

**M.O., 2000****Order of the Minister of Education dated  
24 November 2000**

Education Act  
(R.S.Q., c. I-13.3)

Regulation to amend the Regulation respecting the conditions of employment of management staff of school boards

WHEREAS under section 451 of the Education Act (R.S.Q., c. I-13.3), the Minister of Education may, by regulation, establish for all or certain school boards, a classification of positions, the maximum number of positions in each job category, working conditions, remuneration, recourses and rights of appeal of the members of the staff who are not members of a certified association within the meaning of the Labour Code (R.S.Q., c. C-27);

WHEREAS the Regulation respecting the conditions of employment of management staff of school boards was made by the minister's order dated 23 September 1998 and amended 12 August 1999, 17 February 2000 and 17 May 2000;

WHEREAS the Regulations Act (R.S.Q., c. R-18.1) does not apply to this Regulation;

WHEREAS the Minister of Education is of the opinion that it is expedient to amend the Regulation;

The Minister of Education adopts the Regulation to amend the Regulation respecting the conditions of employment of management staff of school boards attached hereto.

Québec, 24 November 2000

FRANÇOIS LEGAULT,  
*Minister of Education*

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**Regulation to amend the Regulation  
respecting the conditions of employment  
of management staff of school boards<sup>1</sup>**

Education Act  
(R.S.Q., c. I-13.3, s. 451)

1. Section 1 of the Regulation respecting the conditions of employment of management staff of school boards is amended as follows:

1° by replacing in the definition of "Association de cadres d'école" the words "Association des directions d'école de Montréal" by the words "Association montréalaise des directions d'établissement scolaire";

2° by replacing in the definition of "Fédérations d'employeurs", the words "Quebec School Boards Association" by the words "Quebec English School Boards Association".

2. Section 7 of the Regulation is amended by adding the following paragraph at the end:

"Following the verification of the qualifications and after consultation with the local representatives of the association concerned, the board may also appoint to a senior staff of services position a manager whose position it has reevaluated at a higher level and whose complementary or superior academic background to that prescribed compensates for a lesser number of years of experience than the minimum prescribed by the required minimum qualifications or vice versa."

3. Section 8 of the Regulation is amended by replacing "section 481" by "section 405".

4. Section 49 of the Regulation is amended by inserting after the word "receive", the words "during that period" and by replacing "as of the third month of such assignment until the end of the assignment" by the words "until the end of the period during which a management staff member holds more than two positions".

5. Section 82 of the Regulation is amended as follows:

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<sup>1</sup> The Regulation respecting the conditions of employment of management staff of school boards made by the minister's order dated 23 September 1998 (1998, *G.O.* 2, 5498) was amended by the minister's order dated 17 February 2000 (2000, *G.O.* 2, 1506) and the minister's order dated 17 May 2000 (2000, *G.O.* 2, 2898). For previous amendments, see *Tableau des modifications et Index sommaire*, Éditeur officiel du Québec, 2000, updated to 1 February 2000.

1° by replacing in the first paragraph “and number 191051 dated 28 October 1997” by “, numbers 191051 dated 28 October 1997, 192719 dated 10 December 1998 and 194248 dated 18 January 2000”;

2° by deleting in paragraph 3° of the first paragraph “or 475”.

6. Section 304 of the Regulation is replaced by the following section:

“**304.** The Appeals Committee shall be composed of a chairman, a representative of the association of administrators and a representative of the federation of employers concerned. The latter shall forward the name of its representative in writing to the first chairman of the Appeals Committee and to the administrator’s representative within 15 working days of the date on which it receives a copy of the complaint.”.

7. Section 310 of the Regulation is amended by replacing “and 13” by “, 13 and 15” in paragraph 4°.

8. Section 312 of the Regulation is replaced by the following section:

“**312.** Where a complaint deals with an administrator’s dismissal, nonreengagement, suspension without pay, termination of employment or assignment to another management, teaching, professional or support staff position, the Appeals Committee shall determine whether the reasons for the board’s decision are fair and sufficient.

The decision of the Appeals Committee shall be forwarded to the parties within 40 working days from the last day of the hearing. However, a decision shall not be invalid solely because it is forwarded after the expiry of the prescribed time limit.

Where the Appeals Committee considers the reasons for the board’s decision are not fair and sufficient, the parties shall have 20 working days from the date of the Appeals Committee’s decision to find a satisfactory solution.

Where agreement is reached, the parties shall jointly inform the chairman of the Appeals Committee.

Where no agreement has been reached at the expiry of the time limit prescribed in the third paragraph, the Appeals Committee shall determine, if need be, the amount of compensation for the actual loss of salary incurred and may:

A) In the case of a dismissal, nonreengagement, termination of employment or assignment to another position:

1° order the board to reinstate the administrator in a senior staff position, except a manager position, in the case of a senior staff member or, in the case of a manager, in a manager position, as determined by the board.

However, an administrator whose salary in his new position is less than that of his former classification shall receive the progressive salary according to his former classification;

2° order the board to reinstate the administrator in a position that is compatible with his qualifications as determined by the board. Moreover, the Appeals Committee may order the board to apply the salary readjustment procedure outlined in sections 56 to 58 without taking into account the two-year limit prescribed in section 58;

3° order the board to pay the administrator a compensation for damages equal to two months’ salary for every year of service as a senior staff member; the compensation may not be less than three months’ salary or more than 12 months’ salary.

B) In the case of a suspension without pay:

1° Order the reimbursement of salary and fringe benefits.

The Appeals Committee’s decision shall be forwarded to the parties within 20 working days of the expiry of the time limit prescribed in the third paragraph of this section. However, the decision shall not be null for the sole reason that it was forwarded after the expiry of the time limit.

The board shall carry out the Appeals Committee’s decision within 20 working days of the date on which the decision was forwarded to it.

Decisions of the Appeals Committee must be made unanimously or by a majority and must include the reasons therefor; any member dissenting from the decision or part of it may make a separate report.

Decisions of the Appeals Committee are final and binding on the board and the administrator.

Notwithstanding the preceding paragraph, an administrator may refuse to have paragraph 1° or 2° of this section applied to him within no later than 10 working days from the date on which the Appeals Committee renders its decision. In such a case, an administrator shall be deemed to have resigned and shall be paid compensation for damages prescribed in this section, in addition to the compensation for actual loss of salary set by the Appeals Committee.”.

9. Section 315 of the Regulation is amended:

1° by inserting in the first paragraph after the words “dismissed, nonreengaged”, the words “suspended without pay” and by inserting after the words “nonreengaged”, the words “, suspended without pay”;

2° by inserting in the second paragraph after the words “nonreengagement”, the words “, suspension without pay”.

10. Section 320 of the Regulation is amended by deleting at the end of the paragraph the words “followed by the administrator’s dismissal”.

11. Parts 4 and 5 of the Regulation including sections 330 to 489 are replaced by the following:

**“PART 4  
PROVISIONS APPLICABLE TO SENIOR STAFF OF  
SCHOOLS AND SENIOR STAFF OF CENTRES**

**CHAPTER 1  
SENIOR STAFF OF SCHOOLS POSITIONS**

**DIVISION 1  
FULL-TIME SENIOR STAFF OF SCHOOLS  
POSITIONS**

**330.** The number of senior staff of schools positions shall be determined by the board and shall be calculated on the basis of the number of students enrolled in each school on 30 September in accordance with the following weighting rules:

1° in an elementary school that also provides secondary instruction, each student at the secondary level counts as 1.25 students;

2° in a school where there are kindergarten classes authorized by the Minister for 4-year-olds attending the class in the morning and the afternoon or where there are full-time kindergarten classes for 5-year-olds, each student counts as 1.50 students;

3° in a school where there are students identified as having minor learning disabilities, each student counts as 1.50 students;

4° in a school where there are students identified as having learning or emotional problems, other than those described in paragraph 3°, each student counts as 2 students;

5° in a school where there are students enrolled in a welcoming class authorized by the Minister, each student counts as 2 students.

A school is primarily an elementary or secondary school depending on the level at which the majority of students are enrolled.

