

## Canada Revenue Agency - 2005 Employee Survey

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Confidential when completed

Français au verso

To all Canada Revenue Agency employees

In 2002, many of you responded to the invitation to participate in the Canada Customs and Revenue Agency Employee Survey. Your input to that Survey provided a wealth of information about how you viewed your work and workplace.

Using the information you provided in 2002, we have initiated many changes in the Agency that continue to revitalize our organization. For example, we are streamlining staffing processes, placing a greater focus on employee learning, paying more attention to issues of workload, enhancing management and leadership training, and increasing our emphasis on values, ethics and wellness.

The 2005 CRA Employee Survey is a replication of the 2002 Survey to ensure a meaningful comparison of results and measuring of progress. Your responses will help us to identify the areas in which we have made progress and the areas in which we can still improve.

I encourage you to take the time to complete the 2005 CRA Employee Survey and make your voice heard. We want to know your views on your workplace and continue working together to improve it.

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

Thank you in advance for your time and participation.

Michel Dorais Commissioner

To all Canada 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, deputy minister, agency president 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.

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 our Internet site at http://www.survey-sondage.gc.ca or call us free of charge at 1-866-558-2947.

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

This questionnaire is available in multiple formats. Please contact us by e-mail at "Multiple-Media/Format Substitut" or call (613) 688-9434.

8-5300-466: 2005-09-07 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	<sup>2</sup> No	
<b>b.</b> Flexible work schedule (i.e., variable start and end times)	<sup>1</sup> Yes	<sup>2</sup> No	
c. Telework	1 Yes	<sup>2</sup> No	
d. Job sharing	1 Yes	<sup>2</sup> No	
e. Income averaging	1 Yes	<sup>2</sup> No	

10. I am currently a shift worker.	1 Yes	<sup>2</sup> No
11. I am a full-time (i.e., 30 hours or more per week) or part-time worker.	1 Full-time	<sup>2</sup> 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>b.</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		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 the 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
<b>24.</b> 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
<b>30.</b> 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 <sup>2</sup> 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>B</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
<b>42.</b> 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
<b>44.</b> My immediate supervisor does a good job of helping me develop my career.	1	2	3	4	7	5
45. 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
<b>46.</b> I believe I have opportunities for promotion within the Agency, given my education, skills and experience.	1	2	3	4	7	5
<b>47.</b> I believe I have opportunities for promotion within the Public Service, 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

<b>49.</b> 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
<b>50.</b> In the last three years, were you denied a developmental assignment?	1 Yes No - Go to question 52
<b>51.</b> Were you given a reasonable explanation or justification for the denial of the assignment?	1 Yes No

		No	t at all	Mir	nimally	Мо	derately	Sigi	nificantly		Don't know		Not blicable
	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 efollowing adversely affected your reer progress in the Rublic Service er 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 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?

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54.	In	the past two years, have you been the victim of harassment on	the job?			
	1	Yes				
	2	No - Go to question 56		^ ^		
			Never	Once	More than twice	Not applicable
55.		om whom did you experience harassment on the job?	1	twice	3	4
	a.	Co-workers		5		7
	b.	Individuals with authority over me		2	3	4
	c.	Individuals working for me		2	3	4
	d.	Individuals for whom I have a custodial responsibility (e.g., detainees)	1	2	3	4
	e.	Individuals from other departments or agencies	1	2	3	4
	f.	Members of the public (individuals or organizations)	1	2	3	4
56.	ln	the past two years, have you been the victim of physical violence	ce on the jo	b?		
	1	Yes				
	2	No - Go to question 58				
	_					
57.		om whom did you experience physical violence on the job?  lark 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., detainees)				
	05	Individuals from other departments or agencies				
	06	Members of the public (individuals or organizations)				

