

## Treasury Board

Gouvernement du Québec

### **T.B. 207141, 9 December 2008**

General and Vocational Colleges Act  
(R.S.Q., c. C-29)

#### **General and vocational colleges — Certain conditions of employment of senior executives — Amendments**

Regulation to amend the Regulation respecting certain conditions of employment of senior executives of general and vocational colleges

WHEREAS under section 18.1 of the General and Vocational Colleges Act (R.S.Q., c. C-29), the Minister of Education, Recreation and Sports may, with the authorization of the Conseil du trésor, determine, by regulation, conditions of employment for, the classification and maximum number per class of the positions held by, and the 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 certain conditions of employment of senior executives of general and vocational colleges was approved by the Conseil du trésor, C.T. 202573 dated 21 June 2005;

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

WHEREAS the Minister of Education, Recreation and Sports is of the opinion that it is expedient to amend the Regulation;

WHEREAS the Minister of Education, Recreation and Sports made, on November 18, 2008, the Regulation to amend the Regulation respecting certain conditions of employment of senior executives of general and vocational colleges;

THE CONSEIL DU TRÉSOR DECIDES:

1. To approve the Regulation to amend the Regulation respecting certain conditions of employment of senior executives of general and vocational colleges attached hereto;

2. To ask for the publication of the Regulation in the *Gazette officielle du Québec*.

SERGE MARTINEAU,  
*Clerk of the Conseil du trésor*

#### **Regulation to amend the Regulation respecting certain conditions of employment of senior executives of general and vocational colleges\***

General and Vocational Colleges Act  
(R.S.Q., c. C-29, s. 18.1)

**1.** The Table of Contents of the Regulation respecting certain conditions of employment of senior executives of general and vocational colleges is amended by replacing:

1° “**DIVISION VIII**  
LUMP-SUM PAYMENTS RELATED TO THE  
CALCULATION OF SALARY: s. 25”

with

“**DIVISION VIII**  
SALARY PROTECTION: s. 26”;

2° “**SCHEDULE 1**  
JOB CLASSIFICATION OF SENIOR  
EXECUTIVES OF COLLEGES

**DIVISION I**  
SALARY CLASSES BY GROUPS OF COLLEGES  
FOR THE POSITION OF DIRECTOR GENERAL OF  
A COLLEGE OR REGIONAL COLLEGE

**DIVISION II**  
SALARY CLASSES BY GROUPS OF COLLEGES  
FOR THE POSITIONS OF ACADEMIC DEAN AND  
DIRECTOR OF CONSTITUENT COLLEGES”

with

\* The Regulation determining certain conditions of employment of senior executives of general and vocational colleges was approved by the Treasury Board decision dated 21 June 2005 (C.T. 202573) (2005, *G.O.* 2, 3419) and the amendments to the Regulation were approved by the Treasury Board decision dated 23 May 2006 (C.T. 203754) (2006, *G.O.* 2, 2338).

**“SCHEDULE I  
GENERAL JOB DESCRIPTIONS OF SENIOR  
EXECUTIVES”.**

**2.** Section 1 of the Regulation is amended by adding the following definition:

““senior executive associations”: the Association des directeurs généraux des collèges and the Association des directrices et directeurs des études des collèges du Québec;”.

**3.** Section 4 of the Regulation is amended by adding, in the first line after the word “the”, the word “only”.

**4.** The Regulation is amended by adding, after section 5, the following:

“**5.1** For the purposes of this Regulation, the Comité des hors-cadre des collèges (CHCC) is established on which representatives of the senior executive associations, the Fédération des cégeps and the Minister shall meet to discuss the proposed amendments or the problems arising from the interpretation and application of the conditions of employment of senior executives.

The parties agree on the composition and operating rules of the committee.”.

**5.** Section 9 of the Regulation is replaced by the following:

“**9.** The classification of senior executive positions includes the following positions:

- director general of a college;
- director general of a regional college;
- academic dean;
- director of a constituent college.

Schedule I contains a general description of the principal and customary duties and responsibilities of each position.

**9.1** The classification of senior executive positions shall be determined by the Minister according to the Hay© method.

**9.2** The Minister shall review the classification of a senior executive position when a senior executive is appointed or when his term of office is renewed. To that end, the college shall forward to the Minister information relevant to the evaluation of the position according to the method determined by the Ministry.”.

**6.** Section 10 of the Regulation is replaced by the following:

“**10.** Salary is the remuneration to which a senior executive is entitled in accordance with Divisions II and V of this chapter, excluding any premium or lump-sum payment.

The salary must be situated between the minimum and maximum rates of the salary scale corresponding to the classification assigned by the Minister.”.

**7.** Section 12 of the Regulation is replaced by the following:

“**12.** The salary scale corresponding to the classification determined by the Minister is found in Schedule II.”.

**8.** Section 13 of the Regulation is replaced by the following:

“**13.** Where the dates of the increase in salary scales, the annual salary review or the calculation of salary at the time of a movement of personnel coincide, the rules apply in that order.”.

**9.** Section 14 of the Regulation is amended by striking out the second subparagraph.

**10.** Section 24 of the Regulation is amended by striking out paragraph 3.

**11.** The title of Division VIII of Chapter III of the Regulation is replaced by the following:

“SALARY PROTECTION”.

**12.** Section 25 of the Regulation is repealed.

**13.** Section 26 of the Regulation is replaced by the following:

“**26.** If, in accordance with section 14, the salary of a person assigned to another senior executive position is reduced, the college may pay him a lump sum until the expiry of his mandate or for a maximum two-year period, whichever date is earlier.

The lump sum represents the difference between the salary the senior executive was receiving and the new salary he is receiving. The lump sum shall be readjusted according to the change in the senior executive's salary."

