

EMPLOYER'S PRACTICAL GUIDE

A Good Start for Good ...

Your CCQ employer no.:

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Your Quebec business no.:

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Your Régie du bâtiment du Québec no.:

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In response to your request, we are pleased to be sending you the Employer's Practical Guide.

- Would you like to reduce your administrative costs? The CCQ's online services can help you reach this goal! Read page 8 to find out how to subscribe.
- Would you like to send your monthly reports by Internet? Read page 43 of this guide.
- Would you like to make your monthly reports by phone? Read page 44 of this guide.
- Would you like to attend an information session?
This session will take place on: _____
at: _____

Don't forget to bring your Employer's Practical Guide with you!



We are pleased to welcome you as an employer in construction. The construction industry is a major economic sector that generates investments totalling about \$45 billion per year, as well as creating hundreds of thousands of jobs – one job in 20. This shows the importance of our industry in the Quebec economy.

To make it easier for you to do business with our organization, we have written this guide for you. It includes information that you will need to operate your firm, and it will help you meet the obligations set out in An Act on labour relations, vocational training and manpower management in the construction industry (commonly called Act R-20) and in the collective agreements in force.

For the latest and most complete information, we urge you to read the newsletter *Bâtir*, which will be sent to you every month. Other publications of interest will also be sent occasionally.

The Commission de la construction du Québec is determined to continue simplifying and improving the quality of its services. Therefore, we offer an employer phone line, 1 877 973-5383, through which you can contact our Customer Services. When you contact our Customer Services, you must have one or another of these numbers at hand: your CCQ employer number, the Régie du bâtiment du Québec number, or your Quebec business number (NEQ).

You can also visit the CCQ's Web site at www.ccq.org. This site offers a goldmine of useful information. Finally, please don't hesitate to send us your comments and suggestions; they will help us improve the quality and accessibility of our services.

Welcome to the construction industry.

INFORMATION SESSION FOR EMPLOYERS

A session to familiarize you with our services and your obligations

A GOOD START FOR GOOD SUCCESS

The CCQ regularly offers information sessions. These sessions, held in all regional offices, will tell you more about the different statutes governing the industry and about your obligations. You will also have an opportunity to learn more about the construction industry, the CCQ's role and responsibilities, and the services that are offered to you.

Do you need workers? Do you know about hiring procedures? Do you know how to fill out your monthly report? Do you know about our online services? These are some of the subjects that will be addressed at the information sessions.

The three-hour session is hosted by a staff member from our Customer Service.



On the agenda:

- ✓ The construction industry
- ✓ The CCQ's roles and responsibilities
- ✓ The CCQ's online business services
- ✓ The collective agreements and Act R-20
- ✓ Inspection
- ✓ The monthly report and payroll
 - Hiring and lay-off rules
 - Vocational training
 - Employers' participation in the social benefits plans
 - Payroll
 - The monthly report
- ✓ A reminder of the business services and products

If this guide does not answer all your questions, please register for an information session by contacting your regional office (see the list of regional offices on the next page) or by contacting the CCQ on the employer line, **1 877 973-5383**.

REGIONAL OFFICES OF THE COMMISSION DE LA CONSTRUCTION DU QUÉBEC

ABITIBI-TÉMISCAMINGUE

2324, boul. Barrette
Val-d'Or (Québec) J9P 6M4
Tel.: 819 825-4477
Fax: 819 825-2192

BAS-SAINT-LAURENT-GASPÉSIE

188, rue des Gouverneurs
Rimouski (Québec) G5L 8G1
Tel.: 418 724-4491
Fax: 418 725-3182

CÔTE-NORD

598, boul. Laure
Bureau 112
Sept-Îles (Québec) G4R 1X7
Tel.: 418 962-9738
Fax: 418 962-7321

Bureau d'information

896, rue Leventoux
Baie-Comeau (Québec) G5C 1K1
Tel.: 418 589-3791
Fax: 418 589-5627

ESTRIE

2700, rue Galt Ouest
Sherbrooke (Québec) J1K 2V8
Tel.: 819 348-4115
Fax: 819 565-5023

MAURICIE-BOIS-FRANCS

Place 125
125, rue des Forges, 5^e étage
Trois-Rivières (Québec)
G9A 2G7
Tel.: 819 379-5410
Fax: 819 693-5625

MONTRÉAL

1201, boul. Crémazie Est
Montréal (Québec) H2M 0A6
Tel.: 514 341-2686
Fax: 514 341-4025

OUTAOUAIS

225, montée Paiement
Rez-de-chaussée
Gatineau (Québec) J8P 6M7
Tel.: 819 243-6020
Fax: 819 243-6018

QUÉBEC CITY

700, boul. Lebourgneuf
Rez-de-chaussée
Québec (Québec) G2J 1E2
Tel.: 418 624-1173
Fax: 418 624-5308

SAGUENAY-LAC-SAINT-JEAN

1299, rue des Champs-Élysées
Bureau 101
Saguenay (Québec) G7H 6P3
Tel.: 418 549-0627
Fax: 418 698-4715

TOLL-FREE LINE: 1 888 842-8282

SPECIAL PHONE LINES:

Dedicated employer line: 1 877 973-5383

INFO-PÉNURIE line:

Outside of Montréal: 1 877 973-6874

In Montréal: 514 736-8743

INFO-PERFECTIONNEMENT LINE: 1 888 902-2222

WEB SITE: www.ccq.org

TWO SERVICES TO HELP YOU FIND THE WORKERS YOU NEED



ALERTE PÉNURIE

Alerte pénurie (labour shortage alert) is an e-mail alert service that will keep you informed of the state of the labour pools for the trades and regions of your choice. Every day, this automated system will send you an e-mail listing the labour shortages predicted for the next day, so that you can react in time. You can also consult the history of the alerts to which you are subscribed, at the time when you are most in need

NEW GRADUATES REFERRAL SERVICE

Recruiting new graduates

You're sure to find the workers that you need if you draw from our pool of new graduates looking for their first job guarantee in the construction industry!

The pool comprises over 150 future workers from several regions of Québec who have recently graduated in one of a dozen different trades. Obtain the full list of these new workers established by region.

How can you benefit from the services of these new graduates?

Simply choose between two options:

- Consult our online services at www.ccq.org and click on "Demande de référence de nouveaux diplômés";
- Call 1 877 973-5383.



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THE COMMISSION DE LA CONSTRUCTION DU QUÉBEC

WHAT IS THE COMMISSION DE LA CONSTRUCTION DU QUÉBEC?

A. ITS NATURE

The Commission de la construction du Québec (CCQ) is responsible for making sure that *An Act on labour relations, vocational training and manpower management in the construction industry* (commonly called Act R-20) and its regulations are applied. It is funded mainly by a levy on the total payroll of the industry's workforce. Its board of directors is formed of union, employer, and government representatives.

B. ITS ROLE

The CCQ is mandated by *An Act on labour relations, vocational training and manpower management in the construction industry to supervise application of the construction collective agreements*, administer the social benefits plans, and implement measures and provisions ensuring organization of vocational training for workers in the industry.

C. ITS POWERS

To carry out its inspection duties and its audits of payroll books and registers, the CCQ conducts visits to construction sites and the offices of construction companies. It can require contraveners to conform to the law, instigate civil or criminal proceedings, and order suspension of work.

The CCQ takes measures to collect monies related to pay and to unpaid allowances. It may make claims based on an appraisal of work executed.

The CCQ is obliged to cooperate with the Ministère du Revenu in the application of the tax laws in the construction industry.

D. ITS CUSTOMER SERVICES

The CCQ's Customer Services process the following applications:

- registration or change of a designated representative for a partnership or corporation
- issuing of a competency certificate to an employer
- workforce referral
- workforce movements, by issuing hiring and lay-off confirmation numbers for employees

ORIENTATIONS

Because it is committed to providing high-quality services, the CCQ has formulated a series of customer service orientations, which are set out in its "Customer Service Policy." The CCQ aims to offer you services:

- that are accessible seven days a week, 24 hours a day, throughout the province, via automated services. For those who prefer it, provision of services by telephone, mail, or in person, within reasonable delays
- requiring a minimum number of steps
- adapted to your specific needs

We guarantee that you will receive high-quality, standardized information. In addition, our services are offered by personnel who are courteous, competent, sensitive to your needs, and concerned with ensuring continuous improvement of service.

To find out more about our customer service commitments, please consult the "Customer Service Policy" page on our Web site (www.ccq.org), at the tab "Who are we?".

If you do not have access to the Internet, you may obtain a printed copy of the *Customer Service Policy* by contacting Customer Services at your regional office.

WWW.CCQ.ORG



The information on the Commission de la construction du Québec's Web site is regularly updated. You can visit it at any time, at www.ccq.org.

The site contains publications and forms, as well as articles on various subjects, grouped under the following headings:

- Employer's responsibilities
- Labour relations
- Salary rates
- Competency certificates
- State of the Labour Pools
- Participation in social benefits
- And much more...

In addition, you can access the online services offered to employers via the Internet. When you do this, you can reduce the administrative costs related to your obligations to the CCQ by 80%!

HOW TO SUBSCRIBE TO THE ONLINE SERVICES?

You must first obtain a user number. To do this, go to the CCQ's Web site, www.ccq.org, and select "Online Services" from the menu. An access page will display, offering the option "Registration for online services." Follow the steps indicated.

To validate your identity, you will have to supply some information contained in your CCQ file. Once all the information is validated, you will receive your user number and your personal identification number (PIN) by mail to the address in your file. By doing things this

way, we ensure that the employer identified by the number issued is actually the one who receives the PIN.

We would like to emphasize that these services are protected through a secure personal identification procedure. Because of this, only employers with a user number and personal identification number (PIN) have access to the CCQ's online services.

You can consult and use the following online services:

- Rates and contributions for the different monthly report periods
- Your CCQ file
- Adjusted rates and contributions by trade
- The state of the labour pools for all regions of Quebec, all trades, and all occupations
- Transmission of the monthly report via adapted accounting software
- Form for entering data on and online transmission of the monthly report
- Application for workforce movements – hiring and lay-offs
- Form to request a situation letter
- Management of your access to online services
- Consultation of the collective agreements in the industry and search by key word
- Request for referral
- Request for referral of new graduates
- Registration for Alerte pénurie

YOUR CALL COUNTS

You can contact our Customer Services staff by calling the employer line, 1 877 973-5383. Please have one of the following numbers on hand:

- Your Quebec business no.*
- Your CCQ employer no.
- Your Régie du bâtiment du Québec no.

* **Québec Business Number (Numéro d'entreprise du Québec, or NEP):** If your firm is not registered with the Registre des entreprises du Québec or you wish to obtain additional information regarding this number, contact the Registraire des entreprises du Québec at the following numbers: Montréal: 514 644-4545; Québec City: 418 644-4545; elsewhere in Québec: 1 877 644-4545

OFFICE HOURS

Counter services:

Monday, Tuesday, Thursday, and Friday: 8:15 AM to 12:00 PM and 1:00 PM to 4:45 PM

Wednesday: 10:00 AM to 12:00 PM and 1:00 PM to 4:45 PM

Telephone services

Monday, Tuesday, Thursday, and Friday: 8:15 AM to 4:45 PM

Wednesday: 10:00 AM to to 4:45 PM

INFO-PÉNURIE



You can quickly find out the state of labour pools during a shortage, make a request for workers, and consult the response to a request previously made – without having to leave your office. The CCQ has created two services:

- The first is available on our Web site, through our online services (www.ccq.org)
- The second is available by telephone. This is a dedicated phone line, the INFO-PÉNURIE line. There are two numbers for this service, depending on your location:

Montréal and metropolitan region:

514 736-8743

The rest of the province:

1 877 973-6874

The services for information on the state of the labour pools and for finding out the result of a previous request are available 24 hours a day, 7 days a week.

The request for workers service is offered during our office hours. To make a request for workers during a shortage, for a region, or for a given trade or occupation, you must send the following information:

- The last name, first name, and social insurance number of the person to whom you are offering an employment guarantee of 150 hours
- The region of placement and the trade or occupation needed
- Your CCQ employer number and the last and first names of the head of your firm
- Your fax number

The INFO PÉNURIE telephone system requires the use of numeric codes for the regions and trades. Here are the codes:

Region codes

- 01 - Îles-de-la-Madeleine
- 02 - Bas-Saint-Laurent-Gaspésie
- 03 - Saguenay-Lac-Saint-Jean
- 04 - Québec City
- 06 - Mauricie-Bois-Francs
- 07 - Eastern Townships
- 08 - Great Montréal
- 09 - Outaouais
- 10 - Abitibi-Témiscamingue
- 11 - Côte-Nord

Trade codes

- 110 Bricklayer-mason
- 130 Insulator
- 140 Tile setter
- 160 Carpenter-joiner
- 190 Boiler maker
- 200 Cement finisher
- 210 Roofer
- 220 Electrician
- 230 Tinsmith
- 240 Reinforcing steel erector
- 250 Crane operator
- 270 Elevator mechanic
- 280 Millwright
- 290 Heavy equipment mechanic
- 300 Structural steel erector
- 310 Erector-mechanic (glazier)
- 313 Erector-mechanic (glazier-garage doors)
- 320 Heavy equipment operator
 - Spreader operator
 - Leveller operator
 - Roller operator
 - Tractor operator
- 340 Shovel operator
- 350 Painter
- 370 Plasterer
- 380 Interior systems installer
- 390 Resilient flooring layer
- 400 Ornamental iron worker
- 410 Pipefitter
 - Plumber
 - Heating systems installer
- 416 Fire-protection mechanic
- 418 Refrigeration mechanic

Occupation code

- 713 All occupations

KEEP YOUR FILE UP TO DATE

So that we can provide the best service possible, you must keep the information in your employer file up to date. If there is a **change of address** for your firm, your accountant, or the location where your correspondence should be sent, you must notify the CCQ in writing of this change. To do this, you may use the "Change of address" form below.

