

Comité de gestion de la taxe scolaire de l'île de Montréal by section 16 of this Regulation shall be determined as follows:

(1) where the maximum rate of the new applicable salary scale is greater than the maximum rate of the salary scale that was formerly applicable, the salary of the senior executive is determined by adding to the salary that the senior executive was receiving an amount equal to the difference between those two maximum rates;

(2) where the salary of the senior executive is less than the minimum rate or greater than the maximum rate of the new applicable salary scale, his salary corresponds to the minimum rate or the maximum rate of the new salary scale, as the case may be.

19. This Regulation comes into force on the day of its publication in the *Gazette officielle du Québec*, except

(1) section 16 insofar as it concerns Schedule 2, which comes into force on 31 March 2022;

(2) sections 11 to 13, which come into force on 1 July 2023.

106204

M.O., 2023

Order 2023-001 of the Minister of Education dated 29 March 2023

Education Act
(chapter I-13.3)

Regulation to amend the Regulation respecting certain conditions of employment of senior staff of school service centres and of the Comité de gestion de la taxe scolaire de l'île de Montréal

THE MINISTER OF EDUCATION,

CONSIDERING section 451 of the Education Act (chapter I-13.3);

CONSIDERING the making of the Regulation respecting certain conditions of employment of senior staff of school service centres and of the Comité de gestion de la taxe scolaire de l'île de Montréal by the Minister's Order dated 10 May 2012 approved by the Conseil du trésor on 8 May 2012 (T.B. 211408) and its amendments;

CONSIDERING that it is expedient to amend the existing Regulation and to make the Regulation attached to this Order;

CONSIDERING that authorization has been obtained from the Conseil du trésor in accordance with section 451 of the Education Act;

CONSIDERING that the Regulations Act (chapter R-18.1) is not applicable to such a regulation;

ORDERS AS FOLLOWS:

The Regulation to amend the Regulation respecting certain conditions of employment of senior staff of school service centres and of the Comité de gestion de la taxe scolaire de l'île de Montréal, attached to this Order, is hereby made.

Québec, 29 March 2023

BERNARD DRAINVILLE
Minister of Education

Regulation to amend the Regulation respecting certain conditions of employment of senior staff of school service centres and of the Comité de gestion de la taxe scolaire de l'île de Montréal

Education Act
(chapter I-13.3, s. 451)

1. The Regulation respecting certain conditions of employment of senior staff of school service centres and of the Comité de gestion de la taxe scolaire de l'île de Montréal is amended in section 1

(1) by replacing “Association des cadres de Montréal” in the definition of “association of administrators” by “Association des cadres scolaires du Grand Montréal”;

(2) by replacing “or the Association québécoise du personnel de direction des écoles” in the definition of “association of senior staff of centres” by “, the Association québécoise du personnel de direction des écoles or the Association des cadres scolaires du Grand Montréal”;

(3) by replacing “Fédération des commissions scolaires” in the definition of “federation of employers” by “Fédération des centres de services scolaires”;

(4) by replacing “et de l'Enseignement supérieur” in the definition of “Ministère” by “, du Loisir et du Sport”.

2. Section 12 is amended in the second paragraph

(1) by replacing “et de l’Enseignement supérieur” by “, du Loisir et du Sport”;

(2) by replacing both occurrences of “Direction générale des relations du travail” by “Direction générale de la main-d’œuvre du réseau”.

3. Section 24 is amended

(1) by replacing “until the decline is 10%” in the third paragraph by “where the student enrolment is 90% or more”;

(2) by replacing “Where a decline in student enrolment is 10%” in the fourth paragraph by “Where the student enrolment is less than 90%”.

4. Section 26 is amended by adding the following at the end:

“The decision of the Minister cannot be subject to a recourse referred to in Chapter IX of this Regulation.”.

5. Division I of Chapter III is amended by replacing “a first” in the heading of subdivision 1 by “an”.**6.** Division I of Chapter III is amended by striking out the following before section 30:

“§2. *Calculation of Salary at the Time of Any Other Appointment to a Senior Staff Position*”.

7. Section 36 is amended by replacing “of subdivision 2 or 3” by “of sections 30 to 32 of subdivision 1 or of subdivision 2”.**8.** Section 39 is amended by inserting the following after the first paragraph:

“In addition to the foregoing, for classes of employment 6 to 12, the salary of a senior staff and the salary scales in force on 31 March 2022 are increased by an additional 0.75%, applicable as of 1 April 2022.”.

