

EMPLOYER'S PRACTICAL GUIDE

STARTING WELL
TO DO WELL



COMMISSION
DE LA CONSTRUCTION
DU QUÉBEC

EMPLOYER'S PRACTICAL GUIDE

Your CCQ employer 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 online services of the Commission de la construction du Québec (CCQ) can help you reach this goal! Read page 7 to find out how to subscribe.
- Would you like to send your monthly reports by Internet? Read page 34 of this guide.
- Would you like to make your monthly reports by phone? Read page 35 of this guide.



We are pleased to welcome you as an employer in construction. The construction industry is a major economic sector that generates investments totalling more than \$50 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 Respecting Labour Relations, Vocational Training and Workforce 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 electronically every three months. Other publications of interest will also be sent occasionally.

The Commission de la construction du Québec (CCQ) 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 Service. When you communicate with us, you must have your CCQ employer number at hand. This number lets us verify your identity and access your file more quickly.

You can also visit our website, 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.

Once again, welcome to the construction industry!

REGIONAL OFFICES OF THE COMMISSION DE LA CONSTRUCTION DU QUÉBEC



HEAD OFFICE

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Montréal (Québec) H2M 0A6
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700, boul. Lebourgneuf
Québec (Québec) G2J 1E2
Fax: 418 623-9234

Estrie

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

Mauricie-Bois-Francs

225, rue des Forges, Suite 100
Trois-Rivières (Québec) G9A 2G7
Fax: 819 693-5625

Abitibi-Témiscamingue

518, rue Giguère
Val-d'Or (Québec) J9P 6M4
Fax: 819 825-2192

Outaouais

225, Montée Paiement
Gatineau (Québec) J8P 6M7
Fax: 819 243-6018

Bas-Saint-Laurent-Gaspésie

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

Saguenay-Lac-Saint-Jean

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

Côte-Nord

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

General Customer Service line
1 888 842-8282

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
ccq.org

ccq.org

TWO SERVICES TO HELP YOU FIND THE WORKERS YOU NEED

@lerte
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 occupations in the regions you choose. Every working day, this automated system will inform you of 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.

Subscribe to Alerte pénurie at ccq.org.

@lerte pénurie
Subscribe ▶

Safe
Confidential
Fast

Recruiting new graduates

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

The pool comprises more than 150 future workers in a dozen different trades in various regions of Québec. Obtain the full list of newly graduated workers, by region.

How can you call upon the services of these new graduates?

Simply choose between two options:

- Access our online services at sel.ccq.org, then 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 MISSION

The Commission de la construction du Québec (CCQ) is responsible for making sure that *An Act Respecting Labour Relations, Vocational Training and Workforce 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 and employer representatives and independent members.

B. ITS ROLE

The CCQ is mandated by *An Act Respecting Labour Relations, Vocational Training and Workforce 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 comply with 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 SERVICE

The CCQ's Customer Service processes the following applications, among others:

- registration or change of a designated representative for a partnership or corporation
- issuance of an "employer" competency certificate

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
- Require a minimum number of steps
- Are 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 (ccq.org), at the tab Who are we?

If you don't have access to the Internet, you may obtain a printed copy of the *Customer Service Policy* by contacting the Customer Service.

CCQ.ORG

The CCQ's website contains information that is regularly updated, as well as publications and forms.

The "Employer" section groups together information that is important to you:

- Declaring to the CCQ all worker hirings and terminations
- Sending a monthly report and paying the amounts due
- Complying with Act R-20 and the collective agreements
- Keeping a register of daily activities and a payroll
- Complying with apprentice-journeyman ratios

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 can directly access the online services and fill out your registration at sel.ccq.org.

To validate your identity, you will have to supply some information contained in your CCQ file. Once all the information is validated, you will be able to easily create your online account.

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.

The following online services are available to you:

- Rates and contributions for the different monthly report periods
- Your CCQ file
- Adjusted rates and contributions by trade
- Transmission of the monthly report via adapted accounting software
- Form for entering data on and online transmission of the monthly report

- Declaration of workforce needs
- Notice of hiring and termination of employment
- Form to request a situation letter
- Management of your access to online services
- Request for referral of new graduates

YOUR CALL COUNTS

You can also contact our Customer Service staff by calling the employer line, 1 877 973-5383. Please have on hand your CCQ employer number. This number will enable us to verify your identity and access your file more quickly.

OFFICE HOURS

Counter services:

Please visit ccq.org to find out our office hours.

Telephone services

Monday to Friday: 8:30 AM to 4:30 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:

- Via ccq.org, on the page "Labour Pools," for information about the state of the labour pools
- The Info-pénurie specialized phone line, for consultation and reservation of a place in a labour pool. The number to call depends 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.

During a shortage, you can reserve a place, for a region, a trade, or an occupation, during our office hours. You must send the following information:

- The last name, first name, social insurance number, and date of birth, of the person to whom you are offering a job guarantee of 150 hours
- The placement region 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 - Estrie
- 08 - Greater Montréal
- 09 - Outaouais
- 10 - Abitibi–Témiscamingue
- 11 - Côte-Nord

* for Region 14 - Nunavik, please contact the Customer Service.

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
- 304 Ironworker
- 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
- 410 Pipe fitter
 - Plumber
 - Heating systems installer
- 416 Fire-protection mechanic
- 418 Refrigeration mechanic

Occupation code

- 713 All occupations

KEEP YOUR FILE UP TO DATE

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 form “To Update Information on Your Company File,” available at ccq.org.

You must also notify us of any change in the company’s officers, whether it is an **addition** or a **withdrawal** of a company officer, or a change in contact information for that person, by filling out the form “Update to company officers” available at ccq.org.

If your company changes its name without changing Québec business number or legal status, you must inform us in writing. This way, if you have to change employer number, a member of our staff will notify you.

However, 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 the Customer Service.

If your company ceases operations, please inform us in writing, giving the date on which the company will **go out of business**. If the company returns to activity after going out of business, you must also notify us in writing, giving the date on which the firm will become active again. The form “To Update Information in Your Company File” may be used to notify us of cessation of or return to operations. **The required fees will be invoiced to you if your company is inactive for more than 26 months.** A company is considered inactive when no hours are reported in the monthly reports, including reports without activity, or when the company has gone out of business.

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 inspection blitzes targeted by sector.

B. THE POWERS

Act R-20 grants 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 appraisal of the work, since it may transpose construction work done into hours worked.

C. KEEPING A PAYROLL REGISTER

(Regulation Respecting the Register, Monthly Report, Notices from Employers, and the 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 personnel with investigatory powers 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 employees
- Name of the trade or occupation and the apprenticeship period of your employees
- 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
- Contributions and deductions 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 service offered 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 construction site, that is completed or underway

To request a situation letter

You must:

- Be registered as an employer with the CCQ
- Fill out the form, available through the CCQ's online services at sel.ccq.org
- Pay the \$30 fee required for the document to be issued

If you have made an error in the information provided, you will have to send another request, duly filled out, to the CCQ. You will again have to pay the \$30 fee.

To subscribe to the online services, please refer to page 8 of this guide.

For more information on situation letters, please refer to our Web site, at ccq.org.

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 31):

- 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 sector, 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 at ccq.org and subscribers to the CCQ's online services may conduct a keyword search.

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 jurisdictions
- 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?

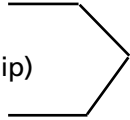
There are 14 reasons for work not to be subjected to application of Act R-20.

C. EMPLOYER OR INDEPENDENT CONTRACTOR?

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

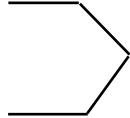
An employer is:

An individual
(sole proprietorship)



With one or more employees in the sense of section 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 section 1r) of 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
- This work must not be executed for a professional employer*

Only one independent contractor at a time is allowed on a site for maintenance, repairs, and minor renovation.