You must also notify the CCQ of any change in the company's "members of the company", whether it is an **addition** or a **retirement**. At the same time, you must send notice in writing of the date on which these changes will take place.

If your **company changes its name**, you will probably have to change your employer number. If there is a change in **legal status**, you must obtain a new employer number and pay the required fee. More information is available from our Customer Services.

If your company ceases operations, please inform the CCQ in writing, giving the date on which the company will **go out of business**. And if the company returns to activity after going out of business, you must also notify the CCQ in writing, giving the date on which the firm will become active again. However, the required fees will be invoiced to you if your firm is inactive for more than 26 months.



Change of address of place of business or change of address of correspondence with employer or accountant

Forward the duly completed form to your regional office
(See addresses at the beginning of the guide)

SECTION 1: Information on the company

CCQ number _____ or _____ Québec Enterprise Number (NEQ)

RBQ licence number _____

Name of company*

* In the event of any change respecting the name of the company or its administrators, please contact the regional office in your area.

SECTION 2: Change of place of business (employer)

Number _____ Street _____ Suite _____

City, town or municipality _____ Province _____ Postal code _____

Area code Telephone _____ Area code Telecopier _____ Area code Cell number _____

Email

Check if the address of correspondence is the same as the address of the place of business.
Complete the fields below if the address of correspondence is different.

Number _____ Street – P.O. box _____ Suite _____

City, town or municipality _____ Province _____ Postal code _____

Contact officer (identified by the company for its exchanges with the CCQ)

Addition Modification _____
Person in charge of your file

SECTION 3: Change of address of the accountant or registration of an accountant

Name of accountant

Number _____ Street _____ Suite _____

City, town or municipality _____ Province _____ Postal code _____

Area code Telephone (accountant) _____ Area code Telecopier (accountant) _____

Check if you no longer have an accountant.

SECTION 4: Cessation of business

Check if you have ceased your activities. Indicate date of cessation.

Y Y M M D D
Date

SECTION 5: Signature

Signature of an administrator

Position

Y Y M M D D
Date

THE INSPECTION SERVICE

A. THE MANDATE

The main goal of the CCQ's inspection activities is to ensure healthy competition within the construction industry in Quebec.

The purpose of inspection is to make sure that working conditions are respected and that employees and employers working on construction sites comply with the law. Inspection also checks that the monthly remittances match the construction activities identified on the construction sites.

In order to target inspection activities more specifically toward high-risk sites, the CCQ has created information systems to keep it as well informed as possible about activities on construction sites before, during, and after completion. The inspector's role has also been revised so that inspectors function more as investigators.

The CCQ has developed different approaches to inspection, some of which are aimed at dissuading people from turning to noncompliant situations and preventing such situations from occurring. Among these approaches are targeted blitzes per sector.

B. THE POWERS

Act R-20 accords the CCQ certain powers with regard to inspection and auditing of payroll books and registers. CCQ inspectors have the authority to enter the construction sites and offices of construction companies, which must grant them access. The CCQ may also require that any information it deems useful be supplied, enjoin contraveners to obey the law, and order work to be suspended.

In addition, the CCQ may present claims based on an expertise of the work, since it may transpose construction work done into hours worked.

C. KEEPING A PAYROLL REGISTRER

(Regulation respecting the register, monthly report, employer's notices, and designation of a representative, Division III)

You must keep a payroll register, which must be kept in your place of business. This register must be made available to the CCQ inspectors if they ask you for it. Your register must contain the following information for each of your employees and for yourself:

- Last name, first name, address, and social insurance number of your workers
- Name of the trade or occupation and the apprenticeship period, where applicable, of your workers
- Region and address of construction sites for each day of work
- **The exact times at which the work begins, is interrupted, and ends, the hours of work paid at regular rate, time and a half, and double time**
- Nature of the work and the type of site
- Wages paid, the date and the method of payment
- Allowances payable for paid vacations and statutory holidays
- Amount deducted for the levy
- Contributions deducted from wages and made by the employer to the social benefits plan
- Union dues deducted
- Employer's licence number in accordance with the Building Act

D. THE SITUATION LETTER

The situation letter is a document issued by the CCQ when an employer requests it. It provides a snapshot of the employer's situation with regard to its obligations to the CCQ at the time when the request is made. This letter is usually required by the work provider or general contractor on a site to ensure that a subcontractor has fulfilled its obligations to the CCQ, including the monthly remittances. With this letter, the work provider and general contractor acquire information relevant to the application of section 54 of Act R-20, which provides that the salary due by a subcontractor is a joint obligation between this subcontractor and the contractor with which it has signed a contract.

There are two types of situation letter:

- Situation letter for the purpose of bidding
- Situation letter for a specific construction site, with or without irregularities

How to request a situation letter

To request a situation letter, you must fill out the form "Request for a Situation Letter." Employers who subscribe to the CCQ's online services may fill out and send this form online (for more information, see page 8 of this guide). You will also find the form on the CCQ's Web site, at www.ccq.org, under the heading "Forms." If you do not have access to the Internet, you may obtain a print copy by contacting the CCQ's Customer Services.



You may send printed copies by fax to:
(514) 736-6718

or by mail to:

Commission de la construction du Québec
P.O. Box 2015, Youville Station
Montréal (Québec) H2P 0B2

Requests from employers who meet the conditions below will be processed within three days:

- You must do assessable work to Act R-20
- You must be registered with the CCQ and have paid the fees related to your registration

- You must hold a licence from the Régie du bâtiment du Québec (RBQ)
- You must have paid the fees related to any previous issuance of a situation letter

A fee of \$30 is payable for the issuance of a situation letter.

The restricted licence

The *Regulation respecting restrictions to contractor licences for the purposes of obtaining a public contract* (Decree 11960-98) has been in force since October 14, 1998. This regulation has enabled the government of Québec to tighten the rules with regard to awarding of public contracts, thus reinforcing its intention to ensure fair competition and fiscal equity in the construction industry.

In fact, the regulation, which is aimed at dissuading everyone from doing under-the-table construction, forbids the awarding of public contracts to contractors who contravene certain provisions of Act R-20.

What is a public construction contract?

Public construction contracts and subcontracts targeted by the regulation are those that are attached, directly or indirectly, to a contract in which one party is:

- a public ministry or agency
- an organization in the school network
- an organization in the hospital network
- an organization in the municipal network in the context of a publicly funded project

Duration of the restriction and types of infraction

The duration of the restriction varies depending on the type of infraction. Among the types of infraction that may lead to the issuance of a restricted licence are:

- Having had work suspended
- Having paid or been sentenced to pay a claim established on the basis of estimate of work
- Having committed an infraction related to not holding a competency certificate
- Having committed an infraction related to refusing access, not providing information, or non-declaration of hours

Employer notice

The hiring of an individual who does not hold a competency certificate is an infraction that may lead to application of the *Regulation respecting restrictions to contractor licences for the purposes of obtaining a public contract*. Therefore, when an employee working on a site does not hold a competency certificate, the CCQ sends a notice to that person's employer. This measure is aimed at permitting the employer to correct the situation rapidly in order to avoid accumulating these types of infractions.

Appeal to the construction commissioner

A contractor convicted of an infraction that could lead to a restriction to its licence may, within 30 days

following the conviction, appeal this decision to the Office of the Commissioner of the Construction Industry.

To find out more about the restricted licence

To obtain more information about how the regulation is applied and the type of infraction that may lead to the issuance of a restriction, you may consult the page on the restricted licence on our Web site, www.ccq.org, under the heading "Employer's responsibilities." If you do not have Internet access, you may obtain a printed copy of the pamphlet "The Restricted Licence" by contacting Customer Services at the regional office in your region.

THE COLLECTIVE AGREEMENTS AND ACT R-20

THE INDUSTRY'S COLLECTIVE AGREEMENTS

The construction industry has four collective agreements, one for each of its sectors (the industry's four sectors are defined on page 38):

- Residential
- Industrial
- Institutional and commercial
- Civil engineering and roadwork

In each sector, employers are represented by an association that is responsible for negotiating working conditions with the union side. You may obtain the collective agreement governing the sector in which your employees work from these associations, which are:

- **Association de la construction du Québec (ACQ):** industrial, institutional, and commercial sectors
- **Association des constructeurs de routes et grands travaux du Québec (ACRGTO):** civil engineering and roadwork sector
- **Association provinciale des constructeurs d'habitations du Québec (APCHQ):** residential sector



Please note that the texts of the four collective agreements are published on the CCQ's Web site, and subscribers to the CCQ's online services may conduct a search by key words.

THE CCQ'S MANDATE WITH REGARD TO APPLICATION OF THE COLLECTIVE AGREEMENTS

The CCQ is responsible for making sure that the collective agreements of the four sectors of the construction industry are applied. To fulfil this mandate, the CCQ:

- Inspects sites and examines company books
- Applies, on behalf of the workforce, the recourses set out in the collective agreements
- Coordinates issues related to the field of application of Act R-20 and trade competencies
- Contributes to maintaining a harmonious labour-relations climate

A. WHAT CONSTRUCTION WORK IS COVERED UNDER ACT R-20?

Construction work covered by the Act includes foundation, erection, maintenance, renovation, repairs, modification, and demolition of buildings and civil-engineering works, executed on the site, including preparation of the ground; as well as certain related work, but under particular conditions, such as:

- Installation, erection, repairs, and maintenance of building equipment
- Installation, repairs, and maintenance of production equipment

B. WHAT ARE THE EXCLUSIONS TO ACT R-20?

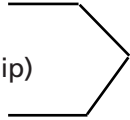
There are 14 reasons for work not to be subjected to application of Act R-20.

C. EMPLOYER O INDEPENDANT CONTRACTOR?

The law recognizes that a construction company may be an employer or an independent contractor.

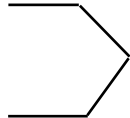
An employer is:

An individual
(sole proprietorship)



With one or more employees in the sense of article 1r of Act R-20 (only the individual does not figure in the monthly report)

A corporation or
partnership



With one or more employees in the sense of article 1r or Act R-20 (the designated representative may figure in the monthly report)

When an independent contractor holds a specialized contractor's licence related to the subcategory "Excavation and Earthwork Contractor," that person is:

- An individual (sole proprietorship) performing **all types of construction work** covered by the Act for others, without the assistance of an employee
- A corporation or partnership of which an administrator, a shareholder holding at least one voting share, or a partner performs **all types of construction work** covered by the Act for others, for the profit of the corporation or partnership and without the assistance of an employee

When the independent contractor holds a specialized contractor's licence related to any other subcategory but "Excavation and Earthwork Contractor," that person is:

- An individual (sole proprietorship) performing **maintenance, repairs, and minor renovation** covered by the Act for others, without the assistance of an employee
- A corporation or partnership of which an administrator, a shareholder holding at least one voting share, or a partner performs **maintenance, repairs, and minor renovation** covered by the Act for others, for the profit of the corporation or partnership and without the assistance of an employee

RULES FOR HIRING, PAYING AND LAYING OF WORKERS

A. HIRING HOLDERS OF A COMPETENCY CERTIFICATE
All individuals who perform construction work in the sense of the Act must hold a valid competency certificate. As an employer, it is up to you to check the validity of this certificate.

The competency certificate is valid for 12 months. There are three types of competency certificate (see samples on following pages):

- Journeyman competency certificate – confirms that its holder is qualified to practise a trade or a trade specialty
- Occupation competency certificate – confirms that its holder may perform a task falling under an “occupation” that is not part of the performance of a trade (see definitions in Appendix B of the collective agreements)
- Apprentice competency certificate – confirms that its holder is apprenticing in a trade
- Holders of a competency certificate-apprentice also have an apprenticeship record book, which tells you which period of apprenticeship its holder is in. This information is needed to determine the corresponding wage rate.

B. EXEMPTION FROM HOLDING A COMPETENCY CERTIFICATE

The CCQ may **exceptionally** issue an exemption under specific circumstances (e.g., qualification or apprenticeship outside of Québec, child of an employer, new coverage, etc.). This exemption may involve certain restrictions allowing only for specific work to be done for a specific employer and for a limited time.

Because of its exceptional character, an application for exemption must be accompanied by proof of why the person who is the subject of the application must work on the site.

You may obtain an application form and more information by contacting Customer Services at your regional office or by consulting the CCQ’s Web site.



C. DIRECT SUPERVISION OF APPRENTICES AND JOURNEYMAN/APPRENTICE RATIO

Apprentices may perform their tasks only under the direct supervision of a journeyman in the same trade or, if the tasks are part of the practice of more than one trade, of a journeyman in one of these trades.

Two notions with regard to journeyman/apprentice ratios, set out in articles 19 and 20 of the regulation, must be respected:

Journeyman/apprentice ratio in the books

For a single workday and for all of your sites, you must ensure that the ratio for a given trade respects the norms established per sector, as shown on page 20.

Journeyman/apprentice ratio on site

However, for a single workday on a site, the ratio for a given trade may be, at minimum, 1 journeyman for 1 apprentice.

JOURNEYMAN/APPRENTICE RATIO

Under *A Regulation respecting the vocational training and qualification of manpower in the construction industry* (R-20, r. 6.2), your apprentices must perform their tasks under the supervision of a journeyman in the same trade or, if the tasks are part of the practice of more than one trade, the apprentice must be under the supervision of a journeyman in one of these trades.

