

CATEGORY FACTS – 2001

OFFICE ADMINISTRATION CATEGORY

Population¹

			<u>% of Category</u>	<u>Change from 1997</u>
Classified:	Full-time	11,325	68.0%	-20.3%
	Part-time	407	2.5%	-19.4%
Unclassified:	Full-time	4,407	28.3%	-14.3%
	Part-time	273	1.2%	-9.0%
TOTAL		16,412		-18.1%

<u>2001 Wages</u>	<u>Weekly</u>	<u>Annual</u>	<u>Classification</u>	<u>2000 Pop.¹</u>
Average ²	\$ 700.25	36,538		
Highest ³	1,093.66	57,065	Clerical Services (BU) CCL15	18
Lowest ⁴	544.48	28,410	OAD 1	24

<u>Largest Classification(s)</u>	<u>2000 Population</u>	<u>% of Category</u>	<u>Maximum Weekly Wage</u>
Office Administration 1	24		\$ 589.06
Office Administration 2	51		600.66
Office Administration 3	170		613.71
Office Administration 4	336		627.49
Office Administration 5	576		642.71
Office Administration 6	1,820	11.1%	657.94
Office Administration 7	314		678.60
Office Administration 8	6,580	40.1%	703.61
Office Administration 9	2,003	12.2%	737.33
Office Administration 10	1,618	9.9%	781.55
Office Administration 11	630		861.30
Office Administration 12	307		938.51
Office Administration 13	10		1,005.21
	<u>14,439</u>	<u>87.9%</u>	

¹ Head count as of Dec. 29, 2000. Head count includes classified, unclassified and students (both FT and PT).

² Average weekly salaries based on Full-Time Equivalent (FTE) including classified, unclassified and students as of Dec. 29, 2000. These were then multiplied by 1.95% to calculate 2001 average salaries.

³ Based on maximum rate. Classifications with no populations have not been included.

⁴ Based on start rate. Classifications with no populations have not been included.

Source: Management Board Secretariat, Corporate Labour Relations / Negotiations Secretariat