





Remuneration Policy and Professional Career for Research Personnel

	Document name	Code	FP	Date	Rev.	Page.
	Research Staff Remuneration Policy	PNT-013	FP-005	01/02/2025	1	Page 1 of 18
	Approved by: Management 04/02/2025		Informed: Works Committee 7/02/2025			

CONTENT

1.	INTRODUCTION.....	2
2.	REMUNERATION POLICY.....	3
3.	SALARY POLICY.....	4
	3.1 BASE SALARY OR FIXED REMUNERATION.....	4
	3.2 VARIABLE REMUNERATION	4
	3.2.1 CONSOLIDABLE SUPPLEMENTS.....	5
	3.2.2 NON-CONSOLIDABLE SUPPLEMENTS.....	7
	3.3 SUMMARY TABLE OF SUPPLEMENTS.....	8
4.	PROFESSIONAL CLASSIFICATION OF RESEARCH PERSONNEL.....	9
5.	RESEARCH CAREER IN SPAIN	9
6.	PROFESSIONAL CAREER SYSTEM FOR STRUCTURAL RESEARCH STAFF WITH A PERMANENT EMPLOYMENT RELATIONSHIP	11
	6.1 GENERAL CONSIDERATIONS OF THE EVALUATION AND PROMOTION SYSTEM	11
	6.2 R1 STAFF EVALUATION AND PROMOTION SYSTEM	12
	6.3 R2 STAFF EVALUATION AND PROMOTION SYSTEM	12
	6.4 R3 STAFF EVALUATION AND PROMOTION SYSTEM	13
7.	APPLICABLE LIMITS TO EMPLOYEES' REMUNERATION INCREASES.....	13
8.	ANNEX 1. EURAXESS RESEARCH PERSONNEL CLASSIFICATION	15

	Document name	Code	FP	Date	Rev.	Page.
	Research Staff Remuneration Policy	PNT-013	FP-005	01/02/2025	1	Page 2 of 18
	Approved by: Management 04/02/2025		Informed: Works Committee 7/02/2025			

1. INTRODUCTION

IRBLleida was founded in 2004 through a collaboration agreement between the University of Lleida (UdL), the Catalan Institute of Health (ICS), the managing entity of Arnau de Vilanova University Hospital in Lleida, and Doctor Pifarré Private Foundation, Foundation of Arnau de Vilanova University Hospital in Lleida. It has been a **CERCA institute** since 2013, and is therefore organised according to a model of good governance and operation that guarantees efficiency, flexibility in management, talent recruitment and promotion, strategic planning and executive capacity. In addition, it is one of the Spanish **Health Research Institutes (IIS)** recognised by the Carlos III Health Institute and the Government of the Generalitat, as established by Law 16/2003, of 28 May, on the cohesion and quality of the national health system.

One of IRBLleida's strategic objectives, which is included in its Strategic Plan 2021-2025, is to develop the human resources plan drawn up within the framework of the European HRS4R (Human Resources Excellence in Research) strategy and aimed at **promoting training and professional development, as well as attracting and retaining talent**. In December 2010 IRBLleida made a commitment to apply the principles of the Charter for Researchers and Code of Conduct for the Recruitment of Researchers (C&C). In 2014, it achieved recognition from the European Commission with the HRS4R seal and began the implementation of policies and practices aligned with the principles outlined in the C&C, developing its human resources policy to develop the HRS4R Action Plan. In 2023, IRBLleida successfully renewed the European HRS4R seal of excellence. One of the actions of the plan consists on the development of a policy that regulates the remuneration of the hired people in an equitable manner, taking into account the objectives achieved and their performance.


IRBLleida aspires to be a **centre of research excellence**, which requires **attracting highly qualified talent**. This attraction is achieved through organisational policies that guarantee mechanisms of transparency, well-being and professional development.

This document includes the Remuneration Policy and the Professional Career System for research personnel. The Remuneration Policy and the Professional Career System for Direct¹ and Indirect Research Support Personnel ² is included in a specific document.

In order to develop an exercise that pursues maximum objectivity, this remuneration policy has been developed with an internal team and the Works Council has been informed. The remuneration policy will be reviewed periodically to check its efficiency and incorporate the nuances that are detected in the development of its use.

¹ Technical research support personnel.

² Administration, maintenance and services personnel.

	Document name	Code	FP	Date	Rev.	Page.
	Research Staff Remuneration Policy	PNT-013	FP-005	01/02/2025	1	Page 3 of 18
	Approved by: Management 04/02/2025		Informed: Works Committee 7/02/2025			

2. REMUNERATION POLICY


This document defines **the remuneration structure** and the **professional career system**, observing at all times the **non-discrimination** principle in terms of remuneration on grounds of gender, or on any other grounds. The objective of this document is to define the framework, processes and procedures by which the compensation elements of the institute are determined, established and developed. This policy applies to research staff hired by IRBLleida.

