

# Labour & Employment

In 40 jurisdictions worldwide

*Contributing editors*

**Mark Zelek, Matthew Howse, Sabine Smith-Vidal and Walter Ahrens**



2015

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# France

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## Legislation and agencies

### 1 What are the main statutes and regulations relating to employment?

The main statutes and regulations relating to employment are the Labour Code, the Social Security Code, administrative regulations and collective bargaining agreements, either at a field-of-activity level or at a company level. International treaties, European legislation, the Constitution of 1958 and associated sources, and the Civil Code, which contain provisions that apply to employment, should also be mentioned.

### 2 Is there any law prohibiting discrimination or harassment in employment? If so, what categories are regulated under the law?

The Labour Code protects employees against harassment and discrimination at work. Pursuant to article L1132-1 of the Labour Code, an employer must not take into account an employee's origin; gender; morals; sexual orientation or identity; age; family situation or pregnancy; genetic characteristics; belonging or not belonging to an ethnic group, a nation, or a race, real or assumed; political opinions; union or mutual activities; religious beliefs; physical appearance; family name; place of residence; state of health; or handicap in making a decision to hire, sanction, dismiss, promote, or reward that employee.

In addition to this list, the Labour Code grants protection in favour of employees who use their right of strike and fixed-term or part-time employees as compared to permanent employees in similar situations.

### 3 What are the primary government agencies or other entities responsible for the enforcement of employment statutes and regulations?

The administration of French labour law is entrusted to the Ministry of Labour, which is represented by regional and departmental directors and by labour inspectors organised through regional bodies (DIRECCTE). The judicial enforcement of French labour law is the primary responsibility of the labour courts, which are competent to judge all individual disputes arising out of the employment relationship.

## Worker representation

### 4 Is there any legislation mandating or allowing the establishment of a works council or workers' committee in the workplace?

The employer is required to organise elections at company level for staff delegates when the number of employees reaches 11 and for the works council when the number of employees reaches 50. Subject to certain conditions, a works council must also be elected at establishment level and either at group level or European level, or both.

## Background information on applicants

### 5 Are there any restrictions or prohibitions against background checks on applicants? Does it make a difference if an employer conducts its own checks or hires a third party?

The employer may ask an applicant to provide information directly or through a third party to the extent that such information is necessary to assess the applicant's professional capacities that have a direct link with

the position and the employee's skills (article L1221-6 of the Labour Code). Except where the information is relevant in the specific context of the position, the employer may not collect private background information (eg, criminal or credit record or the holding of a driver's licence).

### 6 Are there any restrictions or prohibitions against requiring a medical examination as a condition of employment?

A medical examination is mandatory at the time of the recruitment (ie, the hiring date). An employer can refuse to hire an applicant who does not submit to an examination.

This examination aims to verify that the applicant is not suffering from a disease that may affect his or her working environment and that he or she is physically capable of carrying out the job's future duties. After hiring, the employee must submit to at least one medical examination every 24 months in order to verify his or her capacity to carry out the duties. An employee cannot refuse to submit to such examination. Additional medical examinations are required for employees working in a particularly dangerous environment (eg, employees exposed to asbestos, lead, or mechanical vibrations), disabled employees, pregnant employees, after maternity leave, after sickness leave, and after leave of more than 30 days for a work-related accident, or non-professional illness or accident. The medical examination must be carried out by the industrial doctor. In any case, the result of the examination is not communicated to the employer. The doctor only indicates whether the applicant is fit for the job.

### 7 Are there any restrictions or prohibitions against drug and alcohol testing of applicants?

The employer is not, in principle, entitled to ask questions about the applicant's private life and this includes questions about health. Information relating to a health condition should only be given by the applicant to the medical staff during the pre-hiring medical examination. The doctor may prescribe a drug or alcohol test if he or she thinks that it is relevant in deciding on the ability of the applicant to carry out the functions of the job. The applicant has to agree to the test and must be informed by the doctor of the possible consequences. The results of the tests are not communicated to the employer; the doctor indicates only if the applicant is able to work.

