

# TRAINING COURSE CATALOGUE

## SECUREX HRACADEMY



# WHAT WE DO

Our expertise

INTER- AND INTRA-  
COMPANY TRAINING  
WEBINARS  
TAILOR-MADE  
PROGRAMMES

Languages

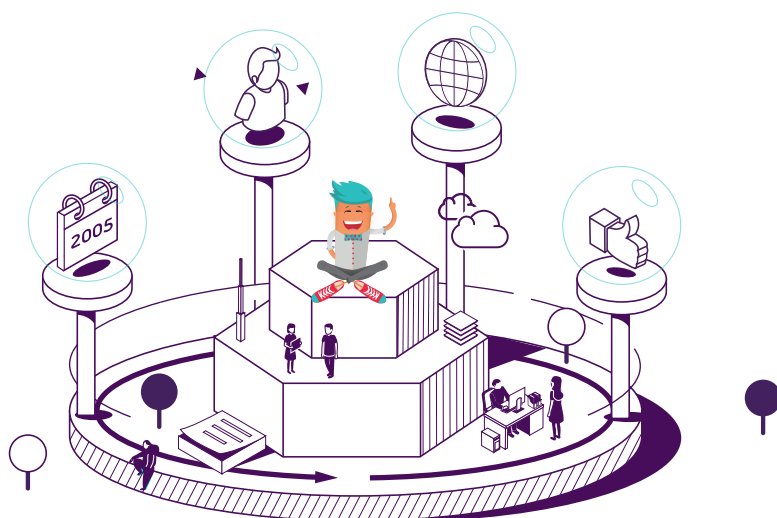
**FRENCH & ENGLISH**

Since

**2005**

Max. number of persons per group

**8**



HR IS OUR BUSINESS. BASED ON YEARS OF EXPERIENCE AND THE SKILL OF OUR TEAMS, OUR EXPERTISE HAS ENABLED US TO DEVELOP THIS COMPREHENSIVE COURSE CATALOGUE. IN ADDITION TO ITS PRACTICAL APPROACH, OUR CATALOGUE WILL HELP YOU GET TO GRIPS WITH THE DIFFERENT ISSUES RELATING TO HUMAN RESOURCES.

THESE MODULES, **IN FRENCH AND ENGLISH**, CAN TAKE A FEW HOURS TO A FULL DAY AND MAY BE FOLLOWED INDEPENDENTLY, EITHER FACE-TO-FACE OR ONLINE.

TO PERFECTLY MEET YOUR EXPECTATIONS AND THE SPECIFICITIES OF YOUR COMPANY, WE CAN **CUSTOMISE** THESE TRAINING COURSES AND GIVEN THEM DIRECTLY IN YOUR OFFICES FOR EVEN MORE INTERACTIVITY.

PLEASE GET IN TOUCH WITH US IF YOU HAVE ANY QUESTIONS:  
**HRACADEMY@SECUREX.LU**

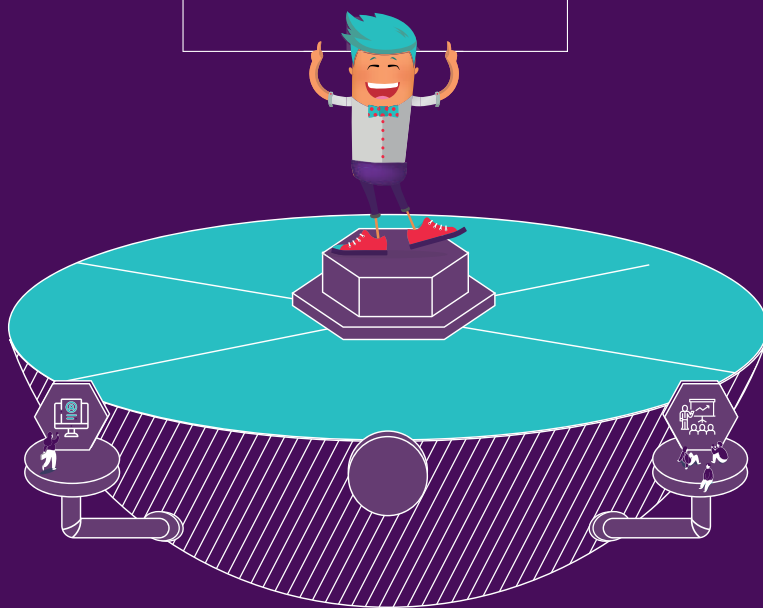
**Accredited Training Centre**

The HRacademy Securex has been recognised as an Accredited Training Centre by the "Ministère des Classes Moyennes". Participating entitles you to government subsidies for continuing professional development, including co-financing by the INFPC.



