



Small Business and Special Surveys Division

# Federal Jurisdiction Workplace Survey, 2004

In all correspondence concerning this questionnaire, please quote the QID number listed below.

**Confidential when completed**

Collected under the authority of the *Statistics Act*, Revised Statutes of Canada, 1985, Chapter S19.

Si vous préférez le questionnaire en français veuillez cocher et retourner ce questionnaire



## The purpose of the survey

Statistics Canada is conducting this survey on behalf of Human Resources and Skills Development Canada (HRSDC). The purpose of the survey is to produce statistical information on the number of employers and employees working under federal jurisdiction and the working conditions offered by these employers. The intent is to conduct periodic surveys that will allow HRSDC to measure the changes in the working conditions. The survey results may be used to facilitate discussion between workplace partners about how best to modernize federal labour standards. The survey results may also be used by businesses and labour associations to conduct comparative workplace assessments among various federal industries.

## Note of appreciation

Canada owes the success of its statistical system to a long-standing co-operation involving Statistics Canada, the citizens of Canada, its businesses, governments and other institutions. Accurate and timely statistical information could not be produced without their continued co-operation and goodwill.

## Your participation is important

Your participation in this voluntary survey is essential to ensure the accuracy of the information collected.

## The data you report are confidential

Statistics Canada is prohibited by law from publishing or releasing statistics that could reveal information obtained from this survey relating to an identifiable individual business or person. The data reported on the questionnaire will be treated in strict confidence, used for statistical purposes and released in aggregated form only. The confidentiality provisions of the Statistics Act are not affected by the Access to Information Act or any other legislation.

## Data sharing agreement

Statistics Canada has entered into a data sharing agreement under Section 12 of the Statistics Act with HRSDC for the sharing of information from this survey. Human Resources and Skills Development Canada will not be given your name, address or any other identifying information. All information will be kept confidential and used only for statistical purposes. Neither your responses nor your refusal to share your data with HRSDC will in any way affect your dealings with the federal government. Under Section 12, you may object to sharing your information with HRSDC by writing to the Chief Statistician of Canada and returning your letter of objection along with your completed questionnaire.

## Who should complete this questionnaire?

The Human Resources Director, a Personnel Manager, or someone familiar with the human resources and personnel operations of this company should complete the questionnaire.

## Questions?

If you have any questions regarding this survey, or require assistance in completing the questionnaire, please call us toll-free.

### Operations and Integration Division

Telephone (1-866-297-3138)

Fax (1-613-951-4825); Toll-free Fax (1-888-869-0972)

Please quote the nine digit reference number appearing on the address label.

## Please complete the following information

Name of Respondent:

Title of Respondent:

Telephone Number:      -      Ext.:

### If necessary, please correct the pre-printed information using the corresponding boxes:

002 Business Name <input type="text"/>	003 Number and street <input type="text"/>
004 City <input type="text"/>	005 Province <input type="text"/>
	006 Postal Code <input type="text"/>

Please complete this survey only with respect to your establishment(s) located in the region specified and performing the business activity specified in the label on the covering page of this questionnaire.

## Section A: Workforce characteristics

For the purposes of this survey, an employee is defined as a worker for whom a T-4 slip must be completed. Exclude contract workers, the self-employed, and workers receiving a T4-A.

1. What was the **highest** number of employees (peak employment) you had at any time during calendar year 2004?

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→ If you reported 0 (zero), please go to Section H at the end of the questionnaire.

2. a) What was the total number of self-employed or contract workers that your company hired under contract in 2004?

Please report the number of persons. If one person was hired under more than one contract during the year, report as 1 (one).

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→ If not applicable to your company, please report 0 (zero) and go to **Question 3**.

- b) Of the total number of self-employed or contract workers reported above in **Question 2. a)** how many were paid through an employment or personnel agency?

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→ If not applicable to your company, please report 0 (zero).

3. a) At any time during calendar year 2004, did at least one owner work in the company?