## Hiring of employees

### 8 Are there any legal requirements to give preference in hiring to, or not to discriminate against, particular people or groups of people?

An employer cannot give preference in hiring to particular people or groups of people because it may be considered discrimination, which is prohibited by law (see question 2).

Employers with at least 20 employees are legally required to employ disabled individuals at the rate of 6 per cent of the workforce. Employers may decide to hire disabled employees, to outsource part of their activity to specified companies employing disabled persons or to pay a financial contribution to a dedicated agency (AGEFIPH) in lieu.

Temporary measures for hiring women or older employees are also authorised.

Provided that an employee dismissed for economic reasons informs his or her previous employer that he or she would like to benefit from a re-hiring priority, the employer must inform and give priority to this employee

for any hiring for a position corresponding to the employee's qualification within a 12-month period following his or her dismissal.

### 9 Must there be a written employment contract? If yes, what essential terms are required to be evidenced in writing?

A written employment contract is mandatory when an individual is hired as a temporary employee or is hired on a fixed-term or part-time contract. Restrictive covenants are also required to be in writing. A written employment contract is not strictly required under French law in other cases, although it is recommended for evidentiary reasons. Moreover, the European Directive of 14 October 1991 requires employers to provide a written agreement with the essential terms of the contract such as the names of the parties; the place of the work; the job position; a brief characterisation or description of the job position; the starting date; for fixed-term contracts, the term of the employment; the duration or, if not possible, the terms and conditions of annual leave; the duration or, if not possible, the terms and conditions of the notice period; the amount and components of the compensation; the daily or weekly working time; and applicable collective bargaining agreements.

The collective bargaining agreement may also impose an obligation to provide the employee with a written employment contract or with specific information.

### 10 To what extent are fixed-term employment contracts permissible?

The normal form of employment is the indefinite-term contract. Therefore, a fixed-term contract may only be used to hire an employee to perform a precise and temporary task in factual circumstances strictly defined by the law as follows:

- to replace an employee who is temporarily absent or whose contract is temporarily suspended;
- to temporarily replace an employee whose job is being eliminated;
- to temporarily fill a vacant job position while awaiting the arrival of a new employee (for a maximum of nine months);
- to deal with a temporary increase in business activity;
- to facilitate the hiring of certain categories of unemployed person;
- to provide specific training to the employee; or
- to hire for seasonal work or in business sectors in which fixed-term contracts are standard practice.

Usually, the maximum duration of a fixed-term contract is 18 months and may be extended to 24 months under specific conditions. There is no maximum duration when the fixed-term contract may be made to replace an employee who is temporarily absent.

Specific limitations or prohibitions apply to companies that have carried out a dismissal on economic grounds during the past six months or hiring to fill a position requiring the performance of dangerous activities, and to replace employees on strike. In addition, the conclusion of successive fixed-term contracts with the same employee or for the same position is subject to limitations.

Subject to the existence of a specific provision in a collective bargaining agreement, fixed-term contracts may be signed with executives and engineers for a period of 18 to 36 months for the completion of a specific and defined project.

### 11 What is the maximum probationary period permitted by law?

For indefinite-term employment contracts, mandatory probationary periods permitted by law are:

- two months for workers and employees;
- three months for technicians and supervisors; and
- four months for executives.

Longer probationary periods are authorised when they are provided by a collective bargaining agreement entered into before 26 June 2008. Shorter probationary periods are authorised when they are provided by a collective bargaining agreement or employment contracts signed on or after 26 June 2008.

Such probationary periods may be extended once, but only if provided for in the collective bargaining agreement or in the employment contract. Such an extension, which is subject to the employee's express consent, must be agreed to before the end of the initial probationary period. The duration of the probationary period including renewal cannot exceed:

- four months for employees and workers;

- three months for technicians and supervisors; and
- eight months for executives.

The probationary periods can be terminated respecting a notice period up to one month.

A fixed-term contract may provide for a probationary period that depends on the duration of the contract and may last for up to one month for contracts exceeding six months.

