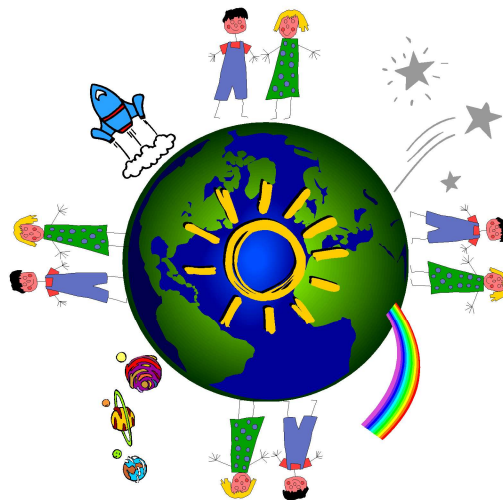


Bambinos Universe
EARLY CHILDHOOD CENTRE

MANAGEMENT POLICY



Revised: August 2019

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Note: This document uses the feminine to designate salaried personnel in order to lighten the content.

DEFINITIONS and GENERAL DISPOSITIONS

1. Definitions

ECC

The head office of the Bambinos Universe Early Childhood Centre is located at 316, Argue Crescent in Shawville. It is represented by the president of the Board of Directors or any other person designated by a resolution from the Board of Directors in all cases concerning the present policy.

The Board of Directors

The Board of Directors of the Bambinos Universe ECC consists of six parents that are members of either of the two daycare facilities and one community member. Total 7.

The Director

This person is an employee with the title of director and is the representative of the ECC in relations with parent users and employees defined in the Labor Code (SR 1964, C141).

Permanent full-time employee

A regular employee who has completed her probation period and works the number of hours per week equivalent to a normal work week.

Permanent part-time employee

An employee who has completed their probation and works less than 30 hours per week.

Probationary employee

An employee who is on probation.

Placement

Any person in the ECC on a training session that is recognized by an educational institution. They are not covered by any of the clauses presented in this policy.

Contract

All persons working for the ECC in a subsidized work program for a defined period of time defined in advance. They are not covered by any of the clauses presented in this policy.

EX: Summer student, Emploi Qc programs, etc...

2. *General dispositions*

The ECC and the director agree to discuss and collaborate on a management policy that will cover all employment conditions for staff.

Interpretation

In the case where there is an ambiguity or contradiction between the ‘Règlements Généraux’ and the present policy, the ‘Règlements Généraux’ prevails.

Employee status

The employee status document will be signed between the director and each employee.

This policy applies to the ECC staff in the daycare facilities

INFORMATION AND PARTICIPATION

1. Information

The management and the employees will exchange all documents that are necessary for the functioning of the ECC and the understanding of each of their roles, directives, correspondance, etc.

2. Participation

The policy favors:

- a. The staff participation in the elaboration of the ECC policies
- b. Retrospectives and follow ups that include an harmonious relationships between the staff and management.
- c. Exchanges between the staff, maangement and Board of Directors.

The director is the immediate superior of the ECC staff of the Shawville daycare facility. The assistant director is the immediate superior of the ECC staff of the Luskville daycare facility. In the event the general director is absent, the assistant director becomes the immediate superior of the entire ECC staff.

3. Tasks and responsibilities

The staff must adequately exercise all the functions, responsibilities and mandates that are assigned to them by the ECC and perform the job description that has been assigned to them.

TIME OFF

Annual vacation

The employee benefits from 1 day off per month for the first year. (Maximum of 10 days)

The employee benefits from 2 weeks of annual vacation and an indemnity of 4% after 1 year of service completed with the ECC.

The employee benefits from 3 weeks of annual vacation and an indemnity of 6% after 3 years of service completed with the ECC.

The employee benefits from 4 weeks of annual vacation and an indemnity of 8% after 10 years of service completed with the ECC.

The employee can take their vacation during the dates that they have requested to the director.

The employee with 3 weeks of vacation must take 5 days vacation during the summer months; therefore between June 24th and August 31st.

The employee with 4 weeks of vacation must take 10 days vacation during the summer months; therefore between June 24th and August 31st.

Vacation days and time off can not be accumulated unless authorized by the director.

The amount of vacation due is paid at the departure of the employee.

The indemnities of vacation begin to accumulate at the beginning of their contract.

The vacation must be taken during the current fiscal year (April 1st to March 31st)

In the event of an employee being absent from work due to a lay off, absence without pay or parental leave the vacation time is accumulated, however the indemnity (money) does not accumulate.

EXAMPLE

Accumulated percentage	Reference year	Reference year	Time granted
	2000	2001	1 day off per month
4%	2001	2004	2 weeks of vacation
6%	2004	2010	3 weeks of vacation
8%	2010		4 weeks of vacation

It is mandatory that all employees submit their request of annual vacation to their immediate supervisor **BEFORE MAY 31st** (or before March 31st if they are taking vacation in April and/or May).

