

**COLLEGE ADMINISTRATION
EMPLOYEE GUIDE**

Champlain Regional College



Administrative Offices / Siège social

October 2003

CHAMPLAIN REGIONALE COLLEGE
College Administration
EMPLOYEE GUIDE

WELCOME TO NEW EMPLOYEES

It is with great pleasure that I welcome all new employees, teachers and non-teaching personnel, to Champlain Regional College.

The Employee Guide is intended to answer many of the questions you may have as a newcomer and to help you in your orientation of our institution. The Program will also provide information on our mission, our structures and our personnel.

Please take the time to look through the Communication Program and feel free to call upon us if you require additional information.

Be assured that we value your contribution in helping Champlain Regional College fulfill its mission.

I wish you every success as a new member of Champlain Regional College

*Gerald R. Cutting,
Director General.*

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CHAPTER 1 CHAMPLAIN REGIONAL COLLEGE

1.1 History

Champlain Regional College, the fourth of the English language junior colleges, was established on April 7, 1971. The College is named after Samuel de Champlain - seventeenth century explorer, fur trader, writer and far-sighted administrator of New France.

Champlain - Lennoxville

Champlain - Lennoxville was founded in 1972 as one of three campuses of a multi-campus (regional) college, offering English language post-secondary education to the off-island population of Quebec.

With an enrollment of about 1050 students, Champlain-Lennoxville shares the campus and facilities of Bishop's University, an arrangement that allows us to offer our students outstanding services and activities, while maintaining a Champlain presence and identity in our own Champlain building.

Champlain-Lennoxville students benefit from many shared facilities, such as the library, bookstore, sports center, skating arena, classrooms, laboratories, and playing fields. Champlain Building resources include extensive computer labs, lecture rooms, a learning center, and student study areas and lounges.

Students requiring accommodations benefit from the Winder Residence Complex composed of apartment-style residences with a capacity of 317 students. The six buildings are adjacent to the golf course, one kilometer from the main campus, and connected by a bike/walking path.

With excellent residences, a beautiful campus that elegantly blends traditional and modern touches, Champlain students enjoy a truly unique CEGEP experience.

Adult Education services located in nearby Sherbrooke enable mature students to follow regular programs of studies or specialized courses either for collegial credit, professional development or general interest.

Champlain - St. Lambert

Champlain - St. Lambert is the largest location of Champlain Regional College. It was opened in September 1972 in temporary quarters when space shortages necessitated a new CEGEP facility on the South Shore.

The first priority was to find a permanent location for a campus and to get the physical plan built. With the acquisition of 21 acres of land (8 in St. Lambert and 13 in Longueuil) along the St. Lawrence Seaway, a contract was negotiated and in August 1973, the first block of the building was completed. The move into a new educational facility began and classes started on September 4th. Construction of phase two of the building was commenced in August 1974. Champlain - St. Lambert is the only Anglophone CEGEP with specially designed facilities in the Montreal area.

The completed campus was officially opened in October 1976.

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Champlain - St. Lambert has established a sound reputation in established disciplines and in addition to the regular day program, offers an extensive selection of continuing education courses. This extension program rivals the day operation not only in numbers but also in social significance.

Champlain - St. Lawrence

Champlain St. Lawrence has been a part of Quebec City's educational environment since its establishment as an anglophone classical college in 1958.

With changes to the educational system and the creation of the English Cegeps in 1969, Champlain St. Lawrence was initially affiliated with two other colleges. It has been a campus of Champlain Regional College since 1972.

Conveniently situated in suburban Ste-Foy, near major highway and public transit routes, St. Lawrence is close to University Laval and two French-language Cegeps.

Champlain St. Lawrence is a small institution, with close contacts between students and staff, a dynamic socio-cultural life, and strong sports tradition, particularly in basketball.

The college is reputed for its high-quality English-language education, offered primarily in pre-university programmes, but also in Business Administration (Marketing) and in adult training programmes.

Educational objectives

As a member of the collegial system, St. Lawrence strives to offer its students the best possible English collegial education. This education is expressed in a number of objectives which are based on two assumptions. The first is that all human beings have in common certain powers which must be recognized and developed. One of these is the power of intelligence. The second assumption is that certain areas of general knowledge should be learned by all human beings and, depending on the vocation chosen, appropriate areas of specialized knowledge should also be learned. These two assumptions form the basis of the educational objectives of St. Lawrence which are listed below:

1. to achieve a thorough knowledge of language as the indispensable instrument of thought and communication,
2. to gain an understanding of the general principles of correct reasoning,
3. to achieve an understanding of human thought as expressed through literature and humanities,
4. to develop a healthy lifestyle through participation in formal physical education activities,
5. to gain an understanding of the basic concepts necessary to the student's field of specialization, as well as an ability to apply these concepts to the formulation and solution of abstract and applied problems,
6. to form the technology student as an independent and reasonable citizen, individual and worker,
7. to form the student as an employable specialist with the general background to permit flexibility on the job market,
8. to form university-bound students able to succeed at the university level.

For more information on St. Lawrence, consult our web site: www.slc.qc.ca

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College Administration

A small staff located in Sherbrooke provides overall coordination to the College's activities in addition to specific services such as purchasing, payroll, accounting, financial services, human resource services, systems development and interface with government.

This office has been housed in the former Lennoxville High School, on the Bishop's/Champlain Campus, in the J.S. Mitchell Building in Sherbrooke and in the former Leblanc School in the old north ward of Sherbrooke.

In the spring of 1995, the staff were moved to a new location which included a heritage residence built in the last 1920's and was most recently used as a convent and private school.

