

Canada Customs and Revenue Agency - 2002 Employee Survey

Confidential when completed

Version française disponible

To all Canada Customs and Revenue Agency Employees:

When you were invited to complete the first ever Public Service Employee Survey (PSES) in 1999, many of you took up the offer. Your input provided a wealth of information about how you viewed your work and your workplace,

Together, we have accomplished a lot since the 1999 PSES. In addition to the transition to Agency status, we have initiated many changes that continue to revitalize our organization. The 2002 survey repeats many of the same questions as the first survey, but also includes new questions on official languages, health and safety, values and ethics, retention and labour management relations. Your input will identify the areas where we have made progress and the areas where we can still improve.

8-5300-466.1 L: 2002-04-26 STC / SSD- 040-75153





I encourage you to take the time to fill out the second survey and make your voice heard. We want to know your views on your workplace in order that we can continue working together to improve it.

Your participation is voluntary, and your response will be anonymous and confidential.

Thank you for your time and participation.



Alain Jolicoeur Deputy Commissioner

To all Canada Customs and Revenue Agency 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 commissioner, 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.

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Ivan P. 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, visit our intranet site http://infozone/english/r2732472/pses/default.htm or call us free of charge at 1-866-337-3360. TTY/TDD : 1-800-465-7735.

This questionnaire is available in alternative formats. Please contact your employment equity co-ordinator for details.

How to complete this ques Use a black or blue pen to: Mark a circle X OR Print in a b		aire B				
♦ My Job World						
	Strongly agree	Mostly agree	Mostly disagree	Strongly disagree	Don't know	Not applicable
1. I have the materials and equipment I need to do my job.		20	3	4	5 🔿	6
2. The material and tools provided for my work, including software and other automated tools, are available in the official language of my choice.		2	3	4	5 🔿	6
3. When I prepare written materials, including electronic mail, I feel free to use the official language of my choice.	1	2	3	4	5 🔿	6

	Strongly agree	Mostly agree	Mostly disagree	Strongly disagre	Don't know	Not applicable
4. I am familiar with the provisions of my collective agreement.	1	2	3		5	6
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.	1 ()			4	5 🔵	6
6. I feel pressured by others to work more than my regular hours.		2	3	4	5 🔿	6
7. I feel I can claim overtime compensation (in money or in leave) for the overtime hours that I work.	1	2	3	4	5 🔵	6
8. I am satisfied with my current work arrangement (e.g., regular hours, telework, compressed work week).	1	2	3	4	5 🚫	6

9. Do you currently work according to any of the following alternate working arrangements?	
a. Compressed work week	¹ \bigcirc Yes ¹ \bigcirc No
b. Flexible work schedule (i.e., variable start and end times)	¹ O Yes No
c. Telework	
d. Job sharing	
e. Income averaging	¹ O Yes ¹ O No
10. I am currently a shift worker.	
11. I am a full-time (i.e., 30 hours or more per week) or part-time worker.	¹ O Full-time ¹ O 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		2 🔿	3 🔿		5 🔿	6 🔿
b. lack of stability in the organization		2 🔿	3 O	4	5 🔿	6
c. too many approval stages			3 0	4 🔘	5 🔿	6 🔾
d. unreasonable deadlines	1	20	3 🔾	4 🔘	5 🔿	6 🔾
e. having to do the same or more work, but with fewer resources		2	3 🔾	4	5 🔵	6
13. I can complete my assigned workload during my regular working hours.	1	2	3 🔵	4 🔵	5 🔿	6
14. I can balance my personal, family and work needs in my current job.	1	2	3 🔿	4	5 🔵	6

	Always	Often	Sometimes	Rarely or never	Don't know	Not applicable
15. In the past year, I was compensated for the overtime worked (in money or in leave).	1	2	3	4	5 0	6
16. I am encouraged to be innovative or to take initiative in my work.	1 🔿	2	30	4	5 🔿	6
17. The training offered by the Agency is available in the official language of my choice.		20	3	4	5 🔵	6
18. I have a say in decisions and actions that have an impact on my work.		2	3	4	5 🔿	6

