



**Approved minutes of the regular meeting of the Council of Commissioners of the Central Québec School Board held on Wednesday, March 20, 2019 at 7:00 p.m. at the Board Office, 2046 chemin Saint-Louis, Québec (Québec) G1T 1P4.**

Present:	Isabel Béland	Parent Commissioner
	Stephen Burke	Chairman
	Heather Clibbon	Commissioner (videoconference)
	Debbie Cornforth	Parent Commissioner
	Sara Downs	Commissioner (videoconference)
	Christian Falle	Parent Commissioner (videoconference)
	Debbie Ford-Caron	Commissioner (videoconference)
	Chantal Guay	Commissioner (videoconference)
	Jason Kilganan	Parent Commissioner
	Cameron Lavallee	Commissioner
	Wyna Marois	Commissioner
	Esther Paradis	Commissioner
	Stephen Pigeon	Director General
	Jean Robert	Vice-Chairman
	Jo Rosenhek	Commissioner (videoconference)
	Jo-Ann Toulouse	Commissioner (videoconference)
	Aline Visser	Commissioner (telephone)
In Attendance:	Guyline Allard	Director of Financial Services
	Gina Farnell	Director of Complementary Educational Services
	François Garon	Information Technology Technician
	Jill Leslie Goldberg	Director of Naskapi Liaison
	Pierrette Laliberté	Director of Human Resources, Assistant Director General
	Yves Lambert	President, CQTA (videoconference)
	Melanie Simard	Recording Secretary
	Mark Sutherland	Director of Instructional Services
	Sandra W. Griffin	Secretary General

**19-03.01 Call to Order**

The Chairman called the meeting to order at 7:02 p.m.

**19-03.02 Approval of the Agenda**

It was MOVED by E. Paradis, SECONDED by C. Falle and unanimously RESOLVED; THAT the agenda be approved as presented.

**19-03.03 Public Question Period**

There were no questions.

**19-03.04**      **Question Period for Students**

No students were present.

**19-03.05**      **Correspondence from Students**

No correspondence was received.

**19-03.06**      **Approval of the minutes of the regular meeting held on January 16, 2019**

It was MOVED by D. Cornforth, SECONDED by J. Rosenhek and unanimously RESOLVED; THAT the minutes of the regular meeting of the Council of Commissioners held on Wednesday, January 16, 2019 be accepted as circulated.

**19-03.07**      **Approval of the minutes of the special meeting held on January 23, 2019**

It was MOVED by J. Kilganan, SECONDED by H. Clibbon and RESOLVED; THAT the minutes of the special meeting of the Council of Commissioners held on Wednesday, January 23, 2019 be accepted as circulated.

Commissioners E. Paradis and W. Marois abstained from voting.

**19-03.08**      **Approval of the minutes of the special meeting held on January 28, 2019**

It was MOVED by W. Marois, SECONDED by C. Guay and unanimously RESOLVED; THAT the minutes of the special meeting of the Council of Commissioners held on Monday, January 28, 2019 be accepted as circulated.

**19-03.09**      **Approval of the minutes of the special meeting held on February 18, 2019**

It was MOVED by A. Visser, SECONDED by D. Ford-Caron and RESOLVED; THAT the minutes of the special meeting of the Council of Commissioners held on Monday, February 18, 2019 be accepted as circulated.

Commissioners E. Paradis, W. Marois and Parent Commissioner, D. Cornforth abstained from voting.

**19-03.10**      **Business Arising from the Minutes**

There was no business arising from the minutes.

### 19-03.11

#### **Report from the Chairman**

The Chairman had sent his report to Commissioners prior to the meeting that addressed the following:

- Special Meeting – January 23, 2019
- QESBA Board Meeting – January 25, 2019
- Special Meeting – January 28, 2019
- QESBA Finance Committee – January 30, 2019
- *Comité consultatif de la Ville de Québec sur la Stratégie de sécurité routière* – January 31, 2019
- Agenda Meeting – February 4, 2019
- QESBA Presentation: Parliamentary Commission on Public Finances, Bill 3 – February 6, 2019
- QCGN: National Assembly – February 12, 2019
- Incident at QHS – February 15, 2019
- Preparatory Meeting of the Selection Committee for the position of Director of Educational Services – February 18, 2019
- Special Meeting – February 18, 2019
- QESBA Executive Meeting – February 19, 2019
- Agenda Meeting – March 1, 2019
- Selection Committee for Director of Educational Services – March 6, 2019
- Press Conference: *Défilé de la Saint-Patrick de Québec* – March 7, 2019
- Saint Patrick's Day Parish Celebrations – March 17, 2019
- Meeting of Québec City School Board Chairpersons with *Québec Solidaire* MNAs – March 18, 2019
- Parliamentary Commission on Bill 12 – March 19, 2019

### 19-03.12

#### **Director General's Report**

The Director General formally addressed the Council and provided a report on the following items:

- a) Update on Strategic Planning
- b) Staff Appreciation Week
- c) Carbon Monoxide Detectors (CMDs)
- d) CPNCA Consultation Tour – 2020-2025
- e) Labour Relations Committees
  - i) Senior Staff of Service – Directors, Coordinators and Management Staff
  - ii) Senior Staff of Schools and Centre – Principals
  - iii) Teachers (January 30, 2019)
  - iv) Professionals
  - v) Support Staff (February 12, 2019)