**331.** For the purposes of this chapter, there are three types of schools:

1° Type one: a school instituted in one building that has at least 225 students.

2° Type two: a school instituted in several buildings which, when grouped together, has at least 225 students.

3° Type three: a school other than those referred to in paragraph 1° or 2°.

**332.** Subject to Division 2 of this chapter, the maximum number of positions of senior staff of schools for a school board shall be determined as follows:

1° For Type 1 schools:

Weighted student population	Maximum number of positions	
	Principal	Vice-Principal
<b>Elementary school</b>		
225 to 549	1	—
550 to 999	1	1
1 000 or more	1	2
<b>Secondary school</b>		
225 to 499	1	—
500 to 899	1	1
900 to 1 499	1	2
1 500 to 1 999	1	3
2 000 to 2 599	1	4
2 600 to 3 099	1	5
3 100 to 3 599	1	6
3 600 or more	1	7

2° For Type 2 schools:

Weighted student population	Maximum number of positions	
	Principal	Vice-Principal
<b>Elementary school</b>		
225 to 549	1	—
550 to 899	1	1
900 or more	1	2
<b>Secondary school</b>		
		See par. 1°

3° In the case of schools of the third type, the maximum number of positions of senior staff of schools is equal to the quotient obtained by dividing by 200 the total number of students enrolled in these schools, rounded off to the next whole number.

Notwithstanding the preceding paragraph, a board may replace the position of principal with one or more senior staff of schools positions combined with teaching or other duties.

4° In addition to the number of positions of senior staff of schools prescribed in paragraphs 1° to 3°, the board may include an additional position of vice-principal for any secondary school of 1 800 students or more having not fewer than 300 students enrolled in the first cycle of the secondary program.

The board shall distribute in its schools the positions determined under this section.

**333.** Notwithstanding section 332, where the maximum number of positions of senior staff of schools resulting from the application of this chapter is less than that determined for the preceding school year, the board shall have a maximum period of one year as of 1 July following the school year affected by the decrease in the number of senior staff of schools positions in which to reorganize its positions.

**334.** A senior staff member of a school may be released completely from his duties to be assigned to preparatory and organizational tasks required for the opening of a new school in the coming school year. In such a case, the provisions of Division 1 of Chapter 3 of Part 1 apply.

## **DIVISION 2**

### **PART-TIME SENIOR STAFF OF SCHOOLS POSITIONS**

**335.** A board may convert full-time positions, determined under Division 1, into part-time positions. The board shall consult with its senior staff of schools for that purpose in accordance with the procedures prescribed in section 405.

## **CHAPTER 2**

### **ADMINISTRATIVE STRUCTURE CONCERNING SENIOR STAFF OF CENTRES POSITIONS**

**336.** The board shall determine its administrative structure for positions of senior staff of centres in accordance with the job descriptions and classification plan prescribed by this Regulation; the board shall consult the association of senior staff of centres in the same

manner as that determined for the management policy defined in section 405. The consultation must be held not less than 30 days before the administrative structure is adopted, unless the board and the association agree otherwise.

The administrative structure shall indicate the nature of the activities carried out in the centres under the responsibility of the board. The structure shall be set out in an organization chart showing the number of full-time and part-time positions of senior staff of centres as well as the title, classification and ranking of each position.

Not later than 1 July 1999, the administrative structure shall be adopted by resolution of the council of commissioners of the board and shall remain in force until such time as it may be amended by resolution of the council.

**337.** Any change in the administrative structure shall be the object of consultation by the association of senior staff of centres in the same manner as that determined for the management policy defined in section 405.

## **CHAPTER 3**

### **STABILITY OF EMPLOYMENT**

**338.** This chapter applies to a surplus of senior staff of schools or centres that arises from the abolition of senior staff of schools or centres positions.

**339.** Failure or refusal of a senior staff member of a school or centre to comply with an obligation prescribed in sections 352 and 370 shall be deemed a resignation, unless the senior staff member of a school or centre can justify it to the satisfaction of the Placement Bureau.

**340.** For the purposes of this chapter, "Placement Bureau" means the "Regional Placement Bureau" or the "Provincial Relocation Bureau".

**341.** The severance allowance prescribed in sections 355 to 361 applies to the senior staff member of a school or centre who is deemed to have resigned pursuant to section 339.

## **DIVISION 1**

### **PRELIMINARIES TO PLACEMENT ON AVAILABILITY**

**342.** Where a surplus of senior staff of schools or centres arises from the abolition of a senior staff of schools or centres position, the board shall notify the associations of senior staff and shall consult with them on the measures to be taken to reorganize the staff, prior to placing staff on availability.

**343.** The board shall consider in particular the possibility of retirement, leave with or without pay, leave for professional improvement, loan of service, replacement of staff on disability leave, movement of personnel or other measures designed to defer any surplus of senior staff of schools or centres or to reorganize staff.

In the case of a movement of personnel resulting from the application of this section, section 373 shall apply to a senior staff member of a school or centre, where applicable.

**344.** Where a surplus of senior staff of schools or centres cannot be eliminated by applying sections 342 and 343, the board shall lay off a senior staff member of a school or centre who has not completed two years of uninterrupted service in the employ of the board before the date of the surplus, unless the vacant position cannot be filled by any other senior staff member, thus making it possible to reorganize staff.

Notwithstanding the first paragraph, a senior staff member of a school or centre who has less than two years of uninterrupted service in the employ of the board following a relocation shall be deemed to have completed two years of uninterrupted service with that board.

**345.** A senior staff member of a school or centre shall be notified in writing by the board at least 60 days before the date on which he is to be laid off.

**346.** A senior staff member of a school or centre who is laid off because of a surplus may, at his request, avail himself of the services of the Placement Bureau for up to a year from the date of the layoff notice. Should the senior staff member of a school or centre be reengaged by his board during the 12-month period following the date of his layoff, he shall continue to accumulate his years of service with the board as of the date on which he is reengaged.

#### **DIVISION 2** **PLACEMENT ON AVAILABILITY**

**347.** The board shall place a surplus senior staff member of a school or centre on availability.

**348.** In this case, the board shall draw up a list of senior staff of schools or centres to be placed on availability for the following school year in accordance with the criteria drawn up by the board after consulting the association concerned.

**349.** A senior staff member of a school or centre shall be notified in writing by the board at least 60 days before the date on which he is to be placed on availability.

**350.** A senior staff member may substitute himself for a senior staff member of a school or centre on the list of persons to be placed on availability provided that the board agrees to the substitution and that the substitution is carried out within the period preceding the placement on availability.

#### **DIVISION 3** **USE OF SENIOR STAFF OF SCHOOLS OR CENTRES ON AVAILABILITY**

**351.** A senior staff member of a school or centre shall retain his classification from the date on which he is placed on availability insofar as he has not been assigned or relocated. The salary of the senior staff member of a school or centre determined in accordance with the rules respecting salary review on the date he is placed on availability shall be maintained while he is on availability.

Notwithstanding the preceding paragraph, a senior staff member of a school or centre who is temporarily assigned within the meaning of section 51 to a position in which the salary scale maximum is equal to or exceeds his salary scale maximum shall be paid the remuneration specified in section 52 for the duration of the temporary assignment.

**352.** A senior staff member of a school or centre on availability must accept any duty that is compatible with his qualifications in his board or in another agency in the public or parapublic sector located in his administrative region as a loan of service agreed upon by his board, the Placement Bureau and the agency concerned. The board shall consult the senior staff member of a school or centre in this regard.

#### **DIVISION 4** **MEASURES TO REDUCE SURPLUS OR PLACEMENT ON AVAILABILITY**

##### *§1. Severance Allowance*

**353.** A senior staff member of a school or centre on availability who resigns from his board shall receive the severance allowance prescribed in sections 355 to 361.

**354.** The board may grant the severance allowance prescribed in sections 355 to 361 to any other senior staff member of a school or centre who resigns from the board, provided that the resignation reduces the number of persons in surplus or on availability in the board.