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
19. I receive useful feedback from my immediate supervisor on my job performance.	1	2	30		5 🔵	6 🔾
20. I can count on my immediate supervisor to keep his or her promises.	1		3	4	5 🔵	6
21. I get adequate recognition from my immediate supervisor when I do a good job.		2	3	4	5 🔿	6
22. My immediate supervisor keeps me informed about the issues affecting my work.	1 🔿	2	3	4	5 🔵	6
23. When I communicate with my immediate supervisor, I feel free to use the official language of my choice.	1	2	3	4	5 🔵	6

	Strongly agree	Mostly agree	Mostly disagree	Strongly disagree	Don't know	Not applicable
24. My immediate supervisor and I discuss the results I am expected to achieve.	1 🔿	2	3		5	6
25. I feel that I can disagree with my immediate supervisor on work-related issues without fear of reprisal.	1	2	30	4	5 🔵	6
26. My immediate supervisor assesses my work against identified goals and objectives.		2 O	3	4	5 🔿	6 🔾
27. If I were to suggest ways to improve how we do things, my immediate supervisor would take them seriously.		2	3	4	5 🔵	6 🔾
28. My immediate supervisor distributes the work fairly.	1 🔿	2	3 🔿	4	5 🔵	6

	Strongly agree	Mostly agree	Mostly disagree	Strongly disagree	Don't know	Not applicable
29. Subject to operational requirements, my immediate supervisor supports the use of flexible work arrangements						
(e.g., flexible hours, compressed work weeks, telework).	1 🔿	2 🔿	3		5 🔿	6
30. My immediate supervisor helps me determine my learning needs.	1		30	4	5 🔿	6
31. In your current job, how many supervi (If you have been in your current job for supervisors you have had since you state ¹ One ² O Two	r less tha rted your	m three	years, plea 5 job.)	v		nber of
32. Are you a supervisor?						
¹ Yes ² No						

♦ My Work Unit

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

	Strongly	Mostly	Mostly	Strongly	Don't	Not
	agree	agree	disagree	disagree	know	applicable
33. I am proud of the work carried out in my work unit.	1 🔿	2	30	4	5 🔿	6 🔵
34. In my work unit, we work cooperatively as a team.				4	5 🔿	6
35. In my work unit, we learn from our mistakes and do what it takes to correct them.		2	3	4	5 🔵	6
36. My work unit periodically takes time out to rethink the way it does business.		2	3	4	5 🔵	6
37. I am satisfied with the way in which informal complaints on workplace issues are resolved in my work unit.	1	2	3	4	5 🔵	6

	Strongly agree	Mostly agree	Mostly disagree	Strongly disagree	Don't know	Not applicable
38. During meetings in my work unit, I feel free to use the official language of my choice.	1 🔿	2	3		5 0	6
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 🔿		30	4	5 🔵	6
40. During the past 3 years, staff turnover has been a significant problem in my work unit.		2	3	4	5	6

My Skills and Career

Strongly agree	Mostly agree	Mostly disagree	Strongly disagree	Don't know	Not applicable
	2	3 ()		5 🔿	6
1	20	30	4	5 🔿	6
	2	3	4	5 🔵	6
	2	3	4	5 🔿	6
1	2	3	4	5 🔵	6
	00		agree agree disagree 1 2 3 1 2 3 1 2 3 1 2 3 1 2 3	agree agree disagree disagree 1 2 3 4 1 2 3 4 1 2 3 4 1 2 3 4 1 2 3 4 1 2 3 4 1 2 3 4 1 2 3 4	agreeagreedisagreedisagreedisagreeknow123451123451123451123451123451123451

	Strongly agree	Mostly agree	Mostly disagree	Strongly disagree	Don't know	Not applicable
46. I believe I have opportunities for promotion within the Agency, given my education, skills and experience.	1 🔿	2	3	4	5 0	6
47. I believe I have opportunities for promotion within the Public Service, given my education, skills and experience.	1 🔵	20	30	4	5 🔵	6
48. I would be reluctant to ask for a developmental opportunity (secondment, new project, etc).		2	3	4	5 🔵	6
 49. Did you request a developmental assignation of the second s	nment (s uestion		econdme	nt or new p	oroject)	in the
50. In the last three years, were you denie		-	al assignr	nent?		

