



COMMISSION SCOLAIRE
Eastern Townships
SCHOOL BOARD

Moving ahead. Together. | Aller de l'avant. Ensemble.

Support Staff Handbook 2014 - 2015

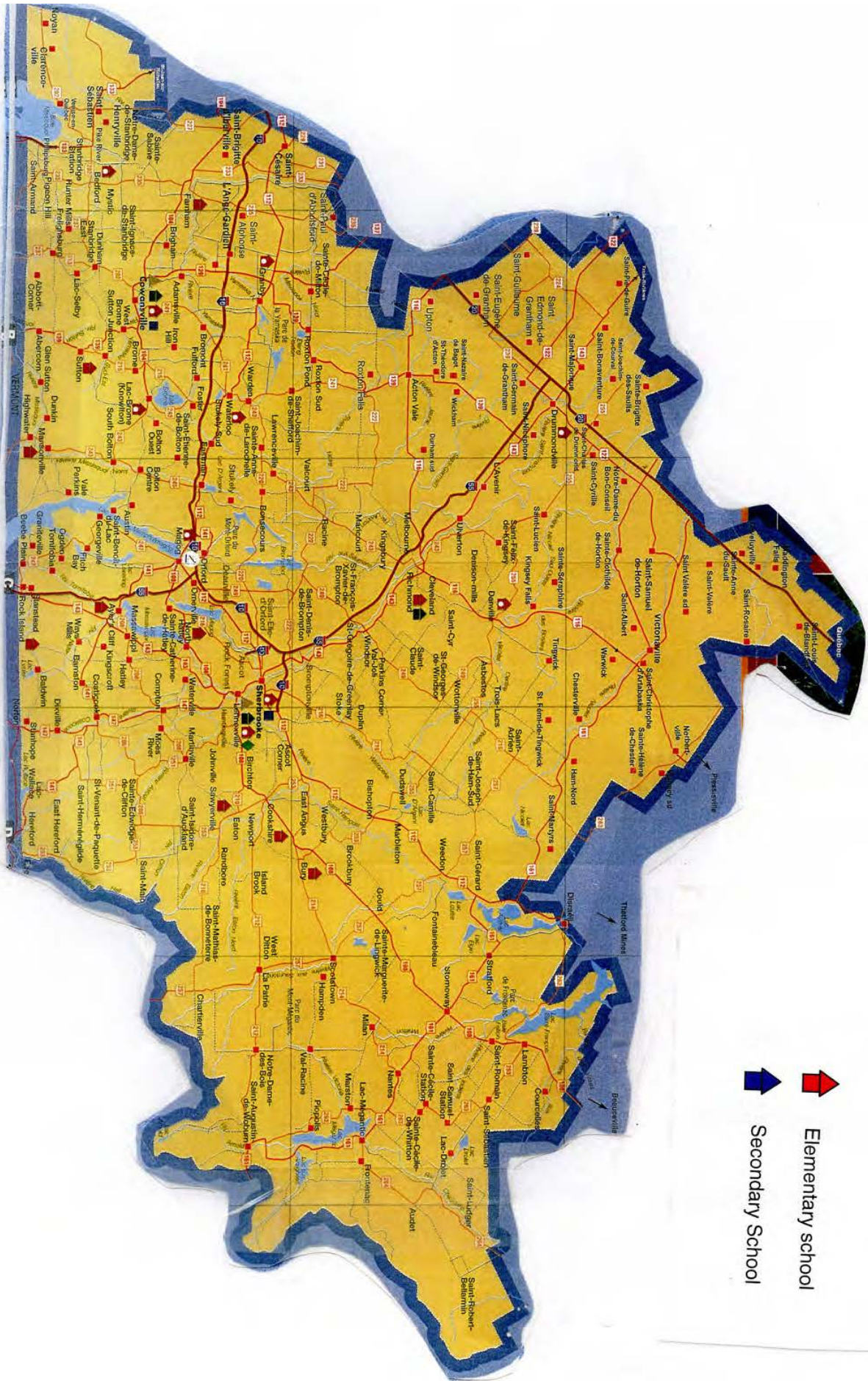
Eastern Townships School Board



we can count on more than
925 regular employees that each
contribute to the success of our
students including:

- **286 support staff;**
- **67 bus drivers**

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 Elementary school
 Secondary School



CALENDRIER
SCOLAIRE

2014 - 2015

SCHOOL
CALENDAR

Juillet 2014 July						
DIM/SUN	LUN/MON	MAR/TUE	MER/WED	JEU/THU	VEN/FRI	SAM/SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Août 2014 August						
DIM/SUN	LUN/MON	MAR/TUE	MER/WED	JEU/THU	VEN/FRI	SAM/SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Septembre 2014 September						
DIM/SUN	LUN/MON	MAR/TUE	MER/WED	JEU/THU	VEN/FRI	SAM/SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Octobre 2014 October						
DIM/SUN	LUN/MON	MAR/TUE	MER/WED	JEU/THU	VEN/FRI	SAM/SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Novembre 2014 November						
DIM/SUN	LUN/MON	MAR/TUE	MER/WED	JEU/THU	VEN/FRI	SAM/SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Décembre 2014 December						
DIM/SUN	LUN/MON	MAR/TUE	MER/WED	JEU/THU	VEN/FRI	SAM/SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Janvier 2015 January						
DIM/SUN	LUN/MON	MAR/TUE	MER/WED	JEU/THU	VEN/FRI	SAM/SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Février 2015 February						
DIM/SUN	LUN/MON	MAR/TUE	MER/WED	JEU/THU	VEN/FRI	SAM/SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

Mars 2015 March						
DIM/SUN	LUN/MON	MAR/TUE	MER/WED	JEU/THU	VEN/FRI	SAM/SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Avril 2015 April						
DIM/SUN	LUN/MON	MAR/TUE	MER/WED	JEU/THU	VEN/FRI	SAM/SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Mai 2015 May						
DIM/SUN	LUN/MON	MAR/TUE	MER/WED	JEU/THU	VEN/FRI	SAM/SAT
				1	2	
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Juin 2015 June						
DIM/SUN	LUN/MON	MAR/TUE	MER/WED	JEU/THU	VEN/FRI	SAM/SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