9. Subdivisions 3 to 5 of Division I of Chapter III respectively become subdivisions 2 to 4 of that Division of that chapter.**10.** Section 47 is amended by replacing the third paragraph by the following:

“For the purposes of this section, salary includes maternity, paternity or adoption leave benefits under the Québec Parental Insurance Plan, parental leave benefits and

employment-injury benefits paid by the employer, salary insurance benefits, indemnities paid by the Commission des normes, de l’équité, de la santé et de la sécurité du travail and the Société de l’assurance automobile du Québec, and the financial assistance paid in accordance with the assistance plan established under the Act to assist persons who are victims of criminal offences and to facilitate their recovery (chapter P-9.2.1), where applicable.”

11. Division II of Chapter III is amended by replacing “Lump-sum Bonuses Paid to Principals” in the part before section 48 by “Lump-sum Bonuses”.**12.** Section 48 is replaced by the following:

“48. A principal shall receive an annual lump sum of \$4 000, paid at each pay period, provided that

(1) the total youth/student population in the schools under the principal’s responsibility is lower than 300 and the principal is a member of more than one governing board. A principal whose class of employment is higher than class 7 or who benefits from the salary readjustment procedure prescribed in Division V of this chapter is not entitled to the lump-sum bonus;

(2) the school or schools under the principal’s authority are situated in economically disadvantaged areas with a poverty index (socioeconomic environment index - SEI) of eight, nine or ten and updated periodically by the Ministère. In order to receive such a lump-sum bonus, the school service centre must determine whether 50% or more of the senior staff member’s working time is spent at that school;

(3) the school or schools under the principal’s authority offer severely handicapped students regional or supra-regional schooling services that are recognized by the Minister;

(4) the school or schools under the principal’s authority serve a student body that is entirely (100%) composed of handicapped students or students with social maladjustments or learning disabilities;

(5) the school or schools under the principal’s authority offer childcare provided at school.

The principal shall receive only one lump-sum bonus if the school or schools under the principal’s authority meet more than one of the conditions specified in the preceding paragraph. Payment of the lump-sum bonus shall cease when the principal no longer assumes such a responsibility.

48.1. A vice-principal, assistant director of an adult education centre or assistant director of a vocational training centre shall receive an annual lump sum of \$3 500, paid at each pay period, when their class of employment is in one of the three higher ranges listed in Schedule II to this Regulation.

48.2. An administrative services supervisor shall receive an annual lump sum of \$3 400, paid at each pay period, where that person holds an undergraduate degree in a relevant field of study certifying a minimum three-year university program.”.

13. Section 65 is amended by replacing “Direction générale des relations du travail” by “Direction générale de la main-d’œuvre du réseau”.

14. Section 97 is amended by replacing “commissions scolaires” in subparagraph 3 of the first paragraph by “centres des services scolaires”.

15. Sections 117, 164 and 172 are revoked.

16. Section 174 is amended by striking out the last sentence.

17. Section 180 is amended by inserting “other than paid leaves” after “benefits” in the first paragraph.

18. Chapter VIII is amended by replacing the heading by “PAID LEAVES”.

19. The heading of Division I of Chapter VIII is replaced by “GENERAL PROVISION”.

20. Section 183 is replaced by the following:

“**183.** The only paid leaves granted to a senior staff member shall be those provided for in this Regulation. The terms and conditions relating to such leaves shall be determined by this Regulation or, failing that, by the management policy of the school service centre.”.

21. The following is inserted before section 184:

“Section I.1

Annual vacation”.

22. Section 184 is replaced by the following:

“**184.** A senior staff member shall be entitled, during the 12 months following 30 June of each year, to a quantum of paid annual vacation the duration of which shall be established based on the years of continuous service accumulated in an agency in the education sector on 1 July of the same year, according to the following scales:

Number of years of continuous service	Number of days of annual vacation
Less than 1 year	2.5 days per month of continuous service, up to 30 days
1 year	30 days
2 years	31 days
3 years	32 days
4 years	33 days
5 years	34 days
6 years or more	35 days

”.