¹ \bigcirc Yes ² \bigcirc No						
	Not at all	Mini- mally	Moder- ately	Signifi- cantly	Don't know	Not applicable
2. Overall, I am satisfied with my career progress in the Public Service.	1 🔿	2 🔿	30	4	5 🔵	6
3. To what extent, if at all, have any of the following adversely affected your career progress in the Public Service over the last three years?						
a. Conflict between work and family or personal obligations		2	3 🔘	4	5 🔿	6
b. Lack of access to language training in my second official language	1 🔿	2	3	4	5 🔿	6
c. Lack of access to learning opportunities	1	2	3	4	5 🚫	6

	Not at all	Mini- mally	Moder- ately	Signifi- cantly	Don't know	Not applicable
d. Lack of access to developmental assignments	1 🔿	2	3 🔿	4	50	6
e. Lack of information about job opportunities	1 🔵	2	3		5 🔿	6
f. Restriction in the area of competitions	1 🔵	20	30	4 🔵	5 🔿	6
g. Level of education		20	3	4 🔾	5 🔿	6
h. Discrimination (See definition in question 58).		2	3	4	5 🔿	6

Harassment and Discrimination

Harassment means any improper behaviour by an employee that is directed at, and is offensive to any employee and which that person knew or ought reasonably to have known would be unwelcome. It comprises objectionable conduct, comment or display made on either a one-time or continuous basis that demeans, belittles, or causes personal humiliation or embarrassment to an employee. It includes harassment within the meaning of the *Canadian Human Rights Act. (CCRA Policy on Harassment)*

54. In the past two years, have you been the victim of harassment on the job?

² O No - Go to question 56

	Never	Once or twice	More than twice	Not applicable
55. From whom did you experience harassment on the job?				
a. Co-workers	1 🔿	2 🔿	3 🔿	4 🔿
b. Individuals with authority over me	1 🔘	2 🔾	3 🔿	4 🔾
c. Individuals working for me	1 🔿	2 🔿	3 🔾	4 🔾
d. Individuals for whom I have a custodial responsibility (e.g., detainees)	1	2	3	4

¹ \bigcirc Yes

	Never	Once or twice	More than twice	Not applicable
e. Individuals from other departments or agencies	1		30	4
f. Members of the public (individuals or organizations)		2	3	4
 Yes ² No - Go to question 58 57. From whom did you experience physical violence ¹ Co-workers ² Individuals with authority over me 				
 ³ Individuals working for me ⁴ Individuals for whom I have a custodial r (e.g., detainees) ⁵ Individuals from other departments or age 		-y		
⁶ Members of the public (individuals or org	anizations)			

Discrimination means to treat someone differently or unfairly because of a personal characteristic or distinction which, whether intentional or not, has an effect which imposes disadvantages not imposed upon others or which withholds or limits access to other members of society. There are eleven prohibited grounds under the Canadian Human Rights Act: race, national or ethnic origin, colour, religion, age, sex, sexual orientation, marital status, family status, mental or physical disability and pardoned conviction. *(Treasury Board Secretariat Policy on Discrimination)*

58. In the past two years, have you been the victim of discrimination on the job?

- O Never *Go to question 61*
- \bigcirc Once or twice
- $^{\circ}$ O More than twice
- **59.** From whom did you experience discrimination on the job?
 - Co-workers
 - \bigcirc Individuals with authority over me
 - O Individuals working for me
 - O Individuals for whom I have a custodial responsibility (e.g., detainees)
 - \bigcirc Individuals from other departments or agencies
 - O Members of the public (individuals or organizations)

- **60.** Please indicate the type of discrimination you experienced. *(Mark all that apply.)*
 - 1 O Race
 - 2 \bigcirc National or ethnic origin
 - 3 O Colour
 - $^{\cdot}$ \bigcirc Religion
 - 5 O Age
 - ⁶ O Sex
 - 7 \bigcirc Marital status
 - ⁸ O Family status
 - $^{\circ}$ O Mental or physical disability
 - \bigcirc Pardoned conviction
 - \bigcirc Sexual orientation