This policy determines a compensation model to regulate fixed and variable remuneration and remuneration supplements.

This is a document for internal use by the Management and the Human Resources Department. However, in compliance with the principle of transparency, it will be disseminated through internal communication channels.

The Remuneration Policy must meet the following requirements:

- Conform to the principles of equality, merit and ability
- Adapt to IRBLleida's strategy, culture and values
- Achieve a level of internal fairness in the compensation model, taking into account:
 - A basis of retributive justice: for the same work, the same salary
 - The assumption of responsibilities in the workplace and the impact on the organization
 - The performance of people
- Ensure external competitiveness
- Adapt to the budget availability of the IRBLleida
- Comply with current legislation
- Maintain a balanced relationship between the different remuneration elements
- Attract and retain talent
- Value the contribution of the staff in the achievement of the objectives of the institute
- Recognize the staff extraordinary efforts
- Encourage and stimulate promotion and professional development
- Transparency in the compensation model
- Flexibility to deal with exceptional situations
- Generate a positive impact to ensure motivation and commitment
- Have promotion criteria (vertical and horizontal) that are aligned with the evolution and needs of the centre

	Document name	Code	FP	Date	Rev.	Page.
	Research Staff Remuneration Policy	PNT-013	FP-005	01/02/2025	1	Page 4 of 18
	Approved by: Management 04/02/2025		Informed: Works Committee 7/02/2025			

3. SALARY STRUCTURE

The remuneration of the staff hired by the IRBLleida will be made up of the following concepts:

3.1 BASE SALARY O FIXED REMUNERATION

Basic remuneration to be received in accordance with the corresponding professional level and grade according to the salary tables in force at the given time.

4 different professional areas are established: Research staff, technical research support staff, administration staff and maintenance and services staff. Each of these areas includes different professional groups and levels/categories.

Characteristics

- Payment system: monthly.
- It is made up of a consolidated gross amount, received in the number of monthly payments agreed (12 or 14 payments), unless they are determined by the grant's call.
- It can be reviewed annually in accordance with the Remuneration Policy, the Employment Agreement of reference, if any, and with what is established by the Budget Law of the Generalitat of Catalonia or the legal regulation that replaces it.

No worker, for work carried out in ordinary working hours, may receive an amount lower than that established in the salary tables for this concept, **with the exception of people hired with funds from grants or calls, who can receive the salary determined by the bases of the call**. The salaries shown in the salary table correspond to people hired full-time (37.5 hours per week). In the case of part-time contracts, remuneration will be adapted in proportion to the percentage of working hours contracted.


The IRBLleida salary table, approved by the Board of Trustees, establishes the base salary to be received for each remuneration level. It should be borne in mind that some salaries in the IRBLleida are determined by financial support calls and, for this reason, there may be differences, which can be significant, between the salaries received by the beneficiaries and those established in the salary table, especially between national and European calls.

3.2 VARIABLE REMUNERATION

Variable remuneration is the remuneration based on salary supplements³, consolidable and non-consolidable⁴

³ These are monetary amounts that are added to the worker's basic salary when a specific and determined cause arises in the work performance.

⁴ In the context of salary policies, the terms "consolidable" and "non-consolidable" refer to whether or not a salary supplement or bonus becomes permanent over time. "Consolidable" means that the supplement or bonus becomes a permanent part of the employee's salary and cannot be removed after a certain period. "Non-consolidable" means that the supplement or bonus is temporary and may be removed or adjusted after a set period, depending on specific conditions.

	Document name	Code	FP	Date	Rev.	Page.
	Research Staff Remuneration Policy	PNT-013	FP-005	01/02/2025	1	Page 5 of 18
	Approved by: Management 04/02/2025		Informed: Works Committee 7/02/2025			

3.2.1 Consolidable Supplements

The consolidable supplements refer to the specific and personal situation of the worker and have an impact on the total wage bill. They are considered an acquired right, and so, they cannot be revoked.

a) Complement for attracting or retaining talent

Research centers are highly competitive and have great complexity in retaining or attracting certain talent. For this reason, it is necessary to make remuneration policies that can be comparable at the national and international level.

In any case, this supplement may only be used, **exceptionally** (at the discretion of the management team), for the remuneration of research staff who have the following qualities:


- a) highly competitive profiles that want to attract from other countries
- b) Highly Needed Profiles for the Institution
- c) Highly qualified profiles
- d) Highly sought-after profiles in the market or sector

It will be essential that there is a committee of experts in the Institution to endorse the application of this supplement in each case, and which will be made up of members of the management team, the management of the People Department and the person responsible for the evaluated employee, if applicable. This committee of experts will issue a justifying report that will be forwarded *a posteriori*, for information, to the workers' legal representation.