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1.2 Mission Statement

Champlain Regional College was founded in 1971 and named after Samuel de Champlain, the first governor of New France. He was a man whose accomplishments reflect the strength of his intellect, the breadth of his imagination and the quality of his judgment.

Located in Quebec, Canada, the College is a public English-language educational institution which is composed of administrative offices in Sherbrooke and three campuses: Champlain - Lennoxville in Lennoxville, Champlain - St. Lambert in St. Lambert and Champlain - St. Lawrence in the Quebec City area.

MISSION

Champlain Regional College has as its mission the individual success of its students in their education and personal development so they can set and achieve their goals in life. The College offers post-secondary pre-university, technical and training programs to communities in three distinct regions of Quebec.

GOALS

The goals of Champlain Regional College are:

- ?? to respond to the needs of qualified students of all ages who are seeking academic and technical competence for university entrance and employment
- ?? to prepare students to engage in lifelong learning
- ?? to offer opportunities that allow students to pursue their personal, social, cultural and career development
- ?? to participate with partners from all sectors of society in the development of the communities served by the College.

In order to achieve these goals, Champlain Regional College:

- ?? maintains three autonomous campuses to respond flexibly and rapidly to local needs
- ?? designs and implements pre-university, technical and training programs
- ?? maintains a Continuing Education Department at each campus to provide services and programs adapted to the needs of adult learners
- ?? ensures the quality of its academic programs and educational services through continuous evaluation and improvement
- ?? manages its resources responsibly and accounts for them publicly
- ?? ensures through orientation, professional development and evaluation that all employees are aware that the ultimate purpose of their work is the success of the students
- ?? recognizes the dignity of every person and respects the differences among persons in a diverse community
- ?? provides up-to-date educational technology and a physical environment that promotes learning
- ?? encourages physical well-being and a healthy lifestyle for students and employees.

*Board of Governors Meeting
March 10th, 1999*

1.3 Annual Report

The Annual Report is available on Champlain Regional College Web site:
<http://www.champlaincollege.qc.ca>.

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CHAPTER 2 ADMINISTRATIVE STRUCTURE

2.1 Organizational Chart

?? College Administration (see Annex 1)

2.2 Organizational Charts

?? Champlain - Lennoxville (see Annex 2)

?? Champlain - St. Lambert (see Annex 3)

?? Champlain - St. Lawrence (see Annex 4)

2.3 Management Advisory Groups

College Administration

The Director General's Advisory Group (DGAC) is composed of the following:

Gerald R. Cutting, Director General
Jacqueline T. Giard, Director of Studies
John W. Haffenden, Director of Financial Services
Louise Brunet, Director of Human Resources and Secretary General
Guy Mercier, Coordinator, Data Processing
Bertrand Daigneault, Director, Champlain - Lennoxville
Donald T. Shewan, Director, Champlain - St. Lambert
Jean Trudel, Director, Champlain - St. Lawrence

2.4 Commission of Studies

The Commission of Studies is established in conformity with the College Act and Champlain Regional College By-Law #2.

The function of the Commission of Studies is to advise the Board on any matter concerning the programs of studies offered by the College and the evaluation of learning achievement, including the procedures for the certification of studies.

The Commission is composed of four (4) faculty members, one (1) each from Champlain - Lennoxville and Champlain - St. Lawrence, and two (2) from Champlain - St. Lambert, elected by their peers at the location; plus one (1) member of support staff, elected by the support staff; three (3) non-teaching professionals, one (1) each from Champlain - Lennoxville, Champlain St. Lambert and Champlain - St. Lawrence, elected by their peers at the location; three (3) students, one (1) each from each location appointed in accordance with section 31 of the *Loi sur l'accréditation et le financement des associations d'élèves ou d'étudiants*; the Assistant Directors - Academic at each location as ex officio and the Director of Studies, ex officio. The Director of Studies is ex officio chairperson of the Commission of Studies.

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CHAPTER 3 LOCATIONS

3.1 Addresses

COLLEGE ADMINISTRATION

1301 Portland Boulevard
P.O. Box 5000
Sherbrooke (Quebec) J1H 5N1
Telephone: (819) 564-3600
Fax: (819) 564-3639 DG/DS/DFS
 (819) 564-3623 HRS
 (819) 564-3649 Purchasing/Accounting
Website: www.champlaincollege.qc.ca

CHAMPLAIN - LENNOXVILLE

P.O. Box 5003
Lennoxville (Quebec) J1M 2A1
Telephone: (819) 564-3666
Fax: (819) 564-5171
Website: www.lennox.champlaincollege.qc.ca