### 12 What are the primary factors that distinguish an independent contractor from an employee?

Among other case-specific elements, the primary factors that distinguish an independent contractor from an employee are that the contractor:

- does not carry out duties in a subordinate position to an employer;
- does not belong to the employer's organisation;
- carries out the duties with his or her own equipment and/or in premises which are different from those of the user company;
- sends invoices for specific services rendered over a specific period of time; and
- must have completed all relevant registration and declaration formalities to act as an independent contractor.

French labour law imposes a variety of requirements and obligations on the parties in an employment relationship that do not apply to independent contractors (eg, disciplinary regulations, working-time regulations and paid holidays).

### Foreign workers

#### 13 Are there any numerical limitations on short-term visas? Are visas available for employees transferring from one corporate entity in one jurisdiction to a related entity in another jurisdiction?

There is no numerical limitation on short-term visas (less than three months) for foreign employees working for the same employer in France.

All foreign workers need a visa and a work permit to work in France unless they are nationals of one of the member states of the European Union. Foreign workers who are not nationals of these countries need an authorisation to stay and work in France: a residence permit, which is valid for 10 years; the temporary stay visa with an authorisation to work, which is valid for one year; and the temporary authorisation to work, which is valid for 12 months. Other authorisations exist for students, scientists, etc.

Less restrictive visa rules apply to employees seconded from a foreign corporate entity to another related entity located in France for the purpose of carrying out a service (assigned employees). The employer is required to pay a special contribution, the amount of which depends on the duration of the assignment and the employee's salary.

Moreover, certain French labour legal requirements apply to the seconded employee during the secondment, including working time provisions, days off, paid holidays, minimum salary, overtime and rules relating to health and safety. These requirements ensure that the secondment will not deprive the seconded employee of the rights they would have been granted under a French employment contract.

#### 14 Are spouses of authorised workers entitled to work?

A temporary authorisation to stay in France for personal reasons is available to the extent that the individual meets the legal conditions set by French law. This authorisation is for a maximum duration of one year (automatic renewal) and allows its holder to carry out a professional activity.

#### 15 What are the rules for employing foreign workers and what are the sanctions for employing a foreign worker that does not have a right to work in the jurisdiction?

The procedures to obtain a work permit depend on the place where the foreign worker lives. If the foreign worker lives in France, the employer would need to check the validity of his or her visa and authorisation to work. If the foreign worker does not live in France, the employer must prove that it has tried, with no success, to recruit a candidate in France in order to be entitled to recruit a foreign worker.

The labour authorities issue the authorisation to work. Except for certain categories of employees (such as assigned employees, artists or high-level executives), they take into account the employment situation in the area where the foreign worker would work, the employment conditions

(notably salary) that would apply to the foreign worker, and the technological and commercial purposes of the stay. Any refusal shall be written and shall provide the grounds for the refusal.

The usual formalities (notably, medical examinations) and labour requirements apply to foreign workers. The employer would have to pay a specific contribution for the employment of a foreign worker.

Failure to comply with the legal requirements governing the introduction of foreign workers to France may give rise to various sanctions including criminal liabilities. Courts will impose fines and imprisonment upon the employer (up to 10 years in prison and a fine of €100,000 for individuals, and €500,000 for legal entities) while French authorities can withhold the employee's authorisation to work or stay in France. Additional criminal or administrative sanctions are incurred, such as confiscation of all or part of the assets, exclusion from public procurement and dissolution.

#### **16 Is a labour market test required as a precursor to a short or long-term visa?**

A labour market test may be required depending on the particular situation of the foreign worker and the local employment situation. Except for certain categories of employees (see question 15), the employment situation of the geographical area where he or she will work is taken into consideration by the relevant administrative authority in order to decide whether to grant the authorisation to work in France.

In addition, when the foreign worker does not live in France, the employer must post the position with the unemployment agency or with agencies that are used by the public employment service. The employer will be entitled to recruit a foreign worker only if it is unable to staff the position with someone who is already authorised to work in France.

