

***CHAMPLAIN REGIONAL COLLEGE***  
***OF GENERAL AND VOCATIONAL EDUCATION***



***POLICY FOR MANAGEMENT STAFF***

This policy was adopted for the first time by Board of Governors' resolution number 1387 on June 19, 1992, and subsequently amended by resolution numbers:

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## CHAPTER 1 FOREWORD

### 1-1.00 Contents

**1-1.01** This management policy was developed in accordance with Articles 261 and 262 of the *Règlement déterminant certaines conditions de travail des cadres des collèges d'enseignement général et professionnel* (hereinafter called the "Regulation"), and is within the terms of or complementary to this Regulation. In the case where this document conflicts with the Regulation, the latter takes precedence.  
(R. 1825) (R. 2353)

### 1-2.00 Objectives

**1-2.01** This management policy has the following objectives:

- a) creating a working environment which promotes the satisfaction, effectiveness, and productivity of the College's management staff;
- b) defining the working conditions of the College's management staff;
- c) establishing effective links of communication and interaction, including the exchange of information, between the College and its management staff;
- d) consulting the management staff on the general directions of the College and its working conditions.

### 1-3.00 Scope

**1-3.01** This management policy applies to all regular management staff employed by the College.

The conditions of employment of individuals who have been temporarily appointed to management staff positions are governed by Sections 7, 8 and 9 of the Regulation.  
(R. 2353)

### 1-4.00 Effective Date

**1-4.01** After consultation with the College's management staff, this management policy will come into force on the date of its adoption by the Board of Governors and remains in force until it has been modified or replaced by the Board. The adoption of this Policy shall have no retroactive effect.

## CHAPTER 2 GENERAL PROVISIONS

### 2-1.00 Definitions

The definitions set forth in Articles 1.01 of the College Bylaws apply to this policy. For the purposes of this policy, the following expressions mean:

#### 2-1.01 Management Staff - Management Staff Member - Management Member

Employee of the College covered by the Regulation defined in article 2-1.08.  
(R. 1825)

See **Article 1.** of the Regulation for the definition of those employees covered by the Regulation and thus by this Policy.

#### 2-1.02 College

Champlain Regional College of General and Vocational Education.

#### 2-1.03 Location

A Campus of the College, as defined in Article 1.02 of Bylaw 1, or College Administrative Services.  
(R. 2353)

#### 2-1.04 Association

*Association des Cadres des Collèges du Québec* (ACCQ), a professional association recognized by the Government as the spokesperson for management staff.  
(R. 1825)

#### 2-1.05 Local Committee of the Association des Cadres des Collèges du Québec (ACCQ):

For each of the locations, a committee made up of all members of the Association who are employed at that location.  
(R. 1825)

#### 2-1.06 Local Committee Delegate of the Association des Cadres des Collèges du Québec:

The delegate of a Local Committee of the Association at each location of the College.  
(R. 1825)

#### 2-1.07 Committee of Local Delegates:

An assembly of local committee delegates that serves as the sole collective representative of the Association for the purpose of developing and

applying this policy.  
(R. 1825)

### 2-1.08 Regulation

The Regulation respecting certain conditions of employment of senior staff of general and vocational colleges that is currently in effect and incorporating all subsequent amendments.  
(R. 1825)

### 2-1.09 Zone

The "Zone" to which the location belongs as determined in the Collective Agreement of collegial non-teaching professional personnel.

### 2-1.10 Recourse Committee

The "Recourse Committee" is a committee created to resolve complaints, at a given location, relative to the interpretation and implementation of the Management Policy and the Regulation.

### 2-1.11 College Appeals Committee

The "Appeals Committee" is a committee of three (3) external members of the Board. This Committee is mandated, among other responsibilities, to decide on matters in the Policy for Management Staff not resolved to the satisfaction of the management member at the level of the Recourse Committee.

See Article 3.24 of Bylaw 1.

### 2-1.12 Provincial Appeals Committee

The "Provincial Appeals Committee" is established by the Regulation to decide on matters covered by the Regulation and not resolved to the satisfaction of the management member at the level of the Recourse Committee and College Appeals Committee.  
(R. 1825) (R.2353)

See Articles 226 to 260 of the Regulation for the procedures involved in the Provincial Appeals Committee.

### 2-1.13 Deleted. (R. 1825)

### 2-2.00 Information

**2-2.01** The College shall provide to Local ACCQ Delegate(s) as well as to staff members who are not members of the Association, with a copy of all directives and documents of general order or documents of interest to the management staff.

**2-2.02** The local committee(s) shall provide the College with a list of the members of its executive council or the equivalent.

**2-2.03** The College shall provide the Local ACCQ Delegate(s) as well as staff members who are not

members of the Association, with a copy of notices of meetings, draft agendas and minutes of meetings of the Board of Governors, the Executive Committee and the Commission of Studies.

**2-2.04** The College shall provide the Local ACCQ Delegate(s) a signed copy of the employment contract and appendices to the contract for each manager affiliated to the ACCQ, within five (5) working days following the signing of the contract.  
(R. 2353)

## CHAPTER 3 PARTICIPATION AND CONSULTATION

### 3-1.00 Participation

**3-1.01** The College shall maintain mechanisms and structures that:

- a) Promote the input and active involvement of management staff from all locations in the development of the College Strategic Plan (SP), Strategic Action Plan (SAP) and College Annual Action Plan (CAAP);  
(R.2353)
- b) Promote ongoing harmonious relations between the College and its management staff.

