

COMMUNICATIONS OFFICIELLES

Les membres du personnel sont censés avoir pris connaissance des communications officielles ci-après.

La reproduction même partielle de ces informations par des personnes ou des institutions externes à l'Organisation exige l'approbation préalable de la Direction du CERN.

Original : English

STANDING CONCERTATION COMMITTEE ORDINARY MEETING ON 12 FEBRUARY 1997

This meeting was mainly devoted to discussing the follow-up to decisions by the Finance Committee and Council in December 1996, the preparation of the next meeting of TREF on 27 February and a report on the issue of Long-Term Care from the CERN Health Insurance Supervisory Board.

1. Reduction in take-home pay against time off at a later stage

- **Obligatory component for 1997** : The Chairman announced that the Management had received many enquiries following the letter sent by the Staff Association to Members of the personnel concerning the application of the crisis levy and he wished to put on record the actual situation.

He confirmed that the levy and the special saved leave granted in compensation are applicable to all staff members, fellows and paid associates with the exception of cases where this is not feasible either due to the fact that the person has no earnings or is already on leave and therefore could not benefit from the compensation foreseen. These exceptional cases are limited to: long-term leave due to sickness when remuneration has been reduced to zero, 100% special leave during the notice period, special leave according to Administrative Circular N° 22 (ex-shift workers), and cases of departure in January 1997 for which transitional measures are applicable.

The Staff Association limited its comments to reiterating its firm opposition to the crisis levy, but its view was that if one was applied, then in the interests of equal treatment, all staff in receipt of a salary from the Organization should have the levy applied.

The Chairman also confirmed that no payment would be made in lieu of special saved leave other than in exceptional circumstances such as death or permanent incapacity of the member of the personnel or, upon justification by the Division Leader concerned, in the event of termination of contract - which would be applied strictly by the Directorate.

The Staff Association replied that leaving open the possibility for payment upon justification by the Division Leader could lead to anomalies.

- **Voluntary Programme of Special Saved Leave** : The implementation procedure has been drawn up; it will be distributed soon to all staff members, fellows and paid associates and announced in the Official News section of the Weekly Bulletin.

2. Health Insurance Scheme

- **Contributions to the Health Insurance Scheme** : The Committee took note of the status of implementation of the

OFFICIAL NEWS

Members of the personnel shall be deemed to have taken note of the news under this heading.

Reproduction of all or part of this information by persons or institutions external to the Organization requires the prior approval of the CERN management.

measures for contributions regarding spouses with income and part-time workers, and agreed that implementation may have to be staged over the period 1 March to 1 May 1997.

- **Long-Term Care** : The SCC took note of report on this subject by the CERN Health Insurance Supervisory Board (CHISB), which concerns care provided to persons suffering over a long period from a physical or mental illness preventing them from attending to the essential activities of daily life. The Committee agreed on the guide-lines needed for more detailed study of this subject by the CHISB.

- **Composition of the CHISB** : The Management is to confirm this week the nomination of its representatives to the CHISB. The SCC conveyed its thanks and appreciation for the active participation of H.W. Atherton whose membership of the CHISB ended in December 1996.

3. Progressive Retirement Programme

The SCC discussed a draft implementation procedure and a list of questions outstanding drawn up by the SCC Sub-Group on this subject. Agreement was reached on the general framework of the Programme, subject to further discussion of some outstanding points and cost estimates. Discussion of this matter is to continue at the next session of the SCC on 20 February, when a draft Council document will be examined.

4. Pension Fund

- **Follow-up to the report on guarantees for the pensions of the CERN personnel in the event of dissolution of the Organization** : In accordance with Council's decision last December, a number of items require further study. The SCC agreed to start with the issue of the withdrawal of a Member State during the life-time of the Organization and the consequences for the Pension Fund. This issue would be raised at TREF on 27 February, together with related procedural matters.

- **Actuarial Review - Comments from the Management** : The Chairman announced that a document is to be presented soon by the Management on this subject which is on the draft agenda of the next meeting of TREF. He summarised the conclusions of the Management regarding the principle of compensation to the Pension Fund due to the reduction in staff numbers, subject to further examination of some data and the form of such compensation. As regards the compensation due to early departures, the question is more complex and raises more difficult problems at the present stage. The Staff Association voiced its opposition to the Management's views on this latter point and to the present unsatisfactory procedure for dealing with this important subject. After some debate, it was agreed to resume discussion of this point at the next session of the SCC.

