

A NEW WORKPLACE?



Do yourself a favour: NOTIFY US!

Change of employment, new duties or a move often come with a slew of issues to deal with. If you have recently moved to a new workplace or plan on doing so soon, here is why and how you need to notify the Ordre des ingénieurs du Québec (hereafter the "Ordre").

It bears reminding that, pursuant to section 60 of the Professional Code, all engineers must keep updated contact information relating to their place of practice:

"A professional shall elect domicile by informing the secretary of the order of which he is a member of the place where he principally practises his profession or, if he does not practise, his place of residence or principal place of employment, within 30 days after he begins to practise; the domicile thus elected shall constitute his professional domicile. He must also inform the secretary

of all the other places where he practises his profession. He must also advise the secretary of any change in this respect, within 30 days of the change."

It is imperative that you disclose all places where you practise your profession as well as your professional domicile, for reasons that relate to the public's protection and so that the Ordre is always able to reach you. Whether you move to a new workplace or you start a new job, you have one month (30 days) as of the date of the move or change of employment to notify the Ordre.

YOUR SECTOR OF PROFESSIONAL ACTIVITY

When filling out your workplace declaration, you must also indicate your sector of professional activity, whether you are engaged in private practice or otherwise. If you are in private practice, even as a consultant, it is mandatory that you declare it.

A false declaration relating to your sector of professional activity can lead to confusion with respect to your insurance and cause you problems should you need to file a claim.

THREE SIMPLE STEPS TO CHANGE YOUR CONTACT INFORMATION

Here's how simple it is to change your contact information. On the Ordre's website (www.oiq.qc.ca):

- 1 click on "My portal", then enter your file number and password;
- 2 select the "Profile" tab, then enter the section entitled "Information relating to your employers";
- 3 indicate your new contact information as well as your sector of professional activity

That's all there is to it!



ENGINEERS IN PRIVATE PRACTICE WHO HAVE MORE THAN ONE WORKPLACE

As previously mentioned, if you are in private practice, you must declare it (when indicating your sector of professional activity); you must also have liability insurance in accordance with the Regulation respecting professional liability insurance of members of the Ordre des ingénieurs du Québec (unofficial translation of Règlement sur l'assurance responsabilité professionnelle des membres de l'Ordre des ingénieurs du Québec). Members are in private practice if they provide professional services for their own account, or for the account

of another member or partnership, to clients which are not their employer.

Even if private practice represents but a small part of your work, you must nonetheless disclose that you are in private practice, be it only for a few mandates per year.

It is important to note that engineers engaged in private practice must disclose all the places where they practise their profession, that is to say their every office or "workplace". This means that an engineer who is "on a long term loan" by his employer to a client for a specific mandate must indicate his employer's address as well as the address of the office he is using while working on the mandate.

The same applies to engineers working as consultants or subcontractors. They must disclose that they are engaged in private practice for their employers and as consultants or subcontractors at their clients' offices, and they must provide all addresses.

ENGINEERS WHO PRACTISE FOR THEIR OWN ACCOUNT FOR \$10,000 OR LESS

Occasional private practice in engineering must also be disclosed to the Ordre.

If you provide professional services alone and for your own account (under your own name or under a sole proprietorship) and you collect fees amounting to \$10,000 or less in a year (from March 31st of one year to March 31st of the following year), be sure to indicate that you are engaged in occasional private practice. As such, you will be covered by a basic group insurance plan. And don't forget to indicate your contact information at your workplace, even if you work from home.