* A professional employer is an employer whose main activity is to perform construction work and who usually hires employees for a type of work that falls under a collective agreement.

RULES FOR HIRING, PAYING, AND TERMINATION OF EMPLOYMENT

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 generally valid for 12 months. There are three types of competency certificate (see examples on page 16):

- 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 Schedule B of the collective agreements)
- Apprentice competency certificate – confirms that its holder is apprenticing in a trade
- Holders of an apprentice competency certificate 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, labour shortage, or indispensable person). 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 at ccq.org or from the Customer Service.

C. DIRECT SUPERVISION OF APPRENTICES AND JOURNEYPERSON/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 15.

Journeyman/apprentice ratio on site

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

JOURNEYPerson/APPRENTICE RATIO

Pursuant to the *Regulation Respecting the Vocational Training of Workforce in the Construction Industry* (R-20, r. 8), book ratios are applicable.

For a single workday and for all of your sites, you must comply with a journeyperson-apprentice ratio for each trade in your company (see table below). You may hire another apprentice when you employ a journeyperson in the same trade in excess of the number indicated in the table or any multiple of that number.

RESIDENTIAL SECTOR

Trades	Specialties	Ratio 1-1	Ratio 1-1	
			Journeypersons	Apprentices allowed
All trades			1	1
			2	2
			3	3
			etc.	etc.

INSTITUTIONAL AND COMMERCIAL, INDUSTRIAL, AND CIVIL ENGINEERING AND ROADWORK SECTORS

Trades	Specialties	Ratio 1-1	Ratio 1-1	
			Journeypersons	Apprentices allowed
Security systems installer Crane operator Elevator mechanic Heavy equipment mechanic Fire-protection mechanic Shovel operator	Operator of concrete pump with distribution mast		1	1
			2	2
			3	3
			etc.	etc.

Trades	Specialties	Ratio 2-1	Ratio 2-1	
			Journeypersons	Apprentices
Boiler maker Bricklayer-mason Carpenter-joiner Cement finisher Electrician Erector mechanic (glazier) Heavy equipment operator	Flooring specialist-sander Deep foundation layer Concrete former		1 or 2	1
			3 or 4	2
			5 or 6	3
			etc.	etc.

Trades	Specialties	Ratio 2-1	Ratio 2-1	
			Journeypersons	Apprentices
Insulator Interior systems installer Ironworker Millwright Painter Plasterer Pipe fitter Refrigeration mechanic Reinforcing steel erector Resilient flooring layer Roofer Tile setter Tinsmith	Tractor operator Leveller operator Spreader operator Roller operator Plumber Heating systems installer		1 or 2	1
			3 or 4	2
			5 or 6	3
			etc.	etc.



CERTIFICAT DE COMPÉTENCE
COMPAGNON RÉGION *08*

DATE DE NAISSANCE *1984-01-01*	No CLIENT **1234-5678**	DÉLIVRANCE *2020-10-22*	
MÉTIER(S) 999*****	TAILLE 1,80	YEUX BRUN	ÉCHÉANCE *2021-11-01*

NOM, PRENOM
NO RUE
VILLE QC
A9A 9A9
***** INC.
EMPLOYEUR PRÉFÉRÉNTIEL

No CLIENT **1234-5678**	SÉCURITÉ *OUI*	No DOCUMENT *123456789*	****
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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.
Opérateur de tracteur	A 1984
*****	* **
*****	* **
*****	* **
*****	* **
*****	* **
*****	* **
*****	* **

I: Interprovincial Sceau Rouge C: Compagnon A: Décision du Commissaire ON: Entente Ontario/Québec TN: Entente Terre-Neuve NB: Nouveau Brunswick



CARNET D'APPRENTISSAGE

Suivi de l'apprentissage
Liste des derniers employeurs (maximum de cinq inscriptions)

No CLIENT **1234-5678**	No DOCUMENT *123456789*
----------------------------	----------------------------

Date d'impression du carnet
Validité maximale du carnet
Heures requises pour changer de période
Admission à l'examen, prolongation en heures
Dernière date de révision
Total des heures travaillées et créditées
Total des crédits de formation
Répartition par période :
Période :
Heures :

APPRENTI	PÉRIODE
----------	---------

LE CARNET DOIT TOUJOURS ACCOMPAGNER LE CERTIFICAT DE COMPÉTENCE



CERTIFICAT DE COMPÉTENCE
APPRENTI RÉGION *08*

DATE DE NAISSANCE *1984-01-01*	No CLIENT **1234-5678**	DÉLIVRANCE *2020-10-22*	
MÉTIER(S) 999*****	TAILLE 1,80	YEUX BRUN	ÉCHÉANCE *2021-11-01*

NOM, PRENOM
NO RUE
VILLE QC
A9A 9A9

No CLIENT **1234-5678**	SÉCURITÉ *OUI*	No DOCUMENT *123456789*	****
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NOM NOM
PRÉNOM 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) :

APPRENTI

9999-9999 Québec Inc.
EMPLOYEUR



CERTIFICAT DE COMPÉTENCE
OCCUPATION RÉGION *08*

DATE DE NAISSANCE *1984-01-01*	No CLIENT **1234-5678**	DÉLIVRANCE *2020-10-22*	
	TAILLE 1,80	YEUX BRUN	ÉCHÉANCE *2021-11-01*

NOM, PRENOM
NO RUE
VILLE QC
A9A 9A9

9999-9999 Québec Inc.
EMPLOYEUR

No CLIENT **1234-5678**	SÉCURITÉ *OUI*	No DOCUMENT *123456789*	****
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NOM NOM
PRÉNOM 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) :

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 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
Estrie	07
Greater Montréal	08
Outaouais	09
Abitibi–Témiscamingue	10
Côte-Nord	11
Baie-James	13
Nunavik	14

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.

You may obtain this confirmation number by accessing the online services at sel.ccq.org or on the Carnet référence construction website at carnet.ccq.org. You must already be registered for the online services (see page 7 for more details).

Please note that when a 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.

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 labour pools and referral lists by region. This way, the CCQ 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 employees 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 employee's choice. Therefore, when a worker is hired, he or she must fill out a form. You must send the original of this form to the CCQ with the monthly report or fax a copy of the form to the Direction de la gestion de la main-d'œuvre at 514 736-6714. You must also send a copy to the union concerned. You may keep the last copy for your files. The Employee Declaration form is distributed by the sector-based employers' associations.

