
	<b>Procedure for the evaluation and temporary-to-permanent conversion of contracts of staff under act 68/1999</b>	LGP Rev. 01 del 12/03/2025 PUBBLICO
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**PROCEDURE FOR THE EVALUATION AND TEMPORARY-TO-PERMANENT CONVERSION OF CONTRACTS OF STAFF INCLUDED IN THE MANDATORY QUOTA UNDER ACT 68/1999**

REV E DATA	WRITING	CHECK	APPROVAL	DIFFERENCES FROM PREVIOUS VERSION
Rev. 01 del 12/03/2025	Servizio People Innovation for Research	A1	Responsabile del Servizio People Innovation for Research con determina n. 04/25 del 12/03/2025	Update of the introduction, “Participation Requirements” section and the appointment of the Evaluation Committee.
Rev. 00 del 20/04/2015	Servizio Risorse Umane	RSU, A1	Responsabile del Servizio Risorse Umane con determina n. 09/24 del 04 settembre 2024	Newly adopetd.

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## **Introduction**

In compliance with national and provincial regulations on the streamlining of personnel expenses, as in turn mandated through directives by the Autonomous Province of Trento to its system entities, the procedure for the evaluation and conversion of fixed-term contract into permanent contract of personnel included in the special categories may be initiated annually by the People Innovation for Research Service in response to specific organizational needs and on the basis of merit and on the professional skills acquired.

## **Participation requirements:**

- Employment obtained through a public selection process or the official channels of the local Employment Agency, Agenzia del Lavoro (with mandatory registration on the placement lists);
- at least two years of seniority at the Foundation as a member of a special category;
- a reasoned opinion from the internal tutor (if appointed pursuant to the guidelines for including special categories) and from the head of the relevant Organizational Unit.

## **Examination and permanent contract awarding process:**

The examination and permanent contract awarding process, activated and managed by the People Innovation for Research Service, is divided into the following phases:

- verification of the prerequisites and necessary conditions for starting the examination process for potential permanent contract awarding. This verification is carried out by the People Innovation for Research Service, which reports annually to all stakeholders;
- communication to all staff and internal trade unions regarding the start of the evaluation process for potential permanent contract awarding;
- collection of requests from employees hired under the people with disabilities Law 68/1999 , as well as reasoned opinions from tutors and heads of the relevant Unit. This phase concludes on the twenty-first day following the communication about the start of the process;
- Appointment of the Evaluation Committee, composed as follows:
  - (for personnel covered by Article 18 of Law 68/1999): Two internal members who are experts in the relevant field of activity, and an expert representative from the People Innovation for Research Service;

- (For individuals covered by Article 3 of Law 68/1999): A certified psychologist acting as facilitator, an internal member who is an expert in the candidate's professional field, and an expert representative from the People Innovation for Research Service;
- Evaluation by the Committee which, also considering the opinions of tutors and Unit heads, assesses the level of technical and soft skills possessed, as well as the degree of participation and contribution to the organization. This evaluation must duly consider any type of disability or discomfort, if applicable;
- Preparation of an Evaluation Report for each candidate involved in the permanent contract awarding process. The assessment must be expressed in a concise opinion based on the criteria outlined in the previous point;
- Communication of the temp-to-permanent conversion outcome respecting the privacy of personnel hired under special categories system. The internal delegates of the trade unions will be informed of the process outcomes;
- In case of a positive outcome, starting from the month following the closure of the temp-to-permanent employment process, it will be possible to proceed with the conversion of the contract and, if applicable, with an adjustment of the job classification level;
- In case of a negative outcome, support actions will be implemented to manage the exit trajectory.