



MANAGEMENT PERSONNEL POLICY

This policy replaces the Policy for Management Staff. This current policy was adopted for the first time by Board of Governors' resolution number 2826 on May 7, 2014, and subsequently amended by resolutions:

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CHAPTER 1 PREAMBLE

This 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.

CHAPTER 2 GENERAL PROVISIONS

Article 2-1.00 Objectives

2-1.01 This Policy has the following objectives:

- a) create a working environment which promotes the satisfaction, effectiveness, and productivity of the College's management personnel;
- b) facilitate management personnel participation in various professional development programs;
- c) maximize the College's effective use of its human resources;
- d) determine the responsibilities of its management personnel;
- e) define the working conditions of the College's management personnel;
- f) establish effective communication between the College and its management personnel;
- g) ensure a healthy workload for management personnel members.

Article 2-2.00 Scope

2-2.01 This Policy applies to all management personnel of the College and defines their conditions of employment.

The conditions of employment of temporarily appointed managers are governed by Articles 7, 8 and 9 of the Regulation.

Article 2-3.00 Definitions

2-3.01 Unless otherwise indicated, the terms

- **appointment,**
- **cancellation of engagement,**
- **engagement, and**
- **dismissal**

have the meaning set out in Article 1 of the Regulation.

2-3.02 Association des cadres des collèges du Québec (ACCQ)

a) Association

Association des cadres des collèges du Québec (ACCQ), a professional association recognized by the Government to promote and defend the socioeconomic interests of its members.

b) Executive

The member(s) so designated by the Local Committee as its spokesperson(s) and contact(s) in any communication concerning the application, implementation, interpretation, and revision of the present Policy.

c) Local Committee (as per the Regulation)

The committee made up of all members of the Association who are employed by Champlain Regional College.

Notwithstanding the foregoing, the Local Committee may choose to have other internal structures in accordance with its own procedures and constitution.

2-3.03 Appeals Committee

a) 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 Management Personnel Policy not resolved to the satisfaction of the management member at the level of the Recourse Committee.

See **Article 3.24** of Bylaw 1.

b) 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.

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

2-3.04 College

Champlain Regional College of General and Vocational Education.

2-3.05 Location(s)

The Constituent Colleges and Administrative Services as defined in Article 1 of Bylaw 1 of Champlain Regional College.

2-3.06 Management personnel - Management personnel Member - Management Member

Employee of the College covered by the Regulation defined in Article 2-3.08.

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

2-3.07 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.

2-3.08 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.

2-3.09 Zone

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

CHAPTER 3 ASSOCIATION

Article 3-01.00 Recognition

3-01.01 The College recognizes the ACCQ Local Committee as the sole collective representative of managers for the purpose of the negotiation and application of this Policy.

3-01.02 The College acknowledges that it must treat managers in an equitable manner with respect to other

employee groups.

Article 3-02.00 Association Membership

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.

Article 3-03.00 Professional Dues

- a) The College sends to the ACCQ Headquarters (hereafter referred to as, "The Association"), prior to September 15 of each year, a list of its management personnel which indicates:
 - position,
 - classification,
 - annual salary, and
 - place of work.
- b) The College will deduct from the salary of every manager that is employed, the amount corresponding to the dues determined by the Association, unless the manager informs the College, in writing, of their refusal within thirty (30) days of their engagement or within thirty (30) days following the annual renewal of the protocol between the Ministry and the *Fédération des cégeps* with respect to professional dues.
- c) The Association informs the College of the premium rates to be deducted and of any modification to the decree (1193-84).
- d) Unless faced with a major impediment and outside the summer period, the College shall proceed to the change in premiums within thirty (30) days following reception of the notice of modification.
- e) The College shall proceed with the deduction throughout every pay period of the academic year.
- f) The Association can agree with the College on different terms with respect to deductions.
- g) The College will transfer dues collected to the Association on a monthly basis including a list of the amounts withheld on each manager's pay.
- h) The sole responsibility of the College, in this regard, is to act as a fund collector.