New Business

- a) Local Management Policy for Administrators Working in the Administrative Offices of the Central Québec School Board (adoption)

WHEREAS the original Local Management Policy for Senior Staff of Services (Board Office) was last adopted on May 21, 2004;

WHEREAS the representatives of the local "*Association Québécoise des cadres scolaires*" and the Labour Relations Committee were consulted, and an agreement was reached in January 2019;

It was MOVED by D. Cornforth, SECONDED by J. Robert and unanimously RESOLVED; THAT the revised Local Management Policy for Administrators Working in the Administrative Offices of the Central Québec School Board be adopted as in **Appendix 1** to the minutes.

- b) Adherence to a Call for Tenders for Microsoft Licences via *Collecto Services regroupés en éducation*

WHEREAS the Central Québec School Board benefits from group purchasing such as those offered by *Collecto Services regroupés en éducation*;

WHEREAS the Central Québec School Board must renew its Microsoft licenses annually to support its pedagogical and administrative activities;

WHEREAS the mandate pertaining to the supply of Microsoft licenses is of one (1) year, with two (2) renewal options for one (1) additional year each, for a maximum of three (3) years;

WHEREAS the Director General awards the contract to the selected supplier with the lowest price and who complies with the requirements of the call for tender documents;

It was MOVED by D. Ford-Caron, SECONDED by C. Guay and unanimously RESOLVED; THAT the Central Québec School Board adhere to the call for tender SAR325-2019 – *Licences Microsoft pour les Commissions scolaires*; and

THAT the Director General be authorized to sign the mandate granted to *Collecto Services regroupés en éducation* and any other document emanating from this resolution.

New Business (continued)c) Québec City School Calendar – Youth Sector 2019-2020 (adoption)

WHEREAS section 238 of the Education Act stipulates that every school board shall establish the school calendar of its schools, taking into account the provisions of the basic school regulation;

WHEREAS the teachers' collective agreement provides for a committee that is consulted on the school calendar;

WHEREAS the committee has met and has been consulted on and recommends the adoption of the proposed calendar for the 2019-2020 school year;

It was MOVED by C. Lavallee, SECONDED by S. Downs and unanimously RESOLVED; THAT the Central Québec School Board accept the school calendar (Québec City - Youth Sector) for the 2019-2020 school year.

d) One-Year Transportation Contracts 2018-2019

It was MOVED by E. Paradis, SECONDED by W. Marois and unanimously RESOLVED; THAT the Central Québec School Board accept the following one-year transportation contracts for the 2018-2019 school year;

Transporter	Capacity	Territory	2018-2019 (\$) Excluding Tax
9151-2111 Québec Inc. Transport Jeannois in Alma	2 berlines	Alma	\$23,391.97
Transport Nadia Lapointe (810)	Berline	Île d'Orléans	\$20,160.00
Transport Nadia Lapointe (815)	Berline	Valcartier, Québec	\$26,593.20
Lyne Robert	Berline	Valcartier Elementary	\$17,190.72
Autobus Charles a. Morton	1 bus & 1 mini bus	Chibougamau	\$49,173.74

and

THAT the Director General be authorized to sign the contracts on behalf of the School Board.

19-03.13

New Business (continued)

- e) Hiring of a General Contractor: Jimmy Sandy Memorial School – roof, sanitary blocks, gymnasium ventilation system, LED lighting, replacement of pneumatic controls

WHEREAS the Central Québec School Board had reserved part of the *maintien des bâtiments* budget for the renovation of the Jimmy Sandy Memorial School's roof, sanitary blocks, gymnasium ventilation system, LED lighting and replacement of pneumatic controls;

WHEREAS plans and specifications were prepared and a public call for tenders for general contractors was published on SEAO on January 14, 2019 and the envelopes were opened on February 11, 2019;

WHEREAS the architect has recommended that the lowest tender be accepted as it met the requirements and specifications of the project;

It was MOVED by J.-A. Toulouse, SECONDED by I. Béland and unanimously RESOLVED; THAT the Central Québec School Board Council of Commissioners accept the lowest tender that met the specifications for the renovation of the Jimmy Sandy Memorial School's roof, sanitary blocks, gymnasium ventilation system, LED lighting and replacement of pneumatic controls (1014, Naskapi Road, Kawawachikamach, QC G0G 2Z0) as submitted by FDF Construction (1024B, Boulevard PIE-XII, Québec, QC G1W 4N1), in the amount of \$2,986,817.00 (*taxes not included*); and

THAT the Director General be authorized to sign the contracts on behalf of the School Board.