You must also respect the journeyman-apprentice ratio for each trade on each site (see table below). However, you may hire another apprentice when you employ a journeyman in the same trade in excess of the number indicated in the table or any multiple of that number.

For a site as a whole, the number of apprentices hired must not be greater than the number of journeymen.

SECTOR	RESIDENTIAL	INDUSTRIAL	INSTITUTIONAL AND COMMERCIAL	CIVIL ENGIN. AND ROAD
TRADE OR SPECIALITY	Journeyman- apprentice	Journeyman- apprentice	Journeyman- apprentice	Journeyman- apprentice
Boilermaker	1-1	5-1	5-1	5-1
Bricklayer-mason	1-1	5-1	5-1	5-1
Carpenter-joiner	1-1	5-1	5-1	5-1
Cement finisher	1-1	5-1	5-1	5-1
Crane operator Class A	1-1	1-1	1-1	1-1
Crane operator 2 nd man	1-1	1-1	1-1	1-1
Crane operator Class B	1-1	1-1	1-1	1-1
Electrician	1-1	2-1	2-1	2-1
Elevator mechanic	1-1	1-1	1-1	1-1
Erector mechanic (glazier)	1-1	3-1	3-1	3-1
Fire protection mechanic	1-1	1-1	1-1	1-1
Flooring specialist sander	1-1	5-1	5-1	5-1
Heavy equipment mechanic	1-1	1-1	1-1	1-1
Heavy equipment operator Class A	1-1	2-1	2-1	2-1
Heavy equipment operator Class B	1-1	2-1	2-1	2-1
Insulator	1-1	5-1	5-1	5-1
Interior systems installer	1-1	5-1	5-1	5-1
Joint pointer (painter) new surface	1-1	5-1	5-1	5-1
Joint pointer (plasterer) new surface	1-1	5-1	5-1	5-1
Millwright	1-1	5-1	5-1	5-1
Ornamental iron worker	1-1	5-1	5-1	5-1
Painter	1-1	5-1	5-1	5-1
Pipefitter (plumber, heating system installer)	1-1	2-1	2-1	2-1
Plasterer	1-1	5-1	5-1	5-1
Refrigeration mechanic	1-1	2-1	2-1	2-1
Reinforcing steel erector	1-1	5-1	5-1	5-1
Resilient flooring layer	1-1	2-1	2-1	2-1
Roofer	1-1	4-1	4-1	4-1
Security systems installer	1-1	1-1	1-1	1-1
Shovel operator Class A	1-1	1-1	1-1	1-1
Shovel operator Class B	1-1	1-1	1-1	1-1
Structural steel erector	1-1	5-1	5-1	5-1
Tile setter	1-1	5-1	5-1	5-1
Tinsmith	1-1	2-1	2-1	2-1



CERTIFICAT DE COMPÉTENCE **COMPAGNON**

RÉGION

N° D'ASSURANCE SOCIALE	SÉCURITÉ	N° DE DOCUMENT	
------------------------	----------	----------------	--

DATE DE NAISSANCE	N° D'ASSURANCE SOCIALE	DÉLIVRANCE	
MÉTIER(S)	TAILLE	YEUX	ÉCHÉANCE

CE CERTIFICAT EST DÉLIVRÉ EN VERTU DE LA LOI SUR LES RELATIONS DU TRAVAIL, LA FORMATION PROFESSIONNELLE ET LA GESTION DE LA MAIN-D'ŒUVRE DANS L'INDUSTRIE DE LA CONSTRUCTION POUR EXERCER LE(S) MÉTIER(S) SUIVANT(S):

QUALIFICATION(S) PROFESSIONNELLE(S)	OBT.
-------------------------------------	------

ASSOCIATION REPRÉSENTATIVE	SIGNATURE
----------------------------	-----------

REMARQUES :

I : Interprovinciale
Sceau Rouge C : Compagnon A : Décision du
Commissaire ON : Entente Ontario/Québec
TNL : Entente Terre-Neuve

-11



CARNET D'APPRENTISSAGE

Suivi de l'apprentissage

Liste des derniers employeurs (maximum de cinq inscriptions)

N° D'ASSURANCE SOCIALE	N° DE DOCUMENT
------------------------	----------------

- 1- Date d'impression du carnet
- 2- Validité maximale du carnet
- 3- Heures requises pour changer de période
- 4- Admission à l'examen
- 5- Dernière date de révision
- 6- Total des heures travaillées et créditées
- 7- Total des crédits de formation
- 8- Répartition par période :
- 9- Période :
- 10- Heures :

APPRENTI	-12	PÉRIODE	-13
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CERTIFICAT DE COMPÉTENCE **APPRENTI**

RÉGION

N° D'ASSURANCE SOCIALE	SÉCURITÉ	N° DE DOCUMENT	
------------------------	----------	----------------	--

DATE DE NAISSANCE	N° D'ASSURANCE SOCIALE	DÉLIVRANCE		
MÉTIER(S)	13	TAILLE	YEUX	ÉCHÉANCE

NOM
PRÉNOM

CE CERTIFICAT EST DÉLIVRÉ EN VERTU DE LA LOI SUR LES RELATIONS DU TRAVAIL, LA FORMATION PROFESSIONNELLE ET LA GESTION DE LA MAIN-D'ŒUVRE DANS L'INDUSTRIE DE LA CONSTRUCTION POUR EXERCER LE(S) MÉTIER(S) SUIVANT(S):

ASSOCIATION REPRÉSENTATIVE	SIGNATURE
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APPRENTI

REMARQUES



CERTIFICAT DE COMPÉTENCE **OCCUPATION**

RÉGION

N° D'ASSURANCE SOCIALE	SÉCURITÉ	N° DE DOCUMENT	
------------------------	----------	----------------	--

DATE DE NAISSANCE	N° D'ASSURANCE SOCIALE	DÉLIVRANCE	
	TAILLE	YEUX	ÉCHÉANCE

NOM
PRÉNOM

CE CERTIFICAT EST DÉLIVRÉ EN VERTU DE LA LOI SUR LES RELATIONS DU TRAVAIL, LA FORMATION PROFESSIONNELLE ET LA GESTION DE LA MAIN-D'ŒUVRE DANS L'INDUSTRIE DE LA CONSTRUCTION POUR EXERCER LE(S) MÉTIER(S) SUIVANT(S):

ASSOCIATION REPRÉSENTATIVE	SIGNATURE
----------------------------	-----------

REMARQUES

D. RESPECTING THE WORK REGION

Competency certificates are issued for a given work region. This region must be respected when you hire a worker. You may, however, assign your regular employees to any region in Québec, under certain conditions. However, if contrary directions are given in the collective agreements, you must follow these directions.

WORK REGION CODES

Region	Code
Outside of Québec	00
Îles-de-la-Madeleine	01
Bas-Saint-Laurent–Gaspésie	02
Saguenay-Lac–Saint-Jean	03
Québec City	04
Mauricie–Bois-Francs	06
Eastern Townships	07
Great Montréal	08
Outaouais	09
Abitibi–Témiscamingue	10
Côte-Nord	11
Baie-James	13

E. NOTIFY THE CCQ OF ALL WORKFORCE MOVEMENTS

You must inform the CCQ of all workforce movements on any of your sites. The CCQ issues a number for each hiring, lay-off, dismissal, or departure that you send to it. These numbers, which must be entered in your payroll register, must be obtained from the CCQ on the **day of the event** or the **following day** at the latest. Note that Saturdays, Sundays, paid statutory holidays, and obligatory vacations set out in the collective agreements are not included in the prescribed deadlines.

There are three ways to obtain these numbers:



- by using the online form available on the CCQ's Web site (for employers who are subscribed to these services)
- by using the phone line for employers, 1 877 973-5383, or by faxing the form to your regional office

- by using the form *Mouvements de main-d'œuvre/Embauche et mise à pied*, which is available from Customer Services at your regional office (you can also photocopy the sample on the next page)

Please note that when an apprentice competency certificate with a guarantee of employment or an exemption is issued, the hiring number will be automatically confirmed on the notice that is sent to you to this effect.

You should therefore not report on the *Mouvement de main-d'oeuvre* form the employees covered by these situations.

Reporting workforce movements: you'll see, it pays off!

When you report your workforce movements, you enable the CCQ to:

- update workers' files
- better manage the manpower needs by trade and by region because it can more quickly validate labour shortages
- ensure a better quality of worker referrals to employers who make requests, and, as a consequence, offer a customer service that responds adequately to the needs of employers and employees in the industry

F. HAVE YOUR NEW WORKER FILL OUT A UNION DECLARATION FORM

As stipulated in the sector-based collective agreements, all workers in the construction industry must belong to a union association to work on construction sites. The union association and the CCQ must be informed of the worker's choice. Therefore, when a worker is hired, he or she must fill out a form in triplicate. You must send to the CCQ the original of this form with the monthly report and send a copy to the union concerned. You may keep the last copy for your files. The *Union Declaration form* is distributed by the sector-based employers' associations (see sample on page 26).

G. SENDING A LAYOFF NOTICE

Before you dismiss an employee who has been working for you for more than five (5) working days, you must provide that employee with written notice of three (3) days or more.

This notice must be sent within 48 hours preceding the layoff. A form, issued by the sector-based employers' associations, exists for this purpose (see sample on page 26). This form **MUST NOT** be sent to the CCQ.

MOUVEMENTS DE MAIN-D'ŒUVRE EMBAUCHE ET MISE À PIED

VEUILLEZ RETOURNER VOTRE DEMANDE PAR TÉLÉCOPIEUR AU NUMÉRO CORRESPONDANT À VOTRE RÉGION

ABITIBI-TÉMISCAMINGUE
Téloc.: 819 825-2192

CÔTE-NORD
Téloc.: 418 962-7321

MONTRÉAL
Téloc.: 514 341-4025

SAGUENAY-LAC-SAINT-JEAN
Téloc.: 418 698-4715

BAIE-COMEAU
Téloc.: 418 589-5627

ESTRIE
Téloc.: 819 565-5023

OUTAOUAIS
Téloc.: 819 243-6088

BAS-SAINT-LAURENT-GASPÉSIE
Téloc.: 418 725-3182

MAURICIE-BOIS-FRANCS
Téloc.: 819 693-5625

QUÉBEC
Téloc.: 418 623-9234

DATE: _____ / _____ / _____
ANNÉE MOIS JOUR

IDENTIFICATION DE L'EMPLOYEUR
N° D'EMPLOYEUR
N° D'ENTREPRISE DU QUÉBEC
N° DE TÉLÉPHONE
N° DE TÉLÉCOPIEUR
NOM DU RESPONSABLE

NOM ET PRÉNOM DE LA PERSONNE SALARIÉE	N° D'ASSURANCE SOCIALE	RÉGION OU CHANTIER *	SECTEURS * D'ACTIVITÉ	MÉTIER OU OCCUPATION *	STATUT A: Apprenti C: Compagnon	E: Embauche M: Mise à pied
1	2	3	4	5	6	7

* VOIR AU VERSO

MESSAGES IMPORTANTS

LES CODES DE RÉGION, DE MÉTIER ET D'OCCUPATION FIGURANT À L'ENDOS SONT UTILISÉS UNIQUEMENT POUR DÉCLARER LES MOUVEMENTS DE MAIN-D'ŒUVRE À LA CCQ.

LA CCQ RETOURNERA, PAR TÉLÉCOPIEUR ET DANS LES PLUS BREFS DÉLAIS, LE NUMÉRO DE CONFIRMATION DE RÉCEPTION D'UNE EMBAUCHE OU D'UNE MISE À PIED, POUR CHACUNE DES PERSONNES SALARIÉES APPARAISSANT SUR CE FORMULAIRE.

**RENSEIGNEMENTS NÉCESSAIRES POUR REMPLIR LE FORMULAIRE
« MOUVEMENT DE MAIN-D'ŒUVRE »**

**AFIN D'ACCÉLÉRER LE SERVICE, VEUILLEZ FOURNIR TOUS LES RENSEIGNEMENTS DEMANDÉS
SELON QU'IL S'AGIT D'UNE EMBAUCHE OU D'UNE MISE À PIED.**

IDENTIFICATION DE L'EMPLOYEUR

- N° d'employeur CCQ ou
- N° d'entreprise du Québec
- N° de téléphone
- N° de télécopieur
- Nom du responsable

IDENTIFICATION DE LA PERSONNE SALARIÉE

- Nom et prénom [1]
- N° d'assurance sociale [2]

IMPORTANT

Si vous déclarez **une mise à pied** [7], seules les sections identification de l'employeur et identification de la personne salariée doivent être remplies.