180 Journées de classe
School Days

17 3 Journées pédagogiques
Planning Days

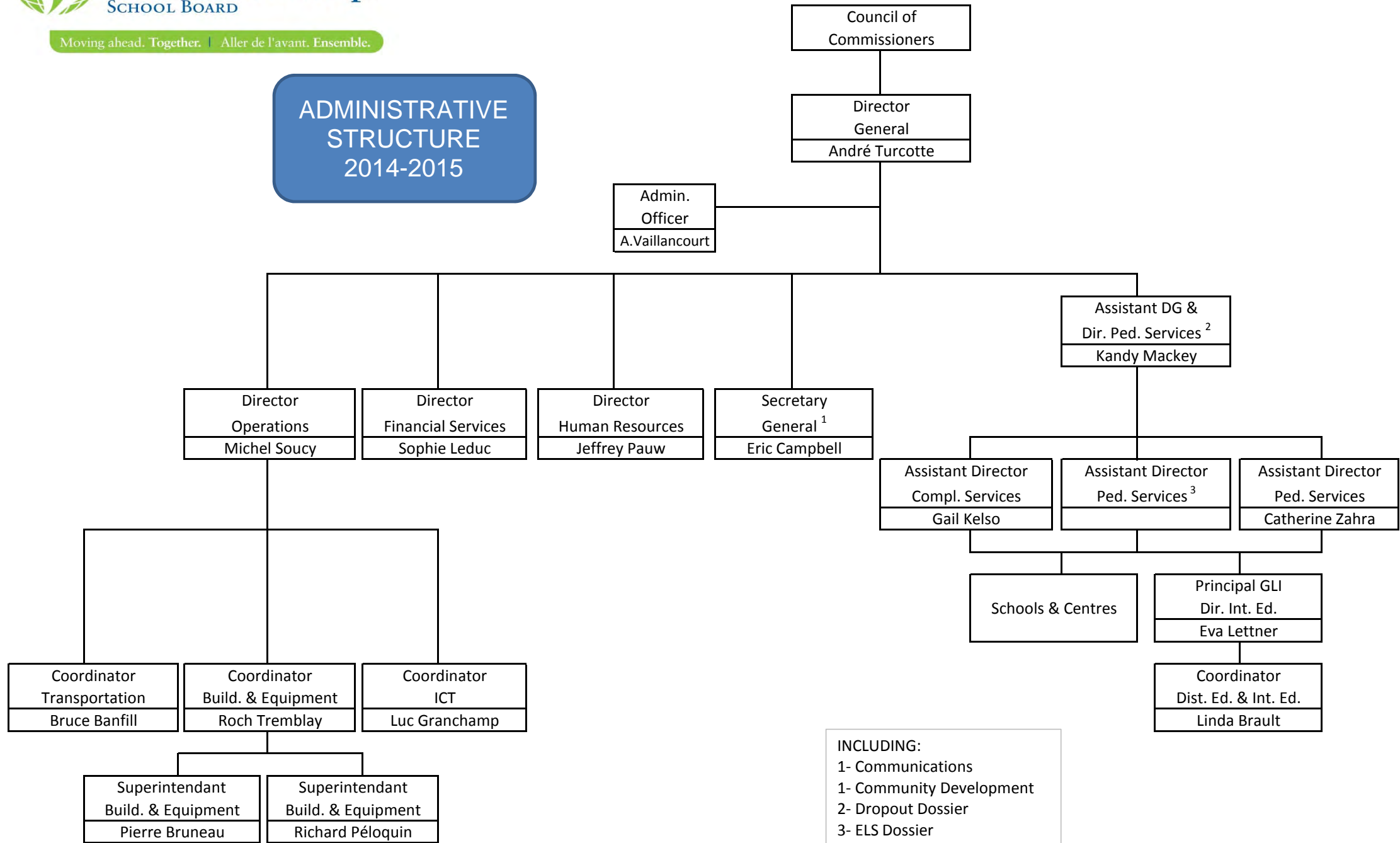
21 Congés
Non-Working days (Holidays)

3 1 Journées pédagogiques pouvant devenir jours de classe
Planning days which may convert to a school day

★ Premier jour de classe
First day of class

3 Journées pédagogiques (enseignants)
Teacher planning days

**ADMINISTRATIVE
STRUCTURE
2014-2015**



INCLUDING:
 1- Communications
 1- Community Development
 2- Dropout Dossier
 3- ELS Dossier

GENERAL DIRECTORATE AND INNOVATION

55005	Turcotte, André	Director General
55015	Mackey, Kandy	Assistant Director General
55005	Vaillancourt, Angela	Administration Officer

PEDAGOGICAL SERVICES AND COMPLEMENTARY AND EDUCATIONAL SERVICES

55015	Mackey, Kandy	Director of Pedagogical Services
55015	Hamer, Thomas	Assistant Director of Pedagogical Services
55003	Bergeron, Josiane	Dropout Prevention Education Consultant
55015	Cockle, Louise	Executive Secretary of Pedagogical Services
450-577-2162	Colley, Chris	Pedagogical Consultant
55035	Kelso, Gail	Assistant Director of Complementary Educational Services
55002	Math/Sci./EI/IP Consultant	Meacher, Jodi (replacing Rebecca Enright)
55012	Pelletier, Claire	School Organization Technician
55035	Somers, Debbie	Executive Secretary of Complementary Educational Services

SECRETARY GENERAL AND COMMUNICATION

55025	Campbell, Éric	Secretary General
55022	Audette, Josée	Documentation Technician - Archives
55025	Desmarais, Michèle	Secretary (Commissioners' contact)
55023	Priest, Sharon	Communications Consultant

HUMAN RESOURCES AND PAYROLL SERVICES

55045	Pauw, Jeffrey	Director
55062	Brier, Melodee	Administrative Technician, Payroll
55063	Bryant, Nancy	Office Agent
55064	Kavanagh, Allison	Office Agent, Payroll
55042	Humphrey, Nancy	Administrative Technician
55045	Lord, Hélène	Executive Secretary
55043	Pomerleau, Gail	Office Agent

FINANCIAL AND TAXATION SERVICES

55050	Leduc, Sophie	Director
55053	Benoit, Richard	Finance Officer
55057	Côté, Mélissa	Administrative Technician
55055	MacDonald, Valérie	Office Agent, Accounting
55073	Moffatt, Tammy	Administrative Technician, Taxation
55054	St-Pierre, Mélanie	Office Agent, Accounting
55056	Waite, Carole	Administrative Technician
55072	Wright, Terena	Office Agent, Taxation