New Business (continued)f) Motions of Recognitioni. School Bus Driver #750 – Transport Marquis

WHEREAS on the afternoon of Monday, February 25th, 2019, the Central Québec School Board (CQSB) quickly informed the parents of the students transported by bus #750, driven by Mr. Gilles Bernier, from Quebec High School, St. Patrick's High School and St. Vincent School that the transport would be delayed due to bad weather;

WHEREAS students were already on the school bus;

WHEREAS Julie Bureau, Superintendent of Transportation at CQSB, spoke with Mr. André Marquis, Administrator at Transport Marquis Inc., indicating that the bus driver of #750 requested permission to bring the students to a local restaurant so that parents could come to pick up their children, and several parents were able to do so;

WHEREAS Mr. Bernier was able to continue on his way until the highway was closed, the *Service de police de Lévis*, the Coordinator of Buildings & Equipment, Mr. Benoît Sévigny, and the Director General, Stephen Pigeon, were on site and indicated to the bus driver that an alternative route was open and that Mr. Bernier brought the remaining students to a McDonald's restaurant and graciously paid for their meals;

WHEREAS parents were regularly updated by Michèle Barbeau, Administration Officer at CQSB, and they were aware that a change of route would lead them to safety at the *École Pointe-Lévy*;

WHEREAS the students remained safe at all times, thanks to Mr. Bernier's experience, his level-headed thinking, his composure and especially his commitment to keeping the students safe at all times;

It was MOVED by E. Paradis, SECONDED by W. Marois and unanimously RESOLVED; THAT the Central Québec School Board's Council of Commissioners commend Mr. Gilles Bernier for keeping the students safe, calm, and fed, despite the difficult conditions; and

THAT the Chairman of the School Board, Mr. Stephen Burke, send a letter to Mr. Bernier's immediate supervisor to acknowledge the Council of Commissioners' heartfelt appreciation for going beyond the call of duty and keeping the students safe and sound.

New Business (continued)

f) Motions of Recognition (continued)

ii. A.S. Johnson Memorial / St. Patrick Elementary School's Staff

WHEREAS on the afternoon of Monday, February 25th, 2019, parents were informed that if they were able to pick up their child(ren) at A.S. Johnson Memorial / St. Patrick Elementary School, they could do so given that the snowstorm was expected to worsen;

WHEREAS some parents were unable to get to the school;

WHEREAS Ms. Shirley Anto, Interim School Administrator, teachers, professionals and support staff from A.S. Johnson Memorial / St. Patrick Elementary School stayed with their students to keep them safe and fed;

WHEREAS the School Board reassured the parents that all students would remain at the school until the situation returned to normal and the school would remain open until the last child had left;

WHEREAS the personnel that stayed with the students at the school contacted the parents of the 30 remaining students, and offered to bring several students each to their homes;

WHEREAS the parents acquiesced and were very grateful for this offer;

WHEREAS under the leadership of Ms. Anto, the teachers, professionals and support staff of A.S. Johnson Memorial / St. Patrick Elementary School went beyond the call of duty, which attests to their commitment to their students and how caring they are;

It was MOVED by A. Visser, SECONDED by J. Kilganan and unanimously RESOLVED; THAT the Central Québec School Board's Council of Commissioners commend Ms. Shirley Anto, the teachers, the professionals and the support staff of A.S. Johnson Memorial / St. Patrick Elementary School that remained at the school to keep the students safe and warm; and

THAT the members of the Council of Commissioners extend their appreciation via this resolution to each and every one of those dedicated employees for going above and beyond their duty.



New Business (continued)f) Motions of Recognition (continued)iii. Central Québec School Board's Director General

WHEREAS on the afternoon of Monday, February 25th, 2019, parents were informed to pick up their child(ren) at Quebec High School, St. Patrick's High School and St. Vincent School if possible due to a snowstorm;

WHEREAS some parents were unable to pick up their child(ren);

WHEREAS upon hearing of the situation, the Director General of the Central Québec School Board (CQSB), Mr. Stephen Pigeon, asked that a meeting of the Emergency Measures Unit (EMU) be called to assess the situation;

WHEREAS the Director General was informed that school bus #750, with students aboard, were confronted with a closed highway;

WHEREAS the Director General immediately went on-site along with Mr. Benoît Sévigny, Coordinator of the EMU, immediately went on-site to speak with the *Service de police de Lévis* who were controlling the traffic on the closed highway;

WHEREAS the *Service de police de Lévis* informed S. Pigeon and B. Sévigny that an alternative road was open, the bus driver was informed, and the three of them took the alternate route to safety at the *École Pointe-Lévy*;

WHEREAS Ms. Frederica Hughes, Daycare Technician at St. Vincent School, willingly volunteered to accompany S. Pigeon and B. Sévigny as she has experience with the students, and gathered blankets and pillows from her home, in the event that students would have to sleep overnight at the school;

WHEREAS the CQSB's Emergency Measures Unit (EMU) procedures were masterly lead by Mr. B. Sévigny, which contributed to the excellent outcome for all;

It was MOVED by E. Paradis, SECONDED by W. Marois and unanimously RESOLVED; THAT the Central Québec School Board's Council of Commissioners commend the Director General, Mr. Stephen Pigeon, the Coordinator of the EMU, Mr. Benoît Sévigny and Ms. Frederica Hughes for being on-site and hands-on for the sake of the students and their parents, to ensure that students remained safe.

