THE HOW-TO BOOK OF THE
SAIC TEMPORARY CONTRACT
A practical guide for workers under temporary contracts with the SAIC
(The SAIC is the Industrial and Commercial Project Department)

The aim of this leaflet is to provide you with the main information you will need to know as a new temporary staff member of the Université Paris-Est Marne-la-Vallée.

PLEASE, KEEP YOUR EMPLOYEMENT CONTRACT AND YOUR PAYSLEIPS CAREFULLY!!

On the professional level, you work under the supervision of a scientist (‘responsable scientifique’) and you come under the control of the director of the research center you are working in. For all other issues, please read the following information:

Payroll deductions (withholdings)

In France, employees are obliged to contribute to the Social Security. These contributions are deducted directly from their salary:

- Health insurance (sécurité sociale)/Complimentary insurance (Mutuelle)
  When signing an employment contract with the university, you pay your contributions to the ‘sécurité sociale’ (CPAM: www.ameli.fr). You are, de facto under the ‘régime général’ of the ‘sécurité sociale’. You can then enjoy partial refund of your health expenses (At least 70% for the most common medical services).
  However, there is no automatic affiliation to private healthcare insurance (‘mutuelle’) for the non-refund share of your health expenses. Therefore, you are free to choose your own private ‘complementary insurance’.

- Pension contributions
  When signing an employment contract with the university, you pay your superannuation contribution. The public pension fund is called IRCANTEC: www.ircantec.fr

- Unemployment compensation
  You also pay your contribution to the ‘Pôle Emploi’ allowing you to get unemployment benefit in case of future unemployment.
  When a work certificate is requested by the “Pôle Emploi” (the unemployment agency), please contact the administrator taking care of you in the human resources service. The e-mail of the service is drhbiatos@univ-mlv.fr
Multiple employ
You are allowed to hold two jobs under certain conditions. If you wish to take advantage of this possibility, contact us to obtain an authorization.

Changing bank/bank account
To avoid delay with payments, you should inform the SAIC of all changes in your bank account or bank details two months in advance. A form will then be sent to you, which should be completed and returned to the SAIC.

Days off
An employee of the university working full time during 12 months of the academic year (from September 1st to August 31) is entitled to 50 days paid holidays.

In case an employee works part time or for a shorter period, the number of days off will be calculated pro rata. Eg.: an employee working part time, equivalent to 70% of full time, will get 17.5 days off for a period of six months.

Please also note that every year, there are two closing periods at the university: August and Christmas. Therefore, there are two compulsory periods of holidays.

In 2010-2011, the university will be closed from December 22nd 2010 to January 1st 2011 and from July 29th to August 22nd 2011.

Nevertheless, if an employee needs to work during these periods, he/she must have prior written permission from the scientist he/she is working with as well as from the ‘Direction Générale des Services’.

Sick leave
You have 48 hours to send to the SAIC the form called “avis d’arrêt de travail” given to you by your doctor. (Your doctor gives you 3 copies of this form: one for you, one to be given to your employer – in this case the SAIC – and one to be sent to the CPAM – Caisse Primaire d’Assurance Maladie)

Lunch
You can have lunch at the different ‘CROUS’ restaurants:
- For PHD students, you have to show your student card before paying.
- For the others, you have to say you are a university employee.

Public transport
The university can partially reimburse your public transport expenses. In order to obtain your reimbursement, contact the SAIC. You will have to fill out a form and provide us with documentary evidence of your public transport season ticket indicating the price you have paid.
You have children

- Don’t forget to give us a copy your child’s birth certificate or family record book (‘livret de famille’) as soon as you have signed your contract.
- ‘Childs sick leave’: you have 48h to provide the SAIC with a certificate from your doctor if your child is unwell. You are entitled to 6 days off or 12 if your partner does not benefit from the same advantage. This is valid for an employee who has worked full time for at least 12 months. In other cases, i.e. those working for a lesser period, the number of days will be pro rata.
- Christmas tree: employees with at least 6 months service at the university may attend the university’s annual Christmas party (‘arbre de noel) accompanied by their children under 12 years old.

For foreigners

- For questions relating to your contract: saic@univ-mlv.fr
- For other questions, please ask the Welcome Center for PHD students and researchers (BICI, Bureau International des Chercheurs Invités): http://www.univ-paris-est.fr/bici

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CAUTION

If your ‘titre de séjour’ expires during your working contract, contact the SAIC at least 2 months before the date of expiration.

If you change address, phone number, email address, bank account, etc., please tell the SAIC as soon as possible in order to take the necessary steps to regularize your situation.

For further information, please contact the SAIC:

saic@univ-mlv.fr