**355.** The severance allowance is equal to one month's salary for every year of service in the employ of the board.

**356.** The severance allowance may not be more than six months' salary or less than two months' salary.

**357.** Notwithstanding sections 355 and 356, a senior staff member of a school or centre who has already received a severance allowance as a senior staff member or a senior executive may receive only the difference between the allowance already received and the amount of the new allowance calculated under this subdivision.

**358.** An amount equal to the first two months' salary shall be paid when a senior staff member of a school or centre leaves. Beginning with the third month, a senior staff member of a school or centre shall be entitled to one month of salary per month until the severance allowance has been paid in full. Payment of the severance allowance shall cease immediately when a senior staff member of a school or centre is hired by an agency in the public or parapublic sector.

**359.** The severance allowance does not include accumulated vacation or the reimbursement of redeemable sick-leave days.

**360.** The severance allowance shall not be paid to a senior staff member of a school or centre eligible for a pension corresponding to 70% or more of his average pensionable salary.

**361.** A senior staff member of a school or centre who accepts a severance allowance shall forego the other provisions of this chapter.

## *§2. Preretirement Leave*

**362.** A senior staff member of a school or centre placed on availability shall be entitled to the preretirement leave described in this subdivision provided he applies for it and receives a pension under a retirement plan at the end of the preretirement leave, subject to section 365.

**363.** At the request of a senior staff member of a school or centre, the board may grant the preretirement leave described in this subdivision provided that:

1° the measure must allow for a reduction in the number of persons in surplus or on availability in the board;

2° subject to section 365, the senior staff member of a school or centre must receive a pension under a retirement plan at the end of the leave.

**364.** The duration of the preretirement leave may not exceed one year.

**365.** Sick-leave days that may be used for preretirement purposes in accordance with sections 108 to 112 are not included in the preretirement leave described in section 364.

**366.** A senior staff member of a school or centre who is granted preretirement leave shall retain the right to be reimbursed for redeemable sick-leave days not used for preretirement purposes.

**367.** The preretirement leave does not include the accumulated vacation of a senior staff member of a school or centre.

**368.** A senior staff member of a school or centre on a preretirement leave shall be entitled to the benefits prescribed by this Regulation except the salary insurance plan, premiums for regional disparities, parental rights and vacation, provided these benefits are compatible with the nature of the leave.

**369.** By accepting preretirement leave, a senior staff member of a school or centre is deemed to have resigned at the end of the leave and the provisions of Subdivision 1 do not apply.

## *§3. Relocation of Senior Staff of Schools or Centres on Availability*

**370.** A senior staff member of a school or centre on availability shall be required to:

1° accept any senior staff or manager position that is available and compatible with his qualifications in his board;

2° accept any teaching or professional position that is available and compatible with his qualifications in his board. The board shall consult the senior staff member of a school or centre in this regard;

3° accept, within 15 days of receipt, any employment offer for a senior staff or manager position that is compatible with his qualifications in another agency in the education sector located in his administrative region; such an offer shall be forwarded to the senior staff member of a school or centre by registered or certified mail;

4° at the end of his first year of placement on availability, accept, within 15 days of receipt, any employment offer for a teaching or professional position that is compatible with his qualifications in another agency in the education sector located in his administrative region; such an offer shall be forwarded to the senior staff member of a school or centre by registered or certified mail;

5° at the end of his second year of placement on availability, accept, within 15 days of receipt, any employment offer for a senior staff or manager position that is compatible with his qualifications in another agency in the education sector except for the three administrative regions located the farthest away from his place of work as determined by the Placement Bureau; such an offer shall be forwarded to the senior staff member of a school or centre by registered or certified mail;

6° at the request of the Placement Bureau, be present at a selection interview for the purposes of his relocation in accordance with paragraphs 3°, 4° and 5°; such a request shall be forwarded to the senior staff member of a school or centre by registered or certified mail. In this case, the expenses of the senior staff member of a school or centre shall be reimbursed by his board according to its policy in effect.

The board shall interview every senior staff member of a school or centre on availability referred by the Placement Bureau.

**371.** As of the date on which a senior staff member of a school or centre is placed on availability, the board shall assign him to the first available senior staff or manager position or, failing which, teaching or professional position that is compatible with his qualifications.

**372.** Unless otherwise provided, a senior staff member of a school or centre assigned to a teaching or professional position shall no longer be governed by this Regulation.

**373.** The salary readjustment procedure outlined in sections 56 to 58 applies to a senior staff member of a school or centre on availability assigned to a new position in which his new salary is less than the one he was receiving while on availability without taking into account the two-year limit prescribed in section 58.

**374.** The provisions of sections 108 to 112 concerning the banks of sick-leave days apply to the senior staff member of a school or centre assigned to a teaching or professional position in his board.

**375.** A senior staff member of a school or centre assigned to a teaching or professional position shall be registered on the board's eligibility list for a maximum period of one year as of the date of assignment and shall be given priority for the same position in the same class or in a lower class or for a senior staff position in a school or centre at a lower level than the one held.

**376.** A senior staff member of a school or centre relocated to a position as a senior staff member, manager, teacher or professional in another agency in the education sector shall be reimbursed by the board he is leaving for his bank of redeemable sick-leave days. Moreover, the senior staff member of a school or centre shall transfer his bank of nonredeemable sick-leave days and the provisions of sections 108 to 112 concerning banks of nonredeemable sick-leave days continue to apply.

**377.** Following an evaluation by the board of the performance of a senior staff member of a school or centre, any senior staff member of a school or centre who is nonreengaged during or at the end of the school year in which he was relocated shall return to the board that placed him on availability, and Divisions 3 and 4 apply. In this case, the total previous period on availability shall be taken into account when applying section 370.

**378.** A senior staff member of a school or centre covered by section 372 or 376 shall continue to accumulate his years of service for annual vacation purposes.

**379.** The provisions of Schedule 6 concerning moving expenses apply to a senior staff member of a school or centre relocated to another agency in the education sector under paragraphs 3° to 5° of section 370.

**380.** A senior staff member of a school or centre on availability who, at the request of the Placement Bureau, agrees to be relocated to another administrative region during his first two years of placement on availability shall receive from the board he is leaving an allowance equal to 2 months' salary. However, the allowance is equal to four months' salary in the case of a senior staff member on availability who accepts to be relocated to one of the three administrative regions the farthest away from his place of work as determined by the Placement Bureau. Moreover, sections 376 to 379 apply.

#### **CHAPTER 4 RIGHT OF APPEAL**

**381.** In this chapter, the following expressions mean :

“association” : the association of senior staff of schools or the association of senior staff of centres to which a senior staff member of a school or a senior staff member of a centre belongs or the senior staff member himself when he is not a member of an association of senior staff of schools or an association of senior staff of centres ;

“dismissal”: the termination by the board at any time of the employment relationship of a senior staff member of a school or centre in particular for incapacity, negligence, insubordination, misconduct, immoral behaviour or incompetence;

“working days”: the days from Monday to Friday inclusively except paid legal holidays and days in the month of July;

“nonreengagement”: the termination of the employment relationship of a senior staff member of a school or centre by a board at the end of his employment, when the term is specified;

“termination of employment”: the termination of the employment relationship of a senior staff member of a school or centre by the board during the course of that employment, when the term is not specified.

## **DIVISION 1**

### **LOCAL COMMITTEE**

**382.** This division applies to a senior staff member of a school or centre whose complaint deals with the application or interpretation of this Regulation.

Notwithstanding the first paragraph, this division does not apply to a senior staff member on probation whose complaint deals with movement of personnel.

Moreover, in the case of a complaint of a senior staff member of a school or centre dealing with movement of personnel or termination of the employment relationship, it may or may not be submitted to the local committee.

**383.** A senior staff member of a school or centre shall have 20 working days after the fact or his awareness of the fact giving rise to the complaint in which to submit the complaint to his association.

**384.** The association of senior staff of schools or the association of senior staff of centres shall have 20 working days after it receives the complaint in which to request in writing a meeting of the representatives appointed by the board and the association of senior staff of schools or the association of senior staff of centres in order to study the complaint; the meeting must be held no later than 20 working days after the board receives the request.

