

CHAMPLAIN REGIONAL COLLEGE

OF GENERAL AND VOCATIONAL EDUCATION



ADMINISTRATIVE FRAMEWORK FOR DEVELOPMENT OF LOCAL AGREEMENTS WITH UNIONS

Please Note:

An Administrative Framework (AF) is an administrative document that provides general guidelines for: the implementation of College Bylaws and Policies; ongoing administrative activities; and specific administrative functions. An AF usually outlines the guiding principles, procedures, and responsibilities related to a specific administrative function. However, College management is always expected to exercise good judgment, therefore, specific situations and circumstance may require some adjustments in procedures.

This administrative framework was adopted for the first time by the Director General's Advisory Committee (DGAC) on April 2, 2014.

1. PURPOSE:

The purpose of this administrative framework is to set the administrative processes to guide College Directors and HR Managers in the preparation of local agreements with unions.

2. DEFINITIONS:

2.1. A *Local Agreement* is an agreement between a union and the College management to modify working conditions, make salary adjustments, or consider modifications in the union-college relationship with the agreement of both parties.

3. GUIDING PRINCIPLES:

3.1. The HR Director will be informed of the development of all Local Agreements, and is available to provide advice and direction at all times.

3.2. After discussing the impact with the HR Director, a Local Agreement that has ***no*** impact on the College as a whole or any of the other locations can be entered into with the approval of the Campus Director (see Annex 2). These agreements do not set a precedent for other locations.

3.3. A Local Agreement that in any way impacts salary, payroll, global working conditions, or mode of delivery of these elements for an individual or group ***must*** be reviewed and approved by the HR Director.

3.4. All Local Agreements can only be approved by the Campus Director or HR Director in accordance with the principles articulated above.

3.5. A Local Agreement that modifies working conditions or the union-college relationship (*collective issues, not individual cases*) will be for a fixed term that does not exceed 5 years or the signing of the new collective agreement in force, whichever comes first.

4. PROCEDURES:

4.1. When a Campus LRC has the intent of developing a Local Agreement, the Campus HR Manager will inform the HR Director by email, including: the union involved, the nature of the agreement, and the anticipated level of involvement that will be required by the HR Director based on the above principles.

4.2. The HR Director will determine in discussion with the Campus HR Manager if the proposed Local Agreement will have an impact on the College as a whole or any of the other campuses, or if it has an impact on salary, payroll, working conditions, or mode of delivery of these elements.

4.3. If the Local Agreement is deemed to ***have no impact*** on the College as a whole or any of the other campuses, the Campus HR Manager with the support of the Campus Director will:

4.3.1. After seeking the advice of the HR Director and the Campus Director, using the Agreement Outline (Annex 1), the Campus HR Manager will prepare an initial draft of the Local Agreement, ensuring the principles above are respected.

4.3.2. The Campus HR Manager will forward the draft to the Campus Director for review and approval.

4.3.3. Once approved, the Campus HR Manager will present the agreement to the LRC.

4.3.4. Any adjustments requested by the unions will be considered with the approval of the Campus Director.

- 4.4. If the Local Agreement is deemed to *have an impact* on the College as a whole or any of the other campuses, the Campus HR Manager will work with the HR Director as follows:
 - 4.4.1. After seeking the advice of the HR Director and the Campus Director, using the Agreement Outline (Annex 1), the Campus HR Manager will prepare an initial draft of the Local Agreement, ensuring the principles above are respected.
 - 4.4.2. The Campus HR Manager will forward the draft to the HR Director for review and approval, with a copy to the Campus Director.
 - 4.4.3. Once approved, the HR Manager will present the agreement to the LRC.
 - 4.4.4. Any adjustments requested by the unions will be considered with the approval of the HR Director and Campus Director.
- 4.5. Copies of the finalized Local Agreement will be filed at both the Campus and HR Services at College Administration, and in the employee file where applicable.
- 4.6. The Campus HR Manager will track and manage the end dates for all Local Agreements to ensure that they are respected.