In accordance with the interpretative criteria applicable to research centres in Catalonia (CERCA), this is a supplement that has its origin in **a unique and exceptional adaptation of the job**, and is exempt from the calculation of the wage bill for the year under of generation. Subsequently, given their consolidation, these concepts must be computed in future years, with the limitation of the growth established in the General State Budget Law. The Board of Trustees must approve for each financial year the maximum amount to be allocated to this supplement and, in any case, prior to its recognition, the future budgetary impact must be assessed. It is a remunerative and individual condition of the job that must be recognised in the employment contract.

To quantify this supplement, the following may be taken into account as a reference value: the salaries of these people in their institutions of origin, or in the case of different situations, a reference salary may be agreed annually for each specific case. Once the reference salary has been agreed with the worker, the salary increases must be carried out in accordance with the budgetary laws or regulations that replace them and their establishment must be of a unique and exceptional nature.

The entity's governing body must approve for each financial year the maximum amount to be allocated to this supplement and, in any case, prior to its recognition, the future budgetary impact must be assessed.

	Document name	Code	FP	Date	Rev.	Page.
	Research Staff Remuneration Policy	PNT-013	FP-005	01/02/2025	1	Page 6 of 18
	Approved by: Management 04/02/2025		Informed: Works Committee 7/02/2025			

This supplement may not be compensated or absorbed⁵, and will be revalued⁶.

Unique and exceptional adequacy of the salaries of R3/R4 tenure structural research staff


With the aim of attracting and retaining talent, IRBLleida incorporates R3/R4 researchers with a *tenure track* system. This system is a structured process that offers researchers a career path with the opportunity to reach a permanent position, as a principal investigator at IRBLleida. This trajectory is made up of several stages during which researchers must meet rigorous objectives in research, publications, fundraising, teaching (if applicable) and contribution to the institution. The *tenure track* period usually lasts 5 years and at the end of this time, the candidate's overall performance is evaluated to decide whether to consolidate as a tenured research staff (a fix position R3 or R4 as appropriate) or if he/she has to look for opportunities in other institutions. This system seeks to attract and maintain talent with great potential and promote quality research that is innovative and relevant to the biomedical field. These incorporations so far have been mainly through the "Miguel Servet" program of the ISCIII, but in the future, other channels can be used, such as "Ramón y Cajal", "European Research Council" (ERC) or the Institute's own calls.

The supplement for attracting or retaining talent defined in this document may also be established to reward the **positive evaluations of research staff (R3/R4)**, observing at all times the principle of non-discrimination in terms of remuneration on the basis of gender, or for any other reason. Research staff *will have* to receive this supplement, which will be assumed by IRBLleida, once stabilized, at the end of the *track* stage. In order to receive this supplement, it will be essential to pass five-year evaluations which, at the time of approval of this policy, are carried out by the Scientific Council of the Catalan Institute of Health (ICS). The supplement **will be regularized every 5 years** according to the result of these evaluations. Depending on the result obtained, the following supplements will be applied to the basic salary:

- Grade A: maximum complement 15%
- Grade B: maximum complement 10%
- Grade C: No add-on
- Grade D: without complement. Negotiate the exit from the institution.

⁵ Absorption and compensation: Mechanisms through which we want to prevent wage improvements from different sources from overlapping with each other. Thus, the increase in the Minimum Interprofessional Wage (SMI) is absorbed and, therefore, does not increase the higher salary that the worker already receives based on the agreement or pact regulating their working conditions, or by agreement between the worker and the employer. For example, let's imagine that the SMI increases from 18,000 to 18,500 euros per year. If a person receives 19,000 euros per year, their salary will not increase because their contract already stipulates an amount higher than the legal minimum. However, if the worker earns 18,300 euros per year, 200 euros more will have to be paid to reach the established minimum. Compensation and absorption act automatically, unless otherwise agreed.

⁶ Revaluation: Application of salary increases approved by law or by agreement.

