

# Vanier College - Employee Handbook

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Welcome to Vanier College!

We are pleased that you are joining the Vanier Community.

This Vanier College Employee Handbook will help you get acquainted with the basic information required to successfully integrate into the College. Please keep a copy on hand, in electronic or paper format, as it will be useful in getting answers to questions that might come up during your integration.

The handbook provides an overview of the College as well as links to important policies and programs at the College. For instance, health and safety issues such as the Emergency Plan are addressed. Throughout your employment, you will receive news and updates to policies, procedures or programs. Whether you are a teacher, a support employee, a professional or a manager, it is important to keep abreast with these updates.

You will also find information on working conditions, such as benefits, ID cards, parking and employee perks in this handbook. Should you have any questions about this handbook or its contents, you will find more information on the Human Resource Services webpage. Please note that this handbook is a reference guide and does not replace a contract of employment.

Once again, the Human Resource Services team welcomes you, and wishes you all the best as you integrate into your new role at Vanier College.

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Please note that in this document, the use of the masculine gender is meant to include the feminine and the neutral; it is used without discrimination in order to make the text easier to read.

## Overview of the College

### Mission

Vanier is a publicly funded, English language CEGEP that strives to educate its students as individuals and to prepare them to participate fully in Quebec, Canada and the world.

Our mission is to make pre-university, professional and technological education accessible while maintaining the highest possible standards of teaching and learning. To achieve this we are committed:

- Providing our students with a welcoming and caring learning environment
- Helping each student to identify and attain individual academic, career and personal goals
- Stimulating our students' curiosity and appreciation of knowledge, beauty and life-long learning
- Presenting each student with a challenge while providing the pedagogical and support systems necessary to meet that challenge
- Fostering appreciation and respect for the rich cultural and ethnic diversity of our students and staff
- Developing our students' sense of their civic, social and environmental responsibilities at both the local and global levels
- Encouraging all individuals and groups to participate fully in college life and to learn about and value each other
- Promoting the dedication, mutual cooperation and continuous professional growth of our faculty, staff and administrators in order to enrich the learning environment
- Welcoming the participation and support of members of the surrounding communities in our activities and programs

(For an official version of this mission statement, please consult

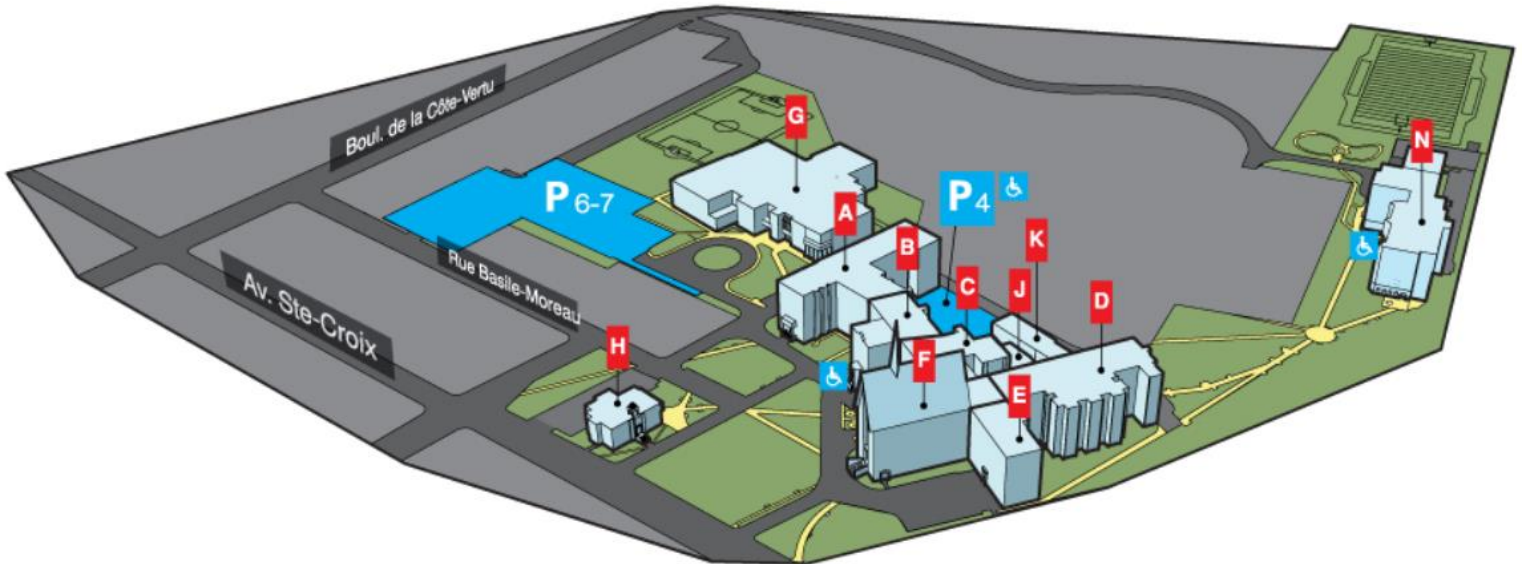
<http://www.vaniercollege.qc.ca/director-general/mission-statement/>