OPERATIONS

55055	Soucy, Michel	Director
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BUILDINGS AND EQUIPMENT

55095	Tremblay, Roch	Coordinator
55093	Benoit, André	Technician, Buildings
12158	Bruneau, Pierre	Superintendent
55095	Champigny, Shannon/ Dubois Julie	Office Agent, Buildings
22078	Péloquin, Richard	Superintendent
55096	Scalzo, Nancy	Office Agent, Buildings

INFORMATION AND COMMUNICATION TECHNOLOGY

55080	Grandchamp, Luc	Coordinator
55084	Dépôt, Martin	Data Technician
55082	Fontaine, Sylvain	Data Pro Technician
55083	Hamel, Stéphane	Data Pro Technician

TRANSPORTATION SERVICES

40011	Banfill, Bruce	Superintendent
40058	Bowker, Jeffrey	School Technician
40057	Côté, Karine	Office Agent

819-563-8003 BUS GARAGE

GLOBAL LEARNING INSTITUTE, INTERNATIONAL STUDENTS PROGRAM, DISTANCE EDUCATION

55110	Lettner, Eva	Principal, Global Learning Institute and Int'l Students Program
50004	Brault, Linda	Coordinator, Distance Education and Int'l Students Program
50001	Bilodeau, Mélanie	Secretary, Distance Education
50003	Irwin, Evelyn	Office Agent, Distance Education
50002	Perkins, Carol	Secretary, Int'l Students Program
819-434-3779	Williams, Daryl	Homestay Services - International Student Program

ELEMENTARY SCHOOLS

School	Address	Telephone	Fax	Principal Secretary Vice-Principal
A.D.S. Elementary School (Asbestos-Danville-Shipton)	217 Water Danville QC J0A 1A0	(819) 839-2352 10101	819-839-1077	Anne Stairs <i>Jeannik Bachand</i>
Ayer's Cliff Elementary School	952 Sanborn Ayer's Cliff QC J0B 1C0	(819) 838-4983 10201	(819) 838-1385	Del Springate <i>Angela Bonin</i>
Butler Elementary School	19 Rix Bedford QC J0J 1A0	(450) 248-2090 10301	(450) 248-7065	Christopher Morgan <i>Catharine Spencer</i>
Cookshire Elementary School	95 Parc Cookshire QC J0B 1M0	(819) 875-3785 10501	(819) 875-1168	Cora Macleod <i>Lyne Johnson</i>
Drummondville Elementary School	1050 Chabanel Drummondville QC J2B 2J5	(819) 474-8563	(819) 474-5613	Marie-Pier Cabana <i>Carole Hodak</i>
Farnham Elementary School	425 St. Joseph Farnham QC J2N 1P4	(450) 293-6087 10701	(450) 293-2952	Christopher Morgan <i>Cynthia Rhicard</i>
Heroes' Memorial Elementary School	317 Sud Cowansville QC J2K 2X6	(450) 263-1612 10801	(450) 263-2999	Terry Bell <i>Mary-Ann Murphy</i>
Knowlton Academy	81 Victoria Lac-Brome QC J0E 1V0	(450) 243-6187 10901	(450) 243-4279	Renalee Gore <i>Brenda Scott</i>
Lennoxville Elementary School	1 Academy Sherbrooke QC J1M 2A6	(819) 569-5103 11001	(819) 569-5104	Dawn Irving <i>Brenda Marotte</i>
Mansonville Elementary School	5 Marion-Atwell Mansonville QC J0E 1X0	(450) 292-5622 11101	(450) 292-0174	Nathalie Chartrand <i>Tara Graves</i>
North Hatley Elementary School	110 School North Hatley QC J0B 2C0	(819) 842-2491 11201	(819) 842-2491	Nicole Grégoire <i>Victoria Loach</i>
Parkview Elementary School	50 Lorne Granby QC J2G 4W2	(450) 372-6058 TBC	(450) 372-5408	Nicole Carrière <i>Roxane Bilodeau</i>
Pope Memorial Elementary School	523 Stokes Bury QC J0B 1J0	(819) 872-3771	(819) 872-3771	Norma Humphrey <i>Kim Fessenden</i>
Princess Elizabeth Elementary School	120 Bellevue Magog QC J1X 3H2	(819) 843-4847 11501	(819) 868-1580	Elaine Baylis Creary <i>Sandra Gendreau</i>
Sawyerville Elementary School	51 Cookshire Sawyerville QC J0B 3A0	(819) 889-2263 11601	(819) 889-1114	Norma Humphrey <i>Jill Lowry</i>
Sherbrooke Elementary School	242 Ontario Sherbrooke QC J1J 3R1	(819) 562-3515 11701	(819) 563-3234	Anastasia Christodouloupoulos <i>Doris Dohler</i> <i>Catherine Zahra</i>
Saint-Francis Elementary School	355 College S. Richmond QC J0B 2H0	(819) 826-3737 11801	(819) 826-3738	Louise Retchless <i>Patricia Kendall</i>
Sunnyside Elementary School	441 Dufferin Stanstead QC J0B 3E2	(819) 876-2469 11901	(819) 876-5480	Steve Weary <i>Heather Stratton</i>
Sutton Elementary School	19 Highland Sutton QC J0E 2K0	(450) 538-2318 13001	(450) 538-4286	Manon Lemaire <i>Heather Sherrer</i>
Waterloo Elementary School	5 Clark Hill Waterloo QC J0E 2N0	(450) 539-0162 12101	(450) 539-0098	Anne Stairs <i>Linda Brasseur</i>

HIGH SCHOOLS

School	Address	Telephone	Fax	Principal Secretary Vice-Principal
Alexander Galt Regional High School	1700 College Sherbrooke QC J1M 1Z9	(819) 563-0770 22001	(819) 563-5304	Peggy McCourt France Longchamps Steve Element
Eastern Townships Learning Centre	1700 College Sherbrooke QC J1M 0C8	(819) 822-1385 25001	(819) 822-4248	TBC Anna St-Hilaire
Massey-Vanier High School	224 Mercier Cowansville QC J2K 5C3	(450) 263-3772 23471	(450) 263-7613	Julie Edwards Shelley Paige David Scott Petra Bardon-Stroebele
Richmond Regional High School	375 Armstrong Richmond QC J0B 2H0	(819) 826-3702 24002	(819) 826-3705	Kirk Robinson Tamara Porter