Article 3-04.00 Information

3-04.01 The College provide the ACCQ Executive as well as 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 personnel.

3-04.02 The Local Committee provides the College with the name(s) of its Executive and a list of the members of its executive council or the equivalent.

3-04.03 The College provides the ACCQ Executive 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 and the Executive Committee.

3-04.04 The College provides the ACCQ Executive with 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.

CHAPTER 4 PARTICIPATION AND CONSULTATION

Article 4-1.00 Participation and Consultation

4-1.01 The College shall maintain mechanisms and structures that:

- a) promote the input and active involvement of management personnel from all locations in the development of the College Strategic Action Plan (CSAP) and Annual Operational Plan (AOP); and
- b) promote ongoing harmonious relations between the College and its management personnel.

4-1.02 Annually, the Director General shall meet with the management personnel to review the College's record in achieving objectives set in the previous year's AOP. At the same time it will identify, if necessary, measures to be taken to realize the expectations set by the Board of Governors.

4-1.03 The College shall, through the existing management structures including the Association as appropriate, consult its management personnel in the development of College policies and in the updating of the College's mission statement.

CHAPTER 5 RULES ON STAFFING AND ADMINISTRATIVE ORGANIZATION

Article 5-1.00 General Principles

5-1.01 After consulting with all the managers at the location concerned and informing the Executive, the College establishes the number of management personnel positions required to ensure sound management of the College.

5-1.02 The College selects all managerial personnel in accordance with the eligibility criteria as per Article 5-3.

5-1.03 The Selection Committee for managerial personnel shall include a representative of management personnel at the location of the posting, selected by their peers.

5-1.04 Transfer: The College may transfer a permanent management member to a new position with the same salary scale with thirty (30) days' notice, as long as the management member hasn't already been the subject of a transfer in the twelve (12) months preceding the effective date of the transfer. The management member has the right to waive any of the provisions of the present clause.

5-1.05 Demotion: The College may accept the request of a management member for a demotion. The College may demote a management personnel according to provisions of the Regulation, of this Policy or of other policies of the College.

Article 5-2.00 Definition of Positions

5-2.01 The descriptions of the duties of management personnel are produced by the College and are consistent with the ministerial document entitled *Plan de classification des emplois types et Guide de classement des postes de cadre*.

5-2.02 When the duties and responsibilities of management personnel do not correspond to any of the employment groups described in the *Plan de classification des emplois types et Guide de classement des postes de cadre*, the College must submit the complete file to the Minister, as stipulated in Section 11 of the Regulation to establish the classification of the position.

5-2.03 The description of the duties assigned to the management personnel member is an integral part of their contract. Any substantial change to the duties shall be done in consultation with the immediate supervisor, after consultation with the affected management member. Furthermore, the College revises the job classification according to the classification plan prescribed by the Regulation and makes the required adjustments, if applicable.

5-2.04 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 they devote most of their time.

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

Article 5-3.00 Eligibility Criteria

5-3.01 The eligibility criteria for various management personnel positions are established by the College after consultation with the Executive.

5-3.02 In the selection of management personnel, the College must give preference to candidates who meet the minimum eligibility criteria for the various management personnel positions, as stipulated in this policy.

5-3.03 Director: The minimum qualifications to hold a position of Director, who sits on the College's Senior Management Committee, are a graduate university degree (master's) or equivalent years of schooling and experience in an appropriate area of specialization, and eight (8) years of relevant experience.

5-3.04 Academic Dean or Coordinator: The minimum qualifications to hold the position of Academic Dean or of Coordinator are an undergraduate university degree (bachelor's) in an appropriate area of specialization and five (5) years of relevant experience.

5-3.05 Manager: The minimum qualifications to hold the position of Manager are a diploma of college studies (DEC) with an appropriate option and three (3) years of relevant experience.

5-3.06 After consultation with the Executive, the College may appoint a candidate who does not fully meet the eligibility criteria.