19-03.13

**New Business (continued)**

f) Motions of Recognition (continued)

iv. Quebec High School Staff

WHEREAS on February 15th, 2019 students and staff from Quebec High School were confronted with a situation that affected school safety;

WHEREAS Mr. Warren Thomson, Principal, was traveling with students to a basketball tournament out of town and Ms. Joanne Arsenault, Vice-Principal, was also out of town with students;

WHEREAS Ms. Paula Breton, Staff Assistant, was informed of the situation and contacted Mr. Thomson who immediately returned to the school;

WHEREAS the *Service de police de la Ville de Québec* (SPVQ) were on site very quickly;

WHEREAS parents were informed of the situation and were asked not to pick up their children until the situation was resolved;

WHEREAS the impeccable leadership of Ms. Paula Breton, Mr. Warren Thomson, Mr. Pierre-Paul Binet Jr., and all the personnel ensured that students, parents and co-workers felt safe;

WHEREAS the Central Québec School Board's Emergency Measures Unit (EMU) procedures were masterly lead by Mr. Benoît Sévigny, which contributed to the excellent outcome;

It was MOVED by A. Visser, SECONDED by D. Cornforth and unanimously RESOLVED; THAT the members of the Central Québec School Board's Council of Commissioners commend the administrators, teachers, professionals and support staff of Quebec High School that remained with their students and kept them safe; and

THAT the members of the Council of Commissioners extend their appreciation via this resolution to each and every one of the dedicated employees for caring so much for their students and co-workers.

19-03.14

**Public Presentation of the 2017-2018 CQSB Annual Report**

The regular meeting of the Council of Commissioners was adjourned from 7:45 p.m. to 8:38 p.m. for the public presentation of the annual report.

19-03.15

**Committee Reports**

a) Executive Committee

No meeting was held.

b) Parents' Committee

A meeting was held on February 12, 2019. I. Béland provided a report on the meeting.

c) Special Needs Advisory Committee

Meetings were held on February 4, 2019 and March 18, 2019. J. Kilganan provided a report on these meetings.

d) Transport Advisory Committee

A meeting was held on February 7, 2019. E. Paradis provided a report.

e) Audit Committee

No meeting was held.

f) Evaluation of the Director General

No meeting was held.

g) Ethics and Governance Committee

No meeting was held.

h) Human Resources Committee

A meeting was held on January 14, 2019. No report was made.

i) Resource Allocation Committee

No meeting was held.

19-03.16

a) **Report from the Board of Directors**

No report was made.

b) **Report from Committees**

19-03.17      No report was made.  
**Next meeting**

The next regular meeting of the Council of Commissioners will be held on Wednesday, April 24, 2019.

19-03.18      **Question period**

a) Public

There were no questions.

b) Commissioners

There were no questions.

19-03.19      **In-camera session**

No in-camera session was held.

19-03.20      **Adjournment**

The meeting was ADJOURNED at 8:48 p.m. on a MOTION by C. Guay.

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Sandra Wright Griffin  
Secretary General

Stephen Burke  
Chairman

Approved on April 24, 2019.



## LOCAL MANAGEMENT POLICY FOR ADMINISTRATORS

Working in the Administrative Offices of the Central Québec School Board  
(SENIOR STAFF OF SERVICES AND MANAGEMENT PERSONNEL)

**LOCAL MANAGEMENT POLICY FOR ADMINISTRATORS**  
**Working in the Administrative Offices of the Central Québec School Board**  
(SENIOR STAFF OF SERVICES AND MANAGEMENT PERSONNEL)

**1. FOREWORD**

*The Terms and Conditions contained herein are in compliance with the Consolidated Document on certain conditions of employment for Senior Staff of School Boards and of the Comité de gestion de la taxe scolaire de l'Île de Montréal (herein referred to as "regulations", published in the Gazette Officielle, M.O. dated May 10, 2012).*

*In addition to the Terms and Conditions of Employment contained herein, there are specific policies, procedures and guidelines that impact working conditions. Access to these policies, procedures and guidelines is available through the CQSB Website and Intranet. It is the responsibility of each Administrator to be aware and informed of the School Board's policies, procedures and guidelines.*

*The Local Management Policy is negotiated and/or revised with duly appointed members of the "Association québécoise des cadres scolaires", local section (AQCS, local) and CQSB representatives appointed by the Council of Commissioners on the Labor Relations Committee (LRC).*

*The Local Management Policy is adopted, by resolution of the Council of Commissioners (article 179).*

**2. DEFINITIONS (in alphabetical order) and ACRONYMS (where applicable)**

<b>Administrator</b>	Director of Services Coordinator of Services Management Personnel
<b>Associations</b>	L'Association québécoise des cadres scolaires (AQCS) Association of Administrators of English Schools of Québec (AAESQ) Central Québec Administrators' Association (CQAA)
<b>Central Québec School Board</b>	(CQSB) but reference in this text could also be the "School Board" or the "Board"
<b>Labor Relations Committee (LRC)</b>	Parity Committee composed of 3 representatives appointed by the School Board (Council of Commissioners) and 3 members appointed by the local association
<b>Local Management Policy (LMP)</b>	Policy created according to the rules in the regulations – articles 179-182
<b>Management Advisory Committee (MAC)</b>	Committee required as per article 179 of the regulations
<b>Management Personnel</b>	Superintendent of Services Administration and Communication Officer
<b>Ministère de l'Éducation et de l'Enseignement supérieur</b>	(MEES) but reference in the text could also be "Minister"
<b>Regulations</b>	Consolidated document concerning certain conditions of employment of Senior Staff of School Boards and of the <i>Comité de gestion de la taxe scolaire de l'Île de Montréal</i>
<b>Senior Staff of Services</b>	Directors of Services, Secretary General and Coordinators of Services

### 3. PURPOSE

- a) Ensure open lines of communication for due consultation processes, promoting continuous dialogue and maintaining sound professional relationships to ensure organizational effectiveness in order to best support students' success;
- b) Maintain working conditions of employment that are consistent, equitable, aligned and complementary to the regulations;
- c) Ensure prompt action and procedural fairness when disagreements occur in the application and interpretation of working conditions set in the regulations and the Local Management Policy (LMP), or any other related conflictual labour relation matters that may arise.

