

# Staffing and Non-Partisanship Survey

## Data Release: Supporting Documentation

### Background Information

#### About the Staffing and Non-Partisanship Survey

The Staffing and Non-Partisanship Survey (SNPS) was introduced in 2018 as a biennial public service-wide survey, replacing the Survey of Staffing (SOS) in light of changes brought about by the implementation of the New Direction in Staffing. The primary objective of the SNPS is to collect public servants' perceptions of the federal staffing system, of the political impartiality of the public service, and their knowledge of their rights and obligations in engaging in political activities. Conducting the survey on a regular basis provides the Public Service Commission of Canada (PSC) and delegated departments with a clear view of areas for improvement, as well as what is working well.

The survey will provide vital information to managers, human resources advisors and deputy heads to improve staffing within their own organizations, and to the PSC on the staffing system as a whole. The information will also be used to support reporting to Parliament via the PSC's Annual Report.

The SNPS targets all departments and agencies under the *Public Service Employment Act*. Unlike the SOS, the SNPS includes organizations with less than 350 employees. The SNPS gathers information from a broader range of audiences — employees, hiring managers and staffing advisors — on key aspects of the staffing system (for example, merit). As in previous years, the survey also gathers critical information on employees' understanding of their rights and responsibilities regarding political activities and non-partisanship.

The information gathered in the survey will be used to identify current and emerging trends at government-wide and organizational levels, to inform potential improvements to staffing policies and practices, and better target efforts to safeguard non-partisanship within the federal public service.

Data collection is administered in partnership with [Statistics Canada](#).

#### This data release

This data release is comprised of the findings from the first cycle of the SNPS. Because the content of this survey is different from its predecessor (the Survey of Staffing), year-over-year comparisons are not always possible.

Data collection took place over a period of 8 weeks — between February 22 and April 20, 2018. The survey targeted employees, hiring managers and staffing advisors to gather their views on a wide range of staffing-related topics, including the New Direction in Staffing, organizational staffing policies and practices, as well as political activities and non-partisanship.

Invitations to complete the survey were sent to 214,275 public servants across 74 departments and agencies subject to the *Public Service Employment Act*. A total of 101,892 employees completed the survey, representing an overall response rate of 47.6%.

The survey frame was made up of all in-scope employees that were on the October 2017 Public Services and Procurement Canada's incumbent file and employee lists provided by in-scope organizations that do not appear on the incumbent file.

### Quality assurance

This data release has been subject to a comprehensive quality review, as per the [guidelines](#) published by Statistics Canada.

All SNPS questions require a minimum of 10 valid responses. Cells denoting "Not available" indicate that data is either not available or did not meet the response criteria.

Since the SNPS includes a number of branching and skip patterns targeting different groups of respondents, the number of questions each respondent is answering varies with the type of staffing process being reported. An example would be a hiring manager reporting they did not hire or attempt to hire an employee reporting to them, who would not answer questions concerning what processes they have used to hire.

Consequently, the number of valid responses per question may vary within the same organization, with the exception of those responding to questions on the awareness of the legal rights and responsibilities regarding political activities.

### Sampling and collection

This survey is a census with a repeated cross-sectional design. Responding to it was voluntary and the data was collected directly from the survey respondents. Each federal employee receiving a survey invitation (that is, a sampling unit) was contacted by email and invited to complete an electronic questionnaire.

### Interpretation of survey results

The data presented in this report has been weighted to adjust for non-response and for respondents who did not want to share their data with the PSC. Therefore, the results can be generalized to the federal public service population in departments and agencies that are subject to the *Public Service Employment Act*.

Results are shown as counts and percentages for 3 categories of responses:

1. "yes" or "no"
2. "strongly agree"; "somewhat agree"; "neither agree nor disagree"; "somewhat disagree"; or "strongly disagree"
3. "not at all"; "to a minimal extent"; "to a moderate extent"; or "to a great extent"

For all of the above, "don't know", "not applicable" and "unable to assess" responses are excluded.