Article 5-4.00 Request for a Change in Classification

5-4.01 The management personnel member claiming that their duties correspond to a different classification must submit a request in change of classification in writing to their immediate supervisor and Director of the Constituent College, as well as to the Human Resources Director and Director General.

5-4.02 The College must give a written answer within thirty (30) working days following reception of the request for a change in classification.

5-4.03 The management personnel member who is not satisfied with the College's decision, who still believes to have the right to a change of classification, may request, that the complaint may be addressed in accordance with Chapter XV of the Regulation and Chapter 16 of this policy.

Article 5-5.00 Management Selection Committee

5-5.01 The Selection Committee shall be comprised of members of the management or senior management personnel of the College. The Director of Human Resources or their delegate shall act as a resource person with voting privileges as designated by the Director General. The Director of Human Resources and the Director of the Constituent College may appoint a faculty to the Committee for the selection of a dean in an academic position. Such a member will be named by their union.

5-5.02 The local chapter of the ACCQ is invited to name a member on the Selection Committee, giving priority to managers from the location of the posting.

Management Personnel Policy

Article 5-6.00 Selection Process

5-6.01 The College hires its management personnel in accordance with the eligibility requirements set forth in this Policy.

5-6.02 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.

5-6.03 The College hires the most competent candidate, who has successfully completed the selection process for an available management position.

5-6.04 All management members with five years of continuous service with the College, who apply for a vacant management position, must be given the opportunity to be interviewed for that position provided they meet the minimum requirements of the position.

5-6.05 In keeping with the nature of the position to be filled and the required competency, the College favours the promotion of management personnel already employed in the College, provided that the individual meets the specific educational, experience and competency requirements for the position.

5-6.06 After consultation with the managers at the location concerned, the College will proceed by way of internal and external competition or by internal competition only, as appropriate.

Article 5-7.00 Appointment and Engagement

5-7.01 The College confirms the engagement of a management personnel member by a written contract. The duties and responsibilities of the management personnel member are specified in the appendix to the contract and form an integral part of it. Following an agreement with the manager concerned, the College will send to the management personnel member a written confirmation of any substantial change made to the position and responsibilities as described in the job description.

5-7.02 The College gives each newly hired management member an orientation package, a copy of the Management Personnel Policy of Champlain Regional College, the Evaluation Policy for Management Personnel, and the Regulation upon signing of the contract. The Director General or the Director of the Constituent College may also include any other documentation and information deemed necessary and important to the integration of new management personnel.

5-7.03 Within ten (10) days of filling a management position, the College forwards a copy of the nomination to the President of the Local Committee, who will provide the newly appointed management personnel member with membership information. The newly appointed management personnel member has 30 days following its hiring date to opt out from ACCQ membership.

Article 5-8.00 Work Schedule

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

Article 5-9.00 Probation Period

5-9.01 Management personnel members not yet benefiting from stability of employment are subject to four (4) evaluations during their probation period. These must be carried out every six (6) months of their working at the college, starting from the date of their employment.

These evaluations must be conducted in conformity with the Performance Assessment Policy for Management Personnel.

5-9.02 The duration of the probation period is of twenty-four (24) continuous months of employment.

5-9.03 During the probation period, the College may discontinue the employment relationship upon notice of at least thirty (30) days, unless there are compelling reasons for the College to do otherwise.

5-9.04 At the end of the probation period, the College confirms in writing that the management personnel member has successfully completed probation and has acquired stability of employment. At this point, the management personnel member's employment contract becomes permanent.

5-9.05 Under section 39 of the Regulation concerning inter-college mobility, stability of employment acquired by management personnel members in their college of origin is transferred to their new college.

Article 5-10.00 Administrative Organization

5-10.01 Except for the grounds stipulated in section 199 of the Regulation, the College can change its administrative structures relating to the numbers, duties, and status of management personnel members.

5-10.02 Before the College makes changes to administrative structures in regard to managerial staffing and to the allocation of management responsibilities, it will consult with the local management at least thirty (30) days prior to implementation, to assess the impact on the workload of its management personnel.

