

BILL

No. 57 of 1918.

An Act to provide for the Regulation of the Public Service.

(Assented to , 1918.)

HIS MAJESTY, by and with the advice and consent of the Legislative Assembly of the Province of Alberta, enacts as follows:

SHORT TITLE.

1. This Act may be cited as "*The Public Service Efficiency Act.*"

INTERPRETATION.

2. In this Act—

1. "Public Service" consists of and includes the employees of the several departmental staffs, branches and institutions of the Government at Edmonton or elsewhere in the province, enumerated in sections 4, 5 and 6 of *The Public Service Act*, being chapter 4 of the Statutes of Alberta, 1906, and amendments thereto, who are paid a monthly or a yearly salary, voted by the Legislative Assembly, and who are appointed to employment or office by the Lieutenant Governor by orders in council upon the recommendation of—

(a) A Minister; or

(b) The President of the Council upon the report of the Efficiency Officer, as the provisions of this Act require;

2. "Employee" or "employees" shall include all persons in the service of the Government and of the Legislative Assembly of the province;

3. "Efficiency Officer" shall mean the Public Service Efficiency Officer appointed under this Act;

4. "Deputy Minister" shall mean the Deputy of the Minister of the Crown presiding over a department;

5. "Minister" shall mean the member of the Executive Council for the time being presiding over a department.

3. The Public Service shall be divided into classes as follows, and each class shall be divided into such grades as may be decided upon by order in council upon the recommendation of the President of the Council on the report of the Efficiency Officer:

Class 1.—To consist of the following employees: Deputy Ministers, Clerk of the Legislative Assembly, Provincial Auditor, members of the Utility Commission, members of the Police Commission, members of the Workmen's Compensation Commission, Agent General, Efficiency Officer, Sheriffs and Ministers' Private Secretaries.

Class 2.—Technical Officers, consisting of classes of persons who possess professional or other special technical knowledge and experience.

Class 3.—First Class Clerks, consisting of the principal administrative and executive officers not specifically provided for under Class 2.

Class 4.—Second Class Clerks, consisting of other clerks having administrative, executive and technical duties which are of the same nature but of less importance and responsibility than those of the First Class Clerks, including stenographers and typists of ability and experience and who act as cashiers or do other special work in addition to their ordinary duties.

Class 5.—Third Class Clerks, consisting of other clerks performing duties of minor importance and of a routine character, also including stenographers and typists.

Class 6.—Fourth Class Employees, consisting of the Provincial Police, gaol guards, asylum attendants, messengers, janitors, caretakers, labourers, day employees, process issuers, sheriffs' bailiffs, and all other employees receiving less than \$600.00 per annum or \$50.00 per month.

Provided that any employee may be transferred from one class to another upon the recommendation of the President of the Council on the report of the Efficiency Officer.

PUBLIC SERVICE EFFICIENCY OFFICER.

4. There shall be an officer, to be called the Public Service Efficiency Officer, appointed by the Lieutenant Governor in Council.

(2) The Lieutenant Governor in Council may appoint such clerks or other assistants in the office of the Efficiency Officer as may be deemed necessary, and may authorize the employment by the Efficiency Officer of expert and special assistants from time to time as may be deemed necessary in the discharge of the duties of the Efficiency Officer.

(3) The salary of the Efficiency Officer and the salaries and other remuneration of the clerks and other persons employed by the Efficiency Officer shall be fixed by order in council upon the recommendation of the President of the Council and shall be charged to and paid out of the General Revenue Fund of the province.

5. The duties of the Efficiency Officer shall be—

- (a) To investigate the conditions of the various departments and to make such recommendations as he may deem proper for the improvement of the organization and the business methods therein;
- (b) To report to the President of the Council such changes as he may deem proper in any department, with a view to systematizing the work of the department;
- (c) To make such report as he may deem proper with regard to the grading, classification and scale of salaries in schedule form for Classes 2, 3, 4 and 5 herein, which said schedule shall also provide for fixed increases in salary until a maximum amount is reached, and for promotions;
- (d) To frame rules for the conduct and discipline of the employees in their respective offices;

- (e) To report to the President of the Council, when directed so to do, upon any scheme providing for superannuation of employees or the payment of any allowance upon retirement from the Public Service;
- (f) To recommend to the President of the Council such action as will promote the co-ordination of the work in the different departments and reduction or re-organization of the staff of any department with a view to greater economy and efficiency in administration;
- (g) To inquire into and report upon any other matter affecting the administrative methods of any department or of the conduct of the employees therein whenever requested by the Minister or instructed by the President of the Council so to do;
- (h) To hold such inquiries and to investigate such suggestions, complaints and recommendations with respect to the departments or any of them, or to any employee connected therewith, or as to any changes in the Statutes or regulations affecting the same as the President of the Council may from time to time direct;
- (i) Such other duties as may be assigned to him by the Lieutenant Governor in Council.

6. No person shall be appointed to any office, clerkship or service in Classes 2, 3, 4 and 5 of the Civil Service as set out in section 3 hereto until the Efficiency Officer has certified in writing that the person to be appointed is duly qualified for the position to which he is to be appointed.

7. It shall be the duty of the Efficiency Officer to prepare annually and present to the Lieutenant Governor in Council on the 1st day of January in each year a report upon the performance of the duties of his office during the preceding year, and the report shall be laid before the Legislative Assembly at the next ensuing session of the Legislature.

No. 57.

FIRST SESSION
FOURTH LEGISLATURE
8 GEORGE V
1918

BILL
An Act to provide for the Regulation
of the Public Service.

Received and read the

First time

Second time

Third time

HON. MR. STEWART.

EDMONTON:
J. W. JEFFERY, KING'S PRINTER
A.D. 1918