

**2017 APEX Study FINAL- April 21, 2017**  
**APEX Executive Work and Health Questionnaire**

Thank you for taking the time to participate in the APEX 2017 Executive Work and Health Survey. The results will allow us to lay out a picture of the health and well-being of our community, to better understand the working conditions of executives in the Public Service of Canada, and to prompt avenues for further reflection in order to improve our working environment.

APEX counts on your participation to ensure the success of this survey for our executive community. It will take you no more than 20 to 25 minutes to complete the questionnaire. Your participation in this survey is voluntary. Rest assured that your answers will be treated confidentially and anonymously. You have until June 12, 2017, to complete and submit your questionnaire.

**SECTION A- YOUR WORK**

*We would like to know about your work habits and the amount of time you spend at work. Please fill in the appropriate answer for each question.*

In the past 12 months...

1. How many hours do you normally work per week in your job at *the office*?

\_\_\_\_\_ hours/week [RANGE 0-100]

2. How many hours per week do you spend on work while at home *in addition to your regular office hours*?

\_\_\_\_\_ hours/week [RANGE 0-100]

3. What is the average number of weekend days you worked per month?

\_\_\_\_\_ Saturdays/month [RANGE 0-5]

\_\_\_\_\_ Sundays/month [RANGE 0-5]

4. How many days were you absent (including holidays) from work in the past 12 months?

\_\_\_\_\_ days/12 months [RANGE 0-365]

5. How many days of sick leave have you claimed in the past 12 months?

\_\_\_\_\_ days/12 months [RANGE 0-365]

6. How many vacation days have you taken in the past 12 months?

\_\_\_\_\_ days/12 months [RANGE 0-365]

**The following questions ask about your job in the public service. Please fill in the appropriate answer for each question.**

7. Please indicate the degree to which you agree with the following statements about e-technology (i.e. cell phones, instant messaging, email, BlackBerry®, etc) [RANDOMIZE STATEMENTS][SINGLE PUNCH PER STATEMENT]

	1 Strongly Disagree	2 Disagree	3 Neither Agree or Disagree	4 Agree	5 Strongly Agree
Most days, I used e-technology intensively after work hours for work-related purposes					
Most days, I feel obliged to respond to work-related messages during the evening hours					

8. To what extent has the use of e-technology (i.e. cell phones, instant messaging, email, BlackBerry®, etc) affected... [RANDOMIZE STATEMENTS] [SINGLE PUNCH PER STATEMENT]

	1 Decreased	2 No change	3 Increased
Your workload			
Your ability to balance your work/personal/family life			
Your productivity			

9. How much have e-technologies (i.e. cell phones, instant messaging, email, BlackBerry®, etc)... [RANDOMIZE STATEMENTS] [SINGLE PUNCH PER STATEMENT]

	1 Not at all	2 A little	3 Somewhat	4 Very much
Improved your ability to do your job				
Allowed you more flexibility in the hours you work				
Improved your ability to share your ideas with coworkers				
Expanded the number of people you communicate with				

10. Now thinking about your immediate supervisor and work colleagues, please indicate how much you feel they impact each of the following areas. [RANDOMIZE STATEMENTS] [SINGLE PUNCH PER STATEMENT]

	1 Very much	2 Somewhat	3 A little	4 Not at all
How much does your immediate supervisor go out of his or her way to do things to make your work life easier for you?				
How much can your immediate supervisor be relied on when things get tough at work?				
How easy is it to talk with colleagues at work?				
How much can colleagues at work be relied on when things get tough at work?				
How much are colleagues at work willing to listen to your personal problems?				