CENTRES

Centre	Address	Telephone	Fax	Centre Director Secretary Asst. Centre Director
Lennoxville Vocational Training Centre	1700 College Sherbrooke QC J1M 0C8	(819) 563-5627 45201	(819) 820-0500	Luc Rodrigue Pat Weston
New Horizons Adult Education Centre	2365 Galt W. Sherbrooke QC J1K 1L1	(819) 566-0250 40001	(819) 566-2658	Camille Faucher Donna Bray
Brome-Missisquoi Campus – Adult Education	180 Adélarde-Godbout Cowansville QC J2K 3X9	(450) 263-7901	(450) 263-0985	Andrew Retchless Kim Tracey, ext. 71406
Brome-Missisquoi Campus – Vocational Training				Paule-Andrée Bouvier Tamera Hadlock, ext. 71221 Martin Vigneux

OTHER

Centre/Team	Address	Telephone	Fax	Principal Coordinator Secretary
Centre of Excellence centrefexcellence@etsb.qc.ca	120 Bellevue Magog QC J1X 3H2	(819) 868-0512 11594		Kymerley Morin, Coordinator Robin Colyer
Distance Education	50-A Lorne(Mountain St.Entrance) Granby QC J2G 4W2	Toll free: (877) 463-3775 (450) 361-9397 50001	(450) 361-8648	Linda Brault, Coordinator Evelyn Irwin Mélanie Bilodeau
Global Learning Institute	340 Saint-Jean-Bosco Magog QC J1X 1K9	(819) 868-3100 55110	(819) 868-2286	Eva Lettner
International Students	340 Saint-Jean-Bosco Magog QC J1X 1K9	(819) 868-3100 50002	(819) 868-2286	Eva Lettner Linda Brault, coordinator Carol Perkins
Job Links	2365 Galt West Sherbrooke QC J1K 1L1	(819) 566-2422 40002	(819) 566-2658	Camille Faucher Courtney Nichols

INSURANCE PLANS

**SSQ Financial Group
P.O. Box 10500
Station Sainte-Foy,
Quebec, QC G1V 4H6**

Group policy: J6160

For additional information on different insurance options contact:

Nancy Bryant (819-868-3100 ext. 55063).

Compulsory plans

- I) Health:** choice of benefits
- individual
 - single parent
 - family

Criteria for exemption: proof that you are covered under a Spousal plan

- II) Long Term Disability:** This is mandatory.

Criteria for exemption: -

- Member of TPP pension plan
- Member of RRF, RRCE, RREGOP and is at least 53 years of age
- Member of a professional association and can provide proof that he/she has similar coverage
- Member requests retirement within 2 years without option of returning
- ** Keep in mind that once a member opts out of the long term disability plan, he/she is no longer eligible to re-apply for that benefit.

- III) Basic Life Insurance** - \$10,000 coverage automatic upon registration

Criteria for exemption:- Participants have a maximum of 180 days, from the date that The \$10,000 in Participant’s Life Insurance is granted comes into force, to make a request to opt out under the provisions of the contract.

Optional plans

- I) Basic life Insurance units of 25,000\$ to maximum of 250,000\$
- II) Additional life insurance units of 25,000\$ to maximum of 200,000\$
- III) Dependant Life Insurance

Participation request forms from SSQ enabling you to enroll or make modification to your existing plan are available upon request from Nancy Bryant, Human Resources Department (819-868-3100 ext. 55063). Information booklets detailing eligible benefits are also available.

Industrial Alliance Pacific
PO Box 790 Station B,
Montreal, Quebec
H3B 3K6

Policy: 100004461

(Accidental Death
& Dismemberment)

The accidental death and dismemberment insurance is now being offered by Industrial Alliance Pacific, an affiliate of Industrial Alliance. This particular benefit is **optional**.

A.D.D. is sold in units of 25,000\$ to a maximum of 14 units = 350,000\$. An employee may choose an individual coverage or a family plan. With A.D.D., there is never any request for evidence of insurability required by the company.

At present there is no card issued confirming benefits applied for. Your original application is kept on file within Human Resource Department as proof of coverage.

The rates for A.D.D. are quite reasonable. Participation request forms, premium rates as well as information leaflets are available by contacting Nancy Bryant, Human Resources Department (819-868-3100 ext. 55063).

RETIREMENT PENSION PLAN

Administrators and management personnel must contribute to the Régime de retraite du personnel d'encadrement (RRPE), known in English as the PPM (Pension Plan for Management).

All other employees must contribute to the Régime de retraite des employés du gouvernement et des organismes publics (RREGOP), known in English as the Government and Public Employees Retirement Plan.

Exceptionally, some employees (who started teaching prior to 1972), are covered by the Régime de retraite des enseignants (RRE), known in English as the TPP (Teachers' Pension Plan). These employees are locked into this plan.

All of these pensions plans are administered by CARRA (Commission administrative des régimes de retraite et d'assurances).

The Human Resources Department can answer many of your questions about your pension plan. However, statements of contributions are issued only to the pension contributor. If you want Human Resources personnel to answer specific questions about your contributions, please forward a copy of your most recent statement to the Human Resources Department.

Approximately every three years CARRA sends a statement of contributions to each pension plan member. However, any member can apply to CARRA for a statement at any time. To do so, download the form "Application for Statement of Contributions" from the CARRA website at www.carra.gouv.qc.ca Fax the completed form to 418-644-8659.

Questions may be answered by contacting CARRA as follows:

Telephone: 800-463-5533
Fax: 418-644-3839
In writing: Commission administrative des régimes de retraite et d'assurances
475, rue Saint-Amable
Québec (Québec) G1R 5X3

Question of a general nature may be sent to CARRA's client services via e-mail at the above-mentioned website.

QUEBEC PENSION PLAN

The Quebec Pension Plan (QPP) is a compulsory insurance plan for all Quebec workers. It provides workers and their families with basic financial protection in the event of retirement, death or disability.

This pension plan is administered by the Régie des rentes du Québec (RRQ).

The Human Resources Department can answer many of your questions about your pension plan. However, statements of participation in the plan are issued only to the pension contributor. If you want Human Resources personnel to answer specific questions about your contributions, please forward a copy of your most recent statement to the Human Resources Department.

Any member can apply to the Régie des rentes for a statement at any time. To do so, download the form “Application for a Statement of Participation” from the RRQ website at www.rrq.gouv.qc.ca Mail the completed form to the address below:

Régie des rentes du Québec
Case postale 5200
Québec (Québec) G1K 7S9

Other questions may be answered by contacting the RRQ as follows :

Telephone: 819-820-3575 (Sherbrooke area)
1-800-463-5185 (Elsewhere in the province)

Questions may also be sent via e-mail at the above-mentioned website. However, replies to questions, which may contain personal or confidential information, will be made only by telephone or regular mail.

