



POLITECNICO
MILANO 1863

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POLITECNICO DI MILANO

THE R E C T O R

HAVING REGARD TO Italian Law No 168 of 09.05.1989, 'Establishment of the Ministry of Universities and Scientific and Technological Research' and subsequent amendments;

HAVING REGARD TO Italian Law No 241 of 07.08.1990, "New rules on administrative procedure and right of access to administrative documents", and subsequent amendments;

HAVING REGARD to Italian Presidential Decree No 445 of 28.12.2000, laying down the legal provisions on administrative documentation, and subsequent amendments;

HAVING REGARD TO Italian Leg. Decree No 165 of 30.03.2001, 'General labour regulations for employees of public administrations', and subsequent amendments;

HAVING REGARD TO Prime Ministerial Decree (DPCM) No 242 of 04.04.2001, 'Regulation on changes to Prime Ministerial Decree No 221 of 7 May 1999 on the unified criteria for the economic evaluation of persons requesting social security benefits and the identification of the household for special cases, pursuant to Articles 1, paragraph 3, and 2, paragraph 3, of Legislative decree No 109 of 31 March 1998, as amended by Legislative decree No 130 of 3 May 2000 and subsequent amendments.

HAVING REGARD TO Italian Leg. Decree No 196 of 10.08.2018 laying down the 'Personal Data Protection Code' as amended by Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016, on the protection of natural persons with regard to the processing of personal data and the free circulation of such data and repealing Directive 95/46/EC (General Data Protection Regulation);

HAVING REGARD TO Italian Law No 240 of 30.12.2010, 'Regulations on the organization of universities, academic staff and recruitment, as well as delegation to the Government to encourage the quality and efficiency of the university system', and subsequent amendments;

HAVING REGARD TO Italian Law No 190 of 06.11.2012, 'Provisions for the prevention and repression of corruption and illegality in public administration' and subsequent amendments;

HAVING REGARD TO Italian Presidential Decree No 62 of 16.04.2013, 'Regulations on the code of conduct for public servants, pursuant to Article 54 of Legislative Decree No 165';

HAVING REGARD TO the National Collective Labour Agreements - University sector - in force over time; HAVING REGARD TO the Statute of the Politecnico di Milano in force;

HAVING REGARD TO the Regulation for University Administration, Finance and Accounting in force

HAVING REGARD TO Rector's Decree No 1722/AG of 12.06.2013 issuing the 'Regulations on the payment of benefits to university staff', and subsequent amendments;

HAVING REGARD TO the Minutes of the meeting of the Committee for the evaluation of applications for benefits to staff at the Politecnico di Milano, held on 21 July 2021, which included proposals for amendments to the 'Regulations on the payment of benefits to university staff', aimed at expanding the cases eligible to apply for benefits and at ensuring optimal use of the relative benefit Fund; amendments also approved by the trade unions in the bargaining meeting on 5 October 2021;

HAVING ACKNOWLEDGED the favourable opinion expressed by the Board of Governors in the meeting of 26 October 2021 on the proposed changes to the 'Regulations on the payment of benefits to university staff';

HAVING RECOGNISED the need to take action;

HEREBY DECREES

Article 1

- 1) For the reasons expressed in the premises, the 'Regulations on the payment of benefits to university staff', with the attached annexes, issued with Rector's Decree No 1722/AG of 12.06.2013 and partially amended with Rector's Decrees No 2611 of 07/29/2014, No 1464 of 04.04.2016, No 884 of 08.02.2018 and No 9753 of 19.12.2019, are further amended as indicated in the text which is given in full below.
- 2) Changes made to the regulations are marked in ***bold italics***.

REGULATIONS ON THE PAYMENT OF BENEFITS TO UNIVERSITY STAFF

CONTE

NTS

CHAPT

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**CHAPTER I
GENERAL PRINCIPLES AND COMPETENCES**

Article 1

Purpose and scope of application

- 1) These Regulations govern the payment of benefits to university staff.