11. Please indicate if you agree or disagree with the following statements: [RANDOMIZE STATEMENTS] [SINGLE PUNCH PER STATEMENT]

	1 Strongly Disagree	2 Disagree	3 Agree	4 Strongly Agree
I have constant time pressure due to a heavy workload.				
I have many interruptions and disturbances while performing my job.				
Over the past few years, my job has become more and more demanding.				
I receive the respect I deserve from my superior or a respective relevant person.				
My job promotion prospects are poor.				
I have experienced or I expect to experience an undesirable change in my work situation.				
My job security is threatened.				
Considering all my efforts and achievements, I receive the respect and prestige I deserve at work.				
Considering all my efforts and achievements, my job promotion prospects are adequate.				
Considering all my efforts and achievements, my salary / income is adequate.				

12. Please indicate how satisfied you are with: [RANDOMIZE STATEMENTS] [SINGLE PUNCH PER STATEMENT]

	1 Very Dissatisfied	2 Dissatisfied	3 Neither Dissatisfied or Satisfied	4 Satisfied	5 Very Satisfied
Your job in general					
The amount of pay you get					
The number of hours you work					
The flexibility of your work hours					

The sort of things you do on the job					
Your current work load					
The professional development opportunities offered by your department/agency					
The possibilities offered by the Executive Talent Management process to meet career goals and aspirations					
The amount of job security you have					

**SECTION B- YOUR ORGANIZATION**

**The following questions relate to your job and experience with your current department/agency.**

13. To what extent do you agree or disagree with the following statements? [RANDOMIZE STATEMENTS] [SINGLE PUNCH PER STATEMENT]

	1 Strongly Disagree	2 Disagree	3 Neither Agree or Disagree	4 Agree	5 Strongly Agree
I do not feel “emotionally attached” to this department/agency					
This department/agency has a great deal of personal meaning for me					

14. The following statements are about how you feel at work. Please read each statement carefully and decide if you ever feel this way about your job. [RANDOMIZE STATEMENTS] [SINGLE PUNCH PER STATEMENT]

	1 Never	2 Almost Never	3 Rarely	4 Sometimes	5 Often	6 Very Often	7 Always

At my work, I feel bursting with energy.							
At my job, I feel strong and vigorous.							
When I get up in the morning, I feel like going to work.							
I am enthusiastic about my job.							
My job inspires me.							
I am proud of the work that I do.							
I feel happy when I am working intensely.							
I am immersed in my work.							
I get carried away when I am working.							

15. Would you say that most days at work are...? [SINGLE PUNCH]

- 1: Not at all stressful
- 2: Not very stressful
- 3: A bit stressful
- 4: Quite a bit stressful
- 5: Extremely stressful

16. In the past 6 months, how often has your own supervisor behaved in the following ways at work... [RANDOMIZE STATEMENTS] [SINGLE PUNCH PER STATEMENT]

	0 Never	1 Now and then	2 Regularly	3 Often	4 Very Often	5 Daily
Put you down or was condescending to you in some way?						
Made demeaning, rude, or derogatory remarks about you?						

Addressed you in unprofessional terms, either publicly or privately?						
Made jokes at your expense?						
Yelled, shouted, or swore at you?						

17. In the past 6 months, how often have your peers behaved in the following ways at work... [KEEP SAME ORDER AT Q16] [SINGLE PUNCH PER STATEMENT]

	0 Never	1 Now and then	2 Regularly	3 Often	4 Very Often	5 Daily
Put you down or was condescending to you in some way?						
Made demeaning, rude, or derogatory remarks about you?						
Addressed you in unprofessional terms, either publicly or privately?						
Made jokes at your expense?						
Yelled, shouted, or swore at you?						

18. In the past 6 months, how often have your employees behaved in the following ways at work... [KEEP SAME ORDER AT Q16] [SINGLE PUNCH PER STATEMENT]

	0 Never	1 Now and then	2 Regularly	3 Often	4 Very Often	5 Daily
Put you down or was condescending to you in some way?						
Made demeaning, rude, or derogatory remarks about you?						
Addressed you in unprofessional terms, either publicly or privately?						
Made jokes at your expense?						
Yelled, shouted, or swore at you?						