"Owner" refers to someone who has a significant investment in the business and a significant influence or control of the key decisions.

<sup>1</sup>  Yes

<sup>2</sup>  No → Go to **Question 4**.

<sup>3</sup>  I don't know → Go to **Question 4**.

- b) How many owners worked in the company?

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- c) How many of the working owners received a T-4 slip?

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4. During calendar year 2004, what was the **maximum** number of worksites in operation?

For the purposes of this survey, a worksite is defined as any separate physical location where the company conducts business and there is at least one employee working.

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**Unless otherwise stated, the following questions refer to the last pay period ending in September 2004.**

5. In the last pay period ending in September 2004, how many employees did you have?

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6. Of the number of employees reported in **Question 5**, how many were covered by collective agreements? (Include collective agreement with company union.)

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→ If not applicable to your company, please report 0 (zero).

7. What is the frequency of your pay periods?

**If you use different pay periods, choose the one that applies to the largest number of employees.**

- 1  Weekly (52 pays per year)
- 2  Bi-weekly (26 pays per year)
- 3  Semi-monthly (24 pays per year)
- 4  Monthly (12 pays per year)
- 5  Other

↓  
Please specify:

8. In the last pay period ending in September 2004, how many male and female employees did you have in each of the following categories?

**Please refer to the occupation group definitions found on the Definitions sheet accompanying this questionnaire.**

**If any employee fits in more than one category, choose the one in which the employee spent the most time during the pay period.**

	Male	Female
1 Managers	<table border="1" style="width: 100%; height: 20px;"></table>	<table border="1" style="width: 100%; height: 20px;"></table>
2 Supervisors	<table border="1" style="width: 100%; height: 20px;"></table>	<table border="1" style="width: 100%; height: 20px;"></table>
3 Professionals	<table border="1" style="width: 100%; height: 20px;"></table>	<table border="1" style="width: 100%; height: 20px;"></table>
4 Technical / Trades	<table border="1" style="width: 100%; height: 20px;"></table>	<table border="1" style="width: 100%; height: 20px;"></table>
5 Marketing / Sales	<table border="1" style="width: 100%; height: 20px;"></table>	<table border="1" style="width: 100%; height: 20px;"></table>
6 Clerical / Administrative	<table border="1" style="width: 100%; height: 20px;"></table>	<table border="1" style="width: 100%; height: 20px;"></table>
7 Workers with no trade certification and truck/bus drivers	<table border="1" style="width: 100%; height: 20px;"></table>	<table border="1" style="width: 100%; height: 20px;"></table>
8 Other	<table border="1" style="width: 100%; height: 20px;"></table>	<table border="1" style="width: 100%; height: 20px;"></table>
9 <b>Total</b>	<table border="1" style="width: 100%; height: 20px;"></table>	<table border="1" style="width: 100%; height: 20px;"></table>

9. In the last pay period ending in September 2004, how many employees were in each of the following categories of length of service?

<sup>1</sup> Less than 1 year

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<sup>2</sup> 1 year or more but less than 5 years

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<sup>3</sup> 5 years or more but less than 10 years

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<sup>4</sup> 10 years or more

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<sup>5</sup> **Total**

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10. In the last pay period ending in September 2004, how many employees were in the following age groups?

<sup>1</sup> Under 25 years of age

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<sup>2</sup> 25 to 44 years of age

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<sup>3</sup> 45 to 54 years of age

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<sup>4</sup> 55 to 64 years of age

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<sup>5</sup> 65 years of age or older

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<sup>6</sup> **Total**

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11. As of today, what percentage of your employees do you expect will retire within 10 years?

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%



*If not applicable to your company, please report 0 (zero).*

## Section B: Hours of work

12. Excluding all overtime, how many paid hours and days per week do the **majority of full-time employees** work in a **normal week**? Please complete for the following occupation groups.

Full-time is defined as 30 hours or more per week. Please refer to the occupation group definitions found on the Definitions sheet accompanying this questionnaire.