In order to be equal and fair towards all ECC employees, and after trying to find a common ground for the parties concerned, the ECC agrees to the requests of vacation in the following manner:

A block of 2 weeks or more, by seniority; following

Blocks of 1 week, by seniority; and finally

Scattered days, by seniority.

Also not more than two permanent qualified staff will be able to take a vacation in the same period. There may be exceptions depending on the ratios at certain times of the year.

N.B.: Requests for vacation time given **AFTER MAY 31st** will not be treated in the order described above, but according to the capacity of the ECC responding to the needs of the organization first and along with the vacation already approved.

Health days/(Sick days)

The **first of April of each year**, the employees of the ECC accumulate health/sick hours in this matter; 1 health/sick day after 1.5 months of work with a total of eight (8) health/sick days. These days are not payable or accumulated. This time is affected in hours and may be taken in this way. Once an employee uses 3 health/sick days consecutively, they must provide the ECC with a doctors note.

Statutory holidays

There are thirteen (13) statutory holidays paid each year.

The statutory holidays are the following:

Labor day	Good Friday
Thanksgiving	Easter Monday
Day before Christmas	
Christmas day	Queen's Birthday
Boxing day	St-Jean Baptist
Day before New Year's	Canada day
New Year's Day	
Day after New Year's	

If one of these statutory holidays falls during an employee's period of vacation, their days are added to the period of vacation or transferred to another date agreed upon between the employee and the director. *The six statutory days during the holiday period (Christmas and New Year) will be put together for a consecutive holiday.*

Replacement procedure

The educators must not feel uncomfortable to be replaced; it is their right to use their health/sick days. We also do not want the replacement employees to feel disrespected by being called late at night or early in the morning at the last minute. It is the responsibility of management to efficiently ensure that replacement and everyone it concerns feel good with the procedure.

However, we ask that the employee cooperate by giving us the necessary tools in order to make the job easier. The initial tool is time.

Replacement for health/sick days:

- If the employee knows in advance, a request is made to the Director so that he/she can foresee the shift to be replaced and contacts the replacement person.
- When an absence is requested, it is automatically a health/sick day, unless told otherwise.
- If the request is last minute, during opening hours of the daycare, the request is made with the Director or if they are absent, the head teacher.
- Outside opening hours, the Director is called at home or on their cell phone and a message is left at both places.

- If the Director is on vacation, the head teacher is called and they will see about a replacement person.
- If both are absent, which will be rare and for a short period of time, the employees will organize themselves to call the replacement person themselves.
- Before the Director and the head teacher leave, the scenarios that are envisioned are suggested to the educators that will be at work to facilitate replacement (ex.: Who to call?, Will there be less children?, etc...)
- The person must call as soon as possible or at least 1 1/2 hours in advance. This will give a sufficient amount of time to call replacements or if they are not available, permits the director to get to the daycare to do the replacement herself.
- If not, they will come into work until a replacement is found and is present at the daycare to replace them.
- If the employee or their children do not feel good and are not sure if they will be able to be present the next day, the person responsible can be made aware and a replacement person can be notified in advance, if need be.
- For other work schedules foreseen in the day, a call can be made before the lunch hour. This permits us to proceed with a replacement if the numbers of children are not low for that day.

Change of employee working from one facility to another within the same ECC:

When a contract position is available in either facility, the position is posted internally in the ECC. Everyone may apply for this position. However, a person who already has a permanent position at one facility and decides to take the contract at the other facility cannot keep his permanent position in reserve during this period. The reason for this is to maintain a higher level of stability for the children, the parents and the team.

For all holidays and information concerning holidays refer to the Labor Standards (NORMES DU TRAVAIL).

<https://www.cnt.gouv.qc.ca>

List of holidays:

Statutory holidays, Maternity, adoption and birth, death or suicide, work-family, vacation, paternity leave, national holiday, illness or accident, caregivers.

LEAVE OF ABSENCE

LEAVE OF ABSENCE OF 4 WEEKS OR LESS

1. After having accumulated two years of service, the full time and part time employee (people that are on call are excluded) may ask for a leave of absence, not exceeding (4) four weeks, as long as this person requests the leave (20) twenty working days in advance and has no holidays left such as (vacations, sick days and overtime).
2. This leave can be separated according to the employee's request, but in weekly increments only.
3. Only one (1) employee at a time may be on leave. If more than (1) request is asked for, for the same period of time, the first request will be honored. First come, first served! If two (2) requests are made on the same day, seniority will come into play.
4. During this leave of absence the employee still accumulates her time. Furthermore, no leave is cumulative (money) during this leave.

