

Procedure for the implementation of vertical and horizontal professional progressions of the Foundation staff

Adopted with Resolution No. 05/2019 of the Head of the Human Resources Service on March 27, 2019
It replaces the "Procedure for professional mobility" dated February 15, 2010
It cancels Resolution No. 09/2016 of the Head of the Human Resources Service

The processes for implementing the vertical and horizontal professional progressions of the Foundation's personnel are activated annually as provided for by the POE (staffing equivalent points) planning of the Staffing Plan as approved by the Board of Directors.

The activation of these processes is the responsibility of the Head of the Human Resources Department, after consultation with the immediate supervisors of the personnel interested in the professional mobility and, where applicable, the senior manager of the organizational structure of affiliation of the staff member concerned.

The process of implementing the professional progression of the Foundation's personnel is aimed at ascertaining the actual correspondence between the provisions of the POE Planning and the professional status of the personnel interested in the progression.

The management of these processes must always ensure transparency, traceability, non-discrimination, effectiveness and efficiency.

The initial framework and the results of the process must be shared with the internal trade union organizations.

The economic effects of the professional progression, once it has been completed, are retroactive starting from January 1 of the year for which the progression has been set forth by the POE Planning of the Staffing Plan.

The correspondence between the provisions of the POE planning and the actual professional status of the personnel interested in the progression is ascertained as follows, sorting between vertical progression and horizontal progression.

HORIZONTAL PROGRESSION (aimed at an increase in compensation)

Each year, the Head of the Human Resources Service - based on the POE Planning - invites the immediate supervisors of the personnel interested in horizontal progression to produce and submit a letter containing the reasons for such progression request.

Along with this letter, the immediate supervisor of the staff member interested in the progression must submit to the Human Resources Department an updated CV and a report containing both the alignment to the role and a hypothesis of the future career path of the staff member concerned. Once the solidity and consistency of the aforementioned documentation has been verified, the Head of the Human Resources Department shall proceed to complete the progression process through the relative administrative obligations, giving formal notice to the interested parties.

In the event that the Head of the Human Resources Department finds that some of the documentation requested is missing, he/she may, upon providing a reason, request an integration. The horizontal progression will remain pending until these issues have been cleared.

VERTICAL PROGRESSION (aimed at achieving a higher level)

Each year, the Head of the Human Resources Department - based on the POE planning and in agreement with the Secretary General – shall identify and appoint the members of the Committee charged with validating vertical progressions.

The Committee includes: the Secretary General, the Head of the Human Resources Department, the Head of the Research Assessment Unit (for research staff only); an internal expert; an external expert.

In appointing experts, gender equality must be ensured or, preferably, a rebalancing in the composition of the Committee.

In view of the appointment of the Committee, the Human Resources Department shall acquire from the senior manager of the organizational structure of the staff member interested in the progression (Secretary general's Office, Center, Service) the reason for this progression.

Together with the letter containing the reason for the progression - which must be consistent with the job description contained in the collective labor agreement of reference and consistent with the roles and competences Model in use - the Senior Manager shall provide a copy of the candidate's up-to-date CV complete with all the information relevant to the assessment.

In order to verify the actual correspondence between the reason for the vertical progression and the professional status of the staff member interested in the progression, the Committee shall have a thorough discussion with the top manager of the organizational structure with which the candidate for the progression is affiliated.

In the context described above, the Committee may decide to interview the candidate for progression.