If different conditions apply to employees in a given occupation, for example where more than one collective agreement applies, please report the normal hours and days that apply to the largest number of employees in that occupation.

	Hours per week	Days per week
1 <b>Same for all occupations</b>	_ _ .  _	_
2 <b>Managers</b>	_ _ .  _	_
3 <b>Supervisors</b>	_ _ .  _	_
4 <b>Professionals</b>	_ _ .  _	_
5 <b>Technical / Trades</b>	_ _ .  _	_
6 <b>Marketing / Sales</b>	_ _ .  _	_
7 <b>Clerical / Administrative</b>	_ _ .  _	_
8 <b>Workers with no trade certification and truck/bus drivers</b>	_ _ .  _	_
9 <b>Other</b>	_ _ .  _	_

13. In the **last week** ending in September 2004, how many permanent and non-permanent employees were in each of the following categories of hours worked (**excluding overtime hours**)?

Please refer to the definitions of "permanent" and "non-permanent" on the Definitions sheet accompanying this questionnaire.

	Permanent	Non-permanent
1 No time worked, i.e. employees on leave or temporary layoff	_ _ _ _	_ _ _ _
2 Less than 15 hours	_ _ _ _	_ _ _ _
3 15 to 29 hours	_ _ _ _	_ _ _ _
4 30 to 34 hours	_ _ _ _	_ _ _ _
5 35 to 40 hours	_ _ _ _	_ _ _ _
6 Over 40 hours	_ _ _ _	_ _ _ _
7 <b>Total</b>	_ _ _ _	_ _ _ _

14. Did any of your employees work overtime for compensation (pay or compensatory time off) during calendar year 2004?

<sup>1</sup>  Yes

<sup>2</sup>  No → Please go to **Question 21**.

15. What method is used in your company to compensate for overtime?

Check ALL that apply.

<sup>1</sup>  Pay

<sup>2</sup>  Compensatory time off

16. Who decides on the method used (pay or time off) to compensate for overtime?

**If different methods are used, please report the one that applies to the largest number of employees.**

Check only ONE.

<sup>1</sup>  Employer decides

<sup>2</sup>  Employee decides

17. Please estimate the percentage of overtime compensated by pay and by time off for the entire 2004 calendar year.

Compensated with pay	<input type="text"/>	%
Compensated with time off	<input type="text"/>	%
<b>Total</b>	<b>100%</b>	

18. a) In the last pay period ending in September 2004, what were the total hours of overtime for all employees compensated by pay?

**Hours**

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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b) In the last pay period ending in September 2004, how many employees received overtime pay?

**Employees**

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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c) Were the number of hours of paid overtime and the number of employees that received overtime pay as reported in **Question 18 a)** and **b)** typical (usual) for a pay period in your operation?

<sup>1</sup>  Yes

<sup>2</sup>  No

**Overtime threshold:**

19. a) How many hours must an employee work at regular rates during a week before being paid at time and a half?

**Hours**

<input type="text"/>	<input type="text"/>	.	<input type="text"/>
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b) If more than time and a half is paid, after how many hours does this premium rate start?

**Hours**

<input type="text"/>	<input type="text"/>	.	<input type="text"/>
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 → If not applicable to your company, please report 0 (zero).

20. a) Which of the following statements best describes your policy or practices on overtime for each category of employees?

	Permanent employees		Non-permanent employees
	Working less than 30 hours per week	Working 30 hours or more per week	
<sup>1</sup> Employees can always refuse to work overtime	1 <input type="radio"/>	2 <input type="radio"/>	3 <input type="radio"/>
<sup>2</sup> Employees can refuse in some circumstances	1 <input type="radio"/>	2 <input type="radio"/>	3 <input type="radio"/>
<sup>3</sup> Employees can never refuse to work overtime	1 <input type="radio"/>	2 <input type="radio"/>	3 <input type="radio"/>

b) If you checked 'employees can refuse in some circumstances' for any category of employees which of the following statements describe the circumstances under which employees can refuse to do overtime?