Once annually the College shall convoke a meeting for all management staff to review the College's record in achieving objectives set in the previous year's CAAP. At the same time it will identify, if necessary, measures to be taken to realize the expectations set by the Board of Governors.  
(R. 1825) (R. 2353)

### 3-2.00 Consultation

**3-2.01** As part of its normal management practices, and through existing management structures, the College shall:

- a) consult its management staff in the development of College policies and in the updating of the College's mission statement;
- b) develop harmonious and equitable relationships with its management staff;
- c) establish consultative mechanisms with the Local Committees and the Committee of Local Delegates, as well as with management staff members who are not members of the Association.  
(R. 1825)

d) the College selects its management staff, including temporary management staff, in conformity with the admissibility and eligibility criteria determined by the College after consultation of the Local Delegate(s). The Director General or Campus Directors at their respective location may choose to consult the staff

members who are not members of the Association.

A management representative designated by the local committee(s) is a member of the Selection Committee, if invited by the Director General or the Campus directors at their respective location.

(R. 2353)

## **CHAPTER 4 ADMINISTRATIVE ORGANIZATION AND RULES GOVERNING STAFF MEMBERS**

### **4-1.00 Administrative Organization**

**4-1.01** In accordance with its general objectives, the College develops its operational and administrative structures which will:

- a) maximize the College's effective use of its human resources; and,
- b) determine the responsibilities of its management staff.

### **4-2.00 Administrative Reorganization**

**4-2.01** Before implementing an administrative reorganization, at any of its locations, which could result in the creation of surplus management staff, the College will consult the local committee(s) at the location(s) involved as well as the management staff at the location(s) affected.

Consequently and at least thirty (30) days prior to its implementation, the College shall consult the local committee(s) and members who are not members of the Association of the location concerned, with all modifications proposed to the administrative structures, number of management staff and administrative responsibilities assigned to managers incumbent of different management positions.

(R. 2353)

**4-2.02** In accordance with Article 199 of the Regulation, the College must either:

- a) invoke sub-sections 1 or 2 of Article 199 of the Regulation and declare the management staff member as supernumerary; or
- b) enter into an agreement with the management staff member involved as stipulated in sub section 3 of Article 199 of the Regulation.

(R. 2353)

**4.2.03** A supernumerary management staff member is required to accept any available position which is compatible with his or her professional training and which is in his or her College location or in a college in his or her zone. Refusal to accept such a position is equivalent to resignation. It is understood that both Lennoxville and the College

Administrative Offices for the purpose of this clause are considered to be in the same zone. No management staff member will be required to change his or her language of work as a result of the application of this article. The salary of a management staff member who is designated as supernumerary is maintained for the period he or she is so designated. Supernumeraries may have recourse to the applicable termination of employment options set out in Section III of Chapter XIV of the Regulation.

(R. 1825) (R. 2353)

### **4-3.00 Number of Management Staff Positions**

**4-3.01** The College determines the number of management staff positions it requires.

(R. 1825)

**4-3.02** When the College decides to fill a vacant or newly created management position it follows the procedures outlined in Article 4 of Bylaw 4. The College may assign the duties to another member of management staff or may proceed to assign temporarily an employee of the College to the position.

(R. 1825) (R. 2353)

**4-3.03** In cases where a management member is asked to temporarily assume the duties of more than one position for a period of at least two months, the College shall grant the management member, at the time of the appointment, a 10% premium, as a lump sum payment as per Article 36 of the Regulation. In cases where duties of one position are temporarily distributed to more than one management member for at least two months, the sum of the percentages granted under this article may not exceed 10%.

(R. 1992) (R. 2353)

**Article 36** of the Regulation provides for up to a 10% premium for the management member who temporarily fills more than one position for a period of at least two months.

## **CHAPTER 5 EMPLOYMENT**

### **5-1.00 Objectives**

**5-1.01** The objectives of this section are:

- a) to promote and optimize the use of the College's human resources to their fullest potential;
- b) to ensure that the College hires the most competent available staff.

## 5-2.00 Subject

**5-2.01** The policy defines certain procedures to be followed with respect to:

- a) selection
- b) engagement and appointment
- c) work schedule
- d) performance evaluation
- e) personnel file
- f) disciplinary measures
- g) non-renewal or cancellation of appointment
- h) dismissal
- i) resignation

**5-2.02** In this section, unless otherwise indicated, the terms, "employment", "appointment", "non-renewal or termination of employment" and "dismissal" have the meaning set out in Chapter 1 of the Regulation.

## 5-3.00 Selection

**5-3.01** The College appoints its management staff in accordance with the eligibility requirements set forth in this Policy and in conformity with Bylaw 4.  
(R. 1825) (R. 2353)

**See Articles 4.01, 5.01 and 6.02 of Bylaw 4.**

**5-3.02** When the College wishes to fill a regular management position, it must notify the *Bureau de placement du secteur collégial* and must specify the eligibility requirements for the position.