**infpc**

# CONTENTS



# WAGE CALCULATION

**Staff administration** in Luxembourg

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**Benefits in kind:** key elements of the **pay package**

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**Wage calculation:** all specific aspects

---

Understanding and explaining a Luxembourg **payslip**

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Cross-border payroll

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**Interest subsidies:** a key benefit to become more attractive as an employer

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# STAFF MANAGEMENT

**Hiring and training subsidies:** what can you ask for and how?

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**Hiring staff:** procedures to follow

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The **employment contract** in all its forms

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**Leave & absences:** all you need to know

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How to successfully implement **homeworking**

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**Leavers:** all you need to manage the process successfully

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**Risk Management:** employers' social and tax obligations

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**GDPR:** what do you need to know as an employer?

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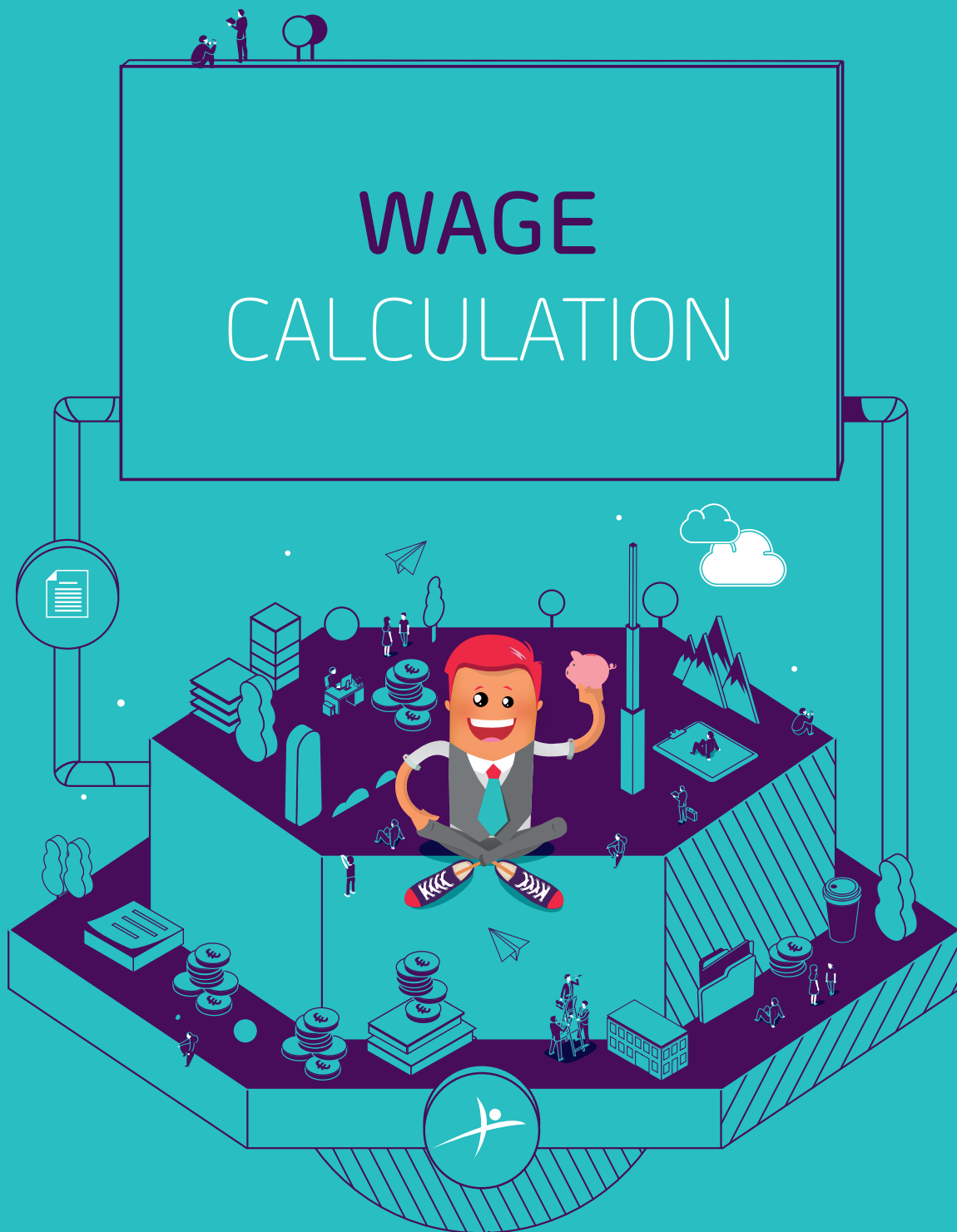
Managing and preventing **absenteeism**

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**Staff Delegation:** How to set it up? For what role?