5-10.03 In accordance with Article 199 of the Regulation, the College will:

- a) invoke sub-sections 1 or 2 of Article 199 of the Regulation and declare the management personnel member as supernumerary; or
- b) enter into an agreement with the management personnel member involved as stipulated in sub section 4 of Article 199 of the Regulation.

5-10.04 A supernumerary management personnel member is required to accept any available position which is compatible with their professional training and which is at their College location or in a college in their zone. Refusal to accept such a position is equivalent to resignation. It is understood that both Champlain College Lennoxville and the Administrative Services of Champlain Regional College are in the same zone for the purpose of this clause. No management personnel member will be required to change their language of work because of the application of this article. The salary of a management personnel member who is designated as supernumerary is maintained for the period so designated. Supernumeraries may have recourse to the applicable termination of employment options set out in Section III of Chapter XIV of the Regulation.

5-10.05 Elimination of positions: Any management member with stability of employment whose position is eliminated is covered by the provisions of the Regulation respecting stability of employment.

Article 5-11.00 Temporary Assignment

5-11.01 The College may temporarily assign a management member when the situation so requires.

5-11.02 The duration of the temporary assignment should not exceed one year. But, the College may extend the temporary assignment for an additional period of no more than one year, after consultation with the local management.

5-11.03 If the position to which the management member is temporarily assigned is in the same or in a lower class, the salary of the management member so assigned is maintained, whereas if the position to which the management member is assigned is in a higher class, the salary is increased in accordance with the provisions of clause 11-1.02 below.

5-11.04 Upon termination of the temporary assignment, the management member is reinstated in their former position with all rights and privileges, subject to the provisions of the Regulation pertaining to stability of employment. The salary to which the management member is then entitled is the salary they would have earned had they not been temporarily assigned, including any annual increments as provided for in the Regulation.

5-11.05 Following agreement with the College, the duration of the management member's temporary assignment may be counted for purposes of acquiring stability of employment.

CHAPTER 6 PERFORMANCE ASSESSMENT

Article 6-1.00 Performance Assessment

6-1.01 The evaluation of managers is conducted according to the *Performance Assessment Policy for Management Personnel*.

CHAPTER 7 PERSONNEL FILE

Article 7-1.00 Personnel File

7-1.01 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;
- h) documents pertaining to insurance, social benefits and pension plans; and
- i) medical dossier.

7-1.02 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.

CHAPTER 8 DISCIPLINARY MEASURES

Article 8-1.00 Disciplinary Measures

8-1.01 The College may, subject to the recourse rights provided for in the Regulation and in this Management Policy, initiate the process which follows for a cause it deems valid. This process may or may not result in the imposition of a disciplinary measure which is hereby defined as either a suspension without pay or dismissal.

8-1.02 A manager may be accompanied by a Local Committee representative at any meeting with the College concerning disciplinary measure.

Article 8-2.00 Warning and reprimand

8-2.01 Warning(s) and reprimand(s) must be transmitted in writing to the manager. A warning or reprimand

does not in and of itself constitute a disciplinary measure.

8-2.02 The nature of the fault and the remedy expected by the College must be included in the written warning or reprimand as well as a time frame for the expected improvement required of the manager.

Article 8-3.00 Suspension without pay or dismissal

8-3.01 The College may suspend a manager for just and sufficient cause. Other than in the case of serious prejudice, the College may only proceed with such disciplinary measure when it has previously provided the manager with a written warning or reprimand on the same subject.

8-3.02 The decision to suspend the manager must be provided in writing by the College.

Article 8-4.00 Serious prejudice

8-4.01 The Director General may suspend a manager from their duties when immediate action is required, owing to serious prejudice caused by the manager to the College, its staff or students. This suspension may be for up to ten (10) working days with pay in order to give the College time to evaluate the situation further. In exceptional circumstances this period may be extended by up to twenty (20) working days.

8-4.02 After examining the situation giving rise to the suspension with pay in 8-4.01, the Director General must:

- reinstate the manager without prejudice; or,
- give the manager a written warning or reprimand; or
- advise the manager that the imposition of a disciplinary measure, i.e., suspension without pay and/or dismissal, will be recommended to the Board.