19. Please indicate the degree to which you agree with the following statements:  
 [RANDOMIZE STATEMENTS] [SINGLE PUNCH PER STATEMENT]

	1 Strongly Disagree	2 Disagree	3 Neither Agree or Disagree	4 Agree	5 Strongly Agree
Members of this management team are able to bring up problems and tough issues.					
It is safe to take a risk on this management team.					
No one on this management team would deliberately act in a way that undermines my efforts.					

20. How often does it happen that... [RANDOMIZE STATEMENTS] [SINGLE PUNCH PER STATEMENT]

	0 Never	1 Now and then	2 Regularly	3 Often	4 Very Often	5 Daily
You have to cancel appointments with your spouse/family/friends due to work-related commitments?						
Your work schedule makes it difficult for you to fulfil your domestic obligations?						
Your work obligations make it difficult for you to feel relaxed at home?						
Your work takes up time that you would have liked to spend with your spouse/family/friends						

21. Please indicate the degree to which you agree or disagree with the following statements: [RANDOMIZE STATEMENTS] [SINGLE PUNCH PER STATEMENT]



In my free time after work...

	1 Strongly Disagree	2 Disagree	3 Neither Agree or Disagree	4 Agree	5 Strongly Agree
I forget about work.					
I get a break from the demands of work.					
I distance myself from my work.					
I don't think about work at all.					

22. Please indicate the extent to which you agree with each of the following statements:  
[RANDOMIZE STATEMENTS] [SINGLE PUNCH PER STATEMENT]

	1 Strongly Disagree	2 Disagree	3 Neither Agree or Disagree	4 Agree	5 Strongly Agree
I tend to bounce back quickly after hard times					
I have a hard time making it through stressful events					
It does not take me long to recover from a stressful event					
It is hard for me to snap back when something bad happens					
I usually come through difficult times with little trouble					
I tend to take a long time to get over setbacks in my life					

23. Over the past 12 months, how have you felt about your work? Please indicate the response that most applies to you. [RANDOMIZE STATEMENTS] [SINGLE PUNCH PER STATEMENT]

	0 Never	1 A Few Times a Year	2 Once a Month	3 A Few Times a Month	4 Once a week	5 A Few Times a Week	6 Every Day
I feel emotionally drained from my work							
I feel used up at the end of the workday							
I feel tired when I get up in the morning and have to face another day on the job							
Working all day is really a strain for me							
I feel burnt out from my work							
I have become less interested in my work							
I have become less enthusiastic about my work							
I just want to do my job and not be bothered							
I have become more cynical about whether my work contributes to anything							
I doubt the significance of my work							

24. During the past 12 months, were you verbally harassed or tormented while you were at work?

Yes

No

[IF YES AT Q24 ASK Q25]

25. Was the person who harassed you...? You may indicate more than one. [MULTIPUNCH]

- 1: a direct supervisor
- 2: a superior
- 3: a co-worker
- 4: a subordinate
- 5: a client
- 6: a stranger
- 7: Other (specify)

26. Please indicate the degree to which you agree or disagree with the following statement.

I know how to deal effectively with situations that may threaten or harm staff (e.g. harassment, discrimination, violence, etc.) [SINGLE PUNCH]

- 1 Strongly Disagree
- 2 Disagree
- 3 Neither Agree or Disagree
- 4 Agree
- 5 Strongly Agree

27. In the past 6 months, how often have you thought about leaving your current position?  
[SINGLE PUNCH]

- 1. Never
- 2. Monthly
- 3. Weekly
- 4. Several Days a Week
- 5. Daily

### **SECTION C - YOUR HEALTH**

***Now we would like to know about your health. Please answer the questions by marking the answer which you think most applies to you.***

28. In general, would you say your health is...? [SINGLE PUNCH]

- 1: Excellent
- 2: Very good
- 3: Good
- 4: Fair
- 5: Poor

29. In general, would you say your mental health is...? [SINGLE PUNCH]

- 1: Excellent
- 2: Very good
- 3: Good
- 4: Fair
- 5: Poor

30. Thinking about the amount of stress in your life, would you say that most days are:  
[SINGLE PUNCH]

- 1: Not at all stressful
- 2: Not very stressful
- 3: A bit stressful
- 4: Quite a bit stressful
- 5: Extremely stressful