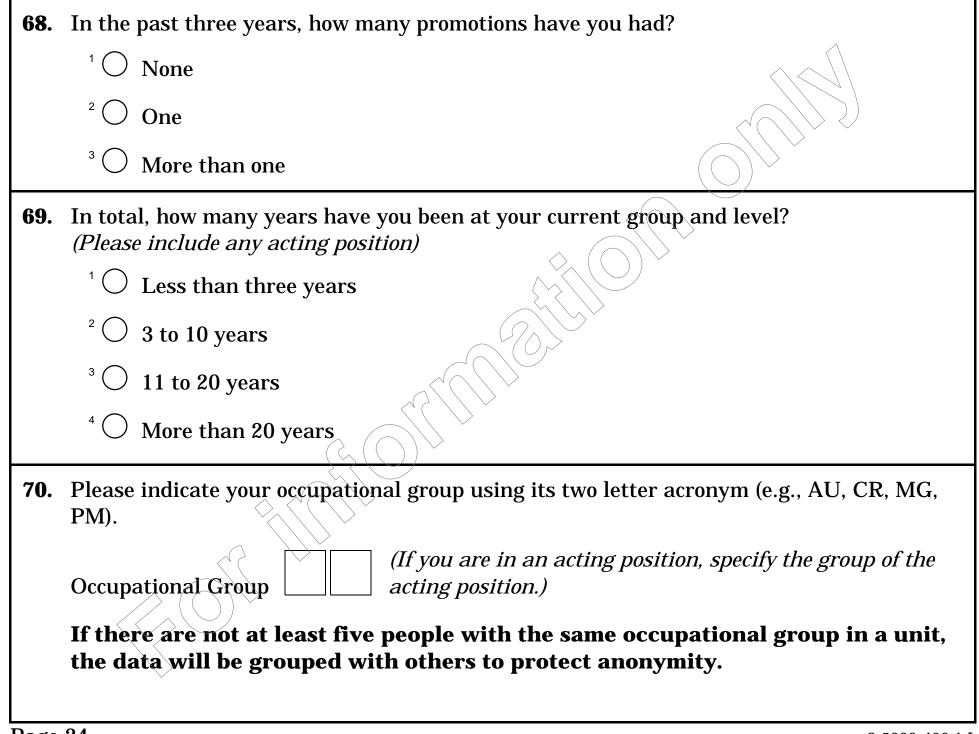
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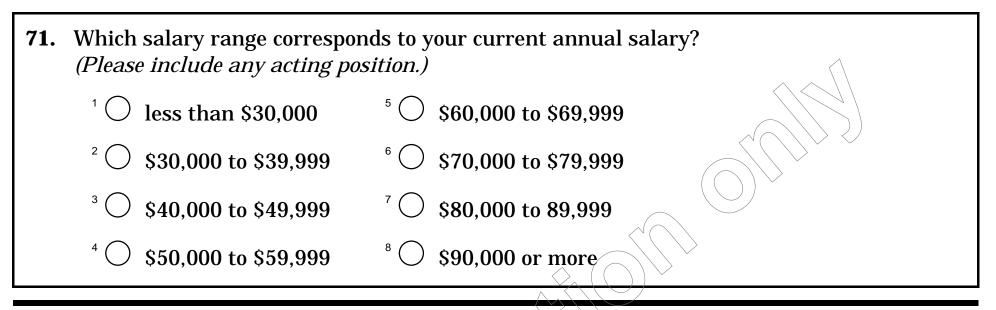
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	Strongly agree	Mostly agree	Mostly disagree	Strongly disagree	Don't know	Not applicable
61. I am satisfied with the way in which my work unit responds to matters						
related to harassment and discrimination.		2 🔿	³ O		5 🔿	6 🔾
62. I am satisfied with the way in which the Agency responds to matters related to harassment and						
discrimination.			3 🔾	4 🔘	5 🔿	6 🔿
63. The Agency works hard to create a workplace that prevents harassment and discrimination.		2	3	4	5 🔵	6