Si vous déclarez **une embauche** [7], vous devez inscrire les codes correspondant aux renseignements suivants :

- **Région de travail (chantier)** [3]
 - 01- Îles-de-la-Madeleine
 - 02- Bas-Saint-Laurent–Gaspésie
 - 03- Saguenay–Lac-Saint-Jean
 - 04- Québec
 - 06- Trois-Rivières
 - 07- Cantons-de-l'Est
 - 08- Montréal
 - 09- Outaouais
 - 10- Nord-Ouest (Abitibi)
 - 11- Côte-Nord
 - 13- Baie-James
- **Secteur d'activités** [4]
 - A- Génie civil et voirie
 - B- Industriel
 - C- Institutionnel et commercial
 - D- Résidentiel
- **Métier ou occupation** [5]

Liste des métiers

- 110- Briqueteur-maçon
- 130- Calorifugeur
- 140- Carreleur
- 160- Charpentier-menuisier
- 162- Poseur d'armoires et d'articles préfabriqués
- 176- Poseur de revêtements préfabriqués
- 500- Coffrage
- 168- Poseur de pilotis
- 172- Pose de portes et fenêtres
- 174- Parqueteur-sableur
- 178- Poseur de planches de gypse
- 190- Chaudronnier
- 200- Cimentier-applicateur
- 210- Couvreur
- 220- Électricien
- 222- Installateur de systèmes de sécurité
- 230- Ferblantier
- 232- Poseur de revêtements préfabriqués
- 236- Poseur de gouttières
- 240- Ferrailleur
- 250- Grutier
- 261- Opérateur de pompes à béton munies d'un mât de distribution
- 270- Mécanicien d'ascenseur
- 280- Mécanicien de chantier
- 290- Mécanicien de machines lourdes
- 300- Monteur d'acier de structure
- 310- Monteur-mécanicien (vitrier)
- 311- Installateur de miroirs et montres-comptoirs
- 312- Installateur de portes et fenêtres
- 313- Poseur de portes de garage
- 320- Opérateur d'équipement lourd
- 322- Opérateur de rouleaux
- 324- Opérateur d'épanduses
- 326- Opérateur de niveleuses
- 334- Opérateur de tracteurs
- 340- Opérateur de pelles mécaniques
- 350- Peintre
- 352- Tireur de joints
- 370- Plâtrier
- 372- Tireur de joints
- 380- Poseur de systèmes intérieurs
- 386- Poseur de planches de gypse
- 390- Poseur de revêtements souples
- 400- Serrurier de bâtiment
- 410- Tuyauteur
- 412- Plombier
- 414- Poseur d'appareils de chauffage
- 416- Mécanicien en protection-incendie
- 418- Frigoriste

(suite page suivante)

IL EST POSSIBLE DE SE PROCURER DES EXEMPLAIRES DE CE FORMULAIRE EN TÉLÉPHONANT AU NUMÉRO : 1 877 973-5383

**RENSEIGNEMENTS NÉCESSAIRES POUR REMPLIR LE FORMULAIRE
« MOUVEMENT DE MAIN-D'ŒUVRE » (suite)**

Liste des occupations

713- Manœuvre ou autres occupations non comprises dans la liste qui suit

609- Manœuvre en maçonnerie

610- Manœuvre en canalisation souterraine

611- Manœuvre en sciage de béton et d'asphalte

612- Manœuvre en nettoyage de conduits d'air

614- Manœuvre en échafaudage

617- Boutefeux (dynamiteur)

621- Premier entretien de revêtements souples et nettoyage final de chantier

641- Conducteur de camions

697- Foreur

719- Manœuvre spécialisé

747- Opérateur de pompes et compresseurs

751- Plongeur

752- Plongeur classe 2

765- Soudeur en tuyauterie

775- Homme d'instrument (arpenteur)

778- Arpenteur classe 2

781- Manœuvre pipeline

783- Travailleur souterrain (mineur)

Travaux reliés au montage de lignes de distribution et aux lignes de transport d'énergie électrique :

604- Apprenti monteur T

605- Aide-monteur

606- Manœuvre spécialisé (lignes)

613- Assembleur

616- Boutefeux (lignes électriques)

647- Conducteur de camions – creusage (lignes)

655- Conducteur de camions de lignes

665- Conducteur d'engins lourds

666- Conducteur d'engins moyens et légers

693- Émondeur

694- Creuseur de poteaux

698- Foreur genre casing (lignes électriques)

699- Foreur (lignes électriques)

705- Manœuvre (aide)

707- Opérateur d'équipements et véhicules – (tronçonneuse, pépinière) (lignes)

721- Mécanicien

725- Monteur A (lignes transport d'énergie)

727- Monteur B (lignes transport d'énergie)

729- Monteur C (lignes transport d'énergie)

730- Monteur de lignes 4^e classe – transport

731- Monteur T

732- Fusionneur (fibre optique transport)

733- Monteur de lignes

735- Monteur de lignes B (ligne de distribution)

737- Monteur de lignes C (ligne de distribution)

738- Monteur de lignes 4^e classe – distribution

739- Tireur de câbles (lignes)

743- Opérateur de compresseur

745- Opérateur de génératrice

762- Soudeur (lignes)

776- Homme d'instruments (arpenteur)

791- Poseur de pieux

792- Opérateur de machines lourdes (lignes)

793- Charpentier-menuisier (lignes)

794- Électricien (lignes)

796- Ferrailleur (lignes)

797- Opérateur de pelles (lignes)

798- Opérateur de grues (lignes)

799- Opérateur de grues – érection de tours

Statut

S'il s'agit d'un métier, le statut doit être identifié :

A: Apprenti

C: Compagnon

Il est possible de se procurer des exemplaires de ce formulaire en consultant le site Web de la CCQ, au www.ccq.org, ou en téléphonant au 1 877 973-5383.

**DÉCLARATION CONFORMÉMENT AU PARAGRAPHE 2
DE L'ARTICLE 8.03 (SECTEUR RÉSIDENTIEL)
ET DE L'ARTICLE 6.03 (SECTEURS INDUSTRIEL,
COMMERCIAL ET INSTITUTIONNEL AINSI QUE GÉNIE CIVIL ET VOIRIE)**

Nom de l'entreprise: _____

Nom du salarié: _____ Numéro d'assurance sociale: _____

Métier, spécialité ou occupation: _____

Adresse du salarié: _____

Le nom de mon union ou syndicat est: _____

s'il y a lieu, indiquer le numéro du local: _____

Mon union ou syndicat est affilié à:

Centrale des syndicats démocratiques (CSD-CONSTRUCTION)

Fédération des travailleurs du Québec (FTQ-CONSTRUCTION)

Confédération des syndicats nationaux (CSN-CONSTRUCTION)

Conseil provincial du Québec des métiers de la construction (INTERNATIONAL)

Syndicat québécois de la construction

Carte d'adhésion syndicale:

est présentée par le salarié

n'est pas présentée par le salarié

Motif de l'incapacité de la présenter: _____

Numéro d'embauche obtenu de la CCQ: _____

Signature du salarié: _____ Date: _____

R. T. 12-2005

Copie blanche: employeur

jaune: syndicat

rose: CCQ

PRÉAVIS DE MISE À PIED

LE PRÉSENT AVIS A POUR BUT DE VOUS INFORMER DE VOTRE MISE À PIED EFFECTIVE

à compter du _____ heures, le _____ et ce, conformément à l'article 14.06 des conventions collectives des secteurs institutionnel / commercial et industriel.

Date et heure de remise au salarié

Signature du représentant de l'employeur

Nom de l'entreprise :

Date et heure de réception du préavis

Signature du salarié

Nom du salarié

Numéro d'assurance sociale

MAIN RULES REGARDING PAYING YOUR WORKFORCE

A. YOU MUST PAY YOUR WORKERS ACCORDING TO THE WAGE RATE IN FORCE

(Sector-based collective agreements)

Wage rates are set for each trade and occupation, and for apprentices according to their apprenticeship period. Some rates vary depending on the industry's four sector-based collective agreements. The grid of rates in force for each trade and occupation is available on the CCQ's Web site. If you do not have access to the Internet, you can obtain a printed copy from Customer Services at your regional office.



B. YOU MUST PAY YOUR EMPLOYEES AND ALLOWANCES FOR ANNUAL VACATIONS, FOR STATUTORY HOLIDAYS AND FOR DAYS OF SICK LEAVE

(Sector-based collective agreements)

To cover annual obligatory vacations, statutory holidays and days of sick leave, you must credit, for each of your employees 13% of the salary earned each week (that is, 6% for annual obligatory vacations, 5.5% for statutory holidays and 1.5% for days of sick leave). The dates of these annual vacations and statutory holidays appear on the Calendar of the Construction Industry that is sent to you each year by the CCQ. The list of dates is available on the CCQ's Web site under the "Labour relations" tab, "Collective Agreement" section.

C. YOU MUST DEDUCT YOUR EMPLOYEES' SOCIAL BENEFITS CONTRIBUTION

(Sector-based collective agreements)

You must deduct from the pay of each of your employees the contribution to social benefits, according to the grid of rates in force for each trade and occupation. This grid is published by the CCQ in the document *Contributions and Dues to Social Benefits*. You can also consult these rates through the CCQ's online services and find them on the CCQ's Web site under the tab "Salary Rates."



D. YOU MUST DEDUCT YOUR EMPLOYEES' UNION DUES

(Sector-based collective agreements)

You must deduct the union dues from the pay of each of your employees, according to the grid of rates in force for each trade or occupation, published by the CCQ in the document *Table of Union Dues*. You may consult these rates through the CCQ's online services. You can also find the rates on the CCQ's Web site under the tab "Salary Rates."



E. YOU MUST DEDUCT YOUR EMPLOYEES' UNION EDUCATION FUND (FOR THOSE WORKING IN THE INDUSTRIAL, INSTITUTIONAL AND COMMERCIAL, AND CIVIL ENGINEERING AND ROAD SECTORS)

You must deduct from the pay of each of your employees their contribution of \$0.02 per hour worked. This contribution will be paid into the union education fund, as provided in the sector-based collective agreements.

F. YOU MUST DEDUCT THE CCQ LEVY FROM YOUR EMPLOYEES' PAY *(Levy Regulation of the Commission de la construction du Québec)*

An amount equal to 0.75% of your employees' pay must be deducted at source each week. This is the workers' contribution to the CCQ levy.

G. YOU MUST PAY YOUR EMPLOYEES AND ALLOWANCE RELATED TO SAFETY EQUIPMENT

(Sector-based collective agreements)

As a general rule, you must pay each of your employees an allowance for each hour worked so that they may equip themselves with a pair of boots and a helmet. This is a requirement.

Because this amount is considered an allowance, it must be added to the employee's net pay. Refer to the collective agreements to find out how much this allowance is.

H. YOU MUST ISSUE PAY SLIPS TO YOUR EMPLOYEES *(Sector-based collective agreements)*

You must produce a pay slip for each of your employees for each pay period, in compliance with the collective agreements. This slip must contain the following information:

- Employer's name and address
- Employee's last name, first name, and social insurance number
- Date of payment and work period corresponding to payment
- Number of hours of work at the wage rate
- Number of hours of work at an overtime wage rate
- Hourly wage rate
- Gross salary
- Allowance for annual holidays
- Allowance for certain safety equipment
- Nature and amount of deductions at source, including union dues
- Net salary
- Employer's CCQ registration number
- Employer's RBQ licence number
- Total of all asset amounts during the pay period
- Total of hours for the industrial, commercial and institutional, and civil engineering and roadwork sectors

You must deduct from the salary all amounts determined once an employee joins a workers' fund.

VALUE OF TAXABLE BENEFITS

INSURANCE PLAN TAXABLE BENEFITS STARTING JUNE 26, 2011

The life insurance and health insurance contributions that you pay to the CCQ are a taxable benefit for the purpose of provincial income tax, while only the life insurance contribution is taxable for federal income tax.

Provincial

The Ministère du Revenu du Québec requires all employers to take account of this taxable benefit when they make deductions at source. You must

therefore keep an account of the additional assessable wages indicated on the table below (hourly wage); the amount varies depending on the insurance plan held and the sector.

Federal

The Canada Revenue Agency does not require that employers keep track, in their deductions at source, of the taxable benefits comprising the life insurance contributions. The CCQ issues a T4A tax slip to all employees concerned, indicating the value of this taxable benefit. If an employer also indicates a taxable benefit on the T4 that it issues to employees, the employees will be doubly taxed.

Insurance plan (targetted trades)	Residential	Industrial, institutional and commercial	Civil engineering and roads
Bricklayer-mason (110)	\$1.879	\$1.995	\$1.995
Tile setter (140)	\$1.879	\$1.995	\$1.995
Carpenter-joiner (160)	\$1.879	\$1.879	\$1.971
Cement-finisher (200)	\$1.879	\$1.995	\$1.995
Concrete former (500)	\$1.879	\$1.879	\$1.971
Roofer (210)	\$1.879	\$2.121	\$2.121
Electrician (220, 794) and security systems installer (222)	\$2.166	\$2.166	\$2.166
Tinsmith (230)	\$1.879	\$2.036	\$2.036
Refrigeration specialist (418)	\$1.879	\$2.025	\$2.025
Joint pointer/gypsum wall board (372)	\$1.879	\$1.995	\$1.995
General helper – tile setter (715)	\$1.879	\$1.995	\$1.995
Millwright (280)	\$1.879	\$2.031	\$2.031
Fire-protection mechanic (416)	\$1.879	\$2.090	\$2.090
Parquetry worker-sander (174)	\$1.879	\$1.879	\$1.971
Plasterer (370)	\$1.879	\$1.995	\$1.995
Deep foundation layer (168)	\$1.879	\$1.879	\$1.971
Lineman (Schedules E1 to E4) (all trade codes, except 794)	N/A	N/A	\$2.132
Pipefitter: plumber, heating systems installer, pipe welder, pipeline welder and distribution welder (412-414-765-767-771)	\$1.879	\$2.159	\$2.159
All other workers	\$1.879	\$1.879	\$1.879

VOCATIONAL TRAINING

The construction industry favours those with a diploma when it comes to access to the job market, and so all trades have a training program that responds to the industry's needs. These programs allow apprentices who are about to enter the job market to develop basic skills.

EVALUATION OF COMPETENCIES

Every year, the CCQ administers some 11,000 examinations for qualification in trades and specialties. Those who fail the exam are asked to receive further training in the sections of the exam that they did not pass. Apprentices may take their exam at one of the points of service provided for this purpose by the CCQ.

INVOLVEMENT IN SCHOOL ADMINISTRATION

Memoranda of understanding have been signed with the department of education and the school boards in order to involve industry representatives on the boards of schools offering programs in the construction sector. These may be multi-sector centres or centres exclusively for construction. The industry participates in the administration of 12 training centres.

