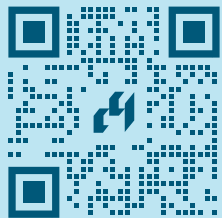


# WELCOME TO THE CONSTRUCTION INDUSTRY!

Have you just registered your business with the Commission de la construction du Québec (CCQ) or are you considering doing so?

We've prepared this guide to give you an overview of the construction industry, the CCQ's service offering and your obligations and responsibilities under the *Act respecting labour relations, vocational training and workplace management in the construction industry* (Act R-20).

Scan this QR code to access the web page "Employers." There you'll find more details on the information presented in this guide.



You can also follow us on **Facebook** and get all the latest news through the publication for employers **Bâtir**, which the CCQ will send each season to the e-mail address on file for you.

PD5269A (2507) – 111084

# GUIDE FOR EMPLOYERS

[WWW.CCQ.ORG/EMPLOYERS](http://WWW.CCQ.ORG/EMPLOYERS)





## ACT R-20

In Québec, Act R-20 defines construction work and provides a labour relations framework for the industry. The Act's main features are the following:

- Work covered by Act R-20 includes foundation, erection, maintenance, renovation, repair, modification and demolition work on buildings and civil engineering structures. The work, including preliminary ground preparation work, must be carried out on a construction site and on the site of a project. Under certain conditions, other work may be included. The Act also provides for exclusions.
- There are four sector-based collective agreements: Civil Engineering and Roads, Industrial, Institutional and Commercial, and Residential.
- Act R-20 recognizes four employer associations: the *Association de la construction du Québec* (ACQ); the *Association des constructeurs de routes et grands travaux du Québec* (ACRGQTQ); the *Association des entrepreneurs en construction du Québec* (AECQ), which you must belong to; and the *Association des professionnels de la construction et de l'habitation du Québec* (APCHQ).
- Act R-20 also recognizes five labour associations (unions): the *Centrale des syndicats démocratiques* (CSD Construction), the *Confédération des syndicats nationaux* (CSN-Construction), the *Fédération des travailleurs et travailleuses du Québec* (FTQ-Construction), the *Conseil provincial du Québec des métiers de la construction - International* (CPQMCI) and the *Syndicat québécois de la construction* (SQC). Every worker must join one of these unions.
- Labour conditions apply to the entire industry.

## THE CCQ'S MANDATE

Created in 1987, the CCQ is tasked with applying Act R-20. The CCQ's Board of Directors includes employer and union representatives as well as members appointed by the Government of Québec.

In particular, the Board oversees the application of collective agreements, compliance with hiring standards and workforce mobility. It ensures workforce competence and oversees vocational training-related measures and programs. It also manages complementary social benefit plans.

To carry out prevention and verification activities, the CCQ visits worksites and construction companies'

offices. It can compel offenders to comply with the law, institute civil and criminal proceedings and order the suspension of work.

The CCQ has recourse to recover sums relating to unpaid compensation and benefits. It can make claims based on an expert appraisal of the work. It has an obligation to cooperate with Revenu Québec in the application of tax laws in the construction industry.

The CCQ is funded mainly through a payroll deduction levied on the industry's workers and employers.

## YOUR OBLIGATIONS AND RESPONSIBILITIES

As an employer, you have obligations and responsibilities. Those indicated in this document are related to Act R-20. Other government bodies and partner organizations have their own rules. In addition to complying with Act R-20 and the collective agreements, you must:

- **Declare to the CCQ all employee hires or terminations**

You are responsible for declaring hirings, layoffs, dismissals and departures within 48 hours.

- **Submit monthly reports to the CCQ and pay any amounts due**

This rule applies even if you or your employees have not worked on a site subject to Act R-20. The monthly report must be accompanied by a payment covering the remittances and contributions provided for in the collective agreements and Act R-20. To find out when and how to complete the monthly report, visit [www.ccq.org/monthlyreport](http://www.ccq.org/monthlyreport).

- **Keep your file up to date**

Any change regarding your company, such as a change of address, a change in the list of company personnel or a change in the company's name or business status (registered or unregistered) must be made to your file.

- **Comply with rules governing employee hiring, payroll and work regions**

Any person performing work within the meaning of Act R-20 must hold a work permit (competency certificate, exemption, etc.). Make sure it is valid. Apprentices have a logbook specifying their apprenticeship period, i.e. their progress in terms of hours, which is essential for determining their pay rate.

- **Maintain a daily activity and payroll register**

You need to compile all the information related to your daily construction activities and those of your employees. This register must contain all the mandatory information called for in the *Regulation Respecting the Register, Monthly Report, Notices from Employers, and the Designation of a Representative*. You must keep a copy of the register for six years after the last year to which the information relates. It must be presented to the CCQ upon request.

- **Observe apprentice/journey person ratios**

Tasks performed by an apprentice may only be carried out under the close supervision of a journey person in the same trade or, if carried out in more than one trade, a journey person from one of the relevant trades. Two types of proportions (ratios) must be observed:

- in the books
- on the worksite

# SERVICES AVAILABLE TO BUSINESSES

## ONLINE SERVICES

This service allows you to:

- › submit your monthly report via your accounting software or our online form
- › request your situation letter
- › report new hires and terminations
- › view personalized salary rates and contributions
- › make certain payments electronically
- › obtain your confirmation number for a labour shortage procedure
- › change your business's mailing address
- › consult your company's file
- › carry out a site identification

**sel.ccq.org**

## SERVICES BY PHONE

### → DEDICATED EMPLOYER HOTLINE

The CCQ operates a priority hotline, Monday to Friday, 8:30 a.m. to 4:30 p.m.