31. How tall are you? [PROGRAM AS DROP DOWNS FOR FEET AND INCHES, OPEN TEXT BOX FOR CENTIMETERS, RESPONDENT ONLY HAS TO ENTER IMPERIAL -OR- METRIC NOT BOTH TO PROCEED]

\_\_\_\_\_ feet [RANGE 1-8] \_\_\_\_\_ inches [RANGE 0-11] - or - \_\_\_\_\_ centimeters  
[RANGE 0-250][PROGRAM AS DROP DOWN]

32. How much do you weigh? [PROGRAM AS TEXT BOXES. RESPONDENT ONLY HAS TO ENTER POUNDS OR KILOGRAMS NOT BOTH TO PROCEED] [PROGRAM AS DROP DOWN]  
[PROGRAM AS DROP DOWN]

\_\_\_\_\_ pounds [RANGE 50-500] - or - \_\_\_\_\_ kilograms [RANGE 0-250]

33. In the past 7 days, how many times did you participate in moderate or vigorous physical activity? *Note: "moderate physical activity" is defined as causing an increase in breathing and heart rate.*

\_\_\_\_\_ Times [RANGE 0-30] [PROGRAM AS DROP DOWN]

34. About how much time did you spend on each occasion [SINGLE PUNCH]

- 1 0-15 minutes
- 2 16-30 minutes
- 3 31-60 minutes
- 4 More than 1 hour

***The following questions ask about your lifestyle choices and behaviors related to smoking and alcohol use.***

35. At the present time, do you smoke cigarettes every day, occasionally or not at all?  
[SINGLE PUNCH]

- 1: Daily
- 2: Occasionally
- 3: Not at all

[IF DAILY SELECTED AS Q36, OTHERWISE SKIP]

36. What is the average number of cigarettes you smoke per day \_\_\_\_\_ [RANGE 1-75]  
[PROGRAM AS DROP DOWN]

***Now, some questions about your alcohol consumption.***

37. During the past 12 months, how often did you drink alcoholic beverages? [SINGLE PUNCH]

***A 'drink' refers to:***

- ***a bottle or small can of beer, cider or cooler with 5% alcohol content, or a small draft;***
- ***a glass of wine with 12% alcohol content;***
- ***a glass or cocktail containing 1 oz. of a spirit with 40% alcohol content.***

- 1: Less than once a month
- 2: Once a month
- 3: 2 to 3 times a month
- 4: Once a week
- 5: 2 to 3 times a week
- 6: 4 to 6 times a week
- 7: Every day
- 8: I haven't had an alcoholic beverage in the past 12 month

[IF I HAVEN'T HAD AN ALCOHOLIC BEVERAGE IN THE PAST 12 MONTH SKIP, OTHERWISE CONTINUE]

38. How many drinks would you have in the average week?

\_\_\_\_\_ drinks per week [RANGE 0-200]

39. Over the past 12 months, have you been diagnosed or received treatment by a medical professional for: [SINGLE PUNCH PER STATEMENT]

	Yes	No
Back or neck pain		
Gastro-intestinal discomfort		
Depression / anxiety		
Mental Health issues other		
Cardiac or Cardiovascular Issues (i.e. hypertension)		
Other chronic conditions (please specify)		

40. In the past month, have you taken any type of medications/health products (Check all that apply): [MULTIPUNCH]

- 1: Pain reliever (e.g. Aspirin, Tylenol, etc)
- 2: Antidepressants (e.g. Prozac Paxil, etc)
- 3: Sleeping pills
- 4: Tranquillizers (e.g. Ativan, Vallium, etc)
- 5 : Other (please specify)
- 6: None

**Please answer the following questions based on your experience in the past 3 months. Mark the choice which best represents you.**

41. How many hours of sleep do you get in an average 24-hour period? (drop down)

\_\_\_\_\_ Hours [RANGE 0-24]

