

SOCIAL POLICY
HANDBOOK 2013

WORKING FOR
YOUR WELL-BEING...



Video to be embedded



Inra **at your side**

As a leading player in agricultural research, Inra is committed to its policy of modernisation and transparency in its three fields: agriculture, food and the environment.

With its efficient field organisation, Inra has developed a range of scientific skills related to the Institute's specialist areas, and it is this strong social bond which underpins and unites the Inra workforce. As a strong believer in collective solidarity, the Institute has developed a wide-ranging social policy in order to meet its employees' needs in both their professional and personal lives.

Inra uses these values and its commitment to implementing an HR policy in support of its strategy, to accompany all its employees as they confront the situations and events which they may encounter in their lives.

This "Social Policy" handbook describes all the support services on offer to you as tenured or contracted employee.

The human resources team in your centre, as well as the human resources teams at central office, are all at your service to help you with your everyday needs.

Fabrice Marty, *director of human resources*

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Child support

“ I’m very pleased with the childminder I found. My daughter, Perrine, greets her every morning with a smile and I trust her completely. For education, meals and safety, she is perfect. I wish that all parents could benefit from such a simple system. ”

Family income support ■

Cesu childcare vouchers for the under-sixes ■

Allowances for parents of disabled children under twenty ■

Special allowances for adults aged between 20 and 27, suffering from chronic disease or disability and following a course in higher education, an apprenticeship or on a professional internship ■

Contribution to the cost of specialised holiday centres for disabled children ■





Family income support

Purpose

Family income support is a family-indexed income support system. The amount varies according to the number of dependent children in your custody and your salary index. The supplement may, where applicable, be awarded in addition to other benefits paid by the Family Allowance Office (CAF).

Family income support is paid in addition to other statutory family benefits. As such, this part of your remuneration cannot be fully assimilated with family allowance.

Beneficiaries

Family income support is payable to civil servants with at least one dependent child as defined under the family allowance system.

Applies to:

- Tenured or apprenticed civil servants.
- Public service employees whose salary is defined according to the civil service pay scale or is indexed to variations for this pay scale, excluding officials paid by the hour or on short-term contracts.



If your partner is a civil servant only one of you may receive this benefit. It cannot be aggregated.

Family income support cannot be aggregated with a benefit of the same nature granted for the same child by a public organisation or financed from public funds, but it may be aggregated with a benefit of a similar nature paid to a civil servant's partner working in the private sector.

Conditions

Family income support is available on the basis of one claim per dependent child as defined under the family allowance system.

Amount

Family income support consists of a fixed sum and an amount that is proportional to gross salary, which both vary according to the number of dependent children. The proportional amount may not be less than the amount accruing to adjusted index 449 and may not be more than the amount accruing to adjusted index 717.

Contact

- Your centre's human resources manager.

For more information

- Decree no.85-1148 of 24 October 1985 amended for the compensation of military and civil employees of the state, local authority employees and public hospital employees.
- Circular FP 7 no.1958 of 9 August 1999 relative to the calculation and payment of family supplement.





Cesu childcare vouchers for the under-sixes

Purpose

The Cesu “Universal Home Employment Voucher” is a pre-paid voucher that can be used to pay for some or all childcare costs for children under six at home (babysitting, occasional childminding, etc) or outside the home (creche, childminder, other approved organisations, personal care staff). Cesu consists of a booklet of specific payment vouchers, issued with a face value and the name of the beneficiary.

Beneficiaries

- Trainee and tenured civil servants.
- Contract staff, both private and public sectors.
- Surviving partners of these beneficiaries entitled to a survivor’s benefit pension.

Conditions

- Having one or more children aged under six.
- Having returned to active work following maternity or adoption leave*.

Amount



The amount of Inra’s contribution depends on:

- total taxable income (*revenu fiscal de référence* or RFR).
- the tax burden of the household consisting of the child’s guardians and where the child has its primary residence.

Childcare benefit for a child under six is paid as one lump sum per calendar year for each dependent child under the Cesu childcare vouchers for the under-sixes scheme.

A table explaining the aid scale based on taxable income and tax burden is published every year.

*10 weeks following the date of birth or adoption for the first two children, 18 weeks for the third child and after, and 22 weeks for multiple births.

These durations are applied regardless of whether maternity or adoption leave is not taken or partially taken.

Cesu childcare allowance scale				
Tax burden	Taxable income (RFR) in Euros			
	up to	from	to	above
1.25	27,000	27,001	35,999	36,000
1.5	27,524	27,525	36,523	36,524
1.75	28,048	28,049	37,047	37,048
2	28,572	28,573	37,570	37,571
2.25	29,095	29,096	38,094	38,095
2.5	29,619	29,620	38,618	38,619
2.75	30,143	30,144	39,142	39,143
3	30,667	30,668	39,665	39,666
3.25	31,190	31,191	40,189	40,190
3.5	31,714	31,715	40,713	40,714
3.75	32,238	32,239	41,237	41,238
4	32,762	32,763	41,760	41,761
For each extra 0.25 quota	524	524	524	524
Amount of annual aid	€655	€385	€220	€220

Contact

- Management of the Cesu scheme has been outsourced to Cheque Domicile. Queries about ordering vouchers, how to use them, organisations approved to provide under-six childcare or any other questions should be addressed directly to this service provider at:

Chèque Domicile
 BP 80078
 51203 Épernay Cedex
cesu.inra@chequedomicile.fr
www.chequedomicile.fr/client/inra/

- Your centre's human resources manager.
- The Human Resources department's social policy unit (social action): actionsociale@paris.inra.fr

For more information

- Memo no.2012-03 of 9 January 2012 relative to the introduction of the Cesu Universal Home Employment Voucher Scheme for childcare for the under-sixes.



Allowances for parents of disabled children aged under twenty

Purpose

This benefit is granted for disabled children under the age of twenty, where their permanent disability is classified as at least equal to 50%.

Beneficiaries

- Trainee and tenured civil servants.
- Public sector contract staff.
- Retired staff.
- Guardians of civil servants' orphans.
- Guardians of orphans of non-tenured staff.
- Widows or widowers of civil servants.
- A civil servant's ex-spouse with sole custody of their child.



Conditions

- The child should qualify for disabled children's education allowance by virtue of their disability rate (at least 50%).
- It can be paid if the child boards during the week and returns home at weekends and for school holidays. The allowance is paid on a pro-rata basis according to the amount of time spent at home with the family.
- Contract staff qualify for this benefit once they have six months' seniority.

