

CHAMPLAIN REGIONAL COLLEGE

OF GENERAL AND VOCATIONAL EDUCATION



GUIDELINES

FOR GENERAL ADMINISTRATION OF HUMAN RESOURCE MANAGEMENT

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GUIDELINES FOR GENERAL ADMINISTRATION OF HUMAN RESOURCE MANAGEMENT

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CHAPTER I - GENERAL ADMINISTRATION OF HUMAN RESOURCE MANAGEMENT

1.1 General Rules

Pursuant to Articles 4.06, 4.08, and 4.09 of Bylaw 1 concerning the general administration of the College, the Director General, the Director of Studies, the Campus Directors, the Director of Financial and Material Resources in the case of College Administration, and the Director of Human Resources/Secretary General, under the authority of the Executive Committee, shall be responsible for the resource planning and coordination for the College.

However, subject to the General and Vocational Colleges Act the Regulation respecting certain conditions of employment of senior executives of general and vocational colleges; the Regulation respecting certain conditions of employment of senior staff of general and vocational colleges; the labour agreements, the Working Conditions for Non-Unionized Personnel; the College Policy for Management Staff; and subject also to the rules contained in Bylaw 4, day-to-day human resource management shall be under the responsibility of the Campus Director or his/her delegate as an employee supervisor and, in case of College Administration, the Director of Financial and Material Resources. Moreover, the supervisor who is not a senior staff member must be expressly appointed and empowered by the Officer of the College to whom such supervisor reports within the meaning of Article 1.1 of Bylaw 4.

Pursuant to Article 1.1, each senior staff member or other supervisor for personnel must assume the day-to-day management of all personnel for whom such person is responsible, particularly with respect to: motivation of employees; evaluation of personnel; monitoring of absences; recommendations for promotions or advancement; or disciplinary measures.

When Campus Human Resource management or the Campus Director requires a decision which may call for an interpretation of a labour agreement or of the College Policy for Management Staff, such interpretation must be made only after consulting the Director of Human Resources/Secretary General, or the person to whom the latter has delegated such task, so as to ensure that such a decision complies with the relevant labour agreement or the College Policy for Management Staff, as the case may be. (R.2437)

1.2 Director of Human Resources/Secretary General

The Director of Human Resources/Secretary General, in cooperation with the Directors and the Director General or his/her delegate, shall ensure that decisions pertaining to human resource management comply with the applicable labour agreements, the Regulations respecting certain conditions of employment of senior executives of general and vocational colleges; the Regulation respecting certain conditions of employment of senior staff of general and vocational colleges; , the College Policy for Management Staff, and applicable laws and governmental regulations.

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1.3 Representation of the College on the Labour Relations and Professional Relations Committees

The Campus Directors, and in the case of College Administration, the Director General, shall appoint representatives of the College to the various labour relations or professional relations committees formed by virtue of the labour agreements to which the College is a party and by virtue of the College Policy for Management Staff. The Director General shall receive notification of all such appointments.

These representatives shall act for and on behalf of the College on such committees.

1.4 Local Negotiations

The Executive Committee shall oversee local negotiations conducted with unionized personnel. It shall also name and set the mandates of the College negotiators, approve the text of agreements, and recommend ratification of such agreements to the Board.

The Executive Committee shall meet *in camera* to deliberate on matters concerning local negotiations. Personnel covered by Article 12 on conflict of interest of the General and Vocational College Act shall be excluded from such meetings of the Executive Committee for these deliberations.

1.5 Coordinator of Local Negotiations

The Director of Human Resources/Secretary General shall act as the coordinator of local negotiations. In such capacity and under the authority of the Director General, and in cooperation with the Campus Directors and the Director of Financial and Material Resources, the Director of Human Resources/Secretary General shall:

- a) coordinate the consultation process with all parties concerned and furnish the Executive Committee with as many original supporting documents as possible, prior to the recommendation on mandates;
- b) inform the College negotiators of the nature of such mandates;
- c) recommend bargaining strategies;
- d) report periodically to the Executive Committee on the progress of negotiations.

1.6 Working Conditions of Employment for Senior Staff

In accordance with the Regulation respecting certain conditions of employment of senior staff of general and vocational colleges, the Board shall adopt a management policy applicable to senior staff.

Such management policy shall define the working conditions which are not provided for in the Regulation respecting certain conditions of employment of senior staff of general and vocational colleges and constitutes the reference document on the working conditions of senior staff applicable to the *Association des cadres des Collèges du Québec (ACCQ)*, as well as, to senior staff who are not members of the ACCQ.

