

GUIDELINES FOR SECONDMENTS AT FUTURO CONOSCENZA S.R.L.

Adopted with resolution of the Head of the Human Resources Service No. 05/2021 dated May 3, 2021

These guidelines aim to provide general criteria for identifying the employees of Fondazione Bruno Kessler and the employees of the Autonomous Province of Trento working at FBK eligible for secondment at Futuro & Conoscenza s.r.l.

a. *Researcher and technologist staff as well as research support technical staff hired with a permanent employment contract by the Foundation:*

Given the ongoing interest of the Foundation (please see the introduction), the above professional figures are eligible for secondment at Futuro & Conoscenza s.r.l. on a part-time or full-time basis (equal to 100% of the individual's weekly theoretical working hours).

The staff concerned will be notified in writing of their secondment to Futuro & Conoscenza s.r.l.. The document shall be returned to the Human Resources Service duly signed for acknowledgment and full acceptance.

b. *Researchers and technologists as well as research support technical staff seconded by the Autonomous Province of Trento:*

These figures, as Province permanent employees, can be seconded part-time or full-time (equal to 100% of the individual's weekly theoretical working hours).

In this case, the Human Resources Service will have to ask the staff concerned to agree to secondment Futuro & Conoscenza s.r.l.. Once consent has been received, the Human Resources Service shall send a formal request for authorization to secondment at Futuro & Conoscenza s.r.l. to the competent offices of the Autonomous Province of Trento.

c. *Researcher and technologist staff as well as research support technical staff hired by the Foundation with a fixed-term employment agreement:*

Research and technologist staff as well as research support contract-to-permanent staff during the first 12 months of the contract can be seconded only after completing the trial period agreed in the individual contract stipulated with the Foundation at the time of hiring.

The staff concerned will be notified in writing of their secondment to Futuro & Conoscenza srl. The document shall be returned to the Human Resources Service duly signed for acknowledgment and full acceptance.

d. *Administrative staff hired with permanent and fixed-term employment agreements:*

Administrative staff cannot be seconded to Futuro & Conoscenza s.r.l. since, in the light of the above "Contract for the supply of administrative and management services", administrative functions are entirely delegated to the Foundation.

e. *PhD students and professors with double affiliation:*

For these figures, please refer to the provisions of the specific Agreement between the Foundation and Futuro & Conoscenza s.r.l.