8-4.03 The decision rendered in 8-4.02 must be provided in writing to the manager no later than the end of the temporary suspension period provided for in 8-4.01. In the case where the Director General advises the manager that a recommendation to impose a disciplinary measure will be presented to the Board, the manager shall remain on suspension with pay until such time as the Board has made its final decision.

Article 8-5.00 Dismissal

8-5.01

- a) In the absence of severe prejudice such as fraud, theft or physical violence, the College must, prior to dismissing a manager, have shared in writing any unfavorable remarks on a given situation on at least two (2) occasions within a one (1) year period. However, the time between the two (2) notifications must be sufficient to allow the manager to amend their behaviour.
- b) When the College dismisses a management member, it must provide the management member with a written justification as to the nature and the seriousness of the fault.

8-5.02 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 Chapter 16 of this Policy as well as those outlined in Chapter XV of the Regulation.

CHAPTER 9 END OF EMPLOYMENT

See **Chapter XIV (Articles 118 to 142, 198 to 222)** of the Regulation for the Job Security Provisions.

Article 9-1.00 Non-renewal or Cancellation of Appointment

9-1.01 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 personnel position;
- b) assign the management member to a position in another category of personnel;
- c) designate the management member as supernumerary personnel.

9-1.02 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.

9-1.03 For the purpose of an administrative reorganization, during the first year following the reorganization, the College will not transfer a management personnel member from one zone to another without consent.

Article 9-2.00 Resignation

9-2.01 In the absence of an agreement with the College to the contrary, a management personnel 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.

CHAPTER 10 FRINGE BENEFITS

Article 10-1.00 Group Insurance

10-1.01 Subject to eligibility requirements and in accordance with Chapter VII of the Regulation, management personnel recovered 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 personnel.

- 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 personnel members:
 - basic accident and health insurance plan
 - basic life insurance plan
 - long-term income replacement insurance plan
- c) Optional plans paid by management personnel member:
 - extended accident and health insurance plan
 - additional life insurance plan

See Articles 46 to 96 of the Regulation for information on insurances, including disability payments.
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Article 10.2.00 Parental Rights

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

Article 10-3.00 Retirement

10-3.01 Management personnel 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).

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

Article 10-4.00 Annual Vacation

10-4.01 The College establishes a vacation policy for its management.

10-4.02 The annual vacation for management is set at thirty (30) working days.

10-4.03 The acquisition period for the purposes of annual vacation shall begin on June 1 of the current year and end on May 31 of the following year.

In all cases of a disability leave exceeding six (6) months, the length of vacation is reduced in accordance with articles 44.1 and 61¹ of the Regulation.

Any unpaid leave for more than 20 days reduces the length of vacation in accordance with section 44.1 of the Regulation, subject to the chapter on parental rights.

10-4.04 Upon prior agreement with their Director, a management member may purchase additional vacation time up to a maximum of two (2) weeks per year. The additional days of vacation are purchased by reducing a management member's basic salary by 0.4% for each additional day (1.93% per additional week), in excess of the allotted vacation, as per the preceding paragraph. These additional weeks must be taken in the year following their acquisition.

10-4.05 Management members must present their immediate superior with a vacation planner for the upcoming academic year prior to May 1. Once the planner is approved by the Director, a copy is submitted to the local Human Resources Service and the original is sent to Human Resources in Sherbrooke, by May 31 to finalize vacation planning.

Any modification to the vacation plan must be submitted in writing and receive the prior approval of the manager's immediate superior before they can be taken.

All vacation days should be taken in the year they are allocated. Management members who are unable to take their vacation during the scheduled period, for exceptional reasons or at the request of the College, may defer it to a later date following agreement with their Director.

Management members shall be permitted to have a maximum of ten (10) days in their accumulated vacation bank and this, upon approval of their Director.

10-4.06 At the time of adoption of this revised section article (10-4.00) of the Policy, management members with an amount of time exceeding ten (10) days in their accumulated vacation bank must agree to a plan with their Director to ensure that this bank is reduced to no more than ten (10) days by May 31, 2024.

