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UOR AG

POLITECNICO DI MILANO

THE RECTOR

HAVING REGARD TO the Decree of the President of the Republic 28.12.2000, n. 445 that introduces legislative provisions on administrative documentation, and later amendments;

HAVING REGARD TO the Ministerial Decree 04.04.2001, n. 242 that introduces rules on unified assessment criteria of the economic situation of individuals that apply for facilitated social services, and later amendments;

HAVING REGARD TO the current Statute of the Politecnico di Milano

HAVING REGARD TO the current University Regulations for Administration, Finance and Accounting;

HAVING REGARD TO to National Collective Labour Agreements - University sector - respectively the regulatory four-year period 2006-2009 and the regulatory two-year period 2006-2007, signed on 16.10.2008, and in particular Article 60;

HAVING REGARD TO the Rectoral decree n. 1722/AG of 12/06/2013 by which was issued the Regulation for provision of grants to university staff, and later amendments;

HAVING ACQUIRED the favourable opinion of the Board of Directors during the meeting on 22 March 2016, in relation to the proposal of partial amendments to the Regulation for provision of grants to university staff;

HAVING THUS RECOGNISED the need to take action;

HEREBY DECREES

Art. 1

- 1) For the reasons given in the preamble, the Rules governing the provision of grants to university staff, together with Annexes, issued by Rectoral decree n. 1722/AG of 12.06.2013 and partially amended with Rectoral decree 2611 of 29.07.2014, is further amended, as indicated in the regulatory text that is fully reported herein.
- 2) The amendments concern the reformulation of paragraph 3 of Art. 7 "Application for provision" - and Art. 9 "Equivalent Economic Situation Indicator" in which the paragraph 3 was deleted. The amendments are in ***bold italics***.

RULES GOVERNING THE PROVISION OF GRANTS TO UNIVERSITY STAFF

INDEX

CHAPTER I

GENERAL RULES AND RESPONSIBILITIES

- Art. 1 Purposes and scope of application
- Art. 2 Definitions, abbreviations and acronyms
- Art. 3 Tasks and responsibilities

CHAPTER II

MANAGEMENT METHOD

- Art. 4 Granting criteria
- Art. 5 Provision of allowance for deaths
- Art. 6 Granting method
- Art. 7 Application for provision
- Art. 8 Evaluation of applications
- Art. 9 Equivalent Economic Situation Indicator

CHAPTER III

FINAL DISPOSITION

- Art. 10 Annexes
- Art. 11 Supervisions
- Art. 12 Complaints
- Art. 13 Storage
- Art. 14 Final and referral provisions

CHAPTER I GENERAL RULES AND RESPONSIBILITIES

Art. 1

Purposes and scope of application

- 1) These Regulations govern the provision of grants to university staff.

Art. 2

Definitions, abbreviations and acronyms

- 1) For the purposes of this Regulation, shall apply:
 - a) University staff: technical and administrative staff with fixed-term or employment contract and full-time or part-time employment, teaching staff and researchers;
 - b) ISEE: Equivalent Economic Situation Indicator;
 - c) ISEE Certificate: certificate issued by INPS which allows to evaluate the economic situation of the family considering incomes, wealth and characteristics;
 - d) DSU: single self-declaration, declaration from the applicant valid for application to facilitated social services containing information on the composition of the family, on the income received and the assets and property owned by each member of the family, to be presented at the municipality of residence, at the Tax Assistance Centres (CAF), at the INPS offices and agencies in the territory, according to the prescribed procedures;
 - e) SSN: National Health Service.

Art. 3

Tasks and responsibilities

- 1) The Board of Directors, every year, approves, within the budget, the size of the fund to be allocated to the provision of grants under this Regulation.
- 2) Any remaining, found at the end of the year, will be assigned to the new financial year as increase of the Fund.
- 3) The General Director:
 - a) issues the provision for granting benefits on proposal of the responsible Commission, referred to paragraph 4 of this Article;
 - b) decides on possible applications for review requests.
- 4) The Manager of the relevant Structure of human resources through his Structure:
 - a) receives and deals with submitted applications;
 - b) at the outset, ensures the existence of necessary conditions and eventually requires integration of documents;
 - c) notifies a possible rejection decision;
 - d) carries out eventual checks;
 - e) in case of false declaration evidences, without prejudice to the penalties prescribed by the Penal Code and special laws in force, he proceeds to cancel the grant and excludes the employee from benefits provided by this Regulation for a period of three years;
 - f) every two years, he adjusts the economic and income parameters.
- 5) The Commission consists of:
 - the Manager of the relevant Structure of human resources as Chairman;
 - a member of the Academic Staff identified by the Board of Directors;
 - a member of the Technical and Administrative Staff identified by members of the Integrative Collective Bargaining of the Union among the Representatives of the Technical and Administrative Staff in the Board of Directors or in the Academic Senate.
 - a) evaluates allowed instances and forwards them to the General Director for the emission of the related provision;
 - b) rejects the not allowed applications;
 - c) presents, twice in an year, a report to the RSU and the CUG, about applications considered eligible and ineligible, and, for these second one, it indicates reasons for rejection.

- 6) Representatives of Teaching and Technical-Administrative Staff in the Commission remain in charge until the end of the mandate of the Board of Directors which appointed them.