Continuing Education Services

554 Ontario Street
Sherbrooke (Quebec) J1J 3R6
Telephone: (819) 563-9574
 (819) 563-9577
Fax: (819) 563-9353

CHAMPLAIN - ST. LAMBERT

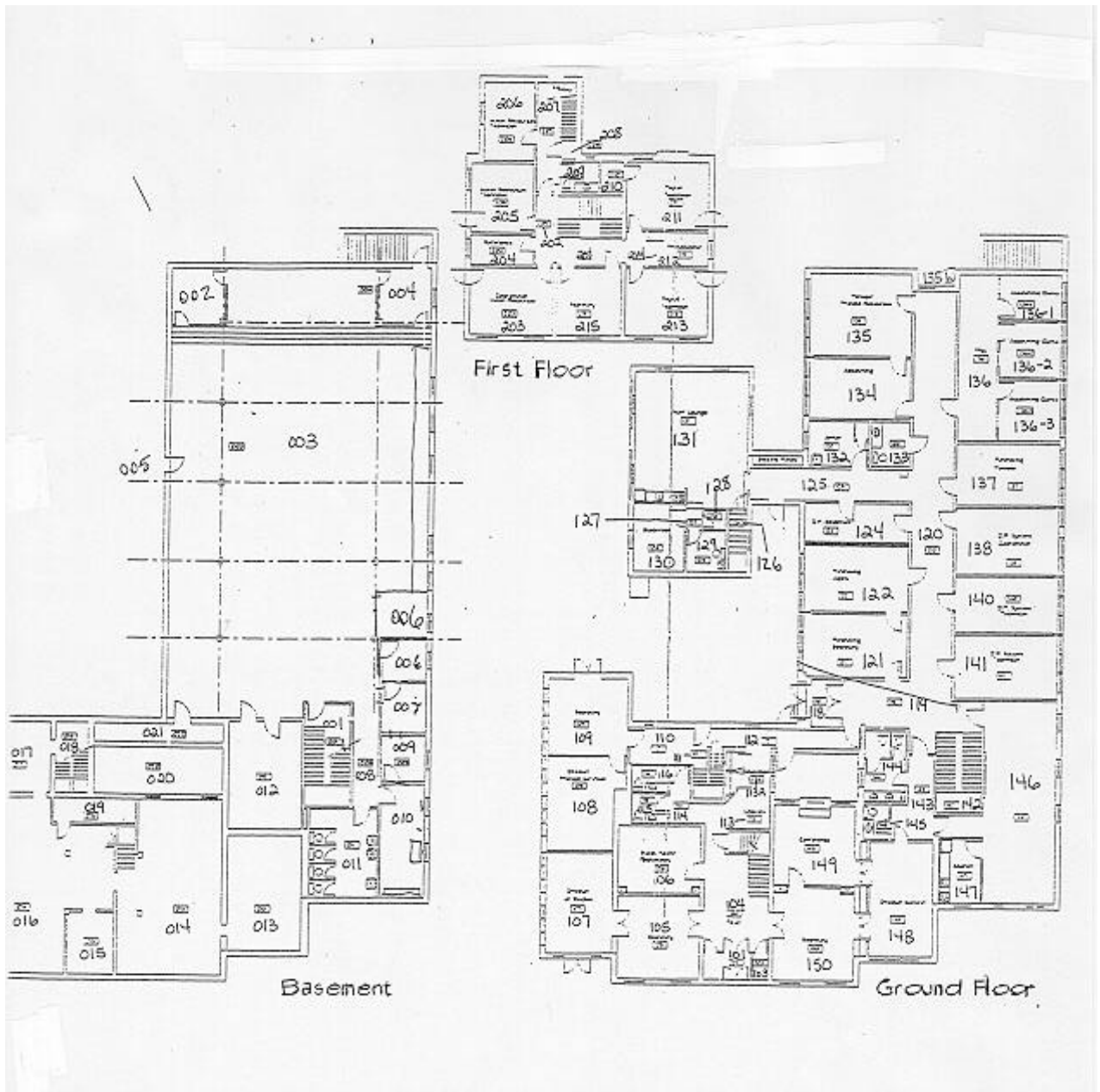
900, Riverside Drive
St. Lambert (Quebec) J4P 3P2
Telephone: (450) 672-7360
Fax: (450) 672-9299
Website: www.champlaincollege.qc.ca/St-Lambert/

CHAMPLAIN - ST. LAWRENCE

790, Nérée-Tremblay
Sainte-Foy (Quebec) G1V 4K2
Telephone: (418) 656-6921
Fax: (418) 656-6925
Website: www.slc.qc.ca

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3.2 Location Map



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CHAPTER 4 UNIONS, ASSOCIATIONS AND COMMITTEES

4.1 Unions

4.1.1 Support Staff

The support staff is non-unionized at College Administration. Working Conditions for Non-Unionized Support Personnel are in effect and were last modified by the Board of Governors on June 15, 2001.

4.1.2 Professional Staff

The professional staff is non-unionized at College Administration. Working Conditions for Non-Unionized Professional Personnel are in effect and were last modified by the Board of Governors on June 15, 2001.

4.2 Associations

4.2.1 Management Personnel

Management members can be affiliated to the *Association des cadres des collèges du Québec (ACCQ)*, if they so choose. For further information, please contact Suzanne Blouin, Extension 620, Room 211.

4.3 Committees

College Administration Committees are as follows:

- ?? Director General Advisory Committee (DGAC)
- ?? Management Committee
- ?? Institutional Self-Evaluation Advisory Group
- ?? Commission of Studies
- ?? Pedagogical (PED) Group
- ?? Student Success Action Plan Group

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CHAPTER 5

SERVICES AND DEPARTMENTS

Service	Title	Name	Room #	Phone Extension	E-mail address
Director General's Office	Director General	Gerald R. Cutting	148	613	gcutting@abacom.com
	Administration Technician	Lise Millette	150	638	lmillette@abacom.com
Director of Studies' Office	Director of Studies	Jacqueline T. Giard	107	612	jgiard@abacom.com
	Administration Technician	Johanne Larkin	105	625	jlarkin@abacom.com
	Coordinator, Student Success	Brian Denison	141	644	bdenison@abacom.com
Financial Services	Director	John Haffenden	108	627	jwhaffenden@abacom.com
	Administration Technician	Colette Boulanger	109	622	cboulanger@abacom.com
	Coordinator	Sonia Garbutt	135	632	sgarbutt@abacom.com
	Administration Technician	Julie Monfette	134	624	jmonfette@abacom.com
Accounting Department	Office Agents	Janice Begbie	136	630	jbegbie@abacom.com
		Jane Carson	136	629	jcarson@abacom.com
Accounting Department		Lucy O'Shaughnessey	136	634	lucyo@abacom.com