♦ Staffing

	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	2	3 🔘		5 🔿	6
65. In my work unit, the process of selecting a person for a position is done fairly.	1	20	30	4	5 🔵	6
66. When I was a candidate in competitions during the past three years, I found that the competitions were run in a fair manner.			3	4	5 🔵	6
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	5 🔵	6





Service to Clients

Every public service employee delivers goods or provides services to a client. A client could be another public service employee or 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	5 🔿	6
73. My work unit regularly applies the client service standards.	1 🔿	2	3	4 🔵	5 🔵	6

	Strongly agree	Mostly agree	Mostly disagree	Strongly disagree	Don't know	Not applicable
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 (5 🔿	6
75. I have the flexibility to adapt my services to meet my clients' needs.	1		30	4	5 🔵	6

My Organization (The Agency)

	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 🔵	5 🔿	6
77. I have good ongoing communication with others in my organization who work on similar projects or issues.	1	2	3	4	5 🚫	6

Strongly agree	Mostly agree	Mostly disagree	Mostly disagree	Don't know	Not applicable
1	2	3	4	5	6 🔵
1	20		4	5 🔵	6
	2 O	3	4	5 🔵	6
1	2	3	4	5 🔿	6
		agree agree	agree agree disagree 1 2 3 1 2 3 1 2 3	agree agree disagree disagree 1 2 3 4 1 2 3 4 1 2 3 4	agree agree disagree disagree know 1 2 3 4 5 1 2 3 4 5 1 2 3 4 5 1 2 3 4 5 1 2 3 4 5 1 2 3 4 5

	Strongly agree	Mostly agree	Mostly disagree	Mostly disagree	Don't know	Not applicable
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.	1 🔿	2	3 (5 🔿	6
83. I feel I can initiate a formal redress process (grievance, health and safety, etc.) without fear of reprisal.	1 0		3	4	5 🔿	6
84. I believe that senior management will try to resolve concerns raised in this survey.		2	3	4	5 🔵	6
85. I believe that senior management has made progress toward resolving the issues raised in the 1999 Public Service Employee Survey.	1	2	3	4	5 🔵	6
86. I am strongly committed to making my organization successful.		2	3	4	5 🔿	6

	Strongly agree	Mostly agree	Mostly disagree	Mostly disagree	Don't know	Not applicable
87. Overall, my organization treats me with respect.	1 🔿	2	3	4	50	6
88. My organization is a good place to work.	1	2	3 Q		5 🔵	6
89. I am satisfied with my career in the Public Service.	1	2 Q (30	4	5 🔵	6

◆ Labour Management Relations

	Strongly agree	Mostly agree	Mostly disagree	Mostly disagree	Don't know	Not applicable
90. My immediate supervisor understands and respects the provisions of my collective agreement.	1	2	3	4 🔵	5 🔵	6
91. Senior managers respect the provisions of my collective agreement.	1 🔿	2	3	4	5 🔿	6