LEAVE OF ABSENCE OF MORE THAN 4 WEEKS

1. A full time or part time employee with 4 years of service (people that are on call are excluded) may request a leave of absence of no longer than (6) months, this includes the 4 week or less leave and has no holidays left such as (vacations, sick days and overtime) and as long as they make the request twenty (20) working days in advance.
2. After 5 years of service and once every 5 years after that, the full time and part time employee (people that are on call are excluded) may request a leave of absence of one year maximum this includes the 4 week or less, as long as they make the request twenty (20) working days in advance.
3. This leave must be taken in sequence. However the employee can return to work at any time by advising the ECC of their intention to return to work, at least one month before their return to work.
4. Only one (1) employee at a time may be on leave. If more than (1) requests are asked for, for the same period of time, the first request will be honored. First come, first served! If two (2) requests are made on the same day, seniority will come into play.
5. At the end of the leave of absence, the employee returns to their job. If the job has been abolished, the employee has the right to all the advantages that she would have benefited from had she been at work.
6. However, if the employee does not return to work by the agreed date, the CPE reserves the right to end her contract.

EXCEPTIONS

1. Notwithstanding all of the above, the Board, at their discretion, can make an adjustment, according to certain circumstances and/or situations, following a written request from an employee.
2. Also, the unpaid leave is conditional to the ECC finding a qualified replacement.
3. In exceptional circumstances, a replacement person who has not accumulated vacation time could take an unpaid leave at specific moment where the ECC does not need their services and that the qualified educator ratio is respected. Example: Christmas.

WORK CONDITIONS AND SOCIAL ADVANTAGES

1. *Work Time*

The director and the employee decide on the distribution of work time.

The work schedule is that of which has been decided upon between the director and the employee to fulfill their normal tasks.

2. *Traveling and representation costs*

The employee has the right to reimbursement of expenses that can incur in the completion of their tasks according to the rules of the Conseil du Trésor du Québec.

3. *Improvement*

The ECC recognizes the necessity to ensure staff improvement and at the end agree to consult with them.

The ECC facilitates the participation of staff on various programs of improvement offered to them (activities, studies, training periods, etc.) keeping in mind the financial situation of the ECC and the annual course objectives. It is mandatory that ECC staff follow a first aid and CPR course every three (3) years paid by the ECC for employees that are permanent part time or full time.

4. *Priority of employees' children (full time/part time) on the ECC waiting list.*

The requests are treated in the following order of priority:

- A. The parent with a child already present in daycare and would like to increase the number of days of service.
- B. The parent that already has a child regularly attending the daycare service.
- C. The permanent employees of the ECC; their child can have access to the 2 installations independently from work place.
- D. The parent that has a child attending the daycare service and their contract is terminating due to a lack of spots in the ECC permit.
- E. The parent on the waiting list in chronological order and the availability of places in the group for that child.
- F. The ECC has an ECC – CLSC agreement signed, therefore, we have 1,5 spots reserved that are subsidized and reserved for children referred and followed by the CLSC.

5. *Reimbursement*

A maximum reimbursement of 150\$ per year will be reimburse to the Cooks for work shoes that meet the requirement suggested by the CSST.

EMPLOYEES ANNUAL RETROSPECTIVE

- 1 - Describe to us your objectives from last year and give yourself a rating (1 to 10, 10 being the highest) for each one?
- 2 - What were your major accomplishments, your successes, or what you are most proud of in the last year?
- 3 - What were your major challenges / difficulties over the past year?
4. If you were not an educator, aide educator, cook or secretary accountant what would you be?
5. What inspires you in your work?
6. For you, what are your obligations to the ECC?
7. What are your objectives to work towards for the up coming year?
 - Concerning yourself (strength / quality / competence)
 - Concerning the children
 - Concerning the parents
 - Concerning your colleagues
 - Concerning health and safety at work?

After we read your written retrospective there will be a meeting between yourself, the head-educator, the assistant Director and the General Manager.

During the meeting, we will share our respective observations and determine together the means you will take, that will help you achieve your goals/objectives and the ways that the ECC can support you in achieving your goals.

If you have any questions do not hesitate to ask, thank you and happy review!

NB: From year to year the questions may vary. These are always selected in order to provide a reflection on yourself and your work ...

DRESS CODE, MEALS AND WORK CONDITIONS

The ECC favours a professional and adequate dress code:

- A distinction needs to be made between the different postings. Ex.: a person working directly with the children, a person working in the office and a person responsible for the kitchen.
- A distinction needs to be made between the female and male personnel. Ex.: in the kitchen hair must not be exposed. (Tank top for men).
- A distinction needs to be made between the seasons. Ex.: a tank top in the winter is not as appropriate as in the summer.
- Particular attention needs to be brought to messages portrayed on clothing such as symbols of products that signify violence, alcohol, or other. Ex.: a ball cap with “Molson”.
- Particular attention needs to be brought to the different style phases. Ex.: low rise jeans and/or belly button tops. The stomach and buttocks should be covered at all times.
- Particular attention needs to be brought to clothing concerning work safety. Ex.: do not wear clothing too long or too big that could get caught on things.
- Particular attention needs to be brought to jewellery worn that could get caught on things and/or could hurt themselves or others. Ex.: large earrings or rings.
- Particular attention needs to be brought to shoes when it comes to work safety. Do not wear shoes offering little stability and protection and could provoke a fall, contusion or torsion, etc... Ex.: sandals such as “Flip Flops”, “croc’s”, shoes or boots with a heel more than an inch high.