Article 2

Definitions, abbreviations and acronyms

- 1) For the purposes of these Regulations, the following terms are understood to mean as follows:
- a) university staff: technical and administrative staff in service with a fixed-term or permanent full- or part-time employment contract, professors and research staff;
 - b) ISEE: Equivalent Financial Situation Index;
 - c) ISEE certificate: certificate issued by INPS that allows you to evaluate the financial situation of a household, taking into considering income, assets and characteristics;
 - d) S.S.N.: Italian National Health Service.

Article 3

Duties and responsibilities

- 1) The Board of Governors annually decides, in the approval of the financial statements, on the size of the fund to be allocated to the payment of the benefits referred to in these Regulations.
- 2) Any residuals recognized at the end of the year shall be reallocated to the new year to increase the Fund.
- 3) The General Manager:
 - a) issues the provision for the payment of benefits on the proposal of the competent Committee referred to in paragraph 4 of this article;
 - b) decides on any requests for review.
- 4) The Manager of the HR Department:
 - a) receives and examines the submitted applications;
 - b) preliminarily, checks that the applicant meets the necessary requirements and requests any additional required documentation;
 - c) notifies any decision of rejection;
 - d) carry out possible checks;
 - e) in the event that false declarations are found, without prejudice to the sanctions provided for by the criminal code and by the applicable special laws in force, revokes the benefits and excludes the employee from the benefits foresee by these Regulations for a period of three years;
 - f) every two years, adjusts the economic and income parameters.
- 5) The Committee composed of:
 - The Manager of the HR Department as Chairperson;
 - a member of the Teaching Staff identified by the Board of Governors;
 - a member of the Administrative Technical Staff identified by the members of the Collective Bargaining Agreement of the Trade Union Party among the Representatives of the Administrative Technical Staff within the Board of Governors or the Academic Senate or the RSU
 - a) assesses the admitted applications on their merits and forwards them to the General Manager for the payment of the relative benefit;
 - b) rejects inadmissible applications;
 - c) submits a report to the RSU and the CUG every six months on the applications deemed admissible and inadmissible, for the latter indicating the reasons for rejection.
- 6) The representatives of the Teaching and Technical Administrative Staff within the Committee remain in office until the end of the mandate of the Board of Governors that appointed them.

**CHAPTER II
MANAGEMENT
PROCEDURES**

**Article 4
Payment criteria**

- 1) The general criteria for the payment of benefits, in any case subordinated to the financial situation of the applicant, are linked to the exceptional nature and/or objective seriousness of the event and/or the employee's right to education (*Diritto allo studio*).
- 2) The Benefits Committee shall evaluate the cases involving high expenses related to the cases listed below, prioritising in its evaluation Priority 1 reasons and where the budget capacity permits, Priority 2.

Priority 1 reasons

- a) severe hardship due to long hospitalization in the case of serious illnesses suffered by the employee, spouse, non-marital cohabitant provided that the stable cohabitation is proven by registry certificate or by a dependent family member;
- b) particularly serious diseases suffered by the employee, spouse, cohabitant more uxorio provided that the stable cohabitation is proven by registry certificate or by a dependent family member;
- c) certified invalidity of the employee, spouse or cohabiting family member, provided that the cohabitation is proven by registry certificate, even if not dependent.

The benefit shall be paid as reimbursement of expenses not covered or partially covered by S.S.N. contributions ***including costs for care in nursing homes and specialist healthcare facilities and costs of healthcare personnel employed for the treatment of the disabled patient.***

In the absence of documented expenses, a one-off contribution of EUR 500 shall be paid for the employee and/or spouse and/or cohabiting family member.