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Service	Title	Name	Room #	Phone Extension	E-mail address
Purchasing Department	Manager	Lawrence Smith	122	617	lsmith@abacom.com
	Principal Office Agent	Diane Garneau	121	616	dgarneau@abacom.com
Data Processing	Coordinator	Guy Mercier	138	615	gmercier@abacom.com
	Analyst	Christine Phaneuf	137	628	cphaneuf@abacom.com
	Programmer	Hocine Labsir	140	603	hlabsir@abacom.com
	Data Process. Technician	Francis Demers	140	618	fdemers@abacom.com
Human Resources & Secretary General	Director and Secretary General	Louise Brunet	203	635	lbrunet@abacom.com
	Administration Technicians	Nadia Alberton	206	647	nalberton@abacom.com
		Suzanne Blouin	211	620	sblouin@abacom.com
		Pierrette Fournier	213	621	pfournier@abacom.com
		Gervaise Trudeau	205	637	gtrudeau@abacom.com
	Secretary	Diane Brisson	215	631	dbrisson@abacom.com

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CHAPTER 6 EMPLOYEE BENEFITS

6.1 Postings

The College proceeds by internal postings on bulletin boards located as listed below and on its Website at <http://www.champlaincollege.qc.ca>, for all job openings, be it vacant positions, replacements, temporary requirements, teaching positions or teaching loads.

College Administration

First floor - Staff lounge, Room 131.
Second floor - Photocopying Room 212.

6.2 Required Documents for Hiring

It is the responsibility of the employee to provide Human Resource Services, prior to the date of hiring, the following documents:

- a) **Schooling**
- a. diplomas, transcripts of grades, transcripts, certificates for secondary, collegial and university levels

These documents **must** be signed by the Registrar of the institution.

All other documents requested in posting (i.e.: work permit; corporation card...)

- b) **Work Experience**

Pertinent Employment Confirmations that should include:

- i. Type of work
- ii. Duration of the employment (start and finish dates)
- iii. Status (full-time or part-time) If part-time employment, the number of hours worked per week or the FTE

Recognition of experience for Faculty will be calculated according to Human Resource Procedure for the Recognition of Experience for Faculty. This Procedure is available on College Website www.champlaincollege.qc.ca.

- c) **Forms**

- ?? Quebec Tax Declaration
- ?? Canada Tax Declaration
- ?? Collective Insurance Coverage
- ?? Union membership
- ?? General Application
- ?? Direct Deposit and check specimen

6.3 Required Documents when Hired

Human Resource Services will hand out documents to the new employee to enable him or her to make choices with regard to fringe benefits. Amongst others:

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- ?? Brochure on collective insurance coverage
- ?? Pension plan
- ?? Collective agreement
- ?? Employee Guide

6.4 Collective Insurance Coverage

College Administration (non-unionized personnel, including one staff member at Champlain - Lennoxville and two staff members at Champlain - St. Lambert)

6.4.1 C.A.D.R.E.-Assurances

Support and Professional Staff (Mandatory)

Health Insurance:
Life Insurance
Dental Insurance
Salary Insurance

Please refer to the *C.A.D.R.E.-Assurances* Brochure handed out to you by Human Resource Services or call Suzanne Blouin, Extension 620, Room 211.

6.4.2 SSQ Vie

Management Staff

Health Insurance
Life Insurance
Long-term Disability (Salary Insurance)

Please refer to the *Cadre-Assurances* Brochure handed out to you by Human Resource Services or call Suzanne Blouin, Extension 620, Room 211.

6.5 Pension Plans

There are four (4) major retirement plans administered by the CARRA (*Commission administrative des régimes de retraite et d'assurances*):

- ?? The **Government and Public Employees Retirement Plan** (*Régime de retraite des employés du gouvernement et des organismes publics (RREGOP)*).

RREGOP has been in effect since July 1, 1973 and applies to all employees hired since then.

Membership in the pension plan is an integral part of your working conditions.

- ?? The **Teachers' Pension Plan (TTP)** (*Régime de retraite des enseignants (RRE)*)

Employees who participated to the TTP on June 30, 1973 have maintained right to participate in that plan.

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?? The **Pension Plan for Certain Teachers (PPCT)** (*Régime de retraite de certains enseignants (RRCE)*)

The PPCT was established on June 26, 1986, for teachers, who, during part of their career, did not have the opportunity of contributing to a pension plan. Before July 1, 1965, date on which the Teachers Pension Plan (TTP) became effective, teaching religious could not become members of a pension plan. In addition before July 1, 1973, date on which the RREGOP became effective, since certain private educational institutions belonging to a religious community or to the secular clergy had no pension plan, teachers who worked there could not become members of a pension plan. PPCT allowed the revaluation of benefits provided under the *Act respecting pension coverage for certain teachers* that was passed in 1978.

?? The **Pension Plan for Management (PPM)** (*Le Régime de retraite du personnel d'encadrement (RRPE)*)

The plan came into effect on January 1, 1997 and is intended for management personnel.

For further information, please contact Suzanne Blouin, Extension 620, Room 211.

6.6 Legal Holidays

There are thirteen (13) legal holidays each year. College Administration 2003-2004 legal holidays are:

Tuesday, July 1, 2003	Canada Day
Monday, September 1, 2003	Labor Day
Monday, October 13, 2003	Thanksgiving Day
Thursday, December 25, 2003	Christmas Day
Friday, December 26, 2003	Holiday
Monday, December 29, 2003	Holiday
Tuesday, December 30, 2002	Holiday
Wednesday, December 31, 2003	Holiday
Thursday, January 1, 2004	New Year's Day
Friday, April 9, 2004	Good Friday
Monday, April 12, 2004	Easter Monday
Monday, May 24, 2004	Victoria Day
Thursday, June 24, 2004	Fête Nationale

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6.7 Annual Vacation

Non-teaching personnel

Within each service, the employees shall proceed to choose the dates of their annual vacation, between April 1 and May 1 of each year and approved by the immediate supervisor. The annual vacation days are to be taken during the year of accumulation or postponed to dates agreed upon by the College and the employee.