**5-3.03** The College appoints the most competent candidate to an available management position.

If the College cannot find a qualified candidate for a given position, it may appoint a candidate who does not possess the educational background required for the position but who has relevant experience over and above the minimum criteria.

Similarly, the College may appoint, to a given position, a candidate whose educational background meets the specified qualifications and whose superior characteristics compensate for a lack of experience normally expected for the position.

(R. 1825)

**5-3.04** All management members with five years service with the College who apply for a vacant management position must be given the opportunity to be interviewed for that position.  
(R. 1825)

**5-3.05** Within the spirit of College Bylaw 4, the Director General will ensure that the mandate of selection committees for management positions includes consideration of any management personnel under article 5-3.04.  
(R. 1825) (R. 2353)

## 5-4.00 Engagement and Appointment

**5-4.01** In this section, the term "engagement" means that an individual hired for a management position is not, at the time of the hiring, in the employ of the College; "appointment" means that an individual named to a management position is, at the time of naming, already in the employ of the College.

**5-4.02** When a management member is engaged or appointed, the College will prepare and forward a written employment agreement entitled Employment Contract (Appendix 1) as well as a copy of the Policy for Management Staff of Champlain Regional College, the Evaluation Policy for Management Personnel and the Regulation. The College gives each management member a copy of the job description and specific responsibilities.  
(R. 1825)

**5-4.03** Subsequently, after consultation with the individual, the College will forward a written confirmation of any permanent change made to the position and responsibilities as described in the job description.  
(R. 1825)

**5-4.04** In accordance with article 19 of the Regulation, a newly appointed employee or a current employee or member of management staff, who is promoted to a management position, receives a salary increase of from 10% to 15%. The new salary must respect the provisions of article 19 of the Regulation.

(R. 1825) (R. 2353)

**See Articles 16, 17, 18 and 19** of the Regulation giving this responsibility to the College, while still requiring the salary to fit into the maximum and minimum of the applicable salary scale.

**5-4.05** Should the current salary of a management member be maintained because it exceeds the new salary scale, the provisions of article 28 of the Regulation apply. The same provisions apply for the cases described in the second sentence of article 29 of the Regulation.

(R. 1825) (R. 2353)

**See Articles 28 and 29** of the Regulation giving this responsibility to the College while still requiring the salary to fit into the maximum and minimum of the applicable salary scale.

**5-4.06** The salary of the member of management staff who was not previously employed by a college or school commission is determined by the College, by taking into account years of schooling and experience as well as the salaries of other management members in the College in similar positions.

(R. 1825)

**5-4.07** Within ten (10) days of filling a management position, the College forwards a copy of the nomination to the Association. The Association will provide a newly appointed management staff

member with membership information.  
(R. 1825)

#### **5-5.00 Work Schedule**

**5-5.01** The working hours per week of the College's management staff correspond normally to those of the College's non-teaching professional personnel.

**5-5.02** Deleted  
(R. 1992)

#### **5-6.00 Performance Evaluation**

**5-6.01** In accordance with the Evaluation Policy for Management Personnel, the immediate superior annually evaluates in writing the performance of management staff and informs them of the results of their evaluations.  
(R. 1825)

**5-6.02** The management member must be consulted on his or her evaluation and have the opportunity to be heard on any part of the evaluation.  
(R. 1825)

**5-6.03** When a person is first engaged as a member of management staff, the new employee benefits from guidance and supervision on the part of the immediate superior. The management member will be evaluated at the end of a six-month period and again on the first anniversary of hiring.  
(R. 1825)

**5-6.04** A management staff member who is occupying a new position may request an evaluation by the immediate superior after six (6) months in the new position.  
(R. 1825)

#### **5-7.00 Personnel File**

**5-7.01** The College opens a personnel file for each management member. This file includes:

- a) a job description;
- b) any document showing the management member's experience and educational background;
- c) the employment contract;
- d) any correspondence regarding the management member's classification, assignments and responsibilities;
- e) any performance appraisal document and any subsequent document pertinent to the appraisal;
- f) any notice of disciplinary measures;
- g) any other documentation deemed pertinent by the employee or by the College.

**5-7.02** The personnel file of each management member is confidential and is maintained in accordance with Bylaw 4. A management member may consult the file at any time during office hours and/or may provide authorization, in writing, to the College for a third party to consult the file.  
(R. 1825) (R. 2353)

#### **5-8.00 Disciplinary Measures**

**5-8.01** In accordance with the procedure described hereinafter and subject to the right to recourse provided for in the Regulation and this Policy, the College may take disciplinary action against a management member for a valid cause in accordance with standard legal procedures.  
(R. 1825)

**5-8.02** The College shall provide a management member with written notice of an unfavourable remark which it intends to place in the personnel file. The issue concerned by the unfavourable remark must be addressed in an evaluation within a year. After two consecutive favourable evaluations concerning that same issue, the unfavourable remark shall be removed from the file. If after twenty-four (24) months no evaluation takes place, the matter is considered favourably resolved and the letter is removed from the file.  
(R. 1825)