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# WAGE CALCULATION



# STAFF ADMINISTRATION IN LUXEMBOURG

**DURATION:**

2 half-days

**TARGET AUDIENCE:**

Business leaders, members of the HR department or anyone wishing to understand the basics of labour law and staff administration.

**INSTRUCTOR:**

Legal expert specialising in labour law and payroll issues



## OBJECTIVES

- ▶ Understand the basics of payroll management in a company
- ▶ Get to grips with the legal aspects essential to staff management, from hiring to the end of the employment relationship
- ▶ Become familiar with the different aspects of the payslip as well as the employer costs

## ► CONTENTS:



### WAGES: GETTING THE BASICS RIGHT

1. Obligations with regard to hiring a new employee
2. Outlining the pay package
3. Statutory minimum wages
4. Index-linked wage increases
5. Seizures and garnishments



### ISSUES RELATING TO LABOUR LAW

1. Employment contract
2. Overtime, public holidays, Sunday and night work
3. Annual leave and special leave
4. End of the employment contract



### TAXATION OF WAGES

1. Tax scale and tax card
2. Taxable and exempted income items
3. Benefits in kind
4. Personal tax declaration



### SOCIAL SECURITY

1. Company and staff registration
2. Social contribution rate and ceilings
3. Social security invoice and annual adjustment
4. Monthly salary and illness declarations



# BENEFITS IN KIND:



## KEY ELEMENTS OF THE PAY PACKAGE



### DURATION:

Half-day



### TARGET AUDIENCE:

Members of the HR department and managers of new businesses



### INSTRUCTOR:

Legal expert specialising in labour law and payroll issues



## OBJECTIVES

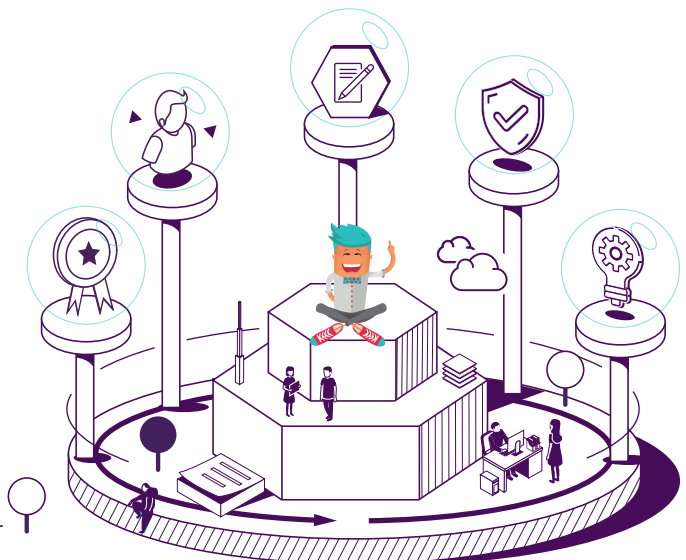
- ▶ Develop a clear vision of the most common benefits in kind
- ▶ Know how to assess the effects of these benefits on the pay package and the employer's costs
- ▶ Discover recent developments regarding alternative remuneration

## ► CONTENTS:

### THE VARIOUS TYPES OF BENEFITS IN KIND AND THEIR TAX AND SOCIAL TREATMENT:

1. Company car
2. Lunch vouchers
3. Company accommodation
4. Schooling costs
5. Reduced rate loan and interest subsidies
6. Supplementary health insurance
7. Life insurance
8. Complementary pension plan

### THE LATEST TRENDS





# WAGE CALCULATION: ALL SPECIFIC ASPECTS



## DURATION:

1 day



## TARGET AUDIENCE:

Members of the HR department or any person wishing to receive training on how to calculate wages



## INSTRUCTOR:

Legal expert on payroll issues



## OBJECTIVES

- ▶ Learn how to calculate a payslip from gross to net
- ▶ Get to grips with the contributory and taxable components of wages
- ▶ Understand the tax calculation

## ► CONTENTS:



### OVERVIEW OF THE PAYSIP



### SOCIAL CONTRIBUTIONS

1. Social contribution rate and ceilings
2. Contributory components
3. Statutory minimum wages



### TAX

1. Tax card
2. Tax rates and scales
3. Difference between resident and non-resident
4. Taxable income



### WAGE CALCULATION

1. Periodic/non-periodic
2. Taxable days/days worked/calendar days
3. Overtime
4. Benefits in kind
5. Salary seizures and garnishments
6. Severance pay



