

**WESTERN QUEBEC SCHOOL BOARD**

**POLICY STATEMENT**

**Title: Local Policy Regulating the Working Conditions of  
Management Staff**

Approval Date: October 26, 2004 Res. No.: C-04/05-32

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**LOCAL POLICY**

**REGULATING THE WORKING CONDITIONS  
OF MANAGEMENT STAFF**

**FOR THE**

**WESTERN QUEBEC MANAGEMENT SECTION  
ASSOCIATION DES CADRES SCOLAIRES DU QUEBEC**

**AND THE**

**ENGLISH ASSOCIATION OF ADMINISTRATORS  
OF WESTERN QUEBEC**

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Approved by Council of Commissioners - Oct. 26, 2004.

## APPLICATION

The Western Quebec School Board, the Western Quebec Management Section of the Association des cadres scolaires du Quebec (A.C.S.Q.) and the English Association of Administrators of Western Quebec agree to the following principles governing the application of this policy.

The working conditions determined at the local level shall be added to the conditions of employment prescribed by the *Regulation Respecting the Conditions of Employment of Management Staff of School Boards* (R.R.C.E.M.S.S.B.) but may not contravene the R.R.C.E.M.S.S.B.

This policy has been developed in accordance with the provisions of the R.R.C.E.M.S.S.B. It determines the working conditions of administrators which reflect the needs of both the school milieu and the board. All parties agree for the need of close and harmonious ties between the associations, its administrators, and the school board.

This policy shall apply as soon as the Western Quebec School Board confirms it by resolution, and it shall remain in force until such time as it is amended by resolution.

Where the Western Quebec School Board intends to amend the local policy, it must notify and consult the associations regarding the proposed amendments. Moreover, the association(s) may request amendments to the local policy, in which case the association(s) shall submit its proposed amendments to the board.

## PRINCIPLES

The board and the Western Quebec Management Section of the Association des cadres scolaires du Quebec (A.C.S.Q.) and the English Association of Administrators of Western Quebec agree that the following philosophical and professional rationales will guide this policy in its objective to attain educational success, quality services, and a positive working environment.

1. This policy seeks to associate management personnel with the educational mission of the board.
2. The professional involvement and participation of its management personnel are essential to the achievement of the board's mission.
3. The involvement of the management personnel in the development of policies and in the decision-making process is a critical element in ensuring

the professional commitment and co-operation of all administrators to achieve successful implementation of the decisions rendered.

4. The working conditions shall be conducive to the ideals of enabling school and board-level management personnel to achieve their professional goals and aspirations.

Approved by Council of Commissioners - Oct. 26, 2004.

## CHAPTER 1

### 1.1 DEFINITIONS:

**Administrative Structure:** The administrative structure refers to the board's organisational chart as well as the management posts that are in place. The organisational chart is the administrative structure approved by the Council of Commissioners.

**Associations:** The Western Quebec Management Section of the Association des cadres scolaires du Québec (A.C.S.Q.) and the English Association of Administrators of Western Quebec (E.A.A.W.Q.).

**Board or W.Q.S.B.:** The Council of Commissioners of the Western Quebec School Board

**Building:** A school, adult education, or vocational training center, or an administrative office.

**Day:** Unless otherwise stated, this term designates one (1) working day.

**Experience:** Employment period in management in a school and/or a board service.

**Management Staff:** Refers to categories of employment defined in the regulation. In the context of this agreement the general categories are:

- **Administrator:** a person who holds a management position in a service, in a school, or in an adult education or vocational training center.
- **In-School Administrator:** a Principal, Centre Director, Vice Principal, or Assistant Centre Director
- **Senior Administrator:** Senior Executive Officers including the Director General, the Assistant (Deputy) Director General, and Senior Staff of Services
- **Service Administrator:** Director, Assistant Director, Co-ordinator, Supervisor, Manager, Foreman, Administrative Assistant
- **Senior Executive:** The Director General, Deputy (Assistant) Director General, or the Senior Consultant to the Director General

