

REGULATION RESPECTING THE KEEPING OF A SYSTEM OF REGISTRATION OF THE COMITÉ PARITAIRE DES AGENTS DE SÉCURITÉ

[An Act respecting collective agreement decrees](#)

(R.S.Q., c. D-2, s. 22, subs. g)

1. The professional employer governed by the Decree respecting security guards (R.R.Q., 1981, c. D-2, r. 1), must keep a system of registration or a register in which are shown, for each of his employees, his/her complete name, address, date of birth and social insurance number, his classification and the date of the first day worked for the employer, and the following information, as the case may be, for each pay period:
 1. the number of daily hours worked with the exact hour at which work was begun, interrupted, resumed and ended each day;
 2. the total of hours worked per week;
 3. the number of overtime hours;
 4. the number of days worked per week;
 5. the wage rate;
 6. the nature and amount of premiums, severance pay and other payments, allowances or commissions paid as well as the mandatory contribution to the group registered retirement savings plan;
 7. the gross amount of wages;
 8. the nature and amount of deductions made including the current and cumulative amount of the voluntary contribution to the group registered retirement savings plan;
 9. the amount of net wages paid to the employee;
 10. the work period corresponding to payment;
 11. the date of payment;
 12. the qualifying year;
 13. the vacation period;
 14. the date of departure for the annual vacation with pay;
 15. the date on which the employee was entitled to a general holiday with pay or to another holiday including the compensatory holidays for general holidays with pay;
 16. he shall also keep an up-to-date register of all places where work subject to the Decree is performed.
2. The system of registration or the register must be kept at the employer's business office for a 3 year period. Moreover, time cards or sheets on which the hours of work are registered and the place where the work was performed shall also be kept for a 3 year period.

3. revoked
4. This Regulation comes into force on the fifteenth day following the date of its publication in the *Gazette officielle du Québec*.
5. This Regulation shall replace the Regulation respecting the system of registration of the Comité Paritaire des agents de sécurité approved by order in council 1559-94 dated 2 November, 1994.