### 4. APPLICATION – Chapter 1, articles 2, 3, 4, 5

Administrators currently employed by the School Board.

### 5. RECOGNITION

CQSB recognizes the following associations as the sole designated representatives for Administrators:

- *Association québécoise des cadres scolaires* (AQCS)
- Administrators' Association of English School Board of Quebec (AAESQ)
- Central Québec Administrators' Association (CQAA)

### 6. ASSOCIATION MEMBERSHIP

It is the responsibility of each Administrator to decide whether or not to become a member.

To become a member, the Administrator completes an Application for Membership form, transmits it to the Association(s) and to Human Resources Services (Payroll) for due recording and processing. Human Resources will inform the Local Section AQCS President who will transmit the completed Membership form to the AQCS and ensure follow-up with the concerned people within 30 days.

### 7. DUES TO THE FOLLOWING PROFESSIONAL ASSOCIATIONS- AQCS & AAESQ

The above associations shall advise the School Board (Human Resources) in writing of any modifications to their annual dues for the following school year. Yearly increases in professional dues shall not be more than 5% of the year's previous fees.

Professional dues for AQCS and/or AAESQ shall be paid annually by the School Board for each Administrator who is an official member of one of the above association(s). The payment of professional dues, paid by the School Board, is a taxable benefit.

### 8. INFORMATION TO BE PROVIDED TO THE PROVINCIAL AND/OR LOCAL ASSOCIATIONS

The Board shall inform (via an electronic means) association(s) of any new adopted policies as well as any directives, rules and procedures relating to conditions of employment of Administrators.

Upon a written request submitted to Human Resources by a representative of one of the aforementioned Associations, the following information will be provided within 30 working days:

- Members' name, class of employment, workplace email address, work telephone number;
- A list of members on leave of absence, loan of service.

***N.B. Any other type of information considered as confidential by the School Board shall be preauthorized in writing by the member concerned prior to being transmitted to the association(s) by Human Resources.***

**9. CONSULTATION AND PARTICIPATION - article 180**

The Board recognizes the importance of consultation to ensure ongoing involvement and collaborative decision-making and the right of Management Staff of Services to be directly involved in the development and/or modification of any policy, bylaw, rule or regulation that may have an impact on their role and/or working conditions.

Consultation will be carried out mainly through the Labor Relations Committee (LRC), the Management Advisory Committee (MAC), General Assemblies and/or with specific individual(s) or by the creation of an ad hoc committee, as the case may require, upon the agreement of both parties.

**TOPICS FOR CONSULTATION:**

*The following list is non-exhaustive and each party reserves the right to request additions or deletions to this list. Topics for consultation may be prioritized on a yearly basis by mutual agreement.*

1) Development and/or review of local by-laws, policies, regulations, guidelines, orientations and strategic plan, etc.;	10) Evaluation period, evaluation tools and professional growth opportunities;
2) Budget Management Process and Staffing Parameters;	11) Sick leave;
3) Modification to the CQSB organizational chart;	12) Special leaves;
4) Induction Programs and/or Initiatives;	13) Years of recognized service;
5) Calendar of working days and legal holidays with pay;	14) Disciplinary or administrative measures
6) Hours of work and alternative work schedules;	15) Right to recourse resulting from an administrative or a disciplinary measure;
7) Overtime and Compensatory Leave;	16) Civil and criminal responsibility;
8) Vacation (vacation period, vacation carry-over, etc.)	17) Other topics as mutually agreed upon in writing.
9) Probation period, probation tools and professional growth opportunities;	

**10. EMPLOYMENT CONDITIONS**

- Recruitment, Selection and Hiring.** In compliance with the policy on Recruitment, Selection and Hiring.
- Job Classification.** As per the rules in the regulations – *Chapter 11, article 7.*