23. Section 185 is amended by striking out “183 or”.

24. The heading of Division II of Chapter VIII is replaced by “OTHER PAID LEAVES”.

25. The following is inserted after section 191:

“**191.1.** A senior staff member shall be entitled to the same paid statutory general holidays as those granted to professionals of the school service centre.

191.2. A senior staff member shall be entitled to the same special leaves as those granted to professionals of the school service centre.

191.3. Upon agreement with the school service centre, a senior staff member may be absent for professional improvement or refresher activities.

191.4. Upon agreement with the school service centre, a senior staff member may be absent for professional activities.

191.5. Upon agreement with the school service centre, a senior staff member holding a position in the regional or provincial body of an association of administrators, an association of senior staff of schools or an association of senior staff of centres may be absent from work to participate in official activities of the association.”.

26. Section 204 is amended in the first paragraph

(1) by replacing “Other Conditions of Employment” in subparagraph 4 by “Paid Leaves”;

(2) by striking out subparagraphs 10 and 13.

27. Schedule I is amended in subparagraph 1

(1) by replacing subparagraphs i to iii of subparagraph *a* by the following:

“i. DIRECTOR

The position of director entails the performance of all the management duties (planning, organization, supervision, control and evaluation) for all the programs and resources of one or more fields of activity including educational services, human, financial or material resources, information technologies or general secretariat and communications.

The position includes, in particular, the following responsibilities:

— participate in formulating the objectives and policies of the school service centre;

— define the objectives and policies inherent to the services that the incumbent oversees, taking into account the general policies and objectives of the school service centre;

— establish the programs, the delegation of responsibilities, and the standards and procedures for implementing the programs of the department;

— assess the results of the implementation of the programs of the department;

— oversee, monitor and evaluate the staff under the incumbent’s immediate responsibility;

— prepare the budget of the department and monitor expenses;

— assist and advise the director general and the senior staff of other services and institutions with respect to the services under the incumbent’s responsibility.

Required Minimum Qualifications

— 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 school service centre for which an undergraduate degree is required under the minimum qualifications

— Eight years of relevant experience

— A permanent teaching licence issued by the Minister for a position in the field of teaching

Reference Positions

Reference positions include:

— regional director (*directeur de regroupement and directeur de région*)

— director of services:

— director of educational services (including the director of instructional services (youth sector), director of student services and director of special education services)

— director of human resources services

— director of financial resources services

— director of material resources services

— director of information technologies resources services

— director of general secretariat and communications services

— secretary general

— director of adult education services

— director of vocational education services

The classifications of the positions are found in Schedule II.

ii. ASSISTANT DIRECTOR OF SERVICES

In keeping with the mandate defined by the director general and under the authority of a director, the position of assistant director of services entails overseeing some of the programs and resources of one or more fields of activity within a department. The position includes the performance of management duties (planning, organization, supervision, control and evaluation).

The position includes, in particular, the following responsibilities:

— participate in formulating school service centre policies for the programs that the incumbent oversees;

— define or collaborate in defining the objectives and policies related to the programs that the incumbent oversees, while taking into account the general objectives and policies of the school service centre;

— establish the programs, the delegation of responsibilities, the standards and procedures for implementing programs under the incumbent’s responsibility;

- oversee activities, programs or resources;
- assess the results of the implementation of programs under the incumbent’s responsibility;
- direct, supervise and evaluate the staff under the incumbent’s immediate responsibility;
- assist and advise the director general or director as well as the senior staff of other services and institutions concerning programs under the incumbent’s responsibility;
- participate in the preparation of the budget of the department and monitor expenses for resources and programs under the incumbent’s responsibility;
- replace the director, as needed.

Required Minimum Qualifications

- 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 school service centre for which an undergraduate degree is required under the minimum qualifications
- Six years of relevant experience
- A permanent teaching licence issued by the Minister for a position in the field of teaching

Reference Positions

Reference positions include:

- assistant director of educational services (including assistant director of instructional services (youth sector), assistant director of student services and assistant director of special education services)
- assistant director of human resources services
- assistant director of financial resources services
- assistant director of material resources services
- assistant director of information technologies resources services
- assistant director of general secretariat and communications services

The classifications of the positions are found in Schedule II.

iii. COORDINATOR

The position of coordinator entails the performance of all the duties required for the coordination, supervision, evaluation, research and development of one or more programs of a field of activity including instructional programs, measurement and evaluation, teaching methods, human, financial and material resources management, information technologies, student transportation or general secretariat and communications.

