

Draft Regulations

Draft Regulation

Act respecting collective agreement decrees
(chapter D-2)

Personnel in the traffic control industry in Québec — Registration system, monthly report and levy

Notice is hereby given, in accordance with subparagraphs *g*, *h* and *i* of the second paragraph of section 22 of the Act respecting collective agreement decrees (chapter D-2), that the Comité paritaire du personnel de l'industrie de la signalisation routière du Québec has sent the Regulation of the Comité paritaire du personnel de l'industrie de la signalisation routière du Québec respecting the keeping of a registration system, a monthly report and a levy to the Minister and that, in accordance with sections 10 and 11 of the Regulations Act (chapter R-18.1), the Regulation, appearing below, may be approved by the Government on the expiry of 45 days following this publication.

The draft Regulation renders compulsory the keeping of a registration system or a register and the filing of a monthly report by professional employers on the form prescribed by the parity committee, and establishes the rate of levy for professional employers and employees.

The regulatory impact analysis shows that the draft Regulation will have a negligible impact on enterprises subject to it, including small and medium-sized businesses.

Further information on the draft Regulation may be obtained by contacting Catherine Doucet, policy development advisor, Direction des politiques du travail, Ministère du Travail, 425, rue Jacques-Parizeau, 5^e étage, Québec (Québec) G1R 4Z1; telephone: 581 628-8934, extension 80082, or 1-888-628-8934, extension 80082 (toll free); email: catherine.doucet@mtess.gouv.qc.ca.

Any person wishing to comment on the draft Regulation is requested to submit written comments within the 45-day period to the Minister of Labour, 425, rue Jacques-Parizeau, 4^e étage, Québec (Québec) G1R 4Z1; email: ministre@travail.gouv.qc.ca.

JEAN BOULET
Minister of Labour

Regulation of the Comité paritaire du personnel de l'industrie de la signalisation routière du Québec respecting the keeping of a registration system, a monthly report and a levy

Act respecting collective agreement decrees
(chapter D-2, s. 22, par. 2, subpars. *g*, *h* and *i*)

DIVISION 1 GENERAL

1. This Regulation applies to professional employers subject to the Decree respecting personnel in the traffic control industry in Québec (*insert the reference to the Compilation of Québec Laws and Regulations*).

2. In this Regulation, “committee” means the Comité paritaire du personnel de l'industrie de la signalisation routière du Québec.

DIVISION 2 KEEPING OF A REGISTRATION SYSTEM

3. The professional employer must keep a registration system or a register in which are shown the surname, given name, date of birth, address and Social Insurance Number of each employee, the employee's competency or classification, the date of the first day worked for the employer, as well as the following information, as the case may be, for each pay period:

- (1) the number of hours of work per day, including the hour at which the work was begun, interrupted, resumed and ceased each day;
- (2) the total number of hours of work per week;
- (3) the number of overtime hours;
- (4) the number of days of work per week;
- (5) the wage rate;
- (6) the nature and amount of premiums, indemnities, allowances or commissions paid, as well as the mandatory contributions to the group registered retirement savings plan;
- (7) the amount of gross wages;

(8) the nature and amount of deductions made, including the current and cumulative amount of the voluntary contribution to the group registered retirement savings plan;

(9) the amount of net wages paid to the employee;

(10) the work period corresponding to the payment;

(11) the date of payment;

(12) the reference year;

(13) the length of the employee's vacation;

(14) the departure date of the employee's annual leave with pay;

(15) the date on which the employee was entitled to a statutory general holiday with pay or to another day of leave, including the compensatory holidays for statutory general holidays with pay.

The employer must also keep an up-to-date register of all the places where work subject to the Decree is carried out.

4. The registration system or register, the timesheets and the particulars of the place where the work was carried out must be kept for 3 years at the principal establishment of the employer.

DIVISION 3 MONTHLY REPORT

5. The professional employer must send the committee, on the form attached to this Regulation, a monthly report indicating

(1) the surname, given name, address, Social Insurance Number and date of birth (optional) of each employee in its employ, the employee's competency, the nature of the work, the number of regular and overtime hours worked each week, the total number of such hours, the hourly wage rate and total earnings;

(2) the allowances paid to each employee for annual leaves with pay and paid holidays and any other allowance or benefit of a monetary value;

(3) the mandatory contributions of the employer to the group registered retirement savings plan (group RRSP), as well as the voluntary contributions of employees.

6. The monthly report must be signed by the employer or an authorized representative and sent to the head office of the committee not later than the 15th of each month. The monthly report covers the preceding monthly work period.

The professional employer must send a report for every monthly work period even if no work was carried out by the employer or its employees.

7. The monthly report may be sent by mail or by any means based on information technology.

However, the method of transmission used by the professional employer must first be authorized by the parity committee so that the method is compatible with the technological equipment owned by the committee.

DIVISION 4 LEVY

8. The professional employer must pay the committee an amount equivalent to 0.50% of the gross wages the employer pays to employees subject to the Decree.

9. The employee must pay the committee an amount equivalent to 0.50% of the employee's gross wages.

10. The professional employer must collect, for each pay period, on behalf of the committee, the levy imposed upon its employees by deducting it from their wages.

The professional employer must remit to the committee the amounts payable by the employer and by employees at the same time it submits its monthly report to the committee. The levy and the contributions to the group registered retirement savings plan must be paid separately.

DIVISION 5 FINAL

11. This Regulation comes into force on 24 February 2023.

SCHEDULE
(section 5)

MONTHLY REPORT

SEMAINES FINISSANT - WEEKS ENDING AAAA-MM-JJ / YYYY-MM-DD		MOIS DE - MONTH OF AAAA-MM-JJ / YYYY-MM-DD		RAPPORT MENSUEL DE PAYSÉ MONTHLY PAYROLL REPORT		NOM DE L'EMPLOYEUR EMPLOYER'S NAME ADRESSE - ADDRESS		TEL. :	
1	4	N° DE L'EMPLOYEUR - EMPLOYER NO.							
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3	6								



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PREL. 0.50 DE 1% SALAIRE - LEVY 0.50 OF 1% EMPLOYEE										PREL. 0.50 DE 1% EMPLOYEUR - LEVY 0.50 OF 1% EMPLOYER		TOTAL 0.50 % PREL. DU C.P. - TOTAL 0.50 % LEVY DUE TO C.P.			TOTAL REER DU MOIS - TOTAL REER DU MOIS		DATE - DATE																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																						

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