- c) **Job Description.** In line with the related generic job description found in the regulations, under *Schedule 1*, a written statement of key responsibilities will be provided upon hiring. The job description can be reviewed by the immediate supervisor or upon request of the incumbent.
- d) **Contractual Status.** The contractual status will be determined by the School Board and can be for an indefinite term, a definite term or for a temporary or administrative assignment.
- e) **Contract of Engagement.** A written contract of engagement will be signed before the first day of the employment.
- f) **Documentation to be provided upon hiring.** An up-to-date resume, proof of schooling and experience, and personal information required to be added to the payroll list.
- g) **Working Schedule.** Normally, the working schedule is based on 7 hours per day and 35 hours per week from Monday to Friday.
- h) **Flexible Hours.** Working hours are flexible but must remain within the parameters set in the guidelines for flexible hours and be agreed upon with the immediate supervisor.
- i) **Overtime and Compensatory Time-Off.** In recognition of additional hours of work above and beyond the regular schedule, 10 working days will be granted per school year and/or will be prorated according to the employee's percentage of work. The following guidelines and procedures will apply:
  1. Compensation days are accumulated from July 1<sup>st</sup> to June 30<sup>th</sup> of each school year.
  2. Compensation days will not be cumulative from one school year to the next school year and will not be paid out by the School Board at any time.
  3. Compensatory time-off can be taken from July 1<sup>st</sup> of each school year to August 31<sup>st</sup> of the following school year (14 months' period).
  4. Request for compensatory time-off must be made in writing to the immediate supervisor at least 10 working days in advance for a leave of 5 days or more and 72 hours minimum for a leave of 2 to 4 days. Request for a one day or ½ day compensatory time-off can be requested within a 24-hour timeframe or less.
  5. The immediate supervisor must confirm his acceptance or refusal in writing (e-mail is acceptable) within 72 hours or less, depending on the number of days requested.
  6. Exceptional situation – Upon a written request justifying the “exceptional situation encountered”, additional days can be granted above and beyond the 10 compensation days or those prorated. The request will be transmitted to the immediate supervisor who will discuss the matter with the Director General for a final decision. A written response will be provided accordingly by the immediate supervisor.
  7. All authorized compensatory time-off will be transmitted to Human Resources for due recording and follow-up by the immediate supervisor.
- j) **Annual Vacation.** Complementary to articles 183 to 190 of the regulations, the following terms and conditions will apply:
  1. Annual vacation time is a benefit and, as such, Administrators are encouraged to utilize their full entitlement each year.
  2. Annual vacation entitlement for a full year of service with a regular full-time employment status is 25 days.

3. Vacation entitlement will be prorated according to the percentage of work and the work period.
4. Pay in lieu of vacation will not be granted.
5. Upon request to his or her immediate supervisor, vacation days may be carried over into the next period of vacation earnings.
6. Administrators will continue to earn vacation credits during an authorized paid leave, but not during an unpaid leave authorized by the School Board.
7. Upon termination of employment any unused vacation days will be paid accordingly.
8. Accumulated vacation days could be used prior to the official retirement date, providing approval by the immediate supervisor.
9. Vacation requests must be made in writing and submitted to the immediate supervisor for due authorization by May 15<sup>th</sup> of each school year for annual vacation days normally taken during the months of July and August. Other requests must be submitted at least within 10 working days in advance for a leave of 5 days or more and 72 hours minimum for a leave of 2 to 4 days. Request for a one day or ½ day compensatory time-off can be requested within a 24-hour timeframe or less.
10. The immediate supervisor reserves the right to refuse a request for vacation when the presence of the Administrator is required.
11. Authorized vacation days must be transmitted to Human Resources for due processing & recording.

**k) Statutory and Paid Holidays.**

Administrators are entitled to thirteen (13) guaranteed statutory and paid holidays as follow: New Years' Day, Day after New Years' Day, Good Friday, Easter Monday, *Journée Nationale des Patriotes*, *Fête Nationale*, Canada Day, Labour Day, Thanksgiving Day, Christmas Eve, Christmas Day, Boxing Day and New Years' Eve. The School Board will recognize any other statutory and paid holidays voted by legislation.

In addition to the 13-guaranteed statutory and paid holidays, an additional 2 days with pay is granted between Christmas Day and New Year's Day (*same as support staff and professionals*). These 2 days are indicated on the yearly approved calendar of working days.

If a paid legal holiday falls on a Saturday or Sunday, the day off shall be rescheduled, as indicated on the yearly approved calendar of working days for Senior Staff, Professionals and Support Staff.

An administrator required to work during a statutory holiday will receive equivalent time off as a replacement, after agreement with the immediate supervisor, to a date that is suitable to the School Board and the Administrator.

**l) Leaves of absence without salary.**

1. Request for a full-time or part-time leave of absence without pay will be made in writing 60 calendar days prior to the leave of absence. The written request will be transmitted to the immediate supervisor and/or Human Resources. Human Resources will request the immediate supervisor's recommendation and will bring the matter for a decision by the Administrative Council (AC) for due recording.

2. The School Board may grant a full-time or part-time leave of absence without pay to a tenured Administrator for reasons it deems valid.
3. Each request is for a maximum duration of 12 consecutive months.
4. The Administrators will return to the position they held before their departure, unless it has been abolished by the School Board. If such is the case, the clauses related to stability of employment will apply (Chapter VI of the regulations).
5. Should an exceptional situation arise, the Administrator may submit a written request for a leave of absence without salary to his or her immediate supervisor and/or to Human Resources at any other time and with proper justification.
6. Confidentiality of the information provided will be respected at all times by the School Board.