We are confident that everyone will use their proper judgement when dressing to come to work which will ensure safety and avoid unfortunate accidents as well as being a role model for the children.

Employees’ meals:

- The ECC encourages the employees to eat the meals prepared by the cook with the children.
- The meals are offered to the employees for an amount that will be revised yearly; this includes 2 healthy snacks and a well balanced lunch. However, the employee that wishes to bring their own lunch from home may do so and they do not pay for the meal.
- The employee who brings their own lunch or snack must respect the same rules regarding the allergies in the childcare facility.
- The employees cannot eat their lunch brought from home in the rooms if it is not similar to what is being served to the children at daycare (ex.: spaghetti with sauce at the daycare versus lasagne brought from home).
- This policy is to ensure harmony for all at lunch time and not to create a challenging dynamic for the group. We also want the parents to respect our philosophy during meal times.

Work relations:

The ECC advocate a good relationship and communication between educators, cook and director.

- Respect others and their opinion;
 - Maintain a good relation, be friendly and approachable,
 - Encourage helping others and cooperate;
 - Be tactful and diplomatic;
 - Work as a team;
 - Accompany and support colleagues with problems with a parent or a child;
 - Share all pertinent information on a child's or a parent's behaviour with other members of the team;
 - Accept ideas and suggestions and acknowledge their point of view;
 - Identify problematic situations;
 - Give and receive constructive criticism;
 - Propose constructive solutions;
 - Determine priority subject matters to discuss;
 - Provide help when needed;
 - Resolve a conflict by listening to the other person's side and finding neutral territory;
 - If a conflict persists, refer to the director if need be;
 - Manifest discretion in regards to cases treated.
-
- Employees that smoke must do so outside of the ECC property.

Policy regarding an employee with a child(ren) at the daycare:

- The ECC personnel have the choice to register their child according to the procedures.
- The ECC advocates that the child of the parent-employee be placed in another group other than their own. The director will determine what changes need to be put into place in regards to the group and the educator concerned.
- The employee that uses the service as a parent must respect the routine established in order for the group to function well. The educator must wear their employee "hat" once they arrive at work, after they drop their child off to their educator. It is important to say good morning to the child just like any other parent. This will help the child comprehend the line that must be done between parent-employee.
- The parent-educator can not take their child during their breaks. They can not spend their break with the group their child is in.
- During certain moments of the day (ex.: outside, activities in the multi-purpose room, activities in large groups, etc...) it is possible that the parent-employee and child be together. The parent-employee must have the same intervention that they have with other children. They can not play favouritism or be more severe with their child. Also, the parent-employee must be absent when an intervention is being done with their child.

- If there is a problem with the child and there must be a discussion during a staff meeting, it is best if the parent-employee remove themselves during the discussion unless the staff and the parent-employee are comfortable.
- If the child is sick, they will stay with their educator until the parent-employee can be replaced.
- The parent-employee must respect their child's educator during her break, where other subjects can be discussed and she can relax.
- The parent-employee keeps the same privileges when it concerns the exchange of information with their child's educator: discussions at the beginning and the end of the day, foreseen meetings, etc...
- The payment calendar and the daycare fees are those in place with the ECC.
- The regulations of the internal policy must be respected by the parent-employee, the same as the other parents of the ECC.
- In the case of a conflicting situation, the Board of Directors will make the decision based on the facts presented by the parent-employee and the director.
- Lastly, in order for the staff to live in a serene atmosphere, the cooperation of all regarding this policy is essential.

Policy for employee's children that do not attend the daycare facility:

The ECC favours and encourages families on the project called "Take your child to work day". Therefore, the parent-employee that does not have children in daycare is encouraged to bring their child into work with them up to a maximum of 2 days per year.

One day must be determined in advance (therefore before May 31st) at the same time as they book their vacation. The second day can be decided at the last minute depending on the situation.

For example, children 12 years of age and under must count in the group of children's ratio.

One child at a time per family, and per employee, can pass the day at the daycare.

This applies to the employees normal work hours.

This project is only for the children of the employees and not their nieces and nephews or others.

The child will be the parent-employees responsibility inside and outside the daycare and not be under the supervision of the parent-employees co-workers.