The senior staff member of a school or centre concerned may, if he so requests, attend the meeting.

The request of the association of senior staff of schools or the association of senior staff of centres must contain the names of its representatives, a statement of the facts giving rise to the complaint and the required corrective measure or measures, the foregoing without prejudice.

**385.** Within 20 working days after the meeting is held, the board shall inform the senior staff member of a school or centre in writing of its decision concerning the complaint of the senior staff member of a school or centre and shall forward a copy to the association of senior staff of schools or the association of senior staff of centres.

## **DIVISION 2**

### **APPEALS COMMITTEE**

**386.** This division applies in the following cases:

1° where a senior staff member of a school or centre is not satisfied with the board’s decision under section 385 or where the board does not make its decision known within the time limit prescribed in section 385 concerning a complaint dealing with the application or interpretation of this Regulation; in which case, a senior staff member of a school or centre shall have 20 working days of receiving the board’s decision or of the expiry of the time limit prescribed in section 385 in which to submit his complaint in writing through his association;

2° where a senior staff member of a school or centre, except a senior staff member on probation, wishes to contest his dismissal, nonreengagement, suspension without pay, termination of employment or assignment to another position as manager, teacher, professional or member of the support staff; in which case, a senior staff member of a school or centre shall have 20 working days after he receives the board’s written notice in which to submit his complaint in writing through his association.

However, this division applies to a regular full-time senior staff member of a school or centre who has completed the probation period in that capacity and who is undergoing a probation period as a regular part-time senior staff member of a school or centre.

Notwithstanding the first subparagraph of paragraph 2° of this section, this division applies to the senior staff member of a school or centre who is laid off by reason of the application of section 344 and whose complaint deals with the application of that section with respect to the condition of two years’ service with the board or with the application of section 345 with respect to the 60 days’ notice.



The notice of complaint must contain the name of the senior staff member concerned, a statement of the facts giving rise to the complaint and the required corrective measure or measures, the foregoing without prejudice.

**387.** The complaint must be forwarded to the first chairman of the Appeals Committee with a copy to the board and to the federation of employers concerned and must contain the name of the representative designated by the association of senior staff of schools or the association of senior staff of centres concerned. The address of the first chairman of the Appeals Committee is:

Grefe des Comités de recours et d'appel, 575, rue Saint-Amable, 2<sup>e</sup> étage, Québec (Québec) G1R 5Y8

**388.** The Appeals Committee shall be composed of a chairman, a representative of the association of senior staff of schools or the association of senior staff of centres and a representative of the federation of employers concerned. The latter shall forward the name of its representative in writing to the first chairman of the Appeals Committee and to the representative of the senior staff member of a school or centre within 15 working days of the date on which it receives a copy of the complaint.

**389.** The two representatives shall have 20 working days after the date on which the representative of the senior staff member of a school or the senior staff member of a centre receives a copy of the board's notice mentioned in section 388 in which to designate a chairman who, with the two representatives, shall form the Appeals Committee.

Where the representatives fail to agree on the choice of a chairman within the time limit prescribed in the preceding paragraph, no later than 15 working days from the expiry of the time limit, it shall be the responsibility of the first chairman of the Appeals Committee to appoint a chairman from the list of chairmen approved by the School Administration Personnel Committee or the Centre Administration Personnel Committee.

**390.** The first chairman of the Appeals Committee shall be chosen by the School Administration Personnel Committee or the Centre Administration Personnel Committee.

**391.** The Appeals Committee shall convene the parties as soon as possible but not later than 20 working days from the date on which the chairman of the Appeals Committee is appointed to study the complaint. It shall proceed in the manner it determines, subject to the following conditions:

1° where a complaint deals with a provision of paragraph 2° of section 386, prior to the study of the case by

the Appeals Committee, a preparatory session shall be held on a date set by the chairman of the Appeals Committee after consultation with the two representatives during which the parties shall discuss the following elements:

- the anticipated duration of the hearing and evidence;
- the list of documents to be tabled;
- the number of witnesses;
- the admissions;
- the preliminary objections;
- the methods to be used to expedite the hearing and to render it more effective;
- any other issue determined by the chairman;

2° subject to section 392, the hearings of the Appeals Committee shall begin with a brief presentation by each of the parties or their representative dealing with the following elements:

- summary of the facts as perceived by each party;
- summary of the contentious issue or issues;
- summary of each party's claims;
- summary of each party's demands;

3° the chairman of the Appeals Committee shall forward a notice to the records office of the Recourse and Appeals Committees no later than 20 working days prior to the hearing date of the Appeals Committee confirming the date of the hearing.

**392.** The Appeals Committee shall verify whether the complaint is admissible and shall dispose of preliminary objections, if any.

**393.** The association of senior staff of schools or the association of senior staff of centres concerned, the federation of employers concerned and the Ministry may, individually or collectively, intervene and make any representation that they deem appropriate to the Appeals Committee.

**394.** Where the complaint referred to in paragraph 1° of section 386 deals with the application or interpretation of the following provisions of this Regulation, the Appeals Committee shall determine whether the board's decision complies with the provisions of the Regulation:

- 1° Part 1: Chapter 1, sections 1 to 3, Chapter 3;
- 2° Part 4: Chapter 3, except section 338, Chapters 4 and 6;
- 3° Part 6: Chapter 1, Division 1, except sections 490 and 492;
- 4° Schedule 4, except section 1, Schedules 5 and 6, Schedule 7, except section 1, Schedules 8, 9, 12 to 15.

Where the Appeals Committee determines that the decision does not comply with the provisions of this Regulation, it may change the decision wholly or in part.

The Appeals Committee may not, by its decision, modify, add to or subtract from the provisions of this Regulation.

Decisions of the Appeals Committee must be made unanimously or by a majority and must include the reasons therefor; any member wishing to express his dissent from the decision or part of it may do so in a separate report.

The decision of the Appeals Committee shall be forwarded to the parties within 20 working days from the last day of the hearing. However, a decision shall not be invalid solely because it is forwarded after the expiry of the prescribed time limit.

The board shall carry out the decision of the Appeals Committee within 20 working days of the date on which the decision was forwarded to it.

Decisions of the Appeals Committee are final, executive and binding on the parties.

**395.** Where the complaint referred to in paragraph 1° of section 386 deals with the application and interpretation of the provisions of this Regulation, other than those mentioned in section 394, the Appeals Committee shall study the complaint, carry out its investigation, if need be, and shall forward its recommendations to the parties.

The recommendations of the Appeals Committee must be made unanimously or by a majority and must include the reasons therefor.

The recommendations of the Appeals Committee shall be forwarded to the parties within 30 working days from the last day of the hearing. However, a decision shall not be invalid solely because it is forwarded after the expiry of the prescribed time limit.

The board shall inform the senior staff member of a school or centre concerned of its decision in writing stating the reasons therefor within 20 working days of the receipt of the Appeals Committee's recommendations. A copy of the decision shall be forwarded to the Appeals Committee members and to the first chairman of the Appeals Committee.

**396.** Where a complaint deals with the dismissal, nonreengagement, suspension without pay or termination of employment of a senior staff member of a school

or centre or the assignment to another position as manager, professional, teacher or member of the support staff, the Appeals Committee shall determine whether the reasons for the board's decision are fair and sufficient.

The decision of the Appeals Committee shall be forwarded to the parties within 30 working days from the last day of the hearing. However, a decision shall not be invalid solely because it is forwarded after the expiry of the prescribed time limit.

Where the Appeals Committee considers the reasons for the board's decision are not fair and sufficient, the parties shall have 20 working days from the date of the Appeals Committee's decision to find a satisfactory solution.

Where agreement is reached, the parties shall jointly inform the chairman of the Appeals Committee.

Where no agreement has been reached at the expiry of the time limit prescribed in the third paragraph, the Appeals Committee shall determine, if need be, the amount of compensation for the actual loss of salary incurred and may:

a) In the case of a dismissal, nonreengagement, termination of employment or assignment to another position:

1° order the board to reinstate the senior staff member of a school or centre in a senior staff position, except a manager position as determined by the board.

