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## **Recruitment and selection policy based on the OTM-R Strategy of the European Union**

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## 1. INTRODUCTION

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

In December 2010, IRBLleida made the 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 described in the C&C, developing its human resources policy to deploy the HRS4R Action Plan. In 2023, IRBLleida has successfully renewed the European HRS4R seal of excellence. One of the actions of the plan consists of the development of a policy that regulates the remuneration of hired people equitably, taking into account the objectives achieved and their performance.


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

The hiring of personnel through open, transparent and merit-based procedures (Open, Transparent and Merit-based Recruitment, OTM-R) is one of the pillars of the European Charter for Researchers and, in particular, the Code of Conduct for the Recruitment of Researchers (<https://euraxess.ec.europa.eu/europe/news/new-open-transparent-and-merit-based-recruitment-researchers-otm-r>)

The European Charter for Researchers contains a series of general principles and requirements that determine the responsibilities and rights of research personnel and the entities that hire or finance them, with the aim of guaranteeing the development of the professional career of research personnel, recognizing the value of mobility for achieving this milestone.

The “Code of Conduct for the Hiring of Researchers” contains a series of general principles and requirements that should serve as a guide for the hiring of research personnel.

In short, the OTM-R makes the research career more attractive, ensures equal opportunities and facilitates mobility.

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## 2. BASIC PRINCIPLES

IRB Lleida 's personnel selection and hiring procedures are governed by a set of basic principles that guarantee equal access to jobs. They are governed both by the constitutional principles of equality, merit and capacity, as well as by national and international standards on the matter, specifically, the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers (C&C).

These principles apply to the recruitment and hiring of all center staff, regardless of their professional category, including research, technical and management and services area staff. The selection of personnel is carried out at IRB Lleida through a competitive process, to which the following criteria will apply:

- a) **Advertising:** The calls and their bases will be published on the IRB Lleida website (<http://www.irbllleida.org/ca/ofertes-de-feina/>) and in the case of research profiles, on the page of Euraxess job offers ( <https://euraxess.ec.europa.eu/jobs>) at least 15 days before the deadline for accepting applications. The published offer must state the name of the position offered, the content of the main tasks to be carried out, the required requirements and the evaluation criteria for the applications.
- b) **Transparency:** Each call will define the requirements for access, the composition of the evaluation panel, the weighting of each of the requirements and the person/s selected. The list of those admitted and excluded, as well as the cause of exclusion, the assessment of the admitted candidates in the process will not be published in order to avoid publishing sensitive data.
- c) **Equality:** The call will guarantee that no one is excluded, unless they do not meet the requirements established in the call itself. A non-discrimination clause will be included to promote the participation of people from other countries, people who have interrupted their scientific career for reasons related to motherhood or who attend with different abilities.
- d) **Merit:** The selection will be based on the assessment of the curriculum using a previously established scale, the performance of interviews and/or technical and/or psychotechnical tests, or any other system that guarantees the objectivity of the process.
- e) **Impartiality, independence and professionalism:** The Selection Committee will be made up of professionals from the people area (selection) and science professionals or technical personnel from the different departments and areas, ensuring that there is no competition, in accordance with what is established in the Code IRB Lleida Ethics, conflict of interest with the candidates admitted in the selection process. In the event of a conflict of interest, the special protocols provided for in the internal regulations will be applied.
- f) **Selection procedure:** It will consist of two phases, the first of merit assessment and the second of aptitude assessment and/or personal interview.
- g) **Efficient expense management:** Contracting cannot be carried out without the existence of sufficient budgetary credit.

Once the selection has been made, the corresponding employment contract will be granted in accordance with the provisions of the Workers' Statute and other applicable labour legislation, as well as the existing Company Agreements.

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### 3. SELECTION COMMITTEE

The Selection Committee will be made up of a minimum of three members with different levels of experience and skills, seeking the appropriate balance between men and women to help ensure that the results include the gender perspective. The committee, which can be made up of both work staff and staff assigned to IRBLleida, will ensure that the academic, research and professional qualifications (including unofficial ones) of all applicants are adequately valued and evaluated, as well as international and professional mobility. The published evaluation criteria will be consistent with the requirements of the job offered.

The composition of the selection committee will be public and will be determined for each job offer according to the category and characteristics of the position. The video prepared by CERCA “Recruitment Bias in Research Institutes” before the start of the interviews: ([https://www.youtube.com/watch?v=g978T58gELo&feature=youtu.be&list=PLIRaTLZqk\\_i-CuOpGbTSp\\_CUGJvyBM\\_Btj](https://www.youtube.com/watch?v=g978T58gELo&feature=youtu.be&list=PLIRaTLZqk_i-CuOpGbTSp_CUGJvyBM_Btj)).