#### **5-9.00 Non-renewal or Cancellation of Appointment**

See <b>Chapter XIV (Articles 118. to 142. 198 to 222)</b> of the Regulation for the Job Security Provisions.
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**5-9.01** If, as the result of a reduction in the College's clientele, the College decides not to renew or decides to cancel the appointment of a management member with two (2) years continuous service in a regular management position with the College, the College may:

- a) assign the management member to another management staff position;
- b) assign the management member to a position in another category of personnel;
- c) designate the management member as supernumerary personnel.  
(R. 1825)

**5-9.02** A management member whose position is abolished benefits from the provisions of the Regulation concerning stability of employment. This situation is treated in the manner described in the "mutual agreement" provided for in Article 199 of the Regulation.  
(R. 2353)

**5-9.03** For the purpose of an administrative reorganization, during the first year following the reorganization, the College will not transfer a

management staff member from one zone to another without consent.

(R. 1825)

#### **5-10.00 Dismissal**

**5-10.01** When the College dismisses a management member, it must provide the management member with a written justification for this action.

**5-10.02** The management member who is dismissed or whose employment is terminated by the College, has a right to the recourse and appeals procedures contained in Section 14 of this Policy as well as those outlined in Chapter XV of the Regulation.

(R. 2353)

#### **5-11.00 Resignation**

**5-11.01** In the absence of an agreement with the College to the contrary, a management staff member who intends to resign must give the College written notification, thirty (30) working days before the intended departure. However, this condition can be waived by the College.

(R. 1825)

### **CHAPTER 6 CLASSIFICATION OF POSITIONS**

#### **6-1.00 Classification**

**6-1.01** It is the responsibility of the College to classify its management positions. Based on descriptions of management positions contained in the ministerial document titled: *Plan de classification des emplois types et Guide de classement des postes de cadres*, the College prepares a job description for each management position and determines the appropriate classification.

The job description of a management member is an integral part of the contract. Any substantial modification which causes a change in the classification of the manager is amended after consultation of the concerned manager.

(R. 2353)

**6-1.02** The College may assign to its management members responsibilities and tasks ascribed to more than one management position in the classification plan. In such cases, the management member's position is classified at the level of the position to which he or she devotes a majority of time.

(R. 1825)

See **Article 10** of the Regulation.

**6-1.03** The following constitute the minimum

requirements for each of the management positions listed:

**Campus Director (Class 9 & 10):** Graduate degree or equivalent years of schooling in an appropriate specialization and eight (8) years relevant experience including at least three (3) years senior management experience.

(R. 2353)

**Academic Dean (Class 6, 7 & 8):** Graduate degree or equivalent years of schooling in an appropriate specialization and eight (8) years relevant experience including at least three (3) years post-secondary teaching experience.

(R. 2353)

**Director of Financial and Material Resources, Director of Human Resources/Secretary General (Class 10), Coordinator of Data Processing Services (Class 7);** Undergraduate degree or equivalent years of schooling in an appropriate specialization and eight (8) years relevant experience.

(R. 2353)

**Assistant Campus Director (other than Academic Dean) (Class 7 & 8), Coordinator (other than Data Processing) (Class 6):** Undergraduate degree or equivalent years of schooling in an appropriate specialization and five (5) years relevant experience.

(R. 2353)

**All Manager Positions (Class 2, 3, 4 and 5):** DEC or equivalent years of schooling in an appropriate specialization and six (6) years relevant experience or a Secondary V or equivalent years of schooling in an appropriate specialization and ten (10) years relevant experience.

(R. 1825) (R. 2353)

See **Articles 10, 11, 12 and Appendix 1** of the Regulation for further information on classification and descriptions of positions.

**6-1.04** When the College is unable to classify a management position because the responsibilities and tasks do not correspond to one of the position descriptions set out in the *Plan de classification des emplois types et Guide de classement des postes de cadre*, the College will submit the case to the Minister. Documentation forwarded must include:

- 1) the job analysis questionnaire retained by the Ministry for evaluation in accordance with the Hay Method;
- 2) the position's location within the College's organizational structure; and,
- 3) the minimum requirements for the position.

If the Minister deems that the principal responsibilities and tasks do not correspond to one of the position descriptions set out in the *Plan de*

*classification des emplois types et guide de classement des postes de cadre* of the Regulation, the Minister will determine the classification of the management member in conformity with the Hay Method.

(R. 1825) (R. 2353)

See **Articles 12, 13 and 14** of the Regulation.

## **6-2.00 Change in Classification**

**6-2.01** A management member who disagrees with the classification of his or her position or who maintains that the responsibilities of his or her present position were changed to an extent which would justify a change in classification, must submit a written request to his or her immediate superior. Within twenty (20) working days of receiving this request, the immediate superior must provide a written explanation of the classification.

(R. 1825)

**6-2.02** A management member who is not satisfied with the written explanation and continues to believe a change in classification is justified, may lodge a complaint with the College, in accordance with the procedures set out in Section 14 of this Policy as well as Chapter XV of the Regulation.

(R. 1825) (R. 2353)

**6-2.03** Within ten (10) working days of a management member's complaint being found to be justified, the College must either modify the responsibilities and tasks of the management member to comply with the classification or change the classification.

