

CLASSIFICATION

Every department in the government coming under the Civil Service Commission is organized on a similar pattern so that uniformity throughout all branches of the civil service may be maintained. In 1919 a complete classification of the service was made with a view to establishing a fair and equal system of organization and remuneration. Since then many changes have been made in departmental organization. Before any such reorganization may be made, the minister concerned must make a report to the commission which, in turn, investigates the matter before recommending to the governor-in-council that the change be made.

Every position in the civil service is classified so that there will be conformity among the various departments. Originally the requirements and duties of each class were clearly tabulated, but the method of classification now used depends more on the good judgment and experience of the organization branch of the commission. When a new position is set up, its requirements, responsibilities and suggested salary are carefully balanced against those of other similar positions in other departments, and it receives classification accordingly.

To be fair, the job classification system must be rigid. A certain amount of flexibility, however, is introduced by the provision that the commission may establish additional classes or abolish or combine existing ones whenever it deems such action necessary. In practice, as continually more positions have opened up, there has been a constant addition to the number of classes. There are many cases of positions being alone in their class. The civil service was, to a great degree, reclassified from 1936 to 1939, but wartime expansion has strained the system. There are now upwards of 2,500 classifications and grades listed by the commission. These range from the lowest-paid full-time job of office boy at \$420 a year, through junior clerical positions such as those listed in Table IV (page 18) to classifications carrying salaries on the \$6,000 level. There are also several one-man classes at salaries ranging up to as high as \$15,000.

COMPENSATION

A uniform system of compensation has been established for the entire civil service. There is a fixed rate of salary for each class, with a minimum and maximum to allow for increases within the class. New employees enter at the minimum of the class, but may receive an increase after one year on recommendation of the deputy head of their department and the approval of the commission and Treasury Board. Regular annual increases, similarly recommended, may be granted to employees for meritorious service up to the maximum of the grade.

Numerous permanent employees have been lent by peacetime departments to the new wartime branches for some particular work or have taken on additional duties because of the pressure of the war - often work that would ordinarily be done by someone in a higher classification. Their additional duties and responsibilities, which are contingent on the war and therefore considered temporary, do not make them eligible for promotion or an increased salary. Such civil servants are paid "war duties supplements" in addition to their regular salaries. The amount of the supplements is based on the responsibility and amount of additional work involved.

In Table IV (page 18) the salaries of temporary employees (non-householders) in some of the clerical classifications are shown. These are revised in accordance with the income tax changes effective July 1, 1944. No account has been taken in the table of variances due to changes in marital status, number of dependents, increase in remuneration, etc., which affect