

French contractuel terms explained

Introduction

- Expectations?
- Previous knowledge?
- Previous experiences?
- Question when needed!

Contents

- Types of employment contracts
- Essential clauses

Types of contracts

Permanent Contract (CDI)

- The standard employment contract with no fixed end date
- In writing
- Termination Conditions:
 - Resignation
 - Dismissal
 - Rupture conventionnelle

Fixed-Term Contract (CDD)

- Contract with a predetermined end date
- Reasons for using a CDD:
 - Temporary increase in workload
 - Seasonal employment
 - Replacing an absent employee
 - Specific industry needs
- Maximum duration : 18 months

Other types of contracts

- Temporary Work Contract (Contrat de Travail Temporaire)
- Apprenticeship Contract (Contrat d'Apprentissage / Professionnalisation)
- Internships (Stages)

Any
questions?

Clauses of the contract

Language

- In French
- Bilingual is possible
- French prevails

Classification Level / Coeff.

- Provided by the CBA
- Level & coefficient
- Cadre / Non Cadre
- Influence on several items
- Must be specified

Trial Period (période d'essai)

- Assess suitability before full commitment
- Not mandatory
- Duration:
 - CDI: 2/3/4 months
 - CDD: 2 weeks / 1 month
- Renewal
- Notice period

Job description

- Either in the contract
- Or as an appendix
- Indicative and non-exhaustive list

Any
questions?

Working Hours

- Standard Hours: 35 hours per week (full-time)
- Part-Time Contracts:
 - Specify duration
 - Specify repartition
- Schedule in writing
- Notice period for changes

Working Hours

- Overtime: only paid at employer request
- “*heures supplémentaires*”
- “*heures complémentaires*”
 - Limit: 1/10th of contractual hours
 - 3 days notice

Working hours Forfaits

- Forfait jour:
 - Clearly specified
 - Number of extra rest days
 - Mandatory yearly interview
 - Right to disconnect
 - Mandatory weekly and daily resting periods
- Forfait en heures

Remuneration

- Monthly or yearly amount
- Number of hours
- Number of days in case of forfait jour
- Variable remuneration

Any
questions?

Absences

- Duty to inform
- Sick note within 48 hours
- Renewal

Confidentiality and exclusivity

- Work exclusively for employer
- Confidentiality
- Loyalty

Non-Compete Clause

- Conditions for Validity:
 - Must be limited in time
 - Must be limited in space
 - Must specify financial compensation
 - Must be linked to a specific mission / activity
- Overly restrictive clauses may be invalidated by labour courts

Termination and Notice Clause

- Both parties may terminate
- Notice period
- No reference to calculations
- Return of equipment and documents

GDPR Compliance

- Employee Data Protection:
 - data collection
 - processing
 - retention policies
- Consent & Transparency:
 - Employees must be informed of their rights regarding personal data

Any
questions?

Thank you

- Baptiste@viridianhr.co.uk
- We will send you a post-training form
- Thank you in advance for your feedback!