UPGRADING OF THE WORKFORCE

Even experienced workers who work in the industry may receive upgrading training. In fact, the CCQ creates and organizes upgrading courses for them.

A directory of these activities is published every year and sent in August to all workers in the industry. Subscribers to the CCQ's online services may register for these courses online. The directory of upgrading activities is also published on the CCQ's Web site under the tab "Formation", where you will find a registration form. If you do not have access to the Internet, you may obtain the directory by contacting Customer Services at your regional office.

Financial support may also be offered by Emploi-Québec. Two training funds, instituted under the collective agreements, complement the funding provided by the public partners.



UPGRADING OF THE WORKFORCE

Under Article 7 of the *Regulation respecting issuance of competency certificates*, the CCQ provides leadership with regard to development of tools aimed at recognizing different types of training acquired, notably among the non-graduate workforce. In this sense, it has defined mechanisms that enable these workers to get training in its study program so that they will not be disadvantaged in the job market.

Specific terms also apply to holders of a competency certificate who do not have a diploma, whose certificate was issued during a labour shortage period.

Holders of an apprentice competency certificate must meet the following conditions if they wish to renew their apprentice competency certificate:

- have taken a minimum 30 hours of the recognized study program for their trade during the validity period of their certificate;
- have worked in the industry during the 14 months preceding the renewal.

Holders of an occupation competency certificate must meet the following conditions if they wish to renew their occupation competency certificate:

- have worked in the industry during the 14 months preceding the renewal;
- have passed the course Cours de connaissance générale de l'industrie de la construction (CCGIC). This requirement is composed of two separate activities:
 - taking the 15-hour module Situation au regard des organismes de l'industrie de la construction;

and

- taking one or more upgrading courses, with a minimal duration of 45 hours, offered in the directory of upgrading activities for occupation workers in the construction industry.

For information on upgrading activities, call Info-perfectionnement, at 1 888 902-2222.

TRAINING FUND

The CCQ manages the Fonds de formation des salariés de l'industrie de la construction. This fund is used to promote and finance upgrading activities for workers in the construction industry. The fund has two sections:

- One for workers in the institutional and commercial, industrial, and civil engineering and roadwork sectors.
- The other for workers in the residential sector.

The fund is composed of an hourly contribution of \$0.20, which is paid by the employer through the monthly report. In addition to refunding registration and tuition fees, the *Fonds de formation des salariés de l'industrie de la construction* (Training Fund for Workers in the Construction Industry) refunds eligible workers for travel, transport, and lodging costs.

STATEMENT OF EMPLOYER'S CONTRIBUTIONS TO THE TRAINING FUND ADMINISTERED BY THE CCQ

If you contribute to the training funds, you will receive, during February, the Relevé des contributions d'un employeur aux fonds de formations. This slip, which is sent by the CCQ, confirms that your contribution is considered a training expenditure under An Act to foster the development of manpower training.

QUALIFICATION FUNDS

In compliance with provisions in the collective agreements in the industrial, institutional and commercial, and civil engineering and roadwork

sectors, the CCQ administers eight qualification funds. Each of these funds reimburses workers, under certain conditions, for the cost of taking a qualification examination to obtain a welding certificate issued by the Canadian Welding Bureau or Emploi Québec. The maximum reimbursement is \$300 or \$1,800, as applicable. The trades and occupations covered by these funds are:

- boiler maker
- electrician
- tinsmith
- reinforcing steel erector
- millwright
- structural steel erector
- ornamental iron worker
- pipe fitter
- pipe welder
- supply welder
- distribution welder

Industrial and institutional and commercial sectors

Apprentice pipe fitters may be reimbursed for costs related to the plumbing or heating examination if they passed it, according to the terms established. Pipe fitters who renew their TAG-1, TAG-2, TAG-3, and TAG-4 qualification may also receive reimbursement.

Civil engineering and roadwork sector

Pipe fitters who renew their TAG-1, TAG-2, TAG-3, and TAG-4 qualification may receive reimbursement.

Every year, the CCQ responds to 1,000 requests for reimbursement. This volume may double following the addition of a number of types of tests eligible for reimbursement. These funds are formed by an employer contribution, which is sent to the CCQ with the monthly report. This contribution varies from \$0.01 to \$0.05 per hour per employee, depending on the trade.

THE EMPLOYER'S MONTHLY REPORT

All employers covered by the *Act Respecting Labour Relations, Vocational Training and Workforce Management in the Construction Industry* are required to send a report every month on their construction activities. This report includes identification of workers, hours worked, and salaries paid. Employers must also indicate the different remittances that they make to the funds managed by the CCQ.

The monthly report may be transmitted by Internet – by means of accounting software or the CCQ's online services – by telephone, or by mail.

Payment must be made every month to the CCQ, by the latest on the 15th of the month following the end of the period covered. Depending on the transmission mode that you choose, the monthly report may be paid electronically, through your banking institution, by preauthorized debit, or by cheque.

You must make sure that the required information in the monthly report is submitted with no errors

or omissions; these penalize employees and lead to penalties for the employer similar to those incurred for missing monthly reports.

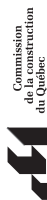
The CCQ has the mandate of ensuring that you respect this obligation. In this respect, it has the power to take legal action against employers that are not in compliance. Therefore, any monthly report that is not in compliance, is incomplete, has erroneous information, or is received after the 15th day of the month following the period covered may lead to an interest charge and legal action.

To avoid errors, enter a single character per box and make sure that the sums calculated are accurate.

If you are acting as an **independent contractor**, see the sidebar on this subject below.

For any further information, please contact Customer Services at your regional office through the phone line for employers, at 1 877 973-5383.

EXAMPLE OF THE EMPLOYER'S MONTHLY REPORT FORM



RAPPORT MENSUEL DE L'EMPLOYEUR

(VOIR INSTRUCTIONS POUR REMPLIR CE FORMULAIRE DANS LE « GUIDE DE RÉFÉRENCE »)

NO D'ASSURANCE SOCIALE	NOM DE FAMILLE	PRÉ NOM	SEX SEX	NOM NOM	RÉGION RÉGION	UNION OU SYNDICAT	NOMBRE D'HEURES TRAVAILÉES		SALAIRE COTISABLE	CONGÉS ET JOURS FÉRIÉS PAYÉS	COTISATIONS SYNDICALES	AVANTAGES SOCIAUX	CONTRIBUTION SECTORIELLE
							REGULIER	TEMPER ET/OU DOUBLE					
	D			E F G H I J K L				M	N	O	P	Q	R
TOTAL													
												1	
												2	
												3	
												4	
												5	
												6	

Nom: _____

Adresse: _____

Ville: _____

Province: _____

Code postal: _____

Numéro de téléphone: _____

VOIR ADRESSE DE RETOUR AU VERSO

NO DE L'EMPLOYEUR	PERIODE MENSUELLE DE TRAVAIL
<input type="checkbox"/>	DU _____ AU _____
	AN _____ MS _____ JR _____
	AN _____ MS _____ JR _____

SIGNATURE _____

DATE _____

AN _____ MS _____ JR _____

AN _____ MS _____ JR _____

RÉSERVÉ À LA CCQ

CODE INSPECTEUR _____

QUICONQUE TRANSMET UN RAPPORT MENSUEL CONTENANT DES RENSEIGNEMENTS FAUX OU INEXACTS COMMET UNE INFRACTION ET EST PASSIBLE DE POURSUITES. TOUT EMPLOYEUR A L'OBLIGATION DE DÉTENER LA LICENCE REQUISE DÉLIVRÉE PAR LA RÉGIE DU BÂTIMENT DU QUÉBEC.

7	AVANTAGES SOCIAUX (TOTAL ☐)	S
8	TAXE DE VENTE - ASSURANCE	T
9	FONDS D'INDEMNISATION	U
10	COTISATION HORAIRE A.E.C.Q.	V
11	COTISATION ANNUELLE A.E.C.Q.	W
12	T.P.S. ((☐+☐) X	X
13	T.V.Q. ((☐+☐+☐) X	Y
14	CONGÉS ET JOURS FÉRIÉS PAYÉS (TOTAL ☐)	Z
15	PRÉLÈVEMENT	AA
16	COTISATIONS SYNDICALES (TOTAL ☐)	BB
17	FONDS DE QUALIFICATION	CC
18	FONDS DE FORMATION	DD
19	CONTRIBUTION SECTORIELLE (TOTAL ☐)	EE
TOTAL		FF

A. MONTHLY WORK PERIOD

In this box, write the "monthly period" of work by referring to the calendar issued by the CCQ. **You must produce only one report per monthly period.**

Please note that:

- The work week begins at 0:01 AM on Sunday and ends at midnight the following Saturday
- The monthly work period must be at least four weeks and at most five weeks
- The monthly work period must end on the last Saturday of the month
- The monthly work period begins on the Sunday that follows the last day of the preceding monthly period

B. SIGNATURE

Sign the form here.

C. DATE

Write the date.

NOTE: the monthly report must be sent to the CCQ to arrive by the 15th of the following month.

D. IDENTIFICATION

Enter the social insurance number, last name, and initial of the first name of the person declared **by referring to his or her competency certificate.**

NOTE: Any error in identification will lead to details of the transaction being rejected.

E. WORK WEEK

Write the number of weeks during which the declared person worked. Part of a week is considered a complete week.

F. APPRENTICESHIP PERIOD

If the declared person is apprenticing in a trade, write the current apprenticeship period. If the person worked in more than one apprenticeship period during the monthly work period, use a separate line for each period.

NOTE: If the declared person is in a trial period (reserved for the trade codes **255** and **257** only), write the number 9 for apprenticeship period.

G. TRADE CODE

Enter the code for the trade, specialty, or occupation practised by the declared person during the monthly work period by referring to the list of codes for trades, specialties, and occupations (see table D in this guide). If the declared person practised more than one trade, use a separate line for each trade code. The trade code is the same for journeymen and apprentices.

H. STATUS

Enter the code by referring to table B in this guide.

NOTE: No code is required if the declared person is a construction employee (leave the space blank).

I. SECTOR

Enter the letter corresponding to the sector:

- A) Civil engineering and roadwork
- B) Industrial
- C) Institutional and commercial
- D) Residential

If the declared person has worked in more than one sector, use a separate line for each sector. For more details on the types of work in each sector, refer to table A in this guide.

J. SCHEDULE OF WAGES

Write the schedule of wages number of the collective agreement used to pay the declared person.

For more details on the schedule of wages to use according to type of work performed, refer to table A in this guide.

K. WORK REGION

Write the number corresponding to the region where the declared person worked during the monthly work period by referring to the list of work region codes, in table C in this guide. If the person worked in more than one region, use a separate line for each work region code.

L. UNION OR SYNDICATE

Write the code of the applicable union, syndicate, or local:

- CSD** Centrale des Syndicats Démocratiques
- CSN** Confédération Syndicats Nationaux
- SQC** Syndicat Québécois de la Construction

Write the LOCAL for the Fédération des travailleurs du Québec (FTQ-Construction) and for the Conseil provincial du Québec des métiers de la construction (International).

M. NUMBER OF HOURS WORKED

Write the number of hours worked in regular time, time and a half, and double time, then the total. Use decimals for parts of hours.

EXAMPLE: 1/4 hour = 0.25
 1/2 hour = 0.50
 3/4 hour = 0.75

N. ASSESSABLE EARNINGS

Write the totals of the wages (see note at the bottom of page 36) and the allowances used to calculate paid vacations and statutory holidays. The assessable earnings must include:

- allowance for prior notice
- allowances for reporting pay, presence on the job site, presentation hour
- recall to work, worker available, bonuses

EXCEPTION: The assessable wages must be at zero for the hours reported under status R.

NOTE: The contributory earnings must be roughly equivalent to the result of the number of hours worked multiplied by the corresponding wage rate.

O. PAID VACATIONS AND STATUTORY HOLIDAYS

Write in the number of annual obligatory vacations, statutory holidays and days of sick leave using the percentage stipulated in the sectorial collective agreements. The current rate is 13% of assessable earnings.

EXCEPTION: The hours reported under status R are not considered in the calculation of vacations and paid statutory holidays.

P. UNION DUES

Write the total of union dues using the rate established by the association to which the declared person belongs (see the *Union Dues Calculation Guide** issued by the CCQ).

EXCEPTION: The hours reported under status R are not considered in the calculation of union dues.

Q. SOCIAL BENEFITS

Write the total amount paid by the employee and the employer for social benefits using the rates stipulated in the sectorial collective agreements.

EXCEPTIONS: If you wrote the letters A, H, I, or J in the STATUS column, this represents a voluntary contribution to the social benefits plan. To the total amount paid by the employee and the employer for social benefits, **add \$0.15 – that is, \$0.075 (employee’s share) + \$0.075 (employer’s share) for each hour of participation.** Hours reported under status B, C and R should not be used to calculate social benefits.

R. SECTORIAL CONTRIBUTION

In the residential sector, this contribution is paid by the employer. The total number of hours worked is multiplied by \$0.04.

In the other sectors, the employer must pay \$0.02 per hour worked. This amount is deducted from the employee’s pay and sent to the CCQ with the monthly report.

If you are declaring hours in the civil engineering and roadwork sector, you will receive a notice of quarterly contribution for an amount equivalent to \$0.03 per hour worked per employee. This sum is payable by the employer.

EXCEPTIONS: Hours reported under status A, B, C, E, F, H, I, J, L, or R should not be included in the calculation of this contribution.

S. SOCIAL BENEFITS (TOTAL)

Write in this box the total obtained by adding the amounts in column 5 of the monthly report.