Amount

If your child is under 20 and if you receive an education benefit for a disabled child from the Family Allowance Office (CAF) at your home address:

monthly amount in 2013: €156.38 until the child's twentieth birthday.

Contact

- The Human Resources department's social policy unit (social action):
actionsociale@paris.inra.fr

For more information

- Memo no.2013-14 of 25 February 2013 relative to social welfare benefits for 2013 (regulations and rates).

Special allowance for young adults aged between 20 and 27, suffering from a chronic disease or disability and following a course in higher education, an apprenticeship or on a professional internship

Purpose

This benefit is paid to young adults aged between 20 and 27 who qualify for family allowance.

Its purpose is to help with integration into society for the children of state employees suffering from a chronic disease or disability.

Beneficiaries

- Trainee and tenured civil servants.
- Public sector contract staff.
- Retired staff.
- Guardians of civil servants' orphans.
- Guardians of orphans of non-tenured staff.
- Widows or widowers of civil servants.
- A civil servant's ex-spouse with sole custody of their child.

Conditions

- The child must be officially registered as a student, an apprentice or as being on a professional internship.
- In case of a chronic infirmity or of an infirmity not constituting a disability (not recognised by the Local Disabled Persons Authority) the child may not receive the adult disability benefit or a compensatory allowance.
- Contract staff qualify for this benefit once they have six months' seniority.

Amount

The benefit is paid monthly and is equal to 30% of the monthly index used for calculating family allowance at 1 January 2013.

Contact

- The Human Resources department's social policy unit (social action):
actionsociale@paris.inra.fr

For more information

- Memo no.2013-14 of 25 February 2013 relative to social welfare benefits for 2013 (regulations and rates).
- Memo no.2012-14 of 31 January 2012 relative to family income quotas for 2012 for child support and childcare benefits.



Contribution to the cost of specialised holiday centres for disabled children

Purpose

This benefit is granted to disabled children staying in approved, specialised holiday centres run by non-profit organisations or by local authorities.

Beneficiaries

- Trainee and tenured civil servants.
- Public sector contract staff.
- Retired staff.
- Guardians of civil servants' orphans.
- Guardians of orphans of non-tenured staff.
- Widows or widowers of civil servants.
- A civil servant's ex-spouse with sole custody of their child.



Conditions

- The benefit is paid without any conditions applying to the child.
- The child should qualify for disabled children's education allowance by virtue of their disability rate (at least 50%).
- The stay must be in a specialised holiday home and must not be paid for by any other organisation. Where some of the cost is covered by other social service benefits, the amount of the subsidy may not be more than the amount paid by the family.
- Contract staff qualify for this benefit once they have six months' seniority.

Amount

The rate of this benefit is **€20.47** per day.

The length of the stay covered by the benefit may not be more than 45 days per year per child.



Contact

- The local Adas officer at your centre.
- The national Adas office – youth department (email: adas-sap-jeunesse@versailles.inra.fr).

For more information

- Memo no.2013-14 of 25 February 2013 relative to social welfare benefits for 2013 (regulations and rates).
- Memo no.2012-14 of 31 January 2012 relative to family income quotas for 2012 for child support and childcare benefits.

School

trips and

holiday

camp

“

My children love going on holiday.

Leo spent two weeks at holiday camp in Saint-Jean-de-Monts last summer and he still goes starry eyed when he talks about it.

He made new friends, played football, went to the beach and had fun with the monitors. He loved every minute of it and he can't wait to go back.

I am glad that I will be able to send him again this year.”

Contribution to expenses for children going to daycare centres ■

Contribution to expenses for children's holidays in residential centres ■

Contribution to expenses for foreign language trips ■

Contribution to expenses for school trips ■





Contribution to expenses for children in daycare centres

This benefit is provided to cover some of the costs incurred by employees who put their children into non-residential daycare centres*.

Purpose

Beneficiaries

- Trainee and tenured civil servants.
- Les Public sector contract staff.
- Retired staff.
- Guardians of civil servants' orphans.
- Guardians of orphans of non-tenured staff.



Conditions

- Dependent children must be aged under 18 on the first day of their stay.
- The daycare centre must be accredited by the Ministry for Youth and Sports.
- Contract staff qualify for this benefit once they have six months' seniority.

Amount

- The average daily base rate allowance is:
 - €5.18 for a full day;
 - €2.61 for a half-day.

Contact

- The local Adas representative in your centre.
- The Adas national office – youth unit
(email: adas-sap-jeunesse@versailles.inra.fr).

For more information

- Memo no.2013-14 of 25 February 2013 relative to social welfare benefits for 2013 (regulations and rates).
- Memo no.2012-14 of 31 January 2012 relative to family income quotas for 2012 for child support and childcare benefits.

* Daycare centres (including leisure centres) where children can go for the day during school holidays and on weekdays out of school hours. They organise a range of recreational activities.

Contribution to expenses for children's holidays in residential centres

This benefit is provided to cover some of the costs incurred by employees who send their children to residential holiday centres during school vacations (holiday camps, nursery camps, youth camps, sports centres).

Purpose

Beneficiaries

- Trainee and tenured civil servants.
- Public sector contract staff.
- Retired staff.
- Guardians of civil servants' orphans.
- Guardians of orphans of non-tenured staff.



Conditions

- Dependent children must be aged under 18 on the first day of the stay.
- The stay must be in holiday centres that are:
 - organised or financed by a state-run administration, a public sector body or a social security organisation;
 - managed by an organisation from the mutual or non-profit sector.
- The holiday centre must be accredited by the local youth and sports office in the department where the organisation has its head office.
- The stay may take place in mainland France, in an overseas department or in a foreign country.
- Contract staff qualify for this benefit once they have six months' seniority.

Amount



- The base rates for children's holidays in residential centres are:
 - **€7.17** for children under 13;
 - **€10.87** for children aged from 13 to 18.

The employer's contribution to residential holiday costs for the beneficiary's children is limited to 45 days per year and per child.



Contact

- Your local Adas representative.
- The Adas national office – youth unit
(email: adas-sap-jeunesse@versailles.inra.fr).