(R. 1825)

## **CHAPTER 7 EMPLOYEE BENEFITS**

### **7-1.00 Group Insurance**

**7-1.01** Subject to eligibility requirements and in accordance with Chapter VII of the Regulation, management staff re covered by group insurance plans that are offered through the Government. In addition, the College offers a complementary group plan that is paid exclusively by management staff.

#### **7-1.02 Option I**

- a) Plans paid by the Quebec Government
- standard life insurance plan;
  - survivor pension;
  - basic short term income replacement insurance plan;
- b) Mandatory plans paid by management staff members:
- basic accident and health insurance plan;
  - basic life insurance plan;

- long-term income replacement insurance plan;

#### **c) Optional plans paid by management staff member:**

- extended accident and health insurance plan
- additional life insurance plan.

#### **7-1.03 Option II**

Complementary group plans provided by the College on an optional basis and at the expense of the management staff member:

- life and accident insurance plan
- dental care plan

See **Articles 46 to 96** of the Regulation for information on insurances, including disability payments.

### **7.2.00 Parental Rights**

Parental Rights are covered by articles 97 to 146 of the Regulation.

(R. 2353)

### **7-3.00 Retirement**

**7-3.01** Management staff participate in either the *Régime de retraite des enseignants* (RRE), the *Régime de retraite de certains enseignants* (RRCE) or the *Régime de retraite du personnel d'encadrement* (RRPE).

(R. 1825)

See **Chapters XI and XII (Articles 178 to 196)** for details on the Progressive and Gradual Retirement Plans.

### **7-4.00 Annual Vacation**

**7-4.01** The College establishes a vacation policy for its management.

**7-4.02** Annual vacation consists of twenty-five (25) working days for management staff with less than five (5) years of service and thirty (30) working days for management staff with at least five (5) years of service in an educational institution in the Province of Quebec. Those management members who do not meet the criteria for twenty-five (25) working days will have their vacation entitlement determined by the Director General at the time of hiring.

(R. 1992)

**7-4.03** The acquisition period for the purposes of annual vacation shall begin on June 1st of the current year and end on May 31st of the following year. The number of days credited is reduced on a pro-rata basis by periods of disability or unpaid leave when these periods total more than one hundred and twenty (120) working days in the acquisition period.

(R. 1825)

**7-4.04** However, upon prior agreement with the College, a management member, who has five (5) or fewer days accumulated vacation from previous years' entitlements, may increase vacation time in the following year by a maximum of ten (10) working days. The additional days of vacation are obtained by reducing a management member's basic salary by 0.4% for each additional day, in excess of the allotted vacation, as per the preceding paragraph. These additional days must be taken in the year following their acquisition.  
(R. 1825)

**7-4.05** The dates on which a management member may take annual vacation are subject to the prior approval of the immediate superior and the College. All vacation days should usually be taken during the same school year. In exceptional cases, the College may ask a management member to postpone until the following year any vacation which exceeds two weeks or another mutually agreed arrangement.  
(R. 1825)

**7-4.06** Vacation days cannot be accumulated without the prior consent of the Campus Director and the Director General. On June 1, accumulated vacation, including the current year's entitlement, shall not exceed sixty (60) working days.  
(R. 1825)

**7-4.07** Vacation days have no monetary value. However, when a management member leaves the employ of the College, the College shall pay the days of vacation accumulated and not taken by the date of departure, up to a maximum of sixty (60) days, and this at the employee's present rate of salary. In the event of the employee's death, this amount shall be paid to the employee's estate.  
(R. 1825)

#### **7-5.00 Statutory Holidays**

**7-5.01** Management members are entitled to the same statutory holidays as the other personnel of the College. When a statutory holiday falls within the vacation of a management member, he or she is entitled to another day of vacation to be taken at a date agreed to by the immediate supervisor.  
(R. 1825)

#### **7-6.00 Personal Leaves**

**7-6.01** Management staff are entitled to the same personal leaves as those granted to other employees of the College. Upon making a request to the College, a management member is entitled to take a leave of absence with pay for:

a) his marriage: five (5) consecutive working days, including the wedding day;

b) the marriage of his father, mother, son, daughter, brother, sister, half-brother, half-sister, son or daughter of his spouse: the wedding day;

c) the death of his spouse, child or spouse's child: five (5) working days; the leave can be non-consecutive and must be taken within the period of day of death and end on the 10<sup>th</sup> day following the funeral. In the event the interment occurs at a later date in the year, one of the days can be taken at that time.  
(R. 2353)

d) the death of his father, mother, mother- or father-in-law, brother or sister: three (3) working days; the leave can be non-consecutive and must be taken within the period of day of death and end on the 10<sup>th</sup> day following the funeral.  
(R. 2353)

e) the death of his brother-in-law, sister-in-law, son-in-law, daughter-in-law, grandparents or grandchildren: one (1) working day if the deceased did not reside with the management member and three (3) working days if the deceased resided with the management member; the leave can be non-consecutive and must be taken within the period of day of death and end on the 10<sup>th</sup> day following the funeral.  
(R. 2353)

f) his moving day (one per year);

g) when required to be absent from work as a result of an act of God (disaster, fire, burglary, flood, etc.), a management member will be entitled to take the number of days determined by the College upon reaching an agreement.

h) a quarantine period of whatever length decreed by a competent medical authority;  
(R. 2353)

**7-6.02** The management member shall be entitled to one (1) additional working day if the event described in the above paragraphs b), d) and e) takes place more than 240 kilometres from his residence, and to two (2) additional working days if the described event takes place more than 480 kilometres away.