The position includes, in particular, the following responsibilities:

- participate in formulating the objectives, programs and budget of the department;
- assist the director or assistant director of the department responsible for such programs and advise the other directors of services or institutions on all matters pertaining to the programs;
- coordinate and assess the implementation of specific programs;
- coordinate and evaluate the staff under the incumbent’s authority.

Required Minimum Qualifications

- 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 school service centre for which an undergraduate degree is required under the minimum qualifications
- Five years of relevant experience
- A permanent teaching licence issued by the Minister for a position in the field of teaching

Reference Positions

Reference positions include:

- regional coordinator (*coordonnateur de regroupement*)
- coordinator of services:
 - coordinator of educational services (including coordinator of instructional services (youth sector), coordinator of student services and coordinator of special education services)

- coordinator of human resources services
- coordinator of financial resources services
- coordinator of material resources services
- coordinator of information technologies resources services
- coordinator of student transportation services
- coordinator of general secretariat and communications services
- coordinator of adult education services
- coordinator of vocational education services

The classifications of the positions are found in Schedule II.”

(2) by replacing subparagraph ii of subparagraph b by the following:

“ii. FOREMAN

The position of foreman entails the performance of management duties pertaining to the technical, administrative and manual activities required for implementing the programs of the school service centre in a given sector of auxiliary services or in an administrative unit (school, department, etc.).

The position includes, in particular, the following responsibilities:

- supervise and oversee the implementation of the systems and procedures approved for carrying out the activities of a given sector;
- schedule operations;
- supervise and evaluate the employees under the incumbent’s authority.

Required Minimum Qualifications

Specialized or general maintenance foreman

- Valid certificate of qualification for the practice of a trade relevant to the position
- Five years of relevant experience

Head of administrative management or assistant superintendent of transportation services

- Diploma of college studies in a relevant field of study and
- Four years of relevant experience or
- Secondary V diploma in a relevant field of study and
- Five years of relevant experience

Cafeteria manager or head of kitchen and cafeteria

- Diploma of college studies in a relevant field of study and
- Four years of relevant experience or
- Secondary V diploma in a relevant field of study and
- Five years of relevant experience

Reference Positions

Reference positions include:

- foreman
- assistant superintendent of transportation services (including assistant superintendents of student transportation — Centre de services scolaire de Montréal)
- head of administrative management
- cafeteria manager

The classifications of the positions are found in Schedule II.”

28. Schedules II and III are replaced by the following:**SCHEDULE II**

CLASSIFICATION OF REFERENCE POSITIONS

POSITIONS	Population Range 24 000 or more or 300 000 GHI ³ or more
Regional director	12
Regional coordinator	8

POSITIONS	Population Range 96 000 or more	Population Range 48 000 to 95 999	Population Range 24 000 to 47 999	Population Range 12 000 to 23 999	Population Range 11 999 or less
Director of services	13	12	11	10	9
Assistant director of services	11	10	9	8	7
Secretary general (exclusive function)	9	9	8	8	7
Coordinator of services	9	8	7	7	6
Personnel management consultant	5	5	5	5	5
Superintendent of services	5	5	5	4	4
Foreman	3	3	3	3	3
Assistant superintendent of student transportation services	3	3	3	3	3
Head of administrative management	3	3	3	3	3
Cafeteria manager	2	2	2	2	2

³ Group-hours of instruction

POSITIONS	Population Range 2 400 or more	Population Range 1 200 to 2 399	Population Range 600 to 1 199	Population Range 300 to 599	Population Range 299 or less
Principal	11	10	9	8	7
Vice-principal	6	6	6	6	6
Administrative services supervisor	5	5	5	4	4

POSITIONS	GHI Range ⁴ 80 000 or more	GHI Range 40 000 to 79 999	GHI Range 20 000 to 39 999	GHI Range 10 000 to 19 999	GHI Range 9 999 or less
Director of an adult education centre Director of a vocational training centre	11	10	9	8	7
Assistant director of an adult education centre Assistant director of a vocational training centre	6	6	6	6	6
Administrative services supervisor	5	5	5	4	4