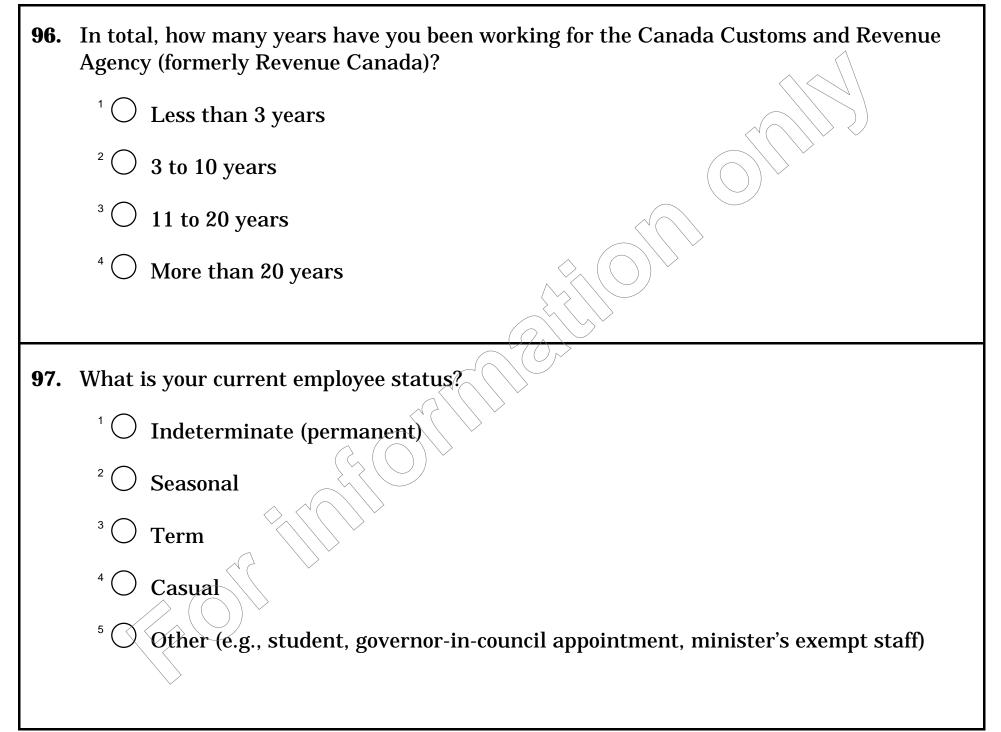
	Strongly agree	Mostly agree	Mostly disagree	Mostly disagree	Don't know	Not applicable
92. Senior management in my organization engages in meaningful						
consultation with my union on workplace issues.		2	³ O		5 🔿	6
93. The relationship between my union and senior management in my organization is highly productive.	1 🔵	2	30	4	5 🔵	6
94. <i>Question 94 is not applicable to</i> <i>Canada Customs and Revenue Agency</i> <i>employees.</i>						

General Information

95. In total, how many years have you been working for the Public Service?

¹ \bigcirc Less than 3 years ² \bigcirc 3 to 10 years ³ \bigcirc 11 to 20 years ⁴ \bigcirc M \longrightarrow 10 of 10 years