For more information

- Memo no.2013-14 of 25 February 2013 relative to social welfare benefits for 2013 (regulations and rates).
- Memo no.2012-14 of 31 January 2012 relative to family income quotas for 2012 for child support and childcare benefits.



Contribution to expenses for foreign language trips

Purpose

This benefit is provided to cover some of the costs incurred by employees who send their children abroad on residential cultural or leisure holidays (mainly school trips, foreign language courses or sports tours), where they stay either with host families or in residential centres during school holidays.

Beneficiaries

- Trainee and tenured civil servants.
- Public sector contract staff.
- Retired staff.
- Guardians of civil servants' orphans.
- Guardians of orphans of non-tenured staff.



Conditions

- Dependent children must be aged under 18 on the first day of the stay.
- Trips should be organised or financed by state-run administrations, either directly or through contracted service providers.
- Trips must take place during school holidays.
- Contract staff qualify for this benefit once they have six months' seniority.

Amount

- The daily base rate is:
 - €7.17 for children under 13;
 - €10.87 for children aged from 13 to 18.

The total number of days subsidised is limited to 21 days a year.

Contact

- The local Adas representative at your centre.
- The Adas national office - youth unit
(email: adas-sap-jeunesse@versailles.inra.fr).

For more information

- Memo no.2013-14 of 25 February 2013 relative to social welfare benefits for 2013 (regulations and rates).
- Memo no.2012-14 of 31 January 2012 relative to family income quotas for 2012 for child support and childcare benefits.



Contribution to expenses for school trips

Purpose

This benefit is provided to cover some of the costs incurred by employees whose children have been on school outings as part of the curriculum (visits to cultural events; field trips to learn about nature, the environment, national heritage; school exchange programmes). The visit may be in France or abroad.

Beneficiaries

- Trainee and tenured civil servants.
- Public sector contract staff.
- Retired staff.
- Guardians of civil servants' orphans.
- Guardians of orphans of non-tenured staff.



Conditions

- The child must be aged under 18 at the start of the school year.
- The trip must take place during term time as part of the curriculum and must last at least five days.
- Contract staff qualify for this benefit once they have six months' seniority.

Amount

- The average base rate is:
 - €74.37 for trips lasting more than 21 consecutive days;
 - €3.53 per day for trips lasting between 5 and 21 days.

Contact

- The local Adas representative at your centre.
- The Adas national office – youth unit
(email: adas-sap-jeunesse@versailles.inra.fr).

For more information

- Memo no.2013-14 of 25 February 2013 relative to social welfare benefits for 2013 (regulations and rates).
- Memo no.2012-14 of 31 January 2012 relative to family income quotas for 2012 for child support and childcare benefits.



Leisure

and

holiday

services

“

I like my holidays to stay simple. This summer I am staying in a B&B at the foot of the Pyrenees with my wife and three daughters. The telephone service for the reservation was pleasant and easy, the place looks fantastic and the price is very reasonable. What more could I ask for? ”

Contribution to expenses for staying in certified family holiday centres ■
and French B&Bs for children accompanying their parents

Cheques-Vacances holiday vouchers ■





Contribution to expenses for staying in certified family holiday centres and French B&B for children accompanying their parents

Purpose

This benefit is provided to cover some of the costs incurred by employees who stay with their children in non-profit, social holiday homes in France or overseas territories:

- Family Homes or Holiday Villages (certified by the ministries for health or tourism), including lodgings (gîte) or tented villages that provide group amenities, for all types of holiday (full board, half board or rental);
- Lodgings under the label «Gîtes de France» (accredited by the local entities of the National Association of Gîtes de France) such as country lodges, B&B, stopover lodges, hostels and children's lodgings where children aged from 4 to 13 can stay with accredited families.

Holidays in municipal or private campsites are not included in the list of approved locations.

Beneficiaries

- Trainee and tenured civil servants.
- Public sector contract staff.
- Retired staff.
- Guardians of civil servants' orphans.
- Guardians of orphans of non-tenured staff.



Conditions

- Dependent children must be aged under 18 on the first day of the stay.
- Where children have a disability at least equal to 50%, the age limit is raised to 20 and no condition is imposed on income.
- Contract staff qualify for this benefit once they have six months' seniority.

Amount

- The average base rate is:
 - €7.55 for full and half board holidays;
 - €7.17 for other holidays without board.

The employer's contribution to residential holiday costs for a beneficiary's children is limited to 45 days per year and per child.

Contact

- The local Adas representative at your centre.
- The Adas national office – youth unit
(email: adas-sap-jeunesse@versailles.inra.fr).

For more information

- Memo no.2013-14 of 25 February 2013 relative to social welfare benefits for 2013 (regulations and rates).
- Memo no.2012-14 of 31 January 2012 relative to family income quotas for 2012 for child support and childcare benefits.





Holiday vouchers



Purpose

Holiday vouchers, or Chèque-Vacances, are issued in the name of the beneficiary by ANCV, the National Cheque Vacances Agency, and can be given to public sector bodies and approved service providers as payment for holiday expenses paid by the beneficiary (e.g. transport costs, accommodation, meals, and recreational activities). Chèque-Vacances holiday voucher requests are managed by Extelia on behalf of Inra.

Beneficiaries

- Trainee and tenured civil servants.
- Public sector contract staff.
- Retired staff or their dependents.



Conditions

Chèque-Vacances are based on voluntary savings made by eligible employees, which are supplemented by Inra.

Amount

The supplement paid by Inra is calculated according to the amount previously saved by the beneficiaries of Chèque-Vacances. **The rate of 10%, 15%, 20%, 25% or 30%** is calculated based on the beneficiary's taxable income (*revenu fiscal de référence*) and number of family tax quotas.

Contact

- Extelia's management department.
Website: www.epargne-chequesvacances.fr/inra
- Your centre's human resources manager.

For more information

- Memo no.2011-31 of 1 April 2011 on Holiday Vouchers, completed by memo no.2011-61 of 7 October 2011 and Memo no.2013-15 of 26 February 2013.
- Websites: www.extelia.fr and www.ancv.com



Public sector canteens

“ Eating is my secret pleasure.
I mean eating well. In restaurants and at work,
I always look out for nice meals at good prices.
I am lucky to be able to go to places where
I can still enjoy a good meal every day. ”

Canteen access ■

Meal services ■





Canteen access



A restaurant service is available to all Inra employees. It may take different forms.