#### **Terms of employment**

#### **17 Are there any restrictions or limitations on working hours and may an employee opt out of such restrictions or limitations?**

The typical working week is 35 hours under French law, unless otherwise specified by a collective bargaining agreement (although more flexible working time organisation may be applicable to executives). The number of overtime hours that an employee may work during a calendar year is limited by a collective bargaining agreement or by law (a legal threshold of 220 hours per year and per employee); beyond such limit, the employee must be given a compensated rest period in addition to the overtime payment (see question 18). An employee may not work more than 10 hours per day. The average number of hours that an employee may work per week over any period longer than 12 consecutive weeks may normally not exceed 44 hours, nor may the number of hours the employee works during any given week exceed 48. Each failure by the employer to abide by the applicable rules and regulations relating to working hours or overtime hours is sanctioned by a maximum fine of €750 for individuals and €3,750 for legal entities. The fine is multiplied by the number of employees affected by the violation of the law. The employee cannot opt out of such restrictions.

#### **18 What categories of workers are entitled to overtime pay and how is it calculated?**

All employees are entitled to overtime pay, except high-level employees with management duties who have the greatest independence in carrying out their duties and in the organisation of their schedules and whose compensation is in the highest range of the organisation. Other employees (itinerant workers and executives) may be subject to a particular arrangement that excludes overtime payment within a certain limit (eg, a maximum number of hours or days of work per month or per year).

Overtime pay is calculated on the basis of the hourly rate applicable to the employee with a surcharge (eg, 25 per cent between 35 and 43 hours of work per week and 50 per cent above 43 hours).

Overtime pay may be replaced, fully or partially, by compensatory time off for overtime hours worked below the overtime threshold (see question 17). The employee must be given compensated time off on top of overtime pay for hours worked above the overtime threshold.

#### **19 Can employees contractually waive the right to overtime pay?**

Aside from a specific organisation of working time, employees cannot waive their right to overtime pay.

However, employers can propose to employees who benefit from a certain level of autonomy in the organisation of their working time a global remuneration agreement for a certain number of hours worked per week

or per month, including the payment of overtime hours, within the limit of either 20.8 hours per month or 39.8 hours per week (these thresholds can be lower depending on provisions regarding working time provided in a collective bargaining agreement or an in-house collective agreement). The remuneration of employees who benefit from this working time organisation must not be lower than the minimum remuneration corresponding to their classifications, as increased by the payment of the overtime hours included in their global remuneration agreements.

A collective bargaining agreement or an in-house collective agreement may allow employers and employees to enter into a global remuneration agreement for a certain number of days worked per year, without regard to the number of hours actually worked over the year by the employees. Provisions on overtime hours are not applicable to this category of employees and they are not entitled to receive overtime pay.

#### **20 Is there any legislation establishing the right to annual vacation and holidays?**

French labour law grants employees the right to a minimum amount of paid annual vacation. Two-and-a-half workable days of annual leave are given per month in the reference year, not to exceed 30 workable days. A 'workable day' is any one of the six days in the maximum six-day working week. Individuals working a typical five-day week during a full reference year will receive 25 working days for their annual vacation. Paid vacation is in addition to public holidays.

#### **21 Is there any legislation establishing the right to sick leave or sick pay?**

An employee may be absent due to illness, provided that he or she has informed the employer and produces a medical certificate (usually within 48 hours following the absence). During the absence, the employee receives a social security allowance.

The employment contract is suspended but the applicable collective bargaining agreement or the Labour Code ensures that the employee's salary is maintained in full or in part (subject to certain conditions). The salary is maintained from the first day of absence when the absence results from illness or a work-related accident, and after eight days of absence in other cases.

Pursuant to the Labour Code, the indemnity amounts to 90 per cent of the employee's gross salary during the first 30 days of illness, and to 66.66 per cent of the gross salary during the following 30 days. Those periods are increased by 10 days for each five-year period worked by the employee above one year within a limit of 90 days of indemnification for each period (maximum 180 days of indemnification for each period of 12 months). Any social security allowance and complementary health care indemnity received by the employee is deducted from the amount paid by the employer.

#### **22 In what circumstances may an employee take a leave of absence? What is the maximum duration of such leave and does an employee receive pay during the leave?**

Apart from annual vacation or absence due to illness, an employee may be absent in various circumstances including maternity or adoption leave, family reasons (eg, marriage, death or illness of a parent), parental leave, training, sabbatical leave or creation of a business. Payment and duration of the leave depend on the reasons for the leave, and the existence of specific provisions of a collective bargaining agreement or from a specific agreement with the employer.