5. Internal study of the salary structure and career structure

The Management is to present a document on the principles and scope of this study, for discussion at the next session of the SCC.

The next session of the SCC is to be held on 20 February 1997.

(La version française sera publiée la semaine prochaine.)

AUX MEMBRES DU PERSONNEL DOMICILIÉS EN HAUTE-SAVOIE IMPÔT FRANÇAIS

Les Services Fiscaux de Haute-Savoie ont adressé à tous les membres du personnel imposables en France et résidant en Haute-Savoie une majoration de 10% sur la somme remboursable par le CERN, considérant **par erreur** que le CERN ne s'était pas acquitté de cette somme dans les délais impartis.

Il est demandé aux membres du personnel concernés de ne pas donner suite à cette lettre de rappel.

Division du Personnel
Tél. 73634/74128

TO THE MEMBERS OF THE PERSONNEL RESIDENT IN "HAUTE-SAVOIE" FRENCH TAXES

The tax authorities of Haute-Savoie have sent all members of the personnel liable to pay French taxes and resident in Upper Savoy a demand for a 10% increase in the sum reimbursable by CERN, **on the erroneous grounds** that CERN had not paid this sum by the set deadlines.

The members of the personnel concerned are requested not to respond to this demand.

Personnel Division
Tel. 73634/74128

STATUT ET RÈGLEMENT DU PERSONNEL MODIFICATION N°2

Les Statut et Règlement du Personnel en vigueur depuis le 1er janvier 1996 ont été modifiés dans les domaines suivants, avec effet au 1^{er} janvier 1997 :

Congés spéciaux épargnés
Paielement de base versé aux attachés payés.

Des exemplaires de ces mises à jour sont disponibles auprès des secrétariats de division.

*Il est rappelé que les Statut et Règlement du Personnel sont accessibles pour consultation sous forme de fichiers Word sur le serveur Novell **SRV4_Home**.*

Division du Personnel
Tél. 74128

STAFF RULES AND REGULATIONS MODIFICATION N° 2

The Staff Rules and Regulations, in force since 1 January 1996, have been modified as from 1 January 1997 in the following areas :

Special saved leave
Basic payment to paid associates

These updates are available from Divisional Secretariats.

*It is reminded that the Staff Rules and Regulations are available for consultation as Word files on the Novell server **SRV4_Home** :*

Personnel Division
Tel. 74128

CONGE ANNUEL : calculs du droit, du report maximum et des durées des périodes de congé décompte annuel des congés

1. La variété de plus en plus grande des calendriers de travail possibles a exigé de systématiser le calcul **en heures** du droit, du report maximum et des durées des congés annuels, qui était pratiqué depuis longtemps par la plupart des secrétariats de divisions pour les cas complexes. Comme expliqué aux secrétariats de division dès septembre 1995, ce mode de calcul a été incorporé dans les programmes du progiciel Oracle HR.

ANNUAL LEAVE : • entitlement, maximum carry forward and absence duration calculations • record of leave taken

1. Due to the ever increasing diversity of work calendars, it has become necessary to systematically use the **hour** as the computing unit for annual leave entitlement, maximum carry forward and duration of periods of leave. For a long time, such calculations have been made by hand in divisional secretariats for complex cases. They have now been implemented in the programmes of the Oracle HR package, as explained to divisional secretariats in September 1995.

1.1 Les calculs du **droit** (2,5 jours ouvrables par mois de service selon l'Article II 4.01 du Statut du Personnel) et du **report maximum** (30 jours de congé annuel selon l'Article R II 4.07 du Règlement du Personnel) sont basés sur la durée hebdomadaire contractuelle de travail (jusqu'à 40 h). Ce paramètre détermine la durée moyenne du jour de travail sur la semaine de référence de 5 jours (définie par l'Article R III 1.01).

Pour le calcul du report maximum, la durée hebdomadaire contractuelle de travail en vigueur au dernier jour de l'année de congé est déterminante.