G. SENDING A LAYOFF NOTICE

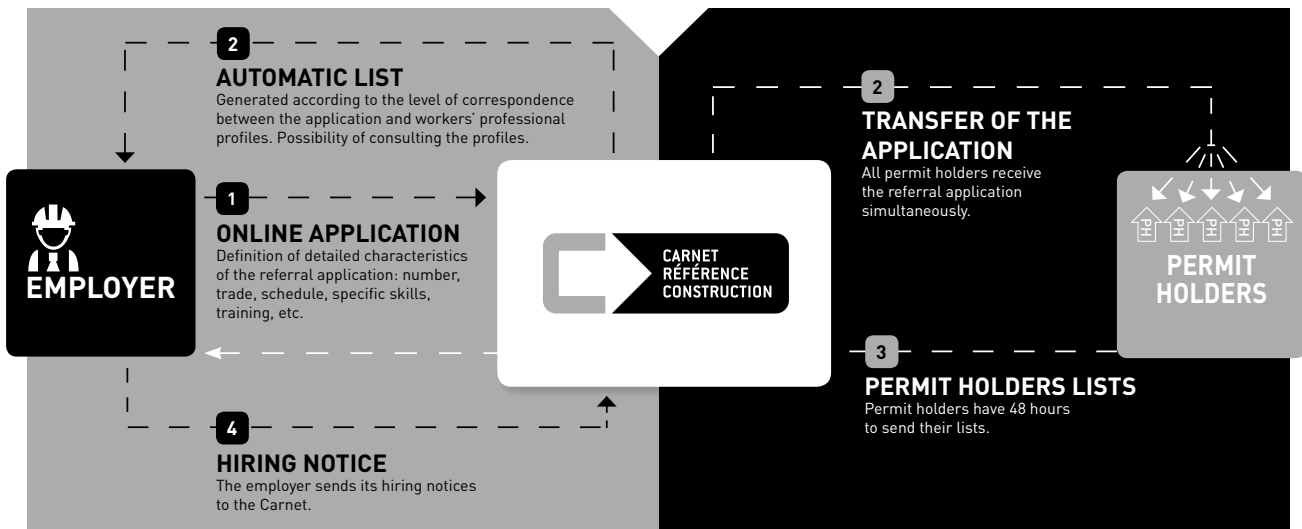
Before you lay off an employee who has been working for you for more than five (5) working days for a period of three (3) or more days, you must provide that employee with written notice.

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

HOW DOES THE CARNET RÉFÉRENCE CONSTRUCTION WORK?

The Act to Eliminate Union Placement and Improve the Operation of the Construction Industry and the Regulation Respecting the Labour-Referral Service Licence in the Construction Industry specify how the Carnet référence construction online service should work. Here is an outline of the system.

1. DECLARATION OF WORKFORCE NEEDS



An employer needs workers and uses the Carnet to receive listings of referrals. The process comprises four stages.

FIRST STAGE

Using his or her user number and password, an employer accesses the Carnet référence construction website and reports his or her workforce needs online.

1. The employer can specify several search criteria:
 - a) the work schedule
 - b) the mobility
 - c) the CCQ-recognized training required
 - d) the specific tasks sought
2. The employer submits a declaration of workforce needs.

SECOND STAGE

Automatically, the employer receives from the CCQ a list of candidates matching the criteria set out in the declaration of workforce needs. At the same time, the Carnet sends the declaration to the permit holders for the trades and regions specified in the request.

1. The workers referred by the CCQ will be selected from among those whose profiles match the criteria in the request. If there are not enough candidates in this pool who meet all the criteria, the system will select workers whose profiles partially match the criteria, until enough have been selected to meet the number of referrals requested. In compliance with the Regulation, women will be prioritized in referrals, but will not count in the number of persons who may be referred.
2. Permit holders have 48 hours to respond to workforce requests.

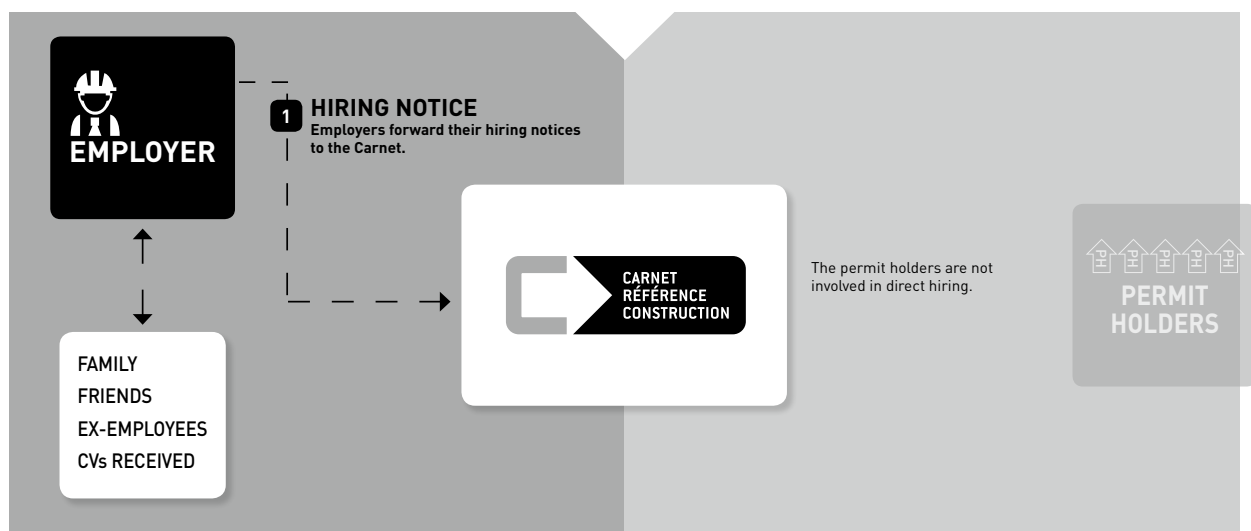
THIRD STAGE The permit holder send their lists to the employer via the Carnet.

1. The lists submitted by the permit holders are not validated by the Carnet.
2. Once the declaration of workforce needs is received by the Carnet, the employer can communicate directly with one of the permit holders and listed under the tab *Réponses* (Responses).

FOURTH STAGE

1. The employer uses the Carnet to indicate the workers selected by clicking directly on a listed name (hiring notice). He or she also indicates the referral sources.
2. The employer is never obliged to hire the referred candidates.
3. If the result of the request for workforce referrals is unsatisfactory, the employer may, according to certain criteria, ask to use the CCQ's personalized referral service.

2. DIRECT HIRING



As you know, usually it is employers themselves who find the workers they hire. Direct hiring, as this practice is called, will not change with the implementation of the Carnet référence construction. It is estimated that cases in which an employer needs workers and must use the Carnet for referrals account for less than 20% of construction hiring.

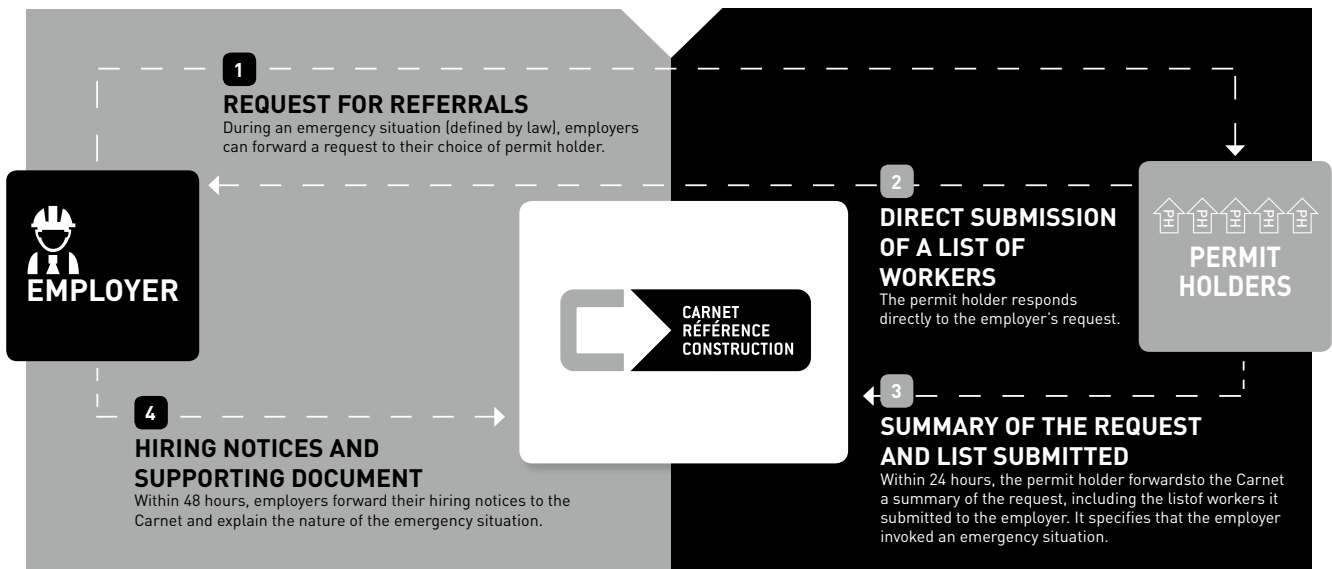
A SINGLE STAGE The employer proceeds as usual in selecting from among the workers in his or her network:

1. Family
2. Friends
3. Ex-employees
4. CVs received
5. Advertisements, and other methods

The employer then accesses the Carnet référence construction with his or her user number and password, and uses the *avis d'embauches* (Hiring Notice) function to indicate the workers chosen.