	Document name	Code	FP	Date	Rev.	Page.
	Research Staff Remuneration Policy	PNT-013	FP-005	01/02/2025	1	Page 7 of 18
	Approved by: Management 04/02/2025		Informed: Works Committee 7/02/2025			

Unique and exceptional adequacy of the salaries of R2/R3 research staff not *tenure*

IRBLleida is also interested in retaining and attracting talent at an earlier stage of the research career, as is the case of R2 and R3 research staff who are not included in the *tenure track* programme. Of these personnel, those who have an indefinite contract and are not linked to the funds of a competitive call⁷, can participate in an evaluation program of their scientific activity. These evaluations will be carried out every three years by an *ad hoc* panel made up of internal and/or external research staff and will be linked to a salary supplement, which will be assumed by IRBLleida. The criteria and margins for obtaining each qualification will be agreed and signed with the management in the first year of the 3-year cycle and must always include the assessment and improvement in aspects such as the acquisition or renewal of funding, training of research staff (including thesis supervision), publications, activity related to innovation and participation in the activities of the centre. Depending on the result obtained, the following increases will be applied to the basic salary:

- Grade A: maximum complement 8%
- Grade B: maximum complement 4%
- Grade C: No add-on

The supplement **will be regularized every 3 years** according to the result of these evaluations.


3.2.2 Non-consolidable supplements

The non-consolidable supplements are related to the job or the situation and results of the company and **can be revoked if the conditions change**. They are received by the person on a one-off basis (their collection must have a start and end date) **and are paid with the research group's own funds**. They will disappear at the moment the cause that has led to them ends. If it lasts more than one year, the People Department, together with Management, will study whether the job has become part of a different responsibility or if the cause that justifies the temporary nature of the supplement persists. The application of any of these supplements requires management approval and the disposition and retention of the necessary funds of the group for payment.

a) Coordination or Supervision Complement

This personal supplement may be used to pay all those people with a minimum category of R1 to whom the management of the centre or the Group Leader entrusts, on a temporary basis, certain coordination or supervision functions relevant to the operational functions of the job they carry out, in addition to those that usually make up their job. Once the corresponding coordination or supervision is no longer assigned, for any reason, this supplement will automatically cease to be received. This supplement will be determined according to the coordination or supervision tasks assumed and may not exceed 20% of the gross annual salary.

⁷ A competitive call for research project funding is a process by which funding is awarded to research projects based on the quality and merit of the proposals submitted. Competitive calls can be at regional, national or international level and involve a rigorous evaluation of the proposals by experts in the field. Selected projects receive funding to carry out their research activities, and researchers must justify the use of the funds and meet the requirements set by the funding body.

	Document name	Code	FP	Date	Rev.	Page.
	Research Staff Remuneration Policy	PNT-013	FP-005	01/02/2025	1	Page 8 of 18
	Approved by: Management 04/02/2025		Informed: Works Committee 7/02/2025			

This supplement may not be compensated or absorbed, and will not be revalued with the increases established at any given time.


b) Supplement per project

It will be paid to those people who are hired with specific financing that provides for a higher remuneration than they would be entitled to due to strict application of the salary tables. The supplement would be made up of the difference between the remuneration in the salary tables and that set out in the corresponding call or project with a specific additional budget. This supplement is limited in time, and will only be paid for the corresponding period.

It will be absorbable and compensable with the salary increases that are applied. It will not be revalued.

3.3 SUMMARY TABLE OF SUPPLEMENTS

SUPPLEMENT	CONSOLIDABLE	COMPENSABLE/ ABSORBABLE	REVALUABLE	CRITERIA	PERIODICITY	AMOUNT	INCLUDED IN THE WAGE BILL
Talent attraction or retention	Yes	No	Yes	Salaries from the institutions of origin, the professionals' countries of origin, or for hard-to-fill profiles.	Annual	To be set according to benchmark salaries	Yes
IP structural "tenure"	Yes	No	Yes	Scientific Advisory Council of the ICS evaluation	Annual, subject to review every 5 years	<ul style="list-style-type: none"> •Qualification A: 15% •Qualification B: 10% •Qualification C: 0 	Yes
IP no "tenure"	Yes	No	Yes	Internal Committee evaluation	Annual, subject to review every 3 years	<ul style="list-style-type: none"> •Qualification A: 8% •Qualification B: 4% •Qualification C: 0 	Yes
Coordination or supervision	No	No	No	This payment will be made only when the supervision or coordination of teams is not part of the job description and is performed on an occasional basis	Occasional	The amount to be paid will be determined based on the coordination or supervision tasks assumed.	No
Project	No	Yes	No	Payment will be made solely for the duration of participation in the project and contingent upon the availability of additional funding allocated for this supplement project.	Occasional	The salary difference between the centre's salary and the budget allocation granted for hiring staff or supplementing salaries.	No

	Document name	Code	FP	Date	Rev.	Page.
	Research Staff Remuneration Policy	PNT-013	FP-005	01/02/2025	1	Page 9 of 18
	Approved by: Management 04/02/2025		Informed: Works Committee 7/02/2025			

4. PROFESSIONAL CLASSIFICATION OF RESEARCH STAFF

A professional who, being in possession of the qualifications required in each case, carries out a research activity, understood as the creative work carried out systematically to increase the volume of knowledge, including that relating to the human being, culture and society, the use of this knowledge to create new applications, its transfer and dissemination.