**m) Special Leaves (without loss of salary).**

All requests for a special leave must be made in writing and authorized by the immediate supervisor as per the following:

1. His or her marriage or civil union: A maximum of 7 consecutive days, working days, including the day of the wedding or civil union;
2. The marriage or civil union of his or her father, mother, brother, sister, child: the day of the wedding or civil union;
3. The death of his or her spouse, child, spouse's child living with the employee: a maximum of 7 consecutive working days or not. The Administrator may keep only one of these days to attend any ceremony to be held at a later date;
4. The death of his or her father, mother, brother, sister: a maximum of 5 consecutive working days or not, beginning the day of the death. The Administrator may keep only one of these days to attend any ceremony to be held at a later date;
5. The death of his or her spouse's minor child not living under the same roof, father-in-law, mother-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, grandfather, grandmother, granddaughter, grandson, spouse's child who lived with him or her: a maximum of three (3) consecutive working days or not, including the day of the funeral;
6. The death of his or her former spouse: the day of the funeral, if a child was born from the union and is still a minor and he or she attends the funeral;
7. The employee shall only be permitted to be absent, without loss of salary, in the cases mentioned above, if he or she attends the funeral of the deceased; if he or she attends and if the funeral takes place at a distance of more than two hundred and forty (240) kilometres from the employee's domicile, the latter shall be entitled to an additional day or to two (2) additional days if he or she attends the funeral and, if the funeral takes place at a distance of more than four hundred and eighty (480) kilometres from his or her domicile;
8. The baptism of his or her child: the day of the event;
9. The taking of the habit, ordination, the taking of perpetual vows of his or her child, brother, sister: the day of the event;

10. Change of domicile – the moving day, however, the Administrator may not use more than one day per year for this purpose;
11. Act of God/Force Majeure – A maximum of three (3) working days per year to cover any other event considered as an Act of God or Force Majeure which obliges the Administrator to be absent from work and inform the immediate supervisor;
12. Medical visit – A written request to be absent for medical appointments must be made in writing, authorized by the immediate supervisor and transmitted to Human Resources for due recording. The Board reserves the right to request a proof of a medical visit;
13. Juror or Witness – The Administrator will benefit from a leave of absence without loss of salary but, if the employee receives monetary compensation for his or her services as juror or witness, he or she must give it to the Board. Per Diem does not have to be reimbursed to the School Board;
14. Emergency Closure – As per the policy on “Closure of Establishment”;
15. The Board may also allow an Administrator to be absent without loss of salary for any other reason not prescribed herewith but which it deems valid;

**n) Sick Days.**

1. Sick days must be reported to the immediate supervisor who will inform Human Resources accordingly for due recording (email is acceptable).
2. There is no bank of sick days for sporadic sick days during the school year.
3. The Administrator will be put on salary insurance after 5 consecutive sick days.
4. The School Board reserves the right to ask for a medical certificate after 3 consecutive sick days.

**o) Annual Salary and Payment of Salary.**

1. The remuneration will be determined as per the classification of the Administrator and the corresponding salary scales in the regulations (Schedule III).
2. Payment of Salary
  - Every Thursday of every other week, according to the yearly approved pay calendar.
  - The payment of salary will be made by direct deposit. An electronic pay statement will be available electronically prior to the pay deposit.

**p) Probation Period and Process.**

- The probation period for any newly external employees and/or internal tenured employees who are not Administrators (CQSB unionized teachers, professionals, support staff) hired on a full-time tenured track will be up to a maximum of 23 months (article 181 of the Regulations).
- The probation period for any internal employees who are already tenured Administrators hired or promoted on another full-time Administrator tenured track will be up to a maximum of 12 months. This probation period could be extended for up to a maximum of 23 months.

- For a temporary assignment and/or a definite term contract, the probation period will be adjusted accordingly or could be waived, in case of a tenured Administrator assuming an interim or definite term assignment.

**q) Performance Assessment and Professional Growth Management System**

As per the related policy available on the CQSB website.

**r) Professional Development.**

In alignment with our organizational vision of “Learning for All”, the School Board encourages lifelong learning and is committed to building the capabilities, talents and effectiveness of its Administrators through professional development that supports the achievement of the School Board’s strategic directions and the aspirations of individuals.

The School Board believes that professional development is a shared responsibility. Administrators are encouraged to take responsibility for their own work-related learning and career development. The Administrator’s immediate supervisor is responsible for identifying, enabling and approving professional development activities that are linked with the job responsibilities.

Professional development activities may include but are not limited to: opportunities for on-the-job training, coaching, attending courses, seminars, conferences, meetings, workshops and participation in professional associations.

Within its overall budget, the School Board establishes an annual budget for professional development activities and will consult the local associations on the equitable distribution of funds available. Other discretionary budgets, such as the Induction Budget, can be available for different types of professional development activities. 1,5% of the management payroll, calculated from the Full Time Equivalent positions of the Staffing Plan, are to be calculated every July 1<sup>st</sup> of each fiscal year, and equally distributed among its members.

Requests for professional development must be submitted in writing to the immediate supervisor on the appropriate form and with related information. The immediate supervisor will:

- a) Ensure the activity meets the needs of both the employee and the school board;
- b) Ensure funds are available;
- c) Ensure transmission of information to Human Resources for due processing and budget monitoring.

