

# Bylaw Number 4

CONCERNING

## HUMAN RESOURCE MANAGEMENT

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## Article 1 GENERAL PROVISIONS

### 1.01 Definitions

The definitions set forth in clause 1.01 of Bylaw Number 1 apply to Bylaw Number 4. In this bylaw the following expressions mean:

- a) 'REGULATION 3.01': Regulation (CQLR, ch. C-29, r. 3.01) decreed by the Minister by virtue of article 18.1 of the Act which outlines the working conditions of management personnel;
- b) 'REGULATION 3.3': Regulation (CQLR, ch.C-29, r. 3.3) decreed by the Minister by virtue of article 18.1 of the Act which outlines the working conditions of directors general and academic deans
- c) 'REGULATION 5.3': Regulation (CQLR, ch. C-29, r. 5.3) decreed by the Minister by virtue of article 18.0.2., par. a) of the Act which outlines the bylaws and policies which a college must adopt
- d) 'EXECUTIVE MANAGERS': the Director General and the Academic Dean
- e) 'SENIOR MANAGER': any manager who is classified at the level of Coordinator or higher within the meaning of Regulation 3.01
- f) 'OPERATIONAL MANAGER' : any manager who is classified at the

### 2.03 Day-to-day Management

Managers shall assume the day-to-day management of all personnel for whom they are responsible, particularly with respect to supervision and motivation, preparation of an annual work plan for the unit, evaluation of performance, monitoring of absences, recommendations for promotion and advancement as well as recommendations with respect to suspension or dismissal.

### 2.04 Consultation

When decisions must be made that involve a provision of a labour agreement or of the Policy for Management Personnel, the manager must consult the Director of Human Resources, or his/her delegate, to ensure compliance with such provisions.

### 2.05 Responsibility for Human Resource Management

The Director of Human Resources shall ensure that decisions pertaining to human resource management comply with labour legislation to which the College is subject, as well as with applicable labour agreements, the Regulations of the Minister and all bylaws and policies of the College.

### 2.06 Delegation

The Director General and the Director of Human Resources shall be informed in writing of all delegations of authority at the time of the delegation.

### 3.03 College Representation on Committees

a) Increase in the number of positions

Any decision which results in an increase in the total number of permanent positions shall be made by the Executive Committee.

b) Decrease in the number of positions

Any decision to abolish a permanent position shall be made by the Executive Committee.

c) Change in the nature of a position

Any decision which changes permanently the classification of an existing position shall be made by the Board in the case of senior managers and by the Executive Committee in all other cases.

4.04 Temporary Changes to the Staffing Plan

Any decision which changes temporarily the classification of an existing position shall be made by the Executive Committee in the case of senior managers and by the Director General in all other cases.

4.05 Special Projects

The decision to create a temporary special project shall be made by the Director General.

Article 5 DECISION TO FILL A VACANT POSITION

5.01 Management Positions

Any decision to fill a vacant management position shall be made by the Director General.

5.02 Teaching Personnel Positions

Any decision to replace a teacher who is temporarily absent shall be made by the

Article 6     SELECTION OF CANDIDATES

6.01     Selection of Employees

The selection, hiring and appointment of employees is subject to the provisions of the Policy on Conflict of Interest and Nepotism.

6.02     Selection Criteria



Article 7     HIRING AND APPOINTMENT OF REGULAR EMPLOYEES

7.01     Management Personnel

Article 9 HIRING OF STUDENT EMPLOYEES

9.01 Prior Authorization

The executive or senior manager responsible for a sector or department, or their delegates, may authorize the hiring of a student employee.

9.02 Selection

The executive or senior manager responsible for a sector or department, or their delegates, shall select student employees.

9.03 Hiring

The Director of Human Resources or his/her delegate shall confirm the hiring to the successful candidate and shall determine the terms and conditions of such hiring.

Article 10 TRANSFERS, PROMOTIONS AND DEMOTIONS

10.01 General Rule

Any transfer, promotion or demotion must respect the principles enunciated in clauses 2.01, 6.01 and 6.02 of this bylaw.

10.02 Specific Rules

The Director of Human Resources shall coordinate transfers, promotions and demotions of personnel within the frame0 T6-16.8 (i).1 ( )-43.3 (w)35R<5u3 o n tn tt

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of management personnel, by the Director General in the case of professional and support personnel, and by the Academic Dean in the case of teachers.

## Article 12 PERSONNEL EVALUATION

### 12.01 Periodic Performance Evaluation

Pursuant to the evaluation policies established by the College for each category of personnel, each employee's performance must be evaluated periodically, particularly when a decision must be made to grant regular or permanent status to such employee.

## Article 13 PROFESSIONAL DEVELOPMENT

### 13.01 Professional Development Policies

For each category of personnel, the College shall establish policies to encourage and promote the professional development of its employees.

## Article 14 ORIENTATION OF NEW EMPLOYEES

### 14.01 Orientation

The College shall establish orientation programs to support the integration of employees into their new working environment. These programs will be coordinated by the Administrative Services Department and carried out by the supervisor, in the case of a member of management, professional or support personnel. For teaching personnel, such programs will be coordinated by the Human Resources Department in conjunction with the Office of the Academic Dean and carried out by the department chairperson.

## Article 15 SIGNING AUTHORITY FOR SPECIFIC PURPOSES

### 15.01 Hiring of Management Personnel

The Director General signs, for and on behalf of the College, the employment contract for every person who is hired as a member of management personnel.

### 15.02 Hiring of Non-Management Personnel

The Director of Human Resources or his/her delegate signs, for and on behalf of the College, the employment contract for every person hired in all categories of personnel with the exception of management.