PROFESSIONAL AREA	PROFESSIONAL GROUP	LEVEL	CATEGORY
RESEARCH STAFF	RESEARCHER	11	Leading Researcher - R4.2
		10	Leading Researcher - R4.1
		9	Established Researcher - R3.2
		8	Established Researcher - R3.1
		7	Recognised Researcher - R2.4
		6	Recognised Researcher - R2.3
		5	Postdoctoral Researcher - R2.2
		4	Postdoctoral Researcher - R2.1
		3	First Stage Researcher - R1.3 - 4th year of contract
		2	First Stage Researcher - R1.2 - 3rd year of contract
		1	First Stage Researcher - R1.1 - 1st and 2nd year of contract
		0	Researcher in training - R-0

*ANNEX 1. Categories defined by Euraxess <https://euraxess.ec.europa.eu/europe/career-development/training-researchers/research-profiles-descriptors>

5. RESEARCH CAREER IN SPAIN

To facilitate the understanding of the places of research and research and teaching in the Spanish public academic system, the FECYT has created an infographic (<https://www.fecyt.es/es/publicacion/researcher-career-path-spain-glance-7th-edition>) explaining its main characteristics, requirements and achievements. It is a complete diagram that aligns the contracts and positions for the different stages of the research career on the basis of the European Research Career Framework (R1-R4). The different grants and calls that can be requested at any time are also identified, including links where more information can be found on each of the calls.

To plan a research career, it is important to know the possibilities and opportunities offered by the labour market and the public system. In this infographic, which is updated regularly, you can find information on the positions and employment contracts offered by the Spanish public academic and research system of Science, Technology and Innovation, as well as links to resources to explore non-academic research careers.

	Document name	Code	FP	Date	Rev.	Page.
	Research Staff Remuneration Policy	PNT-013	FP-005	01/02/2025	1	Page 10 of 18
	Approved by: Management 04/02/2025		Informed: Works Committee 7/02/2025			

In the Spanish Research Career document, the researcher who carries out research and teaching in the Spanish public research system has been categorised according to the 4 different profiles established by the EU Research Career framework: R1, R2, R3 and R4⁸.

Jobs in public institutions are mainly regulated by the Law on Science and Technology and the Law on the Organization of the University System. All of them are employment contracts or civil servant positions, so they are regulated by labour or public service laws and collective agreements of specific institutions. Important aspects to understand are:

Fixed-term contract and indefinite term contract

There are several contracts whose duration is limited in time:

Predocctoral Contract (doctoral researcher), which minimum duration is 1 year and cannot be maintained for more than 4 years regardless of the host institution, or 6 years in the case of disability.

Research Staff Access Contract (Postdoctoral Researcher and Assistant Professor), whose minimum duration is 3 years and cannot be maintained for more than 6 years regardless of the host institution or 8 years in case of justified disability. All this time will be extended in the event of leave of absence due to paternity or maternity and care of dependents.

Assistant Professor, a position only offered by universities, lasts 6 years regardless of the host university.

Visiting Professor, 2-year contract to teach at a university.

There are also indefinite employment contracts:


Scientific-technical activities contract, is a contract to hire personnel dedicated to research activities, whether researchers or support staff, as well as research agents.

Distinguished Researcher Contract is a contract for the recruitment of a researcher of high international recognition, the duration of which is by mutual agreement between employer and employee.

Associate Professor is a contract to hire a lecturer or university professor of recognized international prestige, the duration of which is established by mutual agreement between the employer and the employee.

Lecturer and Professor is a permanent contract to hire a researcher with teaching responsibilities at universities. The hiring process is based on merit-based competition.

⁸ See Annex 1.

	Document name	Code	FP	Date	Rev.	Page.
	Research Staff Remuneration Policy	PNT-013	FP-005	01/02/2025	1	Page 11 of 18
	Approved by: Management 04/02/2025		Informed: Works Committee 7/02/2025			

The rest of the permanent positions are permanent civil servant positions whose sources of funding come from intramural structural funds, the recruitment processes are also based on merit-based competition.

To effectively plan your academic research career, it is essential to know the different pathways to getting a position.