**M.E.Q. :** Ministère de l'Éducation du Québec.

<b>(M.E.L.S.) :</b>	(Ministère de l'Éducation, Loisirs, et Sports)
<b>Members:</b>	Individuals who belong to either The Western Quebec Management Section of the Association des cadres scolaires du Québec (A.C.S.Q.) or the English Association of Administrators of Western Quebec
<b>Placement:</b>	Assignment to a given post.
<b>Post:</b>	An office or a position to which an administrator is appointed.
<b>Position:</b>	The official rank or status of the administrator.
<b>Regulation:</b>	Refers to the Order in Council governing the Regulation Respecting the Working Conditions of Management Staff of School Boards.
<b>Seniority:</b>	Employment period in management in a school and/or a board service within the Western Quebec School Board or within a board that amalgamated to form the Western Quebec School Board..
<b>School Board Service:</b>	The uninterrupted employment period with the board.
<b>Management Relations Committees (M.R.C.):</b>	Parity Committees formed of representatives designated by the WQSB and representatives designated by EAAWQ and AACSQ Locals to deal with matters relating to Local Management Policy of each association.
<b>Decision-makers of the School Board:</b>	The Council of Commissioners, the Executive Committee, or the Director General.
<b>R.R.C.E.M.S.S.B:</b>	Order in Council – The <b>Regulation Respecting the Conditions of Employment of Management Staff of School Boards.</b>
<b>Year:</b>	Unless otherwise stated a year shall be defined as July 1 <sup>st</sup> to June 30 <sup>th</sup> .

## **2.1 Recognition:**

The board recognizes each of the Associations as the sole representative of the members of that Association in matters of consultation pertaining to the elaboration and application of Management Policy.

## **CHAPTER 3**

### **3.1 CONSULTATION AND PARTICIPATION:**

**3.1.1** The Associations will be consulted through their respective Management Relations Committee prior to adoption or changes pertaining to the following:

- a. General board policies
- b. The management of schools
- c. Working conditions, professional welfare, or economic conditions of members
- d. Pedagogical issues
- e. Changes to, or the reorganization of, the board's organizational chart at either the school or board level

**3.1.2** Any problems relating to the interpretation or application of this policy shall be referred to the appropriate Management Relations Committee.

**3.1.3** Either or both associations always have the opportunity to present their views directly to the Director General and through him or her to the board, should there be a divergence of opinion at the M.R.C.

### **3.2 MANAGEMENT RELATIONS COMMITTEES (M.R.C.):**

**3.2.1** Each association shall have their own Management Relations Committee. Each of these committees shall have up to a total of six (6) members: three (3) representatives of the board, and three (3) representatives of the association. The members will be named by September 15<sup>th</sup> of each year,

**3.2.2** The committees will meet at the request of either party and will determine their own internal rules.

**3.2.3** The Management Relations Committees shall be consulted about all matters referred to in 3.1.1.

**3.2.4** The Management Relations Committees shall monitor the application and interpretation of all articles contained within this policy.



3.2.5 The Associations have the opportunity to present their views directly to the Director General and through him or her to the Board, should there be divergence of opinion at an M.R.C.

## CHAPTER 4

### 4.1 ROLE DEFINITIONS AND CRITERIA OF ELIGIBILITY:

4.1.1 All administrative positions will have a role definition and criteria of eligibility.

4.1.2 The board shall establish the role definition and criteria eligibility of each posting.

4.1.3 R.R.C.E.M.S.S.B. guidelines will be used to establish minimum criteria of eligibility, although additional qualifications may be added. Any person occupying a management position who has the minimum qualifications shall be considered eligible for the position.

### 4.2 CLASSIFICATION:

4.2.1 It is the responsibility of the board to classify all its management personnel in accordance with the R.R.C.E.M.S.S.B:

4.2.2 The board will inform each of its administrators of his classification, experience, seniority, and salary no later than November 30<sup>th</sup> of each year.

4.2.3 The board will transmit to the association, no later than November 30<sup>th</sup> of each year, a list of its management personnel with the classification and salary scale.

## CHAPTER 5

### 5.1 ANNUAL LEAVE

5.1.1 In keeping with clause 251 of the regulation, annual vacation for senior executives shall be defined by contract with the board.