1.7 Working Conditions of Employment for Senior Executives of General and Vocational Colleges

The working conditions of the Director General and the Director of Studies not provided for in the Regulation respecting certain conditions of employment of senior executives of general and vocational

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colleges shall be determined by the Board after consulting the Director General and the Director of Studies.

1.8 Coordination of Human Resource Dossiers

The coordination of human resource dossiers in relation with the “*Système des personnels et organismes des collèges*” and with annual financial statements is the responsibility of the Director of Financial and Material Resources.

The Director of Human Resources/Secretary General shall ensure that the administration of personnel dossiers assumed under his/her responsibility is made with full compatibility with the annual financial statements.

1.9 Personnel File

The personnel file of every employee is confidential and is maintained by the office of the Director of Human Resources/Secretary General, with the exception of the files of the Officers of the College, whose files shall be maintained by the Director General.

1.10 Organizational Chart

The Director General shall ensure that the Executive Committee has an up-to-date organizational chart of the College, on at least an annual basis.

CHAPTER II - CREATION OF POSITIONS, RECRUITMENT AND SELECTION HIRING AND ORIENTATION OF EMPLOYEES

1. Creation and Abolition of Positions

1.1 General Rules

- a) **For non-teaching personnel:** Taking into consideration the relevant labour agreements, each Campus Director, and for College Administration, the Director General or his/her delegate, shall forward to the Director General a staffing plan for non-teaching personnel for the next fiscal year. Based on these submissions, the Director General, in cooperation with the Director of Human Resources/Secretary General and the Director of Financial and Material Resources, approves these staffing plans. The Director General and the Director of Human Resources/Secretary General shall annually present information to the Executive Committee concerning these staffing plans.

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- b) For regular teaching personnel:** The distribution, within the teaching disciplines, of the number of teachers allocated to each location shall be carried out on the basis of a plan established by the Campus Director or his/her delegate, subject to the provisions of the labour agreement between the College and the teachers.

(R.1615)

1.2 Specific Rules

- a) For non-teaching personnel:** Any decision which results in a change in the number of permanent positions or in the classification of a permanent position, shall be approved, upon the recommendation of the Campus Director and by the Director General in conjunction with the Director of Financial and Material Resources and the Director of Human Resources/Secretary General. The Executive Committee shall be informed of any such changes.
- b) For regular teaching personnel:** Any decision which results in a change in the total number of teaching positions shall only be approved by the Campus Directors, after consultation with the Director of Studies and the Director of Human Resources/Secretary General.
(R. 1498, 1615, 2437).

2. Decision to Fill a Vacant Position

2.1 Senior Staff

Any decision to fill on a permanent basis any vacant senior staff position shall be made by the Director General upon recommendation of a Campus Director or Director.

2.2 Professional and Support Personnel

Any decision to fill on a permanent or temporary basis a vacant professional or support personnel position shall be made by the Director General upon the recommendation of the Campus Director at the location concerned.

3. Selection of Candidates

3.1 Senior Staff

Subject to the Policy for Management Staff, the Director General or the Campus Director shall decide on the composition and work schedule of the selection committees mandated to recommend a candidate for a senior staff position.

(R.1615)

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3.2 Regular Teaching Personnel

Should it be necessary to form a selection committee for the hiring of regular teachers, the members of such a committee shall be selected in accordance with the applicable labour agreement. The Director of Studies or the Campus Director as his/her delegate shall appoint the two representatives of the College.

(R. 1498, 1615. 2437)

3.3 Professional Personnel

Should it be necessary to form a selection committee for the hiring of professionals, the members of such a committee shall be selected in accordance with the applicable labour agreement. The Director General, or his/her delegate, or the Campus Director, as appropriate, shall appoint the College representatives.

(R.1615, 2437)

3.4 Support Personnel

Should it be necessary to form a selection committee to fill a regular support personnel position, the Director General, or his/her delegate, or the Campus Director, as appropriate, shall appoint the College representatives.

(R.1615, 2437)

4 Signing Authority for Specific Purposes

4.1 Hiring of Senior Staff

The Director General, the Campus Director, as applicable, as well as the Director of Human Resources/Secretary General, are mandated to sign jointly, for and on behalf of the College, the contract of engagement of every person who is hired as a member of senior staff.

