

For international
teachers who are in
the A2 employee
career (bachelor's
degree)

Essential teachers' rights

in Luxembourgish international &
European primary education



SEW

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Hiver 2022

1. Working hours:

1.1 Normal working hours (per week)

Kindergarten : 26 lessons

Primary: 24 lessons

Duration of 1 lesson: 50 minutes (55 minutes in the trad. Lux. system)

16 hours further training every school year (or 48 hours within 3 years)

Teaching lessons may consist of direct instructional lessons or instructional support lessons ("Appui"). They include conducting and preparing lessons, grading assignments, documenting and evaluating student progress, and participating in department meetings.

1.2 Supervision duties:

- ♦ Break supervision
- ♦ Supervision before and after lessons;
- ♦ Supervision during other organized school activities.

It may not exceed 90 minutes per week; beyond this threshold, a 0,5 hour "SURV" is counted and included in the weekly working hours.

1.3 Tâche d'orientation / Guidance and consultation:

The guidance and consultation task includes:

- ♦ hours of availability for interaction/exchange with the students' parents, at a minimum of half an hour per week
- ♦ consultation meetings within the pedagogical team at the rate of 60 hours per year.

In the calculation of the workload, this is taken into account as a teaching lesson, if necessary additional.

Two hours of consultation correspond to one additional extra lesson.

1.4 Décharge d'ancienneté: (alleviation of workload based on seniority)

- ♦ At the age of 50: 8 lessons off per year
- ♦ At the age of 55: 16 lessons of per year

Can be demanded via a form from the 1st of January to the 31st of December every year.

1.5 Extra hours:

- ♦ 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)

Formula to calculate the remuneration of extra hours:

For Kindergarten teachers:

traitement de base x 1/26 x nombre indice x valeur du point indiciaire applicable aux éléments de rémunération non pensionnables x 36/52.

For primary teachers:

traitement de base x 1/24 x nombre indice x valeur du point indiciaire applicable aux éléments de rémunération non pensionnables x 36/52.

2. Salary & Progression

2.1 Salary & Career:

Point value: 20,0746124 € (index of April 2022)

Formula : Number of index points x point value

▲ From the age of 55 years on, the point value changes to 21,2002547 €.

2.2 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

2.3 Chargé d'enseignement (with bachelor's degree) -> A2

A2:

Grade 10-13

- ◆ After 4 years: Grade 11
- ◆ After 7 years: Grade 12
- ◆ After 20 years & 180 hours further training: Grade 13

Every second year: Avancement biennale -> + 1 échelon

At the age of 55 years + 1 month & 20 years of service & in Grade 13: a teacher gets a Supplément d'indemnité personnel, which is calculated on the basis of the highest echelon they can reach during their career minus his actual salary.

Beginning of career:

1st year of teaching/stage: 266 points.

Most of the international teachers get a "reduction de stage" (a reduction of the trainee period) of one year. After that year, their seniority of service and previous professional experience are taken into account.

2.4 Seniority of service:

After the "stage", previous professional experience can be taken into account in order to determine the seniority of service.

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

From December 2019 on, previous professional experience is taken into account to 100% in order to calculate the seniority of service. 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, 63 Avenue de la Liberté, 1931 Luxembourg) with all the official documents that certify their previous professional experience.

2.5 Meal and family allowance (allocation de repas):

- ◆ Every teacher gets a food allowance of 204 € net during 10 months of the year (not in July & August)
- ◆ Every teacher gets an "allocation de famille" of 29 points ($29 \times 20,0746124 = 582,16$ € gross) in addition to the family allowance per child as long as they have children under the age of 27 and children who are covered by their social security.

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) or hand in CECR language certificates (Level C1 is required);
- ♦ 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.

Advice in case of problems with parents or management:

- ♦ Written traces are important to prove that you did nothing wrong (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 representative, 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.