5.1.2 Directors annual leave shall be as follows:

- a. 20 days during the summer
- b. 5 days for March Break to be taken in the year accumulated
- c. 5 days throughout the year

- d. 5 days compensatory time at the discretion of the Director General

**5.1.3** Assistant Directors and Coordinators annual leave shall be as follows:

- a. 20 days for the summer
- b. 5 days for March Break to be taken in the year accumulated
- c. 5 days compensatory time

**5.1.4** Managers annual leave shall be as follows:

- a. 20 days for the summer to be taken in the year accumulated
- b. 5 days for March Break to be taken in the year accumulated
- c. 5 days compensatory time

**5.1.5** Senior Staff of Schools (Youth Sector) annual leave shall be as follows:

- a. 20 days during the summer
- b. 5 days at March Break
- c. 5 days compensatory time

**5.1.6** Senior Staff of Schools (Adult Sector) annual leave shall be as follows:

- a. 20 days for the summer to be taken in the year accumulated
- b. 5 days at March Break
- c. 5 days compensatory time

**5.1.7** The following conditions apply to annual leave for all Management personnel, except senior executives:

- a. 20 days will be deducted for the summer, and 5 days will be deducted for March Break, unless the employee is required to work by the board during these periods. In this case the employee will take the days at another time during that year.
- b. 5 days will be deducted for March Break, which must be used in the year accumulated
- c. Compensatory time is to be taken as individual days throughout the year unless otherwise authorized in writing by the Director General.
- d. No more than 5 days may be carried over to the next year. Carryover days cannot be accumulated past one year.
- e. Any exceptions to sub clauses a through c can only occur with written authorization by the Director General.

## CHAPTER 6

### 6.1 LEAVE WITH SALARY:

- 6.1.1** The board may allow an administrator to be paid while on leave for study purposes providing the leave is directly linked to a board need.

The administrator shall maintain all his/her rights and privileges and shall be assured of his/her post upon return.

6.1.2 An administrator called for jury duty or called as a witness, in a case where he/she is not a party, shall maintain full salary without penalty.

6.1.3 The board recognises that an administrator may represent his/her association at the local or provincial levels without penalty.

6.1.4 An administrator may benefit from a leave of absence, with full salary, in order to participate in an educational conference approved by board.

6.1.5 The Director General may approve requests from individual administrators for special leave without loss of salary

## 6.2 LEAVE WITHOUT SALARY:

6.2.1 The board may grant an administrator a leave without pay for personal reasons, professional development, or for any reason it deems valid.

6.2.2 If the board refuses an administrator's request for leave, it shall inform the administrator of the reasons in writing.

6.2.3 The board and the administrator will agree as to the duration of the leave and to the protocol for return to work. The maximum duration that may be granted at a given time is one year.

6.2.4 Extensions to a leave may be requested by the administrator. Under normal circumstances, this request must be made at least 60 days prior to the end of the leave.

6.2.5 During any leave granted by the board, the administrator shall continue to accumulate seniority and years of experience, and will be entitled to all the benefits s/he held prior to the leave.

6.2.6 After a leave of one year or less, the administrator shall be entitled to return to his/her original post.

6.2.7 After an absence of more that one-year, the administrator may be assigned to his/her original position or given an equivalent placement as defined by the regulation..

6.2.8 The board and the administrator on leave may agree to an early return to work.

**6.2.9** The board recognises that its administrators have the same rights as the general public to participate in public affairs. The board and administrator must agree as to the modalities of such a leave of absence.

**6.2.10** During the administrator's absence, he or she shall continue to participate in existing insurance plans, provided he or she pays, in addition to their own share, the premiums normally contributed by the Board on their behalf. He or she may also make pension contributions, after making request to the appropriate body within the requisite deadlines.

## **CHAPTER 7**

### **7.1 EMPLOYMENT CONDITIONS:**

**7.1.1** All newly appointed administrators will receive from the board all pertinent documentation related to the working conditions of the administrator (e.g. R.R.C.E.M.S.S.B., local management policy, insurance information).