In the event of certified disability greater than 67%, the one-off contribution of EUR 500 for the employee and/or spouse and/or cohabiting family member may be paid in addition to the benefit for the reimbursement of expenses not covered or partially covered by S.S.N. contributions;

- d) lack of salary due to a prolonged period of illness suffered by the employee, spouse, non-marital cohabitant provided that the stable cohabitation is proven by registry certificate or by a dependent family member;
- e) expenses not covered or partially covered by S.S.N. contributions incurred by the employee for prosthetics (e.g. orthopaedic devices, hearing aid, orthodontic devices and implants) for the employee, spouse, non-marital cohabitant provided that the stable cohabitation is proven by registry certificate or for a dependent family member;;
- f) other particularly serious reasons, assessed by the Committee, due to events suffered by the employee, spouse, non-marital cohabitant provided that the stable cohabitation is proven by registry certificate or by a dependent family member.

Priority 2 reasons

- g) employee's right to education (*Diritto allo studio*). One-off contribution of EUR 500 towards the expenses incurred by the employee for enrolling in university and post-graduate study courses. The payment of the contribution to the employee is subject to them earning 20 CFUs (university credits) for each year of enrolment by 30 November of the year in which the benefit application is submitted. If, according to the Degree Programme, it is impossible to earn 20 ECTS, in order to obtain the one-off contribution, the employee must earn the (lower) number of credits foreseen by the same Degree Programme by 30 November of the year in which the application is submitted.

- h) dental care and specialist examinations related to a specific disease suffered by the employee, spouse, non-marital cohabitant provided that the stable cohabitation is proven by registry certificate or by a dependent family member;
 - i) **expenses for extraordinary renovations of the main home due to exceptional events such as (fire, natural disasters, etc.) such as to require an intervention to restore the usability of the home.**
- 3) The payment of benefits is not applicable to exceptional and serious events for which the applicant has benefited, or is entitled to benefit, from significant welfare or social security compensation, or compensation from insurance policies.

Article 5

Payment of allowance for deaths

- 1) The death allowance is an extraordinary contribution paid to:
- a) employees at the Politecnico di Milano, in the event of the death of persons belonging to the registered household (spouse, cohabitant, children);
 - b) the spouse or children of deceased employees of the Politecnico di Milano;
 - c) in the absence of the persons referred to in part b), the legitimate heirs or heirs by will (cohabitant and family members within the second degree of kinship) of deceased employees, where they have borne the funeral expenses.
- 2) This benefit can be paid if the financial situation of the household, certified by ISEE, does not exceed the fourth bracket referred to in the annexed Table 1. The amount of the allowance, for the cases referred to in parts a) and b) of paragraph 1, is defined in the annexed Table 2. In the case of funeral expenses incurred by the heirs, as required by part c) of paragraph 1, the contribution is calculated with reference to the payment coefficients referred to in the annexed Table 1, within the limit of EUR 6,000.
- 3) The benefit application must be submitted to the competent Human Resources Department, using the special form and must be accompanied by the following documentation:
- declaration in lieu of certification attesting to the death;
 - certified copy of the deed of inheritance;
 - for the purposes of the contribution referred to in parts a) and b) of paragraph 1, ISEE certificate for the household, assessed without considering the income of the deceased;
 - for the purposes of the contribution referred to in part c) of paragraph 1, ISEE certificate for the applicants and a copy of the invoices or tax receipts for the funeral expenses incurred, for which the applicants are not entitled to benefit from other reimbursements, with the exception of tax recovery.
- 4) The benefit shall be paid promptly.

Art. 6 Method

of payment

- 1) The method of payment of benefits concerns exclusively expenses for amounts that, after deducting tax recovery and any other welfare or social security compensation, or compensation from insurance policies, **is greater than EUR 200.**
- 2) In any case, the contribution paid cannot exceed EUR 5,000 **with the exception of the limit established by Art. 5, paragraph 2.**

Art.7

Application for payment

- 1) The parties concerned must submit the benefit application to the competent Human Resources Department using the special form. Applications must be accompanied by the following documentation:
- a) certification of the event for which the application is submitted;
 - b) invoices or tax receipts for expenses incurred also for any down payments and/or advances;