Inra provides access to restaurants for all employees, whatever their status, in the canteen of the site where they work or, if the site is part of a business park (collective research centres), in the inter-company canteen.

Contracts with outside canteen providers allow employees to benefit from preferential rates for meals in the form of reduced prices after a subsidy is paid directly to the provider.

For employees working in small, isolated units without a canteen on site, Inra may negotiate contracts on a case by case basis with local restaurants near the site, whereby employees may also benefit from preferential rates.

Furthermore, retired state employees and their spouses are allowed access to public sector canteens, whatever state department they worked in, but they may not benefit from the meal subsidy. They may also be subject to specific access rules depending on organisational requirements.

Management of the canteen services is a joint operation between the central human resources department, MICSDAR and each centre.



Meal services

Purpose

This is a contribution to the cost of meals served in public sector and inter-administration canteens (State, local authorities and public sector companies) and, where this type of restaurant does not exist, in private sector restaurants and more specifically in company canteens that have contracts with Inra.

Beneficiaries

- Trainee and tenured civil servants.
- Public sector contract staff.
- Apprentices and interns working as part of their university or professional training course.



Conditions

- The employee must have a **gross index below or equal to 548** (INM 466).
- The restaurant near to the employee's place of work must be a public sector restaurant or a private sector or company restaurant holding a contract with Inra.

Amount

The amount of the subsidy for 2013 is **€1.20** per meal.
The subsidy is deducted from the cost of each meal.

Contact

- Your centre's human resources manager.

For more information

- Circulars FP/4 no.1931 and 2B no.256 of 15 June 1998, and B9 no.11-BCRF1100841C.
- Memo no.2013-14 of 25 February 2013 relative to social welfare benefits for 2013 (regulations and rates).

Accommodation

“ I really like my new flat. It's close to the shops, recently refurbished and has plenty of space, with a large living room. It's perfect! Especially after the move went so smoothly and there were no bad surprises after I moved in – quite the opposite. ”

Reserved social housing ■

Support for new recruits ■

Loan for moving to rented accommodation ■

Rental risk guarantee ■





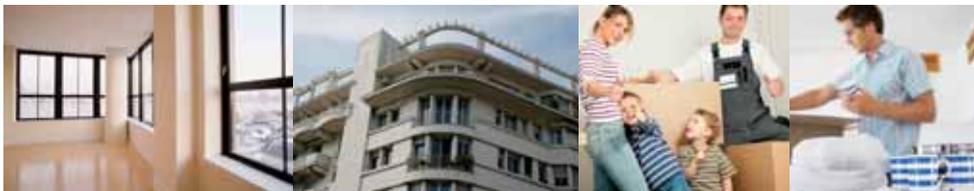
Reserved social housing

Purpose

As a guarantor of the right to a place to live, the prefect has free reservation rights on social housing as part of their “prefectorial contingent”. 5% of this contingent goes to state employees and public sector organisations.

Beneficiaries

As a tenured, trainee or contracted employee of Inra, you have the right to put in an application to the Prefecture of your department or to your local town hall if the housing allocation management is so delegated by the Prefect.



Contact

- Your centre’s human resources manager.
- The social services assistant at your centre.

For more information

- Website: www.logement.gouv.fr
- The housing exchange at the civil service ministry: http://www.bourse.fonction-publique.gouv.fr/front/logements/accueil_log.cfm

Support for new recruits

Purpose

Support for new recruits (AIP) is provided to help trainee and tenured civil servants move into new rented accommodation by covering some of the initial moving in costs.

Beneficiaries

- Trainee and tenured civil servants.
- Employees with disabilities recruited under article 27 of the amended 11 January 1984 Act 84-16 on statutory dispositions relative to the civil service.
- Employees recruited under the Pacte process (Career access path to local, national or hospital civil service employment), under article 22b of the amended 11 January 1984 Act 84-16 on statutory dispositions relative to the civil service.

Conditions



To receive the AIP benefit, the beneficiary must have a taxable income (revenu fiscal de référence) for the year before the preceding year less than or equal to:

- €26,711 for a single-income family;
- or €39,412 for a two-income family.

The employee must also, on top of the income quota stated above, meet one of the following conditions:

- have successfully sat a competitive exam at Inra (internal or external);
- have been recruited under article 27 of the amended 11 January 1984 Act 84-16 on statutory dispositions relative to the civil service;
- have been recruited under the Pacte process (Career access path to local, national or hospital civil service employment), under article 22b of the amended 11 January 1984 Act 84-16 on statutory dispositions relative to the civil service.

Note, employees must submit their claim within 24 months of their recruitment or their relocation AND within four months of signing the rental contract.

Amount



For the generic AIP or the city AIP, the maximum amounts awarded depend on the region where the beneficiary is relocating.

- **€900** for employees relocating to the greater Paris area and the southern PACA region, and for employees who do most of their work in sensitive urban zones (ZUS).
- **€500** for employees relocating to regions other than the above.

The amount of the AIP cannot exceed the amount actually paid by the employee for the first month's rent, including maintenance costs, agency fees, contract costs, deposit and removal costs.

Contact

- The Human Resources department's social policy unit (social action):
actionsociale@paris.inra.fr
- Your centre's human resources manager.

For more information

- Memo no.2008-73 of 17 September 2008 relative to aids for newly recruited civil servants.
- Memo no.2011-66 of 27 October 2011 relative to AIP (accommodation aid) for INRA employees.



Purpose

Loan for moving to rented accommodation

The moving in loan is provided to cover all or some of the costs related to moving in to furnished or unfurnished rented accommodation subsequent to recruitment in Inra, such as:

- the payment of all or some of the deposit (guarantee) required when signing the contract;
- removal costs;
- the purchase of essential household furniture or equipment.

An optional guarantee for unpaid rent is available from the banking organisation that manages our subsidised loans, the Crédit Social des Fonctionnaires (CSF).



Beneficiaries

- Trainee and tenured civil servants recruited via external competitive exam or internal recruiting exam.
- Tenured employees following a relocation.
- Non-tenured employees from the public sector with a minimum 12-month initial contract.
- Employees recruited under the career access path to local, national or hospital civil service employment (Pacte) contractually by application of article 22b of the amended 11 January 1984 Act 84-16 on statutory dispositions relative the civil service.
- Employees with disabilities recruited contractually by application of article 27 of the amended 11 January 1984 Act 84-16 on statutory dispositions relative to the civil service.
- Private sector contract workers (apprenticeship contracts, subsidised contracts ...), where the contract is for an initial period of 12 months.