Check ALL that apply.

- <sup>1</sup> Employees can refuse based on seniority
- <sup>2</sup> Employees can refuse if their hours already worked that day or week exceed a given threshold
- <sup>3</sup> Employees can refuse except in a company emergency

21. Please report the percentage of your employees working under the schedules listed.

	Regular day shifts Monday to Friday only (6 am to 6 pm)	Other regular shifts (evening, night or weekend)	Irregular shifts, rotating shifts, and other scheduling arrangements		
<sup>1</sup> Permanent employees working less than 30 hours per week	%	+	%	+	% = 100%
<sup>2</sup> Permanent employees working 30 hours or more per week	%	+	%	+	% = 100%
<sup>3</sup> Non-permanent employees	%	+	%	+	% = 100%

22. For those working irregular shifts, how far in advance are employees usually made aware of their schedule?

Days   OR Hours

23. What percentage of your employees currently work under the following work arrangements?

Please refer to the definitions of "compressed work week" and "teleworking" on the Definitions sheet accompanying this questionnaire.

Compressed work week  % → If not applicable to your company, please report 0 (zero).

Teleworking  % → If not applicable to your company, please report 0 (zero).

## Section C: Benefits

24. During calendar year 2004, were the following benefits available to any employees in the following categories?

Check ALL that apply.

Please refer to the Definitions sheet accompanying this questionnaire.

	Not available to any employee	Permanent employees		Non-permanent employees
		Working less than 30 hours per week	Working 30 hours or more per week	
<b>Pension plan:</b>				
1 Defined benefit pension plan	1 <input type="radio"/>	2 <input type="radio"/>	3 <input type="radio"/>	4 <input type="radio"/>
2 Defined contribution pension plan	1 <input type="radio"/>	2 <input type="radio"/>	3 <input type="radio"/>	4 <input type="radio"/>
3 Group RRSP	1 <input type="radio"/>	2 <input type="radio"/>	3 <input type="radio"/>	4 <input type="radio"/>
<b>Insurance plan:</b>				
4 Life and/or disability insurance	1 <input type="radio"/>	2 <input type="radio"/>	3 <input type="radio"/>	4 <input type="radio"/>
5 Supplementary health/drug plan	1 <input type="radio"/>	2 <input type="radio"/>	3 <input type="radio"/>	4 <input type="radio"/>
6 Dental care plan	1 <input type="radio"/>	2 <input type="radio"/>	3 <input type="radio"/>	4 <input type="radio"/>
<b>Training:</b>				
7 Structured training	1 <input type="radio"/>	2 <input type="radio"/>	3 <input type="radio"/>	4 <input type="radio"/>

25. During calendar year 2004, what was the company's total expenditure for each of the following benefits?

- 1 Pension plan      \$           .
- 2 Insurance plan      \$           .
- 3 Structured training      \$           .

26. During calendar year 2004, which of the following structured training was provided or paid for by the company?

Check ALL that apply.

- 1  No structured training was provided → Please go to **Question 28**.

**Job-specific training:**

- 2  Orientation for new employees
- 3  Occupational health and safety and/or environmental protection
- 4  Sales and marketing
- 5  Computer (hardware and/or software)
- 6  Other office and non-office equipment
- 7  Group decision-making and/or problem-solving
- 8  Team-building, leadership and/or communication
- 9  Management/supervision

**Career development training:**

- 10  Literacy or numeracy skills course
- 11  Apprenticeship
- 12  Trade or vocational course
- 13  Internship
- 14  College or university course
- 15  Professional designation or accreditation course

**Other training:**

- 16  Other training → Please specify:



27. During calendar year 2004, how many employees received structured training provided or paid for by the company?

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→ If not applicable to your company, please report 0 (zero).

28. During calendar year 2004, which of the following pre-retirement arrangements were available to your employees?

Check ALL that apply.

