



# What about you? Are you correctly classified?

Employees in the financial and banking sector will soon be reclassified in their jobs. This is pursuant to a provision of the collective bargaining agreement for the banking sector that must be in place by January 1, 2020 at the latest.

We receive many questions from our colleagues about their classification. A thorough check is necessary, as misclassification can potentially lead to a loss of salary.

### How does it work?

1. You need your job description which describes your activity
2. Take the matrix with the 5 evaluation criteria
3. Evaluate the points per criterion according to your activity and function
4. Add up the points of the 5 criteria
5. The sum of points obtained determines your new classification (A, B, C, D)

### What should I pay attention to?

Here are some important tips!

### Where can I find information and more explanations? (FAQ, Matrix Explanation)

<http://www.ogbl.lu/syndicat-banques-et-assurances/conventions-collectives/banques/>

### Am I also affected if my function accumulates more than 20 points?

Yes, it is possible that the classification of your function according to the matrix may exceed 20 points. You are then automatically classified in **category D**.

### **How can I protect myself?**

1. By informing myself, and  
2. by carrying out a self-assessment of my job position according to the 5 criteria. Thus, possible differences in classification may be detected in each of the 5 criteria. The methodology was developed to guarantee neutrality and allow a quick understanding by users. In addition, 51 functions are listed as reference position descriptions.

### **How can there be incorrect classifications?**

Sometimes activities are described inaccurately or forgotten or the classification does not correspond to the actual job function. Incorrect classification leads to losses that can add up to significant amounts in a few months and years. If your salary, for example, is below the minimum wage for your group, it will be reassessed and adjusted upwards.

### **What should I pay attention to?**

My activity/function must correspond to my current performance and reflect current events. An internal consistency check should be carried out in each bank by the staff delegation and the human resources department to ensure that each function is correctly classified in its entirety.

### **What happens if there is disagreement about the classification of the function?**

In case of disagreement, you should contact the staff delegation or us. You can also appeal to the Joint Committee.



**If you have any questions about your classification, you can contact your staff delegation or us at any time!**

#### **OGBL Finance Sector Union**

63 rue de Bonnevoie L-1260 Luxembourg  
[www.ogbl-finance.lu](http://www.ogbl-finance.lu) | Tel. : 26 49 69 – 1  
[secfin@ogbl.lu](mailto:secfin@ogbl.lu)

### **Not a member yet?**

Join the OGBL by completing the attached membership form and enjoy our many benefits.

**Together stronger for the future!**

# DEMANDE D'ADHÉSION / APPLICATION FOR MEMBERSHIP

## Mandat de prélèvement / Direct debit mandat

En signant ce formulaire de mandat, j'autorise l'OGBL à envoyer des instructions à ma banque pour débiter mon compte, et ma banque à débiter mon compte conformément aux instructions de l'OGBL. NOTE: Vous bénéficiez d'un droit à remboursement par votre banque selon les conditions décrites dans la convention que vous avez passée avec elle. Toute demande de remboursement doit être présentée dans les 8 semaines suivant la date de débit de votre compte. // By signing this mandate form, I authorize the OGBL to send instructions to my bank to debit my account, and my bank to debit my account in accordance with instructions from the OGBL. NOTE: You have the right to a refund from your bank under the conditions stated in the agreement that you spent with her. All refund requests must be made within 8 weeks of the date of your account.

RÉSERVÉ À L'ADMINISTRATION / RESERVED FOR THE ADMINISTRATION

MERCI DE REMPLIR EN CARACTÈRES CAPITALES / PLEASE COMPLETE USING BLOCK CAPITALS

Nom / Name

Prénom / First Name

Sexe / Gender

F  M

Date naissance - Matr. sécurité sociale / Date of birth - Social security no

Nationalité / Nationality

CP / Zip Code

Localité / Locality

N° / No.

Rue / Street

Email privé / Private e-mail

N° tél. privé avec préfixe / Private phone no. with prefix

Langue de communication / Language of communication

Français / French  Allemand / German

IBAN - N° de compte / IBAN - Bank account no.

Créancier / Payee

Identifiant du créancier / Creditor identifier

OGBL 60, bd J.F. Kennedy L-4170 Esch/Alzette

LU36 ZZZ0000000008699001005

J'autorise l'OGBL à adapter le montant à encaisser à ses statuts ou aux conditions fixées par son congrès national et à enregistrer et traiter mes données personnelles dans ses fichiers. // I authorize the OGBL to adjust the payment under its articles or relevant Congress decisions and to capture my personal information in electronic data processing.

Date \_\_\_\_\_

Localité / Place \_\_\_\_\_

Signature \_\_\_\_\_



Employeur / Employer

---

Lieu de travail - Succursale / Workplace - Branch

---

Profession

---

**Cotisation mensuelle / Monthly contribution**

- Salarié(e) / Employee  
 Fonctionnaire ou Employé(e) public / Civil servant  
 Pensionné(e) / Pensioner  
 Indépendant(e) / Self-employed

Sauf dans les cas énumérés ci-dessous, la cotisation mensuelle s'élève à 1% du revenu brut (rémunération, pension, indemnité de chômage, revenu minimum garanti) sans dépasser 19,40 € (depuis 1/2017). // Except for the conditions identified below, the monthly contribution is 1% of gross income (pay, pension, unemployment benefit, guaranteed minimum wage) without exceeding €19.40 (since 1/2017).

- Si revenu brut inférieur à 1940 € prière d'indiquer le montant / If gross income is less than € 1940 please indicate the amount  
Brut / Gross \_\_\_\_\_, \_\_\_\_\_

- Apprenti(e) / Apprentice = 3,90 € par mois / per month  
 Etudiant(e)-Elève / Student-Pupil = 1,00 € par mois / per month  
 Chômeur (Chômeuse) non-indemnisé(e) / Unemployed worker not receiving benefits = 2,00 € par mois / per month  
 Sans activité professionnelle / Without employment = 9,70 € par mois / per month  
 Veuf (Veuve) du (de la) membre défunt(e) / Widow(er) of the deceased member = 9,70 € par mois / per month

OGBL Matr. / OGBL Member no. \_\_\_\_\_

Syndicat précédent / Previous trade union

Depuis / Since

\_\_\_\_\_

Veuillez joindre un certificat d'affiliation à la présente demande. / Please attach an affiliation certificate herto.

Recruté par / Recruited by

OGBL Matr. oblig. / OGBL Member no. mandatory

\_\_\_\_\_

\_\_\_\_\_

---

**Merci de renvoyer à / Please send completed form to**

OGBL Service Gestion des Membres • 31, avenue Grande-Duchesse Charlotte • L-3441 Dudelange  
T. +352 54 05 45 928 • E. affiliation@ogbl.lu