Conditions

Requests for the moving in loan should be submitted:

- within two years of recruitment into the centre;
- within six months of signing the rental contract.

Requests should be submitted to the Human Resources Department (social policy unit – social action). It may also be submitted to the local HR unit in your new centre who will forward the request to the HR department (social policy unit).

Amount

The moving in loan is a personal loan for an amount between **€1,000** and **€3,000**. The amount claimed is up to the applicant subject to the loan conditions stipulated by the bank managing the subsidised loans.

Inra pays the interest on the loan in the form of a subsidy. For employees the loan is **interest free**.



Contact

- The Human Resources department's social policy unit (social action):
actionsociale@paris.inra.fr
- Your centre's human resources manager.

For more information

- Memo no.2008-75 of 18 September 2008 relative to loans for moving into rented accommodation.



Rental risk guarantee

Purpose



In order to facilitate access to privately-owned rented accommodation for newly-recruited staff, Inra agrees to reimburse their landlords' rental risk guarantee (GRL) insurance premium. This is a unique insurance policy jointly introduced by the "Action Logement" social partner and the French state.

The GRL guarantee makes the landlord's position more secure while broadening access to privately-owned accommodation to as many people as possible, by not obliging tenants to name a natural or legal person as guarantor. It takes the form of an insurance contract taken out by the landlord.

Thanks to a partnership agreement signed with APAGL ("Association for access to rent guarantees"), Inra commits on the landlord's behalf by suggesting that the latter takes up a GRL insurance policy. The financial cost of this insurance is covered by Inra for the first three years of the lease, as long as the employee is still the tenant of the accommodation in question.

The GRL policy comprises three guarantees:

- guarantee against unpaid rent: coverage of any unpaid rent, charges and rental taxes for the duration of the lease, and any occupation indemnities, until the date of effective recovery of the accommodation, up to a ceiling of 70,000 €;
- guarantee against degradation of the rented property: in the event of degradation attributable to the tenant and occurring during the latter's occupation, the GRL covers the cost of rehabilitation work on the premises up to a limit of 7,700 € tax inclusive (3,500 € tax inclusive for furnished accommodation);
- legal costs: the GRL covers all the legal costs and fees necessary for the collection of unpaid rent, from the initial summons to pay, up to the repossession order. These costs are covered within and up to the same ceiling applying to the guarantee against unpaid rent.

Conditions

The guarantee should be taken out at the same time as the lease is signed.

Employees should request a GRL certificate from the Human Resources department's social policy unit within 24 months of their relocation.

Contact

- The Human Resources department's social policy unit
(social action): actionsociale@paris.inra.fr
- Your centre's human resources manager.

Relocating

“ We heard that our unit was going to be reorganised and there was a possible move that might interest me.

When it came, I must say that it wasn't the best time for me financially. Moving house always involves some extra costs. The loan I received settled all my concerns. ”





Relocation loan

Purpose

Employees may be invited by Inra to move to a new job in another part of the country, at the Institute's request.

The relocation loan is granted to tenured employees who make such a move following a decision by Inra to create, reorganise, move or close a research, experimental or support unit.

On the Institute's request, Inra may offer staff relocation in order to take up a new role on request by the Institute.

Beneficiaries

Tenured employees who make a request, with no condition of rank or income and who, subsequent to a change of jobs within Inra, are required to change their administrative location by a minimum of 20 kilometres.

Conditions



The employee has one year from the day of starting the new job that provoked the move to put in a claim for the relocation loan.

The request for the relocation loan is made to the Human Resources Department (social policy unit) or to the local human resources unit in your new centre, who will forward the request to the HRD (social policy unit).

One loan only may be applied for per household.



Amount

Inra offers employees who have agreed to relocate following the reorganisation, the move or the closure of their unit, a subsidised loan for an amount between **€3,000** and **€10,000** at the discretion of the applicant. Inra covers all interest costs for this loan which, for the employee, is **interest free**. Subscription is offered for free when the loan is taken out.

Contact

- The Human Resources department's social policy unit (social action):
actionsociale@paris.inra.fr
- Your centre's human resources manager.

For more information

- Memo no.2007-64 of 18 October 2007 relative to unit life cycles.
- Memo no.2011-11 of 8 February 2011 relative to relocation loans.



Health

and

welfare

“

My mother has always enjoyed excellent health. When she had a car accident in the spring, I found myself in a difficult situation. The aid I received allowed her to benefit from home care to help with her convalescence. It was really useful for me.”

Allowance for staff in nursing homes ■

“Exceptional Medical Needs” Cesu vouchers ■

Social protection ■





Allowance for staff in nursing homes

Purpose

This benefit is provided for male or female employees who spend time in a nursing home or a convalescence home with their children.

Beneficiaries

- Trainee and tenured civil servants.
- Public sector contract staff.

Conditions

- The stay must be prescribed by a doctor.
- The stay must take place in a home accredited by the social security.
- The children must be under five at the time of the stay.

Amount

The amount of the subsidy depends on the length of stay (up to 35 days per year) and the average daily base rate of the subsidy is calculated annually by the state. It is paid as a lump sum at the end of the stay.

The daily amount in 2012 is **€22.35** per day and per child.

Contact

- The Human Resources department's social policy unit (social action):
actionsociale@paris.inra.fr
- Your centre's human resources manager.

For more information

- Memo no.2013-14 of 25 February 2013 relative to social welfare benefits for 2013 (regulations and rates).



“Exceptional Medical Needs” Cesu vouchers

Purpose



The Cesu “Universal Home Employment Voucher” is a pre-paid voucher that can be used to pay for various expenses related to personal services: assistance for dependent people, assistance to third party, home care or nursing, psychological support, administrative or IT assistance, sign language, house cleaning and odd jobs, driving, childcare, etc. Cesu consists of a booklet of specific payment vouchers, issued with a face value and the name of the beneficiary.



Beneficiaries

- Trainee and tenured civil servants.
- Public sector contract staff.
- Staff recruited under the terms of an employment contract governed by the provisions of the French code du travail (apprenticeships and assisted contracts).

The spouse, parents and dependent children of beneficiaries are entitled to this coverage.