10-4.07 Vacation days have no monetary value. However, when a management member leaves the employ of the College, any unused or accrued vacation shall be paid in conformity with the provisions of section 10-

¹ **Article 44.1** Le nombre de jours de vacances établi selon la politique de gestion est diminué lors d'une ou de plusieurs absences en maladie totalisant au moins six mois pendant l'année de référence. Il en est de même pour les absences sans traitement de plus de vingt jours, sous réserve du chapitre sur les droits parentaux.

Dans ces situations, le nombre de jours de vacances octroyés au cadre est calculé selon la formule suivante :

$$\frac{\text{Nombre de jours de vacances déterminé par la politique de gestion} \times \text{nombre de jours considérés avec traitement pendant l'année de référence}}{260 \text{ jours ouvrables}}$$

Article 61. Lorsque le collège l'autorise, le cadre qui reçoit des prestations d'assurance salaire peut bénéficier d'une période de retour progressif pourvu que, pendant cette période, il accomplisse les fonctions reliées à l'emploi qu'il occupait avant son invalidité totale ou à tout autre emploi comportant une rémunération similaire qui lui est offerte par le collège. Cette période n'excède normalement pas 6 mois consécutifs et ne peut avoir pour effet de prolonger la période d'invalidité totale au-delà des 104 semaines du régime d'assurance salaire de courte durée. Au cours de cette période, le cadre reçoit le traitement pour le travail effectué ainsi que les prestations d'assurance salaire calculées au prorata du temps non travaillé. Il est réputé en invalidité totale pendant cette période, continuant d'être assujéti à son régime d'assurance salaire.

4.00 of this Policy. In the event of death, this payment shall be made to the management member's estate.

Article 10-5.00 Statutory Holidays

10-5.01 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, the management personnel member is entitled to another day of vacation to be taken at a date agreed to by the immediate superior.

Article 10-6.00 Personal Leaves

10-6.01 Management personnel 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) their marriage: five (5) consecutive working days, including the wedding day;
- b) the marriage of their father, mother, son, daughter, brother, sister, half-brother, half-sister, son or daughter of their spouse: the wedding day;
- c) the death of their 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 10th day following the funeral. In the event the internment occurs at a later date in the year, one of the days can be taken at that time;
- d) the death of their 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 10th day following the funeral;
- e) the death of their 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 10th day following the funeral;
- f) their 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.

10-6.02 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.

10-6.03 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.

10-6.04 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.

See Articles 136, 137 and 138 of the Regulation for the rules concerning these types of leaves.
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Article 10-7.00 Leave for Family Reasons

10-7.01 A manager may take leave from work up to ten (10) days per year to fulfill obligations relating to the care, health or education of the employee's child or the child of the employee's spouse, or because of the state of

health of the employee's spouse, father, mother, brother, sister or one of the employee's grandparents¹.

10-7.02 The manager must advise the College as soon as possible.

10-7.03 A maximum number of six (6) days are with pay, and the remaining days are without pay. These days may be divided into half-days.

Article 10-8.00 Leaves of Absence for Public Office

10-8.01 Subject to reasonable advance 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.

10-8.02 Under provisions set out in Chapter XIV of the Regulation on stability of employment, the management member who completes their mandate is reinstated in the position they had before leaving. However, the management member must give the College thirty (30) calendar days' notice of the intention to return to work.

Article 10-9.00 Leaves of Absence for Professional Reasons

10-9.01 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; or
- c) to participate in seminars, conferences and symposiums.

Article 10-10.00 Leave of Absence Without Pay

10-10.01 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.

10-10.02 Such a leave is subject to the written consent of the College. The Director General or the Director of the Constituent College and the management member concerned, must agree in advance to all the terms of the leave.

Article 10-11.00 Deferred or Anticipated Salary Leave Plan

10-11.01 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 their 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.

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

Article 10-12.00 Leaves for Association Activities

10-12.01 The College frees management personnel, 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.