T. SALES TAX – INSURANCE

Please refer to the *Salary Rates and Social Benefits–Dues and contribution** (per sector) to calculate this contribution.

U. COMPENSATION FUND

This contribution indemnifies workers who have suffered a loss of wages due to the insolvency of their employer. This contribution is paid by the employer and equals the total of column 1 of the monthly report multiplied by \$0.02.

EXCEPTIONS: The hours reported under status A, B, C, E, F, H, I, J, L, or R should not be included to calculate this contribution.

V. HOURLY CONTRIBUTION TO THE AECQ

To calculate this contribution, multiply the total from column 1 of the monthly report by \$0.03. This contribution is paid by the employer. **The minimum contribution is \$5 per month, even if there is no activity during a monthly period.**

EXCEPTIONS: The hours reported under status A, H, I, J, L, or R should not be included in the calculation of this contribution.

W. ANNUAL CONTRIBUTION TO THE AECQ

This contribution, paid by the employer, is \$225, made in a single payment with the October monthly report.

For new employers starting up their activities, the annual contribution to the AECQ must be made when the first monthly report including a declaration of hours worked is produced.

X. GST

To calculate the GST, add up lines 10 and 11 of the monthly report, then multiply the total by 5%.

Y. QST

To calculate the QST, add up lines 10, 11, and 12 of the monthly report, then multiply the total by 9.5%.

Z. PAID VACATIONS AND STATUTORY HOLIDAYS (TOTAL)

Write in this box the total obtained by adding the amounts in column 3 of the monthly report.

AA. LEVY

This contribution is the CCQ’s source of funding and is paid in equal shares by employees and employers. To calculate this levy, add column 2 and column 3 of the monthly report, then multiply the total by 1.5%. You then deduct half of this levy each week from your employees’ pay, or 0.75% of assessable earnings plus the sum of “paid vacations and statutory holidays.”

A minimum levy of \$10 per month is required, even if there is no activity during a given monthly period.

EXCEPTIONS: The levy is not payable for people declared under status A, H, I, J or R.

The deduction is 0.75% of assessable earnings added to the 13% for paid vacations and statutory holidays for people declared in the monthly report under status C.

* The *Salary Rates and Social Benefits–Dues and contribution* and the *Union Dues Calculation Guide* can be found on the CCQ’s Web site, at www.ccq.org, under the tab “Salary rates”. People who do not have access to the Web can obtain copies of these publications by contacting the customer service office in their region.

BB. UNION CONTRIBUTIONS (TOTAL)

Write in this box the total obtained by adding the amounts in column 4 of the monthly report.

CC. QUALIFICATION FUND

This contribution is paid by the employer (see breakdown below).

Hourly rate	Civil engineering A	Industrial B	Inst.-Commercial C
\$0.01	230	230	230
\$0.02	240-400-796	240-400	240-400
\$0.03	190-300-769-773	190-300	190-300
\$0.04	412-414-765-767-771	280-412-414-765-767-771	280-412-414-765-767-771
\$0.05	280		

EXCEPTIONS: Hours reported under status A, B, C, H, I, J, L, or R should not be included to calculate this contribution.

DD. TRAINING FUND

This contribution, paid by the employer, is the total of column 1 of the monthly report multiplied by \$0.20.

EXCEPTIONS: Hours reported under status A, B, C, H, I, J, L, or R should not be included in the calculation of this contribution.

EE. SECTOR-BASED CONTRIBUTION (TOTAL)

Write in this box the total obtained by adding the amounts in column 6.

FF. TOTAL

Your cheque should match the amount in the TOTAL box.

HOW TO FILL OUT THE MONTHLY REPORT AS AN INDEPENDENT CONTRACTOR

If you are an **independent contractor** in the sense of *An Act on labour relations, vocational training and manpower management in the construction industry*, you must write **status C** under the column "Status of employer's monthly report." Here are the fields that an independent contractor must fill out. Refer to the preceding pages for more details:

- A. Monthly work period
- B. Signature
- C. Date
- D. Identification
- E. Weeks worked
- G. Trade code
- H. Status: C
- I. Sector
- J. Wages schedule
- K. Regional code
- M. Number of hours worked

- N. **Assessable wages:** Enter the total of the salary and allowances used to calculate paid vacations and statutory holidays. The assessable wages must include remuneration in cash and allowances or benefits with a monetary value determined by a collective agreement for an employee performing similar tasks, except for benefits related to a complementary social benefits plan.

For a **status C** (independent contractor), the **assessable wages must include 13% paid vacations and statutory holidays** in the calculation of the levy.

- V. **A.E.C.Q. hourly contribution:** To calculate this contribution, multiply the total of column 1 of the monthly report by \$0.03. This contribution is payable by the employer. **The minimum contribution is \$5 per month, even if there is no activity in a given monthly period.**

- W. A.E.C.Q. annual contribution

- X. GST

- Y. QST

- AA. **Levy:** This contribution is the CCQ's source of funding. To calculate the levy, multiply the total of column 2 of the monthly report by 0.75%. **The minimum contribution is \$10 for each month, even if there is no activity in a given monthly period.**

- FF. Total

TABLE A – SECTORS AND TYPES OF WORK

SECTOR	DEFINITION	EXAMPLES OF TYPE OF WORK	APPLICABLE WAGES SCHEDULE
A CIVIL ENGINEERING AND ROAD	Construction of works of general interest for public or private use, including facilities, equipment, and buildings physically attached to these works or not, notably construction of roads, aqueducts, sewers, bridges, dams, electricity lines, and natural-gas pipelines.	Roads, bridges, tunnels, subways, pipelines, sewer systems, marine engineering, power stations, dams, etc. Exceptions Any worker assigned to: - work in on Bay James project and at remote sites - installation of pipelines or distribution networks, as well as related excavation work - transmission lines, electric substations, and communications towers - distribution lines, distribution stations, and catenaries - communications networks - electric lines and substations, communications towers, distribution and lines and stations and catenaries, communications networks, remote construction sites, Baie-James, and construction sites north of the 55 th Parallel (including Grande-Baleine) - sites with bunkhouses - sites with windmills	D-3, D-4, D-5 D-6, D-7, D-8 T-3, T-4, T-5 E-1 E-2 E-3 E-4 F-1, F-2, F-3 G-1, G-2, G-3
B INDUSTRIAL	Construction of buildings, including facilities and equipment physically attached to these buildings or not, reserved mainly for economic activities related to exploitation of mineral resources, transformation of raw materials, and production of goods.	Factories, plants, refineries, pulp mills, cement plants, etc. Exception - For all workers assigned to work at the James Bay project and remote sites. - For all employees assigned to projects executed in heavy industry. - For all employees assigned to construction work on a heavy industry civil engineering project.	B-3, B-4, B-5 B-6, B-7, B-8 N-1, N-2, N-3 N-4, N-5, N-6
C INSTITUTIONAL AND COMMERCIAL	Construction of buildings, including facilities and equipment physically attached to these buildings or not, used mainly for institutional or commercial purposes, as well as all construction that cannot be included in the residential, industrial, or civil engineering and roadwork sectors.	Schools, hospitals, residential facilities, city halls, prisons, stores, warehouses, office buildings, theatres, restaurants, funeral parlours, etc. Exception: - For all workers assigned to work at the James Bay project and remote sites.	C-3, C-4, C-5 C-6, C-7, C-8
D RESIDENTIAL	Construction of buildings or groups of contiguous buildings, including facilities and equipment physically attached or not to these buildings or not, in which at least 85% of the area, excluding parking spaces, is used for housing and of which the number of floors above ground, excluding all part of the basement and seen from all sides of the building or group of buildings, does not exceed six in the case of new buildings or eight in other cases.	All work performed in this sector for light residential construction. Light residential construction work is performed on buildings the frame of which is not made mainly of steel or reinforced concrete beams and columns or of substitutes for these materials. All work performed in this sector for heavy residential construction. Heavy residential construction work is performed on buildings the frame of which is made mainly of steel or reinforced concrete beams and columns or of substitutes for these materials. Light or heavy residential construction/remote job sites, James Bay region, and hydroelectric sites located north of the 55 th Parallel, including the Grande-Baleine project.	R R-1 R-2

TABLE B — STATUS CODES

CODE	STATUS	CODE	STATUS
A.	Voluntary contribution* (with social benefits) Person employed as a manager by an employer and who is not an administrator or the designated representative. This person does not perform construction work OR Person who temporarily does non-assessable work These individuals must have already participated in social benefits as employees	F.	Salaried administrator – article 19.1 (with social benefits) Person who is not the designated representative and who performs construction work for the profit of the corporation or partnership is deemed to be its employee.
B.	Casual employee (without social benefits) Person who holds a casual employee card and who usually works elsewhere than in construction. This person may be called upon, in the normal course of his or her job, to work within or outside of the field of application of the statute, occasionally or at regular intervals.	H.	Union association* (with social benefits, insurance, pension) Person who performs union functions within an association or a representative association.
C.	Independent contractor (without social benefits) An individual (sole proprietorship) holding a trade contractor licence, who performs work** for others and without the help of an employee. OR A corporation or partnership holding a trade contractor licence, for which only the designated representative performs work** for others and without the help of an employee	I.	Union association* (with insurance only) Person who performs union functions within an association or a representative association.
E.	Designated representative (registered as an employee – with social benefits) Person who has previously been named to the CCQ by a partnership or a corporation. The firm declares the hours worked for the designated representative in the same way as for an employee.	J.	Union association* (with pension only) Person who performs union functions within an association or a representative association.
		L.	Presence on the job site (with social benefits) Employers covered by schedules E-1 to E-4 and G-1 to G-3 must declare the presence on a job site on a separate line in the monthly report.
		R.	Constitution of the hours reserve (without social benefits) See Article 19.04 of the collective agreement for the residential sector Worker in the light and heavy residential sector.
		S.	Use or liquidation of the hours reserve (with social benefits) See Article 19.04 of the collective agreement for the residential sector Worker in the light and heavy residential sector.

* If you have written A, H, I, or J in the STATUS column, this represents a voluntary contribution to the social benefits plan.

** Construction work covered under the present Act, if this licence concerns the subcategories heavy machinery contractor or excavation and earthworks contractor; maintenance, repair, and light renovation work covered in the present Act, if this licence concerns any other subcategory.

TABLE C — WORK REGION CODES

CODE	REGION	CODE	REGION
00	Outside of Québec	07	Eastern Townships
01	Îles-de-la-Madeleine	08	Great Montréal
02	Bas-Saint-Laurent–Gaspésie	09	Outaouais
03	Saguenay–Lac-Saint-Jean	10	Abitibi–Témiscamingue
04	Québec City	11	Côte-Nord
06	Mauricie–Bois-Francs	13	Baie-James

TABLE D – CODES FOR TRADES, SPECIALITIES AND OCCUPATIONS

Code Trade, speciality and occupation	Code Trade, speciality and occupation	Code Trade, speciality and occupation
110 Bricklayer-mason	500 Concrete former	713 Labourer
130 Insulator	538 Tractor operator – Class AA	715 General helper (tile setter)
140 Tile setter	601 Labourer (decontamination)	719 General helper
160 Carpenter-joiner	602 Tensioner operator	721 Heavy equipment mechanic (lines)
168 Deep foundation layer	603 Puller operator	723 Hoisting equipment operator – Class A
174 Flooring specialist sander	604 Apprentice "T" erector	724 Hoisting equipment operator – Class B
190 Boiler maker	605 Apprentice lineman	725 A Lineman (transmission)
200 Cement finisher	606 General helper (lineman)	727 B Lineman (transmission)
210 Roofer	607 Labourer (roofing)	729 C Lineman (transmission)
220 Electrician	608 General helper (roofing)	730 Lineman 4 th class (transport)
222 Security systems installer	609 Labourer, masonry	731 T lineman
230 Tinsmith	610 Labourer, underground conduits	732 Fuser
240 Reinforcing steel erector	611 Labourer, concrete and asphalt sawing	733 A Lineman (distribution)
255 Concrete pump operator (mast 42 m and over)	612 Labourer, air-duct maintenance	735 B Lineman (distribution)
257 Concrete pump operator (mast under 42 m)	613 Assembler (lineman)	737 C Lineman (distribution)
264 Crane operator – Class A (first man)	614 Labourer (scaffolding)	738 Lineman 4 th class (distribution)
265 Crane operator – Class A (first man - viaduct)	616 Blaster (lineman)	739 Cable puller
266 Crane operator – Class A – (second man)	617 Blaster (driller)	743 Pump and compressor operator
267 Crane operator – Class A (second man - viaduct)	618 Leader, cable-puller team - transportation	745 Generator operator
268 Crane operator – Class B	619 Leader, cable-puller team - distribution	747 Pump and compressor operator (including line pump)
269 Crane operator – Class B (viaduct)	620 Leader, cable-puller team - communications	749 Stationary/portable mixing plant operator
272 Elevator mechanic (with A. S.)	621 Labourer (initial maintenance and clean-up)	751 Diver
274 Elevator mechanic (without A. S.)	622 Blaster – Class 2	752 Diver (class 2)
280 Millwright	625 Steam boiler fireman	753 Asphalt scraper
290 Heavy equipment mechanic	626 Steam boiler fireman– Class IV	761 Welder
300 Structural steel erector	627 Asphalt plant operator	762 Welder (lineman)
310 Erector-mechanic (glazier)	629 Clerk	763 Heavy equipment welder
311 Installer, mirrors and display cases	642 Truck driver – Class AA	765 Pipe welder
312 Installer mechanic, doors and windows	643 Truck driver – Class A	767 Pipeline welder
313 Erector-mechanic (glazier–garage doors)	644 Truck driver – Class B	769 Boilermaker welder
324 Spreader operator	645 Truck driver – Class C	771 Distribution welder
326 Grader operator	646 Truck driver (communications network)	773 Steel erector welder
331 Excavator operator – Class A	647 Truck driver (digging)	775 Surveyor
336 Roller operator – Class A	655 Truck driver (lines)	776 Surveyor (lineman)
337 Roller operator – Class B	659 Stone-crusher operator	778 Surveyor (lineman) (class 2)
338 Tractor operator – Class A	665 Operator, heavy machines	779 Heavy equipment serviceman
339 Tractor operator – Class B	666 Operator light and medium-weight machines	781 Labourer (pipeline)
347 Shovel operator – Class AA	683 Splicer	783 Labourer (underground worker)
348 Shovel operator – Class A	684 Splicer fuser	785 Heavy equipment tire and body repairman
349 Shovel operator – Class B	685 Splicer fuser	787 Gas fitter
350 Painter	693 Trimmer	791 Pipe setter (line installation)
352 Joint pointer (painter)	696 Driller – Class 2	792 Heavy equipment operator (lines)
370 Plasterer	697 Driller	793 Carpenter-joiner (lines)
372 Joint pointer (gypsum wall board)	698 Driller (casings)	794 Electrician (line installation)
380 Interior systems installer	699 Driller (lineman)	796 Reinforcing steel erector (line installation)
390 Resilient flooring layer	700 Post digging and installation (crew leader)	797 Shovel operator (line installation)
400 Ornamental iron worker	701 Watchman (60 hours/week)	799 Crane operator/tower erection (line installation)
412 Plumber and heatin systems installer	705 Labourer (helper)	
414 Heating systems installer	707 Equipment and vehicule operator - slashers and backhoes (lines)	
416 Fire-protection mechanic	709 Greaser-oiler	
418 Refrigeration mechanic	711 Storeman	