Conditions

Health problems as a result of a serious incident leading to temporary and exceptional, partial or total incapacity (hospitalisation, bed confinement during pregnancy, caring for a sick parent or child).

Show a medical certificate from a general practitioner certifying that the employee or a close relative (spouse, parent, dependent child) qualifies for exceptional medical needs with Cesu.

Amount

The amount of Inra's contribution depends on:

- taxable income (*revenu fiscal de référence*) as stated on the income tax notice;
- the tax quota of the applicant's household.

Three annual amounts are available according to the scale of **€350, €600**
or **€1,000 paid as lump sums** (one payment per year per employee).

Cesu scale for exceptional medical needs				
Tax burden	Taxable income (RFR) in Euros			
	up to	from	to	above
1.25	27,000	27,001	35,999	36,000
1.5	27,524	27,525	36,523	36,524
1.75	28,048	28,049	37,047	37,048
2	28,572	28,573	37,570	37,571
2.25	29,095	29,096	38,094	38,095
2.5	29,619	29,620	38,618	38,619
2.75	30,143	30,144	39,142	39,143
3	30,667	30,668	39,665	39,666
3.25	31,190	31,191	40,189	40,190
3.5	31,714	31,715	40,713	40,714
3.75	32,238	32,239	41,237	41,238
4	32,762	32,763	41,760	41,761
For each extra 0.25 quota	+ 524	+ 524	+ 524	+ 524
Amount of annual aid	€1,000	€600	€350	€350

Contact

- The Human Resources department's social policy unit (social action):
actionsociale@paris.inra.fr
- Your centre's Human Resources manager.

For more information

- Memo no.2012-15 of 1 February 2012 relative to the use of Cesu Home Employment Vouchers for exceptional medical needs.



Purpose

Social protection

Since 2007, the French State and its public institutions have been allowed to partially fund supplementary social protection. This protection supports employees by reimbursing part of their healthcare costs, and covering their personal risk. The goal is to offer protection against unforeseen circumstances, as a supplement to the specific statutory coverage, and, in the event of illness, to top up their additional benefits (e.g. salary supplements).

The designated social welfare organisation (also referred to as “approved body”) must maintain:

- intergenerational solidarity between working and retired people;
- solidarity between healthier and less healthy people;
- solidarity between high and low incomes (pricing proportional to income).

Supplementary social protection has today become a social objective whose purpose is to improve the living conditions of civil servants.

For this purpose the MGEN has been officially appointed as approved body, following the introduction of competitive procedures by the French Ministry of Higher Education and Research.

The MGEN therefore offers a **scheme combining** the reimbursement of healthcare costs and personal risk coverage (disability, invalidity, death).

Beneficiaries

- Trainee and tenured civil servants.
- Public sector contract staff.
- Retired staff.

Staff recruited under the terms of an employment contract governed by the provisions of the French code du travail (apprenticeships, future contracts and “CAE” subsidised contracts), are not eligible.

Conditions

Membership of the MGEN remains optional (and therefore without any statutory obligation). Employees are free to join or not, and should therefore make individual contact with the MGEN.

To subscribe to its approved scheme, one must join the MGEN within two years of entering the public service. An increase equivalent to 2% per year (for any year not subscribed to after the age of 30) is applied to the contributions of employees who join the scheme late.

Contact

- Your centre's human resources manager.
- The social services assistant at your centre.
- www.mgen.fr or call 36 76.

For more information

- Law no.83-634 of 13 July 1983 (Article 22 bis) modified by law n° 2007-148 of 2nd February 2007 relative to the modernization of the public sector.
- Decree of 19 September 2007.



Disability

policy

“ My left arm is paralysed. I have become used to my disability although I do have some problems with a number of normal, everyday activities. The aids I received six months ago to help with some of the odd jobs around the apartment and the regular help from someone to do the housework makes my life a lot easier. ”

The Disability Unit ■

Cesu disability vouchers ■

Holiday vouchers for Additional
funds for people living with a disability ■





The Disability Unit

Purpose

The Disability Unit analyses requests for funds to redesign workstations, provide allowances for individuals or groups and implement actions to improve the working environment for employees with disabilities.

These could involve adapting equipment, technical support, modifying modes of transport or specialist professional help such as sign language interpreters or ergonomists.

Awareness campaigns around the workplace may also be financed.

The Disability Unit can also become involved in training by funding courses on how to use technical aids or by making up the extra costs for disabled people involved in standard training, such as modified communication interfaces.

The Disability Unit meets three times a year.

Beneficiaries

- **All employees with disabilities may contact the Disability Unit, even if they are not officially classed as disabled. It is then up to the works doctor to formalise this arrangement.**



Conditions

- The Disability Unit becomes involved on the basis of a dossier put together under the supervision of the President of the centre and/or the Manager of the support functions of the centre concerned.
- Requests are composed of a number of memos written by those involved in local human resource management (doctor, prevention officer, PC/DSA...).



Amount

The amount of funding granted is based on a scale determined by the Fund for Disabled People Working in the Public Sector (FIPHFP).

Contact

- The Human Resources department's social policy unit (disability):
handicap@paris.inra.fr
- Your centre's human resources manager.
- Your centre's disability manager.

For more information

- The FIPHFP catalogue of available aids – see their website at <http://www.fiphfp.fr/>



Cesu “disability vouchers”

Purpose

The Cesu “Universal Home Employment Voucher” is a pre-paid voucher that can be used to pay for various expenses related to personal services: assistance for dependent people, assistance to third party, home care or nursing, psychological support, administrative or IT assistance, sign language, house cleaning and odd jobs, driving, childcare, etc. Cesu consists of a booklet of specific payment vouchers, issued with a face value and the name of the beneficiary.

Beneficiaries

- Trainee and tenured civil servants.
- Public sector contract staff.
- Staff recruited under the terms of an employment contract governed by the provisions of the French code du travail (apprenticeships and assisted contracts).

Conditions

- Qualify for employment obligation. In other words:
 - hold a valid certificate of recognition as a disabled worker (RQTH) or any other such valid certificate as under paragraphs 1, 2, 3, 4, 9, 10 and 11 of Labour and Social Welfare article L.5212-13;
 - or have been reclassified under article 63 of the 11 January 1984 act on statutory rights for the civil service.
- Show a medical certificate signed by a general practitioner and stating that the employee qualifies for Cesu disability allowance.