However, a senior staff member of a school or centre whose salary in his new position is less than that of his former classification shall receive the progressive salary according to his former classification;

2° order the board to reinstate the senior staff member of a school or centre in a position that is compatible with his qualifications as determined by the board. Moreover, the Appeals Committee may order the board to apply the salary readjustment procedure outlined in sections 56 to 58 without taking into account the two-year limit prescribed in section 58;

3° order the board to pay the senior staff member of a school or centre a compensation for damages equal to two months' salary for every year of service as a senior staff member; the compensation may not be less than three months' salary or more than 12 months' salary.

b) In the case of a suspension without pay:

1° order the reimbursement of salary and fringe benefits.

The Appeals Committee's decision shall be forwarded to the parties within 20 working days of the expiry of the time limit prescribed in the third paragraph of this section. However, the decision shall not be null for the sole reason that it was forwarded after the expiry of the time limit.

The board shall carry out the Appeals Committee's decision within 20 working days of the date on which the decision was forwarded to it.

Decisions of the Appeals Committee must be made unanimously or by a majority and must include the reasons therefor; any member dissenting from the decision or part of it may make a separate report.

Decisions of the Appeals Committee are final and binding on the board and the senior staff member of a school or centre.

Notwithstanding the preceding paragraph, a senior staff member of a school or centre may refuse to have paragraph 1° or 2° of this section applied to him no later than 10 working days from the date on which the Appeals Committee renders its decision. In such a case, a senior staff member of a school or centre shall be deemed to have resigned and shall be paid compensation for damages prescribed in this section, in addition to the compensation for actual loss of salary set by the Appeals Committee.

**397.** The fees and expenses incurred by the chairman of the Appeals Committee shall be paid by the Ministry.

Notwithstanding the preceding paragraph, where the chairman of the Appeals Committee is notified by telephone or in writing that a preparatory session or a hearing is cancelled or postponed less than 15 working days before the date set, the honoraria and, where applicable, the expenses of the chairman of the Appeals Committee shall be assumed by the party or parties that instituted the request, either the association of senior staff of schools or the association of senior staff of centres or the board.

**398.** The fees and expenses incurred by the other two members of the Appeals Committee shall be paid by the parties they represent.

**399.** A senior staff member of a school or centre who is dismissed, nonreengaged, suspended without pay or whose employment is terminated and who submits a complaint to the Appeals Committee shall continue to participate in the standard life insurance plan. Moreover, he shall continue to participate in the compulsory

basic health-accident insurance plan by paying his contribution and that of the board and may also continue to participate in the other insured plans according to the provisions prescribed by the master policy until a decision is rendered by the Appeals Committee or the parties reach a settlement, provided a written request to this effect is forwarded to the insurance company concerned within 90 days of the date on which he is dismissed, nonreengaged, suspended without pay or his employment is terminated. A senior staff member of a school or centre who continues to participate in all of the insured plans shall also continue to participate in the survivor's pension plan by paying the premium determined by the Conseil du trésor to cover the cost of the plan.

If the Appeals Committee renders a decision in favour of the senior staff member of a school or centre or a settlement is reached by the parties, the senior staff member of a school or centre shall be entitled to be reimbursed for the contribution normally paid by the board for the insured plans and the premium paid to cover his continued participation in the survivor's pension plan, retroactively to the date of his dismissal, nonreengagement, suspension without pay or termination of employment and, should the senior staff member of a school or centre be reinstated, any total disability that began since that date shall then be recognized.

**400.** Notwithstanding the provisions of this division, in the case of a complaint referred to in paragraph 1° or 2° of section 386, the parties may opt for an Appeals Committee composed solely of a chairman. In such a case, they shall jointly inform the first chairman of the Appeals Committee within 10 working days of the date on which the board receives a copy of the request to be heard submitted to the Appeals Committee and the term "representatives" mentioned in section 389 shall then be replaced by the term "parties".

**401.** In the case of complaints covered by this chapter, the board and the senior staff member of a school or centre may at any time reach an agreement to settle their dispute. The agreement may deal with any of the elements outlined in section 396.

### **DIVISION 3** **TIME LIMITS**

**402.** The time limits prescribed in this chapter may be changed by written agreement between the parties.

### **CHAPTER 5** **MANAGEMENT POLICY**

**403.** The board must draw up management policies concerning its senior staff of schools and senior staff of centres, which it adopts by resolution.

**404.** The management policies deal, in particular, with consultation and participation, administrative organization, job descriptions and eligibility criteria, grading, employment plan and benefits, payment of salary, the local professional improvement plan for senior staff and a recourse procedure for any problem that may arise between a senior staff member and a board concerning the application and interpretation of the management policy or any disciplinary measure, other than a suspension without pay.

The management policy for senior staff of schools also deals with senior staff of schools positions.

**405.** In drawing up its management policies concerning its senior staff of schools and senior staff of centres, a board shall take into account the provisions of this Regulation and shall consult with its senior staff in accordance with the following provisions:

1° in the case of senior staff of schools belonging to an association of senior staff of schools, the board shall recognize the association for consultative purposes in the preparation and application of the management policy;

2° in the case of senior staff of centres belonging to an association of senior staff of centres, the board shall recognize the association for consultative purposes in the preparation and application of the management policy;

3° the procedures for the recognition and role of the associations of senior staff concerned in the consultative process shall be determined by the board and the associations of senior staff.

## CHAPTER 6 OTHER CONDITIONS OF EMPLOYMENT

### DIVISION 1 ANNUAL VACATION

**406.** A senior staff member of a school or centre shall be entitled to at least four weeks' vacation between 1 July and 31 August. The other terms and conditions concerning annual vacation are determined in the management policy.

However, a senior staff member of a school or centre unable to take his vacation during that period may take up to four weeks during the school year with the board's consent.

**407.** Notwithstanding section 406, in the case of a disability of more than six cumulative months during the preceding school year, the number of days of vacation determined in accordance with section 406 shall be reduced in proportion to the number of working days during which the senior staff member of a school or centre was not entitled to his salary. The period of disability following a work accident shall not be considered as an absence without pay for the purposes of this section.

**408.** Vacation shall be acquired at the end of each school year.

**409.** The vacation of a teacher assigned on a regular basis to a senior staff position in a school or centre shall be determined in proportion to the number of months worked in that capacity during the school year of his appointment, regardless of the date of his entry into service.

**410.** For any part of a year of employment, vacation shall be calculated in proportion to the number of months worked in the preceding school year.

**411.** Vacation days shall be redeemable only when the senior staff member of a school or centre leaves the board. In such a case, a senior staff member of a school or centre who was unable to take all or part of his acquired vacation days shall be paid a vacation allowance calculated in proportion to the duration of employment in the school year preceding his departure.

**412.** The allowance prescribed in section 411 shall be calculated on the basis of 1/260 of the annual salary for each day of vacation not taken."

**12.** Tables 1, 2, 5 and 8 of Schedule 2 entitled "Classification Plan" are replaced by the following:

### "SCHEDULE 2 JOB CLASSIFICATION PLAN

**TABLE 1  
SENIOR EXECUTIVES**

Positions	Classification	Classes
Director General	HC0	I to VII
Assistant Director General	HC1	I to VII
Senior Consultant to the Director General	CC	I to VII

**CLASSES: Number of Students**

Class I	Class II	Class III	Class IV	Class V	Class VI	Class VII
6 999 or less	7 000–11 999	12 000–17 999	18 000–24 999	25 000–32 999	33 000–41 999	42 000 or more

**SCHEDULE 2**  
**JOB CLASSIFICATION PLAN**
**TABLE 2**  
**SENIOR STAFF OF SERVICES**

Positions	Classification	Classes
Director (field of activity: instructional services in the youth sector)	D1	I to VII
Director (fields of activity other than instructional services in the youth and adult education sectors and general secretariat)	D2	I to VII
Director (field of activity: general secretariat)	D3 <sup>1</sup>	I to VII
Coordinator (field of activity: instructional services in the youth sector)	C1	I to VII
Coordinator (other fields of activity except for youth and adult education sectors)	C2	I to VII

<sup>1</sup> This classification may be modified at the D2 level when the field of activity of general secretariat also includes the responsibility for certain specific files such as agreements and protocols, insurance portfolio, legal opinions, declaration of student population, communication services and procedure book.