**Reimbursement** – The employee is responsible for filling out an expense claim, in line with the approved amount for the activity. Any amount above the authorized amount will be assumed by the Administrator, unless an exceptional and/or unexpected situation arises. If such is the case, the matter will be discussed with the immediate supervisor who will bring it to the attention of the Administrative Council for a final decision and to ensure an equitable use of professional development funds.

**s) Temporary Placement / Interim.**

1. Temporary placement shall not exceed one year unless there is a prior agreement with the Association.
2. Whenever a vacancy is open, any administrator may indicate an interest in transfer.
3. In the event of an absence in a management position, the Board may name an interim replacement as needed. The replacement can be renewed by the Board unless the position becomes “vacant”.
4. The employee can refuse any replacement for a position located at more than fifty (50) kilometres by road from the place where he or she worked or from his or her domicile.

**t) Administrative Reorganization.**

1. In the event of an administrative reorganization resulting from a Board resolution, any Administrator whose position is abolished will maintain his/her security of employment and will be entitled to another vacant position.
2. The Administrator can refuse any position located at more than fifty (50) kilometres by road from the place where he or she worked or from his or her domicile.

**u) Surplus of Personnel.**

1. An Administrator on surplus will have priority for placement purposes when another position becomes vacant without loss of treatment.
2. The Administrator can refuse any position located at more than fifty (50) kilometres by road from the place where he or she worked or from his or her domicile.

**11. TRAVEL EXPENSE**

As per the CQSB Travel and Living Expenses Reimbursement Policy.

**12. YEARS OF SERVICE**

Considering all categories of positions held by an Administrator at the CQSB, length of service will be calculated in years, months & days. The list will be produced by HR on a yearly basis as of October 15<sup>th</sup> of each school year.

**13. CONFLICT RESOLUTION AND APPEAL PROCEDURES FOR WHICH NO RECOURSE IS PROVIDED UNDER THE REGULATIONS (Articles 193-213)**

The School Board believes in open communication and in fostering a safe environment for addressing differences of opinions and raising legitimate complaints and concerns related to the application of the Local Management Policy. In this regard, Administrators are encouraged to address the issue at stake in a confidential and timely manner, within 15 working days after the event/situation leading to a difference of opinion.

The School Board believes in a progression of interventions, starting from the involvement of the immediate supervisor to the involvement of Human Resources, CQAA representative(s), the Labor Relations Committee, the Director General. The process will entail the following steps:

- a) An informal complaint involves discussing the issue with an immediate supervisor to collaboratively understand and resolve the matter;

- b) A formal complaint involves making a formal (written or oral) complaint to the Director of Human Resources or the Director General who will ensure an investigation of the complaint. At the choice of the Administrator filing a complaint, the local association representative(s) or the LRC may be involved in finding a mutually acceptable solution.
- c) Mediation may be used and the role of a mediator (internal and/or external) is to guide the conflicting parties in considering alternative solutions.
- d) At any time, the Administrator may bypass steps a) and b) but must resort to c) before it is brought up under e).
- e) The matter may be brought to the attention of the Council of Commissioners for a final and binding decision.

**14. DISCIPLINARY ACTION**

- a) The School Board will follow the progressive disciplinary approach when imposing a disciplinary measure such as a verbal warning, a written warning, a written reprimand or a suspension of up to 5 working days.
- b) All written documents related to a disciplinary measure must be reviewed and approved by the Director of Human Resources.
- c) A suspension of more than 5 working days will be preceded by an investigation led by a non-partisan external resource. The matter will then be brought to the attention of the CQSB Human Resources Committee who will make a recommendation to the Council of Commissioners for a final decision.
- d) A dismissal will be preceded by an internal investigation led, outside the place of work, by a non-partisan external resource. The matter will be brought to the attention of the CQSB Human Resources Committee who will make a final recommendation to the Council of Commissioners for a final decision.
- e) All disciplinary measures will be dealt with, outside the place of work, in strict confidence, between the parties involved.

**15. APPEAL MECHANISM**

Prior to initiating a final review through the Right of Appeal Committee or the Local Appeal Committee, the Board and the Association(s) agree to meet informally to discuss the issue at stake. The Board agrees to abide by the Recourse and Right of Appeal procedures outlined in the Regulations (articles 198-213).

**16. CIVIL OR CRIMINAL RESPONSIBILITY**

The School Board shall cover all legal expenses for any administrator accused in any civil or criminal charges brought against him or her while in the performance of his or her duties carried out in good faith according to established and approved Board policies and procedures. The School Board will not reclaim any expenses unless it is established through a court decision that the Administrator is found guilty of having committed a criminal or civil offence. In the event that the School Board is prosecuting one of his administrator, all incurred legal expenses will be reimbursed to the administrator if he or she is found innocent.

**This LOCAL MANAGEMENT POLICY FOR ADMINISTRATORS Working in the Administrative Offices of the Central Québec School Board** (SENIOR STAFF OF SERVICES AND MANAGEMENT PERSONNEL) has been adopted on \_\_\_\_\_ 2019.

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Benoit Sévigny, President  
Local AQCS Committee

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Stephen Burke, President  
Council of Commissioners

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François Pelletier  
Local AQCS Committee

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Jean Robert, Vice-president  
Council of Commissioners

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Michèle Barbeau  
Local AQCS Committee

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Stephen Pigeon, Director General