Amount

The amount of Inra's contribution depends on:

- taxable income (revenu fiscal de référence) as stated on the income tax notice;
- the tax quota of the applicant's household.

Three annual amounts are available on the scale of **€350, €600 or €1.000**, paid as **lump sums** (one payment per year per employee).

Cesu disability allowance scale				
Tax burden	Taxable income (RFR) in Euros			
	up to	from	to	above
1,25	27,000	27,001	35,999	36,000
1,5	27,524	27,525	36,523	36,524
1,75	28,048	28,049	37,047	37,048
2	28,572	28,573	37,570	37,571
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3,25	31,190	31,191	40,189	40,190
3,5	31,714	31,715	40,713	40,714
3,75	32,238	32,239	41,237	41,238
4	32,762	32,763	41,760	41,761
For each extra 0.25 quota	524	524	524	524
Amount of annual aid	€1.000	€600	€350	

Contact

- The Human Resources department's social policy unit (disability): handicap@paris.inra.fr
- Your centre's human resources manager.
- Your centre's disability manager.

For more information

- Memo no.2012-16 relative to the use of Cesu Home Employment Vouchers for disability allowance.



Holiday vouchers for Additional funds for people living with a disability



Purpose

Holiday vouchers, or Chèque-Vacances, are issued in the name of the beneficiary by ANCV, the National Chèque-Vacances Agency, and can be distributed to public-sector bodies and certified service providers as payment for holiday expenses paid by the beneficiary (e.g. transport costs, accommodation, meals, and activities). Chèque-Vacances requests are managed by Extelia on behalf of Inra.

Beneficiaries

- Trainee and tenured civil servants.
- Public sector contract staff.

Conditions

- Qualify for employment obligation. In other words:
 - hold a valid certificate of recognition as a disabled worker (RQTH) or any other such valid certificate as under paragraphs 1, 2, 3, 4, 9, 10 and 11 of Labour and Social Welfare article L.5212-13;
 - or have been reclassified under article 63 of the 11 January 1984 act on statutory rights for state employees.

Holiday vouchers are based on voluntary savings made by eligible employees, which are supplemented by Inra.

The Inra supplement is increased for employees under employment obligation.



Amount

The supplement paid by Inra is calculated according to the amount previously saved by beneficiaries of the holiday vouchers. **The rate of 10%, 15%, 20%, 25% or 30%** is calculated based on the beneficiary's taxable income (*revenu fiscal de référence*) and tax quota.

The Inra supplement is increased for employees under employment obligation on presentation of a valid certificate of their disability.

Contact

- The Human Resources department's social policy unit (disability): handicap@paris.inra.fr
- Your centre's human resources manager.
- Your centre's disability manager.
- Extelia's management department
Website: www.epargne-chequesvacances.fr/inra

For more information

- Memo no.2011-31 of 1 April 2011 on Holiday Vouchers, completed by memo no.2011-61 of 7 October 2011 and Memo no.2013-15 of 26 February 2013.
- Websites: www.extelia.fr and www.ancv.com



Social

services

“ Hard times don't always happen to other people. I went through a bad period last year and it took me a long time to get over it. At such times, any help is welcome. Having someone to talk to and getting some financial assistance helped me get back on track. It was good to feel supported. ”

Social services assistant ■

Social loan ■

Special allowance ■





Social services assistant

The social aspect of working is very important for Inra. Improving the working conditions and environment for our employees is one of the goals of our social policy as defined by Inra's Human Resources Department.

Purpose

The mission of the social services assistants is to interface between employees and the Institute by contributing to the creation, or recreation, of a social tie. This mission fits clearly into the dominant social logic based on the welfare rights of workers, the need for material and moral well being, and basic human values.

Their job is to listen, support, inform and advise all of our employees who find themselves in difficult situations, whether they are of a professional or a personal nature.

■ Professional problems:

- adapting to your work;
- problems in your working environment;
- integration following a relocation or a recruitment;
- preparation for leaving or retiring;
- adapting to work after a long period of sick leave;
- social law.

■ Personal problems:

- financial difficulties;
- problems to do with sickness, disability or an accident;
- housing;
- family law (separation, divorce, birth, death).

All the work carried out in this area is fully confidential with, where applicable, recourse to the president of the centre and in-house human resources partners from works medicine, career advice, HR management, as well as possible support from outside resources (family allowance office, social security, insurance, etc) so as to offer employees the broadest possible range of support services.





Beneficiaries

The social services advice bureau is open to all employees on the Institute's payroll, whatever their employment status (tenured, non tenured public sector workers, fixed term contracts, etc).

The social services assistant may also be seen by:

- retired employees within six months of starting their retirement (to help make the transition as per their request);
- dependents of workers or retirees (under the same conditions as the above paragraph).

Contact

- The social services assistant at your centre.



Social loan

Purpose

Under certain conditions Inra can help employees having to deal with exceptional, unexpected circumstances of a family, social or medical nature, or when faced with large unplanned expenses, with an interest free loan.

Beneficiaries

- Trainee and tenured civil servants.
- Employees with public sector contracts on the state's payroll.

Conditions

The employee must prepare a dossier (loan request) detailing the expenses in question, the family income and the family expenditure.

The dossier will be forwarded to the National Commission for Aid and Loan (Cnap),

- either by:
 - the local human resources manager;
 - the president of your Adas office;
 - the social services assistant;
- or directly via the Cnap members or its secretariat.

Amount

The loan is limited to **€2,500 interest free**, with a maximum repayment period of 36 months. The monthly repayments, taken at source from your salary, may vary from €50 minimum to €100 maximum.

Contact

- The Human Resources department's social policy unit (social action):
actionsociale@paris.inra.fr
- Your centre's human resources manager.
- The social services assistant at your centre.

For more information

- Memo no.2009-01 of 5 January 2009
on allowances and social loans.



Special allowance

Purpose

When faced with an unexpected or difficult situation, an exceptional, non-refundable financial aid can help employees through certain problems.

Beneficiaries

- Trainee and tenured civil servants.
- Contract staff, both private and public sector.

Conditions

Requests must be formulated with your centre's social services assistant.

Amount

The amount of the aid is assessed, with the applicant, by the social services assistant of your centre and/or by the social services coordinator.