(R. 1615, 2437)

4.2 Hiring of Teachers, Professional and Support Personnel

The Director of Human Resources/Secretary General and either the Director General, or the Campus Director or the Director of Financial and Material Resources as his/her delegate shall sign jointly, for and on behalf of the College, the contract of engagement of every person hired as a teacher, professional employee or support employee to carry out duties governed by labour agreements and policies to which the College is a party.

(R. 1615, 2437)

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4.3 Other Employment Contracts

The Director of Human Resources/Secretary General, the Director of Financial and Material Resources, and the Campus Director or his/her delegate shall sign jointly, for and on behalf of the College, the contract of employment of every person hired or who is assigned duties not governed by labour agreements or the College Policy for Management staff.

(R. 1615)

5 Hiring and Orientation of Employees

5.1 General Rule

All hiring of employees shall respect the College Policy on Conflict of Interest and Nepotism.

5.2 Senior Staff

The hiring of senior staff shall be carried out in accordance with the Regulation respecting certain conditions of employment of senior staff of general and vocational colleges concerning the working conditions of senior staff of Colleges, as well as, with the College Policy for Management Staff.

The Director General shall hire all senior staff.

5.3 Teaching Personnel for Credit Courses

Subject to any labour agreements between the College and its teachers, the Director of Studies or the Campus Director as his/her delegate shall authorize the hiring of teachers for credit courses. The Director of Human Resources/Secretary General shall confirm the hiring to the person concerned and shall determine the terms and conditions of such hiring.

(R. 1498, 1615, 2437)

5.4 Professional and Support Personnel

Subject to the labour agreements between the College and its professional employees or its support personnel, the Director General, or his/her delegate, or the Campus Director, as appropriate, shall authorize the hiring of a professional or support employee. The Director of Human Resources/Secretary General shall confirm the hiring to the person concerned and shall determine the terms and conditions of such hiring.

(R. 1615,2437)

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5.5 Casual or Student Employees

5.5.1 Prior Authorization

The Campus Directors or the Director of Financial and Material Resources in the case of College Administration, or their delegates may authorize, within the limits of the budgetary allocations available to the sector or administrative department concerned, the hiring of a casual or student employee.

(R. 1615, 2437)

5.5.2 Selection

Subject to the provisions of the labour agreements to which the College is a party, the Campus Director or his/her delegate, or the Director of Financial and Material Resources shall select casual or student employees for their respective locations.

(R 1615,2437)

5.6 Other Hirings

Other hirings shall be in conformity with Articles 5.03 and 5.04 of Bylaw 5 concerning financial management of the College.

5.7 Transfers, Promotions and Demotions

5.7.1 General Rule

Any transfer, promotion, or demotion must respect the restrictions contained in any labour agreement or management policy applicable to the employee concerned.

(R. 2437)

5.7.2 Specific Rules

The Director of Human Resources/Secretary General, as the delegate of the Director General, shall coordinate the transfers, promotions, and demotions of personnel within the framework of the annual staffing plans of the College.

(R. 2437)

5.8 Orientation of New Employees

The Campus Directors, and in the case of College Administration, the Director of Financial and Material Resources, in cooperation with the Director of Human Resources/Secretary General, are responsible for maintaining orientation programs for new employees. Orientation of new employees shall be carried out by the immediate superior or supervisor, in the case of a member of support, professional or senior staff, or by the department or program coordinator in the case of a faculty member.

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6 Disciplinary Measures

6.1 General Rule

While recognizing that the respective collective agreements and working conditions for non-unionized personnel provide the first set of guidelines, senior executives and senior staff are committed to the principles of due process, fairness, and consistency in the process.

Only an executive or senior staff member can make a decision on a disciplinary measure.

6.2 Specific Rules

Any disciplinary measure must be made in conformity with the relevant collective agreement, personnel policy, and the bylaws of the College. A decision concerning such sanctions (dismissal or suspension) shall be made:

- a) by the Director General, in the case of senior staff;
- b) by the Campus Director at the location concerned, in the case of professional and support personnel; and,
- c) by the Director of Studies or the Campus Director as his/her delegate, in the case of teaching personnel.

(R. 1498, 1615, 2437)

CHAPTER III - PROFESSIONAL DEVELOPMENT

1.1 Professional Development Policies

For each category of personnel, the College shall establish policies to encourage and promote the professional development of its employees, taking into account the priorities of the College, the provisions of labour agreements, and the College Policy for Management Staff.

The organization of professional development activities, as well as, the development, revision, and implementation of professional development policies, shall be the responsibility of the Director General, or his/her delegate, and the Campus Directors at their respective locations
(R. 1615, 2437)