For sure, the parent-employee must be in control of their child and to have a good relationship with them in order to permit their work to continue in a good manner.

Also, the child must be able to follow the daycare normal activities and be in good health.

Organisation of material and purchases:

A toy lending library exists at the ECC for the 2 daycare facilities. The toy lending library consists of small and large equipment and educational material for the children. There are also different theme kits, books on different subjects, etc... Each educator can borrow the material of their choice to best respond to the children in their group. The educator is responsible for the disinfection of the material she uses.

For any other material, food or other, requests must be made verbally or in writing on the memo titled "Purchase list" that is found on the bulletin board in the office. The director will see to the purchases listed.

The majority of the ordering for the kitchen is done by the cook. These purchases will be delivered to the ECC. There is one account open at local business (Valu-mart), to which 3 people have a shopping card, the director, the cook and one educator. The person must provide receipt to the cook and the cook will forward it to management.

Alarm system:

The ECC has three people responsible for the alarm system, if one of these three people must travel outside the daycare hours; the person is paid 3 hours. (See the employee and parent guide for the measures to follow).

Personal situation:

In order to facilitate, accompany and keep all the children, parents and employees safe, the ECC must be informed of all difficult circumstances that an employee could be living in their personal lives. Therefore we ask that the employees immediately inform their supervisor of any pertinent situation that could have an impact on the children, parents and employees of the ECC. Ex: threats from a third party.

CIVIL RESPONSIBILITY

The ECC is committed to stand up for the employee for whom a civil responsibility is suffered in the exercise of her functions and advised not to exercise against any of their claims in this regard. Unless, there is negligence or serious fault on the part of the employee, the ECC has an insurance to cover the civil responsibility.

The employee can not be held responsible for the acts, actions, negligence or defaults of an administrator, a director or ECC employee.

The employee can be held responsible for an action which may occur while exercising her functions or due to an act or a voluntary fault or a serious error.

However, the fault or the breach in the execution of their functions can not be the employees' responsibility if they acted honestly, reasonably and with all fairness. They must be excused.

POLICY AGAINST PSYCHOLOGICAL AND SEXUAL HARASSMENT FOR THE BAMBINOS UNIVERSE ECC

PREAMBLE

Everyone is entitled to safeguard its' dignity, honor and reputation. The employer believes that any management staff and employees are entitled to a harassment free workplace. To this effect, the employer denounces harassment, which constitutes a form of violation of the individual's fundamental rights.

1. POLICY OBJECTIVES

- 1.1 Maintain a working environment free from harassment, for both the management staff and employees. Promote respect.
- 1.2 Contribute to raising awareness, information and training to prevent harassment conduct. Ensure that everyone has the right to be treated fairly without discrimination or harassment.
- 1.3 Provide the necessary support to those who believe they are undergoing a form of harassment by putting in place accessible and effective procedure for handling complaints.
- 1.4 Establish a procedure for resolving complaints and allowing victim or alleged victim of harassment to assert their rights in confidence and without fear of reprimand.
- 1.5 Take reasonable steps to correct and stop the harassment situations and to punish such wrong behaviors.

2. EMPLOYER ENGAGEMENT

The employer agrees to:

- 2.1 Provide an environment free from psychological harassment;
- 2.2 Promote respect among individuals;
- 2.3 Safeguard the staff's dignity;
- 2.4 Protect the physical and psychological integrity of the personnel;
- 2.5 Promote a harmonious work environment.

3. SCOPE

This policy applies to all management staff and employees of the ECC.

4. DEFINITION

Harassment is any behavior that is manifested by conduct, verbal comments, actions or gestures that are hostile or unwanted. This conduct undermines the psychological or physical dignity or integrity of the person. For this person, it leads to a harmful learning or working environment.

A single serious behavior may also constitute harassment if it undermines the psychological or physical dignity or integrity and produces a lasting harmful effect on the person.

5. PRINCIPLES

5.1 The employer must take reasonable steps to prevent harassment and to stop it when it is brought to his attention.

5.2 The employer promotes a quick and efficient approach to resolve the problems and has recourse to a procedure for handling complaints, in order to restore a healthy work environment.

5.3 The person who believes she is in a harassment situation may take steps, make a complaint or take action without prejudice or reprimand from the employer.

5.4 All information relating to a complaint and the identity of the people involved are treated confidentially, as much as possible, by all parties, unless such information is necessary to process the complaint, to conduct an investigation or to impose disciplinary or administrative actions.

5.5 The person who believes she is in a harassment situation and the person against whom a complaint is being made are treated with fairness and informed of the progress of the case and any decision on the dispute.

6. COMPLAINTS PROCEDURE

The Director is the person responsible for this policy.

At all times, the director may delegate the monitoring of a complaint to a person which she designates.