Both the unweighted and weighted number of responses and the unweighted and weighted percentages for each of a question's response values are given. The weighted number of respondents are rounded to the nearest whole number.

To protect the confidentiality of respondents, results are only provided for questions with at least 10 respondents.

## Dataset Documentation

### **By department (including all departments) (CFPPSC\_SNPS01)**

- **Source:** Staffing and Non-Partisanship Survey, Public Service Commission of Canada
- **Note:** Contains responses to all questions.

### **By department and by Employment Equity Group: Women (CFPPSC\_SNPS02)**

- **Source:** Staffing and Non-Partisanship Survey, Public Service Commission of Canada
- **Note:** Employment equity response comparison between women, men, and others (please specify).

### **By department and by Employment Equity Group: People with disabilities (CFPPSC\_SNPS03)**

- **Source:** Staffing and Non-Partisanship Survey, Public Service Commission of Canada
- **Note:** Employment equity response comparison between people with disabilities and others.

### **By department and by Employment Equity Group: Visible minorities (CFPPSC\_SNPS04)**

- **Source:** Staffing and Non-Partisanship Survey, Public Service Commission of Canada
- **Note:** Employment equity response comparison between members of visible minorities and others.

### **By department and by Employment Equity Group: Aboriginal peoples (CFPPSC\_SNPS05)**

- **Source:** Staffing and Non-Partisanship Survey, Public Service Commission of Canada
- **Note:** Employment equity response comparison between aboriginal peoples and others.

### **By department and by First Official Language (CFPPSC\_SNPS06)**

- **Source:** Staffing and Non-Partisanship Survey, Public Service Commission of Canada

### **By department and by Region (CFPPSC\_SNPS07)**

- **Source:** Staffing and Non-Partisanship Survey, Public Service Commission of Canada

### **By department and by Occupational group (CFPPSC\_SNPS08)**

- **Source:** Staffing and Non-Partisanship Survey, Public Service Commission of Canada

### **By department and by Age group (CFPPSC\_SNPS09)**

- **Source:** Staffing and Non-Partisanship Survey, Public Service Commission of Canada

### **By department and by Years of Service (CFPPSC\_SNPS10)**

- **Source:** Staffing and Non-Partisanship Survey, Public Service Commission of Canada

### **By department and by Tenure (CFPPSC\_SNPS11)**

- **Source:** Staffing and Non-Partisanship Survey, Public Service Commission of Canada
- **Note:** Dataset contains aggregations by indeterminate, term, casual, etc. status.

### **By department and by Full-time/Part-Time status (CFPPSC\_SNPS12)**

- **Source:** Staffing and Non-Partisanship Survey, Public Service Commission of Canada

### **Organization-level report Dataset (CFPPSC\_SNPS13)**

- **Source:** Staffing and Non-Partisanship Survey, Public Service Commission of Canada

- **Note:** Contains responses to questions included in the organizational reports. Only includes full-time term and indeterminate employees. As such, the number of respondents may vary when compared against other datasets.

**By department, by First Official Language and region (CFPPSC\_SNPS14E, CFPPSC\_SNPS14F, CFPPSC\_SNPS14V)**

- **Source:** Staffing and Non-Partisanship Survey, Public Service Commission of Canada
- **Note:** These datasets are used in the interactive multi-bar chart tool, including the raw data, variable names, data labels, and text. As such, the data formatting is not identical to other tables in the dataset.

**Response profile data (CFPPSC\_SNPS15)**

- **Source:** Staffing and Non-Partisanship Survey, Public Service Commission of Canada
- **Note:** Contains each organization’s total count of employees in the data frame and overall response numbers. This dataset will include organizations with 10 or fewer employees.