### Organizational Structure

The College has many areas, such as Faculties, Department, Services and Offices. The following link will bring you to the Index for all College Departments and Faculties:

<http://www.vaniercollege.qc.ca/director-general/files/2017/07/managerial-organigram-fall-2017.pdf>

## Map of the College



### By-Laws, Policies and Procedures

The College has over 50 official policies, procedures and by-laws, found on the Vanier website (<http://www.vaniercollege.qc.ca/bylaws-policies-procedures/category/policies/>). They set guidelines to be followed for many issues and activities within the College and clarify responsibilities and rights.

We recommend reading the following policies during your first few days at Vanier:

[Code of Conduct](#)

[Acceptable Use of Information Technology, Computing Resources and Computer Facilities](#)

[Contracts for Goods, Services and Construction](#)

[Institutional Policy on the Evaluation of Student Achievement \(IPESA\)](#)

[Harassment and Discrimination Prevention and Resolution Policy](#)

[Sustainability Policy](#)

## **Behavior expectations and civility at work**

We expect all employees of the College to foster and promote a positive working environment based on trust and respect where everyone feels safe, respected and accepted. The following are some examples of civil behavior at work.

- Exhibiting respect, civility, integrity and attentiveness in providing services to others
- Treating others with dignity and respect, and acting with regard to other's feelings
- Respecting differences in people, their ideas, and their opinions without discrimination
- Respecting the right of privacy for all Community members and respecting the confidentiality of information to which one has access
- Demonstrating proper care and regard for Vanier College property and the property of others
- Conducting job duties and responsibilities with integrity and effectiveness, while acting faithfully and honestly
- Recognizing the importance of communication, both in listening and conveying information to others clearly and effectively
- Cooperating and collaborating with others
- Promoting the cleanliness of the College and being environmentally conscious
- Handling requests or complaints respectfully, equitably and effectively

## **Working Conditions**

### **Pay days and deadlines**

Paydays and deadlines (for submitting time absences, timesheets, service contracts, etc.) for the current year are on the Omnivox portal under Vanier Communities/Vanier Human Resource Services.

## **Employment Equity**

The College adheres to the provincial Employment Equity Program that emphasizes commitment to provide equal opportunity employment within the College, and to ensure Vanier provides an environment free of discrimination.

If your situation requires specific adjustments to your working conditions, or environment, in order to allow you to participate fully in the community, or if you have concerns related to equity and human rights at the College, please contact the [Human Resource Services Department](#) for support.

## **Probation**

We recommend performing the evaluation of a new employee during the probation period, to ensure he is integrating well into his new position before becoming a regular employee or is secure in his temporary assignment.