The complaint procedure does not replace at any time the recourse provided by law. Similarly, despite the exercise of a legal challenge before, during or after the filing of a complaint under this policy, the person responsible may decide to conduct an investigation.

In the event that the director or the designated person is targeted or involved in any way by the complaint, it will be the President of the board that will treat the complaint in the manner and procedure below.

Mechanism of the procedure for resolving complaints

6.1 Complaints must be made in writing. It must be signed, include a detailed description of the allegations and shall designate the person or persons identified as responsible for those facts and all witnesses.

6.2 The complaint is forwarded to the Director or her designee within ten (10) business days after the event or events allegedly occurred. Failure to file the complaint within this period may lead to its rejection and it shall at all times be treated according to the procedure below.

Despite the absence of a written complaint, the Director General or her designee may at any time decide to undertake the procedure and investigation if the officer has reasonable grounds to believe that a situation of harassment exists.

6.3 The complaint processing takes place as soon as possible in order to intervene quickly to stop the harassment situation and not let it damage the work climate.

6.4 The manager or designated person checks the merits by a proper investigation. He meets with the parties in dispute and the potential witnesses if necessary, to assess the seriousness and extent of the alleged acts.

6.5 If the complaint is admissible, the director general or designated person shall ensure, where necessary, the effective implementation of any temporary preventive measure to protect the victim of harassment.

6.6 If the parties agree, the director general or designated person may at any time request them to attempt reconciliation and a solution to the situation of alleged harassment.

6.7 The director general or designated person shall ensure respect and the presumption of good faith of the person subject to the complaint and her right to be heard at any stage of the proceedings.

6.8 The director general or designated person shall, as soon as possible after the conclusion of the investigation, notify the parties that the complaint is upheld or rejected.

6.9 The director general or designated person shall, where appropriate, impose the measures (administrative or disciplinary) deemed appropriate, will vary depending on the severity, the recurrence of acts committed and the record of the person who is the subject of the complaint.

7. FINAL PROVISIONS

7.1 The employees have a responsibility to maintain standards of conduct to which the work is done in a harassment free environment.

7.2 The employee must report inappropriate behavior, act with objectivity and, in case of investigation, to collaborate.

7.3 Managers have the right to exercise their authority if they do so in a non abusive manner. This includes the right to set goals, assign tasks, evaluate performance, provide guidance, and enforce company disciplinary regulations. They have the right to implement any measures necessary for the proper functioning of the company.

7.4 The normal exercise of management rights, normal work disputes, work related stress, working conditions and professional constraints do not usually constitute psychological harassment.

7.5 No complaint shall be based on false allegations because of the harm they could cause to those affected. Also, any complaint made maliciously or in bad faith may also be subject to action against its author.

Dismissal, cancellation of contract, disciplinary action

Principle:

- The ECC adopts a positive approach based on the sharing of its values and philosophy by the employees in the realization of its mission.
- The common goal for the employer and the employee is to correct unacceptable behavior.
- The employee is called upon to help find a solution.
- Not all situations necessarily require the same disciplinary measures. The ECC intends to take into account the seriousness of the offense and the frequency of undesirable behavior.
- Disciplinary measures are applied gradually.

Punishments

The measures are applied in stages:

Warning: This is a verbal notice (to be entered in the employee's file) or written to inform the employee that she or he has been behaving unacceptably. This notice is given at a meeting.

After mentioning the facts showing the unacceptability of the employee's actions, she will be called upon to find, in conjunction with Management, the corrective measures to be taken.

The reprimand: The reprimand is generally preceded by one or more warnings. A reprimand consists of a written notice. It includes the facts, the recall of the warnings if necessary. The notice shall be given to the employee at a meeting with Management. This is the first disciplinary measure.

Suspension without Pay: Suspension is the second disciplinary measure. It lasts three (3) days and is unpaid. The notice of suspension will be given to the employee in writing at the time of a meeting with Management. The suspension is a wake-up and warning tool for the employee, it also reminds her that she is exposed to dismissal.

Dismissal: Dismissal terminates the employment relationship permanently.

The Directors can give a written disciplinary notice to any employee who does not respect his / her contract as well as the definition of tasks, the orientations and values and their rules of application.

The sanctions will apply according to the table on the next page.

If the employee does not agree with the sanction, she may ask to be heard by the board of directors. The decision of the Board of Directors is final and without appeal.

The ECC must pay one week's salary and all marginal benefits that are owed to any employee dismissed.

In the event of a resignation, the employee agrees to notify the ECC in writing two weeks before the date of departure. The ECC will remit any amount owing and the record of employment within ten (10) days of departure in accordance with the Act respecting labor standards and the Employment Insurance Act.

