

obtain a sufficient number of typists:

1. Special stenographic courses. Under the Dominion-Provincial War Emergency Training Program girls are given free courses in typing and stenography in 14 secondary schools - 12 in Ontario, one in Saskatchewan and one in Quebec. While taking training, girls are paid a subsistence allowance by the government. Immediately on completion of their courses they are placed in the service. Since the inception of the scheme in the autumn of 1942 to the end of June, 1944, about 700 were assigned to positions.
2. Night classes. Civil servants wishing to learn or brush up their typing and shorthand with a view to becoming eligible for promotion may take advantage of free night school tuition. Since the autumn of 1942 approximately 1,000 persons have benefited from the classes, and many more have taken some additional training.
3. Railway Fare. Train fare (in excess of \$10) is paid by the government for typists, stenographers and clerks who are brought to Ottawa and Montreal. Girls trained under the War Emergency Training Program are included.
4. Part-time positions. Married women who are unable to devote their entire day to working have been recruited for part-time positions in Ottawa since September, 1943, as Grade I and II stenographers and clerks. This has considerably eased the shortage of trained office workers.
5. Stenographic surveys. During 1943 the commission made special surveys in several departments to ensure that personnel were being used to the best advantage. The resulting reallocation of employees and reorganization of work have in some cases partly overcome the need for additional staff.
6. Increases. Provision has now been made for granting increases to Grade I personnel after six months' satisfactory service, from \$60 to \$65 a month. A new class, Grade IA, at \$75 has been established for persons with more important duties and with one year's experience in the service.
7. Accommodation. In order to alleviate the housing problem for young girls taking positions in Ottawa, the government has provided Laurentian Terrace, a residence with low-priced rooms and meals, which houses 360 girls.

The Civil Service Act provides that no temporary personnel may be eligible for periodic increases or promotion. It soon became evident after the outbreak of war, however, that this ruling would have to be changed to encourage wartime help to stay at their jobs. Finally, in November, 1943, provision was made for temporary employees earning a salary of \$2,100 or less to be accorded the same benefits in respect to increases as permanent civil servants. After being employed six months, the department concerned may also apply to have temporary personnel reclassified (promoted).

PERMANENCY

In recent years the Treasury Board has clung to the policy of making permanent as few positions as possible. Many persons employed in the peacetime departments in what have turned out to be permanent jobs have only temporary status and cannot, therefore, enjoy the privileges of permanency.

The Civil Service Commission has tried to change this situation. In 1936 the Treasury Board initiated the ruling that the number of permanent appointments in each unit be restricted to a proportion (80% to 90%) of the