OF SPECIAL INTEREST

School Board Policies

The following policies and procedures are available on the ETSB website. They are also available from your school administrator in the Eastern Townships School Board Reference Manual.

- Reimbursement Policy (P010)
- Reimbursement Procedure (P010-1)
- Organization of Educational Services for Students with Special Needs–Youth Sector–Policy and Procedures (PO11)
- Communications Policy (P020)
- Leaves without Pay and Sabbatical Leaves of Absence on Deferred Salary (Granting Of) – Policy (P022) – Procedures (P022-1)
- Telecommunications, Network and Computer Resource Usage (P024)
- Employment Practices (P014)
- No-Smoking Policy – A Positive Response to a Negative Issue (P018)
- Substance Abuse Statement and Procedure (P009)
- Policy for the Protection of the Dignity of Employees in the Workplace (P028)

Collective Agreements

The collective agreement for support staff

- **S-12** –2010-2015 between the Management Negotiating Committee for English-language School Boards (CPNCA) and the Centrale des syndicats du Quebec (CSQ) represented by its bargaining agent, the Fédération du personnel de soutien scolaire (FPSS)
- **S-13** –2010-2015 between the Management Negotiating Committee for English-language School Boards (CPNCA) and the Centrale des Syndicats du Quebec (CSQ) represented by its bargaining agent, the Fédération du personnel de soutien scolaire (FPSS) on behalf of the school bus drivers in the employ of Eastern Townships School Board

governs working conditions and salaries. These documents are available on the website listed below in French and in English.

- Website: www.cpn.gouv.qc.ca/e/cpnca/_en

Local conditions are covered by an agreement made between the Eastern Townships School Board and the Townships Regional Union of Support Staff (TRUSS). The document “Local Agreement” between the Eastern Townships School Board and the Townships Regional Union of Support Staff will soon be available on the ETSB website.

Union Information

Support staff are represented by the the Centrale des syndicats du Quebec (CSQ) represented by its bargaining agent, the Fédération du personnel de soutien scolaire (FPSS) and its local affiliate **Townships Regional Union of Support Staff (TRUSS)**

Fédération du personnel de soutien scolaire (FPSS)
9405 rue Sherbrooke Est,
Montreal, QC H1L 6P3 1-800-465-0897

e-mail: fpss@csq.qc.net
website : <http://fpss.csq.qc.net>

Townships Regional Union of Support Staff local union staff consists of

Cathy St-Jean	- Interim President
Wanda Cox	- VP East
Julie Dubois	- Tres./Sec.
Trenholm Morin	- VP Bus Rep.

The **TRUSS** office is located at:

TRUSS
Marguerite Knapp Building
257, rue Queen, Suite 700
Sherbrooke QC J1M 1K7

- by e-mail at trussunion@hotmail.com (general e-mail)
- by phone at 819-563-1225
- by FAX at 819-563-0620

EMPLOYEE ASSISTANCE PROGRAM

We offer all employees an Employee Assistance Plan (EAP). This confidential professional counseling service exists to help you solve any personal difficulties that are causing you concern.

This 24-hour, 7 days a week counseling service is free of charge to you sponsored by the Eastern Townships School Board. The program is offered through an external provider, Les Consultants Shepell.fgi

Confidentiality is the cornerstone of this program, therefore contact is made by you directly and no information on your individual situation comes back to the Eastern Township School Board.

1. Professional Counselling Services

- *In-Person Counselling*
- *Telephonic Counselling*
- *E-Counselling*
- *Health & Wellness Resource Packages*
- *Client Website*

2. Worklife Services


- *Child/Youth Care Services*
- *Elder/Adult Care Services*
- *Financial Support Services*
- *Health Coaching*
- *Legal Support Services*
- *Naturopathic Services*
- *Nutrition Support Services*

To access the EAP, simply call the toll free hotline number: 1 – 866-833-7690

To view the different services offered online by Les Consultants Shepell.fgi, please visit their website at: <http://www.shepellfgi.com>

ABSENCE PROCEDURES

All employees **who are not time-sheeted** are required to complete an absence form upon their return from an absence and submit it to their immediate supervisor.

blanc white jaune yellow rose pink	Ressources humaines / Human Resources École / School Employé(e) / Employee	 <p>COMMISSION SCOLAIRE Eastern Townships SCHOOL BOARD</p> <p><i>Moving ahead. Together. Aller de l'avant. Ensemble.</i></p>	<div style="border: 2px solid black; padding: 5px; width: fit-content; margin: 0 auto;"> SOUTIEN SUPPORT STAFF </div>
FORMULAIRE D'ABSENCE - ABSENCE FORM			
NOM DE L'EMPLOYÉ(E) / NAME OF EMPLOYEE		LIEU DE TRAVAIL / PLACE OF WORK	
À PARTIR DU FROM	/	AU ET INCLUSIVEMENT TO AND INCLUDING	/
A / Y	/	M / M	/
J / D	/	A / Y	/
M / M	/	J / D	/
HEURES / HOURS	ou / or	DEMI-JOURNÉE / HALF DAY	ou / or
JOURNÉE ENTÈRE / WHOLE DAY		NOMBRE TOTAL DE JOURS TOTAL NUMBER OF DAYS	
Code	Clause	Code	Clause
01*	Maladie* / Sickness* (Maximum 7 jours/days)	31	Mortalité (grand-parents, beaux-parents, etc.) /Death (grandparents, in-laws, etc.)
02	CSST - Accident au travail / CSST Accident at work	31	Déménagement / Change of domicile
05	Jours de vacances / Vacation days	31	Travail de jury / Jury Duty
09*	Affaires Personnelles* / Personal Business* (Maximum 2 jours/days)	32	Force majeure / Act of God
10*	Responsabilités parentales* / Parental responsibilities* (maximum 6 jours/days)	36	Libérations syndicales / Union releases
20	Congé sans solde / Leave of Absence Without Pay	42	Visites médicales reliées à la grossesse/Medical visits related to pregnancy
31	Mariage / Marriage	49	Paternité / Paternity
31	Décès de son conjoint ou enfant / Death of spouse or child	65	Perfectionnement relatif au travail / PIC – job training
31	Mortalité (père, mère etc.) / Death (father, mother, etc.)		
* Ces jours seront déduits de votre caisse de journées monnayables. * These days will be deducted from your moneyable bank of sick days			
SIGNATURE DE L'EMPLOYÉ (E) / SIGNATURE OF EMPLOYEE		SIGNATURE DE L'AUTORITÉ COMPÉTENTE / SIGNATURE OF DESIGNATED AUTHORITY	
/	/	/	/
A / Y	/	A / Y	/
M / M	/	M / M	/
J / D	/	J / D	/

These forms are available in school offices or from the Human Resources Department – the codes to be used when completing the form, along with a brief description are listed on the reverse of the absence form.