### PRACTICAL EXERCISES



# UNDERSTANDING AND EXPLAINING A LUXEMBOURG PAYSリップ



## **DURATION:**

Half-day



## **TARGET AUDIENCE:**

Members of the HR department



## **INSTRUCTOR:**

Legal expert on payroll issues



## **OBJECTIVES**

- ▶ Learn how to explain the payslip to your staff
- ▶ Understand the contributory and taxable components of wages
- ▶ Get to grips with the tax withholding system

## ► **CONTENTS:**



### **PAYSLIP**

1. Periodic and non-periodic payslips
2. The calculation from gross to net



### **SOCIAL SECURITY**

1. Social security contributions (employer and employee)
2. Employers' Mutual Insurance Fund
3. Taxable basis



### **WITHHOLDING TAX**

1. Tax card
2. Tax brackets, tax classes and tax rates
3. The differences between residents and non-residents
4. Tax scales
5. Yearly remuneration certificate



### **MORE ADVANCED ...**

1. Overtime
2. Public holidays
3. Benefits in kind



# CROSS-BORDER PAYROLL

**DURATION:**

Half-day

**TARGET AUDIENCE:**

Members of the HR department, self-employed people and managers of new businesses

**INSTRUCTOR:**

Legal expert



## OBJECTIVES

- ▶ Learn the correct approach to analyse a cross-border situation
- ▶ Become familiar with the mechanisms of double-taxation agreements and their application in neighbouring countries
- ▶ Understand actual payroll challenges and implement best practice

## ► CONTENTS:



### PRINCIPLES OF INTERNATIONAL SOCIAL SECURITY

1. European regulations and bilateral agreements
2. Secondment vs. working and travelling in several countries
3. Procedures and formalities to be followed: A1 form, social identification badge, prior declaration, etc.



### PRINCIPLES OF INTERNATIONAL TAXATION

1. Double-taxation agreements: OECD model
2. Specific features of neighbouring countries: Germany, Belgium and France
3. Practical cases



### ISSUES RELATING TO LABOUR LAW

1. Applicable legislation
2. Public order provisions



### EMPLOYERS' ADMINISTRATIVE PRACTICES AND CONSTRAINTS

1. Employer's responsibilities
2. HR tools and good practice



# INTEREST SUBSIDIES:



## A KEY BENEFIT TO BECOME MORE ATTRACTIVE AS AN EMPLOYER



### **DURATION:**

2 hours



### **TARGET AUDIENCE:**

Members of the HR department and managers of new businesses



### **INSTRUCTOR:**

Legal expert on payroll issues



## OBJECTIVES

- Understand how interest subsidies can optimise the pay package
- Become familiar with the application of payroll interest subsidies
- Learn about the formalities relating to this type of remuneration

## ► CONTENTS:



### **PRESENTATION OF THE VARIOUS CONCEPTS**

1. Interest subsidy for housing loans
2. Interest subsidy for personal loans
3. Preferential employer loans



### **OPTIMISING THE PAY PACKAGE**

1. Conditions to be fulfilled by the employee
2. Tax and social security scheme
3. The employer's responsibilities and administrative formalities



# STAFF MANAGEMENT



# HIRING AND TRAINING SUBSIDIES: WHAT CAN YOU ASK FOR AND HOW ?



## **DURATION:**

Half-day



## **TARGET AUDIENCE:**

Members of the HR department, self-employed people and managers of new businesses



## **INSTRUCTOR:**

Legal expert on social law



## **OBJECTIVES**

- ▶ Develop in-depth knowledge of the various support measures and their advantages

## ► **CONTENTS:**



### **EMPLOYEE SUBSIDIES**

1. Re-employment support
2. Geographic mobility support



### **EMPLOYMENT SUBSIDIES AND MEASURES FOR EMPLOYERS**

1. Subsidies for hiring older unemployed persons
2. Subsidies for hiring employees classed as disabled workers
3. Subsidies for hiring employees benefiting from internal or external outplacement
4. Tax credit for hiring an unemployed person



### **SMART RECRUITMENT VIA SPECIAL CONTRACTS**

1. Employment initiation contract (contrat d'initiation à l'emploi, CIE)
2. Employment reintegration contract (contrat de réinsertion-emploi, CRE)
3. Professional training internship (Stage de professionnalisation)
4. Learning support (aide à l'apprentissage)



### **CONTINUOUS PROFESSIONAL TRAINING: GET YOUR MONEY BACK!**

1. Co-financing of training courses
2. Subsidies for Luxembourgish classes
3. Individual training leave



# HIRING STAFF:

## PROCEDURES TO FOLLOW



### DURATION:

Half-day



### TARGET AUDIENCE:

Members of the HR department, self-employed people and managers of new businesses