- 1  Transfer to less demanding jobs or to more desirable shift schedules
- 2  Additional paid vacation
- 3  Additional paid sick leave
- 4  Early retirement without penalty in pension benefits
- 5  Work shorter week (fewer days or fewer hours per day) without penalty in future pension benefits
- 6  Work part-time while collecting partial pension
- 7  None of the above

### Section D: Leave

29. Which of the following paid public or general holidays are given to your employees?

Check ALL that apply.

- 1  New Year's Day
- 2  January 2nd
- 3  Family Day (Alberta)
- 4  Good Friday
- 5  Easter Monday
- 6  Victoria Day / Dollard Day
- 7  St. Jean-Baptiste Day (Quebec)
- 8  July 1st
- 9  August Civic/Provincial/Territorial holiday (Canada except Newfoundland & Labrador and Quebec)
- 10  Labour Day
- 11  Thanksgiving Day
- 12  Remembrance Day
- 13  Christmas Day
- 14  Boxing Day
- 15  Other(s), please specify:

30. If employees are required to work on a paid public or general holiday, how are they compensated?

Check ALL that apply.

- 1  Employees get compensatory time off at regular rates
- 2  Employees get compensatory time off at premium rates
- 3  Employees receive pay at regular rates
- 4  Employees receive pay at premium rates
- 5  Not applicable in this company

31. Considering **permanent employees working 30 or more hours per week** only, how many days of paid annual vacation leave are given?

Please report the **MINIMUM**, the **MOST FREQUENTLY GIVEN** (i.e. given to the largest number of employees), and the **MAXIMUM** number of days for each of the following categories of years of continuous service.

Please complete all three columns even if there is no difference between the minimum, most frequently given and maximum.

	Minimum	Most frequently given	Maximum
	Days		
<sup>1</sup> Employees with 1 year of continuous service	<input type="text"/>	<input type="text"/>	<input type="text"/>
<sup>2</sup> Employees with 3 years of continuous service	<input type="text"/>	<input type="text"/>	<input type="text"/>
<sup>3</sup> Employees with 5 years of continuous service	<input type="text"/>	<input type="text"/>	<input type="text"/>
<sup>4</sup> Employees with 10 years of continuous service	<input type="text"/>	<input type="text"/>	<input type="text"/>
<sup>5</sup> Employees with 20 years of continuous service	<input type="text"/>	<input type="text"/>	<input type="text"/>

32. Considering **permanent employees working 30 or more hours per week** only, how many days or weeks of the following types of paid leave are employees entitled to after 1 year of continuous service?

Please report the **MINIMUM**, the **MOST FREQUENTLY GIVEN** (i.e. given to the largest number of employees), and the **MAXIMUM** number of days or weeks for each of the following types of leave.

Please complete all three columns even if there is no difference between the minimum, most frequently given and maximum.

For any type of leave that is not available, or is given on a case-by-case basis, please report 0 (zero).

	Minimum	Most frequently given	Maximum
	Days		
<sup>1</sup> Annual paid sick leave	<input type="text"/>	<input type="text"/>	<input type="text"/>
<sup>2</sup> Annual paid family-related and/or personal leave	<input type="text"/>	<input type="text"/>	<input type="text"/>
<sup>3</sup> Paid bereavement leave	<input type="text"/>	<input type="text"/>	<input type="text"/>
<sup>4</sup> Multi-purpose leave ("floating" leave)	<input type="text"/>	<input type="text"/>	<input type="text"/>
<sup>5</sup> Other paid leave	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Weeks		
<sup>6</sup> Paid supplementary maternity/parental/adoption leave (top up to Employment Insurance)	<input type="text"/>	<input type="text"/>	<input type="text"/>
<sup>7</sup> Paid long-term care giving leave	<input type="text"/>	<input type="text"/>	<input type="text"/>
<sup>8</sup> Paid education leave	<input type="text"/>	<input type="text"/>	<input type="text"/>

33. Which of the following types of **paid leave** are given to **permanent employees working less than 30 hours per week** and **non-permanent employees**?