The head of the people department may or may not be part of the Selection Committee. But, although he/she does not participate directly in some selection processes, he/she is responsible for reviewing compliance with the principles included in the IRBLleida recruitment policy.

### 4. DETECTION OF RECRUITMENT NEEDS

The hiring procedure always begins with the detection of the need to fill a new job position. This need may arise to cover different types of personnel, classified as: Research Personnel, Technical Research Support Personnel, Administration Personnel, and Services and Maintenance Personnel.

In the case of Research Personnel, this need may arise either because there is a project in progress and more personnel are needed or because funding is available and the development of new projects is valued.

It is the responsibility of the Principal Investigator (PI) to have sufficient financial resources and to carry out economic monitoring of the hiring, in such a way that he/she requests the discontinuation of the worker if he/she anticipates that he/she will not have sufficient funds to cover the cost. total.

#### 4.1. Communication and request


As soon as the need for a new hire to fill a job position is detected, the person in charge of the IRBLleida People Department is notified to start the process.

The costs of the entire contract and the approximate settlement at the end of the contract are calculated <sup>1</sup>and the credit of the project that will cover the expenses is verified.

These costs derived from hiring a person are susceptible to variations, according to different factors:

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<sup>1</sup>Annex 1\_Calculation of contracting costs

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- a) changes in the social security percentages that affect the calculation of the contribution,
- b) mandatory salary increases (mandatory application or result of collective bargaining) or
- c) personal situations of the person themselves such as medical leave, maternity, paternity, vacations...

The person responsible for the cost center that will finance the hiring must fill out the hiring request document <sup>2</sup>defining: the job position, the profile of the candidacy, the tasks to be performed, the working day (full or partial and in the latter case, the % indicating the number of weekly hours and their distribution), the salary, expected date of discharge and termination of the contract and the selection procedure and evaluation criteria. Contracts charged to aid or projects financed with official subsidies must comply with the characteristics and conditions established by the financing body. Once completed and signed, you must deliver the original to the person responsible for the people department, who will define the contractual conditions based on financial availability and the IRBLleida salary tables.

The hiring of foreign personnel can only be effective as long as the person has the administrative authorization that allows them to work in our country.

Whenever the person responsible needs it, the people department will manage the request for the work permit that best suits the needs, before the competent authorities and following the procedures established in Organic Law 4/2000, of January 11 or in the Entrepreneurs Law Law 24/2013, of September 27.

The processing fees (mandatory to carry out the procedure) that must be paid referred to the employer, will be assumed entirely by the person responsible for the hiring through internal accounts of the IP or by the same person when the legal provision so requires. specify.

#### 4.2 Authorization

Before publishing any new job offer, the application must have been authorized by the IRBLleida management and the balance of the project that will finance the hiring must be sufficient.

#### 4.3 Publication


Once the application is signed and authorized, the personnel of the People Department completes the job vacancy call model (Annex 3\_model job offer call media publication) and publishes it in different media, internal and external. The offer will include reference to the OTM-R Policy (Open, Transparent and Merit-based Recruitment) and Equality and Conciliation Policy.

The offer must remain published for at least 15 calendar days, except in cases where an express selection process is defined for:

- IRBLleida job offer platform (<https://www.irblleida.org/ca/ofertes-de-feina/>), from which the candidate must register for the same offer.
- For Research Personnel profiles to the Euraxess Platform (<https://euraxess.ec.europa.eu/>).

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<sup>2</sup>Annex 2\_Recruitment request

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- Any specialized content website/platform in which the IP is interested in disseminating.

The advertisements must clearly indicate:

- End date for submitting applications.
- Educational level and experience requirements.
- Skills to be valued.
- Tasks to perform.
- Workstation.
- Annual gross salary.
- Research project.

If it is considered necessary or advisable, the current application submission period may be extended.

#### 4.4 Reception of applications

The Personnel Department staff is in charge of receiving resumes and confirms to candidates that they have received the documentation correctly. All CVs are stored on the IRBLleida server, in accordance with European Regulation EU 679/2016 and Organic Law 3/2018 on the protection of personal data and guarantee of digital rights. In the communication to the candidate, they are informed that their CV becomes part of the Institute's internal job pool. Subsequently, the CVs are forwarded to the person responsible for the selection.

#### 4.5 Evaluation and selection of the candidate


The selection committee evaluates the CVs of the candidates and checks that they comply with the criteria established in the job offer. The Committee will evaluate the merits and identify the best candidate according to the offer and complete Annex 4\_Graella Selecció.