6. PROFESSIONAL CAREER SYSTEM FOR STRUCTURAL RESEARCH STAFF WITH A PERMANENT EMPLOYMENT RELATIONSHIP


IRBLleida has adopted the European professional classification system for research staff. The system of professional categories for research staff is classified into four levels, R1 to R4, which reflect their experience and responsibility. **R1** corresponds to research staff in training, generally people in their first years of experience, who carry out support tasks in research projects under supervision. **R2** brings together postdoctoral researchers who, after completing their doctorate, begin to lead smaller projects with more autonomy and responsibility. **R3** includes individuals with a strong track record who lead relevant projects, supervise other researchers, and contribute significantly to scientific development. And finally, **R4** is intended for senior research staff, with a high level of responsibility in leading research teams and strategically managing large-scale projects, as well as having a significant impact in their field. This system organises the professional development of research staff and recognises their competences and contributions to knowledge. A more detailed description of this classification can be found in Annex 1.

It should be noted that, given the adhesion of IRBLleida to DORA (San Francisco Declaration on Research Assessment), it is recommended that the evaluation of the scientific career of research staff and the relevance of their contributions in a comprehensive manner and not only focused on the metrics of scientific publications. This methodology also promotes the visibility of some merits of women and younger researchers, contributing to the elimination of inequalities, including those gender based.

6.1 GENERAL CONSIDERATIONS OF THE EVALUATION AND PROMOTION SYSTEM

The IRBLleida will establish an evaluation system for all workers, based on the fulfilment of objectives and/or the analysis of indicators in different competencies, as tools for stimulating and recognising individual contributions in the performance of the functions and achievement of the objectives of the Institute. The results of this evaluation will constitute the basic starting point in any of the promotion procedures established below. The evaluation system is a tool that allows the identification of skills and specific potential of the worker or detecting and channeling difficulties and opportunities for improvement, optimizing the development of people's talent and the organization's results.

Professional promotion will be subject to budgetary availability and compliance with the applicable legal regulations. In any case, professional promotion must respect the organisation of IRBLleida in a

	Document name	Code	FP	Date	Rev.	Page.
	Research Staff Remuneration Policy	PNT-013	FP-005	01/02/2025	1	Page 12 of 18
	Approved by: Management 04/02/2025		Informed: Works Committee 7/02/2025			

sustainable and appropriate personnel structure to guarantee the proper functioning of its areas of action.

6.2 STAFF EVALUATION AND PROMOTION SYSTEM R1

Royal Decree 103/2019, of 1 March, approving the Statute of PhD Candidate-Research Staff in Training regulates the legal regime of the employment relationship established by means of the payable contract provided for in Article 21 of Law 14/2011, of 1 June, on Science, Technology and Innovation. All those who are in possession of a bachelor's degree, engineer, architect, university graduate with a degree of at least 300 ECTS credits (European Credit Transfer System) or university master's degree, or equivalent, who have been admitted to a doctoral programme which purpose is the development of the different formative aspects of the doctoral student and the establishment of procedures and lines of research for the development of the doctoral thesis.


The duration of the contract may not be less than one year, nor exceed four years, and it will be full-time throughout its validity. When the contract has been concluded for a duration of less than four years, it may be extended successively, but in no case may the extensions have a duration of less than one year. However, when the contract is concluded with a person with a disability, the contract may have a maximum duration of six years, including extensions, taking into account the characteristics of the research activity and the impact of the degree of limitations on the development of the activity, following a favourable report from the competent public employment service. To this end, it may obtain a report from the competent technical teams for the assessment and guidance of disability.

The remuneration of this contract may not be less than 56 per cent of the salary set for the category corresponding to Group 1 of contract staff in the salary table set out in the single agreement for contract staff of the General State Administration during the first two years, to 60 per cent during the third year, and 75 per cent during the fourth year. Nor may it be less than the minimum interprofessional wage established each year, according to article 27 of the Consolidated Text of the Workers' Statute Law.

For the transition from R1 (researcher in training) to R2 (postdoctoral researcher), the main requirement is to obtain a PhD. This involves having successfully completed a doctoral thesis and having demonstrated independent research skills in their field of study.

6.3 STAFF EVALUATION AND PROMOTION SYSTEM R2

The list of jobs (RLT) of the IRB Lleida does not currently contemplate the existence of R2 research staff with permanent contracts of a structural nature. In the event that this figure exists in the RLT in the future, the promotion to R3 research staff will be made after an evaluation in which the curriculum vitae, a descriptive report of the work carried out and a plan for the future will be analysed. In this sense, in order to be considered an R3 researcher, it will be necessary to have obtained competitive funding as a Principal Investigator in a public call at the national level. Likewise, indicators associated with the research activity of the candidate and a report from the group leader will be included as aspects to be evaluated.

