



## IMPORTANT NOTICE FOR BUILDING SERVICE EMPLOYERS

### BUILDING MAINTENANCE FOLLOWING CONSTRUCTION OR RENOVATION WORK

Following discussions between the Parity Committee and Commission de la construction du Québec (CCQ) regarding the jurisdiction of each organization on building maintenance following construction or renovation work, we would like to inform you on the two situations where the Decree respecting Building Service Employees applies.

The Decree applies for your employees:

- 1. When there is a contract between you and the owner or the administrator of the building to perform cleaning after construction or renovation work;
- 2. When there is a contract between you and the general contractor to perform a final cleaning after construction or renovation work.

The cleaning of large debris after construction, and the first cleaning of floor covering (waxing and sealing of resilient flooring), remain under the CCQ's jurisdiction.

Do not hesitate to contact us should you need more information.

### MONTHLY REPORTS, RRSP AND HOURLY SALARY INCREASE

Following the increase of the hourly salary and of the employer's RRSP contribution rate on June 1<sup>st</sup>, 2010, please note that in producing your monthly report for June, there will be a week where the employees will be entitled to two different hourly rates for the same class of work and two different RRSP's contribution rate.

In order to declare those changes correctly on your monthly report, you may:

Example 1. Declare the total hours of that week (for example, week ending June 5<sup>th</sup>) at the old rate and then indicate in the "Autres montants" section of the report, the rate adjustment for the June 1<sup>st</sup> through June 5<sup>th</sup> period; OR

Example 2. You may also calculate the total gross amount due for the week, with both rates, and indicate the total hours of the week and the salary paid.

For the RRSP contribution, we invite you to detail your calculation in the "Calcul Heures REER" section of the report with the number of hours at 0.05\$ and the hours at 0.10\$.

- SEE EXAMPLE 1 AND 2 ON REVERSE FOR AN EMPLOYEE WHO WORKS 10H A WEEK (2H/DAY) FROM MONDAY TO FRIDAY, WEEK ENDING ON SATURDAY.

You want to know more? Go to [www.cpeep.qc.ca](http://www.cpeep.qc.ca)

514 384-6640 or 1 800 461-6640

Pour la version française de ce document, consultez notre site web, ou contactez-nous



Le Comité paritaire  
de l'entretien d'édifices publics  
The Parity Committee for the Building Services



Le Comité paritaire de l'entretien d'édifices publics

Région de Montréal

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RAPPORT MENSUEL SELON LE DÉCRET ET RÉGLEMENTS  
VOIR GUIDE D'UTILISATION AU VERSO / FOR USER'S GUIDE SEE REVERSE SIDE

Week ending June 5th

Rapport amendé

No. employeur: *Service d'entretien inc*  
Agente à la vérification:

Mois de: *June 2010* Semaine finissant: *5* 6  
*29/5 5/6 12/6 19/6*  
Attention: Si incorrect, corriger les dates S.V.P.

A l'usage du bureau secteur  
Date de réception:  
\$ du coté que:

No de dossier:

Example 1

Num: *Example 1*  
Prénoms: *Example 1*  
NMS: *Example 1*  
Adresse: *Example 1*  
Ville: *Example 1*  
Code postal: *Example 1*  
Langue maternelle: *Example 1*  
Date d'embauche: *Example 1*

CLASSES	SEMAINE 1		SEMAINE 2		SEMAINE 3		SEMAINE 4		SEMAINE 5		SEMAINE 6		CALCUL HEURES REER
	A	B	A	B	A	B	A	B	A	B	A	B	
Heures rég	10		10		10		10						12h x 0,05 = 3,40
Heures suppl													28h x 0,10 = 2,80
Heures congé													
Les congés (vacances)													
Heures mensue													
TOTAL BRUT	SALAIRE \$ 150		SALAIRE \$ 150		SALAIRE \$ 153,50		SALAIRE \$ 153,50		SALAIRE \$		SALAIRE \$		40
Enfants sans gain	<input type="checkbox"/> CASI		<input type="checkbox"/> MARIAGE		<input type="checkbox"/> MARIAGE		<input type="checkbox"/> MARIAGE		<input type="checkbox"/> MARIAGE		<input type="checkbox"/> MARIAGE		

Autres montants:  Ajustement Report précédent  
Sem. finissant: *5/6*  
No heures: *Sabbat ASBIVE*  
Autre: *8h x 0,35 = 2,80*  
Date paiement: *28/6*  
VACANCE OU DÉPART:  % VACANCE 6%  8%   
Date de paiement: *40*  
% DÉPART:  Démission  D'office   
Montage de travail:  Conspiration   
Autre:  Autre   
Date de paiement: *40*  
Dernier jour de travail: *40*  
TOTAL DES GAINS + REER \$: *609,80*  
GAINS: *609,80*  
REER \$: *3,40*  
TOTAL DES GAINS + REER \$: *613,20*

Example 2

Num: *Example 2*  
Prénoms: *Example 2*  
NMS: *Example 2*  
Adresse: *Example 2*  
Ville: *Example 2*  
Code postal: *Example 2*  
Langue maternelle: *Example 2*  
Date d'embauche: *Example 2*

CLASSES	SEMAINE 1		SEMAINE 2		SEMAINE 3		SEMAINE 4		SEMAINE 5		SEMAINE 6		CALCUL HEURES REER
	A	B	A	B	A	B	A	B	A	B	A	B	
Heures rég	10		10		10		10						12h x 5 = 40
Heures suppl													28h x 10 = 2,80
Heures congé													
Les congés (vacances)													
Heures mensue													
TOTAL BRUT	SALAIRE \$ 150		SALAIRE \$ 152,80		SALAIRE \$ 153,50		SALAIRE \$ 153,50		SALAIRE \$		SALAIRE \$		40
Enfants sans gain	<input type="checkbox"/> CASI		<input type="checkbox"/> MARIAGE		<input type="checkbox"/> MARIAGE		<input type="checkbox"/> MARIAGE		<input type="checkbox"/> MARIAGE		<input type="checkbox"/> MARIAGE		

Autres montants:  Ajustement Report précédent  
Sem. finissant: *4*  
No heures: *40*  
Autre: *40*  
Date paiement: *40*  
VACANCE OU DÉPART:  % VACANCE 6%  8%   
Date de paiement: *40*  
% DÉPART:  Démission  D'office   
Montage de travail:  Conspiration   
Autre:  Autre   
Date de paiement: *40*  
Dernier jour de travail: *40*  
TOTAL DES GAINS + REER \$: *609,80*  
GAINS: *609,80*  
REER \$: *3,40*  
TOTAL DES GAINS + REER \$: *613,20*