### INSTRUCTOR:

Legal expert on social law



## OBJECTIVES

- ▶ Get to grips with the legal framework around Luxembourg labour law
- ▶ Learn the correct approach to hiring
- ▶ Know which measures to implement when onboarding new employees

## ► CONTENTS:



### PRE-HIRE CONSIDERATIONS

1. Announcement of a vacant position
2. Employment authorisation
3. Seconded and expatriated employees



### EMPLOYEE REGISTRATION

1. New employee declaration
2. Medical visit
3. Tax card



### EMPLOYMENT CONTRACT

1. Setting the salary
2. CDD (fixed-term contract), CDI (permanent contract), internship agreement, etc.
3. Trial period
4. Part-time work



### ONBOARDING A NEW EMPLOYEE



# THE EMPLOYMENT CONTRACT IN ALL ITS FORMS

**DURATION:**

Half-day

**TARGET AUDIENCE:**

Members of the HR department and managers of new businesses

**INSTRUCTOR:**

Legal expert on labour law



## OBJECTIVES

- ▶ Get to know the various recruitment options available
- ▶ Be able to identify the best option during when recruiting
- ▶ Be familiar with the legal aspects relating to drafting and amending employment contracts

## ► CONTENTS:



### SELECTING THE MOST APPROPRIATE WORKING RELATIONSHIP

1. Differentiating between an employment contract and other types of contracts: apprenticeship contract, student contract, internship agreement
2. Identifying the advantages and disadvantages of the various types of recruitment



### DRAFTING A PERMANENT EMPLOYMENT CONTRACT

1. Ensuring compliance with mandatory clauses
2. Meticulously drafting the optional clauses: geographic mobility, non-competition, etc.
3. Closely monitoring the trial period



### DRAFTING AND MANAGING PART-TIME CONTRACTS

1. Inserting mandatory clauses (work schedule, assignment of working hours, etc.)
2. Modifying the assigned working hours







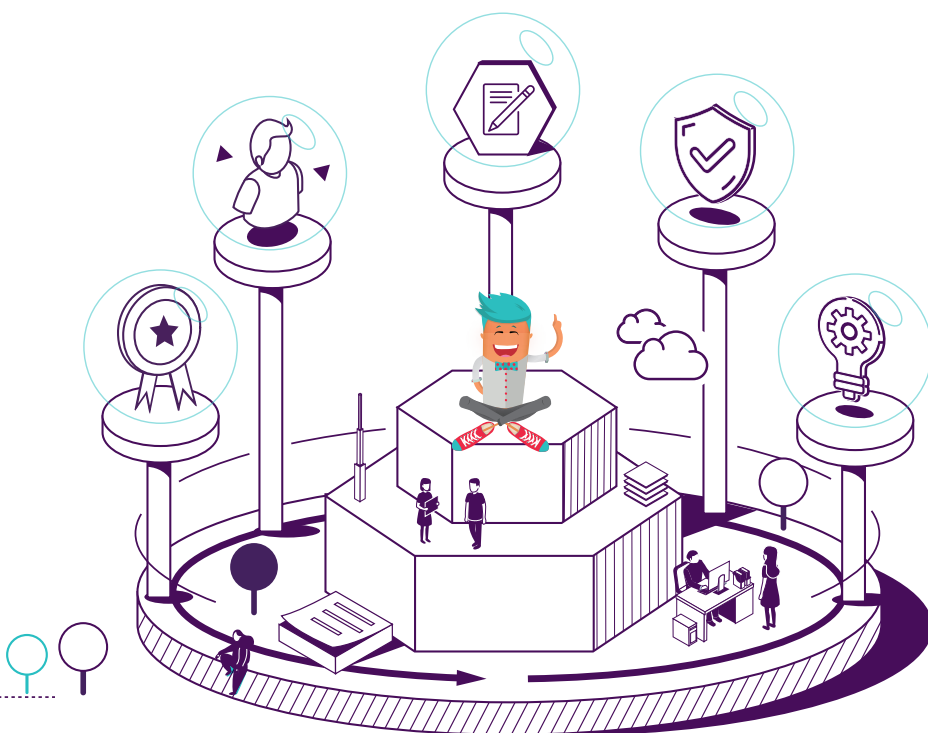
#### MODIFYING THE CONTRACT DURING THE WORKING RELATIONSHIP

1. Establishing the key and subsidiary clauses of the contract
2. Complying with the procedures and drafting amendments
3. Drawing conclusions from an employee's rejection



#### FINALISING AND MANAGING THE FIXED-TERM CONTRACT, ENSURING FULL LEGAL COMPLIANCE

1. Ensuring justifications and contract periods comply with the law
2. Renewing or managing the flow of the fixed-term contracts