All employees receive a credit for days of sick leave (up to 7 days) at the beginning of the school year (bank of days) according to the terms of their Collective Agreements. **“Absences due to illness lasting more than five days must be justified by a medical certificate”**

All accidents at work, whether in the school yard or in the school, should be reported immediately to the school office, where the appropriate forms should be completed and where the correct action can be taken in cases where the accident resulted in an injury (immediate first aid, if necessary, and/or transportation to a medical facility).

Requests to be absent for appointments, which cannot be scheduled outside of working hours, should be kept to a minimum and must be presented to the immediate superior in advance.

340 rue Saint-Jean-Bosco
Magog, QC J1X 1K9

Le montant mentionné sur cet avis de dépôt a été déposé à votre compte.
The amount indicated on this statement has been deposited in your account.

(5-0XX)

Name
Address

DATE
2014-09-25 ³⁴

LA SOMME DE - THE AMOUNT OF
1 579,04\$

Institution bancaire - Banking institution

Name of Bank

No. succursale - Branch no.

(00X-XXXXX) ³³

PAGE 1

No matricule Employee no.	Pay period no. 20				Jours payés No. days paid	Solde vacances Vacation bank	Solde maladie Sick bank	No. de dépôt Deposit no.		
00000XXXX ¹	mar 18, 12 to mar 31, 12 ²				10 ³	0,000000 ⁴	5,000000 ⁵	04XXXX ⁶		
Total imposable Total taxable	Total non-imposable Total non-taxable	Impôt fédéral Federal tax	Impôt provincial Provincial tax	R.R.Q. Q.P.P.	Ass. empl. Employment ins.	R.Q.A.P. Q.P.I.P.	Pension Pension	Syndicat Union	Autres déductions Misc. deductions	Total net Net amount
1 749,04 ⁷	380,05 ⁸	133,57 ⁹	179,83 ¹⁰	81,13 ¹¹	25,71 ¹²	9,78 ¹³	79,89 ¹⁴	27,72 ¹⁵	12,42 ¹⁶	1 579,04 ¹⁷
Cumulatifs fiscaux (1er janvier - 31 décembre) - Year-to-date totals (January 1 - December 31)										
12 243,28 ¹⁸	380,05 ¹⁹	916,52 ²⁰	1 234,09 ²¹	567,91 ²²	179,97 ²³	68,468 ²⁴	2,86 ²⁵	194,04 ²⁶	96,60 ²⁷	8 679,88 ²⁸
PAIEMENTS ET AUTRES DÉDUCTIONS - SALARY AND MISC. DEDUCTIONS										
Code	Unités - Units	Taux - Rate	Montant - Amount	Description						
101001	10,000000	174,9038	1 749,04	HDAA pre, prim & sec. 227,38 (1/200)						
302001			28,38	TRAVEL REIMBURSE 2012-02-15						
302002			224,87	EXPENSE REIMBURSE 2012-02-12						
302004			126,80	PIC REIMBURSEMENT 2012-02-12 TO 2012-02-14						
700401			12,42	Life Insura & Long Term D. PremiumReg						
²⁹	³⁰	³¹		Sick days non-moneyable 6,000000						
				Act of God 2,5						
				Special leaves 4,000000						
				³²						

(5-0xx)

Name
Address

STATEMENT OF SALARY AND DEDUCTION PAYROLL STUB

The Statement of Salary and Deduction, known as the payroll stub, is issued on a bi-weekly basis on the dates shown on the payroll calendar published on an annual basis at the beginning of each school year and available in all schools and centres.

The payroll stub is a detailed explanation of the amount deposited into a bank account on a bi-weekly basis on the Thursday following the payroll deadline dates.

Please refer to the sample payroll stub attached for the corresponding reference numbers.

1. Employee Number The employee number is a unique reference number given to each employee and should be used when communicating with the Payroll section of the School Board and when completing reimbursement of expense forms.
2. Payroll Period The payroll period is a sequential number corresponding to the dates covered by the period being paid. The payroll period starts at 1 on July 1st of each year
3. No. Days Paid The number of days paid identifies the number of days paid in the payroll period being paid. The number of days is usually 10 (bi-weekly basis).
4. Vacation Bank The vacation bank identifies the number of vacation days remaining in the current year's bank to June 30.
5. Sick Bank The sick bank identifies the number of sick days remaining in the current year's bank to June 30.
6. Cheque No. The cheque number is a unique sequential number used to identify a direct deposit.
7. Total Taxable Total earnings included in the payroll period that are subject to income taxes and other deductions at source.
8. Total Non-Taxable Total earnings included in the payroll period that are not subject to income taxes and other deductions at source such as travel and other reimbursement of expenses.
9. Federal Tax The amount deducted from total taxable earnings for federal income taxes as required by Canada Customs and Revenue Agency income tax laws.
10. Provincial Tax The amount deducted from total taxable earnings for provincial income taxes as required by the Ministère du Revenu du Québec income tax laws.
11. Q.P.P. The amount deducted from total taxable earnings for Quebec pension plan premiums as regulated by the Ministère du Revenu du Québec.
12. Employment Ins. The amount deducted from total taxable earnings for employment insurance premiums as regulated by Canada Customs and Revenue Agency.
13. Pension The amount deducted from total taxable earnings for pension plan premiums as regulated by C.A.R.R.A. (RREGOP/RRPE/RRE).
14. Union The amount of union dues deducted from total taxable earnings.

- 15. Misc. Deductions Other deductions excluding numbers 9 to 14. Misc. deductions included amounts deducted for insurance plan(s) premiums, Canada savings bonds, United Way/Centraide and other donations. Details of Misc. deductions appear in the Description section of the payroll stub.
- 16. Net Amount Amount deposited into the bank account.