Important note: From now on, employers must file their termination of employment notices in the Carnet in the same way as they file their hiring notices.

3. EMERGENCY SITUATION



The Regulation specifies emergency situations, such as a situation in which work must be carried out immediately to avoid material damage to the employer or client, or to avoid posing a risk to public health or safety. When such a situation arises, employers can call on their usual workers, but if they need to have workers referred in order to deal with the emergency, an exceptional fast-track process can be provided.

FIRST STAGE	The employer can communicate directly (by email, phone, etc.) with his or her choice of permit holder to request that workers be referred to deal with the urgent situation. (A person that does not have a referral permit may not be approached.)
SECOND STAGE	The permit holder directly responds to the employer. <ul style="list-style-type: none"> 1. There are no specified parameters for workers referred in an emergency. 2. The employer is never obliged to hire the referred candidates.
THIRD STAGE	The Carnet référence construction becomes involved in the third stage. The emergency situation should have been dealt with and a report must be made on what happened. Within 24 hours, the permit holder accesses the Carnet and indicates that it has submitted a list to the employer in order to respond to an emergency situation.
FOURTH STAGE	Within 48 hours, the employer, in turn, accesses the Carnet, registers his or her hiring notices, and makes a report on the nature of the emergency with which he or she is dealing. A tab <i>Situation d'urgence</i> (Emergency situation) has been provided for this purpose.

A client's lack of planning or urgent requirements do not, of course, constitute an emergency situation.

MAKING LIFE EASIER WITH THE CARNET

With the online Carnet référence construction, employers benefit from a series of functions that makes life easier for them.

A FEW ADVANTAGES OF THE CARNET RÉFÉRENCE CONSTRUCTION

Open 24/7	Employers can receive the CCQ's lists at all hours of the day or night.
Integrated hiring notice	Upon receiving a list, employers can directly transmit a hiring notice by clicking on a name in the list – no need to do so in two stages.
Re-use of the same requests	Since employers often file similar requests, they can register a standard form statement and keep it as a draft copy. They can simply duplicate this statement and modify it to match their new needs.
Automatic data entry	As soon as the information required is present in the system, it appears on the screen automatically. It doesn't need to be re-entered.

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 schedule of rates in force for each trade and occupation is available at ccq.org under the tab "Wages."

B. YOU MUST PAY YOUR EMPLOYEES THE ALLOWANCES FOR ANNUAL VACATIONS, STATUTORY HOLIDAYS, AND SICK LEAVE *(sector-based collective agreements)*

To cover annual obligatory vacations, paid statutory holidays, and sick leave, you must credit, for each of your employees, 13% of the salary earned each week (6% for annual vacations, 5.5% for statutory holidays, and 1.5% for sick leave). The dates of these annual vacations and statutory holidays appear on the Calendar of the Construction Industry at ccq.org.

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. You can consult these rates through the CCQ's online services or find them at ccq.org under the tab "Wages."

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. You may consult these rates through the CCQ's online services. You can also find the rates at ccq.org under the tab "Wages."

E. YOU MUST DEDUCT YOUR EMPLOYEES' UNION EDUCATION FUND CONTRIBUTION (FOR THOSE WORKING IN THE INDUSTRIAL, INSTITUTIONAL AND COMMERCIAL, AND CIVIL ENGINEERING AND ROADWORK 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 AN 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 vacations
- 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 amounts during the pay period
- Total of hours for the industrial, institutional and commercial, 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

A taxable benefit is a benefit that employers granted to their employees and that is subject to income tax. For example, employer and employee contributions paid into the construction industry insurance plan enable employees to receive insurance coverage. According to the different tax laws, the value of this taxable benefit resulting from employer contributions must be added to the salary when income tax to be deducted from the employee's pay is calculated.

Provincial

Revenu Québec requires that all employers take these assessable benefits into account when calculating the deductions at source; therefore, employers must add their value to the salary solely to calculate the income

tax to be deducted. The rates for assessable benefits may change every six months, and employers must add to the salary the new hourly rate calculated by trade and sector or wage schedule (e.g., line workers), solely for the purpose of determining the amount of the tax to be deducted at source. These rates are given at ccq.org.

Federal

The Canada Revenue Agency does not require that the employer take into account the life insurance contributions as assessable benefits in the calculation of the deductions at source. The CCQ issues to all the employees concerned a T4A statement indicating the value of this assessable benefit. If an employer also indicates an assessable benefit on the T4 statement to be issued to an employee, this person will be subjected to double taxation.

VOCATIONAL TRAINING

The construction industry favours skills as a means for access to and working and advancing in the industry. It promotes graduates' access to the job market, provides upgrading training for the workforce in the industry and within companies, and keeps track of apprentices' progress by granting apprenticeship credits.

DEVELOPMENT OF VOCATIONAL TRAINING PROGRAMS

For all of the trades and five occupations, there are training programs that meet the industry's needs. These programs enable people to acquire the basic skills necessary to practise a trade as an apprentice or to practise an occupation and be ready to enter the job market. The study programs are developed by the Ministère de l'Éducation et de l'Enseignement supérieur (MEES) jointly with experts in the trades and occupations from within the CCQ. In fact, the CCQ has 26 vocational subcommittees composed of employer and union representatives who are responsible for developing the vocational analyses and skills benchmarks from which MEES formulates its study programs.

UPGRADING THE WORKFORCE

Even experienced workers in the industry may want to upgrade their skills. The CCQ creates and organizes upgrading courses for them as a reflection of needs estimates approved by the Comité sur la formation professionnelle dans l'industrie de la construction (CFPIC). A directory of upgrading activities offered is distributed and published on ccq.org annually, under the "Training" tab, where there is also a registration form. People who don't have Internet access can obtain the directory or the leaflet for their trade or occupation by calling the **Info-perfectionnement** line.

TRAINING OF NON-GRADUATE WORKERS

As provided in section 7 of the *Regulation Respecting the Issuance of Competency Certificates*, the CCQ provides leadership with regard to the development of tools that are aimed at recognizing different training accomplishments or the acquisition of basic skills in a trade or occupation, notably with regard to non-graduate workers. In this sense, the CCQ has defined a mechanism that enables these clients to receive training in their study program so that they are not at a disadvantage with regard to employment and are able to fulfil the qualitative requirements for practising their trade or occupation. Apprentices who take training courses in the study program for a trade receive apprenticeship hour credits that are recorded in their apprenticeship record book.