THE STATUS CODES – DETAILS

DESCRIPTION	LICENCE TO HOLD	WORK PERMITTED	STATUS CODES
EMPLOYER			
<div style="border: 1px solid black; border-radius: 15px; padding: 5px; display: inline-block;">WHIT ONE OR MORE WORKERS</div>	General contractor or trade contractor	All covered work	NO CODE (LEAVE STATUS BLANK) Employee
<input type="radio"/> Individual (sole proprietorship) with one or more employees in the sense of Article 1r of Act R-20 (only the individual must not figure in the monthly report)			
<input type="radio"/> Corporation or partnership with one or more employees in the sense of Article 1r of Act R-20			
or with at least one administrator, shareholder, or partner who is considered an employee under section 19.1 of Act R-20			
(the designated representative may figure in the monthly report)			F Salaried administrator A person who is not the designated representative and who does construction work for the profit of the corporation or partnership is deemed to be its employee.
			E Designated representative (registered as an employee – with social benefits) An individual who has beforehand been identified by a partnership or corporation to the CCQ. The firm declares the designated representative's hours worked as for an employee.
INDEPENDENT CONTRACTOR			
<div style="border: 1px solid black; border-radius: 15px; padding: 5px; display: inline-block;">WITHOUT EMPLOYEES</div>	(See box on page 37 of this guide for how to fill out the monthly report as an independent contractor)		
<input type="radio"/> Individual (sole proprietorship) doing all sorts of covered work for others without the help of an employee or	Trade contractor in excavation and earthworkerrassement	All covered work	C
<input type="radio"/> Corporation or partnership of which only the designated representative does all sorts of work for others for the profit of the corporation or partnership without the help of an employee			C
<input type="radio"/> Individual (sole proprietorship) doing covered maintenance, repairs, and minor renovation for others, without the help of an employee or	Trade contractor other than excavation or earthwork	Covered maintenance, repairs, or minor renovations	C
<input type="radio"/> Corporation or partnership of which only the designated representative does covered maintenance, repairs, and minor renovation for others for the profit of the corporation or partnership without the help of an employee			C

SENDING THE MONTHLY REPORT

You may transmit your monthly report by Internet, by telephone, or by mail. You also have a choice of payment methods: electronic payment, preauthorized debit, or cheque.

Here, we explain each transmission method and its associated payment method.

1. THE MONTHLY REPORT BY INTERNET

The monthly report by Internet service is secure and free, and it is available anytime, day or night. Through the Internet, you can produce your monthly report two ways:

- a. by filling out an automated data-processing form
- b. by using adapted accounting software

STEP 1: SUBSCRIBE!

To start, you must subscribe to our online services. You will then obtain a user number and a personal identification number.

To subscribe, you must:

- Access the CCQ's Web site, at www.ccq.org
- Choose the "Employer" profile
- Click on the "Access to online services" icon
- Select the option "Nouvel utilisateur des services en ligne," then fill in the information requested on the principal user.

If all of the information supplied is in compliance, you will receive a user number and a personal identification number (PIN). These numbers will be sent to you by mail, to the address given in our files.

This way of doing things is aimed at offering you the maximum security. By sending your user and personal identification numbers by mail, we ensure that you are actually the one who receives the number assigned when you subscribe to the online services.

Through a secure personal identification process, your company will have access to secure services.

STEP 2: CHOOSE YOUR TRANSMISSION METHOD

Once you have obtained your user number and PIN, you will be able to send us your monthly report using the computerized form through our online services, or by using an adapted accounting software package.

Here are the advantages of each.

a. Automated data-processing form

(if your company has 100 or fewer employees*)

With the automated form, some data from the preceding monthly report may be automatically entered for the following months. This is the case, for instance, for your employees' basic data. This way, you save time.

The automated form takes an average of one minute per person declared. The calculations are done in just seconds and are automatically validated. You know right away the amount of your remittance.

In addition, the automated form may detect certain errors (social insurance number, apprenticeship period, minimum pensionable income, etc.). You can then correct your report immediately.

Once you have filled in your form and transmitted it to the CCQ, you will receive an acknowledgment of receipt in the form of a Web page. After that, you simply have to send your payment by the 15th or the month at the latest.

b. Adapted accounting software

Some accounting software is perfectly adapted to transmission of the monthly report by Internet. Because there are so many software packages, we cannot name them all here. Please contact the CCQ's Customer Services, at 877 973-5383, to find out the required parameters.

Your accounting software supplier will be able to give you information with regard to transmission of the monthly report by adapted software.

* Some conditions apply.

Once the CCQ receives your file, its contents are spot-checked. You will then receive an acknowledgment of receipt in the form of a Web page. After that, you simply have to send your payment by the 15th or the month at the latest.

STEP 3: CHOOSE YOUR PAYMENT METHOD

You have three choices for paying the monthly report remittance.

- **By electronic payment**

You pay the remittance for your monthly report through the online services of your financial institution, without having to leave your office. You simply add the Commission de la construction du Québec to your list of bills to pay.

For further information, please contact your financial institution.

- **By preauthorized debit**

With this service you quickly pay the balance of your monthly report remittance. Again, you don't have to leave your office! The amount to pay is deducted automatically from your bank account on the 15th of each month. Each withdrawal will correspond to the amount to pay.

For further information, please contact the CCQ's Customer Services at 1 877 973-5383.

You may also fill out the form on page 48 of this guide.

- **By cheque**

You send us a cheque by mail. On the back of the cheque, you must write your employer number and the reference number on your acknowledgment of receipt.

Send your cheque by mail to the following address:
Commission de la construction du Québec
P.O. Box 2000, Youville Station,
Montréal (Québec) H2P 0A4

2. THE MONTHLY REPORT BY TELEPHONE

(For contractors with, on average, fewer than 10 employees)

You can transmit your monthly report by telephone free of charge. Once you have done this, you will receive, 24 hours later, a copy of the results of the calculations in the form of a monthly report. This report will be sent to you by mail or fax.

Then, all you'll have to do is send us your payment by the 15th of the month at the latest.

Registration

To register for the monthly report by telephone services, you must fill out the registration form on page 48 of this guide, cut it out, and send it to the CCQ by mail or fax.

Once the application is processed, the CCQ will send you a letter with information relevant to your registration.

Payment

You may pay the remittance for this monthly report three ways.

- **By electronic payment**

You pay the remittance for your monthly report through the online services of your financial institution, without having to leave your office! You must simply add the Commission de la construction du Québec to your list of bills to pay.

For further information, please contact your financial institution.

- **By preauthorized debit**

With this service you quickly pay the balance of your monthly report remittance. Again, you don't have to leave your office! The amount to pay is deducted automatically from your bank account on the 15th of each month. Each withdrawal will correspond to the amount to pay.

For further information, please contact the CCQ's Customer Services at 1 877 973-5383.

You may also fill out the form on page 47 of this guide.

- **By cheque**

You send us a cheque by mail. On the back of the cheque, you must write your employer number and the reference number on your acknowledgment of receipt.

Send your cheque by mail to the following address:
Commission de la construction du Québec
P.O. Box 2000, Youville Station,
Montréal (Québec) H2P 0A4

3. THE PRINTED MONTHLY REPORT

You may also send your monthly report by mail. Simply photocopy the form on page 46 of this guide or download a copy from our Web site, at www.ccq.org, in the "Forms" section. You must then calculate your remittance and consult the updated rates and other information required to produce your monthly report.

Payment

You may send payment for the monthly report in either of two ways:

- **By electronic payment**

You make the payment for your monthly report through your banking institution's online services, without having to go outside! You simply add the Commission de la Construction du Québec to your list of bills.

For further information, please contact your banking institution.

- **By cheque**

Commission de la construction du Québec
P.O. Box 2000, Youville Station,
Montréal (Québec) H2P 0A4



Commission de la construction du Québec

RAPPORT MENSUEL DE L'EMPLOYEUR

(VOIR INSTRUCTIONS POUR REMPLIR CE FORMULAIRE DANS LE « GUIDE DE RÉFÉRENCE »)

PAGE 1 DE

NO D'ASSURANCE SOCIALE	NOM DE FAMILLE	PRÉ NOM	NO DE TRAVAIL	AN DE TRAVAIL	MOIS DE TRAVAIL	CODE DE MÉTIER	RÉGION DE TRAVAIL	UNION OU SYNDICAT	NOMBRE D'HEURES TRAVAILÉES		SALAIRE COTISABLE	CONGÉS ET JOURS FÉRIÉS PAYÉS	COTISATIONS SYNDICALES	AVANTAGES SOCIAUX	CONTRIBUTION SECTORIELLE
									TEMPS RÉGULIER	TEMPS DOUBLE					
TOTAL															

1	HEURES	2	SALAIRE COTISABLE	3	CONGÉS ET JOURS FÉRIÉS PAYÉS	4	COTISATIONS SYNDICALES	5	AVANTAGES SOCIAUX	6	CONTRIBUTION SECTORIELLE
---	--------	---	-------------------	---	------------------------------	---	------------------------	---	-------------------	---	--------------------------

Nom: _____

Adresse: _____

Ville: _____

Province: _____

Code postal: _____

Numéro de téléphone: _____

VOIR ADRESSE DE RETOUR AU VERSO

NO DE L'EMPLOYEUR	PÉRIODE MENSUELLE DE TRAVAIL			
	DU	AU	DU	AU
	AN	MS	JR	JR

SIGNATURE	DATE
	AN MS JR

RÉSERVÉ À LA CCO	CODE INSPECTEUR
------------------	-----------------

QUICONQUE TRANSMET UN RAPPORT MENSUEL CONTENANT DES RENSEIGNEMENTS FAUX OU INEXACTS COMMET UNE INFRACTION ET EST PASSIBLE DE POURSUITES. TOUT EMPLOYEUR A L'OBLIGATION DE DÉTENIR LA LICENCE REQUISE DÉLIVRÉE PAR LA RÉGIE DU BÂTIMENT DU QUÉBEC.

7	AVANTAGES SOCIAUX (TOTAL E)	
8	TAXE DE VENTE - ASSURANCE	
9	FONDS D'INDEMNISATION	
10	COTISATION HORAIRE A.E.C.Q.	
11	COTISATION ANNUELLE A.E.C.Q.	
12	T.P.S. ((E) + F) X	
13	T.V.Q. ((E) + F + G) X	
14	CONGÉS ET JOURS FÉRIÉS PAYÉS (TOTAL E)	
15	PRÉLÈVEMENT	
16	COTISATIONS SYNDICALES (TOTAL E)	
17	FONDS DE QUALIFICATION	
18	FONDS DE FORMATION	
19	CONTRIBUTION SECTORIELLE (TOTAL E)	
TOTAL		

Preauthorized debit registration form

*Information on the company
(Please print)*

Company name

Employer number

Numéro de téléphone

Company address

Postal code

*Information on your bank account
(Please print)*

Name of financial institution

Address of the branch

Postal code

DATE _____ 122			
PAY TO THE ORDER OF _____ \$ _____			
_____ / 100 DOLLARS			
MEMO _____			
1122	45678	000	1122233

Branch no.

Institution no.

Account no. (folio)

Preauthorized Debit (PAD) Agreement for Companies

I authorize the CCQ to make withdrawals from my account n° _____ on the 15th of each month to pay remittances for my monthly reports transmitted by telephone or by the CCQ's online services.

I waive receipt of a written notice from the CCQ, 10 days before the due date, indicating the amount to be withdrawn.

It is understood that my verbal authorization will suffice to debit my account on a date other than the 15th of the month.

I will inform the CCQ in writing of any change regarding the information given on the authorization form.

I have the right to certain recourses if a debit does not comply with the present agreement. For example, I have the right to be reimbursed for any debit that was not authorized or is not in compliance with the conditions of the present preauthorized debit agreement. To obtain more information on my rights of recourse, I may contact my financial institution or visit the Canadian Payments Association Web site at www.cdnpay.ca.