College Administration has a complete two-week shutdown the last two full weeks of July.

Salary cheques are deposited in the employee's financial institution as usual during the annual vacation periods.

If you require additional information, please contact Suzanne Blouin, Extension 620, Room 211.

6.8 Professional Development

Each employee must refer to his or her immediate supervisor for any Professional Development activity.

6.9 Availability of Faculty

This does not apply to College Administration.

6.10 Absences and Lateness

It is each employee's responsibility to inform his or her supervisor of any absences or lateness.

If an employee wishes to take some time off, be it annual vacation, overtime leave, special leave of absence, he or she must obtain authorization from his or her immediate supervisor prior to taking the leave.

Weekly forms are circulated by Human Resource Services to record all absences.

For Support and Professional Personnel

In case of illness, the first five (5) days of absence are deducted from the sick leave register and the employee continues to receive full salary. On the sixth (6) day of illness, the employee receives a disability benefit equal to eighty-five percent (85%) of his or her salary for a period of up to fifty-two (52) weeks. Upon the expiry of the period of fifty-two (52) weeks, the employee receives the payment of a benefit equal to sixty-six and two-third percent (66 2/3 %) of his or her salary for an additional period of up to fifty-two (52) weeks. Upon the expiry of the one hundred and four (104) weeks, the use of accumulated sick-leave days unless the employee is covered by a supplemental long-term disability group insurance plan.

For additional information, please refer to your Working Conditions for Non-Unionized Support or Professional personnel or contact Suzanne Blouin, Extension 620, Room 211.

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For Management Staff

During the first five (5) days of illness, the management member receives full salary. On the 6th day, the disability benefit payment is of the order of eighty per cent (80%) for the period of up to twenty-six (26) weeks and of seventy percent (70%) for the following period of up to twenty-seven (27) weeks.

For additional information, please refer to the Working Conditions for Management Personnel or contact Suzanne Blouin, Extension 620, Room 211.

6.11 Pay Remittance

Regular pay cheques are deposited in each employee's financial institution account every second Thursday.

The employee is responsible for informing Human Resource Services of the choice of his or her financial institution. Pay stubs are distributed to each employee by internal mail.

For additional information, please contact Suzanne Blouin, Extension 620, Room 211 for non-teaching personnel and for Faculty, Pierrette Fournier, Extension 621, Room 213.

6.12 Personnel File and Update

All information regarding your employment is kept in Human Resources Services, second floor.

Should you have any changes to be made to your file, such as an address change, a change of dependents/beneficiary for insurances or any other change, please be sure to notify Suzanne Blouin, Extension 620, Room 211.

6.12 Employment and Salary Confirmation

If you require an employment confirmation or salary confirmation, please contact the Human Resource Services at College Administration:

Faculty:

Champlain - Lennoxville:	Gervaise Trudeau, Extension 637
Champlain - St. Lawrence and Champlain - St. Lambert	Nadia Alberton, Extension 647

Non-teaching personnel:

All locations:	Suzanne Blouin, Extension 620
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Temporary personnel:

All locations:	Gervaise Trudeau, Extension 637
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6.14 Payroll Deduction (optional)

Other than the regular payroll deductions for income taxes, pension, insurances and dues, you may have the following deductions made through payroll:

- ?? Centraide donations
- ?? Canada Savings Payroll Plan
- ?? Registered Savings Plan (RRSP) with London Life

Should any of these services interest you, please see Suzanne Blouin in Human Resource Services, Extension 620, Room 211.

6.15 Employee Assistance Program (EAP)

The Employee Assistance Program, better known as EAP is a confidential counseling, information and referral service designed to help you and your family (dependents as defined in your benefits plan) deal with any personal problems before they become more serious.

The EAP will assist you with any personal or work-related concerns, such as the ones listed below, that can be affecting your physical and emotional well-being.

- ?? Personal and Emotional
- ?? Marital
- ?? Family Problems
- ?? Childcare/Eldercare
- ?? Stress/Anxiety/Depression
- ?? Alcohol and Drug Abuse
- ?? Interpersonal Relations
- ?? Vocational and Career
- ?? Financial or Legal Problems

Counseling sessions are available to you and your family at no cost for up to five (5) counseling sessions. In cases where long-term or specialized services are required, the EAP counselor will assist by referring you to an appropriate professional or agency in the community and will ensure the coordination and follow-up of such help.

The fees for long-term specialized services are the responsibility of the employee or the family member. However, some services may be covered by your Group Insurance Plan.

To access EAP, contact is made directly by you or a family member by calling 24 hours a day - 7 days a week:

LE GROUPE SANTÉ PHYSIMED
Montreal Area: (514) 231-5033
Exterior: 1-800-667-2683

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CHAPTER 7 SERVICES AVAILABLE

7.1 Bookstore

There is no bookstore at College Administration.

7.2 COOP (Store)

There is no COOP at College Administration. However, supplies are available on the first floor, Room 130 and Room 106 or by calling Diane Garneau, Extension 616.

7.3 Resource Center (Library and Audio-Visual)

There is no Resource Center at College Administration.

7.4 Cafeteria

There is no cafeteria at College Administration.

A Staff Lounge is available to all personnel, Room 131.