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 and Discrimination) 58. In the past two years, have you been the victim of discrimination on the job? Never - Go to question 61 Once or twice More than twice **59.** From whom did you experience discrimination on the job? (Mark all that apply.) Co-workers 02 Individuals with authority over me 03 Individuals working for me 04 Individuals for whom I have a custodial responsibilit (e.g., detainees) 05 Individuals from other departments or agencies 06 Members of the public (individuals or organizations) **60.** Please indicate the type of discrimination you experienced. (Mark all that apply.) Race National or ethnic origin 03 Colour 04 Religion 06 Sex 07 Marital status 08 Family status 09 Mental or physical disability 10 Pardoned conviction Sexual orientation

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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

	Strongly agree	Mostly agree	Mostly disagree	Strongly disagree	Don't know	Not applicable
<b>61.</b> 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 the Agency responds to matters related to harassment and discrimination.	1	2	3	4	7	5
63. The Agency works hard to create a workplace that prevents harassment and discrimination.	1	2	3	4		5

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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  None  More than one	ns have yo	u had?				
69.	In total, how many years have you been at y (Please include any acting position.)  Less than three years  3 to 10 years  11 to 20 years  More than 20 years	our curren	t group and	d level?			

				<u> </u>
(If your group is		an 2 letters, check the		e first two letters o of the acting position.)
<sup>01</sup> AC	08 EC	<sup>15</sup> IS	<sup>22</sup> PE	
<sup>02</sup> AS	<sup>09</sup> ED	<sup>16</sup> LS	<sup>23</sup> PG	
<sup>03</sup> AU	<sup>10</sup> ES	17 MD	24 PM	
<sup>04</sup> CO	<sup>11</sup> FI	<sup>18</sup> MG	<sup>25</sup> SI	
<sup>05</sup> CR	<sup>12</sup> GL	<sup>19</sup> MM	<sup>26</sup> ST	$\wedge$
<sup>06</sup> CS	<sup>13</sup> GS	<sup>20</sup> MS	<sup>27</sup> SU	
07 DA	<sup>14</sup> GT	<sup>21</sup> OM	28 Oth	ner
If there are not a the data will be	at least five people w grouped with others	rith the same occupa to protect anonymit	tional group in a	aunit
	nge corresponds to y any acting position.)	our current annual sa	alary?	>
01 less tha	n \$30,000	<sup>05</sup> \$60,000 to \$6	9,999	
92 \$30,000	) to \$39,999	06 \$70,000 to \$7	9,999	
93 \$40,000	to \$49,999	<sup>07</sup> \$80,000 to \$8	9,999	
94 \$50,000	) to \$59,999	<sup>08</sup> \$90,000 or m	ore	
	$\sim$			

#### 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	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
<b>75.</b> I have the flexibility to adapt my services to meet my clients' needs.	1	2	3	4	7	5

My	Organization (the Agency)						
	<u> </u>	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		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, 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 CCRA 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
<b>90.</b> My immediate supervisor understands and respects the provisions of my collective agreement.	1	2	3	4	7	5
<b>91.</b> 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
<b>94.</b> Question 94 is not applicable to Canada Revenue Agency employees.						

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, Custom	how many years have you been working for the Canada Revenue Agency (formerly Canada as and Revenue Agency)?
	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 coding list include	ed.)
	Code	
99.	Are you planning to leave the Public Service within the next five you	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>b.</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>b.</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	
	<sup>2</sup> French	

103. What are the language requirements of your position?				
<sup>1</sup> Bilingual				
<sup>2</sup> 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				
<sup>2</sup> 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
<sup>2</sup> 30 to 39 years
<sup>3</sup> 40 to 49 years
4 50 to 54 years
5 55 years and over
109. What is your gender?
1 Male
<sup>2</sup> 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
<sup>2</sup> 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.)
<sup>1</sup> Yes
<sup>2</sup> 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.)
<sup>1</sup> Yes
No - <b>Go to question 115</b>
114. Are you provided with the accessibility tools and/or alternate media resources that are critical in the performance of your work?
1 Yes
<sup>2</sup> 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 groups
1 Yes
<sup>2</sup> No
116. Did you complete and return a questionnaire in the last Canada Revenue Agency Employee Survey in 2002 (formerly Canada Customs and Revenue Agency)?
1 Yes

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

Your views are essential to the renewal of the Agency.