- c) ISEE certification referring to the previous year, as per Art. 9;
 - d) declaration of not having benefited from, or not having the right to benefit from, any other reimbursement by welfare, social security or insurance bodies.
 - e) in the case of benefit applications for dental care, as per Art. 4, paragraph 3 e), certification of the services performed by the hospitals, clinics or medical practices that performed them, only where this detail is not already reported in the invoice(s) attached to the application referred to in part b) above.
- 2) If the documentation produced is insufficient or incomplete, the applicant may be asked to complete it, also establishing the deadlines within which the application must be completed.
 - 3) The benefit application must be accompanied by evidence in the form of an invoice or tax receipt dated no earlier than one year from the start of the reference year in which it is submitted, or two years, if multiple expenses have been incurred relating to the same type of event and for services actually provided in those periods, provided that the reference period is in any case included in the period of actual service.

Art. 8

Evaluation of applications

- 1) Benefit applications are evaluated annually, referring to the calendar year.
- 2) Benefit applications must be submitted by applicants ***by the end of February of the year following the year to which the application relates.***
- 3) The Committee shall evaluate the applications according to the order of priority established by Art. 4, paragraph 2.

Article 9

Equivalent Financial Situation Index

- 1) The assessment of the applicant's household financial situation is determined by means of the ISEE referred to in DPCM No 242 of 4 April 2001.
- 2) For the award of benefits, the applicant's household financial situation, resulting from the ISEE certificate, is compared with the 5 brackets indicated in the table annexed to these regulations. Each of the identified brackets corresponds to a payment coefficient that indicates the percentage of expenses reimbursable. The percentage is calculated on the expenditure already net of tax recovery and any other welfare or social security compensation, or compensation from insurance policies.

CHAPTER III FINAL PROVISIONS

Art. 10

Annexes

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- 1) The table of coefficients of payment for the allocation of benefits (Annex 1) and the table of amounts of allowance for deaths (Annex 2) are an integral part of these Regulations.
- 2) With the determination of the General Manager, the values shown in the Table in Annex 1 are adjusted in relation to the increase in the ISTAT index (Italian Statistics Institute).

Art. 11

Controls

- 1) All the requests referred to in these Regulations are subject to the Law on the Declaration in Lieu of Certifications (Pres. Decree 445/2000).
- 2) The Administration reserves the right to carry out checks on the veracity of the declarations produced.

Art. 12

Requests for review

- 1) Any requests for review may be presented to the General Manager, at the latest by ***31 July of the year***

in which the application is submitted.

**Art. 13
Archiving**

- 1) All documentation relating to the payment of benefits to university staff is archived at the competent Human Resources Department.
- 2) The Manager ensures its accessibility and availability.

**Art. 14 Final and
referral provisions**

- 1) *These Regulations shall enter into force from 1 January 2022, and shall apply to applications submitted from the start of 2022 for expenses relating to 2021 and 2020, in accordance with the provisions of Art. 7, paragraph 3.*
- 2) This document is published on the University website <http://www.normativa.polimi.it/>.

THE RECTOR
Prof. Ferruccio Resta

Digitally signed in accordance with the Digital Administration Code.

Annex 1

Table of coefficients of payment for the allocation of benefits

BRACK ET	ISEE VALUES	COEFFICIENTS
I	<i>up to EUR 20,000.00</i>	1.00
II	<i>from EUR 20,000.01 to EUR 30,000.00</i>	0.90
III	<i>from EUR 30,000.01 to EUR 40,000.00</i>	0.80
IV	<i>from EUR 40,000.01 to EUR 45,000.00</i>	0.50
V	<i>over EUR 45,000.00</i>	0.00

Annex 2

Table of amounts of allowance for deaths

BRACKET AND COEFFICIENT	AMOUNT
Bracket I and coefficient of 1	EUR 6,000.00
Bracket II and coefficient of 0.9	EUR 5,400.00
Bracket III and coefficient of 0.8	EUR 4,800.00
Bracket IV and coefficient of 0.5	EUR 3,000.00