During the probation period, the employee is evaluated at two different occasions, usually at mid-point and at the end of the probation period. These evaluations are meant to recognize the strengths of the new employee, as well as identify areas for improvement and determine ways to provide support for the professional development of the individual.

Please consult your manager or Human Resource Services if you have questions regarding the probation process.

## **Overview of benefits and employee perks**

The College offers many benefits to its regular employees, and to part-time regular employees, prorated to hours worked. Some employees without a regular position are also entitled to these benefits, while others are compensated for not having access to them. Please contact the relevant technician according to your request at, [Human Resource Services Technician](#), if you are unsure of your eligibility to certain benefits or for clarification regarding the employee benefits outlined below.

Here is a sample of the benefits Vanier College offers:

### **Group Insurance**

Depending on your category of employment, you may be eligible to join a group insurance plan for medical, dental, life and long-term disability, for yourself and members of your family. For details on the various plans offered, please consult the Human Resource Services page:

<http://www.vaniercollege.qc.ca/human-resources/insurance/>. The insurance plans are different for [Support](#), [Professionals](#), [Teachers](#) and [Management personnel](#).

Please note there are specific periods as to when an employee can adhere to the group insurance or change his/her insurance plan. Make sure you consult your Human Resource Services technician within your first 30 days at work, and following important events in your personal life, such as changes to your marital or family status, which could affect your insurance coverage. To identify the technician assigned to your sector, please refer to the HR contacts webpage: <http://www.vaniercollege.qc.ca/human-resources/contact/>.

### **Pension Plan**

Most of the employees of the College participate in a pension plan, the RREGOP, RRPE or RRE. [Retraite Québec](#) manage these. Pension rates are reviewed every year on January 1<sup>st</sup> and *Retraite Québec* sends a Statement of Participation every three (3) years to all participants.

When an employee plans to retire, he/she should meet a Human Resource Services Technician a minimum of three (3) months in advance in order to collect all pertinent documentation, provide the required forms to *Retraite Québec* and be informed of different options open to him/her (gradual retirement, buy-backs, etc.). To identify the technician to contact, please refer to the HR contacts webpage: <http://www.vaniercollege.qc.ca/human-resources/contact/>.

### **Tuition Waivers and Professional Development Funds**

As an employee of the College, you can attend some of its classes free of charge if they are related to your work. Depending on your category of employment, some fees incurred in professional development initiatives (seminars, tuition fees, etc.) may be reimbursed as well.

For more details about these opportunities, contact the Human Resource Services Department, or your union or association representative.

### **Holidays**

There are 13 statutory holidays per year for cadres, support and professional employees, and nine statutory holidays for faculty personnel, who also enjoy the same holidays as the students. The list of holidays for the current year is available on the HR website: <http://www.vaniercollege.qc.ca/human-resources/statutory-holidays/>.

### **Employee Assistance Program**

The College provides its staff with an [Employee Assistance Program \(EAP\)](#), which is an external and confidential resource that supports employees in their well-being.



The [Groupe Santé Physimed](#) is the College's service provider, and offers support services to all regular Vanier College employees and their immediate family members (spouse and children). It offers five free individual sessions per year (March 1 to February 28/29) in consultation services for a variety of issues, including:

- Social Support (family or marital conflict resolution, caregiving/emotional support, divorce, other)
- Addiction control for self or others (alcohol/drugs, cyber-addiction, gambling, other)
- Psychological Assistance (depression, stress, burnout prevention, other)
- Work-related difficulties

Should you require more than the initial 5 sessions, more sessions might be covered by your group insurance plan: please refer to your own [insurance plan](#) for details.

In order to use the [Employee Assistance Program](#), please call **1-800-667-2683** (1-800-66SANTÉ), give your name, the College name, and mention you are calling for services provided by the Employee Assistance Program.

This program is strictly voluntary and confidential: the College will never receive identifying information of individuals using the EAP, nor the specific content of sessions held with employees, unless provided with a signed authorization to that effect.

