



Conference of European Churches Governing Board Brussels, 20-22 November 2019

Explanatory Note to the Work Regulations

1. Introduction

In Belgium, all employers are required to draft Work Regulations. Work Regulations are an integral part of the staff members' contract. They contain the fundamental terms and conditions of employment and provisions on the legal status of the employees of CEC. The Work Regulations constitute part of the Legal framework for staff.

The Governing Board adopted Work Regulations in June 2014, but they never entered in force because the two former General secretary did not finalise the legal procedures for their approval.

In 2016/17 the General Secretary created a working group with CEC staff to draft new Work Regulations but never finalised them.

In June 2019, I took over the draft, checked with the Belgian social service what is required by Belgian law, identified also what was given by CEC in previous Work Regulations coming from the time before the restructuration, and finalised the document now submitted to the Governing Board.

1

2. Approval of the Work Regulations

The Work Regulations have to be submitted to and approved by the Governing Board of the Conference of European Churches. To enter in force, they have then to be submitted to staff for 15 days to allow them to react. Then they can be signed and enter in force.

The employer is obliged to provide a copy of the Work Regulations to each employee and is obliged to inform employees of any change. This is an absolute requirement; on the contrary case, the employee is not bound by the provisions.

3. Language

For the CEC staff in Brussels Work Regulations must be written in French (and/or in Dutch), depending on the language of the employees, since the AISBL has its seat in Brussels, which is bilingual. We provide an English working translation, but only the French text will be legally binding.

4. Provisions specific to CEC

Before the merger of CEC and CSC of CEC in 2014 provisions were always applied, such as a 5th week of annual leave (Belgian law only requires 4 weeks) or the closure of the office between 24 December and 1 January. These provisions are considered as acquired rights by Belgian law. The employer may only modify them with prior consent of the employees. In the document submitted to you, these additional provisions, not required by Belgian law, are highlighted in blue.

5. Actions of the Governing Board

The Work Regulations require the approval of the Social Secretariat to validate compliance with Belgian law. The Presidency therefore recommends that the Governing Board should not enter into discussions to rewrite the text.

The Governing Board, being the employer is invited to:

- a) **take note** of Work Regulations (2GB2019_Doc14a – 14b);
- b) **mandate** the General Secretary to finalise legal procedures for approval, consulting staff in accordance with the procedures laid down by Belgian law;
- c) **mandate** the General Secretary to draft the optional provisions and to consult staff.