See Article 197 of the Regulation.

¹Reference: Article 79.7 of the Act Respecting Labour Standards

10-12.02 The College will organize its meetings of all management personnel in such a way as to provide a two-hour time slot for the Association to hold a meeting of all of its members.

Article 10-13.00 Compensatory Days

10-13.01 To account for frequent call to duty outside of regular business hours, upon the recommendation of the Director of the Constituent College and the approval of the Director General, the College may grant managers up to a maximum of five (5) compensatory days per academic year. The number of days a manager may be entitled to is based on the assessment of their contributions during the previous academic year and will be prorated based on the number of months of employment in the previous academic year.

10-13.02 If the duties of a manager should become excessively heavy at a given time, the College may provide compensation by authorizing additional paid vacation days. The manager and their immediate superior shall arrange the details of the leave in advance. All such leaves shall be subject to the approval of the Director General.

10-13.03 Compensatory days cannot be used during the period encompassed between July 1 and Labour Day weekend. However, they must be used prior to June 30 after being agreed upon with their immediate superior. These days cannot be carried over and are non-cashable.

Article 10-14.00 Employee Assistance Program

10-14.01 The College provides access to an Employee Assistance Program, for assistance with professional, personal or family issues.

CHAPTER 11 DETERMINATION OF SALARY AND METHOD OF REMUNERATION

Article 11-1.00 Determination of Salary

11-1.01 Managers are remunerated according to Schedules II, III and IV of the Regulation.

11-1.02 A newly appointed, engaged, or promoted management member, currently employed by the College, by another college, or by a school commission, receives a salary increase of between 10% and 15% of the maximum of the new salary scale that must respect the provisions of Article 19 of the Regulation and must fall between the minimum and the maximum of the applicable scale.

11-1.03 Should the current salary of a management member (Article 26 2.b of the Regulation) 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.

11-1.04 The salary of the member of management personnel who was not previously employed by the College, by another college, or by a school commission is determined by the College taking into account the new management member's years of schooling and experience as well as the salaries of other management members in the College in similar positions.

11-1.05 Recognition of graduate degrees: The management member holding a master's degree receives a higher salary, corresponding to 102.5% of the maximum on the salary scale of the class of their position if the management member remains at the maximum level of this salary scale for at least one year.

The management member holding a doctorate receives a higher salary, corresponding to 105% of the maximum on the salary scale of the class of their position if the management member remains at the maximum level of this salary scale for at least one year.

The management member holding a master's degree and a doctorate may not simultaneously benefit from the compensation stipulated in the preceding paragraphs.

11-1.06 Temporary assignment to two (2) or more concurrent positions: 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 grants the management member, at the time when the management member assumes the duties of

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the second management position, a maximum of 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 clause may not exceed 10%.

Article 11-2.00 Terms of Payment

11-2.01 Every two (2) weeks, the College shall deposit the pay of the management member representing 1/26th of the annual salary, adjusted to take into account any lump sum payments, premiums or other compensation in the bank account which they provide to the College.

11-2.02 When the normal payment date of the salary falls on a statutory holiday, the College shall make the payment on the preceding work day.

11-2.03 The College will deposit the regular biweekly pay cheque directly into the management member's bank account.

Article 11-3.00 Statement of Earnings and Deductions

11-3.01 The Statement of Earnings and Deductions, is provided in an electronic format and must provide at least the following information:

- the employee's surname and given name,
- 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, and
- the accumulated amounts.

Article 11-4.00 Departure

11-4.01 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.

CHAPTER 12 MISCELLANEOUS PAYMENTS AND BUSINESS EXPENSES

12-1.01 Miscellaneous payments and authorized expenses, including travel expenses incurred by management personnel while carrying out their responsibilities, shall be reimbursed by the College according to Policy for Travel Representation Expenses of the College.

CHAPTER 13 PUBLIC LIABILITY

13-1.01 If in carrying out duties, a member of management personnel becomes publicly liable, the College will defend them. 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.