	Document name	Code	FP	Date	Rev.	Page.
	Research Staff Remuneration Policy	PNT-013	FP-005	01/02/2025	1	Page 13 of 18
	Approved by: Management 04/02/2025		Informed: Works Committee 7/02/2025			

6.4 STAFF EVALUATION AND PROMOTION SYSTEM R3

IRBLleida has established a *tenure* system, as a mechanism that offers stability and job security to research staff. After an evaluation period, candidates who achieve the *tenure* classification obtain a permanent job within the IRBLleida (RLT) structure. The classification of research staff '*Tenure*' at IRBLleida is at levels R3 and R4 and their promotion is linked to the competencies defined for each of the levels. The promotion of R3 (established researcher) into R4 (lead researcher) is based on the quality and impact of scientific output, the ability to lead projects and collaborations, and the contribution to the development of knowledge. To advance to R4, the researcher is expected to demonstrate advanced leadership skills, manage complex research projects, obtain competitive national and international funding, as well as actively participate in international collaboration networks, as head of a research group at IRBLleida. In addition, they must innovate and make significant advances in their field of study, as well as contribute to the strategic development of the institution.

To be eligible for promotion to R4, R3 research staff must be hired under an indefinite contract of a structural nature. If these criteria are met, an evaluation must be passed in which the curriculum vitae, a descriptive report of the work carried out and a plan for the future are analysed. It also includes indicators associated with the candidate's research activity and a report from the group leader, if applicable. All this will allow the abilities, merits and potential to be assessed, elements that should encourage any change in level.

7. LIMITS APPLICABLE TO THE INCREASE IN STAFF REMUNERATION


The annual budget laws establish, among other aspects, the overall increases that may be experienced by the remuneration of personnel in the service of the public sector. The wage bill of contract staff is made up of the set of salary and non-salary remuneration and the social action expenses accrued by these personnel in the previous year. The wage bill may be increased, at most, by the percentage established by the Budget Law applicable to the current financial year.

The following are excluded from the calculation:

- Social Security benefits and compensation.
- Social Security contributions paid by the company.
- Compensation for transfers, suspensions and dismissals.
- Compensation for expenses incurred by the worker.

The wage bill will include these concepts referring to contract staff with an indefinite relationship. Staff hired on an interim basis, in accordance with Article 15 of the Workers' Statute, i.e. temporary staff who are hired by replacing workers with job reservations for vacant positions of a structural nature in the entity and interim contracts due to vacancies, will be considered included in the calculation.

Management staff with a senior management contract and other contract staff with managerial functions, as well as contract staff whose working conditions have not been determined by a collective

	Document name	Code	FP	Date	Rev.	Page.
	Research Staff Remuneration Policy	PNT-013	FP-005	01/02/2025	1	Page 14 of 18
	Approved by: Management 04/02/2025		Informed: Works Committee 7/02/2025			

agreement, are excluded from the calculation of the wage bill. Personnel expressly excluded from a collective agreement and whose working conditions are exclusively covered by an individual contract, as well as those to whom a sectoral collective agreement applies with improved economic conditions by means of an individual contract or company agreement, are considered not to have their conditions regulated by a collective agreement.

The limitation on the increase in the wage bill of one year respect the previous one, which is included in the annual budget laws, refers to the increase in the wage bill between the current budget year and the previous one; variation to be carried out in annualized and homogeneous terms.


This homogeneity refers to:

- Staff (in full-time equivalent terms)
- Antiquity
- Working time regime (duration and distribution)
- Overtime
- Other working conditions (permits, licenses...)

This limit can only be exceeded in relation to remuneration adjustments that are essential on a singular and exceptional basis for singular and exceptional adjustments, which must be adequately motivated, will be computed separately from the wage bill in the first year in which they occur, and in future years only those that have been consolidated in relation to the variation in the content of jobs and the variation in staff will be included. In any case, adjustments linked to the degree of achievement of objectives will not be included in the wage bill, therefore, any supplement linked to the achievement of objectives or performance incentives will not form part of the wage bill as long as it is individual and responds to the achievement of assessable objectives.

The application of any supplement or promotion will require verification, prior to its approval, that its establishment does not entail an increase greater than the permitted in the wage bill. Otherwise, even if the necessary requirements for promotion or receipt of the supplement are met, it will not be effective.

VERSION HISTORY			
Revision number	Effective Date	Author	Revert Change Reason
1	12/11/2024	EMM	Initial Drafting

	Document name	Code	FP	Date	Rev.	Page.
	Research Staff Remuneration Policy	PNT-013	FP-005	01/02/2025	1	Page 15 of 18
	Approved by: Management 04/02/2025		Informed: Works Committee 7/02/2025			

8. ANNEX 1. EURAXESS CLASSIFICATION OF RESEARCH STAFF

<https://euraxess.ec.europa.eu/europe/career-development/training-researchers/research-profiles-descriptors>

First-stage researcher (R1) (Up to PhD)

This profile includes people who do research under supervision in industry, research institutes or universities. It includes PhD students.