These particular modalities apply to holders of a competency certificate who did not graduate from a study program recognized in construction. Holders of an apprentice competency certificate must **annually** fulfil the following conditions in order to have their apprentice competency certificate renewed:

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

For their part, holders of an occupation competency certificate must fulfil the following conditions if they wish to renew their certificate:

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

and

- Have passed one or more upgrading activities, with a minimum duration of 45 hours, offered in the directory of upgrading activities for occupational jobs in the construction industry

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

TRAINING FUND

The CCQ administers and manages the Fonds de formation des salariés de l'industrie de la construction. This fund is to be used for promotion and financing of upgrading activities for workers in the construction industry. The fund is composed of two sections:

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

The fund is made up of an hourly contribution of \$0.20 paid by the employer through the monthly report. The courses offered by the CCQ (courses listed in the directory of upgrading activities) are free of charge, and the Fonds de formation des salariés de l'industrie de la construction reimburses eligible people the costs of travel, transport, and lodging under general rules of use determined by the Comité sur la formation professionnelle dans l'industrie de la construction.

This fund also supports the **in-company training service**. Any company eligible under the general rules of use may train its workers directly within its premises or at any other agreed-upon site. This customized training is developed and organized to respond to specific needs of companies and their employees.

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

If you are contributing to the training fund, the CCQ will send you the Relevé des contributions d'un employeur au fonds de formation every February.

This statement will confirm that your contribution is considered a training expenditure under the *Act to Promote Workforce Skills Development and Recognition*.

SKILL ASSESSMENT

Every year, the CCQ administers more than 10,000 qualification examinations for trades and specialties. Apprentices who pass the examination accede to the vocational title of journeyman. Those who do not pass are asked to take further training in the sections of the exam that they failed. Apprentices may take their exam at one of the points of service provided for this purpose by the CCQ.

WELDING QUALIFICATION FUND

In compliance with the provisions set out in the collective agreements for the industrial, institutional and commercial, and civil engineering and roadwork sectors, the CCQ administers eight qualification funds. Each fund reimburses, under certain conditions, the cost of taking a qualification exam in order to obtain a welding certificate issued by the Canadian Welding Bureau or Emploi-Québec. The maximum reimbursement has been set at \$300 or \$1,800, as applicable. The trades and occupations covered by the fund are:

- Boiler maker
- Carpenter-joiner
- Distribution welder
- Electrician
- Ironworker
- Millwright
- Pipe fitter
- Pipe welder
- Pipeline welder
- Power supply welder
- Reinforcing steel erector
- Tinsmith

For these trades, the hourly contribution varies from \$0.01 to \$0.05 per hour worked per employee in these trades, declared in the employer's monthly report.

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 day of the month following the end of the period covered. 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 regard, 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, 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 the Customer Service through the phone line for employers, at 1 877 973-5383.

EXAMPLE OF THE EMPLOYER'S MONTHLY REPORT FORM



EMPLOYER'S MONTHLY REPORT (GENERAL INFORMATION ON COMPLETING YOUR REPORT IN THE "REFERENCE GUIDE")

SOCIAL INSURANCE NO	SURNAME	FIRST NAME	WSSA # (1500)	TRADE CODE	STR. IUS. SEC. CODE	WAGES SCHEDULE	REGIONAL CODE	UNION OR SYNDICATE	REGULAR HOURS	NUMBER OF HOURS WORKED		TOTAL	ASSESSABLE WAGES	VACATIONS AND GENERAL HOLIDAYS PAY	UNION CONTRIBUTIONS	SOCIAL BENEFITS	SECTOR-BASED CONTRIBUTION
										TIME	DOUBLE TIME						
	D		E	F	G	H	I	J	K	L	M		N	O	P	Q	R
												TOTAL					

7	SOCIAL BENEFITS (TOTAL ☐)	S
8	INSURANCE - SALES TAX	T
9	SPECIAL COMPENSATION FUND	U
10	A.E.C.Q. HOURLY CONTRIBUTION	V
11	A.E.C.Q. ANNUAL CONTRIBUTION	W
12	G.S.T. ((☐ + ☐) X)	X
13	Q.S.T. ((☐ + ☐) X)	Y
14	VACATIONS AND GENERAL HOLIDAYS PAYS (TOTAL ☐)	Z
15	LEVY	AA
16	UNION CONTRIBUTIONS (TOTAL ☐)	BB
17	QUALIFICATION FUND	CC
18	TRAINING FUND	DD
19	SECTOR-BASED CONTRIBUTION (TOTAL ☐)	EE
TOTAL		FF

FOR ANY CHANGES PERTAINING TO THE ADDRESS OF THE EMPLOYER OR OF THE ACCOUNTANT, OR TO THE CLOSING-DOWN OF THE BUSINESS, PLEASE COMPLETE THE CHANGE OF ADDRESS CARD PROVIDED.

EMPLOYER NO	MONTHLY WORK PERIOD				DATE	
	FROM	TO	AA	MM		JJ
	YY	MM	DD	YY	MM	DD
SIGNATURE				B		C

WHOEVER PASSES ON A MONTHLY REPORT CONTAINING FALSE OR ERRONEOUS INFORMATION COMMITS AN OFFENCE AND IS LIABLE TO PROSECUTION.
ALL EMPLOYERS MUST HOLD THE REQUIRED PERMIT ISSUED BY THE REGIE DU BATIMENT DU QUEBEC.

SPACE RESERVED FOR THE CCC	INSPECTOR CODE
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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 day 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.

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 journeypersons and apprentices.

When apprentices perform residual tasks related to their trade, the employer must declare their hours in the monthly report under their apprenticeship trade code.

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 29) 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
- paid leave as provided in the collective agreements
- recall to work, worker available, bonuses

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

NOTE: The assessable 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 sector-based 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 sector-based 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 C, and R should not be used to calculate social benefits.

R. SECTORIAL CONTRIBUTION

In the following three sectors – civil engineering and roadwork, institutional and commercial, and industrial – the employer must pay a contribution of \$0.02 per hour worked. This amount is deducted from the employee’s pay and transmitted to the CCQ with the monthly report.

In the residential sector, this contribution is paid by the employer. The total number of hours worked is multiplied by \$0.043. The contribution consists of the following:

- \$0.02: amount paid to the union education fund (according to the employee’s union allegiance)
- \$0.023 (including taxes**): contribution to the Association des professionnels de la construction et de l’habitation du Québec (APCHQ)

Here is how the tax amounts are determined:

- GST = number of “residential sector” hours in the monthly declaration x \$0.001
- QST – number of “residential sector” hours in the monthly declaration x \$0.002

EXCEPTIONS (for all sectors): Hours reported under the status A, C, E, F, H, I, J, L, or R must not be included in the calculation for this contribution.

* The *Salary Rates and Social Benefits–Dues and Contributions* and the *Union Dues Calculation Guide* can be viewed at ccq.org, under the “Wages” tab.

** The CCQ acts as the official agent for collection of the taxes mentioned in sections R, X, and Y. For accounting purposes, the CCQ’s tax numbers are: GST: 869515601 RT0066; QST: 1006190746 TQ0003.

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 Contributions** (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, 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 \$230, made in a single payment with the October monthly report.

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

X. GST

To calculate GST, add lines 10 and 11 of the monthly report, then multiply the total by the rate in effect.**

Y. QST

To calculate QST, add lines 10 and 11 of the monthly report, then multiply the total by the rate in effect.**

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.