Year-to-Date Totals

- 17. Total Taxable Cumulative gross taxable earnings from January 1 to the payroll period being paid.
- 18. Total Non-Taxable Cumulative non-taxable earnings from January 1 to payroll period being paid.
- 19. Federal Tax Cumulative federal income taxes deducted from January 1 to the payroll period being paid.
- 20. Provincial Tax Cumulative provincial income taxes deducted from January 1 to the payroll period being paid.
- 21. Q.P.P. Cumulative Quebec pension plan premiums deducted from January 1 to the payroll period being paid.
- 22. Employment Ins. Cumulative employment insurance premiums deducted from January 1 to the payroll period being paid.
- 23. Pension Cumulative pension plan premiums deducted from January 1 to the payroll period being paid.
- 24. Union Cumulative union dues deducted from January 1 to the payroll period being paid.
- 25. Misc. Deductions Cumulative misc. deductions from January 1 to the payroll period being paid.
- 26. Net Amount Cumulative net earnings deposited into a bank account from January 1 to the payroll period being paid.

- 27. Code Payment code used by the Payroll section to identify a payment or deduction. Codes beginning with 1 through 4 represent earnings and codes beginning with 5 through 9 represent deductions.
- 28. Units Represents the number of days being paid or deducted.
- 29. Rate Represents the daily salary or the hourly rate.
- 30. Description Explanation of all earnings (taxable and non-taxable) and misc. deductions for payroll period being paid.
- 31. Bank Identifies the banking institution and account number where the net amount is being deposited.
- 32. Dated Identifies the date the date the payroll deposit will be made into the bank account.

VACATION & OVERTIME

5-6.04

the vacation period shall be determined in the following manner

- A) Before May 1 of each year, the board must consult the union or group of unions concerned before establishing a period of total or partial shutdown of its activities for a period not exceeding ten (10) working days. The shutdown period may be longer than ten (10) working days insofar as the union agrees. Each employee concerned by the total or partial shutdown must take all the vacation to which he or she is entitled during the shutdown period. The employee who is entitled to a number of days of vacation greater than the number of days used during the shutdown period shall take the additional days according to the following terms.
- B) Before May 15 of each year, employees shall choose the dates on which they wish to take their vacation and the latter shall be distributed by taking into account the seniority of the employees in the same office, department, school, adult education centre or vocational training centre, where applicable.

However, the employee who holds a day care service position or special education position must take his or her vacation when the students of the school or day care service are not present, as the case may be.

Any employee who has a cyclical position may use his or her vacation to defer or avoid a temporary layoff or to advance his or her return to work following a temporary layoff. He or she may advance his or her vacation before July 1 when they are due, provided that the employee has, at that time, accumulated sufficient active service to be entitled thereto;

- C) in all cases, the employees' choices shall be submitted to the board for approval and the latter shall take into account the needs of the office, department, school adult education centre or vocational training centre involved; the board shall render its decision within thirty (30) days of the date mentioned in the preceding paragraph B) and, if the employee' choice is refused, he or she must choose new dates.
- D) once the vacation period has been approved by the Board, a change is possible when requested by an employee if the needs of the office, department, school, adult education centre or vocational training centre permit, and if the change does not affect the vacation periods of other employees;
- E) the Board and Union may agree on terms and conditions other than those provided for in this clause.

OVERTIME

8-3.01

Overtime is any work specially required by the immediate supervisor and performed by an employee, in addition to the hours of his or her regular workweek or regular workday or outside the hours provided by his or her schedule, shall be considered as overtime.

Overtime is to be pre-approved by the immediate supervisor unless it is required because of an emergency or unforeseen circumstances. A record of the overtime is to be kept by the employee and countersigned by the immediate supervisor. This record shall be sent to the Human Resources Department twice a year, by December 1st and June 1st.

INTEROFFICE MEMO

SERVICES FINANCIERS/FINANCIAL SERVICES

DATE: June 3, 2014
À/TO: Employees of the School Board and Council of Commissioners
C.C.: Paul Laberge, Chairman of the Parents' Committee
DE/FROM: Sophie Leduc, Director of Financial Services
OBJET/RE: Expense Reimbursements and Mileage Rate for 2014-2015

The *Reimbursement Policy* (Ref: # PO10) requires that the Board establish, on July 1st of each school year, the maximum rates of reimbursement per kilometre travelled.

We would like to confirm that the rate of reimbursement will remain the same at \$0.43/km if driving alone, and \$0.48/km if carpooling with other employees/commissioners for the 2014-2015 school year. Please note that in addition to fuel, the rates of reimbursement take into account maintenance, insurance, license, registration as well as wear and tear costs.

You will find attached the electronic version (Excel) of the Travel/Expense Reimbursement Form for the 2014-2015 school year.

Please make special note of the following excerpt from the ETSB *Reimbursement Policy*:

Except for commissioners and members of the Parents' Committee and Special Education Advisory Committee, for all other travel on/or outside School Board territory, the distances recognized are those actually traveled, based on the lesser of:

- *the distance between the destination and the regular work place , or*
- *the distance between the destination and the residence of the employee or the individual concerned.*

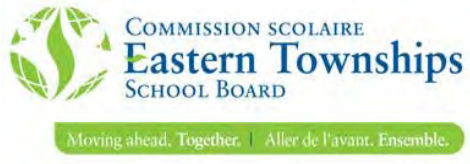
For travel by commissioners, the departure point is the commissioner's place of residence. This rule applies as much for expenses paid for travel to and from the Council of Commissioner meetings, Executive meetings and other committee meetings as it does for travel expenses related to all other activities. The same rule applies for travel by members of the Parents' Committee and Special Education Advisory Committee.

Reimbursements will continue to be made on the payroll system and follow the payroll calendar. The deadline for processing claims for each pay cycle is the Wednesday prior to pay week.

If you have any questions or comments regarding the policy, please feel free to contact Richard Benoit at (819) 868-3100, ext. 55053.

Thank you for your usual collaboration.

TRAVEL/EXPENSE REIMBURSEMENT FORM



Name: _____

Employee Number: _____

2014-2015

Address: _____

School/Centre/Dept.: _____

Project No.	Account Code	Amount
_____	_____	_____
_____	_____	_____
_____	_____	_____

Please provide a description of the event and name(s) of individual(s) on each meal receipt.