I may revoke this accord by giving written notice 30 days in advance to the CCQ. To obtain a sample of the cancellation form or more information on my right to cancel the PAD agreement, I may contact my financial institution or consult the Canadians Payment Association Web site at www.cdnpay.ca.

When it receives my application, the CCQ will communicate with me in writing to advise me of the date that my preauthorized debit agreement will come into force. In the meantime, I will use the usual payment method.

PLEASE PRINT THE FORM AND RETURN IT, DULY SIGNED, by e-mail, to:
support.transmission.rapport.mensuel@ccq.org
 or by fax to **514 341-0720**

SIGNATURE

X _____
 Signature of account holder

 Date

X _____
 Signature of second account holder

 Date

N. B. If this is an account for which a number of signatures are required, all account holders must sign.

SUBSCRIPTION FORM FOR THE MONTHLY REPORT BY TELEPHONE SERVICE

Please accept my application to subscribe to the “Monthly report by telephone” service offered free of charge by the CCQ.

Company name: _____

Employer number: _____

OR

Québec Enterprise Number (NEQ): _____

Fax number: _____

Telephone number: _____

Name of applicant: _____

Signature: _____

Subscription form – Monthly report by telephone

Complete this subscription form and send it to us by fax at 514 341-0720, or by mail to the following address:

Commission de la construction du Québec
P.O. Box 2000, Youville Station
Montréal, Québec H2P 0A4



2012 CONSTRUCTION INDUSTRY CALENDAR

JANUARY

Su	M	Tu	W	Th	F	Sa
dec. 25*	dec. 26	dec. 27	dec. 28	dec. 29	dec. 30	dec. 31
(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				

* Annual winter vacation: from December 25, 2011 to January 7, 2012.

FEBRUARY

Su	M	Tu	W	Th	F	Sa
			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			

MARCH

Su	M	Tu	W	Th	F	Sa
				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)

APRIL

Su	M	Tu	W	Th	F	Sa
(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					

MAY

Su	M	Tu	W	Th	F	Sa
		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		

Insurability notice

JUNE

Su	M	Tu	W	Th	F	Sa
					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)

Médic Card
Vacation and paid holiday statements

JULY

Su	M	Tu	W	Th	F	Sa
(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				

* Annual summer vacation: from July 22 to August 4, 2012.

AUGUST

Su	M	Tu	W	Th	F	Sa
			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	

SEPTEMBER Pension plan statements

Su	M	Tu	W	Th	F	Sa
						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						

OCTOBER

Su	M	Tu	W	Th	F	Sa
	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			

NOVEMBER

Su	M	Tu	W	Th	F	Sa
				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	

Insurability notice
Vacation and paid holiday statements

DECEMBER

Su	M	Tu	W	Th	F	Sa
						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					

Médic Card

* Annual winter vacation: from December 23, 2012 to January 5, 2013.

LEGEND:

- Compulsory Annual Vacations
- Paid Holidays
- AECQ Annual Contribution
- Monthly Report Period

PARTICIPATION BY EMPLOYERS IN THE SOCIAL BENEFITS PLANS – JULY 2012

If you are a construction industry manager or a member of the company and you previously participated in the construction industry's social benefits plans as an employee, you may continue to do so under certain conditions.

SOCIAL BENEFITS PLANS

The construction industry's social benefits plans include insurance and pension plans. They are administered by the Commission de la construction du Québec (CCQ).

INSURANCE PLANS

There are two insurance periods per year. Each of these insurance periods corresponds to a reference period during which the hours required to be insured are accumulated. Each reference period contains six consecutive monthly report periods.

Insurance period	Reference period
January 1 to June 30	March to August
July 1 to December 31	September to February

Some restrictions apply to certain types of insurance coverage. For example, no salary insurance benefits are payable for total disability resulting from any type of accident (work or other) or from an occupational disease if the member of the company or the manager is not covered by the *Act respecting industrial accidents and occupational diseases* when this accident or occupational disease occurs. Similarly, the member of the company or the manager is not entitled to salary insurance benefits for the first 17 weeks following the beginning of a disability if he is not covered by the *Employment Insurance Act*.

PENSION PLAN

For all participants in the plan, the hours declared to the CCQ and the associated pension contributions are recorded in their file. These hours and contributions are used to calculate the pension benefits they will be entitled to.

ELIGIBILITY FOR SOCIAL BENEFITS PLANS

A person who has ceased to be a construction industry employee may continue to participate voluntarily in the social benefits plans if he meets certain conditions.

Among employers, two categories of persons are eligible: managers and members of the company. Since July 1, 1998, the way members of the company participate has been changed.

PARTICIPATION BY A MEMBER OF THE COMPANY

WHO IS CONSIDERED A MEMBER OF THE COMPANY?

The term member of the company means:

- a person who is an employer;
- OR
- a person who is a partner in a partnership that is an employer;
- OR
- a person who is an administrator of a sole partnership that is an employer;
- OR
- the designated representative in a partnership or sole partnership that is an employer.

Notes:

- An independent contractor is not considered a member of the company who can participate in the social benefits plans.
- A member of the company must have previously participated in the social benefits plans as an employee.

HOW IS A COMPANY IDENTIFIED AS AN EMPLOYER FOR THE SOCIAL BENEFITS?

To be identified as an employer for a given insurance period:

- the company must have paid the fees for registering with the CCQ (\$350), if applicable;

AND

- the company must hold a license from the Régie du bâtiment du Québec, if applicable;

AND

- during the period of twelve consecutive months commencing 18 months before the insurance period in question, the company must have submitted at least five monthly reports declaring hours worked by at least one employee; if the company only began operations during this twelve-month period, at least one monthly report out of two must declare the hiring of at least one employee.

Example:

To be identified as an employer for the insurance period from	The company must have submitted monthly reports in the period from
January to June 2012	July 2010 to June 2011
July to December 2012	January to December 2011
January to June 2013	July 2011 to June 2012

HOW CAN YOU GET INSURANCE VOLUNTARILY AS A MEMBER OF THE COMPANY?

By paying the required premium. In May and November, the CCQ sends the eligible member of the company a notice of insurability indicating the premium he must pay to receive coverage under the general plan A in the following insurance period. **Some restrictions may apply to this coverage** (see previous page); refer to the information bulletin MÉDIC Construction – Basic Plan. The hours worked as an employee during the reference period, which were reported and paid to the CCQ, reduce the amount payable.

A member of the company is eligible to pay the premium if:

- he has not lost the right to participate in the social benefits plans (see next section);

AND

- his company is identified as an employer for the insurance period in question or it was identified as an employer for one of the two previous insurance periods.

Note: A person who does not meet this latter condition does not lose his right to participate voluntarily in the social benefits plans but is not

eligible for the period in question. He becomes eligible again when his company is recognized as an employer during a subsequent period.

Exclusions

A person cannot participate voluntarily in the insurance plans as a member of the company in the following situations:

- the person is age 65 or older before the beginning of the insurance period in question;
- he has received at least one week of hour credits or is covered by the insurance prolongation benefit during the insurance period in question (the purpose of this condition is to prevent a disabled person from improving his insurance coverage by paying a premium);
- he has lost the right to participate in the retirees insurance plan.

HOW CAN A MEMBER OF THE COMPANY LOSE THE RIGHT TO PARTICIPATE VOLUNTARILY IN THE SOCIAL BENEFITS PLANS?

A member of the company permanently loses the right to participate voluntarily in the social benefits plans in the following two cases:

- he paid the premium required to be insured under plan A during a previous insurance period and is not insured under plan A for the period in question.

Note: A person who has accumulated 750 hours as an employee does not have to pay anything and is deemed to have paid the premium.

OR

- he has never paid the necessary premium during a previous period and is not insured under plan A, B, C, or D during the period in question.

A person who is not eligible to pay the insurance premium because his company is not identified as an employer does not lose his right to participate voluntarily in the social benefits plans.

If, as a member of the company, you lose your right to participate voluntarily in the social benefits plans, the hours recorded in your file are used to give you the best possible coverage (plan A, B, C, or D). For example, if 450 hours have been declared in your name at the CCQ for the reference period and if you have lost your right to participate as a member of the company, you will be insured under plan C.

If you have lost your right to voluntary participation as a member of the company starting with the insurance period of July 2006, you may obtain medication insurance coverage (plan Z) for July 2012 period under the following conditions:

- You cannot be insured by plan A, B, C, or D for July 2012 period; AND
- You are a member of the company linked to a company identified as an employer for the social benefits for July 2012 period; AND
- You are under 65 years of age before the beginning of the July 2012 period; AND
- You pay the required premium before the deadline indicated on the insurability notice that is sent to you in May 2012.

HOW CAN A MEMBER OF THE COMPANY PARTICIPATE IN THE PENSION PLAN?

A member of the company who is eligible to pay the insurance contribution and who is insured under plan A receives a notice each fall notifying him that he can participate voluntarily in the pension plan if he is an employee of the company with which he is associated. Except for the hours worked as an employee, a member of the company is not obliged to contribute to the pension plan. However, he cannot participate exclusively in the pension plan.

Voluntary contributions by a member of the company must not bring the total hours contributed to the pension plan to more than 2,080 hours, including the hours worked as an employee (and the hours declared as a "designated representative registered as an employee" and as a "salaried director").

Notes:

- Changes have been made to the pension plan. Since January 2005, contributions made to the general account have been used mainly to pay down the deficit in the plan; these contributions are not accumulating new amounts in your

pension. Only contributions to the complementary account enable you to accumulate a pension. The pamphlet *Overview of the Pension Plan in the Construction Industry* provides more information on this subject.

- Before participating voluntarily in the pension plan, a member of the company should consult his accountant or tax expert to ensure that his contribution does not exceed the limits allowed by Revenue Canada.
- The income tax slips (T4, Relevé 1, etc.) reflecting participation by a member of the company in the pension plan must be produced by his employer.

PARTICIPATION BY A MANAGER

WHO IS CONSIDERED A MANAGER ?

Person employed as a manager by a professional employer but who is not a director of a corporation or the designated representative. For example, this category is meant to include superintendents, site foremen and other representatives of the employer.

A manager may participate in the social benefits plans if:

- he previously participated in the social benefits plans as an employee;

AND

- the amounts in his construction industry pension file have not been completely reimbursed (if he has been totally reimbursed, he cannot participate).

How can a manager make the voluntary contributions that will allow him to participate? He does this through the monthly reports submitted to the CCQ. The *Reference Guide for completing the employer's monthly report* describes how to pay these contributions.

If a person is not paid on an hourly basis, the number of hours of work declared per week for social benefits cannot exceed 60.

For additional information: The leaflets *The MÉDIC Construction Card*, *Insurability Requirements*, and *Insurance Plans A, B, C, D* will help you to better understand the insurance plans. The pamphlet *Overview of the Pension Plan in the Construction Industry* will provide you with information on the industry's pension plan. These publications are available at the offices of your employer association and those of the CCQ.

This document was produced for information purposes. Only the "*Règlement sur les régimes complémentaires d'avantages sociaux dans l'industrie de la construction*" has legal standing.

Version française disponible sur demande.

BUSINESS SERVICES AND PRODUCTS FOR THE INDUSTRY'S EMPLOYERS

OUR ONLINE SERVICES

A referral service for recruiting experienced workers and graduates.

They are available 24 hours a day, seven days a week, through our Web site.



On our Web site, you will find:

- ✓ Rates and contributions for different monthly report periods
- ✓ The state of labour pools for all regions of Quebec, all trades, and all occupations
- ✓ The workforce hiring and lay-off form
- ✓ The request for a situation letter form (which may be filled out and transmitted online)
- ✓ Transmission of the monthly report via adapted accounting software
- ✓ The data-entry form for the monthly report in which certain fields are validated and some calculations done automatically; to be filled out directly on screen
- ✓ The collective agreements of the industry and a search engine to find particular subjects in them
- ✓ Request for referral
- ✓ Request for referral of new graduates
- ✓ Registration for Alerte pénurie

To take advantage of online services, ask for your personal identification number: go to our Web site, www.ccq.org, and click on the "Online Services" tab. Page 8 of this guide also provides information on how to subscribe.

OUR ELECTRONIC SERVICES

Electronic payment through your bank for the monthly report and for the situation letter, and by credit card for the situation letter.



OUR TELEPHONE SERVICES

EMPLOYERS LINE: 1 877 973-5383

Information phone line:

- ✓ 8:15 AM TO 4:45 PM Monday, Tuesday, Thursday, and Friday
- ✓ 10:00 AM to 4:45 PM Wednesday



MONTHLY REPORT BY TELEPHONE:

- ✓ transmission to our staff of the information for the monthly report (ten or fewer workers to declare)
- ✓ calculations done automatically
- ✓ results of the calculations are sent in the form of a monthly report by fax or by mail within the 24 hours. To subscribe to this service, you must apply by fax at 514 341-0720

INFO-PÉNURIE LINE:

For the Montréal region: 514 736-8743

Outside of Montréal: 1 877 973-6874

- ✓ Information and transaction telephone service regarding the state of the labour pools
- ✓ Also lets you make a labour shortage situation application and to consult previous applications



OUR PRODUCTS

INFORMATION SESSIONS: group meetings with our staff in all our regional offices, on a variable schedule. For new employers or those who wish to update their knowledge of:

- ✓ the monthly report
- ✓ deductions at source
- ✓ rates
- ✓ regulations
- ✓ and more

You can register for a session by contacting Customer Services at your regional office.

For more information any of these services or products, simply contact our **Customer Services** through the employers' line: 1 877 973-5383