**CLASSES: Number of Students<sup>2</sup>**

Class I	Class II	Class III	Class IV	Class V	Class VI	Class VII
6 999 or less	7 000-11 999	12 000-17 999	18 000-24 999	25 000-32 999	33 000-41 999	42 000 or more

<sup>2</sup> For data processing positions, classes are based on the total number of students in the board where such positions exist and the boards that receive all the data processing services from such board.

**SCHEDULE 2**  
JOB CLASSIFICATION PLAN

**TABLE 5**  
SENIOR STAFF OF SCHOOLS

		CLASSES (number of students/school)				
Positions	Classification	Class I 499 or less		Classe II 500 or more		
Principal (elementary)	DP	Cl. I		Cl. II		
		Class I 499 or less	Class II 500 - 999	Class III 1 000 - 1 999	Class IV 2 000 - 3 199	Class V 3 200 or more
Principal (secondary)	DS	Cl. I	Cl. II	Cl. III	Cl. IV	Cl. V
		Class I 999 or less		Class II 1 000 - 1 999	Class III 2 000 or more	
Vice-principal (elementary and secondary)	DAS	Cl. I		Cl. II	Cl. III	

**SCHEDULE 2**  
JOB CLASSIFICATION PLAN

**TABLE 8**  
MANAGER

POSITION	CLASSI- FICATION	CLASSES (number of students)						
		Class I 6 999 or less	Class II 7 000 - 11 999	Class III 12 000 - 17 999	Class IV 18 000 - 24 999	Class V 25 000 - 32 999	Class VI 33 000 - 41 999	Class VII 42 000 or more
Superintendent of Equipment Services Superintendent of Transportation Services <sup>1</sup>	R1	Cl. I	Cl. II	Cl. III	Cl. IV	Cl. V	Cl. VI	Cl. VII
Superintendent of Maintenance Services Superintendent of Supply Services Superintendent of Food Services Superintendent of Community Services	R2	Cl. I	Cl. II	Cl. III	Cl. IV	Cl. V	Cl. VI	Cl. VII

## CLASSES (number of students/school)

		Class I 999 or less	Class II 1 000 - 1 999	Class III 2 000 or more
Administrative Assistant (school)	R3	Cl. I	Cl. II	Cl. III

## CLASSES (number of group-hours of instruction/centre)

		Class I 43 999 or less	Class II 44 000 - 87 999	Class III 88 000 or more
Administrative Assistant (centre)	R3	Cl. I	Cl. II	Cl. III

<sup>1</sup> For the position of superintendent of transportation services, classes are determined on the basis of the number of students transported.

## CLASSES (number of students transported)

		Class I 6 999 or less	Class II 7 000 - 11 999	Class III 12 000 - 17 999	Class IV 18 000 - 24 999	Class V 25 000 - 32 999	Class VI 33 000 41 999	Class VII 42 000 et plus
Assistant to the Superintendent of Transportation Services	C01	N.A.	Cl. II	Cl. III	Cl. IV	Cl. V	Cl. VI	Cl. VII
Maintenance Foreman (specialized) Administration Officer	C02				single class			
Maintenance Foreman (general) Secretarial Staff Manager Head of Cafeteria and Kitchen	C03				single class			

13. Tables I-BB, II-BB and VII-BB are inserted and Tables I-C, I-D, II-C, II-D, IV-B, IV-C, IV-D, IV-E, V-B, V-C, V-D, V-E, VII-C and VII-D of Schedule 3 entitled "Salary Scales" are replaced by the following:

**"SCHEDULE 3**

**TABLE I-BB**  
SENIOR EXECUTIVES

Salary Scales Applicable to Class VII as of 1 July 2000

Classification	Salary	Class VII 42 000 or more
HC0	Maximum	109 921
	Minimum	87 870
HC1	Maximum	96 233
	Minimum	74 105
CC	Maximum	84 972
	Minimum	65 147

**TABLE I-C**  
SENIOR EXECUTIVES

Salary Scales as of 1 January 2001

Classification	Salary	Class I 6 999 or less	Class II 7 000 - 11 999	Class III 12 000 - 17 999	Class IV 18 000 - 24 999	Class V 25 000 - 32 999	Class VI 33 000 - 41 999	Class VII 42 000 or more
HC0	Maximum	94 357	97 192	100 104	103 106	106 199	109 387	112 669
	Minimum	75 431	77 697	80 026	82 423	84 896	87 444	90 067
HC1	Maximum	86 724	89 346	91 130	92 951	94 809	96 705	98 639
	Minimum	67 727	68 802	70 176	71 581	73 009	74 468	75 957
CC	Maximum	77 338	78 882	80 461	82 073	83 715	85 389	87 097
	Minimum	59 714	60 800	61 968	63 153	64 182	65 467	66 776

**TABLE I-D**  
SENIOR EXECUTIVES

Salary Scales as of 1 January 2002

Classification	Salary	Class I 6 999 or less	Class II 7 000 - 11 999	Class III 12 000 - 17 999	Class IV 18 000 - 24 999	Class V 25 000 - 32 999	Class VI 33 000 - 41 999	Class VII 42 000 or more
HC0	Maximum	96 716	99 622	102 607	105 684	108 854	112 122	115 486
	Minimum	77 317	79 639	82 027	84 484	87 018	89 630	92 319
HC1	Maximum	88 892	91 580	93 408	95 275	97 179	99 123	101 105
	Minimum	69 420	70 522	71 930	73 371	74 834	76 330	77 857
CC	Maximum	79 271	80 854	82 473	84 125	85 808	87 524	89 274
	Minimum	61 207	62 320	63 517	64 732	65 787	67 104	68 446



**TABLE II-BB**  
SENIOR STAFF OF SERVICES<sup>1</sup>

Salary Scales Applicable to Class VII as of 1 July 2000

Classification	Salary	Class VII
		42 000 or more
D1	Maximum	85 564
	Minimum	65 600
D2	Maximum	82 190
	Minimum	63 293
D3	Maximum	73 891
	Minimum	57 263
C1	Maximum	76 396
	Minimum	59 090
C2	Maximum	71 267
	Minimum	55 293

<sup>1</sup> Except for senior staff of services (field of activity of adult education)

**TABLE II-C**  
SENIOR STAFF OF SERVICES<sup>1</sup>

Salary Scales as of 1 January 2001

Classification	Salary	Class I	Class II	Class III	Class IV	Class V	Class VI	Class VII
		6 999 or less	7 000 - 11 999	12 000 - 17 999	18 000 - 24 999	25 000 - 32 999	33 000 - 41 999	42 000 or more
D1	Maximum	77 875	79 433	81 020	82 646	84 298	85 983	87 703
	Minimum	60 129	61 222	62 399	63 593	64 629	65 922	67 240
D2	Maximum	74 809	76 302	77 829	79 386	80 973	82 592	84 244
	Minimum	57 862	58 969	60 090	61 183	62 357	63 603	64 875
D3	Maximum	67 251	68 596	69 971	71 372	72 798	74 253	75 738
	Minimum	52 413	53 398	54 402	55 371	56 416	57 544	58 695
C1	Maximum	69 534	70 926	72 341	73 791	75 265	76 770	78 305
	Minimum	54 062	55 078	56 121	57 120	58 215	59 379	60 567
C2	Maximum	64 867	66 166	67 488	68 838	70 214	71 617	73 049
	Minimum	50 557	51 503	52 477	53 461	54 474	55 564	56 675
CGP	Maximum			62 578				
	Minimum		Single class	44 062				

<sup>1</sup> Except for senior staff of services (field of activity of adult education)