**1 877 973-5383**

### YOUR EMPLOYER NUMBER

Please have your employer number to hand, as it gives us access to your company's file.

### → INFO-PÉNURIE HOTLINE

There may be an insufficient number of workers with a competency certificate in a given region to fill the available jobs. In such a case, a non-qualified person can obtain an apprentice competency certificate (ACC) or an occupation competency certificate (OCC). The Info-pénurie hotline lets you view the state of labour pools, reserve a spot for someone you would like to hire in the event of a labour shortage, and view your previous requests.

**514 736-8743**  
**1 877 973-6874**



### TIP

To find out all about labour pools, their state and the procedure for reserving a spot, or to subscribe to the Alerte pénurie labour shortage notification system, visit the *State of the Labour Pools* page at [www.ccq.org/labourpools](http://www.ccq.org/labourpools). The state of the labour pools is also published weekly on the CCQ Facebook page.

**@lerte  
pénurie**

## PERSONALIZED SERVICES

### → SITUATION LETTER SERVICE

This service enables you to obtain an overview of your CCQ employer file and assess the risk of a joint and several liability claim for wages owed to workers by a contractor or subcontractor. The letter can be requested for work on a specific site, or for bidding purposes.

### → CONSTRUIRE EN SANTÉ PROGRAM

This health promotion and management program aims to improve workforce health while reducing the costs of the MÉDIC Construction insurance plan. You can call on professionals to help your employees or their dependents when they face mental or physical health problems: drug addiction, alcoholism, depression, compulsive gambling, orthopedagogical or occupational therapy needs, and so on. The program also offers a post-trauma intervention service (accident witnesses, etc.). You can reach the program 24 hours a day, 7 days a week. Your situation will be assessed and you will be directed to the resources that can help you.

**1 800 807-2433**

### → SOCIAL BENEFITS PLANS

The industry's social benefits plans are administered by the CCQ and include insurance (MÉDIC Construction) and retirement plans. If you are a construction industry manager or a company officer and previously participated in the construction industry's social benefits plans as an employee, you may continue to do so under certain conditions.

### → CARNET RÉFÉRENCE CONSTRUCTION

You can submit a labour request using the *Carnet référence construction*, available through the CCQ's online services. It will provide you with a list of candidates who meet your criteria. Your request will also be forwarded to the relevant labour associations or organizations holding a referral permit; they will have 48 hours to send you a list. The *Carnet référence construction* enables you to manage your workforce more easily (search history, new request based on a previous one, links to hiring or layoff notices, etc.).

### → MON PREMIER CHANTIER REFERRAL SERVICE

You can have access to the referral service for new DEP graduates via [monpremierchantier.com](http://monpremierchantier.com).

### → LE SERVICE DE FORMATION AUX ENTREPRISES (SFAE)

Under certain conditions, this service enables you to benefit from customized training not already included in the *Fiers et compétents* program's directory of development activities, or training programs that could potentially be adapted to your needs. These courses aim to develop your employees' skills. Funding from the *Fonds de formation des salariés de l'industrie de la construction* (FFSIC) can be used to cover such things as the cost of organizing a training course, including paying for the trainer, materials and equipment rental. For more information, visit [fiersetcompetents.com](http://fiersetcompetents.com) or call the *Info-perfectionnement* line at **1 888 902-2222**.



## A POSITIVE AND INCLUSIVE INDUSTRY

You have an obligation to foster a positive and inclusive working environment for your employees, notably by preventing psychological and sexual harassment, discrimination and work-related psychosocial risks, as well as by providing access to adequate sanitary

facilities on worksites. For more information on rights and responsibilities, your obligations with respect to prevention and taking action, as well as on relevant laws and organizations, visit the Know Your Rights web page at [www.ccq.org/knowyourrights](http://www.ccq.org/knowyourrights).

## RESOURCES AT YOUR DISPOSAL

### → INTEGRATION AND JOB RETENTION MEASURES

To promote the participation of underrepresented groups on worksites, the CCQ is working in conjunction with industry partners to develop action plans. We encourage you to consult the measures and resources available to women, First Nations and Inuit people, members of visible or ethnic minorities, immigrants and people with disabilities:

[www.ccq.org/inclusion](http://www.ccq.org/inclusion)

### → ON-THE-JOB TRAINING PROGRAM FOR WOMEN (PFFE)

Financed by the FFSIC, this program aims to facilitate women's integration on worksites. Training can be provided to women and work teams, while your company will receive support and guidance from a training consultant. Your company can receive financial support worth up to 30% of the salary of the woman benefiting from the program, up to a maximum of \$10,000, for a maximum duration of 52 weeks. For more information, visit [www.fiersetcompetents.com](http://www.fiersetcompetents.com) or call the *Info-perfectionnement* hotline at 1 888 902-2222.

### → INCLUSION INFORMATION AND SUPPORT SERVICE

The purpose of this personalized service is to support underrepresented groups (women, First Nations and Inuit people, members of visible or ethnic minorities, immigrants and people with disabilities) and those seeking to foster their inclusion. Information on the measures and resources available to maximize their employability is provided. Guidance is available to anyone wishing to share their experience of a specific situation in order to enhance inclusion on worksites. To take advantage of this service, please contact our dedicated employer hotline.

### → DISCRIMINATION, INTIMIDATION AND BULLYING INFO AND RESOURCES HOTLINE

The *Info-ressources discrimination, intimidation, harcèlement* hotline is a confidential service intended for people who are victims or witnesses of discrimination, intimidation, bullying, violence and other situations creating an unhealthy work climate. The service provides them with information on possible recourses and directs them to the appropriate resources.

**1 833 333-8003**  
**dih@ccq.org**