The Director shall suspend immediately, without notice, any employee for theft, indecent assault, sexual harassment, rape and ill-treatment of a child, parent or other employee. In the case of a third party investigation (police service, DPJ, etc.), the suspension is in effect until the investigation is completed. In the situation where there is no third party investigation, the board of directors must appoint a member to verify the truth of the facts. If the allegations are unfounded, the employee will be reinstated and her salary will be paid retroactively. If the allegations are substantiated, she will be dismissed without any notice.

Table illustrating the degree of disciplinary measures

Nature of the behavior

W = Warning
R = Reprimand
S = Suspension
D = Discharge

NATURE OF BEHAVIOR

Absent from work without warning	W	R	S	D
Repeated Delays	W	R	S	D
Failure to follow procedures	W	R	S	D
Behaviors inconsistent with orientations and values of the ECC	W	R	S	D
Hitting, shoving a child				D
Insulting a client (parent)			S	D
Damaging or destroying the property of an employee, parent or ECC			S	D
Absent without reason		R	S	D
Neglect hygiene measures	W	R	S	D
Do not attend team meetings		R	S	D

NOTE: This table is used for reference. The sanction may differ depending on the gravity of the fault

Departure of an employee or member of the Board of Directors

Departures:

Upon the departure of a permanent employee, the employee will have a dinner paid by the ECC as well as receive a gift of a maximum value of \$ 25.

Retirements:

Same as above, departure, however with a gift worth up to \$ 100

Recognition:

A photograph of the person will be posted in the ECC during the following acknowledgments.

Recognition for an employee:	5 years \$ 25
Recognition for an employee:	10 years \$ 50
Recognition for an employee:	20 years \$ 75
Recognition for a Board Member:	Certificat

Personal Events Policy:

Upon the death of an employee's father, mother, child or spouse, a card and flowers will be given to the employee in question and paid by the ECC.

When there is a marriage or the birth of a child for an employee, it will be up to the team of co-workers to make the decision and to defray, if need be, the cost for a card and / or gift.

Annexe : Description de tâches

Personnel de garde Éducatrice

Sommaire descriptif: Sous la responsabilité d'une gestionnaire, l'éducatrice met en application un programme éducatif comportant des activités qui visent le développement global des enfants dont elle a la responsabilité, veille à la santé, à la sécurité et au bien-être des enfants et accomplit diverses tâches liées à ses fonctions.

Attributions caractéristiques

Mettre en application un programme éducatif comportant des activités qui visent le développement global des enfants dont elle a la responsabilité.

- Planifier et préparer des activités pédagogiques permettant de développer toutes les dimensions de la personne.
- Accompagner et encadrer les enfants dans leurs activités, et favoriser leur adaptation et leur intégration à la vie en collectivité.
- Observer et apprécier l'évolution et le comportement des enfants.
- Guider les enfants dans les gestes de la vie quotidienne, notamment l'alimentation, l'hygiène, l'habillement et les soins personnels, en favorisant leur autonomie et de saines habitudes.
- Développer une relation avec les parents et échanger avec eux sur le développement de leur enfant, notamment à l'arrivée ou au départ de celui-ci.
- Collaborer à la conception de plans d'intervention individuels pour les enfants ayant des besoins particuliers et en assurer l'application.
- Veiller à la santé, à la sécurité et au bien-être des enfants.

Accomplir diverses tâches liées à ses fonctions.

- Aménager, décorer et ranger le local.
- Préparer et ranger le matériel.
- Effectuer toute autre tâche connexe.

Conditions minimales d'admission: Il appartient à l'employeur d'apprécier les conditions minimales d'admission du personnel de garde, conformément au Règlement sur les services de garde éducatifs à l'enfance et à la Directive concernant l'évaluation de la qualification du personnel de garde et les équivalences de formation reconnues.

À cet effet, l'article 23 du Règlement prévoit que « le titulaire d'un permis doit s'assurer qu'au moins 2 membres du personnel de garde sur 3 soient qualifiés et présents chaque jour durant la prestation des services de garde », d'où les distinctions suivantes :

Éducatrice qualifiée : diplôme d'études collégiales (DEC) en techniques d'éducation à l'enfance ou en techniques d'éducation en services de garde ou toute équivalence reconnue en vertu de la Directive concernant l'évaluation de la qualification du personnel de garde et les équivalences de formation reconnues.

Éducatrice non qualifiée : aucune condition minimale particulière n'est exigée.

Personnel de services Responsable de l'alimentation ou cuisinière

Sommaire descriptif

Sous la responsabilité d'une gestionnaire, la responsable de l'alimentation ou la cuisinière élabore des menus variés et équilibrés en tenant compte du Guide alimentaire canadien, prépare des repas complets et des collations, achète et entrepose les aliments, et nettoie et entretient la vaisselle, les ustensiles, les équipements et les lieux de travail.