# LEAVES AND ABSENCES: ALL YOU NEED TO KNOW

**DURATION:**

Half-day

**TARGET AUDIENCE:**

Members of the HR department

**INSTRUCTOR:**

Legal expert on social law



## OBJECTIVES

- Become familiar with the legislation in relation to the various types of leave

## ► CONTENTS:



### STATUTORY LEAVE

1. Duration of leave
2. Scheduling and carrying over days of leave
3. Public holidays
4. Collective leave



### SICK LEAVE

1. Employee's obligations
2. Remuneration during sick leave
3. Can the employer be reimbursed ?



### CHILD-RELATED LEAVE

1. Leave for family reasons
2. Maternity/paternity leave
3. Parental leave
4. Adoption leave



### OTHER TYPES OF LEAVE

1. Extraordinary leave
2. Unpaid leave
3. Training leave



# HOW TO SUCCESSFULLY IMPLEMENT HOMEWORKING

**DURATION:**

Half-day

**TARGET AUDIENCE:**

Members of the HR department and managers of new businesses

**INSTRUCTOR:**

Legal expert on labour law



## OBJECTIVES

- ▶ Introduce the legal framework applicable to implementing homeworking
- ▶ Understand the social security and taxation consequences
- ▶ Get to know the measures to be implemented by HR relating to this type of work

## ► CONTENTS:



### PRESENTATION OF THE LEGAL FRAMEWORK

1. Definition of teleworking: regular or on a one-off basis
2. Principles of teleworking: voluntary basis, reversibility, etc.



### PROCEDURE FOR IMPLEMENTING HOMEWORKING

1. Formal requirements: employment contract, internal regulations, etc.
2. Working conditions
3. The supporting measures to implement



### IMPACTS ON PAYROLL CALCULATION

1. Maintaining membership of the social security scheme
2. Avoiding double taxation



### CHALLENGES AND SPECIAL SITUATIONS FOR HOMEWORKERS

1. Ensuring the homeworker is fully integrated into the team
2. Best remote management practice
3. What to do in the event of an accident at work



# LEAVERS:

## ALL YOU NEED TO MANAGE THE PROCESS SUCCESSFULLY



### **DURATION:**

Half-day



### **TARGET AUDIENCE:**

Members of the HR department and managers of new businesses



### **INSTRUCTOR:**

Legal expert on social labour law



## **OBJECTIVES**

- ▶ Analyse the different breaches of an employment contract and introduce the legal consequences
- ▶ Get to grips with the various procedures to follow
- ▶ Be aware of the various risk factors and critical issues to avoid disputes

## ► **CONTENTS:**



### **END OF A FIXED-TERM CONTRACT**

1. End of the term
2. Dismissal or resignation before the end of the term



### **EMPLOYEE RESIGNATION**

1. Resignation with notice or immediate effect
2. Proof of resignation



### **EMPLOYEE DISMISSAL**

1. Dismissal during the trial period
2. Meeting prior to the dismissal
3. Dismissal with notice
4. Dismissal with immediate effect
5. The various cases of protection against dismissal



### **COLLECTIVE REDUNDANCIES**



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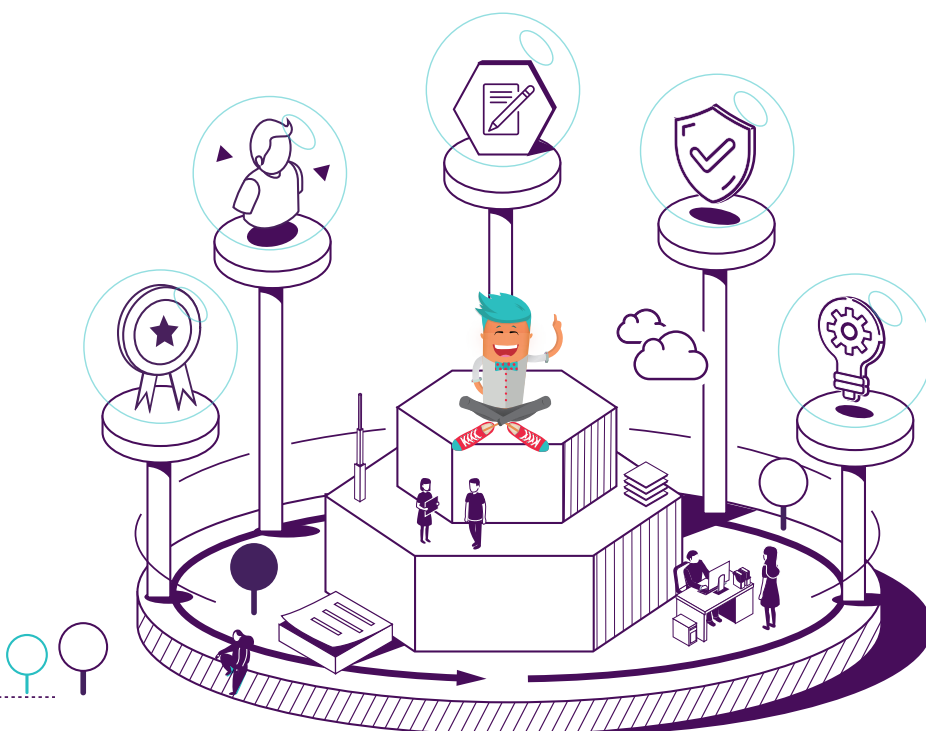
## OTHER CASES OF WORK CONTRACT TERMINATION

