

# Organizing my working life

## Work medals

### The procedure

- Make your request to the Administration via the government website [demarches-simplifiees.fr](https://demarches-simplifiees.fr)
- Complete the online form.
- Open a ticket via [support@schneider](mailto:support@schneider) to obtain the employer's certificate or tel 01 70 48 88 88.
- As soon as you receive it, complete your application online. You will also need to attach the pdf of your identity card.
- Follow the progress of your application via the website "demarches-simplifiees.fr".
- As soon as you receive the certificate in your mailbox, forward it via the open ticket (compulsory for the awarding of the bonus).
- If you have asked for the medal to be made, the request must be received before 20 September.

SIRET number to be taken into account to set up the medal form is the one indicated on your pay slip.

### Submitting your application

- Complete the formalities on the website [demarches-simplifiees.fr](https://demarches-simplifiees.fr) as soon as possible after the anniversary date of the year in question by the medal (please note that the processing time by the prefecture is very variable).
- Receipt of this diploma will trigger the payment process at Schneider (December payroll)
- Please note that the diploma is sometimes sent directly to your employer: validate your HRBP receipt with a [support@schneider](mailto:support@schneider) ticket.

### The process

#### Who can apply for a medal certificate?

- The employee him/herself
- The manager for a member of his team
- Any member of the HRBP (if your job code starts with H)

#### When is the bonus paid?

- You will receive the bonus from the company in the December payroll.

#### Bonus table, SEI-SEF scope

For subsidiaries, refer to local agreements.

Scale	Working Years	Premium	
		if career exclusive at Schneider Electric	per full year at Schneider Electric
Argent (Silver)	20	€426	€21.30
Vermeil (Vermilion)	30	€636	€21.20
Or (Gold)	35	€848	€24.20
Grand Or (Great Gold)	40	€1,059	€26.50

#### Is there a ceremony being organized?

- The work medal ceremonies are organised during the period from November to February depending on the organisation of the sites.