### **Wellness program**

The College offers access to its gym/fitness facilities to all staff members, as well as specific fitness activities at lunchtime for a modest fee. Individual training programs are also available to employees. For further details, consult the Employee Fitness webpage (<http://www.vaniercollege.qc.ca/human-resources/employee-fitness/>).

Vanier College also has an athletic therapy clinic, which offers a multitude of services, for a fee, to treat various injuries and musculoskeletal problems, as well as fitness training. To reach the clinic dial (514) 744-7500 local 7750 and is located in room G-203.

Other activities held sporadically throughout the year to promote employee wellness and recognize their involvement in their community: employee picnic, free music concerts during universal breaks, etc.

To keep abreast of activities within the College, consult the weekly [Intercom](#), which is sent to your Vanier College email address. It is also accessible through our website, or the Vanier Today [Events](#) page.

## **Daycare on site**

The CPE Vanier (<http://www.vaniercollege.qc.ca/cpevanier>) is an independent daycare centre offering its government-subsidized places in priority order to Vanier students and employees. The CPE's rules for assigning priority order can be found in their [internal rules](#).

CPE Vanier is staffed by qualified professionals, supplemented by student placement educators and volunteers enrolled in the Early Childhood Education Program at the College. The CPE's role is to provide children with age-appropriate activities within a secure, loving, and safe environment. The CPE emphasizes the social and emotional well-being of the children in its care, aged 9 months and up.

The Centre is located at the eastern end of the college, just behind the soccer field next to the Sports Complex. It is accessible from Basile Moreau Street through the P7 entrance of the parking lot.

## **Vanier Super Camp**

From June to August, Vanier College is host to a summer camp for children and teenagers ages 5 to 17. We offer wide varieties of activities such as archery, rock climbing, dance, arts and crafts, and Math & Science courses, among others. Vanier employees have access to a special rate when enrolling their child (ren) in the camp.

It also offers a Leadership Program for promising campers. From age 13, participants learn and practice a variety of leadership skills and abilities such as communication, group management, first aid, social justice and ethics, and team building.

Super Camp provides fun and stimulating challenges, promotes teamwork, and boosts self-esteem through activities developed by qualified Vanier teachers.

For more details on the Super Camp, please consult the following website:

<http://www.supercamp.ca/>.

## **Collective Agreements**

The Collective Agreements are on the College Human Resource Services website, under "Documents", then "Collective Agreement". The Collective Agreements for the Teaching, Support Personnel, and Professionals are available [online](#).

Please note that Cadres (Management Personnel) are not covered by a Collective Agreement, but rather a Policy on Working Conditions. Please contact the Human Resource Services Department or your association for a copy of the latest version.

## Health, Safety and Security

### Contacting Security

The College's Safety and Security Services are active 24/7, through an operation center located at F-243. There are many ways to contact Safety and Security Services:

- **From a Vanier phone, dial 7575**
- From a cellphone or external phone, dial 514-744-7575
- By email at [security@vaniercollege.qc.ca](mailto:security@vaniercollege.qc.ca)
- In person, at F-243
- By pushing the red button of security intercoms available at strategic locations throughout the campus.

Security agents respond to all requests for assistance on campus. Agents use multiple tools to document and report incidents of various nature including everything from medical emergencies, to lost or stolen items, to criminal activity. Members of the Vanier College community also have the ability to report lost or stolen items on the Security portion of the Vanier College website. Most report writing is done on-site for medical emergencies and other incidents. Reports are then logged at the Security office by the appropriate personnel.

### ID Cards and keys

Safety and Security Services are responsible for issuing ID Cards, keys and parking decals.

Your Vanier ID card provides you with access to offices and allows you to use photocopiers on campus. The accesses granted to you are specifically for your own professional needs and responsibilities: never lend your card to another individual. ID cards used by a person other than its legitimate holder, will be confiscated by Security.

You must have your ID card with you at all times and present it to security personnel upon request. If your card is lost or stolen, report it immediately to Security so it can be deactivated.