1. Automatic termination
2. Termination by mutual consent

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## OBLIGATIONS OF THE PARTIES IN RELATION TO THE EMPLOYMENT CONTRACT

1. Administrative formalities
2. Non-competition clause
3. Priority of re-employment



# RISK MANAGEMENT:

## EMPLOYERS' SOCIAL AND TAX OBLIGATIONS



### DURATION:

1 day



### TARGET AUDIENCE:

Members of the HR department, self-employed people and managers of new businesses



### INSTRUCTOR:

Legal expert on social law



## OBJECTIVES

- ▶ Become familiar with employers' various legal, administrative and contractual obligations throughout the employment relationship

## ► CONTENTS:



### LABOUR LAW ISSUES

1. Obligations when the working relationship begins/ends
2. Employment contracts
3. Overtime, public holidays, Sunday and night work
4. Annual leave and special leave
5. Workers' health and safety



### SOCIAL SECURITY ASPECTS

1. Company and staff registration
2. Social contribution rate and ceilings
3. Social security invoice and annual adjustment
4. Monthly salary and illness declarations



### TAXATION OF WAGES

1. Withholding tax
2. Tax card
3. Tax audit





**GDPR:**

# WHAT DO YOU NEED TO KNOW AS AN EMPLOYER?



**DURATION:**

Half-day



**TARGET AUDIENCE:**

Members of the HR department, self-employed people and managers of new businesses



**INSTRUCTOR:**

Legal expert on social law



## OBJECTIVES

- ▶ Understand the changes resulting from the introduction of GDPR
- ▶ Be aware of your obligations as an employer
- ▶ Ensure your HR department is aware of the consequences and practical challenges involved

## ► CONTENTS:



### KEY GDPR PRINCIPLES AND NOTIONS

1. Processing personal data
2. Controllers and processors
3. The basics of data processing



### ACTIONS TO IMPLEMENT TO COMPLY WITH GDPR

1. The data protection officer
2. Procedure in the event of a data breach
3. Obligation in terms of information disclosure and transparency
4. Personal data register



### PRACTICAL IMPACT OF GDPR

1. During the recruitment procedure
2. In the course of the working relationship
3. Monitoring employees
4. Document retention period



# MANAGING AND PREVENTING ABSENTEEISM



## DURATION:

1 to 2 days



## TARGET AUDIENCE:

Members of the HR department



## INSTRUCTOR:

Specialists in human resources



## OBJECTIVES

- ▶ Understand the root causes of absenteeism
- ▶ Know how to assess the absenteeism data
- ▶ Identify preventive measures and remedial actions
- ▶ Be able to implement an effective action plan
- ▶ Understand the legal framework around incapacity for work
- ▶ Conduct successfully the meetings relating to absences

## ► CONTENTS:



### ABSENTEEISM – DEFINITION AND REGULATION

1. Employee's obligations and rights
2. Employer's prerogatives
3. Specific cases: accident at work, invalidity, return to work, outplacement, etc.



### ANALYSE AND APPRECIATE

1. The challenges of absenteeism
2. Types of absences and trends
3. Focus on key indicators
4. Analyses and critical points of concern



### SOLUTIONS

1. Measures and actions to implement on a daily basis
2. Managing absenteeism
  - ▶ Reinforce the legal framework
  - ▶ Set up meetings with staff returning to work following a period of absence
  - ▶ Maintain contact during absence
  - ▶ Enhance safety measures and the prevention of occupational accidents and illnesses



### A HEALTHY WORKING ENVIRONMENT

1. Focus on stress and burnout
2. Good managerial practice





# STAFF DELEGATION:

## HOW TO SET IT UP? FOR WHAT ROLE?



### DURATION:

Half-day



### TARGET AUDIENCE:

Members of the HR department and managers of new businesses



### INSTRUCTOR:

Legal expert



## OBJECTIVES

- ▶ Introduce the procedure for social elections
- ▶ Become familiar with the regulations relating to the status, operation and role of the staff committee