BB. UNION DUES (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	Industrial B (schedules N4, N5, N6)	Inst.-Commercial C
\$0.01	412-414-765-767-771	412-414-765-767-771	412-414-765-767-771	412-414-765-767-771
\$0.02				
\$0.03	190-769	190	190-769	190
\$0.04	304-773	280-304	304-773	280-304
\$0.05	280		280	

EXCEPTIONS: Hours reported under status A, 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, 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 must 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 Respecting Labour Relations, Vocational Training and Workforce 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. Work week
- G. Trade code
- H. Status: C
- I. Sector
- J. Schedule of wages
- K. Regional code
- M. Number of hours worked

N. **Assessable earnings:** Enter the total of the salary and allowances used to calculate paid vacations and statutory holidays. The assessable earnings 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 earnings must include 13% paid vacations and statutory holidays** in the calculation of the levy.

- V. **Hourly contribution to the AECQ:** 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. Annual contribution to the AECQ
- 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
<p>A CIVIL ENGINEERING AND ROADWORK</p>	<p>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.</p>	<p>Roads, bridges, tunnels, subways, pipelines, sewer systems, marine engineering, power stations, dams, etc.</p> <p>Exceptions Any worker assigned to:</p> <ul style="list-style-type: none"> - work on the James Bay 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, James Bay, and construction sites north of the 55th parallel (including Grande-Baleine) - sites with bunkhouses - sites with windmills 	<p>D-3, D-4, D-5</p> <p>D-6, D-7, D-8</p> <p>T-3, T-4, T-5</p> <p>E-1</p> <p>E-2</p> <p>E-3</p> <p>E-4</p> <p>F-1, F-2, F-3</p> <p>G-1, G-2, G-3</p>
<p>B INDUSTRIAL</p>	<p>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.</p>	<p>Factories, plants, refineries, pulp mills, cement plants, etc.</p> <p>Exceptions</p> <ul style="list-style-type: none"> - 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 	<p>B-3, B-4, B-5</p> <p>B-6, B-7, B-8</p> <p>N-1, N-2, N-3</p> <p>N-4, N-5, N-6</p>
<p>C INSTITUTIONAL AND COMMERCIAL</p>	<p>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.</p>	<p>Schools, hospitals, residential facilities, city halls, prisons, stores, warehouses, office buildings, theatres, restaurants, funeral parlours, etc.</p> <p>Exception:</p> <ul style="list-style-type: none"> - For all workers assigned to work at the James Bay project and remote sites 	<p>C-3, C-4, C-5</p> <p>C-6, C-7, C-8</p>
<p>D RESIDENTIAL</p>	<p>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.</p>	<p>All work performed in this sector for light residential construction, namely, new construction of residential buildings for which the number of floors above ground, viewed from at least one facade and excluding all parking spaces, ranges from one to four. Light residential construction also includes the alteration, renovation, maintenance, and repair of existing buildings of one to six storeys.</p> <p>All work performed in this sector for heavy residential construction, namely, new construction of residential buildings for which the number of floors above ground, viewed from at least one facade and excluding all parking spaces, exceeds four. Heavy residential construction also includes the alteration, renovation, maintenance, and repair of existing buildings of more than six storeys.</p> <p>Light or heavy residential construction/remote job sites, James Bay region, and hydroelectric sites located north of the 55th parallel, including the Grande-Baleine project.</p>	<p>R</p> <p>R-1</p> <p>R-2</p>

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	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.
F.	Salaried administrator – article 19.1 (with social benefits) A 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.	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 section 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 section 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	Estrie
01	Îles-de-la-Madeleine	08	Greater Montréal
02	Bas-Saint-Laurent–Gaspésie	09	Outaouais
03	Saguenay–Lac-Saint-Jean	10	Abitibi–Témiscamingue
04	Québec City	11	Côte-Nord / Nunavik
06	Mauricie–Bois-Francs	13	Baie-James

TABLE D — CODES FOR TRADES, SPECIALITIES AND OCCUPATIONS

CODE	TRADE, SPECIALITY OR OCCUPATION	CODE	TRADE, SPECIALITY OR OCCUPATION	CODE	TRADE, SPECIALITY OR OCCUPATION
110	Bricklayer-mason	603	Puller operator	729	Lineman 3rd class (power transmission)
130	Insulator	604	T lineman helper	730	Lineman 4th class (power transmission)
140	Tile setter	605	Lineman helper	731	T lineman
160	Carpenter-joiner	606	General helper (lineman)	732	Fuser (fibre optics, transmission)
168	Deep foundation layer	607	Labourer (roofing)	733	A Lineman (distribution)
174	Flooring specialist sander	608	General helper (roofing)	735	B Lineman (distribution)
190	Boiler maker	609	Labourer, masonry	737	C Lineman (distribution)
200	Cement finisher	610	Labourer, underground conduits	738	Lineman 4th class (distribution)
210	Roofer	611	Labourer, concrete and asphalt sawing	739	Cable puller
220	Electrician	612	Labourer, air-duct maintenance	743	Pump and compressor operator (windmills)
222	Security systems installer	613	Assembler (lineman)	745	Generator operator
230	Tinsmith	614	Labourer (scaffolding)	747	Pump and compressor operator (including line pump)
240	Reinforcing steel erector	616	Blaster (lineman)	749	Stationary/portable mixing plant operator
253	Concrete pump operator (mast 50 m and over)	617	Blaster (driller)	751	Diver
255	Concrete pump operator (mast 42 m and over)	618	Leader, cable-puller team - transportation	752	Diver (class 2)
257	Concrete pump operator (mast under 42 m)	619	Leader, cable-puller team - distribution	753	Asphalt scraper
259	Concrete pump operator (mast 58 m and over)	620	Leader, cable-puller team - communications	761	Welder
264	Crane operator – Class A (first man)	621	Labourer (initial maintenance and clean-up)	762	Welder (lineman)
265	Crane operator – Class A (first man - viaduct)	622	Blaster – Class 2	763	Heavy equipment welder
266	Crane operator – Class A – (second man)	625	Steam boiler fireman	765	Pipe welder
267	Crane operator – Class A (second man - viaduct)	626	Steam boiler fireman – Class IV	767	Pipeline welder
268	Crane operator – Class B	627	Asphalt plant operator	769	Boiler maker welder
269	Crane operator – Class B (viaduct)	629	Clerk	771	Distribution welder
272	Elevator mechanic (with A. S.)	642	Truck driver – Class AA	773	Ironworker welder
273	Elevating platform installer (with A.S.)	643	Truck driver – Class A	775	Instrument man (surveyor)
274	Elevator mechanic (without A. S.)	644	Truck driver – Class B	776	Instrument man (surveyor) (lineman)
275	Elevating platform installer (without A.S.)	645	Truck driver – Class C	778	Surveyor (lineman) (class 2)
280	Millwright	646	Truck driver (communications network)	779	Heavy equipment serviceman
290	Heavy equipment mechanic	647	Truck driver (digging)	781	Labourer (pipeline)
304	Ironworker	655	Truck driver (lines)	783	Underground worker (miner)
310	Erector-mechanic (glazier)	659	Stone-crusher operator	785	Heavy equipment tire and body repairman
311	Installer, mirrors and display cases	665	Operator, heavy machines	787	Gas fitter
312	Installer mechanic, doors and windows	666	Operator light and medium-weight machines	791	Pipe setter (line installation)
313	Erector-mechanic (glazier–garage doors)	668	Heav.Equip./Mach.Driv./Op.-All (E-4)	792	Heavy equipment operator (lines)
324	Spreader operator	669	Heav.Equip./Mach.Driv./Op.-Network (E-4)	793	Carpenter-joiner (lines)
326	Grader operator	670	Heav.Equip./Mach.Driv./Op. (E1-E3)	794	Electrician (line installation)
331	Excavator operator – Class A	683	Splicer	796	Reinforcing steel erector (line installation)
336	Roller operator – Class A	684	Splicer fuser	797	Shovel operator (line installation)
337	Roller operator – Class B	685	Splicer fuser	798	Crane operator (line installation)
338	Tractor operator – Class A	693	Trimmer	799	Crane operator/tower erection (line installation)
339	Tractor operator – Class B	696	Driller – Class 2	804	Labourer (decontamination) – Class 2
347	Shovel operator – Class AA	697	Driller	805	Labourer (roofing) – Class 2
348	Shovel operator – Class A	698	Driller (casings)	806	General helper (roofing) – Class 2
349	Shovel operator – Class B	699	Driller (lineman)	807	Labourer, masonry – Class 2
350	Painter	700	Post digging and installation (crew leader)	808	Assembler helper – Class 2
352	Joint pointer (painter)	701	Watchman (60 hours/week)	809	Storeman – Class 2
370	Plasterer	707	Equipment and vehicle operator - slashers and backhoes (lines)	810	Labourer – Class 2
372	Joint pointer (gypsum wall board)	708	Equipment and vehicle operator (E2-E4)	811	General helper (tile setter) – Class 2
380	Interior systems installer	709	Greaser-oiler	812	General helper – Class 2
390	Resilient flooring layer	711	Storeman	813	Pump and compressor operator – Class 2
412	Plumber (pipe fitter)	713	Labourer	814	Welder – Class 2
414	Heating systems installer	715	General helper (tile setter)	815	Heavy-equipment serviceman – Class 2
416	Fire-protection mechanic	719	General helper	816	Labourer (pipeline) – Class 2
418	Refrigeration mechanic	721	Heavy equipment mechanic (lines)	817	Underground worker (miner) – Class 2
500	Concrete former	723	Hoisting equipment operator – Class A	818	Heavy equipment tire and body repairman – Class 2
538	Tractor operator – Class AA	724	Hoisting equipment operator – Class B		
601	Labourer (decontamination)	725	Lineman 1st class (power transmission)		
602	Tensioner operator	727	Lineman 2nd class (power transmission)		