Check ALL that apply.

	Permanent employees working less than 30 hours per week	Non-permanent employees
1 <b>Not applicable - no paid leave</b>	1 <input type="radio"/>	2 <input type="radio"/>
2 Annual paid sick leave	1 <input type="radio"/>	2 <input type="radio"/>
3 Annual paid family-related and/or personal leave	1 <input type="radio"/>	2 <input type="radio"/>
4 Paid bereavement leave	1 <input type="radio"/>	2 <input type="radio"/>
5 Multi-purpose leave ("floating" leave)	1 <input type="radio"/>	2 <input type="radio"/>
6 Paid supplementary maternity/parental/adoption leave (top up to Employment Insurance)	1 <input type="radio"/>	2 <input type="radio"/>
7 Paid long-term care giving leave	1 <input type="radio"/>	2 <input type="radio"/>
8 Paid education leave	1 <input type="radio"/>	2 <input type="radio"/>
9 Other paid leave	1 <input type="radio"/>	2 <input type="radio"/>

34. Considering **permanent employees working 30 or more hours per week** only, how many days or weeks of **unpaid leave** are employees entitled to after 1 year of continuous employment?

Please report the **MINIMUM**, the **MOST FREQUENTLY GIVEN** (i.e. given to the largest number of employees), and the **MAXIMUM** number of days or weeks for each of the following types of leave.

Please complete all three columns even if there is no difference between the minimum, most frequently given and maximum.

For any type of leave that is not available, or is given on a case-by-case basis, please report 0 (zero).

	Minimum	Most frequently given	Maximum
<b>Days</b>			
1 Annual unpaid family-related and/or personal leave	<input type="text"/>	<input type="text"/>	<input type="text"/>
2 Other unpaid leave	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Weeks</b>			
3 Annual unpaid sick leave	<input type="text"/>	<input type="text"/>	<input type="text"/>
4 Unpaid long-term care giving leave	<input type="text"/>	<input type="text"/>	<input type="text"/>
5 Unpaid education leave	<input type="text"/>	<input type="text"/>	<input type="text"/>

35. Considering the vacation and other leave entitlements **most frequently given** to **permanent employees working 30 or more hours per week**, what percentage of these employees are covered by these entitlements?

%

## Section E: Working environment

36. Does the company have a formal policy or program on the following matters?

**A formal policy or program means something that is clearly communicated on a regular basis to employees and that is consistently applied.**

Check all that apply.

- 1  Employee performance evaluation
- 2  Workplace health and safety
- 3  Physical health or fitness promotion (e.g. to help employees stop smoking)
- 4  Mental or psychological health promotion (e.g. a work-related stress relief program)
- 5  Psychological harassment in the workplace (e.g. intimidation or bullying)
- 6  Sexual harassment in the workplace
- 7  Appeal process against decision related to harassment
- 8  Appeal process against dismissal
- 9  Dispute or grievance review process
- 10  Progressive disciplinary procedure
- 11  Severance pay entitlement for laid-off employees
- 12  None of the above

37. During calendar year 2004, were any employees laid off with no expectation of recall?

- 1  Yes
- 2  No → Please go to **Question 42**.

38. How many employees were laid off with no expectation of recall during calendar year 2004?

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39. On average, how many weeks of notice (or pay in lieu of notice) were given to laid-off employees prior to the layoff?

**Weeks**

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40. On average, how many years of continuous service with the company did the laid-off employees have?

**Years**

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41. On average, how many days of wages were paid to the laid-off employees in severance pay?

**Days**

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## Section F: Employment income

42. What was the total gross payroll of this company for all employees for calendar year 2004?  
This is the amount that would be reported to Canada Revenue Agency in Box 14 of the T4 Summary.