**List of questions (CFPPSC\_SNPS16)**

- **Source:** Staffing and Non-Partisanship Survey, Public Service Commission of Canada

**List of departments (CFPPSC\_SNPS17)**

- **Source:** Staffing and Non-Partisanship Survey, Public Service Commission of Canada
- **Note:** Departments ‘152’ and ‘153’ have been merged with ‘017’ in the datasets. This is because of the creation of 2 new departments part way through the data collection period.

**By department and by Shift Worker (CFPPSC\_SNPS18)**

- **Source:** Staffing and Non-Partisanship Survey, Public Service Commission of Canada

**By department and by diploma (CFPPSC\_SNPS19)**

- **Source:** Staffing and Non-Partisanship Survey, Public Service Commission of Canada
- **Note:** Tracks the highest level of education attained by survey respondents.

**Glossary**

Attribute Name	Defined Attribute Name
Aboriginal_E	Aboriginal status (English)
Aboriginal_F	Aboriginal status (French)
Age_Group_E	Age group (English)
Age_Group_F	Age group (French)
Category_E	Question category (English)
Category_F	Question category (French)
DEPT_E	Federal government organizations (English)
DEPT_F	Federal government organizations (French)
DEPT_Number	Department code number
final_dept_e	Federal government organizations (English)
final_dept_f	Federal government organizations (French)
final_label_e	Question label text (English)
final_label_f	Question label text (French)
FOL_E	First official language (English)

<b>Attribute Name</b>	<b>Defined Attribute Name</b>
FOL_F	First official language (French)
Full_Time_Part_Time_E	Full-time/part-time status (English)
Full_Time_Part_Time_F	Full-time/part-time status (French)
full_variable_question	Question text (English)
full_variable_question_fr	Question text (French)
Gender_E	Gender (English)
Gender_F	Gender (French)
Highest_Education_E	Highest level of education attained by a respondent (English)
Highest_Education_F	Highest level of education attained by a respondent (French)
label_en	Question label text (English)
label_fr	Question label text (French)
N	Number of respondents
Occ_Group_E	Occupational group and level (English)
Occ_Group_F	Occupational group and level (French)
PWD_E	Person with a disability (English)
PWD_F	Person with a disability (French)
Question_E	Question text (English)
Question_F	Question text (French)
Question_Name	Question name
question_value	Response value (Either language)
Question_Value_E	Response value (English)
Question_Value_F	Response value (French)
Region_E	Region of work (English)
Region_F	Region of work (French)
Respondents_E	Aggregation count category (English)
Respondents_F	Aggregation count category (French)
Shift_Worker_E	Shift work status (English)
Shift_Worker_F	Shift work status (French)
Shr_Resp_E	Response value: percentage share (English)
Shr_Resp_F	Response value: percentage share (French)
shr_w_resp	Weighted response value: weighted percentage share
Shr_W_Resp_E	Weighted response value: weighted percentage share (English)
Shr_W_Resp_F	Weighted response value: weighted percentage share (French)
Sorter	Sort variable for SNPS interactive bar chart tool
Tenure_E	Employee status (ex. indeterminate) (English)
Tenure_F	Employee status (ex. indeterminate) (French)
theme_en	Report/question theme (English)
theme_fr	Report/question theme (French)
total_respondants	Response value: number of responses
Total_Respondents_E	Response value: number of responses (English)
Total_Respondents_F	Response value: number of responses (French)
total_w_resp	Weighted response value: weighted number of responses
Total_W_Resp_E	Weighted response value: weighted number of responses (English)
Total_W_Resp_F	Weighted response value: weighted number of responses (French)
var_name_e	Question variable (English)
var_name_f	Question variable (French)

<b>Attribute Name</b>	<b>Defined Attribute Name</b>
variable_cat_en	Respondent category (English)
variable_cat_fr	Respondent category (French)
Variable_Name	Question variable
Variable_Name_E	Question variable (English)
Variable_Name_F	Question variable (French)
VISMIN_E	Visible minority status (English)
VISMIN_F	Visible minority status (French)
Years_of_Service_E	Years in the federal public service (English)
Years_of_Service_F	Years in the federal public service (French)