POSITIONS	GHI Range 400 000 or more	GHI Range 200 000 to 399 999	GHI Range 100 000 to 199 999	GHI Range 50 000 to 99 999	GHI Range 49 999 or less
Director of adult education services Director of vocational training services	12	11	10	9	8
Coordinator of adult education services Coordinator of vocational training services	9	8	7	7	6

⁴ Group-hours of instruction

SCHEDULE III
SALARY SCALES CORRESPONDING TO CLASSIFICATION PLAN

SENIOR STAFF
(Annual rates)

CLASSES	Rates from 2020-04-01 to 2021-03-31 (\$)		Rates from 2021-04-01 to 2022-03-30 (\$)		Rates from 2022-03-31 to 2022-03-31 (\$)		Rates as of 2022-04-01 (\$)	
	<u>Minimum</u>	<u>Maximum</u>	<u>Minimum</u>	<u>Maximum</u>	<u>Minimum</u>	<u>Maximum</u>	<u>Minimum</u>	<u>Maximum</u>
	13					115 990	154 649	118 310
12	107 498	143 327	109 648	146 194	109 648	146 194	112 680	150 236
11	101 622	135 493	103 654	138 203	103 654	138 203	106 520	142 024
10	96 067	128 085	97 988	130 647	97 988	130 647	100 698	134 259
9	90 815	121 083	92 631	123 505	92 631	123 505	95 193	126 920
8	85 849	114 463	87 566	116 752	87 566	116 752	89 987	119 980
7	80 233	106 976	81 838	109 116	81 838	109 116	84 101	112 133
6	74 985	99 977	76 485	101 977	76 485	101 977	78 600	104 797
5	70 079	93 437	71 481	95 306	71 481	95 306	72 911	97 212
4	64 029	85 370	65 310	87 077	65 310	87 077	66 616	88 819
3	58 501	77 999	59 671	79 559	59 671	79 559	60 864	81 150
2	53 450	71 265	54 519	72 690	54 519	72 690	55 609	74 144
1	48 836	65 113	49 813	66 415				

29. Schedule IV is amended

- (1) by striking out the last sentence in section 8;
- (2) by striking out “and science” in section 11.

30. Schedule VIII is revoked.

31. Schedule IX is amended by striking out “; according to the school service centre’s current policy for full-time senior staff,” in section 9.

32. Schedule X is amended

- (1) by replacing “Association des cadres de Montréal” in the first paragraph by “Association des cadres scolaires du Grand Montréal”;
- (2) by replacing “and the Association québécoise du personnel de direction des écoles” in the third paragraph by “; the Association québécoise du personnel de direction des écoles and the Association des cadres scolaires du Grand Montréal”;
- (3) by replacing the words “Fédération des commissions scolaires” wherever they appear by “Fédération des centres de services scolaires”.

33. Schedule XII is amended in section 3

- (1) by replacing “Other Conditions of Employment” in subparagraph 3 by “Paid Leaves”;
- (2) by striking out “VIII and XIV” in subparagraph 5.

34. Schedule XIV is revoked.

35. The salary of a senior staff member whose job classification changes due to the replacement of the classification of the reference positions listed in Schedule II to the Regulation respecting certain conditions of employment of senior staff of school service centres and of the Comité de gestion de la taxe scolaire de l’île de Montréal by section 28 of this Regulation shall be determined as follows:

- (1) where the maximum rate of the new applicable salary scale is greater than the maximum rate of the salary scale that was formerly applicable, the salary of the senior staff member is determined by adding to the salary that the senior staff member was receiving an amount equal to the difference between those two maximum rates;
- (2) where the salary of the senior staff member is less than the minimum rate or greater than the maximum rate of the new applicable salary scale, his salary corresponds to the minimum rate or the maximum rate of the new salary scale, as the case may be.

36. For the purposes of sections 48, 48.1 and 48.2 of the Regulation respecting certain conditions of employment of senior staff of school service centres and of the Comité de gestion de la taxe scolaire de l'île de Montréal introduced by section 12 of this Regulation, the amount payable at each remaining pay period of the year in progress at the moment those provisions come into force corresponds to 1/26 of the new lump-sum payment.

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

(1) section 28 as it applies to Schedules I and II, which comes into force on 31 March 2022;

(2) sections 19 to 25, which come into force on 1 July 2023.

106203