**7.1.2** Any person named to management for the first time shall be subject to a probation period of two years in accordance with a process to be established by the board, after consultation with the association.

**7.1.3** The administrator will receive, no later than June 1 of each year, his/her status, function and salary scale for the following year.

**7.1.4** The board shall consult the Management Relations Committee about any change to staffing requirements, and will inform all administrators concerned of the impending changes.

**7.1.5** In the event of an administrative reorganisation 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 post providing s/he meets the eligibility criteria of the vacant post.

### **7.2 PROMOTION AND ASSIGNMENT:**

**7.2.1** Promotion refers to movement into a higher category of job as defined by the regulation, and that all positions within a category, regardless of tasks or salary, are to be regarded as equal.

**7.2.2** In the first week of January, the board will send each administrator an "Assignment Preference Form" asking the individual to indicate his or

her preferred assignment for the next school year. Administrators who wish to have this preference on file must return the completed form to the Director General, with notice to the President of their association, no later than February 1<sup>st</sup>.

- 7.2.3 The form will allow individuals to indicate their desire to discuss assignment with the Director General and, if requested by the individual, his/her immediate supervisor. Members of the associations are encouraged to request such meetings at any time to avoid time constraints that may be imposed should too many people seek meetings just prior to the staffing period.
- 7.2.4 After consultation with the Management Relations Committee all vacancies for permanent and temporary jobs for the following year shall be made known to all members of the associations within an appropriate time period.
- 7.2.5 Temporary jobs shall not exceed one year unless there is prior agreement with the associations.
- 7.2.6 Vacancies occurring between January 1<sup>st</sup> and June 30<sup>th</sup> shall be filled on an interim basis to the end of the current school year. Vacancies becoming temporary or permanent after June 30<sup>th</sup> shall be filled according to criteria established in 7.2.7 through 7.2.10.
- 7.2.7 Clause 7.2.4 does not preclude the school board from advertising externally for the same jobs.
- 7.2.8 The board is not required to interview individuals more than once, even if they make the "short list" of more than one vacancy.
- 7.2.9 Applicants internal to the organization, who are not interviewed, will receive in writing the reason(s) for this.
- 7.2.10 All positions must be filled according to procedures consistent with board policy and the regulation.

### **7.3 SURPLUS PERSONNEL**

- 7.3.1 In situations where there may be a surplus of administrators within a category, prior to determining surplus, the board must consider the following:
  - a. Volunteers
  - b. The intentions (career plans) of its administrators
  - c. Pre-retirements
  - d. Voluntary demotions
  - e. Surplus possibilities

- f. Relocation within or outside the board
- g. Separation bonuses
- h. Other possibilities

**7.3.2** Prior to declaring any surplus, each Management Relations Committee must be convened to review the situation and seek possible solutions no later than June 1<sup>st</sup>. A copy of the complete list of administrators, sorted by administrative experience at W.Q.S.B., will be tabled at each meeting.

**7.3.3** If after considerations in 7.3.1 there is still potential surplus, all protocols listed in the regulation will be applied. In the event that a specific situation is not covered by the regulation, the Management Relations Committee will be consulted prior to the board applying a resolution. The general principles to be applied in declaring surplus are, in order of importance:

- a. Business and education sector jobs will not be interchangeable.
- b. Number of years of administrative experience with the W.Q.S.B. as defined under "Seniority" in section 1.1.
- c. Number of years experience with W.Q.S.B. in a related position.
- d. Number of years in an educational environment.

**7.3.4** Any in-school administrator placed on surplus must be informed, in writing, prior to any public notice. The association will be notified at the same time.

**7.3.5** If there is deemed to be surplus, administrators will be reassigned to an available position closest in rank to the surplus position according to the following procedure:

- a. The number of years administrative experience with the W.Q.S.B.
- b. The number of years of working experience within the W.Q.S.B.
- c. The number of years of working experience in an educational environment.

## **7.4 EVALUATION PROCEDURES**

**7.4.1** The evaluation procedures to assess an administrator's performance shall be established in consultation with the Management Relations Committee.