CHAPTER 14 PROFESSIONAL DEVELOPMENT

Article 14-1.00 Professional Development

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14-1.01 Both the College and the Association recognize the need to provide professional development opportunities for management personnel. The College encourages management personnel participation in various professional development programs.

14-1.02 Each location in the College is responsible to identify the needs and priorities of its management personnel with regard to their professional development.

14-1.03 The College will establish an annual budget of regional training and development events. Under the authority of the Director General, these will be organized by a committee chaired by the Director of Human Resources with one management member from each Constituent College and a representative of the ACCQ.

Each Constituent College and Administrative Services will establish local Professional Development Committee composed of the Coordinator of Human Resources (Director of Human Resources for Administrative Services), one manager appointed by the Director of the Constituent College (Director General for Administrative Services) and two management personnel named by the management staff at the location who's role is to review professional development requests and propose an allocation within the budget.

The annual local budget will be equal to 1% of the total budgeted salaries of the management staff at the location. Unused amount will remain available to the local fund however this accumulated amount may not be greater than the value of the annual allotment of the preceding year.

A management personnel member may submit a proposal for professional development to the local Professional Development Committee.

The amount of money spent annually under this article for Professional development will be communicated to the Executive and to all the local managers.

14-1.04 Management personnel members who pursue post secondary studies in a field directly related to their duties will have their tuition fees reimbursed upon proof that they passed the course or courses, to a maximum of 2,500\$ annually. This amount is not part of the annual budget of 1% and will be reviewed at the end of each year.

14-1.05 Continuing Education courses offered by the College are available, free of charge, to the management member and their immediate family. Such benefit in no way obliges the College to organize courses or to hire additional teaching personnel.

14-1.06 Any sums not used up in a given year is accumulated and kept in the local professional development fund of the College. The accumulated surplus shall not exceed the equivalent of the amount described in Article 14-1.03.

14-1.07 The College encourages the participation of all newly hired management personnel members by putting in place appropriate integration mechanisms, such as new manager training sessions, including a presentation of the College structure and the personnel at Administrative Services, and an orientation package. These mechanisms will include meetings with the Director of the Constituent College and the Director General.

14-1.08 Management personnel members who are planning to retire within five (5) years can attend one retirement preparation session. The College will cover the registration costs for the session.

Article 14-2.00 Unpaid Leave for Professional Development Purpose

14-2.01 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 Director of the Constituent College or the Director General for approval 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.

14-2.02 A professional development leave, such as a leave to allow the management member to leave a position temporarily is also subject to the written consent and approval of the Director General or the Director of the Constituent College.

14-2.03 Once the College has accepted an unpaid leave, the College makes necessary adjustments to the working schedule of its management personnel.

14-2.04 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.

CHAPTER 15 EQUAL OPPORTUNITY PROGRAM

15-1.01 The College wishes to ensure that it provides equal opportunity for all its management personnel. Its human resource management practices are based solely on the qualifications and skills required for a position.

15-1.02 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.

CHAPTER 16 RECOURSE/APEALS PROCEDURES: MANAGEMENT PERSONNEL POLICY

Article 16-1.00 Application

16-1.01 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.

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

Article 16-2.00 Recourse Committee

16-2.01 When a management member is not satisfied with the decision made by the College, they 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.

16-2.02 The management personnel member may request, that the complaint be referred to the Recourse Committee which 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 article 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.

Article 16-3.00 Appeals Committee

16-3.01 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.

16-3.02 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.

16-3.03 Within seven (7) working days of receiving such a notice, the Director General must request a meeting of the Appeals Committee.

16-3.04 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.

16-3.05 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.

Article 16-4.00 Provincial Appeals Committee

16-4.01 When a management member has exhausted all steps of the Recourse and Appeals Committee and is still not satisfied with the decision, the management personnel member may refer to the Provincial Appeals Committee as prescribed in the Regulation.

16-4.02 The Appeals Committee decision is final and binding on all parties.

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

CHAPTER 17 REVISION OF POLICY

This policy must be revised no later than 5 years upon its last revision.