

## **BY-LAW**

NUMBER:               **2-07/98**

TITLE:                   **Delegation of Powers and Functions to the Director General**

1.     ***Reference***

Article 518, 392 to 397 of the Education Act.

2.     ***Title***

Delegation of Powers and Functions to the Director General

3.     ***General Provisions***

- The Provisional Council maintains all the functions and powers that are not delegated under this by-law.
- This by-law confers on the Director General full responsibility for the functions and powers delegated to her and shall apply to any action required in the exercise thereof or resulting therefrom.
- The Director General shall perform the functions and powers delegated to her subject to the budget and policies of the Provisional Council and to the collective agreements in force.
- Information regarding all personnel changes must be sent to all Commissioners.

4. *Accessibility of Delegation of Powers and Functions*

The Delegation of Powers and Functions may be examined at the office of the Director General during office hours.

5. *Coming into force*

This by-law comes into force on July 6<sup>th</sup>, 1998.

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Chairman

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Director General

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Pursuant to Article 174 of the Education Act, the Council of Commissioners delegates the following functions and powers to the Director General:

### **CORPORATE BUSINESS**

1. To be responsible for the Western Quebec School Board Archives
2. The application of Bill 65 "Loi sur l'accès aux documents et sur la protection des renseignements personnels"
3. To ensure the respect of the Calendar of Conservation for Board documents

### **HUMAN RESOURCES**

#### 1. **Hiring**

- a) Temporary promotion of support staff

#### 2. **Security of Employment**

Teachers, soutien, professionals, managers

- a) Recall from surplus
- b) Re-engagement following non re-engagement for surplus

#### 3. **Termination of Employment**

- a) Resignation of all employees

#### 4. **Disciplinary Measures**

##### a) **Teachers**

- written warnings and reprimands
- relieve of duties with pay

##### b) **Support Staff**

- relieve of duties with pay

- c) **Professionals**
    - suspension with pay
  - d) **Managers**
    - written warnings or reprimands
    - suspensions with or without pay
5. **Requests for leaves**
- Teachers, soutien, professionals, managers
- requests under terms of collective agreement

### **STUDENT SERVICES**

- 1. **Derogations**
  - Early Admission
  - Extra years (elementary)
  - Extra years (secondary)

### **EDUCATIONAL SERVICES**

- 1. School fundraising
- 2. Cross-boundary transfers

### **BUILDINGS & EQUIPMENT**

- 1. Authorize repairs, construction and conversion work within the budget \$ 0,000 to \$ 9,999
- 2. Retain the services of resource persons or other consultants (architects, engineers) with regard to material resources, within the project budget except for the construction of a school (fees up to \$10,000)
- 3. Proceed with the sale of movables and equipment either outdated or no longer useful to the Board and that no longer have a market value - within the Board - \$ 0 to \$ 4,999
- 4. Accept the organization of a sale by public tender to sell movables, equipment or tools (M.A.Q.) with a market value of \$ 0 to \$ 4,999

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