**TABLE II-D**  
**SENIOR STAFF OF SERVICES<sup>1</sup>**

Salary Scales as of 1 January 2002

Classification	Salary	Class I 6 999 or less	Class II 7 000 - 11 999	Class III 12 000 - 17 999	Class IV 18 000 - 24 999	Class V 25 000 - 32 999	Class VI 33 000 - 41 999	Class VII 42 000 or more
D1	Maximum	79 822	81 419	83 046	84 712	86 405	88 133	89 896
	Minimum	61 632	62 753	63 959	65 183	66 245	67 570	68 921
D2	Maximum	76 679	78 210	79 775	81 371	82 997	84 657	86 350
	Minimum	59 309	60 443	61 592	62 713	63 916	65 193	66 497
D3	Maximum	68 932	70 311	71 720	73 156	74 618	76 109	77 631
	Minimum	53 723	54 733	55 762	56 755	57 826	58 983	60 163
C1	Maximum	71 272	72 699	74 150	75 636	77 147	78 689	80 263
	Minimum	55 414	56 455	57 524	58 548	59 670	60 863	62 080
C2	Maximum	66 489	67 820	69 175	70 559	71 969	73 407	74 875
	Minimum	51 821	52 791	53 789	54 798	55 836	56 953	58 092
CGP	Maximum			64 142				
	Minimum	Single class		45 164				

<sup>1</sup> Except for senior staff of services (field of activity of adult education)

**TABLE IV-B**  
**SENIOR STAFF OF SCHOOLS**

Salary Scales as of 1 July 1999

		CLASSES (number of students/school)				
Classification	Salary	Class I 499 or less		Class II 500 or more		
		DP	Maximum	70 100		74 057
	Minimum	53 924		56 969		
		Class I 499 or less	Class II 500 - 999	Class III 1 000 - 1 999	Class IV 2 000 - 3 199	Class V 3 200 or more
DS	Maximum	70 100	74 057	78 027	82 127	86 824
	Minimum	53 924	56 969	60 021	63 176	66 787
		Class I 999 or less	Class II 1 000 - 1 999		Class III 2 000 or more	
DAP or DAS	Maximum	62 689	65 951		70 100	
	Minimum	48 223	50 731		53 924	

**TABLE IV-C**  
**SENIOR STAFF OF SCHOOLS**

Salary Scales as of 1 January 2000

		<b>CLASSES (number of students/school)</b>					
<b>Classification</b>	<b>Salary</b>	<b>Class I</b>		<b>Class II</b>			
		<b>499 or less</b>	<b>500 or more</b>	<b>500 or more</b>	<b>1 000 - 1 999</b>	<b>2 000 - 3 199</b>	<b>3 200 or more</b>
DP	Maximum	71 853			75 908		
	Minimum	55 272			58 393		
		<b>Class I</b>	<b>Class II</b>	<b>Class III</b>	<b>Class IV</b>	<b>Class V</b>	
		<b>499 or less</b>	<b>500 - 999</b>	<b>1 000 - 1 999</b>	<b>2 000 - 3 199</b>	<b>3 200 or more</b>	
DS	Maximum	71 853	75 908	79 978	84 180	88 995	
	Minimum	55 272	58 393	61 522	64 755	68 457	
		<b>Class I</b>	<b>Class II</b>	<b>Class III</b>			
		<b>999 or less</b>	<b>1 000 - 1 999</b>	<b>2 000 or more</b>			
DAP or DAS	Maximum	64 256	67 600	71 853			
	Minimum	49 429	51 999	55 272			

**TABLE IV-D**  
**SENIOR STAFF OF SCHOOLS**

Salary Scales as of 1 January 2001

		<b>CLASSES (number of students/school)</b>					
<b>Classification</b>	<b>Salary</b>	<b>Class I</b>		<b>Class II</b>			
		<b>499 or less</b>	<b>500 or more</b>	<b>500 or more</b>	<b>1 000 - 1 999</b>	<b>2 000 - 3 199</b>	<b>3 200 or more</b>
DP	Maximum	73 649			77 806		
	Minimum	56 654			59 853		
		<b>Class I</b>	<b>Class II</b>	<b>Class III</b>	<b>Class IV</b>	<b>Class V</b>	
		<b>499 or less</b>	<b>500 - 999</b>	<b>1 000 - 1 999</b>	<b>2 000 - 3 199</b>	<b>3 200 or more</b>	
DS	Maximum	73 649	77 806	81 977	86 285	91 220	
	Minimum	56 654	59 853	63 060	66 374	70 168	
		<b>Class I</b>	<b>Class II</b>	<b>Class III</b>			
		<b>999 or less</b>	<b>1 000 - 1 999</b>	<b>2 000 or more</b>			
DAP or DAS	Maximum	65 862	69 290	73 649			
	Minimum	50 665	53 299	56 654			

**TABLE IV-E**  
**SENIOR STAFF OF SCHOOLS**

Salary Scales as of 1 January 2002

		<b>CLASSES (number of students/school)</b>				
<b>Classification</b>	<b>Salary</b>	<b>Class I</b>		<b>Class II</b>		
		<b>499 or less</b>	<b>500 or more</b>			
DP	Maximum	75 490			79 751	
	Minimum	58 070			61 349	
		<b>Class I</b>	<b>Class II</b>	<b>Class III</b>	<b>Class IV</b>	<b>Class V</b>
		<b>499 or less</b>	<b>500 - 999</b>	<b>1 000 - 1 999</b>	<b>2 000 - 3 199</b>	<b>3 200 or more</b>
DS	Maximum	75 490	79 751	84 026	88 442	93 501
	Minimum	58 070	61 349	64 637	68 033	71 922
		<b>Class I</b>	<b>Class II</b>	<b>Class III</b>		
		<b>999 or less</b>	<b>1 000 - 1999</b>	<b>2000 or more</b>		
DAP ou DAS	Maximum	67 509	71 022	75 490		
	Minimum	51 932	54 631	58 070		

**TABLE V-B**  
**SENIOR STAFF OF ADULT EDUCATION CENTRES**

Salary Scales as of 1 July 1999

		<b>CLASSES (number of group-hours of instruction)</b>				
<b>Classification</b>	<b>Salary</b>	<b>Class I</b>	<b>Class II</b>	<b>Class III</b>	<b>Class IV</b>	<b>Class V</b>
		<b>9 999 or less</b>	<b>10 000 - 15 999</b>	<b>16 000 - 35 999</b>	<b>36 000 - 87 999</b>	<b>88 000 or more</b>
DCA	Maximum	65 951	70 100	74 057	78 027	82 127
	Minimum	50 731	53 924	56 969	60 021	63 176
		<b>Class I</b>	<b>Class II</b>			
		<b>87 999 or less</b>	<b>88 000 or more</b>			
DACA	Maximum	62 689	70 100			
	Minimum	48 223	53 924			

**TABLE V-C**  
SENIOR STAFF OF ADULT EDUCATION CENTRES

Salary Scales as of 1 January 2000

Classification	Salary	CLASSES (number of group-hours of instruction)				
		Class I 9 999 or less	Class II 10 000 - 15 999	Class III 16 000 - 35 999	Class IV 36 000 - 87 999	Class V 88 000 or more
DCA	Maximum	67 600	71 853	75 908	79 978	84 180
	Minimum	51 999	55 272	58 393	61 522	64 755
		Class I 87 999 or less			Class II 88 000 or more	
DACA	Maximum	64 256			71 853	
	Minimum	49 429			55 272	

**TABLE V-D**  
SENIOR STAFF OF ADULT EDUCATION CENTRES

Salary Scales as of 1 January 2001

Classification	Salary	CLASSES (number of group-hours of instruction)				
		Class I 9 999 or less	Class II 10 000 - 15 999	Class III 16 000 - 35 999	Class IV 36 000 - 87 999	Class V 88 000 or more
DCA	Maximum	69 290	73 649	77 806	81 977	86 285
	Minimum	53 299	56 654	59 853	63 060	66 374
		Class I 87 999 or less			Class II 88 000 or more	
DACA	Maximum	65 862			73 649	
	Minimum	50 665			56 654	

**TABLE V-E**  
SENIOR STAFF OF ADULT EDUCATION CENTRES

Salary Scales as of 1 January 2002

Classification	Salary	CLASSES (number of group-hours of instruction)				
		Class I 9 999 or less	Class II 10 000 - 15 999	Class III 16 000 - 35 999	Class IV 36 000 - 87 999	Class V 88 000 or more
DCA	Maximum	71 022	75 490	79 751	84 026	88 442
	Minimum	54 631	58 070	61 349	64 637	68 033
		Class I 87 999 or less			Class II 88 000 or more	
DACA	Maximum	67 509			75 490	
	Minimum	51 932			58 070	

**TABLE VII-BB**  
MANAGERS

Salary Scales Applicable to Class VII as of 1 July 2000

<b>CLASSES (number of students)<sup>1</sup></b>		
<b>Classification</b>	<b>Salary</b>	<b>Class VII 42 000 or more</b>
R1	Maximum	65 003
	Minimum	52 008
R2	Maximum	60 861
	Minimum	47 716
<b>CLASSES (number of students transported)</b>		
<b>Classification</b>	<b>Salary</b>	<b>Class VII 42 000 or more</b>
CO1	Maximum	51 954
	Minimum	43 236

<sup>1</sup> For the position of superintendent of transportation services, classes are determined on the basis of the number of students transported.