Attributions caractéristiques

- Élaborer des menus variés et équilibrés en tenant compte du Guide alimentaire canadien.
- Élaborer des menus sur une base mensuelle, trimestrielle ou semestrielle ainsi que des menus thématiques à l'occasion.
- Préparer et afficher le menu hebdomadaire.
- Adapter le menu quotidien ou préparer un menu particulier pour tenir compte des allergies, des contraintes alimentaires ou des diètes particulières des enfants.

Préparer des repas complets et des collations.

- Organiser sa journée de travail et faire sa mise en place.
- Apprêter les aliments et confectionner les recettes choisies.
- Répartir les portions des repas et des collations, les distribuer et les servir.

Acheter et entreposer les aliments.

- Planifier ses achats en fonction du menu et du budget alloué.
- Discuter avec les fournisseurs et passer les commandes.
- Ranger les aliments et assurer la rotation des stocks en tenant compte des règles d'hygiène, de salubrité et de conservation des aliments.

Nettoyer et entretenir la vaisselle, les ustensiles, les équipements et les lieux de travail.

Effectuer toute autre tâche connexe.

Conditions minimales d'admission Diplôme d'études professionnelles (DEP) en cuisine d'établissement ou l'équivalent

Poste d'éducatrice rotative

Sommaire descriptif

Sous la responsabilité d'une gestionnaire, l'éducatrice met en application un programme éducatif comportant des activités qui visent le développement global des enfants dont elle a la responsabilité, veille à la santé, à la sécurité et au bien-être des enfants et accomplit diverses tâches liées à ses fonctions.

Ce poste est un poste à horaire rotatif dans une même semaine, et rotatif sur semaine d'une installation à l'autre.

Horaire rotatif sur semaine :

Lundi 7h00-3h30(45), mardi 7h45-4h15, mercredi 8h15-4h45, jeudi 8h30-5h00 et vendredi 8h45-5h00 (+ retard)

Cet horaire peut changer selon la demande de service des parents, et également selon le choix des éducatrices principales lors d'un consensus annuel ou lors d'une demande écrite à la direction de la part de celles-ci.

Le traitement des vacances sera appliqué selon la politique du CPE mise en place.

Attributions caractéristiques

1. Mettre en application un programme éducatif comportant des activités qui visent le développement global des enfants dont elle a la responsabilité.

- Planifier et préparer des activités pédagogiques permettant de développer toutes les dimensions de la personne.
 - Avoir un moyen de communication afin de faire le suivi avec chaque éducatrice principale d'un groupe, pour voir à la continuité de la programmation.
 - Avoir des plans B en cas d'imprévus ou selon la dynamique du jour du groupe d'enfants.
- Accompagner et encadrer les enfants dans leurs activités, et favoriser leur adaptation et leur intégration à la vie en collectivité.
 - Avoir bonne communication avec chaque éducatrice principale afin d'assurer l'harmonie du groupe lors de la transition entre les 2 éducatrices.
- Observer et apprécier l'évolution et le comportement des enfants.
 - Avoir échange d'information sur chaque enfant périodiquement, dont avant et après chacune des rencontres bi-annuel des parents
- Guider les enfants dans les gestes de la vie quotidienne, notamment l'alimentation, l'hygiène, l'habillement et les soins personnels, en favorisant leur autonomie et de saines habitudes.
 - Transmettre ses propres observations, inquiétudes, bons coups, etc... avec chaque éducatrice principale.
- Développer une relation avec les parents et échanger avec eux sur le développement de leur enfant, notamment à l'arrivée ou au départ de celui-ci.
 - Transmettre informations pertinentes par la suite à l'éducatrice principale.

- Collaborer à la conception de plans d'intervention individuels pour les enfants ayant des besoins particuliers et en assurer l'application.
 - Transmettre ses propres observations, inquiétudes, bons coups, etc... avec chaque éducatrice principale.

2. Veiller à la santé, à la sécurité et au bien-être des enfants.

3. Accomplir diverses tâches liées à ses fonctions.

- Aménager, décorer et ranger le local.
- Préparer et ranger le matériel.
- Assister aux 2 rencontres annuelles de parents (Luskville et Shawville)
- Assister aux rencontres d'équipes mensuelles en alternance entre Luskville et Shawville.
 - i. Luskville: Octobre, décembre, février, avril et juin.
 - ii. Shawville: Septembre, novembre, janvier, mars et mai.
- Être préparé, avoir lu la documentation nécessaire (avant et après les rencontres), prendre part aux échanges, apporter observations et idées lors des rencontres d'équipe.
- Il se peut qu'il y a des changements de part et d'autres de dernière minute quand à la tenue d'une rencontre (changement de date) ou à la présence à une rencontre. Advenant une absence à une rencontre d'équipe, cette rencontre devra être reprise le mois suivant ayant pour conséquence d'avoir 2 rencontres dans le même mois.
- Effectuer toute autre tâche connexe.