For example, in the case of maternity, the employee is entitled to a minimum of 16 weeks of absence with a maximum of 52 weeks (in the case of a multiple pregnancy with medical risks). During the maternity leave, the employee receives a social security allowance. The collective bargaining agreement may also provide for an obligation to maintain the employee's salary in full or in part. At any time after the birth of a child, the employee who has worked at least one year with the company before the birth may ask for parental leave or to move to part-time work for a maximum period of one year, which can be renewed twice, ending on the third birthday of the child. During parental leave, except in the case of part-time work, there is no legal obligation to maintain salary.

If the employee is absent without a valid reason, he or she will not be paid and may be dismissed.

### 23 What employee benefits are prescribed by law?

Employees are entitled to statutory social security benefits that consist of statutory pensions and protection against exceptional situations relating to the employee's health, family events, work-related accident or illness. Employees are also covered against unemployment risk. Such benefits are sponsored by the state through social security contributions paid by the employee (at the approximate rate of 20 per cent of the employee's gross salary) and the employer (at the approximate rate of 45 per cent of the employee's gross salary).

French law requires that any company employing at least 50 employees manage a mandatory profit-sharing plan.

### 24 Are there any special rules relating to part-time or fixed-term employees?

An employer may not discriminate against part-time or fixed-term employees based on the fact that they are not employed on a full-time or permanent basis.

At the end of the fixed-term contract, the employee must generally receive an indemnity that is equal to 10 per cent of his or her gross salary received during the contract. For fixed-term employees, refer also to question 10.

For part-time employees, specific terms and conditions are required in writing in the employment contract (qualification, compensation items, working time, weekly schedule, amendment of schedule and additional hours, etc). If a full-time position in the same professional category or with similar duties becomes open, part-time employees must receive priority in terms of both applying for and obtaining such position.

### Post-employment restrictive covenants

#### 25 To what extent are post-termination covenants not to compete, solicit or deal valid and enforceable?

Such covenants must be agreed to in writing. The company must justify the agreement as a protection of its legitimate interests. Furthermore, the covenant must not prohibit the employee from working in his or her area of skill. The territorial scope and duration of non-competition covenants must be limited. Moreover, financial compensation should be provided in consideration of a non-compete covenant. If an employee is not compensated for his or her non-competition commitment, the covenant will not be enforceable, and the employee may make a claim for damages for the limitation of the right to work that has been suffered.

The maximum period for a non-competition covenant depends on the employment contract and the collective bargaining agreement, if any. Usually, it lasts between 12 and 24 months.

Covenants not to solicit or deal with customers or suppliers are regarded as limiting the right to work and are therefore generally subject to the same conditions as non-competition covenants.

#### 26 Must an employer continue to pay the former employee while they are subject to post-employment restrictive covenants?

Yes, with respect to non-compete covenants. See question 25.

The compensation cannot be paid during employment but only after notification of the termination. The compensation must be fixed and its amount must be determinable (eg, it cannot be paid with stock options). It is generally fixed by the collective bargaining agreement, if applicable.

### Liability for acts of employees

#### 27 In which circumstances may an employer be held liable for the acts or conduct of its employees?

The employer will be held liable for all acts or conduct of its employees when carried out within the course of his or her duties.

When an employee injures a third party, the employer may be held jointly or separately liable for such an injury. The employer is not liable for the acts of any of its employees when an employee acts outside of the course of his or her employment or the employee acts in violation of the terms and conditions of such employment.

### Taxation of employees

#### 28 What employment-related taxes are prescribed by law?

All employees working for an employer in France must be affiliated with the French social security system. The amount of the contribution is based

on the employee's salary. In addition to social security and unemployment contributions, the main employment-related taxes are: the general social contribution (CSG), contribution to the social debt (CRDS), providence (for employers employing more than nine employees), additional pensions for manager-level employees, tax on wages, construction, apprenticeship, and continuing training. The employer must withhold the employee's portion (at the approximate rate of 20 per cent) from the employee's gross salary and pay its own contribution to the social security bodies (at the approximate rate of 45 per cent) that comes on top of the employee's gross salary. Specific deductions are awarded to recently registered companies.

