



SPPMEM

WELCOME GUIDE
FOR NEW SPPMEM
CSQ MEMBERS

« STILL CHANGING THE
WORLD ONE STUDENT AT
A TIME... »

Syndicat des professionnelles et professionnels
du milieu de l'éducation de Montréal CSQ
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Véronique Simard, secrétaire administrative
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SPPMEM is member of :

Fédération des professionnelles et professionnels de l'éducation
du Québec FPPE -CSQ

Centrale des syndicats du Québec CSQ

New Member, What you need to know...

Signing your contract

You have 30 days after signing your contract to submit the necessary documents for the attestation of your education and previous work experience.

Status of Engagement

REGULAR, REPLACEMENT, SUPERNUMERARY

	Regular	Replacement	Supernumerary
Full Time	+ from 26.25 h	35h	35h
Part time	- from 26.25 h	- 35h	- 35h

Salary Step Increase

Every 6 months from step 1 - 8
Yearly from step 9 - 18

Salary steps are on the [SPPMEM CSQ website](#).

Tenure

Only for full-time regular posts, two years after obtaining a regular contract.

Part-time status does not lead to tenure.

Probation Period

A part-time or full-time regular status professional is subject to a 12-month, one-time probation period, from the time he/she obtains a regular professional post. However, a regular professional is subject to only one probation period (Article 5-2.02).

Allocation of posts

See *Chapter 5 of the Collective Agreement 2020-2023*.

Seniority

At the end of October, a seniority list is sent to each member. You have 30 days to report any errors.

Priority of Engagement

On June 30, the school board creates a priority of engagement list which reflects the seniority of professionals who have accumulated time worked as replacements and/or supernumeraries.

Policy for reimbursement of travel expenses

The policy of each SPPMEM unit is different. Check with your school board.

Leaves of Absence

There are various leaves of absence in our collective agreement for life events, such as sick leaves, sabbatical leaves, leaves for parental responsibilities, maternity, etc. Leaves vary according to your status.

Vacation

Vacation entitlements vary depending on the status of employment: Regular, Supernumerary under 6 months and/or Replacement contracts.

Overtime

EMSB has an overtime agreement which allows for extra compensation days.

A stitch in time saves nine...

Consult your union!

If you don't understand your collective agreement, or you have questions, don't hesitate to call us or visit our website. Our Collective Agreement (P2) is on the union website, www.sppmem.ca. Look for the English Documents or Conventions collectives tab.

To follow union events and activities, provide us with your email address to receive our newsletter, Et puis...

Group insurance plan Beneva Alter Ego

The CSQ makes group insurance available to its affiliated members. The plan consists of several components (health insurance, life insurance, long-term disability insurance, dental insurance). A majority of CSQ members are covered by the plan. The service stands out for the quality and its cutting-edge expertise.

Your [Alter ego plan at a glance 2024](#)



Boîte à outils
des nouveaux membres