Contact

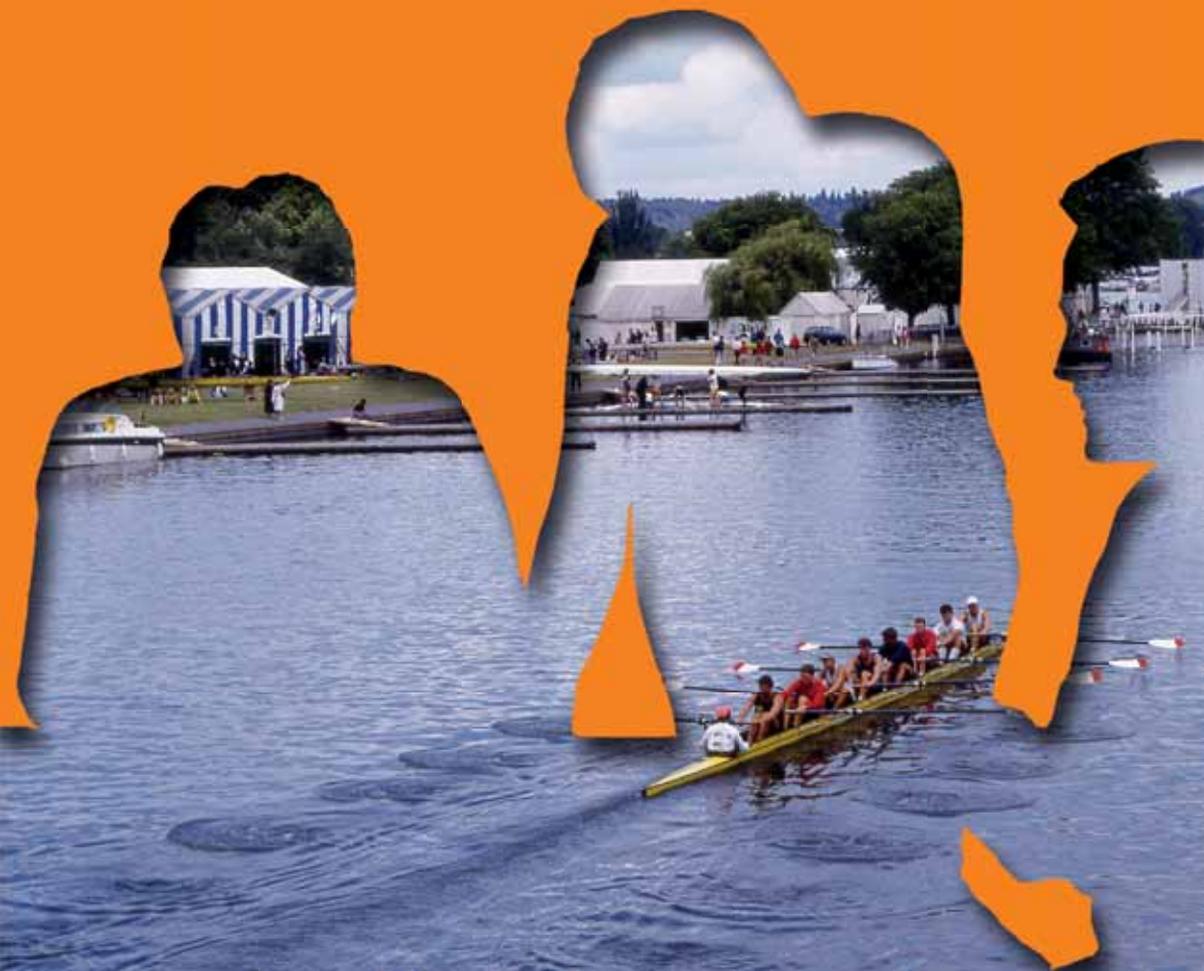
- The Human Resources department's social policy unit (social action):
actionsociale@paris.inra.fr
- Your centre's human resources manager.
- The social services assistant at your centre.

For more information

- Memo no.2009-01 of 5 January 2009 on allowances and social loans.

Adas

“ This year, with a few colleagues, we took part in the Adayades games. The atmosphere was really good, part festival, part recreational, and we all had a great weekend. ”





Adas



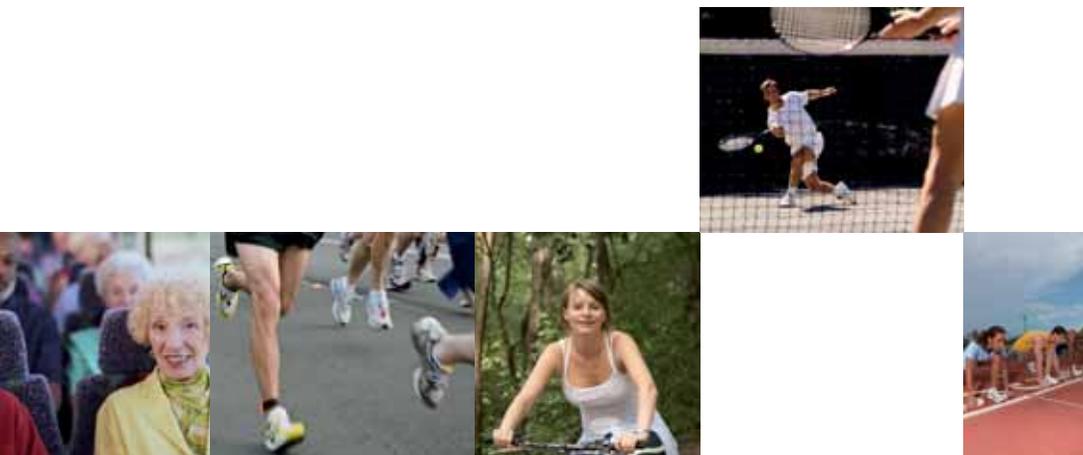
Adas, the Association for the Development of Social Events, a non-profit organisation under the 1901 act, is a partner of the Institute. Its goal is to promote and organise projects of a social, sporting and cultural nature for active and retired employees of Inra. Adas regularly organises sporting or cultural events to promote a group culture and foster personal interaction between all the socio-professional categories that work at Inra, and to encourage creativity and personal or team development. It also gives financial backing to local initiatives (new events, workshops, courses, trips).

Adas also manages the recreational and social activities for children on behalf of the Institute, which pays an annual subsidy for this service.

Adas has local representation in all Inra centres.

To find out more about the events organised by Adas, visit the intranet site at <http://intranet.inra.fr/adas>





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