### Reporting a loss or a theft

If you have lost something on campus or suspect it might have been stolen, you are encouraged to go to the Security Office (F-243), and/or to report the incident using the online *Report a Theft/Loss* form on the Security website (<http://www.vaniercollege.qc.ca/security/>).

If you have found an item you suspect has been lost on campus, please bring it in to the Security Office (F-243)

## Parking on campus

To apply for an annual or semester permit, you must fill out the required form [online](#), using your own Vanier email address in order to confirm your identity.

- For information regarding parking fees, please consult the Safety and Security website: <http://www.vaniercollege.gc.ca/security/home/parking/parking-fees/>
- For the detailed rules and regulations pertaining to parking, please consult the following website: <http://www.vaniercollege.gc.ca/security/home/parking/parking-traffic-regulations/>.
- Parking permits are valid for the following periods:
  - Fall Semester: August 15 to December 31
  - Winter Semester: January 1 to June 30
  - Summer Semester: June 1 to August 31
- Annual parking permits are valid from the time of purchase until August 31st of the following year.

The permit gives the right to park only one vehicle at a time in the parking area designated on the permit, and it must be displayed on the rear-view mirror of the vehicle. Failure to do so may result in your vehicle being towed away.

Please note that a specific area, between the B and H buildings, has been designated for parking motorcycles and scooters. This area is the only parking space where motorcycles and scooters are allowed on campus.

For eco-conscious faculty and staff, please note that bicycle racks are available in a variety of locations throughout the campus. Most bicycle racks stay on campus year-round, although their removal from certain areas is necessary for snow clearing operations during winter.

## Emergency plan

The Vanier College Emergency Operation Plan outlines the College's procedures for managing a variety of emergencies that may threaten the health and safety of the community, the integrity of its property or the College's ongoing activities.

An emergency operation plan does not prevent incidents from happening. However, it provides the community with structured guidelines on how to react to events in order to minimize the risks to everyone. These events can range from reacting to a strange odor to phone threats to complete campus lockdowns.

It is important for you to be aware of the emergency plan in order to protect yourself and others in the event of an emergency. The Emergency Operation Plan is available at <http://www.vaniercollege.qc.ca/security/files/2012/11/Emergency-Operation-Plan-2012.pdf>.

Another resource that may be useful in preparing for an emergency is the following video: <https://www.youtube.com/watch?v=gHNApS-MC18>. This 8-minute video presents the most efficient ways to react when facing an armed intruder. Even though armed assaults in teaching and learning environments are extremely rare, being prepared to this unlikely event may save your life.

### **No Smoking Policy**

Vanier College will become a smoke-free campus starting in the Fall 2018 semester. As of August 13<sup>th</sup>, 2018 smoking of any kind and of all substances including tobacco products and electronic cigarettes, will not be permitted in any building or on the entire grounds of the college, including the Lachute Field station. Anyone wishing to smoke will have to leave the campus grounds. These new anti-smoking regulations will apply to students, faculty and staff as well as contractors and visitors to the Vanier College.

<http://www.vaniercollege.qc.ca/bylaws-policies-procedures/files/2017/11/The-Prevention-of-Tobacco-Use-on-Campus-1.pdf>

### **Fire prevention**

The Safety and Security Services are in charge of fire prevention on campus. Please take the time to read the fire prevention and evacuation protocols included in the [Emergency Operations Plan](#).

If you have questions or concerns regarding fire prevention (evacuation, hot work/welding protocols, etc.) please consult the Safety and Security Services website at <http://www.vaniercollege.qc.ca/security/home/fire-prevention/> or contact Security at 7575.

## Health and Safety Committee

The College's joint Health and Safety Committee is coordinated by Safety and Security Services. Its mandate includes advising, providing support to the College in matters of Health and Safety, and promoting Health and Safety in the community.