**7-6.03** Upon notifying the College, the management member is entitled to take a maximum of two (2) working days per year, non-cumulative, for personal reasons not specified in this subsection.

**7-6.04** A management member who is called for jury duty or to testify as a witness in a trial in which the management member is not a party, will be granted a leave without loss of pay. A management member who acts as an expert witness must remit to the College any compensation received for this service up to the amount received from the College during the period in question.

**7-7.00 Other Leaves for Family Events**

7-7.01 Deleted. (R. 1825)

7-7.02 Deleted. (R. 1825)

See Articles 136, 137 and 138 of the Regulation for the rules concerning these types of leaves.

**7-8.00 Leaves of Absence for Public Office**

7-8.01 Subject to thirty (30) calendar days notice, a management member who is a regular full-time employee and who wishes to run for public office may take a leave. However, this condition can be waived by the College. The College shall grant a leave of absence without pay for the duration of the campaign period, for the elected mandate and, upon re-election for a second term, the management member is considered to have resigned.  
(R. 1825)

7-8.02 Under provisions set out in Chapter XIV of the Regulation on stability of employment, the management member who completes his or her mandate is reinstated in the position he or she had before leaving. However, the management member must give the College thirty (30) calendar days notice of the intention to return to work.  
(R. 1825) (R. 2353)

**7-9.00 Leaves of Absence for Professional Reasons**

7-9.01 The College may authorize management members to take a leave of absence with or without pay for the following reasons:

- a) to give presentations or courses in their fields of activity or expertise;
- b) to be members of committees or task forces related to their assignments;
- c) to participate in seminars, conferences and symposiums.  
(R. 1825)

**7-10.00 Employee Assistance Plan**

7-10.01 The College provides access to an Employee Assistance Plan, for management members with personal, health or family problems which can affect their performance or productivity.  
(R. 1825)

**7-11.00 Leave of Absence Without Pay**

7-11.01 The College may grant to a management member with a regular, full-time position a leave of absence without pay for a period not

exceeding twelve (12) consecutive months. The leave may be extended a maximum of twelve (12) additional months.

7-11.02 Such a leave is subject to the written consent of the College. The Director General, in conjunction with the Campus Director, and the management member concerned, must agree in advance to all the terms of the leave.

7-11.03 For the purpose of applying the present article, this leave of absence without pay shall not normally be granted automatically in order to allow a management member to leave a position temporarily, in order to accept a position elsewhere.  
(R. 1825)

**7-12.00 Deferred or Anticipated Salary Leave Plan**

7-12.01 The deferred or anticipated salary leave plan, as set forth in the Regulation is intended to enable a management member who is not on disability leave, not on a leave of absence without pay, or not designated as a supernumerary, to defer part of his or her salary so as to benefit from compensation during a period of leave. The plan comprises a period of work and a period of leave. The eligibility requirements, the salary during the leave and the duration of the plan are defined in Chapter X of the Regulation.  
(R. 1825) (R. 2353)

See Chapter X (Articles 157 to 177) of the Regulation for all the details concerning this type of plan.

7-12.02 Deleted. (R. 1825)

7-12.03 Deleted. (R. 1825)

7-12.04 Deleted. (R. 1825)

**7-13.00 Leaves for Association Activities**

7-13.01 The College frees management staff, without loss of salary, to participate in formal activities of the Association and the Local Committee provided the College is given adequate notice and its operations are not unduly disrupted.  
(R. 1825)

See Article 197 of the Regulation.

7-13.02 The College will organize its meetings of all management staff in such a way as to provide a two-hour time slot for the Association to hold a meeting of all of its members.  
(R. 1825)

## CHAPTER 8 METHOD OF REMUNERATION

### 8-1.00 Terms of Payment

**8-1.01** Every two (2) weeks, the College pays the management member 1/26th of the annual salary, adjusted to take into account any lump sum payments, premiums or other compensation.  
(R. 1825)

**8-1.02** When the normal payment date of the salary falls on a statutory holiday, the College shall make the payment on the preceding work day.

**8-1.03** Subject to authorization by the management member, the College will deposit the regular biweekly pay cheque directly into the management member's bank account.  
(R. 1825)

### 8-2.00 Statement of Earnings and Deductions

**8-2.01** The Statement of Earnings and Deductions must provide at least the following information:

- the employee's surname and given name;
- the employee's social insurance number;
- the gross salary;
- the net salary;
- the period covered by the cheque;
- the deductions provided for in the Regulation or by law;
- the optional fringe benefit plan deductions chosen by the employee;
- the accumulated amounts.

### 8-3.00 Miscellaneous Payments

**8-3.01** All the amounts paid to a management member, other than those mentioned above, shall be paid, if possible, by a separate cheque.