**7.4.2** The evaluation procedures shall be agreed upon, and shall form part of this chapter of the Local Management Policy.

## **7.5 DISCIPLINARY ACTION – EXPLORATORY STAGE**

- 7.5.1** When a serious problem involving an administrator comes to the attention of the Director General:
- a. The Director General or designate will inform the individual.
  - b. A complete and timely investigation will be launched.
  - c. An exploratory meeting involving at least the Director General or designate, the member, and a representative from the association, if requested by the member, will be convened.
  - d. Other meetings may be convened at the request of either party.
  - e. Following completion of the exploratory stage the administrator shall be informed in writing if the matter will be dropped or pursued to the Disciplinary Stage.
  - f. If the disciplinary stage is not pursued, documentation concerning the matter will not be placed in the member's file.

- 7.5.2** In order to facilitate objective and open communication:
- a. There shall be no public pronouncements made by any party during the exploratory stage.
  - b. Written summaries of all meetings shall be kept. Both parties will sign the summaries. In the event both parties cannot agree to do so, each party's summary shall be kept.
  - c. Formal investigations cannot be conducted unless complainants are willing to be named. Anonymous complaints shall never be grounds for formal investigation.
  - d. Copies of all correspondence and documentation identifying a potential problem, as well as written responses to complainants, shall be made accessible.
  - e. When correspondence is sent by one party to the other, it shall be clearly indicated to whom copies of said correspondence have been sent.

## **7.6 DISCIPLINARY ACTION – DISCIPLINE STAGE**

**7.6.1** If following the procedures outlined in 7.5 a disciplinary action is to be taken:

- a. A meeting must be convened to invoke the disciplinary action. This meeting shall include the Director General, the Director of Human Resources, the member, and a representative of association. In the most serious cases these meetings may include the Executive of the school board, or the Council of Commissioners.
- b. The administrator shall be informed at least 48 hours prior to the meeting.
- c. As a general rule, the disciplinary actions that may be invoked are:
  - 1) written warning
  - 2) written reprimand

- 3) suspension
  - 4) demotion
  - 5) dismissal
- d. In the cases of numbers c1-c3 above, the administrator shall be given a personal letter at the disciplinary meeting that shall:
- 1) state the reasons for the disciplinary action
  - 2) direct how improvement has been made
  - 3) describe the disciplinary action
  - 4) indicate if the letter will be placed into the administrator's file
- e. The administrator shall be required to sign the letter, acknowledging its receipt without prejudice, and shall have the right to respond in writing to the letter. In cases where the administrator refuses to sign the letter, the association representative shall.
- f. The administrator's written response shall be entered into his personnel file if he so requests.
- g. In the cases of c4 and c5 above, the administrator will be given a letter subsequent to the meeting.

## **7.7 DISCIPLINARY ACTION – APPEAL**

- 7.7.1** The administrator who has been disciplined has the right to appeal the matter to the Management Relations Committee in cases c1-c3.
- 7.7.2** In cases c1-c5 the administrator has the right to request and appeal by the Council of Commissioners or through the provincial association.

## **7.8 PERSONNEL FILE:**

- 7.8.1** The Board shall keep only one file on each of its administrators.
- 7.8.2** Confidentiality of the personnel file shall be maintained. The Director of Human Resources be responsible for the safekeeping of such files.
- 7.8.3** Members have the right to review their file at any time. The member may have a person of his/her own choosing review the file with him/her.
- 7.8.4** No document may be used against an administrator unless it has been placed in the personnel file in accordance with the provisions of Chapter 7 of this policy.
- 7.8.5** If a member of the association leaves the school board, a copy of his/her personnel file will be made for him/her upon request.



## **7.9 TRAVEL AND WORK RELATED EXPENSES:**

**7.9.1** Any administrator is entitled to reimbursement for expenses incurred while in the exercise of his/her duty in accordance with board policy.

## **CHAPTER 8**

### **8.1 CIVIL LIABILITY**

**8.1.1** The Board will represent any administrator who is sued or prosecuted as a result of actions taken in the performance and limits of his or her duties, and will agree not to hold any claim in this regard, unless a court of law finds him/her guilty of gross negligence or serious fault.