**14.** Section 27 of the Regulation is replaced by the following:

"**27.** A college may select a senior executive based on the eligibility criteria as it may determine, subject to the required qualifications."

**15.** Section 121.2 of the Regulation is replaced by the following:

"**121.2** For the purposes of this chapter, basic weekly salary means the senior executive's salary and the lump sum prescribed in section 26."

**16.** Schedule I of the Regulation is replaced by the following:

**"SCHEDULE I  
GENERAL JOB DESCRIPTIONS OF SENIOR  
EXECUTIVES**

**1. DIRECTOR GENERAL OF A COLLEGE**

The position of director general of a college entails, on the one hand, the responsibility for the management of a general and vocational college and, on the other hand, the responsibility for ensuring that the educational mission defined in the General and Vocational Colleges Act is carried out.

While giving priority to the implementation of the programs for which the college has received authorization from the Ministry, this position includes, notably, the organization and management of activities that allow the college to:

- contribute, by labour training activities, applied research, technical assistance to enterprises and the provision of information, to the development and realization of technological innovation projects, the implementation and diffusion of new technology and the development of its region;

- carry out studies or research in education and support those members of the college's staff who take part in subsidized research programs;

- supply services or allow the use of its facilities and equipment for cultural, social, sporting or scientific purposes, priority being given, however, to needs of full-time students;

- maintain and improve the quality of the services dispensed to students;

- take part in the development and realization of cooperation programs with outside bodies in the field of college education.

This position includes notably the following responsibilities:

- prepare and attend the meetings of the board of governors, with the right to vote;

- preside over the executive committee;

- develop the strategic plan of the college and see to its implementation;

- oversee the development and implementation of the success plan of the college;

- represent the college with various internal and external bodies.

**Required Qualifications**

Graduate or undergraduate degree in a relevant field of study certifying a minimum three-year university program or hold a senior executive or senior staff position in a college.

**2. DIRECTOR GENERAL OF A REGIONAL COLLEGE**

The position of director general of a regional college entails, on the one hand, the responsibility for the management of a regional college and, on the other hand, the responsibility for ensuring that the educational mission defined in the General and Vocational Colleges Act is carried out.

In addition to the functions normally delegated to the director general of a college, this position includes notably the following responsibilities:

- coordinate and promote the development of the regional college and constituent colleges by implementing various human resources strategies and by optimizing the contribution of the various departments in order to conduct regular activities, while attaining the objectives defined in the strategic plan;

- represent the regional college with various internal and external bodies.

### Required Qualifications

Graduate or undergraduate degree in a relevant field of study certifying a minimum three-year university program or hold a senior executive or senior staff position in a college.

### 3. ACADEMIC DEAN

The position of academic dean entails the main responsibility for applying the College Education Regulations (CER), developing and applying the institutional regulations and policies related to the CER, managing the programs of studies and all the services, resources and activities related to learning and teaching.

This position includes notably the following responsibilities:

- apply the provisions of the Act respecting the Commission d'évaluation de l'enseignement collégial (CEEC) dealing with the administration and evaluation of programs of studies as well as the evaluation of learning achievement and the certification of studies;

- manage services that include several fields of activities, notably: programs of studies, organization of teaching, student progress and supervision and coordination of teaching, teaching resources, research and pedagogical development;

- develop and implement the success plan integrated into the strategic plan of his college;

- perform the duties and responsibilities of the director general of a college if the director general is absent or unable to act.

### Required Qualifications

Graduate or undergraduate degree in a relevant field of study certifying a minimum three-year university program or hold a senior executive or senior staff position in a college.

### 4. DIRECTOR OF A CONSTITUENT COLLEGE

The position of director of a constituent college includes the dual function of academic and administrative director of the constituent college. It also includes the responsibility for total management of the programs of studies, from the admission to the certification of studies.

In addition to the functions normally delegated to the academic dean of a college:

- the director of a constituent college acts as the first administrative officer of the constituent college;

- the director of a constituent college presents and submits to the governing board any matter under his responsibility. He ensures that the policies of the constituent college are adopted and submits all requests for advice on matters under the regional college's jurisdiction;

- at the local level, in accordance with the General and Vocational Colleges Act, he is a member of the governing board and reports to the latter on his management duties;

- at the regional level, he is a member of the Regional Planning and Coordination Committee (RPCC), the executive committee and the board of governors;

- the director of a constituent college may be required to perform the duties and responsibilities of the director general of the regional college if the director general is absent or unable to act.

### Required Qualifications

Graduate or undergraduate degree in a relevant field of study certifying a minimum three-year university program or hold a senior executive or senior staff position in a college.”

**17.** Schedule II of the Regulation is amended by adding, in the second table entitled “Salary scales as of 1 April 2006”, the following line:

“

Class	Rate 2006 04 01 to 2007 03 31 \$		Rate 2007 04 01 to 2008 03 31 \$		Rate 2008 04 01 to 2009 03 31 \$		Rate as of 2009 04 01 \$	
	Minimum	Maximum	Minimum	Maximum	Minimum	Maximum	Minimum	Maximum
14	94 930	126 574	96 829	129 105	98 766	131 687	100 741	134 321

”.

**18.** The French version of the Regulation is amended by replacing, wherever they appear, except for section 217, the expressions “hors cadre” and “hors cadres” by the expression “hors-cadre”.

**19.** A senior executive position that, between 1 July 2007 and 23 December 2008, meets the requirements justifying a class in which the salary scale is higher shall be reclassified in that class and the incumbent shall receive a salary adjustment.

**20.** This regulation comes into force on the date of its publication in the *Gazette officielle du Québec*.