**Include regular wages and salaries; commissions; overtime pay; paid leave; piecework payments; special payments; and taxable allowances and benefits that are recognized by Canada Revenue Agency.**

**Exclude employer's contribution to pension plans, Employment Insurance premiums and other employee benefits; compensation in kind; travel expenses; non-taxable allowances and benefits; recreational facilities provided by the employer; moving expenses paid by the employer and employee counselling services.**

\$              .

43. In the last pay period ending in September 2004, how many employees were paid based on the following rates?

**If an employee was paid based on more than one rate, choose the rate used for the largest share of that employee's income in the pay period.**

1	Hourly rate, weekly, bi-weekly, monthly or annual salary	<input type="text"/>
2	Per kilometre	<input type="text"/>
3	By commission	<input type="text"/>
4	Other, <i>please specify</i> :	<input type="text"/>
5	<b>Total</b>	<input type="text"/>

44. In the last pay period ending in September 2004, how many employees were in each of the basic hourly rate categories below?

**Basic hourly rate only comprises regular wages and salaries.**

**If annual rates are used in your company, please convert to hourly rates.**

Basic hourly rate categories	Permanent employees		Non-permanent employees
	Working less than 30 hours per week	Working 30 or more hours per week	
1 Less than \$8.50 per hour	<input type="text"/>	<input type="text"/>	<input type="text"/>
2 \$8.50 to 9.99 per hour	<input type="text"/>	<input type="text"/>	<input type="text"/>
3 \$10.00 to 12.49 per hour	<input type="text"/>	<input type="text"/>	<input type="text"/>
4 \$12.50 to 19.99 per hour	<input type="text"/>	<input type="text"/>	<input type="text"/>
5 \$20.00 to 29.99 per hour	<input type="text"/>	<input type="text"/>	<input type="text"/>
6 \$30.00 to 39.99 per hour	<input type="text"/>	<input type="text"/>	<input type="text"/>
7 \$40.00 or more per hour	<input type="text"/>	<input type="text"/>	<input type="text"/>

45. In the last pay period ending in September 2004, how many employees in each category below were at the **legal minimum wage**?

For information on minimum wage rates, please consult the Human Resources and Skills Development Canada web page at [www.hrsdc.gc.ca/en/lp/spila/minwage.shtml](http://www.hrsdc.gc.ca/en/lp/spila/minwage.shtml).

If not applicable for your company, please report 0 (zero).

1	Permanent employees working less than 30 hours per week	<input type="text"/>
2	Permanent employees working 30 hours or more per week	<input type="text"/>
3	Non-permanent employees	<input type="text"/>
4	<b>Total</b>	<input type="text"/>

### Section G: Road transport activities

46. In the last pay period ending in September 2004, did your company employ truck or bus drivers?

- 1  Yes
- 2  No → Please go to **Section H** at the end of the questionnaire.

47. In the last pay period ending in September 2004, how many of your drivers were employed as:

1	Bus driver only	<input type="text"/>	If you reported 0 (zero) to both, please go to Section H at the end of the questionnaire.
2	City truck driver only	<input type="text"/>	
3	Highway truck driver only	<input type="text"/>	
4	Both city and highway truck driver	<input type="text"/>	

48. Excluding all overtime, how many paid hours and days do the **majority of full-time highway truck drivers** work in a normal week?

<b>Hours per week</b>	<b>Days per week</b>
<input type="text"/> <input type="text"/> . <input type="text"/>	<input type="text"/>

**Overtime threshold:**

49. a) How many hours must a **highway truck driver** work at regular rates during a week before being paid at time and a half?

**Hours**  
  .  → If not applicable to your company, please report 0 (zero).

b) If more than time and a half is paid, after how many hours does this premium rate start?

**Hours**  
  .  → If not applicable to your company, please report 0 (zero).

50. In the **last week** ending in September 2004, how many **highway truck drivers** worked more than 50 hours?

→ If not applicable to your company, please report 0 (zero).

51. In the **last week** ending in September 2004, on average how many hours in excess of 50 hours did **highway truck drivers** work?

**Hours**  
  .  → If not applicable to your company, please report 0 (zero).