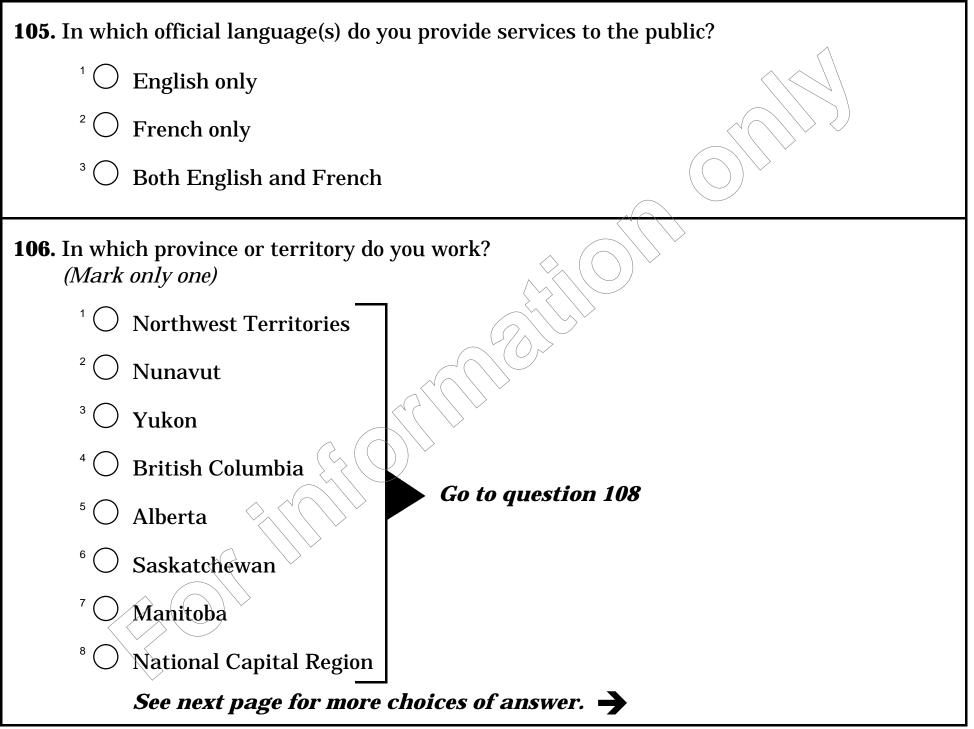
More than 20 years



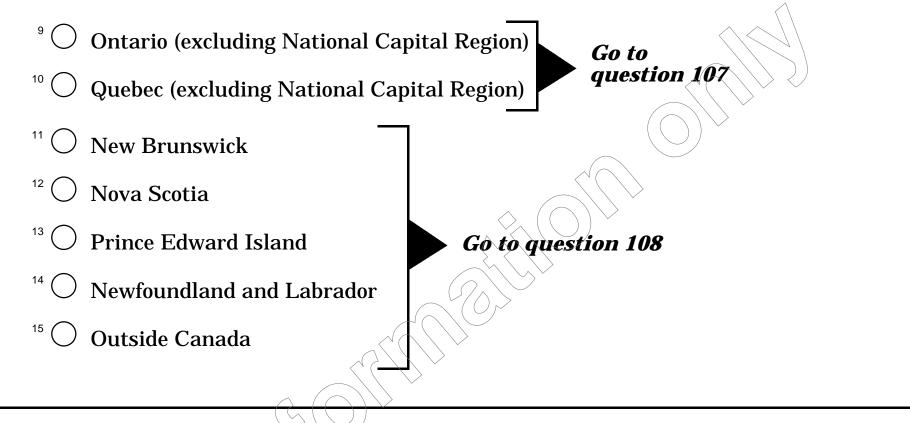
98.	In which organizational unit an <i>(Please select your unit from th</i>	0 0	6	<i>d.)</i>
	Code			
99.	Are you planning to leave the P	Public Service w	ithin the next five y	years?
	¹ O Yes			
	² O No - <i>Go to question 1</i>	02		
100	. Within what time frame do you	i anticipate leav	ing the Public Serv	ice?
	a. The next year?	Yes	² O No	³ O Maybe
	b. 1 to 3 years?	¹ • Yes	² O No	³ O Maybe
	c. 3 to 5 years?	¹ Yes	² O No	³ O Maybe

	2	30	4
		30	4 🔿
1 0	20)		
	\downarrow \smile		4 🔿
	2 0	3 🔾	4 🔿
	2 🔾	3 🔾	4 🔿
1 O	2 🔿	3 🔾	4 🔿
1 🔵	2 🔿	3 🔾	4 🔿
1 🔵	2 🔿	3 🔾	4 🔿
1	2	3	4
		3	
1 🔿	2	3	4
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102. What is your first official language?
¹ O English
² O French
103. What are the language requirements of your position?
¹ O Bilingual
² O Unilingual English
³ O Unilingual French
⁴ O 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?
² O No - Go to question 106



106. Concluded



107. Do you work in a designated bilingual area of Quebec or Ontario?

 \bigcirc Bilingual regions of Montréal, the Eastern Townships or the Gaspé area

O Eastern or Northern Ontario

 3 Q I do not work in one of these areas

108. What is your age group?
¹ O Up to 29 years
² O 30 to 39 years
³ O 40 to 49 years
⁴ O 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?
 - \bigcirc Secondary/high school graduation certificate or equivalent or less
 - ² O Diploma or certificate from a community college, CEGEP, institute of technology, nursing school, etc. or a trades certificate or diploma
 - 3 O University certificate or diploma below the bachelor's level
 - O Bachelor's degree (e.g., BA, BSc)
 - O 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 (CGA, CMA, etc.)?

Yes

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 O Yes

O 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 O Yes

 2 \bigcirc 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?
 - O Yes
 - ² O No
 - 3 \bigcirc 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.)

Yes

