



# Essential teachers' rights

in Luxembourgish secondary education

For international teachers who are in the A1 employee career (Masters degree)



**SEW**

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# Information sheet for international teachers who are in the A1 employee career (Masters degree)

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## Normal working hours (per week):

- 22 hours per week (21 lessons + 1 hour ACT72)
- Lessons also include conseils de classe (end of term meetings)
- 1 lesson = 2 hours of administrative work
- ACT72 = 1 leçon de disponibilité (« availability lesson »),  
It consists of 72 hours that a teacher spends during the academic year with the following activities: departmental meetings, plenary meetings, student/parent talks, trips, pedagogical activities e.a.. and 48 hours of formation continue (continuing education / professional training) over a 3 year period.
- Part time: ACT72 = prorated (f.ex: 75% task / "tâche" ACT72 = 0,75 hour)

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## Décharge d'ancienneté – alleviation of workload based on seniority

- At the age of 50: 16 hours less ACT72 (56 hours ACT72)
- At the age of 55: 32 hours less ACT72 (40 hours ACT72 )

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## Extra hours

- By law, no teacher should work extra hours as a matter of principle
- BUT: in reality this is often the case
- Every teacher in Luxembourgish secondary education has the right to refuse any extra working hours beyond 5.
- If a teacher wants to work extra hours, the school has to ask for approval by the ministry in case these extra hours include a workload of 30 hours per week
- In terms of salary: only extra hours of 0,5 hours and more are paid (weekly workload of 22,5 and more)
- Extra hours are not taken into account for pension and are taxed more highly.
- Trainee teachers are not allowed to work extra hours
- Pregnant women and breastfeeding mothers are not allowed to work extra hours (They need to provide a medical certificate to the head of the school)

- A teacher cannot be obliged to teach replacement lessons that cause him extra hours for more than 12 weeks. ("leçons de remplacement")
- Formula to calculate the remuneration of extra hours:  
**Traitement de base x 1/22 x nombre indice x valeur du point indiciaire applicable aux éléments de rémunération non pensionnables x 36/52 x 12/10**

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## ***Allocation de famille – family allowance***

- Every teacher gets an "allocation de famille" of 29 points ( $29 \times 22,0393931\text{€} = 639,14\text{€}$ ) in addition to the family allowance per child as long as he has children under the age of 27 or children who are covered by his social security. If you meet the criteria, you need to apply for this allowance. You find the needed form here ›



## Salary & Career:

- Point value: 22,0393931 €
- Formula : Number of index points x point value

## Salary scale

Grade	Echelons															Nombre et valeur des augmentations biennales	
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15		
16	410	425	440	455	470	485	500	515	530	545	560						10x15
15	380	395	410	425	440	455	470	485	500	515	530						10x15
14	360	380	395	410	425	440	455	470	485								1x20+7x15
13	320	340	360	380	395	410	425	440	455	470							3x20+6x15
12	290	305	320	340	360	380	395	410	425								2x15+3x20+3x15
11	266	278	290	302	314	326	338	350	365	380	395						7x12+3x15
10	242	254	266	278	290	302	314	326	338	350	362						10x12
9	218	230	242	254	266	278	290	302	314	326	338						10x12
8	203	212	221	230	239	248	257	266	275	287	299	311					8x9+3x12
7	176	185	194	203	212	221	230	239	248	257	266	272					10x9+1x6
6	163	172	181	190	199	208	217	226	235	244	253						10x9
5	154	163	172	181	190	199	208	217	226	235	244						10x9
4	144	152	160	168	176	184	192	200	208	216	224						10x8
3	132	139	146	153	160	167	174	181	188	195	202						10x7
2	121	128	135	142	149	156	160	164	168	172							5x7+4x4
1	107	114	121	128	135	142	149	153	157								6x7+2x4

### Chargé d'enseignement (with master's degree) -> A1

#### A1:

- Grade 12 – 15

#### Beginning of career:

- 1st year of service: 3rd "echelon"
- 2nd year of service : 4th "echelon"

The first 2 years are defined as a „période d'initiation“ (initiation period) with „cycle de formation de début de carrière“ (initial training scheme) and „personne de référence“ (reference person). Those 2 years can be reduced to one, if you have the necessary professional experience, by asking for a "réduction de stage" during the first 6 months of service. In case you benefit from a reduction of stage, you are usually entitled to 1 lesson of "décharge".

#### Seniority of service:

After these two years of „période d'initiation“ previous professional experience can be taken into account in order to determine the seniority of service.

In case a teacher has previous professional experience, he can benefit from this “seniority of service” in order to attain a higher “grade” or “echelon”.

In theory: 100% of time worked in the public or private sector is taken into account in order to calculate the seniority of service, up to a maximum of 11 years.

In case of previous professional experience, the teacher needs to send a letter to the CGPO (Centre de gestion du personnel et de l'organisation de l'Etat, 10, avenue John F. Kennedy, L-1855Luxembourg) with all the official documents that prove that he has previous professional experience.

### **Progression**

Every 2 years: +1 Échelon

Meal allowance (allocation de repas): 204 € net

If you have a PhD, it is taken into account with 20 additional index points.

After 4 years of service: Grade 13

After 7 years of service: Grade 14

After 20 years of service & 180 hours of “formation continue”: Grade 15

At the age of 55 years + 1 month & 20 years of service & in Grade 15: a teacher gets a Supplément d'indemnité personnel, which is calculated on the basis of the highest echelon he can reach during his career minus his actual salary.

### **Becoming a state official (fonctionnaire) as a State employee**

After 15 years of service for the Luxembourgish Ministry of education a State employee can become a State official under the following conditions:

- Pass the official language tests for State officials (Luxembourgish, French & German)
- Pass the final teacher training exams (“examens de fin de stage”) of State officials

In order to register for the “examens de fin de stage” of State officials, the employee needs to write a letter to the Ministry of education before the 1st of April.

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## **Advice in case of problems with parents or management:**

- Written traces are important to prove that you did nothing wrong (Webuntis, emails, text messages, etc.)
- You have the right to take a person of your choice with you to a meeting with the principal (colleague, union, lawyer, family member etc.)
- If you receive an “ordre de justification” with reproaches against you, you MUST reply within 10 days. Failure to respond will be considered as a consent to these reproaches.



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## Union advantages:

- Unions pay for legal assistance after one year of membership. But: as soon as you become a union member, the union provides you with advice and assistance.
- SEW/OGBL offers a free tax return service to every member of the union.

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## Congé extraordinaire/ leave for personal reasons:

- Marriage 3 days
- PACS 1 day
- Birth / adoption of a child under 16 years 10 days (for the father of the child)
- Death of a family member 3 days
- Death of a child 5 days
- Marriage of a child 1 day
- Moving 2 days (can only be taken once within a time period of 3 years)

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# The index?

My union, the OGBL, defends it.

Martine, member of the OGBL



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