5
82.	Supervisors and senior managers are committed to ensuring occupational health and safety in my workplace.	1	2	3	4	7	5
83.	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	2	3	4	7	5
84.	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	1	2	3	4	7	5
85.	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
86.	I believe that senior management will try to resolve concerns raised in this survey.	1	2	3	4	7	5
87.	I believe that senior management has made progress toward resolving the issues raised in the 2003 Canadian Food Inspection Agency (CFIA) Employee Survey.	1	2	3	4	7	5
88.	I am strongly committed to making my organization successful.	1	2	3	4	7	5
89.	Overall, my organization treats me with respect.	1	2	3	4	7	5
90.	My organization is a good place to work.	1	2	3	4	7	5
91.	I am satisfied with my career in the Agency.	1	2	3	4	7	5

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

Ge	neral	Information
97.	In total,	how many years have you been working for the Public Service (including service with the CFIA)?
	1	Less than 3 years
	2	3 to 10 years
	3	11 to 20 years
	4	More than 20 years
98.	In total,	how many years have you been working for the CFIA?
	1	Less than 1 year
	2	1-2 years
	3	3-4 years
	4	More than 4 years
99.	What is	your current employee status?
	1	Indeterminate (permanent)
	2	Seasonal
	3	Term
	4	Other (e.g., student, governor-in-council appointment)
100.	In which	n organizational unit are you currently working? e select your unit from the organizational unit list included.)
	Code	

101. Ar	101. Are you planning to leave the CFIA within the next five years? 1 Yes 2 No - Go to question 104					
102. W	ithin what time frame do you anticipate leaving the CFIA?					
a.	. The next year? 1 Yes 2 No 3	Mayb	e			
b.	. 1 to 3 years? ¹ Yes ² No ³	Mayb	e			
c.	. 3 to 5 years? ¹ Yes ² No ³	Mayb	<u> </u>			
	ow important would each of the following reasons of for your departure from the CFIA?	Not at all important	Somewhat importen.*	Very important	Not applicable	
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 employm ∋n.	1	2	3	4	
h.	Workplace difficulties (conflict with management or co.'eagues, work environment, etc.)	1	2	3	4	
i.	Workforce Adjustmen. Program	1	2	3	4	
j.	Work unit transier ed to private sector or other level of give ment	1	2	3	4	
104. W	hat is your first official language?					
1	English					
2	French					
105. W	hat are the language requirements of your position?					
1	Bilingual					
2	Unilingual English					
3	Unilingual French Go to question 107					
4	Either English or French					

106. Do you meet the official language requirements of your positions?
¹ Yes
² No
107. 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 109
108. In which official language(s) do you provide services to the public?
¹ English only
² French only
Both English and French
109. In which province or territory do you work?
(Mark <u>only</u> one.)
National Capital Region • Go to question 11
Ontario (excluding National Capital Regica)
Quebec (excluding National Capital Region.)
Northwest Territories
02 Nunavut
⁰³ Yukon
04 British Columbia
05 Alberta
Sas'ratchewan
Of Manitoba Go to question 111
New Brunswick
Nova Scotia
Prince Edward Island
Newfoundland and Labrador
Outside Canada

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110. 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
111. 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
112. What is your gender?
1 Male
² Female
113. What is the highest level of education you have ever completed?
Secondary/high school graduction ceruficate or equivalent or less
Diploma or certificate from a community college, CEGEP, institute of technology, nursing school, etc. or a trades certificate or coloma
University certificate or diploma below the bachelor's level
Bachelor's ue ree (e.g., BA, BSc)
University certificate or diploma above the bachelor's level including Master's degree (e.g., MA, MSc, MEa) ceror essional degree (e.g., LLB, degree in medicine, dentistry, veterinary medicine or opterietry [MD, DDS, DMD, DVM, OD]) or earned doctorate (e.g., PhD, DSc, DEd)
114. 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

115. 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.)
Yes No - Go to question 117
116. 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 3 Not applicable
117. 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 orth. 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 No
118. Did you complete and return a quastionnaire in the last Canadian Food Inspection Agency (CFIA) Employee Survey (2003)? 1 Yes 2 No

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

Your views are important to the CFIA.