### 8-4.00 Vacation

**8-4.01** At the time of leaving on vacation, a management member who has made a written request at least ten (10) working days before the vacation date will receive the pay cheque(s) the management member would have normally received during this period.  
(R. 1825)

### 8-5.00 Departure

**8-5.01** When the management member leaves the employ of the College, the latter shall pay any amount owing to the management member at the time of departure. If this is impossible, the College must do so during the pay period following the member's departure.  
(R. 1825)

### 8-6.0 Association Membership

**8-6.01** It is the management member's responsibility to inform the College of membership in the *Association des Cadres des Collèges du Québec*. Deductions for membership dues will be made accordingly. The College agrees to indicate on the income tax slips the total dues paid by a management member during a calendar year.  
(R. 1825)

## CHAPTER 9 BUSINESS EXPENSES

**9-1.01** Authorized expenses, including travel expenses incurred by management staff while carrying out their responsibilities, shall be reimbursed by the College according to the established guidelines and procedures of the College.  
(R. 1825)

## CHAPTER 10 PUBLIC LIABILITY

**10-1.01** If in carrying out duties, a member of management staff becomes publicly liable, the College will defend him or her. A management member cannot be held liable for the acts, actions, negligence of another administrator, officer, or employee of the College. Should a management member be found guilty of a criminal action or gross negligence following a final judgment rendered by a civil court, the College reserves the right to make a claim against said member.  
(R. 1825)

## CHAPTER 11 ENCOURAGEMENT OF PRODUCTIVITY

**11-1.01** To promote productivity, the College dispenses a sum of money, when authorized by the Government, equal to a certain percentage of the aggregate of the salaries of all management staff.

**11-1.02** After evaluating the performance of the management staff, the College may pay bonuses to reward effort and productivity deemed exceptional in relation to the expectations previously set. The total amount of bonuses paid cannot exceed the amount authorized by the Government.

**11-1.03** The sum not used to pay bonuses shall be

treated as described in the Regulation or Order-in-Council.

**11-1.04** Such bonus payments, when authorized, will be made not later than November 30th of each year.

## **CHAPTER 12 PROFESSIONAL DEVELOPMENT**

### **12-1.00 Professional Development**

**12-1.01** Both the College and the Association recognize the need to provide professional development opportunities for management staff.  
(R. 1825)

**12-1.02** Each location in the College is responsible to identify the needs and priorities of its management staff with regard to their professional development. A management staff member may submit a proposal for an annual plan for professional development to the senior officer at the location.  
(R. 1825)

**12-1.03** Courses given by the College are available, free of charge, to the management member and his or her immediate family. Such benefit in no way obliges the College to organize courses or to hire additional teaching personnel.  
(R. 1825)

**12-1.04** The College will make \$9 200 available in 2006-2007 and \$12 200 as of 2007-2008 for group professional development each fiscal year. A committee of four management members plus the Director General or the Director of Studies will determine the group activity or activities to be held each year.  
(R. 1825) (R. 2353)

**12-1.05** The College shall ensure that all new management members are provided with appropriate orientation and integration.  
(R.2353)

### **12-2.00 Unpaid Leave for Professional Development Purpose**

**12-2.01** The College may grant a regular management member a leave without pay. This leave may be full-time or part-time. The normal maximum period of professional development leave is one (1) year. Such a leave may be renewed by the College only for one (1) additional year. Any request for a professional development leave must normally be submitted to the College at least four (4) months prior to the date the leave is expected to begin. While on leave, the individual will continue to accumulate seniority.

**12-2.02** A professional development leave is subject to the written consent and approval of the Director General upon receipt of a recommendation from the Campus Director or the Director of Financial and Material Resources. Such a leave will not be granted to allow the management member to leave a position temporarily in order to accept a position elsewhere.

(R. 1825) (R. 2353)

**12-2.03** The College makes necessary adjustments to the working schedule of its management staff who follow staff development and retraining programs.

**12-2.04** The management member benefiting from an unpaid leave of absence may continue to benefit from group insurance and pension plan, provided the management member pays the College and employee portion of the premiums for such plans.

(R. 1825)

See **Article 53** of the Regulation.

## **CHAPTER 13 EQUAL OPPORTUNITY PROGRAM**

**13-1.01** The College wishes to ensure that it provides equal opportunity for all its management staff. Its human resource management practices are based solely on the qualifications and skills required for a position.

**13-1.02** The College will not directly or indirectly threaten, coerce, harass, discriminate against or make unfair distinctions against a management member on the grounds of race, ethnic or social origin, nationality, religious beliefs, sex, sexual orientation, state of pregnancy, parental situation, family ties, opinions, political or union convictions, social condition, language, civil status, age or physical disability.

(R. 1825)

## **CHAPTER 14 RECOURSE/APPEALS PROCEDURES: POLICY FOR MANAGEMENT STAFF**

### **14-1.00 Application**

**14-1.01** This present section shall only apply to complaints covered under Article 225 of the Regulation as it relates to the implementation and interpretation of the subjects covered by this Policy. All other complaints and issues are covered by Chapter XV of the Regulation.

(R. 1825) (R. 2353)

See **Articles 223 to 260** of the Regulation.