Specific taxes may also apply in the case of hiring foreign employees, distribution of profit sharing, free-shares, stock options, etc.

### Employee-created IP

#### 29 Is there any legislation addressing the parties' rights with respect to employee inventions?

The Intellectual Property Code provides the rules applicable to any software created by an employee. When an invention is created by the employee in the performance of his or her duties, such an invention belongs to the employer and all rights shall be assigned to the employer. The employee will be eligible for additional compensation in consideration of the invention.

When the invention is created by the employee outside of normal work duties, the invention belongs to the employee. However, when such an invention has been created by the employee during the performance of normal work duties, in the field of activity of the employer, by knowledge of documents or studies belonging to the employer, or with material or installations belonging to the employer, the employer has the option to claim ownership of all or part of the rights derived from the invention. The employee will be eligible for fair compensation in consideration for his or her invention.

The employer has no rights on other inventions created by employees or on inventions created by corporate officers.

### Data protection

#### 30 Is there any legislation protecting employee privacy or personnel data? If so, what are an employer's obligations under the legislation?

The Data Privacy Law of 6 January 1978 (as amended in August 2004) protects employee privacy and personal data. Pursuant to this rule, an employer may collect information on employees, except information regarding racial or ethnic origin, political opinions, religious or philosophical beliefs, union membership, health or sexual preferences. Pursuant to article L1221-6 of the Labour Code, an employer may collect personal information from an applicant only if the purpose of such collection is to assess the applicant's abilities to carry out his or her future duties or professional skills. The Data Protection Authority (CNIL) controls the collection of personal data. Based on article 9 of the Civil Code, employees have a general protection of their private life at work. The monitoring of employees in the workplace is also subject to restrictive requirements (eg, e-mail monitoring, video monitoring). Prior to the processing or filing of data relating to its employees, the employer is required to:

- report its existence to the CNIL (a prior authorisation may be required for certain categories of data);
- inform and consult with relevant employee representatives; and
- individually inform each employee of the existence and the finality of the data processing.

### Business transfers

#### 31 Is there any legislation to protect employees in the event of a business transfer?

Directive No. 77/187/EEC on the transfer of undertakings, as modified by Directive No. 98/50/EC (the Acquired Rights Directive), has been introduced into French law by article L1224-1 of the Labour Code.

Article L1224-1 of the Labour Code provides that individual employment contracts transfer automatically from 'one employer to another as a consequence of the transfer of the activity at which they are working if such activity meets the case law criteria of 'an economic and autonomous entity which keeps its identity and which activity is maintained'.

The characterisation of a business or activity as an economic and autonomous entity depends mainly on factual circumstances. The criteria

### Update and trends

A law is currently being discussed before the French Parliament (the 'Macron' Law) that will address, inter alia, the following important topics:

- work on Sundays – the law will soften the legal provisions on work on Sundays for companies in the retail trade sector;
- collective redundancy – the law will simplify the procedure that an employer must comply with to find a redeployment position for employees affected by a collective redundancy procedure, and will soften the conditions of application of selection criteria to identify the employees to be dismissed in the framework of a reduction in the workforce;
- criminal liability for hindering the functioning of employee representatives' bodies – the law will repeal the imprisonment sanction applicable if an employer is found to have hindered the functioning of the employee representatives' bodies (eg, failure to consult the works council when doing so is mandatory); and
- profit sharing – several measures of the law aim to simplify the existing profit-sharing schemes in France.

It is currently expected that the law will be adopted in May or June 2015.

used by the courts to determine whether such an economic and autonomous entity exists include, principally, the following elements:

- assignment of a team of employees to the activity;
- the consistency and autonomy of such a team;
- the dedication of specific assets to the activity;
- the internal rules specific to the activity and autonomous hierarchy; and
- financial autonomy.