**8.1.2** As soon as the legal liability of the Board has been established, any administrator will be reimbursed by the Board for any total or partial loss, destruction, or theft of personal belongings normally used or loaned to the school unless the administrator has shown gross negligence that has been established by a court of law. In a case where such loss, destruction, or theft is already covered by insurance held by the administrator, the compensation paid by the Board will be equal to the loss effectively suffered by the individual.

**8.1.3** Any administrator who is liable to be prosecuted or sued in criminal court for actions committed by him/her in the performance and the limits of duty may consult a legal advisor of the Board for preliminary study and legal advice. The Board may, depending on the case, provide financial assistance to help the individual assume his/her defence.

## **CHAPTER 9**

### **9.1 PROFESSIONAL DUES**

**9.1.1** The methods of remitting all professional dues will be a topic for agreement between the board and the association.

**9.1.2** The board will transmit, prior to September 15 of each year, to the local and provincial associations an updated listed of the name of each administrator and his/her:

- a. Classification;
- b. Salary
- c. Place of work, address, phone number;
- d. Personal address and phone number.

- 9.1.3** The board will deduct the dues according to the agreement between the board and association with respect to all the members belonging to the association.
- 9.1.4** At the beginning of June, if necessary, the provincial or local association will contact the board in order to determine the annual professional dues to be deducted.

## **CHAPTER 10**

### **10.1 PROFESSIONAL DEVELOPMENT**

- 10.1.1** The board and the association agree that professional development is vital to the development of the organization. Administrators are encouraged to be involved with in-service or pre-service activities, conferences and seminars, university courses and project research that is in keeping with the boards mission and vision. This includes
- a. The acquisition or development of skills needed to help administrators in their daily work;
  - b. The acquisition of new skills or attitudes relative to the evolution of the increased responsibilities of the administrator;
  - c. The enhancement of the quality of service and the effectiveness and the efficiency of the administrative team;
  - d. The individual professional growth of the administrators in areas of interest or directly relevant to their function
- 10.1.2** The board's professional development guidelines for administrators shall be established in consultation with the Management Relations Committee.
- 10.1.3** These guidelines shall be agreed upon, and shall form part of this chapter of the Local Management Policy.

## CHAPTER 11

### 11.1 SURVIVING SPOUSE ASSISTANCE

In the event of the death of an Administrator, should the surviving family require assistance, the Director General may offer the family the service of a financial counsellor chosen and paid for by the board. This service will be limited to the immediate needs of the family.

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### SUPPLEMENT 1

#### PROFESSIONAL DEVELOPMENT FOR MANAGEMENT

1. This practice is applicable to both memberships of A.C.S.Q. and A.A.E.S.Q.
2. Costs of Professional Development for management required by the school board will be the responsibility of the school board.
3. It is the belief of the Western Quebec School Board that all staff should also be encouraged to pursue professional development and personal growth for its own sake, and that such undertakings benefit the board.
4. Toward encouraging the above, the following guidelines will apply:
  - a. The board will set aside the amount of eight hundred dollars (\$800.00) annually for each member of management.
  - b. Members may accumulate this allocation to a maximum of sixteen hundred dollars (\$1600.00) over a period of two years.
  - c. Members may apply this funding toward courses, workshops, conferences, or any other activity deemed by the member and his/her immediate superior to enhance his/her personal and professional growth.
  - d. Where appropriate members will share information with colleagues.
  - e. Balances not used by members above the sixteen hundred dollar \$1600 maximum will be placed in a centralized fund.
  - f. The centralized fund will be distributed by a committee which will decide its use based on written applications.
  - g. The centralized fund may be used for:
    - i. Adding to the maximum personal allocation for activities that significantly exceed the allocated amount.
    - ii. Bringing in guests and gurus for management staff professional development.
    - iii. Other activities designated by the committee.
5. For Spring Conference (A.A.E.S.Q.):
  - a. The board will set aside a maximum amount of ten thousand dollars (\$10,000.00) annually to support attendance at the conference.