7.5 Day Care

No day care facilities are available at College Administration.

7.6 Local Papers

There is no dedicated local paper at College Administration. However, WinPop or billboards located in the Staff Lounge, Room 131 and Photocopying Room 212, are used for messages.

7.7 Media Services (audio-visual)

There is no Media Services at College Administration. However, the Data Processing Department offers assistance for audio-visual equipment, when required. Please contact Guy Mercier, Extension 615, Room 138.

7.8 Faculty Laboratories

There are no Faculty Laboratories at College Administration.

7.9 Parking

Parking is available, free of charge, on College Administration premises.

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CHAPTER 8.00 EMERGENCY AND EVACUATION MEASURES:

8.1 Emergency and Evacuation Procedures

Please contact John Haffenden, Extension 627, Room 108.

8.2 First Aid

The First Aid kit may be found in the Staff Lounge, Room 131.

The following staff members are trained in first aid.

- ?? Pierrette Fournier, Extension 621, Room 213
- ?? Diane Garneau, Extension 616, Room 121
- ?? Julie Monfette, Extension 624, Room 134
- ?? Larry Smith, Extension 617, Room 122

8.3 Damages and Theft

Should you be a victim of theft, please notify Colette Boulanger, Extension 622, Room 109 or John Haffenden, Extension 627, Room 108.

There is no college insurance on the damage or theft of personal assets.

8.4 Elevator

There are no elevators at College Administration.

8.5 Lost and Found

If you find or lose something, call Colette Boulanger, Extension 622, Room 109.

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CHAPTER 9 MISCELLANEOUS

9.1 Purchasing/Cheque/Travel Requisitions/Supplies

Items are bought by the Purchasing Department. In order to initiate the purchase of a good or service, a Purchase Requisition form (available at the Purchasing Office, Room 121) must be completed and signed by the Director of Financial Services. It is then forwarded to the Purchasing Department.

A Purchasing Policy approved by the Board of Governors in 1994 and last modified on April 25, 2003 is in effect. Please contact Lawrence Smith, Extension 617, Room 122 or Diane Garneau, Extension 616, Room 121, should you have any questions.

Should you require a cheque for payment of goods or services, a Cheque Requisition Form must be completed (available at the office of Colette Boulanger, Extension 622, Room 109) and signed by the Director of the Service. It is then forwarded to Colette Boulanger, Room 109 for signature by the Director, Financial Services.

When traveling for business, a Travel Expense Form (available at Colette Boulanger's office, Extension 622, Room 109 or the Accounting Department, Room 136) must be completed to obtain reimbursement by the College in accordance with the Policy concerning meals, lodging and travel expenses first approved by the Board of Governors' on February 19, 1993 and subsequently amended by Executive Committee on October 10, 2001. Please ensure that the Travel Expense Form has been approved by the Director of your Service prior to forwarding it to John Haffenden, Room 108 for signature.

9.2 C.S.S.T.

Work-related injuries must be reported to the CSST. Please see Suzanne Blouin, Extension 620, Room 211 for the necessary forms and assistance. Failure to comply with CSST directives could result in an employee receiving improper compensation at a later date.

9.3 College Insurance Coverage

The College maintains a large public liability policy. The company insuring the College requires that a report be completed without delay each time an employee or visitor is injured on our premises. An Injury Report Form (available at Colette Boulanger's office, Extension 622, Room 109) must be completed and forwarded to Colette Boulanger, Room 109 or John Haffenden, Extension 107, Room 108.

9.4 Keys

Please contact Colette Boulanger, Extension 622, Room 109.

9.5 Mail Distribution

Mail from the Post Office is delivered to the first floor, Room 106, each morning. Johanne Larkin does the distribution to each office. Internal mail from each location is delivered by a member of the Human Resource Services each morning at business opening time.

Both postal and internal mail leave College Administration at 4:00 p.m. Monday through Friday. A courier service is also available. Please contact Lawrence Smith, Extension 617, Room 122 or Diane Garneau, Extension 617, Room 121.

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Postage for outgoing personal mail is the responsibility of the individual sender and envelopes should be pre-stamped.

For further information, please contact Lawrence Smith, Extension 617, Room 122 or Diane Garneau, Extension 616, Room 121.

9.6 Copyrights

Champlain Regional College recognized its obligation to respect copyright and the various laws and regulations that apply to it.

9.7 Hours of Business

College Administration offices are normally open from 8:30 a.m. to 4:30 p.m. Mondays through Fridays, except for the shut-down the two last full weeks of July. The noon hour break normally occurs between 12:00 noon and 1:00 p.m.

9.8 Smoking

Smoking is prohibited in the building.

9.9 Photocopying

Three (3) photocopiers are available and are located as follows:

- ?? Room 106
- ?? Room 124
- ?? Room 212

9.10 Room reservation, Fax and E-mail

The conference Rooms (# 146, 149 and 003t) can be reserved by calling Lise Millette, Extension 638, Room 150.

Fax machines are available in three (3) areas:

- ?? Director General/Director of Studies/Director of Financial Services, Room 106 (819-564-3639)
- ?? Human Resource Services, Room 212, (819-564-3623)
- ?? Purchasing/Accounting, Room 136, (819-564-3649)

Please contact Colette Boulanger, Extension 622, Room 109 or Christine Phaneuf, Extension 628, Room 137 for your e-mail address.

9.11 Telephone Index

A telephone index is distributed at the beginning of the year and updated versions are received as needed. Please contact Colette Boulanger, Extension 622, Room 109 for further information.

9.12 Secretarial Services for Faculty

There is no secretarial services for faculty at College Administration.