**TABLE VII-C**  
MANAGERS

Salary Scales as of 1 January 2001

<b>CLASSES (number of students)<sup>1</sup></b>								
<b>Classification</b>	<b>Salary</b>	<b>Class I 6 999 or less</b>	<b>Class II 7 000-11 999</b>	<b>Class III 12 000-17 999</b>	<b>Class IV 18 000-24 999</b>	<b>Class V 25 000-32 999</b>	<b>Class VI 33 000-41 999</b>	<b>Class VII 42 000 or more</b>
R1	Maximum	55 479	58 082	60 004	61 989	64 041	65 321	66 627
	Minimum	42 932	44 989	46 985	49 066	51 238	52 263	53 308
R2	Maximum	49 929	52 236	54 650	57 329	59 960	61 160	62 383
	Minimum	37 471	39 250	41 116	42 972	47 010	47 950	48 909
		<b>Class I 999 or less</b>		<b>Class II 1 000 - 1 999</b>		<b>Class III 2 000 or more</b>		
R3 (school)	Maximum	49 337		53 879		58 841		
	Minimum	39 187		42 668		46 615		
<b>CLASSES (number of group-hours of instruction)</b>								
		<b>Class I 43 999 or less</b>		<b>Class II 44 000 - 87 999</b>		<b>Class III 88 000 or more</b>		
R3 (centre)	Maximum	49 337		53 879		58 841		
	Minimum	39 187		42 668		46 615		

**CLASSES (number of students transported)**

Classification	Salary	Class I 6 999 or less	Class II 7 000-11 999	Class III 12 000-17 999	Class IV 18 000-24 999	Class V 25 000-32 999	Class VI 33 000-41 999	Class VII 42 000 or more
CO1	Maximum	N.A. <sup>2</sup>	44 697	46 782	48 922	51 185	52 208	53 252
	Minimum	N.A.	37 277	38 977	40 753	42 596	43 448	44 317
CO2	Maximum	Single class		48 674				
	Minimum			41 872				
CO3	Maximum	Single class		44 442				
	Minimum			38 274				

<sup>1</sup> For the position of superintendent of transportation services, classes are determined on the basis of the number of students transported.

<sup>2</sup> Not applicable

**TABLE VII-D  
MANAGERS**

Salary Scales as of 1 January 2002

<b>CLASSES (number of students)<sup>1</sup></b>								
Classification	Salary	Class I 6 999 or less	Class II 7 000-11 999	Class III 12 000-17 999	Class IV 18 000-24 999	Class V 25 000-32 999	Class VI 33 000-41 999	Class VII 42 000 or more
R1	Maximum	56 866	59 534	61 504	63 539	65 642	66 954	68 293
	Minimum	44 005	46 114	48 160	50 293	52 519	53 570	54 641
R2	Maximum	51 177	53 542	56 016	58 762	61 459	62 689	63 943
	Minimum	38 408	40 231	42 144	44 046	48 185	49 149	50 132
		Class I 999 or less		Class II 1 000 - 1 999		Class III 2 000 or more		
R3 (school)	Maximum	50 570		55 226		60 312		
	Minimum	40 167		43 735		47 780		
<b>CLASSES (number of group-hours of instruction)</b>								
		Class I 43 999 or less		Class II 44 000 - 87 999		Class III 88 000 or more		
R3 (centre)	Maximum	50 570		55 226		60 312		
	Minimum	40 167		43 735		47 780		
<b>CLASSES (number of students transported)</b>								
Classification	Salary	Class I 6 999 or less	Class II 7 000-11 999	Class III 12 000-17 999	Class IV 18 000-24 999	Class V 25 000-32 999	Class VI 33 000-41 999	Class VII 42 000 or more
CO1	Maximum	N.A. <sup>2</sup>	45 814	47 952	50 145	52 465	53 513	54 583
	Minimum	N.A.	38 209	39 951	41 772	43 661	44 534	45 425
CO2	Maximum	Single class		49 891				
	Minimum			42 919				
CO3	Maximum	Single class		45 553				
	Minimum			39 231				

<sup>1</sup> For the position of superintendent of transportation services, classes are determined on the basis of the number of students transported.

<sup>2</sup> Not applicable

14. Schedule 10 is replaced by the following:

**“SCHEDULE 10**

**COMPOSITION OF COMMITTEES SET UP TO DETERMINE AND CHANGE THE CONDITIONS OF EMPLOYMENT OF MANAGEMENT STAFF**

**COMMITTEE OF DIRECTORS GENERAL**

This committee is composed, on the one hand, of representatives of the Ministry of Education, the Quebec English School Boards Association and the Fédération des commissions scolaires du Québec and, on the other hand, of representatives of the Association des directeurs généraux des commissions scolaires and the Association of Directors General of English School Boards of Quebec.

**ADVISORY COMMITTEE OF ADMINISTRATORS**

This committee is composed, on the one hand, of representatives of the Ministry of Education, the Quebec English School Boards Association and the Fédération des commissions scolaires du Québec and, on the other hand, of representatives of the Association des cadres scolaires du Québec, the Association des cadres de Montréal, the Association montréalaise des directions d'établissement scolaire and the Association of Administrators of English Schools of Quebec.

**SCHOOL ADMINISTRATION PERSONNEL COMMITTEE**

This committee is composed, on the one hand, of representatives of the Ministry of Education, the Quebec English School Boards Association and the Fédération des commissions scolaires du Québec and, on the other hand, of two representatives of the Fédération québécoise des directeurs et directrices d'établissement d'enseignement and of one representative of each of the following associations: the Association montréalaise des directions d'établissement scolaire, the Association québécoise du personnel de direction des écoles, the Association of Administrators of English Schools of Quebec and the Association des cadres scolaires du Québec.

**CENTRE ADMINISTRATION PERSONNEL COMMITTEE**

This committee is composed, on the one hand, of representatives of the Ministry of Education, the Quebec English School Boards Association and the Fédération des commissions scolaires du Québec and, on the other hand, of representatives of the Association des cadres scolaires du Québec, the Association of Administrators of English Schools of Quebec, the Fédération québécoise des directeurs et directrices d'établissement d'enseigne-

ment, the Association montréalaise des directions d'établissement scolaire and the Association québécoise du personnel de direction des écoles.”.

15. Section 3 of Schedule 14 is amended by replacing “and Schedule 8” by “, 8 and 15”.

16. This Regulation comes into force on the date of its publication in the *Gazette officielle du Québec* except:

1° Tables 1, 2 and 8 of Schedule 2, as replaced by section 12 of this Regulation, which are in force since 1 July 2000;

2° Table 5 of Schedule 2, as replaced by section 12 of this Regulation, which is in force since 1 July 1999;

3° Tables I-BB, II-BB and VII-BB of Schedule 3, as inserted by section 13 of this Regulation, which are in force since 1 July 2000;

4° Tables IV-B and V-B of Schedule 3, as replaced by section 13 of this Regulation, which are in force since 1 July 1999.

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