5. RESPONSIBILITIES:

5.1. The Campus HR Manager:

- Will inform the HR Director of the intent to enter into a Local Agreement, and discuss the impact to determine who will be responsible for the agreement.
- If the Local Agreement is deemed to *have no impact* on the College as a whole or any of the other campuses, the Campus HR Manager will:
 - After seeking the advice of the HR Director and the Campus Director, using the Agreement Outline (Annex 1), prepare an initial draft of the Local Agreement, ensuring the principles above are respected;
 - Forward the draft to the Campus Director for review and approval;
 - Once approved, present the agreement to the LRC; and
 - Make any adjustments requested by the unions and forward to the Campus Director for consideration and approval, with a copy to the HR Director.
 - After the Campus Director has given the final approval, coordinate the signing process.
- If the Local Agreement is deemed to *have an impact* on the College as a whole or any of the other campuses, the Campus HR Manager will:
 - After seeking the advice of the HR Director and the Campus Director, using the Agreement Outline (Annex 1), prepare an initial draft of the Local Agreement, ensuring the principles above are respected;
 - Forward the draft to the HR Director for review and approval, with a copy to the Campus Director;
 - Once approved, present the agreement to the LRC; and
 - Make any adjustments requested by the unions and forward to the HR Director for consideration and approval, with a copy to the Campus Director.
 - After the HR Director has given the final approval, coordinate the signing process.
- Ensure copies of the finalized Local Agreement will be filed at both the Campus and HR Services at College Administration, and in the employee file where applicable.
- Track and manage the end dates for all Local Agreements to ensure that they are respected.

5.2. The Campus Director:

- If the Local Agreement is deemed to *have no impact* on the College as a whole or any of the other campuses, the Campus Director will:
 - Support and advise the Campus HR Manager throughout the process;
 - Seek the advice of the HR Director as required;
 - Review and approve the draft agreement; and
 - Review and approve any changes or adjustments requested by the union.
 - Sign the final agreement.

- If the Local Agreement is deemed to *have an impact* on the College as a whole or any of the other campuses, the Campus Director will:
 - Support and advise the Campus HR Manager throughout the process;
 - Support and advise the HR Director throughout the process;
 - Review the draft agreement and make recommendations to the Campus HR Manager for adjustments; and
 - Review any changes or adjustments requested by the union and make recommendations to the Campus HR Manager for adjustments.
 - Sign the final agreement.

5.3. The HR Director:

- If the Local Agreement is deemed to *have no impact* on the College as a whole or any of the other campuses, the HR Director will:
 - Support and advise the Campus HR Manager throughout the process; and
 - Support and advise the Campus Director throughout the process.
 - Sign the final agreement.

- If the Local Agreement is deemed to *have an impact* on the College as a whole or any of the other campuses, the HR Director will:
 - Support and advise the Campus HR Manager throughout the process;
 - Review and approve the draft agreement; and
 - Review and approve any changes or adjustments requested by the union.
 - Sign the final agreement.

ATTACHMENTS:

- **Forms:**
 - **Agreement Outline**
- **Documents:**
 - **List of Sample Topics Dealt with Locally** (*to be developed*)

LETTER OF AGREEMENT

No. LAM 2015-01-F

(numbering convention: *Campus YYYY-##-Faculty/Professional/Support*)

Between

CHAMPLAIN REGIONAL COLLEGE (CAMPUS ...)

hereafter referred to as the “College”

And

(OFFICIAL NAME OF THE LOCAL UNION)

hereafter referred to as the “Union”

And

(where applicable)

(NAME OF THE EMPLOYEE)

Hereafter referred to as the (“Teacher”*as required*)

WHEREAS THE PROVISIONS OF THE COLLECTIVE AGREEMENT;

WHEREAS ...

WHEREAS ...

THE PARTIES HEREBY AGREE TO THE FOLLOWING:

1. The preamble is an integral part of the Agreement;
- 2.
- 3.
4. This agreement has been drafted in accordance and in conformity with articles 2631 and following of the *Code civil du Québec*;
5. This Agreement has been drawn up in English at the express request of the parties. / *Cette entente a été rédigée en anglais à la demande expresse des parties.*

AGREED AT THE LRC OF (DATE):

Or

IN WITNESS WHEREOF THE COLLEGE, THE UNION (AND THE TEACHER where applicable), BY THEIR DULY AUTHORIZED REPRESENTATIVES WHO HAVE SIGNED HEREUNDER, IN (CITY) ON day ___ of (MONTH) (YEAR):

Signatures: HR Manager
 Union Representative
 Employee (*where applicable*)
 Campus Director
 (*and where applicable:*)

Signed in Sherbrooke, on this ---- day of (Month) (Year):
 Director of Human Resources