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CHAPTER 10 BY-LAWS AND POLICIES

10.1 By-Laws

The Board of Governors have approved the following By -Laws:

By-Law Number 1 concerning	General Administration of the College
By-Law Number 2 concerning	Commission of Studies
By-Law Number 3 concerning	Appointment, the Renewal of Mandate and the Evaluation of the Director General and the Director of Studies
By-Law Number 4 concerning	Human Resource Management of the College
By-Law Number 5 concerning	Financial Management of the College
By-Law Number 6 concerning	Student Fees
By-Law Number 7 concerning	Students' Admission or Readmission to DEC Programs
By-Law Number 8 concerning	Student Success

10.1 Policies

The Board of Governors have approved the following Policies:

Policy relative to the	Hiring and Evaluation of an External Auditing Firm
Policy on	Conflict of Interest and Nepotism
Policy concerning	Meals, Lodging and Travel Expenses
Policy on	Purchasing
Policy on	Human Immunodeficiency virus (HIV) and Acquired Immune Deficiency Syndrome (AIDS)
Working Conditions	Working Conditions for Non-Unionized Support Personnel
Working Conditions	Working Conditions for Non-Unionized Professional Personnel
Policy for	Management Staff
Policy on the	Revision of Academic Programs Leading to a DEC Studies
Policy on	Professional Development for Management Staff
Policy on	Evaluation for Support
Policy on	Evaluation for Professional Personnel
Policy on	Evaluation for Management Personnel

N.B.: All By-Laws and Policies are available on College website: www.champlaincollege.qc.ca

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CHAPTER 11 FOUNDATION

La Fondation C.R.C. Inc is composed of:

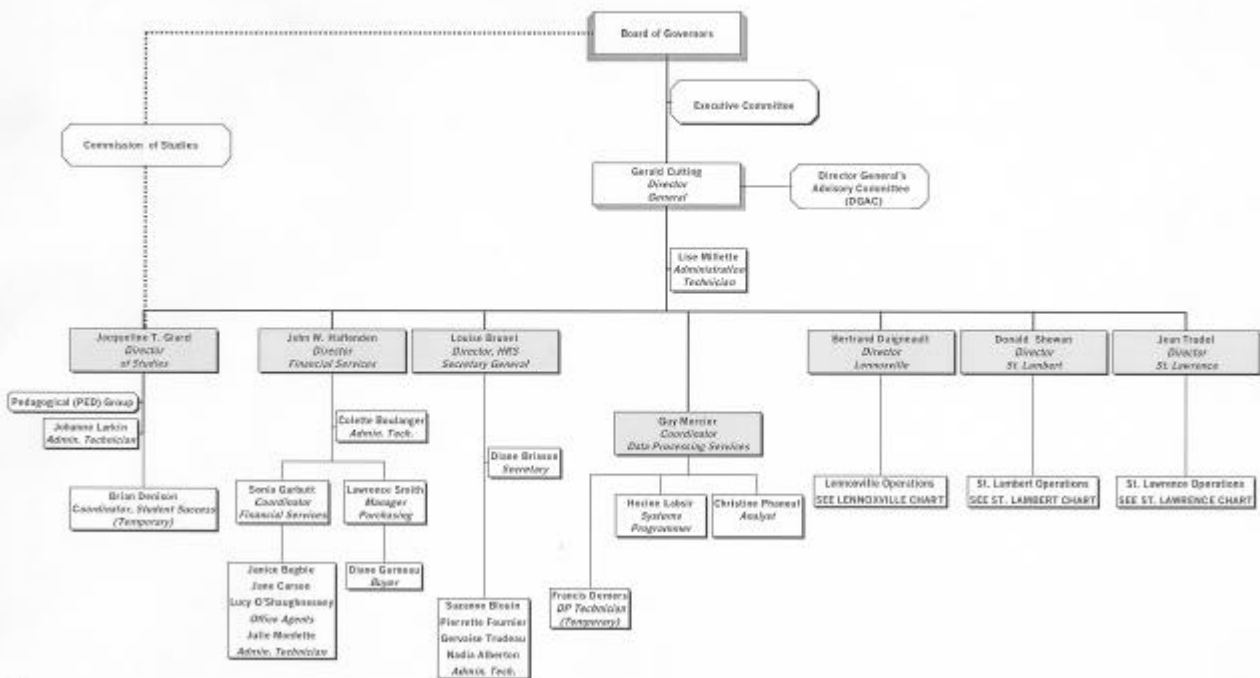
Alex Potter, President
Jacqueline T. Giard, Vice-President
John Haffenden, Secretary/Treasurer

The Foundation's objectives are:

