

PROCEDURE FOR THE EVALUATION AND CONVERSION FROM FIXED-TERM TO PERMANENT OF CONTRACTS OF DISABLED STAFF INCLUDED IN THE MANDATORY QUOTA UNDER THE PROTECTED CATEGORIES SYSTEM PURSUANT TO ACT 68/1999

Introduction

Consistent with the national and provincial framework governing the rationalization of personnel costs, the Human Resources Service may initiate – on an annual basis - the evaluation and conversion from fixed-term into permanent of contracts of disabled personnel under the so-called protected categories for justified grounds and based on the recognition of merit and gained professionalism.

Participation eligibility criteria:

- Minimum two-year seniority at the Foundation;
- Motivation statement (mandatory) by the internal tutor (if appointed in accordance with the guidelines for the placement of disabled workers under the protected categories system) and by the Head of the Unit of affiliation. Inaction on the part of the internal tutor and/or the head of involved unit will be taken into account by the HR service for professional profile purposes. Additionally, the Head of Human Resources, In case of inaction on their part, may substitute the statement by the tutor and/or Unit Head.

Evaluation and conversion process:

The evaluation and conversion process, initiated and managed by the Human Resources Service, provides the following steps:

- Verifying the requirements and conditions necessary for the initiation of the procedure. This determination is the responsibility of the Human Resources Service that, annually, gives an account of it to all stakeholders;
- Notifying all staff and internal trade unions of the initiation of the process relating to the evaluation and conversion from fixed-term into permanent of contracts of disabled personnel under the protected categories within the mandatory quota pursuant to Act 68/1999;

- Filing of the requests by employees falling under the categories provided by Act 68/1999 and the motivation statements of tutors / Heads of units of affiliation. This phase closes on the twenty-first day after the notice on the initiation of the process in question;
- Appointment of the assessment committees. Such committees are composed as follows:
 - (for those workers under art. 18 of Act 68/1999) two experts in the activity area and the Head of the Human Resources or his/her delegate;
 - (for those workers under art. 3 of Act 68/1999) an external “facilitator”, two experts in the activity area and by the Head of the Human Resources or his/her delegate;
- The assessment by the Committees that – having also taken into account the opinions of the tutors and heads of unit - will certify the level, technical competences and soft skills, and the extent of participation in the organization. These assessments should take due account of the type of impairment;
- writing an evaluation report on each candidate included in the process of contract conversion. The evaluation should be expressed through a concise opinion referred to the provisions covered by the preceding paragraph;
- publication of the outcome of the contract conversion process on FBK’s intranet site under the human resources section - special categories “Consolidamento categorie protette”/“Contract conversion for Special Categories workers”; the information will be published in accordance with provisions for the protection of privacy and respect for private life;
- Conversion (if applicable) of the contractual position starting from the month following the closing of the conversion process;
- Assessment aimed at mapping competences achieved also with a view to changing the worker’s role. The internal Trade Union delegates shall be notified of the outcome;
- Outplacement management, in case of negative outcome of the evaluation process.

Adopted in accordance with Resolution n. 2/2015 by the Head of Human Resources