#### **14-2.00 Recourse Committee**

**14-2.01** When a management member is not satisfied with the decision made by the College, he or she may request, within a delay of sixty (60) calendar days of the occurrence of the situation which gave rise to such a complaint or the employee's knowledge thereof, that the complaint be referred to the Recourse Committee.

*(R. 1825)*

**14-2.02** The Recourse Committee consists of a representative designated by the management member and a representative designated by the College. The Recourse Committee may make representations to the College in view of achieving a resolution of the problem. If an agreement cannot be reached by the Recourse Committee, within fifteen (15) working days of receipt of the complaint, it will ask the College to institute an Appeals Committee as provided for in section 14-3.00. Upon agreement of both representatives on the Recourse Committee, the College may extend this deadline by an additional fifteen (15) working days.

*(R. 1825)*

#### **14-3.00 Appeals Committee**

**14-3.01** If a management member remains unsatisfied with a decision of the College, if the Recourse Committee has not resolved the problem, or if the College has not made known its final decision in the time allotted, a complainant may request to have the complaint forwarded to the College's Appeals Committee as established by Resolution of the Board of Governors.

*(R. 1825)*

**14-3.02** The request must be addressed to the Director General stating the name of the member concerned, the reasons for which the complaint was made, and the corrective measure or measures sought.

**14-3.03** Within seven (7) working days of receiving such a notice, the Director General must request a meeting of the Appeals Committee.

**14-3.04** The Appeals Committee decides whether the interpretation or implementation made by the College conforms to this policy's terms, and makes its decision known to the Director General within seven (7) working days of the meeting of the Appeals Committee.

**14-3.05** Within ten (10) working days of receiving the Appeals Committee's decision, the Director General will provide a written statement of the College's final decision to the complainant.

#### **14-4.0 Provincial Appeals Committee**

**14-4.01** When a management member has exhausted all steps of the Recourse and Appeals Committee and is still not satisfied with the decision, he/she may refer to the Provincial Appeals Committee as prescribed in the Regulation.

*(R. 2353)*

**14-4.02** The Appeals Committee decision is final and binding on all parties.

*(R.2353)*

<p><b>See Articles 226 to 260</b> of the Regulation for the procedures involved in the Provincial Appeals Committee.</p>
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# Champlain Regional College

*Human Resource Services / Service des ressources humaines*

Date

Jane Doe  
Address 1  
Address 2  
Postal Code

## EMPLOYMENT CONTRACT

Dear Jane:

Following the recommendation received from the Selection Committee and (Director), I am pleased to formally offer you employment as (cadre position) at (Location) located at (Location address), subject to the following:

### 1. **TERM OF OFFICE**

Your appointment to the above position is effective (Date). Subject to the terms of the present contract and the *Règlement*, this contract is automatically renewed on July 1 of each year. You are subject to a regular performance evaluation.

### 2. **CLASSIFICATION**

Your official classification in accordance with the *Règlement déterminant certaines conditions de travail des cadres des collèges d'enseignement général et professionnel* and the *Plan de classification des emplois types et Guide de classement des postes de cadres* shall be that of (classification).

### 3. **SALARY**

Your annual salary has been established, in accordance with Article \_\_\_ of the Policy for Management Staff and Articles 16 and 17 of the *Règlement*, at \$xx,xxx and your biweekly gross salary will be \$X,xxx.xx.

### 4. **PENSION**

You are required to contribute to the *Régime de retraite du personnel d'encadrement (RRPE)*.

### 5. **INSURANCE AND FRINGE BENEFITS**

As a member of management personnel of the College, you are eligible for the group insurance plans. Also, you are eligible, subject to conditions contained therein, to other benefits outlined in the Policy for Management Staff of the College, a copy of which is included with this contract.

6. **ANNUAL VACATION**

The College's policy governing annual vacations for its management personnel is in accordance with the *Règlement déterminant certaines conditions de travail des cadres des collèges d'enseignement général et professionnel* and the Policy for Management Staff.

7. **GENERAL**

It is understood that any policy or regulation of the College existing at present or to be approved in the future and applicable to management personnel, whether they refer to duties, privileges, or fringe benefits, or any other matter, and any modifications made during the duration of your employment with the College, shall form part of and be read into this agreement or any such renewal.

Further, it is understood that the job description in your possession clearly delineates the duties, tasks, and responsibilities required of you in fulfilling the position of (position). The declaration made in your offer of services, your application for employment and your résumé form the basis of this contract. This offer will be void if declarations made therein cannot be substantiated. The College reserves the right, at any time and without prior notice, to terminate this contract for cause.

The parties have requested that this agreement be drawn up in English. *Les parties ont demandé que ce contrat soit rédigé en anglais.*

We look forward to your participation as a member of management personnel at Champlain Regional College. We hope that your new duties with the College will prove to be enjoyable and rewarding to all parties concerned.

Would you kindly acknowledge acceptance of our offer and return a signed copy.

Yours sincerely,  
Gerald R. Cutting  
Director General

\_\_\_\_\_  
(Director's name)  
Director, Human Resources/  
Secretary General

\_\_\_\_\_  
(Director's name)  
Director, Location

Read and accepted:

\_\_\_\_\_  
Jane Doe

\_\_\_\_\_  
Date