The Committee is composed of one (1) representative for each of the following groups or areas of the College:

- Teachers
- Support personnel
- Professionals
- Students
- Safety and Security Services
- Academic Sector
- Human Resource Services
- Services for Students

Members have a renewable term of 2 years. The list of members is available online at <http://www.vaniercollege.qc.ca/security/home/health-safety/>.

If you have questions or concerns regarding health and safety, please contact Safety and Security Services or your representative on the committee.

## Other Useful Information and Resources

### Unions and associations

Many unions and associations are actively representing the interests of employees and community members within the College. Here is an overview of the major groups on campus.

Acronym	Full name	Representing	Contact information
AVCA	Association of Vanier College Administrators	Management Personnel	514.744.7500 x 7555 <a href="mailto:avca@vaniercollege.qc.ca">avca@vaniercollege.qc.ca</a>
AVCP	Association of Vanier College Professionals	Professionals	Room D-265 514.744.7500 x 6030 <a href="mailto:avcp@vaniercollege.qc.ca">avcp@vaniercollege.qc.ca</a>
VCSA	Vanier College Student Association	Students	Room C-214 514-744-7500 x 7065
VCSPA	Vanier College Support Personnel Association	Support Personnel	Room B-117 514.744.7500 x 7050 <a href="mailto:vcspa@vaniercollege.qc.ca">vcspa@vaniercollege.qc.ca</a>
VCTA	Vanier College Teachers' Association	Teachers	Room C-101 (514) 744.7500 x 7053 <a href="mailto:vcta@vaniercollege.qc.ca">vcta@vaniercollege.qc.ca</a>

## Eating on and around campus

The College has three cafeterias and cafés on campus that are open from Monday to Thursday 7:00am to 6:30 pm and Friday from 7:00am to 3:30pm during regular semesters.

- Main Cafeteria, 1st floor, D block
- Subway Restaurant, N-Building, 1<sup>st</sup> floor
- Jake's Café (Student Co-op), Student Mall, 1<sup>st</sup> floor, F block

Vending machines are also available at all times in these areas

There is a cafeteria seating area exclusively for staff in D-140.

The cafeteria offers a weekly menu of home-style hot meals (including a vegetarian option) as well as variety of sandwiches and ready-to-eat products (soup, salads, baked goods and drinks). Vanier is committed to offering healthy food to its students and employees; therefore, there will be no fast food in cafeterias and cafés around the campus.

Please note that in order to implement its sustainability policy, the College has elected not to sell bottled water on premises. However, water fountains, are gradually being installed that allow the refilling of reusable bottles throughout the campus.

Students and employees also enjoy a great variety of restaurants around the College, on Rue De l'Église and Decarie Boulevard. Lists of nearby restaurants are available on the web, for example on the following website, which includes a map of the area:

<http://www.restomontreal.ca/s/?restaurants=Ville-Saint-Laurent+Montreal&d=32&lang=fr>.

## Vanier COOP Bookstore

<http://www.vaniercollege.qc.ca/newsroom/files/2016/03/Bookstore-Coop-announcement.pdf>

### **JAKE'S CO-OP**

514-744-7500 x 8356

[www.vanier.coop](http://www.vanier.coop)

Jake's Co-op provides numerous items from textbooks to office supplies as well as snacks and gift items! Jake's Co-op offers you a wide range of products to help you get ready and enjoy your semester! Faculty and staff also get access to special prices. Access to Jake's Co-op is on the ground floor of the F-Building, located in the Student Mall.

Regular business hours: 7:30 AM to 6:00 PM (Hours may differ during the back-to-school, school breaks and summer.)

Consult our website for more information.

## **JAKE'S CAFÉ**

514-744-7500 x 8353

Jake's Café is located in the F-Building and opens from 7:30am to 6:30pm. Breakfasts, lunches, suppers, homemade sandwiches, hot meals, pastries, snacks and fair-trade coffee are prepared and served by student workers. Don't hesitate to contact Jake's Café for your catering. Beyond food, Jake's Café comes from a student initiative and is the first co-op café in an English College.