42. How often do you have trouble going to sleep or staying asleep? [SINGLE PUNCH]

- 1: Never
- 2: Rarely
- 3: Sometimes
- 4: Most of the time
- 5: All of the time

43. How often do you find your sleep refreshing? [SINGLE PUNCH]

- 1: Never
- 2: Rarely
- 3: Sometimes
- 4: Most of the time
- 5: All of the time

44. How often do you find it difficult to stay awake when you want to? [SINGLE PUNCH]

- 1: Never
- 2: Rarely
- 3: Sometimes
- 4: Most of the time
- 5: All of the time

***The following series of questions deal specifically with your experience over the past 12 months.***

45. Over the past 12 months... 'I have gone to work despite feeling that I really should have taken sick leave due to my state of health' [SINGLE PUNCH]

- 1 Strongly Disagree

- 2 Disagree
- 3 Neither Agree or Disagree
- 4 Agree
- 5 Strongly Agree

46. During the past 12 months, how many days did you go to work even though you were indisposed by physical or psychological health problems, or you were sick or not feeling well? (drop down)

\_\_\_\_\_ days [RANGE 0-365]

[IF 1 OR MORE DAYS ENTERED AT Q46 ASK Q47, OTHERWISE SKIP]

47. Considering that you were indisposed by physical or psychological health problems during those working days, at what percentage would you estimate your level of performance or proficiency during those days? (drop down)

\_\_\_\_\_ % [RANGE 0-100]

48. Have you sought professional counselling in the past 12 months for... [SINGLE PUNCH PER STATEMENT]

	Yes	No
Work related problems?		
Personal problems?		

49. Have you taken sick or vacation leave days for stress in the past 12 months? (drop down)

Yes- How many days? \_\_\_\_\_ days [RANGE 0-365]

No

**SECTION D- PREPAREDNESS FOR FUTURE**

*The following questions deal with the future and the degree to which you think the federal government is prepared to deal with a variety of issues.*



50. Please indicate how much you agree or disagree with each of the following statements.  
 [RANDOMIZE STATEMENTS] [SINGLE PUNCH PER STATEMENT]

	1 Strongly Disagree	2 Disagree	3 Neither Agree or Disagree	4 Agree	5 Strongly Agree
I am confident the federal government has policies in place to keep pace with changes in technology as they emerge.					
Federal government employees have the tools and technology available to them to do their jobs properly.					
Federal government employees are knowledgeable and ready to adopt new digital platforms and service delivery channels as they emerge.					
I think that as a Federal government executive I am well versed in how to manage the increasingly diverse workforce.					
Federal government employees are well-trained on how to utilize social media.					
The Federal government is nimble enough to effectively communicate through social media.					
The Federal government is prepared for dealing with the challenges that come with social media.					
People from all backgrounds are treated fairly in our workplace.					
I am able to reasonably balance the demands of work and personal life.					
I would describe my workplace as being psychologically healthy.					
People in my workplace have a good understanding of the importance of employee mental health.					

My employer offers services or benefits that adequately address my psychological and mental health.					
My employer promotes work-life balance.					
My employer deals effectively with situations that may threaten or harm staff (e.g., harassment, discrimination, violence).					
My employer makes efforts to prevent harm to employees from harassment, discrimination or violence.					

51. What do you think is the single biggest challenge facing the **federal government** in the next 5 years? [OPEN END]

52. What do you think is the single biggest challenge facing the **Executives community** in the next 5 years? [OPEN END]

**SECTION E GENERAL INFORMATION**

*This section asks general information about you, your personal circumstances and your employment history. We need this information about you to help interpret the questionnaire. Please indicate the answer that best describes you. Be assured that your responses will be held in strict confidence.*

53. How many years have you been in the Federal Public Service? (drop down)

\_Less than a year

-or-

\_\_\_\_\_ years [RANGE 0-50]

54. What department / agency are you with? (drop down)

See separate word doc

55. Where is your work located? (drop down)

National Capital Region

Ontario (excluding National Capital Region)

