

to occur during this period, other measures may be required to prevent some backlog.

In theory two kinds of measures may be employed to minimize a workload peak: work can be distributed more evenly over the course of the year or additional personnel resources can be applied during the peak workload period. Increased productivity resulting from the recommended changes will allow the post to adopt either or both of these measures. The productivity increases made possible by the proposed new methods and equipment will take place the year round. For this reason the surplus productivity which occurs during the off peak periods may be used to promote work which would otherwise detract from processing during the summer months - file retirement and destruction, preparation of form letters, stocktaking, preparation of prepackaged Immigration kits (see Recommendation 25, p. 37), and advancing file creation (see Recommendation 23, p. 36). Similarly, if sufficient excess productivity is created during off peak periods and a staff vacancy occurs, the post may wish to consider the conversion of one full-time support staff position to the status of casual, which would enable this person year to be "stacked" as three casual employees during the peak summer months.