Exemples :

- La durée moyenne du jour de travail est de 8 heures si le contrat mentionne 40 heures par semaine, d'où :
 - un droit au congé annuel de 2,5 x 8 heures par mois entier de contrat;
 - un report maximum de 30 x 8 heures, si le contrat mentionne 40 heures par semaine au dernier jour de l'année de congé échue.
- La durée moyenne du jour de travail est de 4 heures si le contrat mentionne 20 heures par semaine, d'où :
 - un droit au congé annuel de 2,5 x 4 heures par mois entier de contrat;
 - un report maximum de 30 x 4 heures, si le contrat mentionne 20 heures par semaine au dernier jour de l'année de congé échue.

1.2 Les **durées des périodes** d'absence pour congé annuel sont également calculées en heures. Le calcul prend en compte le calendrier de travail de l'intéressé, qui indique la répartition convenue des heures de travail. Il est donc indispensable qu'un calendrier individuel soit enregistré (par le système EDH) pour tout contrat stipulant moins de 40 heures par semaine car, par défaut, ce calendrier hebdomadaire est de 5 journées de 8 heures, du lundi au vendredi (Article R III 1.01).

2. Relevé annuel de congés

L'Article R II 4.07 du Règlement du Personnel stipule que tout membre du personnel ayant droit au congé annuel reçoit, à la fin de l'année de congé, un décompte des congés pris. Ces relevés, imprimés centralement jusqu'en 1995, sont produits localement, via Oracle HR, par les secrétariats de division et de groupe, pour des unités organiques ou pour un membre du personnel seulement. Les indications nécessaires leur ont été transmises par "HR Support" en octobre 96.

Il sera à l'avenir présumé que tous les membres du personnel concernés auront reçu leur décompte au plus tard le 31 octobre suivant immédiatement la fin de l'année de congé (30 septembre).

Ceux qui n'auraient pas encore reçu le relevé couvrant l'année de congé annuel 1995-1996 doivent le demander à leur secrétariat, le contrôler, le signer et le retourner à la personne indiquée au bas du relevé.

Division du Personnel
Tél. 74484

1.1 For the calculation of the **entitlement** (2.5 working days per month of service according to Article II 4.01 of the Staff Rules) and the **maximum carry forward** (30 days of annual leave according to Article R II 4.07 of the Staff Regulations), the contractual weekly working hours, up to 40 hours, are a basic parameter. They serve as input in determining the average duration of the working day over the reference week of 5 days (as defined in Article R III 1.01 of the Staff Regulations).

The contractual working week in force on the last day of the leave year determines the calculation of the maximum carry forward.

Examples :

- the average duration of the working day is 8 hours if the contract indicates 40 hours per week, thus :
 - the entitlement is 2.5 x 8 hours for each complete month of contract;
 - the maximum carry forward is 30 x 8 hours if the contractual working week is 40 hours on the last day of the completed leave year;
- the average duration of the working day is 4 hours if the contract indicates 20 hours per week, thus :
 - the entitlement is 2.5 x 4 hours for each complete month of contract;
 - the maximum carry forward is 30 x 4 hours if the contractual working week is 20 hours on the last day of the completed leave year.

1.2 The **duration of each absence period** for annual leave is also computed in hours. The calculation is based on the work calendar of the person, which indicates the agreed work schedule. Recording (via EDH) a valid individual work calendar is therefore a requirement for any person holding a part-time (less than 40 h/week) contract. By default, this calendar is the reference work week defined in Article R III 1.01 of the Staff Regulations, namely Monday to Friday, 8 hours per day.

2. Annual record of leave taken

Article R II 4.07 stipulates that each member of the personnel entitled to annual leave shall receive a record of leave taken, at the end of the leave year.

The corresponding computerized reports, which used to be printed centrally until 1995, are produced locally by divisional and group secretariats from Oracle HR, either for a group or for a single member of the personnel. The necessary instructions were sent by "HR Support" in October 1996.

As of 1997, it will be assumed that all members of the personnel will have received their annual record of leave taken by the 31st of October immediately following the end of the leave year (30 September).

Any member of the personnel who has not yet received his record for the 1995/96 leave year, is requested to apply for it at his secretariat, check it, sign it and forward it to the person whose name appears at the bottom of the form.

Personnel Division
Tel. 74484