## ► CONTENTS:



### SOCIAL ELECTIONS

1. Planning and the various phases
2. Concept of passive/active workforce and electorate
3. Election procedure
4. Setting up the new staff delegation



### SOCIAL DIALOGUE

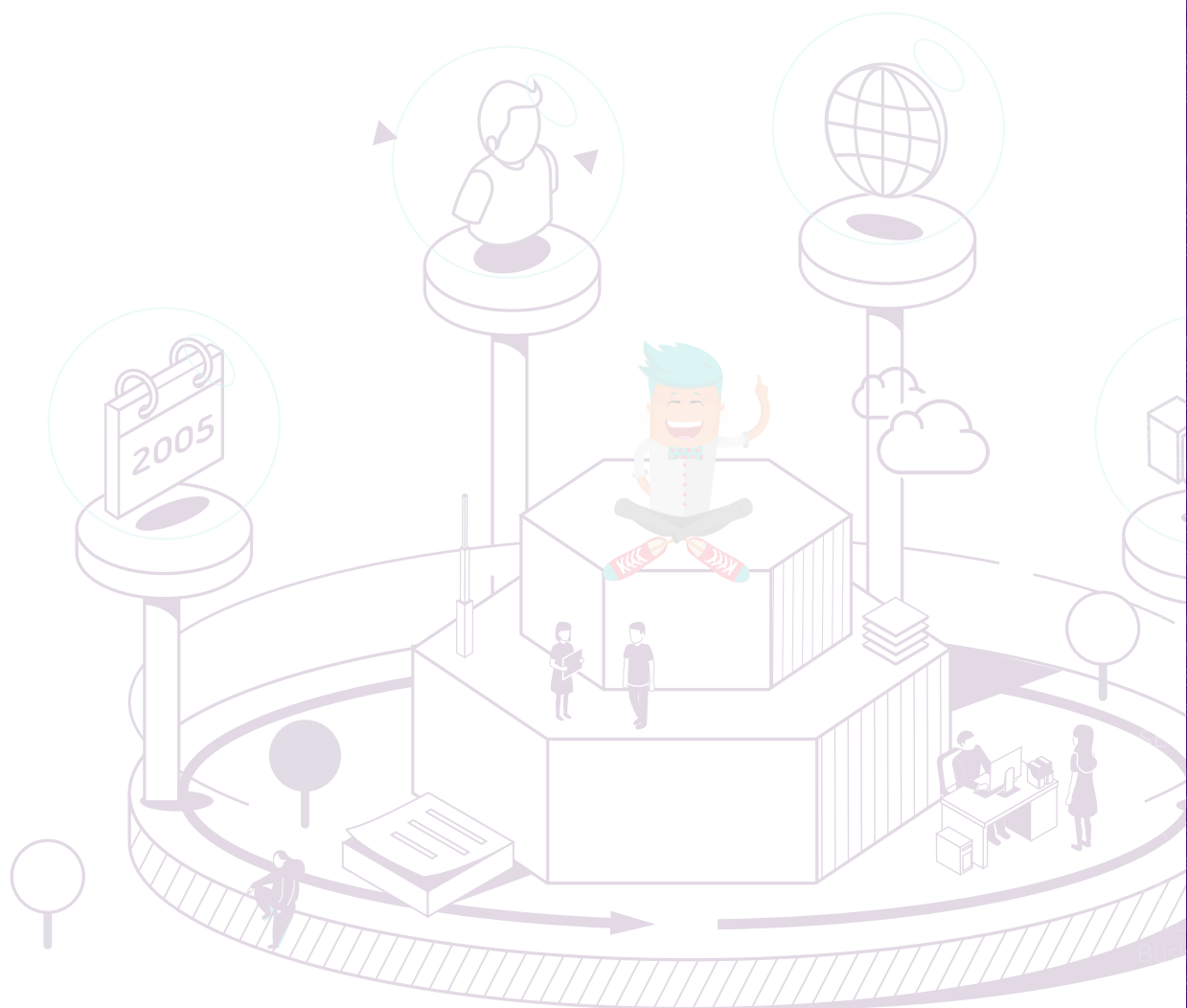
1. Role of the staff delegation
2. Obligations to inform and consult the staff delegation
3. Joint decision-making procedure in the company



### THE STATUS OF THE STAFF DELEGATION MEMBERS

1. The obligations of regular and substitute staff delegation members
2. Equal opportunities officer
3. Health and safety representative







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