## **PSI Office and Learning Commons (Known as, Library, TASC, STEM)**

The "Pedagogical Support and Innovation" is a recently created office that centralizes pedagogical support to Vanier's academic programs, teaching and innovation.



<http://www.vaniercollege.qc.ca/newsroom/a-new-librarylearning-commons-to-be-built-at-vanier-college/>

## **Booking a room**

In the course of your duties, you may have to book a room to hold a meeting with your colleagues or a special activity with your students. As long as those activities are work-related, you are welcome to use the Vanier facilities, free of charge. Please see below for details on how to proceed.

## **Classrooms, Viewing Rooms, Computer Labs and Amphitheatre**

In order to book a classroom during the regular working hours (8:00 am to 6:00 pm) of a semester, please contact Scheduling ([scheduling@vaniercollege.qc.ca](mailto:scheduling@vaniercollege.qc.ca)), stating the date and time, you need the room and the specifications of the room you require (number of places,



specific equipment, etc.). **N.B.** Reservations need to be done as early as possible since rooms are limited.

Continuing Education ([conted@vaniercollege.qc.ca](mailto:conted@vaniercollege.qc.ca)) is responsible for room bookings during evening and summer school classes.

To book a room during the weekends or during the period between semesters, please contact Facilities ([facilities@vaniercollege.qc.ca](mailto:facilities@vaniercollege.qc.ca)).

The Amphitheatre B-223 is available for reservation during regular work hours by contacting Scheduling and outside of regular work hours by contacting Facilities.

As an exception to this rule, the G-236 viewing room in the Sports Complex must be reserved through the Equipment Counter. This room is equipped with audio-visual equipment and television monitors.

### **Meeting Rooms and Boardrooms**

In order to book a meeting room or a boardroom, it is necessary to contact the department related for the booking. Here is a list of the rooms, which can be reserved in this manner:

<b>Room</b>	<b>Area</b>	<b>Contact person (local)</b>
F-216 and F-224B	Office of the Director General	Janelle Villanueva (7794)
A-282	Faculty of Arts, Business, and Social Sciences	Ivanka Hillel (7571)
B-204	Faculty of General Education	Wendy Ault (7946)
N-301	Faculty of Science & Technology	Elena Esposito (7554)

To reserve the auditorium please contact Facilities at local 7969 or e-mail [rentals@vaniercollege.qc.ca](mailto:rentals@vaniercollege.qc.ca)

Finally, should you need to book a room that is neither a classroom, meeting room or boardroom, please complete the online form "[Request For Use Of Facilities](#)" and send a copy to Facilities ([facilities@vaniercollege.qc.ca](mailto:facilities@vaniercollege.qc.ca))

### **Services and Maintenance**

To reach the Services and Maintenance dial local 7977; their location is at C-103.

Work orders are online through our Vanier College webpage under forms ([Online Work Orders](#)). Please create an account and complete a request for needs such as, change of light bulbs, to declare electrical/ventilation problems, broken desks, missing/defective blinds, etc. Should you require more information regarding online work orders please contact local 7977.

**Note:** For any emergencies or situations that could affect the health or safety of community members, please contact security at local 7575.

### **ITSS Helpdesk**

The College offers a Help Desk service for technology-related issues (computers, email, phone, etc.). Refer to these links for the ITSS Helpdesk, or call at the number below:

**Phone:** 514-744-7500 local **7529**

**Email:** [helpdesk@vaniercollege.qc.ca](mailto:helpdesk@vaniercollege.qc.ca)

**Web request:** <http://itss.vaniercollege.qc.ca/contact/>

The IT Support Services website also offers online resources and tips related to the technology used at Vanier, from phones' online manuals to how to access the College's drives from your home. It is a useful resource to save in your web browser's "Favourites".

### **Phonebook**

The Vanier College staff directory, which lists all College employees contact information by name and department, is available on the web at the following URL:

<http://www.vaniercollege.qc.ca/phone/phonebk.htm>.