THE STATUS CODES FOR COMPANIES

DESCRIPTION	LICENCE TO HOLD	WORK PERMITTED	STATUS CODES
EMPLOYER <div style="border: 1px solid black; border-radius: 15px; padding: 2px; display: inline-block; margin: 5px 0;">WITH ONE OR MORE EMPLOYEES</div> <ul style="list-style-type: none"> <input type="radio"/> Individual (sole proprietorship) with one or more employees in the sense of section 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 section 1r) of Act R-20 	General contractor or trade contractor	All covered work	NO CODE (LEAVE STATUS BLANK) Employee
or with at least one administrator, or partner who is considered an employee under section 19.1 of Act R-20			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.
(the designated representative may figure in the monthly report)			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: 2px; display: inline-block; margin: 5px 0;">WITHOUT EMPLOYEES</div> <ul style="list-style-type: none"> <input type="radio"/> Individual (sole proprietorship) doing all sorts of covered work for others without the help of an employee or <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 	(See box on page 30 of this guide for how to fill out the monthly report as an independent contractor)		
<ul style="list-style-type: none"> <input type="radio"/> Individual (sole proprietorship) doing covered maintenance, repairs, and minor renovation for others, without the help of an employee or <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 	Trade contractor in excavation and earthwork	All covered work	C
<ul style="list-style-type: none"> <input type="radio"/> Individual (sole proprietorship) doing covered maintenance, repairs, and minor renovation for others, without the help of an employee or <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 	Trade contractor other than excavation or earthwork	Covered maintenance, repairs, or minor renovations. This work must not be performed for a professional employer.* Only one independent contractor at a time is allowed on these sites.	C

* A professional employer is an employer whose main activity is to perform construction work and who usually employs workers for a type of work that falls under a collective agreement.

SENDING AND PAYING 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, pre-authorized 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 (see page 8 for more details).

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 less than 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 day of the month at the latest.

b. Adapted accounting software

Some accounting software packages are perfectly adapted to transmission of the monthly report by Internet. There are so many of these packages that it is impossible to list them all here. You can consult the list of software packages at ccq.org, via the online services.

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

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 day of 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 payees.

For further information, please contact your financial institution.

• By preauthorized debit

With this service, you can quickly pay the balance on your monthly report. The amount to be paid is automatically withdrawn from your bank account on the 15th day of each month. Each withdrawal will correspond to the amount to pay.

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

* Some conditions apply.

The form to fill out is on page 38 of this guide.

- **By cheque**

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

Send your cheque by mail to the following address:
Commission de la construction du Québec
P.O. Box 2000, Chabanel Station
Montréal (Québec) H2N 0B7

2. THE MONTHLY REPORT BY TELEPHONE

(For contractors with an average of under 10 employees)

You may send your monthly report by telephone free of charge. Twenty-four hours later, you will receive a copy of the results of the calculations in the form of a monthly report. This report will be sent to you by fax or by mail.

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

To send your monthly report by telephone, call 514 798-0908 or 1 888 798-0908 if it is a long-distance call.

Payment

You may send payment for this monthly report in three ways.

- **By electronic payment**

You make the payment for your monthly report through your financial institution's online services. You must simply add the Commission de la Construction du Québec to your list of payees.

For more information, please contact your financial institution.

- **By preauthorized debit**

With this service, you can quickly pay the balance on your monthly report. The amount to be paid is withdrawn automatically from your bank account on the 15th day of each month. Each withdrawal will correspond to the amount to pay.

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

You may also fill out the form on page 38 of this guide.

- **By cheque**

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

Send your cheque to this address:

Commission de la construction du Québec
P.O. Box 2000, Chabanel Station
Montréal (Québec) H2N 0B7

3. THE PRINTED MONTHLY REPORT

You may also send your monthly report by mail. Simply photocopy the form on page 37 of this guide or download the form from the "Forms" section of ccq.org. You will then have to calculate your payment and consult the rates updates and other information required for production of 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 financial institution's online services. You must simply add the Commission de la Construction du Québec to your list of payees.

For further information, please contact your banking institution.

- **By cheque**

You send us the cheque by mail. You must write your employer number on the cheque.

Mail your cheque to the following address:
Commission de la construction du Québec
P.O. Box 2000, Chabanel Station
Montréal (Québec) H2N 0B7

EMPLOYER'S MONTHLY REPORT (GENERAL INFORMATION ON COMPLETING YOUR REPORT IN THE "REFERENCE GUIDE")

SOCIAL INSURANCE NO	SURNAME	FIRST NAME	MONTLY WORK PERIOD FROM: YY MM DD TO: YY MM DD	TRADE CODE	SIN. SEC. NO. FOR WAGES (SIN. SEC. NO. FOR WAGES)	UNION OR SYNDICATE	NUMBER OF HOURS WORKED		TOTAL	ASSESSABLE WAGES	VACATIONS AND GENERAL HOLIDAYS PAY	UNION CONTRIBUTIONS	SOCIAL BENEFITS	SECTOR-BASED CONTRIBUTION
							REGULAR HOURS	TIME AND A HALF / DOUBLE TIME						
TOTAL ▲														

7	SOCIAL BENEFITS (TOTAL a)	
8	INSURANCE - SALES TAX	
9	SPECIAL COMPENSATION FUND	
10	A.E.C.Q. HOURLY CONTRIBUTION	
11	A.E.C.Q. ANNUAL CONTRIBUTION	
12	G.S.T. ((a + d) X)	
13	Q.S.T. ((a + d) X)	
14	VACATIONS AND GENERAL HOLIDAYS PAYS (TOTAL b)	
15	LEVY	
16	UNION CONTRIBUTIONS (TOTAL c)	
17	QUALIFICATION FUND	
18	TRAINING FUND	
19	SECTOR-BASED CONTRIBUTION (TOTAL d)	
TOTAL		

FOR ANY CHANGES PERTAINING TO THE ADDRESS OF THE EMPLOYER OR OF THE ACCOUNTANT, OR TO THE CLOSING-DOWN OF THE BUSINESS, PLEASE COMPLETE THE CHANGE OF ADDRESS CARD PROVIDED.