CHAPTER II MANAGEMENT METHOD

Art. 4 Granting criteria

- 1) The general criteria of grant provision, however, dependent on the economic situation of the applicant, are as follows:
 - a) exceptional nature;
 - b) objective seriousness of the event.
- 2) They are considered as exceptional cases those that require one-time intervention. The evaluation of these cases is carried out by the Commission, as before mentioned in Art. 3.
- 3) Cases involving high expenses are considered serious, if related to:
 - a) serious inconveniences for long-term hospitalization for serious diseases;
 - b) particularly serious diseases for which it is not possible to proceed through the SSN;
 - c) to become an invalid;
 - d) people with disabilities or dependent non-self sufficient person;
 - e) dental care;
 - f) other causes of particular seriousness, considered by the Commission.
- 4) In case of one of the aforementioned cases, subsidies can be granted:
 - a) for events occurred to the employee that forwards the request;
 - b) for events occurred to the spouse, to the cohabiting partner, provided that a stable cohabitation results from registry certificate, or to a dependent relative of the employee.
- 5) The provision of grants does not apply to exceptional and serious events for which the applicant has received, or is entitled to receive in a relevant way, welfare or social security compensations, or from insurance policies.

Art. 5 Allowance provision for deaths

- 1) In case of death of the employee, of the spouse, or cohabiting partner, provided the stable cohabitation results from registry certificate, and of their children an extraordinary intervention is provided, *the amount of which is defined in the attached Table 2*. Such grant can be provided if the economic situation of the family, certified by ISEE, does not exceed the fourth category in the attached Table 1.
- 2) In this specific case, for the ISEE calculation, the income situation is evaluated without taking into account the income of the deceased person.
- 3) The application for grant provision must be submitted by family members at the relevant Structure of human resources, by the use of the dedicated facsimile, prepared by the office, and the following documentation must be included:
 - a. event notification;
 - b. ISEE certificate, as provided by Art. 9;
 - c. income of the deceased person.
- 4) The provision will be promptly granted.

Art. 6 Granting method

- 1) The granting methods of provisions exclusively concern expenses of an amount, reduced by tax recovery, more than half of a net monthly salary of the employee's salary.
- 2) The granted contribution cannot exceed 10.000 Euros.
- 3) A deductible of 500 Euro is provided for dental care.

Art.7

Application for provision

- 1) Interested parties must submit an application for grant provision at the relevant Structure of human resources by the use of the specific form provided. Applications must be accompanied by the following documentation:
 - a) certificate of the event according to which the application is submitted;
 - b) invoices or receipts of expenses for any advance payments and/or deposits;
 - c) ISEE certificate of the previous year, according to Art. 9;
 - d) declaration of having not received, or having not been entitled of benefits from any welfare body, social security or insurance.
- 2) If the documentation submitted is not sufficient or incomplete, an integration can be required, also by setting deadlines by which the application must be regulated.
- 3) ***The grant application must be documented by an invoice or receipt with a date no older than one year from the beginning of the reference year in which it is presented, or two years, if there are more expenses of the same kind and for services actually paid during those periods, provided that the reference period is in any case included in the period of real service.***

Art. 8

Evaluation of applications

- 1) Grant applications are evaluated on annual basis, with reference to the solar year.
- 2) Grant applications must be submitted by applicants no later than 30 November of each year.

Art. 9

Equivalent Economic Situation Indicator

- 1) The evaluation of family economic situation of the applicant is determined by the ISEE, as referred to the Ministerial Decree of 4 April 2001 n. 242.
- 2) For the allocation of grants, the family economic situation of the applicant, resulting from the ISEE certificate, is compared to the 5 categories listed in the attached table to this Regulation. To each of the identified categories corresponds an provision coefficient which shows the percentage of reimbursable expense. The percentage is calculated on the amount of expense already net of any deductible, as provided by Art. 6, and tax recovery.

CHAPTER III FINAL DISPOSITION

Art. 10

Annexes

- 1) Integral parts of this Regulation are the provision coefficient table for allocation of grants (Annex 1) and Table of the allowance amount for deaths (Annex 2).
- 2) With determination of the General Director, values in table Annex 1 are updated in relation to the ISTAT increase.

Art. 11

Supervisions

- 1) All requests under this Regulation are subject to the law on declaration in substitution of certification (DPR 445/2000).
- 2) The Administration reserves the right to carry out controls on the truthfulness of the declarations produced.

Art. 12

Review requests

- 1) All requests for review can be submitted to the General Director, at the latest by 30 March of the following year of that one of application.

Art. 13

Storage

- 1) All the documentation related to the provision of subsidies for university staff is stored at the relevant Structure of human resources.
- 2) The Manager ensures its accessibility and availability.

Art. 14

Final and referral provisions

- 1) This Regulation shall enter into force from the date of publication on the Official List of the University.
- 2) As first application, the provisions of these Regulations shall apply to all grant applications submitted in 2014.
- 3) For grant applications concerning the year 2014 submitted before the date of publication of this Regulation, it is allowed to the interested parties to submit additional documentation by 30 November 2014.
- 4) This regulation comes into force on the day following the date of issue of the Rector's decree and it is published on the website of <http://www.normativa.polimi.it/>.

THE RECTOR

Signed Prof. Giovanni Azzone

Annex1**Table for the provision coefficients for allocation of grants**

CATEGORY	ISEE AMOUNTS	COEFFICIENTS
I°	up to 15,000.00 €	1.00
II°	from 15,000.01 € to 25,000,00 €	0.90
III°	from 25,000.01 € to 35,000.00 €	0.80
IV°	from 35,000.01 € to 45,000.00 €	0.50
V°	more than 45,000.00 €	0.00

Annex2**Table on the amount of allowance for deaths**

CATEGORY AND RATIO	AMOUNT
I category and coefficient equal to 1	6,000.00 €
II category and coefficient equal to 0,9	5,400.00 €
III category and coefficient equal to 0,8	4,800.00 €
IV category and coefficient equal to 0,5	3,000.00 €