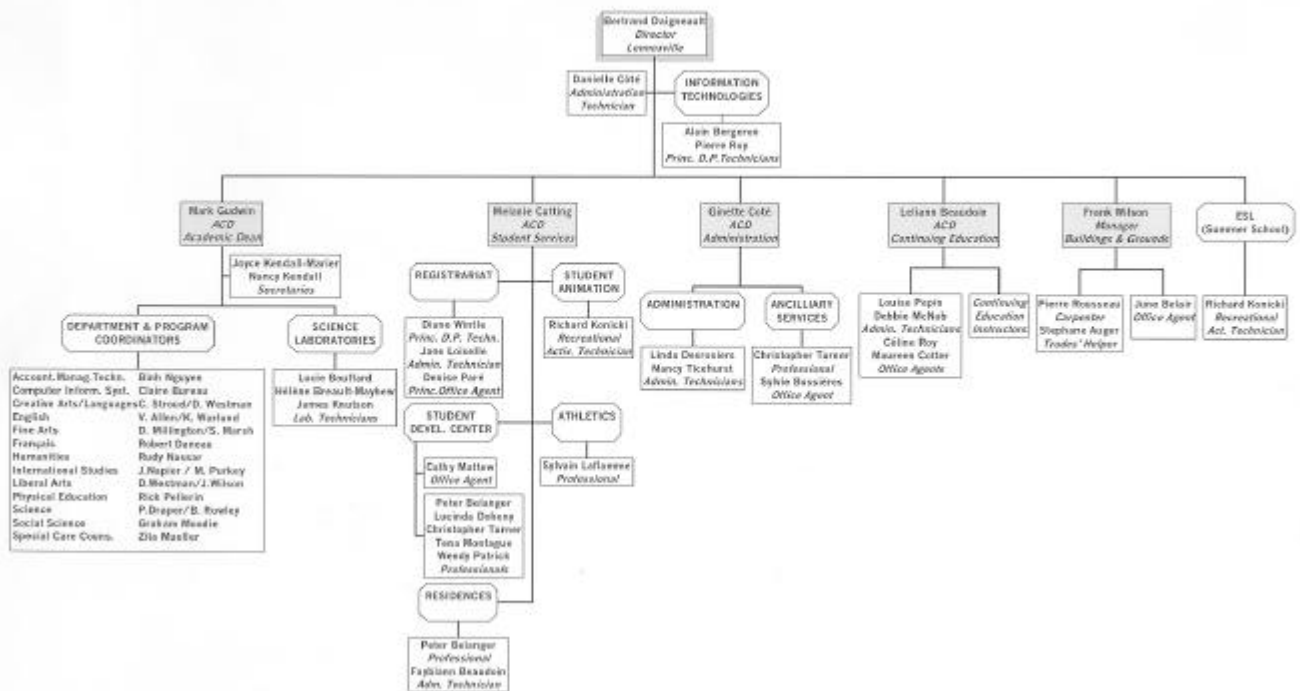
1. To create and maintain a Foundation for the following purposes:
 - a) To foster and promote an interest and participation in higher education and training
 - b) To assist students in pursuit of their education and to contribute generally to programs and services for their benefit.
 - c) To promote and organize activities for the Champlain Regional College community consistent with the objects of the Foundation.
 - d) To recognize achievement and excellence by awarding prizes and bursaries.
 - e) To encourage research and development in educational matters
 - f) To acquire, accept, solicit, receive and administer legacies, gifts, grants, settlements, bequests, endowments and donations of any kind whatsoever for the purpose of furthering the objects of the Foundation.

For further information, please contact John Haffenden, Extension 627, Room 108.

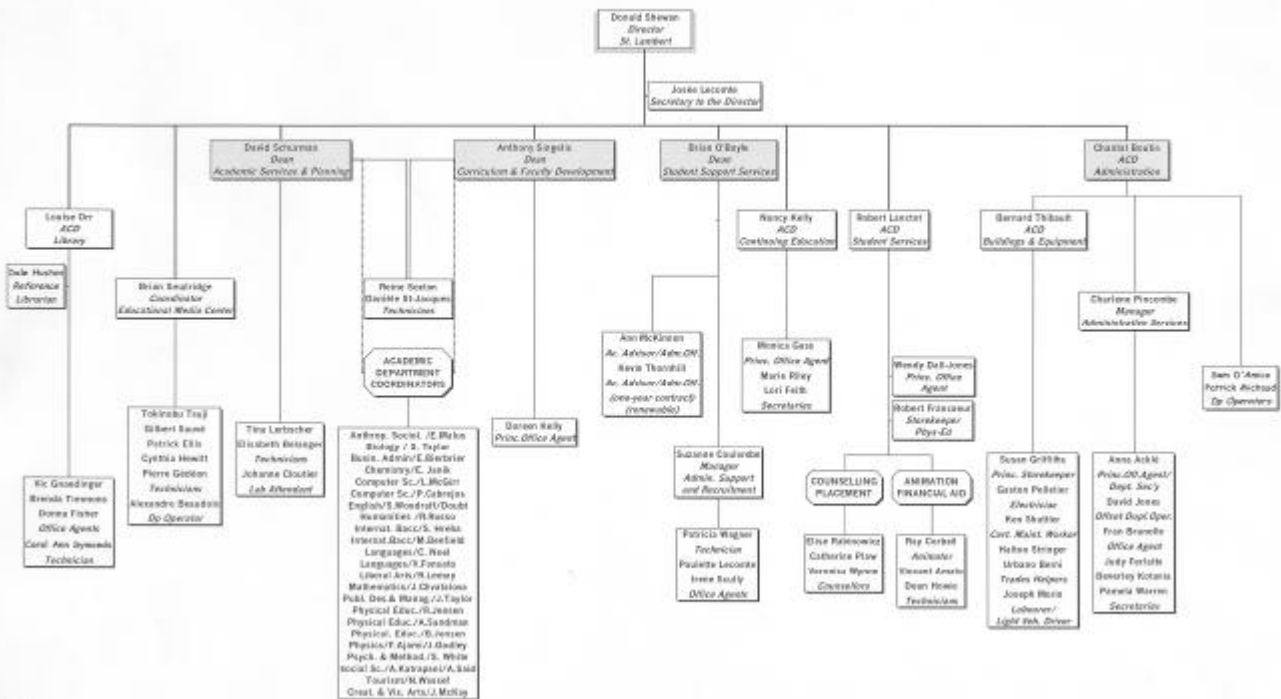
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CHAMPLAIN - LENNOXVILLE
2003-2004



CHAMPLAIN - ST. LAMBERT
2003-2004



CHAMPLAIN - ST. LAWRENCE 2003-2004