EMPLOYER NO	SIGNATURE	DATE
YY MM DD	AA MM J	MM J

WHOEVER PASSES ON A MONTHLY REPORT CONTAINING FALSE OR ERRONEOUS INFORMATION COMMITS AN OFFENCE AND IS LIABLE TO PROSECUTION.

ALL EMPLOYERS MUST HOLD THE REQUIRED PERMIT ISSUED BY THE REGIE DU BATIMENT DU QUEBEC.

SPACE RESERVED FOR THE CCQ	INSPECTOR CODE
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1. INFORMATION ON THE COMPANY

Company name		Employer number	
No.	Street		Telephone number
P.O. box	City	Province	Postal code

2. INFORMATION ON YOUR BANK ACCOUNT

Name of financial institution	<p>Please attach a sample cheque marked “cancelled”</p> <p>DATE: _____ 122</p> <p>PAY TO THE ORDER OF _____ \$ _____</p> <p>_____ / 100 DOLLARS</p> <p>MEMO _____</p> <p>⑈122 ⑈45678 ⑈00 ⑈1 ⑈222 ⑈33 ⑈</p> <p>Branch no. Institution no. Account no. (folio)</p> <p>_____ _____ _____</p>
No.	
Street	
P.O. box	
City	
Province	
Postal code	

3. PREAUTHORIZED DEBIT (PAD) AGREEMENT FOR COMPANIES

I hereby authorize the Commission de la construction du Québec (hereinafter the CCQ) to make withdrawals from my account No: _____, on the 15th of each month to pay the remittances for my monthly reports transmitted by telephone or through the CCQ's online services. Therefore, I waive my right to receive a written notice from the CCQ, 10 days before the due date, indicating the amount to be withdrawn. Upon receipt of this request, 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 my usual payment method. 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 changes 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 or my right to cancel a preauthorized debit agreement, I can contact my financial institution or visit the Payments Canada website at www.payments.ca. I can revoke this agreement by sending a 30-days written notice to the CCQ.

4. SIGNATURE

_____ Signature of account holder	_____ Date (YYYY-MM-DD)
_____ Signature of second account holder	_____ Date (YYYY-MM-DD)

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

Please print out and return the duly signed form:

- Using the online services to sel.ccq.org (send the electronic file through the *Pour nous joindre* section)
- OR
- by fax to 514 341-0720

PARTICIPATION BY EMPLOYERS IN THE SOCIAL BENEFITS PLANS – 2024

If you are a construction industry manager or a company officer 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 a work-related accident or from an occupational disease if the company officer or the manager is not covered by the *Act Respecting Industrial Accidents and Occupational Diseases* when this accident or occupational disease occurs. Similarly, the company officer or the manager is not entitled to salary insurance benefits for the first 27 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

People who have ceased to be a construction industry employee may continue to participate voluntarily in the social benefits plans if they fulfil certain conditions.

Among employers, two categories of persons are eligible: managers and company officers.

PARTICIPATION BY A COMPANY OFFICER WHO IS CONSIDERED A COMPANY OFFICER?

It could be:

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

Notes:

- An independent contractor is not deemed a company officer and therefore may not participate in the social benefits plans.
- A company officer 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 under the Building Act (chapter B-1.1);

AND

- during the period of 12 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 began operations during this 12-month period, at least one monthly report out of two must declare the hiring of at least one employee.

Example:

To be identified eligible for the insurance period from	The company must have submitted monthly reports in the period from
July to December 2023	January to December 2022
January to June 2024	July 2022 to June 2023
July to December 2024	January to December 2023
January to June 2025	July 2023 to June 2024

HOW CAN YOU GET INSURANCE VOLUNTARILY AS A COMPANY OFFICER?

By paying the required premium. In May and November, the CCQ sends the eligible company officer a notice of insurability indicating the premium that he or she 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.

Company officer are eligible to pay the premium if:

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

AND

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

Note: A person who does not meet the latter condition does not lose his or her right to participate voluntarily in the social benefits plans but is not eligible for the period in question. That

person becomes eligible again when his or her company is recognized as an employer during a subsequent period.

Exclusions

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

- the person is age 65 or older before the beginning of the insurance period in question;
- the person 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 or her insurance coverage by paying a premium);
- the person has lost the right to participate in the retirees insurance plan.

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

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

- he or she 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 or she 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.

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

If, as a company officer, 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 company officer, you will be insured under plan C.

If you have lost your right to voluntary participation as a company officer and you cannot be insured by plan A, B, C, or D for the covered insurance period, prescription drug insurance coverage (plan Z) is offered to you. You may obtain this covered insurance period under the following conditions:

- You are a company officer linked to a company identified as an employer for the social benefits for the covered insurance period; AND
- You are under 65 years of age before the beginning of the covered insurance period; AND
- You pay the required premium before the deadline indicated on the insurability notice that is sent to you in May or November.

HOW TO PARTICIPATE IN THE PENSION PLAN?

A company officer who is eligible to pay the insurance contribution and who is insured under plan A receives a notice each fall notifying him or her that he or she can participate voluntarily in the pension plan if he or she is an employee of the company with which he or she is associated. **Note that it is possible to participate voluntarily in the pension plan up to the year preceding your 65th birthday, even if you may have been insured as a company officer.**

Except for the hours worked as an employee, a company officer is not obliged to contribute to the pension plan. However, he or she cannot participate exclusively in the pension plan.

Voluntary contributions by a company officer 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 administrator”).

Notes:

- Changes have been made to the pension plan. Since January 1, 2005, if necessary, a part of the contribution for each hour worked is paid into the General Account in order to offset a deficit or to form a reserve so that the plan can be better

protected during difficult financial situations; these contributions are not accumulating new pension funds. Only contributions to the complementary account are used to accumulate a pension. The pamphlet *Summary of the Construction Industry Pension Plan* provides more information on this subject.

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

PARTICIPATION BY A MANAGER

WHO IS CONSIDERED A MANAGER?

A person who is employed as a manager by a professional employer but is not an administrator or the designated representative. For example, this category includes superintendents, site foremen and other representatives of the employer.

A manager may participate in the social benefits plans if:

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

AND

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

A manager makes the voluntary contributions that will allow him or her to participate 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 the Information Bulletin MÉDIC Construction-Basic Plan* will help you to better understand the insurance plans. The pamphlet *Summary of the Construction Industry Pension Plan* 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.

The present document has been produced and is distributed solely for information purposes. Only the *Règlement sur les régimes complémentaires d'avantages sociaux dans l'industrie de la construction* [chap. R-20, r. 10] published by the Éditeur officiel du Québec has official and legal force. Therefore, it takes precedence over the information contained in the present document. The regulation can be accessed on the CCQ's website, under the MÉDIC Construction tab.

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, at carnet.ccq.org.

On our website, you will find:

- ✓ Rates and contributions for different monthly report periods
- ✓ The workforce hiring and termination of employment notice
- ✓ The request for a situation letter form
- ✓ 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
- ✓ Request for referral of new graduates

To take advantage of online services, ask for your personal identification number: go to ccq.org and click on the "Online Services" button. 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

EMPLOYER'S LINE: 1 877 973-5383

Information phone line:

- ✓ 8:30 AM to 4:30 PM Monday to Friday

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

This document is available in adapted media upon request

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