

**5. Politique indemnitaire et critères de répartition**

**Objet : MISE EN PLACE DU RIFSEEP : L’I.F.S.E / C.I.A ,**

**Mise en œuvre du Régime indemnitaire tenant compte des fonctions, des sujétions, de l’expertise et l’engagement professionnel (RIFSEEP)** :

1. Indemnité de Fonctions de Sujétions et d’Expertise ;
2. Le Complément Individuel Annuel (C.I.A).
3. Règles communes.

**NOM de la Collectivité / de L’Etablissement public :** \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_

**Nom et coordonnées du référent dossier :**  \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_

**Textes de référence :**

* [Loi n°83-634 du 13 juillet 1983 modifiée](http://www.legifrance.gouv.fr/affichTexte.do?cidTexte=LEGITEXT000006068812&dateTexte=20080827), portant droits et obligations des fonctionnaires
* [Art 33 et 88 de la loi 84-53 du 26 janvier 1984](http://www.legifrance.gouv.fr/affichTexte.do?cidTexte=JORFTEXT000000320434&dateTexte=vig) modifiée, portant dispositions statutaires relatives à la Fonction Publique territoriale.
* Décret 2014-513 du 20 mai 2014 portant création d’un régime indemnitaire tenant compte des fonctions, des sujétions, de l’expertise et de l’engagement professionnel dans la fonction publique de l’Etat.
* Circulaire NOR RDFF1427139C du 5 décembre 2014
* Arrêtés d’application aux corps de la FPE

**Principe :** Le Comité Technique doit donner son avis sur les grandes orientations en matière de politique indemnitaire et critères de répartition y afférent.

Rappel des éléments généralement contenus dans les délibérations « régime indemnitaire » :

1. Les différentes primes et indemnités

2. Les bénéficiaires

3. Les conditions d’attributions

4. La périodicité des versements

5. Le sort du Régime Indemnitaire pendant les périodes d’éloignement du service

6. Les clauses de revalorisation

7. Les clauses de sauvegarde

8. Abrogation des délibérations antérieures et date d’application

A noter :

* Le nom des agents ne doit pas apparaître dans la délibération.
* Un arrêté individuel sera pris pour déterminer le montant attribué personnellement à l’agent (1 arrêté IFSE + 1 arrêté CI).

**Régime indemnitaire tenant compte des fonctions, des sujétions, de l’expertise et l’engagement professionnel (RIFSEEP)**

Refonte du régime indemnitaire existant

Ou

Première mise en œuvre d’un régime indemnitaire

**I.**

**Mise en place de l’Indemnité de Fonctions, de Sujétions et d’Expertise (IFSE)**

1. **Bénéficiaires :**

Fonctionnaires titulaires  Stagiaires  Contractuels

1. **Les modalités de versement de l’IFSE** :

Mensuellement  Autre : \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_

1. **Modalité de versement en cas d’éloignement du service du RIFSEEP (Maladie etc.) :**

(ex : dispositions applicables aux agents de l’Etat, ou autres modalités d’écrêtement …)

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1. **Répartition :**

**Filière concernée :** \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_

*Cette page doit être complétée pour chaque filière proposée*

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| Catégoriestatutaire | **Groupes** | Le décret indique 4 groupes en catégorie A, 3 groupes en catégorie B et 2 groupes en catégorie C mais la collectivité a la possibilité d’adapter à son organigramme et faire varier le nombre de groupes  **Fonctions définies dans la collectivité**  (en référence à l’organigramme) | **Dans chaque Groupe**  **3 familles de**  **critères réglementaires 🗏**  **- Encadrement**  **- Technicité et Expertise**  **- Sujétions particulières**  permettent une modulation  **Critères de modulation définis**  **dans la collectivité** | **Montants annuels**  **dans la collectivité** | |
| **Montant**  **minimal** | **Montant maximal** |
| **CADRE D’EMPLOIS CONCERNE :**  *\_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_* | | | | | |
| **A** | **G1** | *Ex : Direction - Secrétariat général* | *\_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_* | *\_ \_ \_ \_ \_ \_ \_* | *\_ \_ \_ \_ \_ \_ \_* |
| *\_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_* |
| **G2** | *Ex : Responsable de service Coordination…* | *\_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_* | *\_ \_ \_ \_ \_ \_ \_* | *\_ \_ \_ \_ \_ \_ \_* |
| *\_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_* |
| **G3** | *Ex : Chargé de mission…* | *\_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_* | *\_ \_ \_ \_ \_ \_ \_* | *\_ \_ \_ \_ \_ \_ \_* |
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| **G4** | *\_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_* | *\_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_* | *\_ \_ \_ \_ \_ \_ \_* | *\_ \_ \_ \_ \_ \_ \_* |
| **CADRE D’EMPLOIS CONCERNE :**  *\_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_* | | | | | |
| **B** | **G1** | *Ex : Responsable…* | *\_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_* | *\_ \_ \_ \_ \_ \_ \_* | *\_ \_ \_ \_ \_ \_ \_* |
| *\_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_* |
| **G2** | *Ex : Expert – Référent…* | *\_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_* | *\_ \_ \_ \_ \_ \_ \_* | *\_ \_ \_ \_ \_ \_ \_* |
| *\_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_* |
| **G3** | *Ex : Gestionnaire de dossiers particuliers…* | *\_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_* | *\_ \_ \_ \_ \_ \_ \_* | *\_ \_ \_ \_ \_ \_ \_* |
| *\_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_* |
| **G4** | *\_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_* | *\_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_* | *\_ \_ \_ \_ \_ \_ \_* | *\_ \_ \_ \_ \_ \_ \_* |
| **CADRE D’EMPLOIS CONCERNE :**  *\_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_* | | | | | |
| **C** | **G1** | *Ex : Responsable…* | *\_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_* | *\_ \_ \_ \_ \_ \_ \_* | *\_ \_ \_ \_ \_ \_ \_* |
| *\_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_* |
| **G2** | *Ex : Agent avec qualification – Sujétions particulières* … | *\_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_* | *\_ \_ \_ \_ \_ \_ \_* | *\_ \_ \_ \_ \_ \_ \_* |
| *\_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_* |
| **G3** | *Ex : Gestionnaire de dossiers –Exécution…* | *\_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_* | *\_ \_ \_ \_ \_ \_ \_* | *\_ \_ \_ \_ \_ \_ \_* |
| *\_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_* |
| **G4** | *\_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_* | *\_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_* | *\_ \_ \_ \_ \_ \_ \_* | *\_ \_ \_ \_ \_ \_ \_* |