- b. The board will pay the hotel and registration costs directly from the amount set aside.
  - c. Members may claim other costs as per the Travel Policy.
  - d. Any money unspent of the amount set aside shall be placed in the centralized fund.
  - e. In years when the Western Quebec School Board hosts or co-hosts the conference, the board shall assume the costs for all management staff above the level of manager to attend.
  - f. The board expects that any member attending the Spring Conference be "on call" for duties associated with their position.
6. For Departmental Professional Development (A.C.S.Q.):
    - a. The board will set aside a maximum amount of three thousand dollars (\$3,000.00) annually to support attendance at the conference.
    - b. The board will pay the hotel and registration costs directly from the amount set aside.
    - c. Members may claim other costs as per the Travel Policy.
    - d. Any money unspent of the amount set aside shall be placed in the centralized fund.
  7. These guidelines shall form the basis of Article 10 in conformity with clause 10.1.3 of the Local Management Policy, and shall be reviewed annually by the Management Relations Committee for each association.

Approved by Council of Commissioners October 2004



**SUPPLEMENT 2**

**LETTERS OF AGREEMENT**

**REGULATING THE WORKING CONDITIONS  
OF MANAGEMENT STAFF**

**FOR THE**

**WESTERN QUEBEC MANAGEMENT SECTION  
ASSOCIATION DES CADRES SCOLAIRES DU QUEBEC**

*Approved by Council of Commissioners - Oct. 26, 2004.*

### ***LETTER OF AGREEMENT I - COMPENSATORY TIME***

A.C.S.Q. affiliated employees who accumulated fifteen (15) years experience with the Western Quebec School Board by the date this agreement is approved by the Council of Commissioners shall be granted leave according to the conditions in the R.R.C.E.M.S.S.B. that was in force prior to the amalgamation of school boards along linguistic lines. The compensatory time granted under these conditions cannot be carried over to the next school year without written authorization from the Director General.

### ***LETTER OF AGREEMENT II – TRANSFER OF ANNUAL LEAVE***

An A.C.S.Q. affiliated employee may request in exceptional circumstances the carryover of more than five days of annual leave. Such a request must be made in writing to the Director General, who has the sole authority to grant such a request.

In any given year when a service administrator terminates his/her employment with the Western Quebec School Board, s/he shall be reimbursed either in monetary compensation or in time off for the balance of annual leave in his/her bank for that given year.

### ***LETTER OF AGREEMENT III - TRAVEL AFTER BUSINESS HOURS***

If an A.C.S.Q. employee is requested or required by the school board to return to work outside his/her regular working hours (week-end, evening, vacation) the following conditions shall apply:

1. The employee shall be entitled to collect mileage compensation as outlined in the school board travel policy.
2. If such work lasts four hours or more, the employee shall be entitled to a meal in accordance with school board travel policy.

### ***LETTER OF AGREEMENT IV - HI-SPEED INTERNET***

The school board will supply every A.C.S.Q. service administrator with Hi-Speed internet connection at home where available.

Approved by Council of Commissioners - Oct. 26, 2004.

## ***LETTER OF AGREEMENT V - VEHICLE ALLOWANCE***

Should a service administrator use his personal vehicle for work related travel, s/he shall be remunerated as follows:

1. According to the travel policy adopted by the Western Quebec School Board.
2. In the case where a service administrator exceeds the maximum mileage allowance because of direction from his supervisor, s/he shall be remunerated for the actual kilometres driven.

## ***LETTER OF AGREEMENT VI - DECEMBER-JANUARY HOLIDAYS:***

For the December-January holiday shutdown period defined by the board calendar, it is the intent that Management employees have this period away from work, subject to being "on call" for emergency situations.

## ***LETTER OF AGREEMENT VII - ASSOCIATION DUES:***

Association dues for Service administrators belonging to A.C.S.Q. shall be reimbursed by the board.

Method and means of this payment shall be decided by the Director of Finance to ensure appropriate financial procedures are followed for the board auditor.

Approved by Council of Commissioners Oct. 26, 2004.