All expenses must be justified by original receipts

<u>SUMMARY</u>	<u>TRANSPORTATION</u>									<u>OTHER EXPENSES</u>					
	Date mm/dd/yy	From/ to	Reason and/or Name(s) of Passenger(s)	* S	Km.	Single \$0.43	Carpool \$0.48	Parking Taxis	Total	Hotel	Meals (Including gratuities)			Other	Total
											B	L	D		
Expenditures															
Transport															
Hotel															
Meals															
Other															
Total Reimbursement															
* Please enter S in this column only when you are the driver in a car pool with other employees. Please identify the individuals.															
Maximum Reimbursement for Meals															
<u>WITHIN</u> Quebec															
Breakfast	\$15.00														
Lunch	\$25.00														
Dinner	\$45.00														
Daily Maximum <u>for 3 meals</u>	\$85.00														
Maximum Reimbursement for Meals															
<u>OUTSIDE</u> Quebec															
Breakfast	\$20.00														
Lunch	\$30.00														
Dinner	\$50.00														
Daily Maximum <u>for 3 meals</u>	\$100.00				0 KM										

These maximums may be combined on a daily basis provided total maximums are respected. All taxes and tips included.

NOTE: This applies only if all three meals are consumed.

Signature: _____
 Approved by: _____

Date: _____
 Date: _____

EASTERN TOWNSHIPS SCHOOL BOARD

Distance Chart

(One Way)

	ADS	AGRHS	Ayer's Cliff	Butler	Clarenceville	Cookshire	Drummondville	Knapp Building	Farnham	Heroes'	Knowlton	Lennoxville	Mansonville	Massey-Vanier	North Hatley	Parkview	Pope Memorial	Princess E	RRHS	Sawyerville	New Horizons	Sherbrooke	Bus Garage	St. Francis	Sunnyside	Sutton	Waterloo	Adult Ed Cowan	Quebec (MEQ)	Board Office
ADS		64	91	150	182	67	55	62	134	122	105	63	111	126	79	87	74	79	20	77	62	58	60	21	107	119	74	126	156	76
AGRHS	64		31	120	153	21	81	2	107	93	76	2	74	97	17	85	33	33	47	26	9	8	4	45	47	90	65	97	219	33
Ayer's Cliff	91	31		107	140	50	107	31	94	80	62	31	60	84	17	72	62	17	73	52	35	41	33	71	20	77	52	85	247	18
Butler	150	120	107		27	145	113	121	20	26	45	121	71	27	107	50	151	91	132	148	115	115	119	130	123	45	57	27	257	93
Clarenceville	182	153	140	27		173	150	154	45	52	71	154	97	53	140	82	183	123	164	180	148	148	152	162	156	71	96	53	292	125
Cookshire	67	21	50	145	173		97	23	128	114	97	22	95	118	37	106	13	57	62	11	29	28	25	60	67	111	86	119	223	54
Drummondville	55	81	107	113	150	97		80	94	97	86	81	124	96	97	76	107	98	40	107	80	76	78	40	127	102	70	97	152	93
Old Board	62	2	31	121	154	23	80		109	95	78	1	76	99	17	85	35	34	46	27	7	6	3	43	48	92	67	100	219	34
Farnham	134	107	94	20	45	128	94	109		22	42	108	68	20	94	33	138	77	116	134	102	102	106	114	110	43	48	21	237	79
Heroes'	122	93	80	26	52	114	97	95	22		20	94	47	4	80	27	123	63	104	120	88	88	91	102	96	21	31	4	245	66
Knowlton	105	76	62	45	71	97	86	78	42	20		77	28	24	63	36	106	47	87	103	71	71	75	85	79	18	17	23	237	47
Lennoxville	63	2	31	121	154	22	81	1	108	94	77		76	99	17	86	35	33	46	27	8	7	4	44	47	92	67	100	220	31
Mansonville	111	74	60	71	97	95	124	76	68	47	28	76		50	60	65	105	44	93	102	70	70	74	91	62	32	46	50	267	46
Massey-Vanier	126	97	84	27	53	118	96	99	20	4	24	99	50		85	26	128	68	108	125	92	92	94	106	100	24	40	1	244	70
North Hatley	79	17	17	107	140	37	97	17	94	80	63	17	60	85		72	49	19	58	42	16	21	19	55	34	78	53	85	232	18
Parkview	87	85	72	50	82	106	76	85	33	27	36	86	65	26	72		114	56	70	113	79	78	82	70	88	42	21	26	221	57
Pope Memorial	74	33	62	151	183	13	107	35	138	123	106	35	105	128	49	114		67	72	21	41	39	37	70	79	121	96	129	192	64
Princess	79	33	17	91	123	57	98	34	77	63	47	33	44	68	19	56	67		63	64	31	32	36	60	33	60	35	68	237	3
RRHS	20	47	73	132	164	62	40	46	116	104	87	46	93	108	58	70	72	63		73	45	42	44	1	91	102	54	109	180	59
Sawyerville	77	26	52	148	180	11	107	27	134	120	103	27	102	125	42	113	21	64	73		34	33	29	70	67	118	93	125	233	57
New Horizons	62	9	35	115	148	29	80	7	102	88	71	8	70	92	16	79	41	31	45	34		4	5	42	50	85	60	93	219	27
Sherbrooke	58	8	41	115	148	28	76	6	102	88	71	7	70	92	21	78	39	32	42	33	4		4	39	57	85	60	92	215	28
Bus Garage	60	4	33	119	152	25	78	3	106	91	75	4	74	94	19	82	37	36	44	29	5	4		41	50	90	65	97	217	32
St. Francis	21	45	71	130	162	60	40	43	114	102	85	44	91	106	55	70	70	60	1	70	42	39	41		89	100	55	107	181	57
Sunnyside	107	47	20	123	156	67	127	48	110	96	79	47	62	100	34	88	79	33	91	67	50	57	50	89		94	70	102	264	35
Sutton	119	90	77	45	71	111	102	92	43	21	18	92	32	24	78	42	121	60	102	118	85	85	90	100	94		33	24	252	63
Waterloo	74	65	52	57	96	86	70	67	48	31	17	67	46	40	53	21	96	35	54	93	60	60	65	55	70	33		40	221	37
Adult Ed. Cowan	126	97	85	27	53	119	97	100	21	4	23	100	50	1	85	26	129	68	109	125	93	92	97	107	102	24	40		245	70
Quebec (MEQ)	156	219	247	257	292	223	152	219	237	245	237	220	267	244	232	221	192	237	180	233	219	215	217	181	264	252	221	245		233
Board Office	76	33	18	93	125	54	93	34	79	66	47	31	46	70	18	57	64	3	59	57	27	28	32	57	35	63	37	70	233	