Research staff with this profile

- Conduct research under supervision;
- Will have the ambition to develop knowledge about research methodologies and discipline;
- Have demonstrated a good understanding of a field of study;
- Have demonstrated the ability to produce data under supervision;
- Are able to critically analyze, evaluate, and synthesize new and complex ideas;
- Are able to explain the outcome of the research (and its value) to fellow researchers.

Desirable competencies

Develop integrated language, communication and environmental skills, especially in an international context.

Recognised researcher (R2) (PhDs or equivalent who are not yet fully independent)


This includes:

- Holders of a doctoral degree (PhD) who have not yet established a significant level of independence;
- Researchers with an equivalent level of experience and competence.

Skills needed

All the competencies of the "First Stage Researcher" plus:

- Has demonstrated a systematic understanding of a field of study and the mastery of research associated with this field;
- Has demonstrated the ability to conceive, design, implement and adapt a substantial research programme with integrity;
- Has contributed through original research that expands the frontier of knowledge by developing a substantial corpus of work, innovation or application. This could merit a national or international peer-reviewed publication or patent;
- Demonstrates critical analysis, evaluation, and synthesis of new and complex ideas;
- Knows how to communicate with his/her colleagues: is able to explain the result of his/her research (and its value) to the research community.

	Document name	Code	FP	Date	Rev.	Page.
	Research Staff Remuneration Policy	PNT-013	FP-005	01/02/2025	1	Page 16 of 18
	Approved by: Management 04/02/2025		Informed: Works Committee 7/02/2025			

- Takes responsibility for and manages their own career progression, sets realistic and achievable career goals, identifies and develops ways to improve their employability;
- Is co-author of articles in workshops and conferences.

Desirable competencies

- Understands the agenda of industry and other related job sectors
- Understands the value of your research work in the context of products and services in industry and other related job sectors.
- Can communicate with the community at large and society at large about their areas of expertise.
- Can promote, in professional contexts, technological, social or cultural advancement in a knowledge-based society.
- Can guide early-stage researchers, helping them to be more effective and successful in their R+D journey.

R3 – Established Researcher (Researchers who have developed a level of independence)

Describes researchers who have developed a level of independence.


Skills needed

- All the necessary and most desirable competencies of the "Recognized Researcher" plus:
- Has an established reputation based on research excellence in its field;
- Posibility contributes to the development of knowledge, research and development through cooperation and collaboration;
- Identifies research issues and opportunities within their field of expertise;
- Identifies appropriate research methodologies and approaches;
- Conducts research independently that advances a research program;
- Can take the lead in the implementation of collaborative research projects in cooperation with colleagues and project partners;
- Publishes articles as a main author, organize workshops or conferences.

Desirable competencies

- Establishes collaborative relationships with relevant research or development groups in the industry.
- Effectively communicates their research to the research community and society at large.
- Is innovative in its approach to research
- Can form research consortia and obtain funding, budgets or resources from research councils or industry.
- Is committed to the professional development of their own career and acts as a mentor to others.

R4 – Lead Researcher (Researchers who lead their area or field of research)

	Document name	Code	FP	Date	Rev.	Page.
	Research Staff Remuneration Policy	PNT-013	FP-005	01/02/2025	1	Page 17 of 18
	Approved by: Management 04/02/2025		Informed: Works Committee 7/02/2025			

This is a researcher who leads their area or field of research. It would include the team leader of a research group or the director of an industrial R+D laboratory. In certain disciplines, as an exception, principal investigators may include people who work as solo researchers.

Skills needed

All the necessary and more desirable competencies of the "Established Researcher" plus:

- Has an international reputation based on research excellence in its field;
- Demonstrates critical judgment in the identification and execution of research activities;
- Makes a substantial contribution (breakthroughs) in their field of research or in multiple areas;
- Develop a strategic vision for the future of their field of research.
- Recognizes the broader implications and applications of their research;
- Publishes and presents influential articles and books, participates in organizing committees of workshops and conferences, and gives guest talks.

Desirable competencies

- Is an expert in the management and direction of research projects
- Skilled in managing and developing other people
- Has a proven track record of securing significant funding, budgets, and resources for research.
- Goes beyond team building and collaboration, focusing on long-term team planning (e.g. career paths for researchers and securing funding for team positions).
- Is an excellent communicator and networker within and outside the research community [networking].
- Is capable of creating an innovative and creative environment for research
- Acts as a professional development model for others

VERSION HISTORY

Revision number	Effective Date	Author	Revert Change Reason
1	17/02/2025	EMM	Initial Drafting