The consequences of the application of article L1224-1 of the Labour Code, in the event of such an automatic transfer, are that:

- all rights and obligations under individual employment contracts are transferred to the new employer, subject to the authorisation of the labour inspector for employees' reps;
- employees continue to work for the new employer without need for any change to their contracts;
- the new employer is bound by the terms of the employment contracts; and
- employees working at the transferred activity may not refuse the transfer of their contracts. A refusal may lead, in certain circumstances, to dismissal for just cause.

The collective status of employees transferred, pursuant to article L1224-1 of the Labour Code, must be renegotiated with unions for the purposes of adopting a new collective status applying to the enlarged workforce.

The automatic transfer rule of article L1224-1 of the Labour Code may apply in outsourcing arrangements where the business or function that is outsourced qualifies as an autonomous business entity. In this case, employees assigned to such business or function automatically transfer to the services provider under the outsourcing arrangements.

In circumstances where the automatic transfer may not occur (ie, in the absence of a transfer of activity, or when the transferred activity does not qualify as an autonomous economic entity), the employees concerned are not bound to accept their transfer, and the transferee of the activity is not obliged to employ them.

The automatic transfer of the employee may also result from a collective bargaining agreement in the case of a succession of contractors on a contract for the same services (eg, cleaning, transport, security).

### Termination of employment

#### 32 May an employer dismiss an employee for any reason or must there be 'cause'? How is cause defined under the applicable statute or regulation?

An employer must have a real and serious cause to terminate the employment agreement and must comply with all applicable dismissal procedures (on economic or personal grounds). There is no legal definition of what is a real and serious cause. The judge will determine on a case-by-case basis whether or not the dismissal was legitimate. The cause must be 'real',

meaning exact, precise and objective, and 'serious', which justifies the termination of the contract.

#### 33 Must notice of termination be given prior to dismissal? May an employer provide pay in lieu of notice?

Whatever the cause for a contract's termination (except for serious misconduct or gross negligence), an employer must give a notice period prior to dismissing an employee (generally between one and three months, but sometimes up to six months). The employer may release the employee from working during the notice period and instead pay an indemnity in lieu of notice. The indemnity is equal to the base salary, bonuses and benefits that the employee would have received if he or she were to work during the notice period. The employee may ask to be released from working during the notice period, and when the employer accepts the employee's request, no indemnity shall be paid.

#### 34 In which circumstances may an employer dismiss an employee without notice or payment in lieu of notice?

Serious misconduct and gross negligence are legal bases for terminating an employment contract without allowing the employee to serve his or her notice period and without having to pay him or her an indemnity in lieu of notice and severance pay. The qualification used by the employer is not binding on the judge, who can order the employer to pay an indemnity in lieu of notice.

#### 35 Is there any legislation establishing the right to severance pay upon termination of employment? How is severance pay calculated?

Yes. The employer must pay the dismissed employee a minimum legal severance pay, provided that the employee has been employed for a minimum of one year by the company. This severance pay is paid whether the grounds for dismissal are personal or economic. The severance pay is equal to one-fifth of a month's salary for each year of service increased by two-fifteenths of a month's pay per year of service longer than 10 years (ie, one-third of a month's pay per year of service after 10 years). The collective bargaining agreement may provide for higher severance pay in lieu of the legal requirement.

#### 36 Are there any procedural requirements for dismissing an employee?

Yes. The procedure to dismiss an employee is highly formalistic. The employer or its representative must ask the employee to attend a preliminary meeting in order to discuss his or her potential dismissal. After this meeting, the employer must send a dismissal letter to the employee that indicates, among various requirements, the reasons for the dismissal and the duration of the notice period.

The applicable procedure depends on the nature of the dismissal, that is, for personal reasons (including disciplinary grievances) or for economic reasons, and on the number of employees to be dismissed as well as on the number of employees in the company.

When applicable, the employer has to consult its works council regarding the economic grounds and on a redundancy plan when the number of employees who are made redundant exceeds certain thresholds. The works council has no veto power and simply provides its opinion. The employer must notify the council of the procedure and must look for any redeployment solution.