Union advantages:

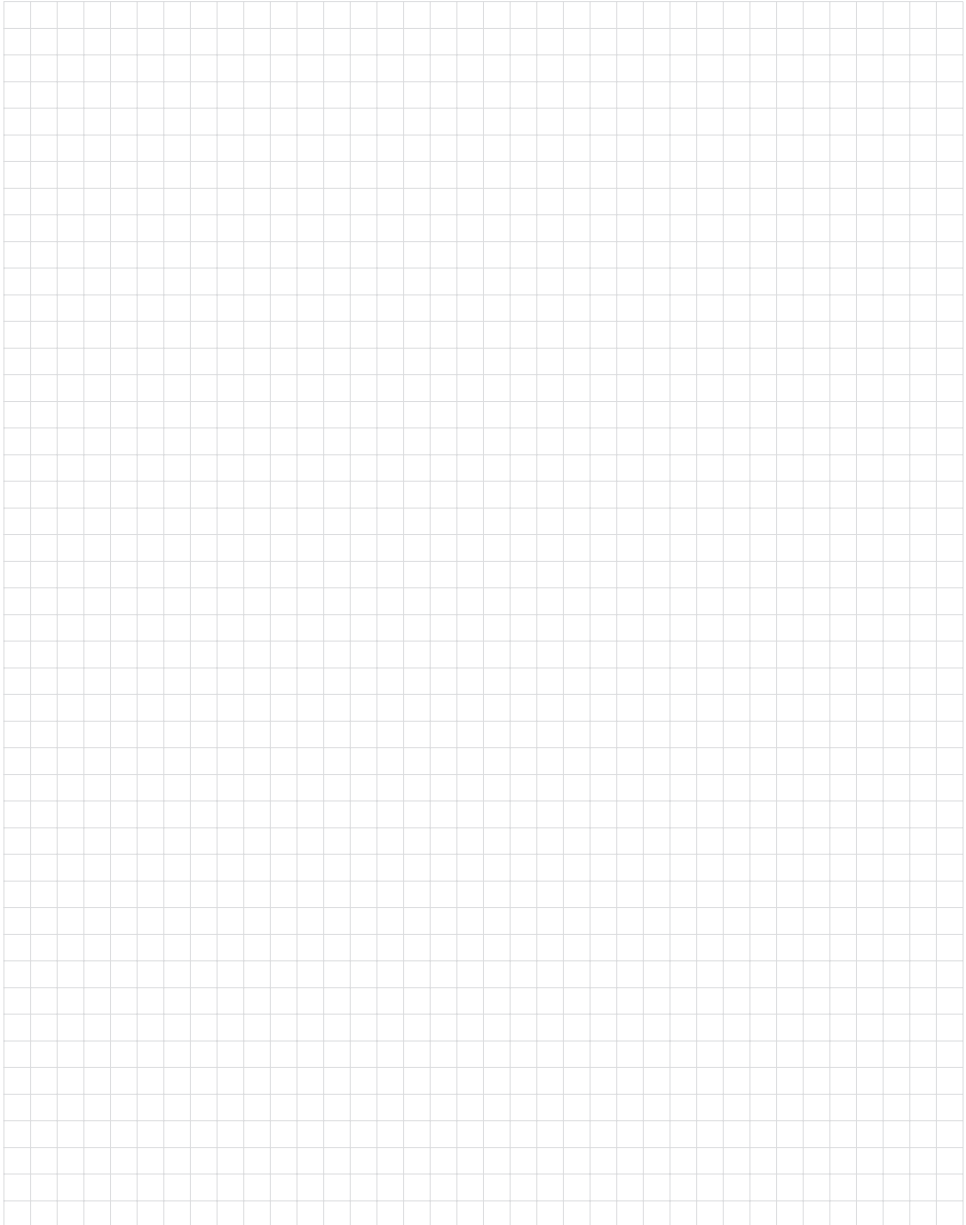
- ♦ Unions pay for legal assistance after one year of membership. But: as soon as you become a union member, the union provides you with advice and assistance.
- ♦ SEW/OGBL offers a free tax return service to every member of the union.

Congé extraordinaire/ leave for personal reasons:

Marriage:	3 days
PACS:	1 day
Birth / adoption*:	10 days (for the father of the child - adoption of a child under 16 years)
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)

notes

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