Quebec (excluding National Capital Region)

Northwest Territories

Nunavut

Yukon

British Columbia

Alberta

Saskatchewan

Manitoba

New Brunswick

Nova Scotia

Prince Edward Island

Newfoundland and Labrador

Outside Canada

56. How many years have you been an Executive? (drop down)

\_\_Less than a year or \_\_\_\_\_ years [RANGE 0-50]

57. What is your current occupational group and level? (drop down)

**Group**

PX

DX

EX

CS

EC

LC

MG

PCX

Other (specify \_\_\_\_\_)

**Level**

1 – 9

58. How long have you been in this position? (drop down)

\_\_\_ Less than a year

-or-

\_\_\_\_\_ years [RANGE 0-50]

59. This position is? [SINGLE PUNCH]

My substantive position

An acting position

60. What is your first official language? [SINGLE PUNCH]

French

English

61. In which language do you usually work? [SINGLE PUNCH]

French

English

Both

62. What is the highest level of education you have completed? (drop down)

Secondary/high school graduation certificate or equivalent or less

Diploma or certificate from a community college, CEGEP, institute of technology, nursing school, etc., or a trades certificate or diploma

University certificate or diploma below the bachelor's level

Bachelor's degree

University certificate or diploma above the bachelor's level including a master's degree, a professional degree or an earned doctorate

63. What year were you born in?

\_\_\_\_\_ [RANGE 1918-1999]

64. Which term best describes how you identify your gender? [SINGLE PUNCH]

1 Male

2 Female

3 Another term (please specify \_\_\_\_\_)

65. Are you an Aboriginal person?

(An Aboriginal person is a North American Indian or a member of a First Nation, a Métis or an Inuk (Inuit). North American Indians or members of a First Nation include status, treaty or registered Indians, as well as non-status and non-registered Indians.)

Yes

No

66. Are you a person with a disability?

(A person with a disability has a long-term or recurring physical, mental, sensory, psychiatric or learning impairment and considers himself or herself to be disadvantaged in employment by reason of that impairment, or believes that an employer or potential employer is likely to consider him or her to be disadvantaged in employment by reason of that impairment. Persons with disabilities are also those whose functional limitations owing to their impairment have been accommodated in their current job or workplace.)

Yes

No

67. Are you a member of a visible minority group?

(A member of a visible minority in Canada may be defined as someone (other than an Aboriginal person) who is non-white in colour/race, regardless of place of birth. For example: Black, Chinese, Filipino, Japanese, Korean, South Asian / East Indian, Southeast Asian, non-white West Asian, North African or Arab, non-white Latin American, person of mixed origin (with one parent in one of the visible minority groups in this list), or other visible minority group.)

Yes

No

68. Is there anything else that has not already been covered you would like to bring to the attention of APEX? [OPEN END][NOT MANDATORY]

69. Are you a member of APEX?

Yes

No

**It is through your feedback and engagement that APEX can tailor its services and continue to be an effective voice of the Executive Community. If you are interested in participating in future discussions of subjects discussed in this survey please follow [this link](#), that will open an email separate from this survey in which you may provide us your contact coordinates (name, email, phone number).**

**This approach will ensure that your responses to the survey will remain anonymous. You may also use this link to share other comments with us or raise issues you would like APEX to pursue further.**

**This survey has been registered with the MRIA (Market Research and Intelligence Association) - which is a Canadian not-for-profit association representing the survey research industry – and can be verified at:**

1. Click on the following URL: [www.mriportal-arimportail.ca/mpower8/rrs/verify?t=20170410-744Y](http://www.mriportal-arimportail.ca/mpower8/rrs/verify?t=20170410-744Y)

-OR-

2. Enter the MRIA Project Registration Number (20170410-744Y) at the following URL: [www.surveyverification.ca](http://www.surveyverification.ca) or/ou [www.verificationsondage.ca](http://www.verificationsondage.ca) (French/français)