#### 37 In what circumstances are employees protected from dismissal?

Employee representatives are covered by specific protection. A special procedure (authorisation of the labour inspector) must be followed should the employer wish to terminate the employee representatives' contracts.

Moreover, as a general rule, it is illegal for an employer to take into consideration an individual's sex or family situation when terminating an employment contract. Specific procedures apply where the employment contract is suspended (eg, for illness or maternity). Termination of fixed-term employment contracts is also subject to specific rules.

#### 38 Are there special rules for mass terminations or collective dismissals?

Yes. The procedure is highly complex and formalistic.

A recent law (dated 14 June 2013) provides for two different methods of carrying out a collective dismissal (10 or more employees): negotiating a collective agreement or drawing up a 'unilateral document'.

A collective agreement must be negotiated and signed with one or several trade unions. The agreement must provide details of the content of the collective redundancy plan (measures aimed at avoiding or at least mitigating the effects of redundancies, including redeployment measures) and can also contain provisions concerning the consultation procedure to be carried out with the works council. The trade union representatives may be assisted by an expert paid by the company.

The collective agreement is sent to the labour authorities at the end of the works council consultation period for checking. If the labour authorities approve the agreement within a 15-day period, the employer can then dismiss the employees.

A 'unilateral document' drafted by the employer sets out the terms of the collective redundancy plan and other specific details concerning the redundancies. This document is then submitted to the works council for consultation. The works council is also informed and consulted on the restructuring leading to the collective dismissals.

The final document is sent to the labour authorities at the end of the works council consultation period for checking. If the labour authorities validate the agreement and the project within a 21-day period, the employer can then dismiss the employees.

The law provides for a maximum period for the works council to give its opinion following consultation on the redundancy process (two to four months depending on the number of employees to be dismissed. If the works council does not give its opinion by the end of this period, it will be deemed to have been properly consulted).

If the works council elects to be assisted by an expert, the law also provides for a specific framework and timing for the exchange of information and questions, and requires the expert to render its report 15 days before the end of the maximum period for consultation.

### **39 Are class or collective actions allowed or may employees only assert labour and employment claims on an individual basis?**

Class actions or collective actions are not allowed under French law. Employees may only assert labour and employment claims on an individual basis. However, several employees may petition the court and join their claims into one sole procedure.

### **40 Does the law in your jurisdiction allow employers to impose a mandatory retirement age? If so, at what age and under what limitations?**

No. Retirement ages are defined by statute and may not be imposed by the employer. Except in a limited number of situations which are strictly regulated (eg, public companies or companies governed by specific statute), the employer may not pension off an employee before the age of 70, and covenants imposing automatic retirement from a certain age are therefore unenforceable. Below the age of 70, the employee's express consent is required for retirement, and a specific procedure applies.

### **Dispute resolution**

#### **41 May the parties agree to private arbitration of employment disputes?**

No. If the parties to a French employment contract agree to private arbitration, the opinion of the arbitrator will have no binding effect.

#### **42 May an employee agree to waive statutory and contractual rights to potential employment claims?**

No. An employee cannot waive statutory and contractual rights to potential employment claims in advance. The only possibility is to enter into a settlement agreement after a dispute arises. The employee and the employer must agree on reciprocal concessions. A settlement agreement in which an employee waives claims in connection with employment termination is not valid when signed before a notice of termination has been given to the employee.

#### **43 What are the limitation periods for bringing employment claims?**

All claims regarding salary are subject to a three-year statute of limitations following the date of the alleged violation. Discrimination claims are also subject to a five-year statute of limitations following the revelation of the alleged discrimination. Any claim in relation to the performance or termination of the employment contract must be brought before the employment tribunal within two years following the revelation of the employer's wrongdoing. Claims in relation to the validity of the collective agreement or the unilateral document drafted in the framework of a collective redundancy (see question 38) must be brought before the administrative tribunal within a two-month period following the date of the notification of the authorisation or validation decision by the labour authorities. A special one-year statute of limitations applies to claims in connection with the implementation or the absence of a social plan, if it was expressly stated in the dismissal letter.

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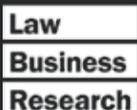
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