**II.**

**Complément Individuel Annuel (C.I.A)**

**Part facultative et variable**

1. **Bénéficiaires :**

Fonctionnaires titulaires  Stagiaires  Contractuels

1. **Les modalités de versement du CIA** :

Annuellement  Autre \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_

1. **Modalité de versement en cas d’éloignement du service du RIFSEEP (Maladie etc.) :**

(ex : dispositions applicables aux agents de l’Etat ou autres modalités d’écrêtement …)

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1. **Répartition :**

**Filière concernée :** \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_

*Cette page doit être complétée pour chaque filière proposée*

**Les critères de modulation du C.I.A sont en référence à l’entretien professionnel :**

**OUI**

**NON**

**Reprendre les groupes de fonctions du tableau IFSE**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Catégorie statutaire | Groupes | **Critères de modulation du C.I.A** | **Montants annuels**  **dans la collectivité** | |
| **Montant**  **minimal** | **Montant maximal** |
| **CADRE D’EMPLOIS CONCERNE :**  *\_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_* | | | | |
| **A** | G1 | *\_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_* | *\_ \_ \_ \_ \_ \_ \_* | *\_ \_ \_ \_ \_ \_ \_* |
| G2 | *\_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_* | *\_ \_ \_ \_ \_ \_ \_* | *\_ \_ \_ \_ \_ \_ \_* |
| G3 | *\_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_* | *\_ \_ \_ \_ \_ \_ \_* | *\_ \_ \_ \_ \_ \_ \_* |
| G4 | *\_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_* | *\_ \_ \_ \_ \_ \_ \_* | *\_ \_ \_ \_ \_ \_ \_* |
| **CADRE D’EMPLOIS CONCERNE :**  *\_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_* | | | | |
| **B** | G1 | *\_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_* | *\_ \_ \_ \_ \_ \_ \_* | *\_ \_ \_ \_ \_ \_ \_* |
| G2 | *\_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_* | *\_ \_ \_ \_ \_ \_ \_* | *\_ \_ \_ \_ \_ \_ \_* |
| G3 | *\_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_* | *\_ \_ \_ \_ \_ \_ \_* | *\_ \_ \_ \_ \_ \_ \_* |
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| **CADRE D’EMPLOIS CONCERNE :**  *\_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_* | | | | |
| **C** | G1 | *\_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_* | *\_ \_ \_ \_ \_ \_ \_* | *\_ \_ \_ \_ \_ \_ \_* |
| G2 | *\_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_* | *\_ \_ \_ \_ \_ \_ \_* | *\_ \_ \_ \_ \_ \_ \_* |
| G3 | *\_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_* | *\_ \_ \_ \_ \_ \_ \_* | *\_ \_ \_ \_ \_ \_ \_* |
| G4 | *\_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_* | *\_ \_ \_ \_ \_ \_ \_* | *\_ \_ \_ \_ \_ \_ \_* |

**III.**

**Règles communes**

1. **Clause de sauvegarde :**

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1. **Clauses de revalorisation**

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1. **Abrogation des délibérations antérieures et date d’application**

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Fait à……………………………………………………… le………………………………………………..

*Signature de l'autorité territoriale*



**Consulter la foire aux questions :**

**La mise en place du RIFSEEP dans la FPT, à télécharger sur notre site, rubrique RIFSEEP.**

JOINDRE EVENTUELLEMENT :

- projet de délibération

- tout document annexe utile à l’examen du dossier

**Exemples de critères réglementaires 🗏**

|  |  |  |
| --- | --- | --- |
| **Critères ①**  **Fonctions d’encadrement, de coordination, de pilotage ou de conception** | **Critères ②**  **Technicité, expertise, expérience ou qualification nécessaire à l’exercice** | **Critères ③**  **Sujétions particulières ou degré d’exposition du poste au regard de son environnement professionnel** |
| Responsabilités plus ou moins lourdes en matière d’encadrement ou de coordination d’une équipe, d’élaboration et de suivi de dossiers stratégiques et de conduite de projets. | Valorisation des compétences plus ou moins complexes de l’agent.  Exemple : maîtrise d’un logiciel, connaissances particulières (basique, intermédiaire ou expert), qualifications, habilitations réglementaires … | Contraintes particulières liées au poste;  Exemple : exposition physique, horaires particuliers (atypiques, de nuit, par roulement, réunions en soirée), lieu d’affectation, risques financiers et/ou contentieux, gestion d’un public difficile, déplacements des agents du service d’aides à domicile |

**Principaux plafonds réglementaires :**



Suite Parution du décret du 29 février 2020