The evaluation system to follow is the following:

- In the "Requirements" section it is only indicated whether it meets or not. If the candidate does not meet any element, the following section "Will be assessed (merits)" cannot be assessed, nor the interview or competency test.
- The merits to be assessed and the interview /competency test have a total score of 100 points. The Selection Committee may establish, according to its discretion, the maximum assessment of each of the elements that compose them, except for the "interview" or "competence test" element, which must have a maximum score of 20 points.

If the procedure requires personal interviews, these can be carried out in person at IRBLleida or through other communication channels (telephone or videoconference).

It is up to the committee to evaluate the information in the CV and the interview objectively. If the latter considers that none of the candidates meet the conditions required in the job offer, it may be declared void. In that case, the selection process ends.

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Once the selection process is completed and the person who best fits the job offered has been chosen, the person who has promoted the job offer communicates by email to the personnel of the People Department the details of the selected person and the expected date. of incorporation.

The duration of the process may vary depending on the position to be hired and the characteristics of the process.

#### 4.6 Allocation of the job position

The staff of the People Department is responsible for completing the Award Act (Annex 4.I\_Award Act) and sending it to the members of the Selection Committee for them to sign and return.

The staff of the People Department is responsible for sending the rejection letter to the rest of the candidates and publishing the resolution on the website indicating only the DNI of the selected person (Annex 4-IV\_Job offer resolution). In the event of an express request, the committee's decision and the strengths and weaknesses of the candidates will be argued.

The personnel of the People Department contact the selected person to request the necessary documentation to carry out the administrative procedures ('Annex 5\_Documentation for hiring the new worker', or 'Annex 5-I\_Documentation of the new worker in training' in case it is a contract with a bonus from the Youth Guarantee Fund).

Any candidate can submit a claim or suggestion to the People Department ([rrhh@irbllleida.cat](mailto:rrhh@irbllleida.cat)) to which a response will be given within 30 calendar days.

## 5. ADMINISTRATIVE PROCEDURES


Employment contracts can be temporary, indefinite, training or for the specific development of scientific or technical research projects. The type of contract that will be used in each call will be studied individually for each case. These contracts will be governed by the provisions of the Workers' Statute.

### 5.1 Temporary contract

#### 5.1.1 Definition

The temporary contract is one that aims to establish an employment relationship between the company and the worker for a specific period of time. Royal Decree Law 32/2021, of December 28, on urgent measures for labour reform, the guarantee of stability in employment and the transformation of the labour market introduced important modifications in the regulation of labour contracting established in the text recast of the Workers' Statute law. The objective of the so-called "Labor Reform" was to reduce the temporality of labour relations and advocate for the labour rights of workers. To this end, **it establishes the preferential and majority use of the indefinite contract**, eliminating work and service contracts.



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For it to be understood that there is a justified cause for temporary employment, it will be necessary for the contract to precisely specify the enabling cause for the temporary hiring, the specific circumstances that justify it and its connection with the planned duration.

The temporary employment contract may be formalized full-time or part-time. If the contract is signed on a part-time basis, the contract must include the number of ordinary working hours contracted per day, week, month or year and their distribution. The temporary employment contract must always be formalized in writing and the People Department must be consulted if the need to be covered supports the use of this type of contract.

### 5.1.2 Temporary situations

- For the purpose of the contract:
  - due to production circumstances
  - replacement of worker
  - temporary coverage of a site during the selection or promotion process
- For its specific function:
  - predoctoral research staff in training
  - access to the Spanish System of Science, Technology and Innovation for doctoral (postdoctoral) research personnel.

#### **Contract due to production circumstances**


- Unforeseeable Circumstances (maximum 6 months): when there is an occasional and unpredictable increase, and fluctuations that, despite being the normal activity of the company, generate a temporary mismatch between the stable employment available and what is required. This contractual modality may be used to cover vacations.
- Foreseeable Circumstances (maximum 90 days a year without continuous use): when there are occasional, foreseeable situations that have a short and limited duration.

#### **Worker replacement contract**

The purpose of the contract is the replacement of workers with the right to reserve the job or to temporarily cover a job during the selection or promotion process for its definitive coverage.

It must be held full-time except in two cases:

- a) When the replaced worker was hired part-time or is trying to temporarily cover a job whose definitive coverage will be part-time.
- b) When the contract is made to complement the reduced working hours of workers who exercise the right recognized in article 37, sections 4, 5 and 6 of the Workers' Statute, or in those other cases in which, in accordance with what is established legally or conventionally, a temporary reduction in the working day of the replaced worker has been agreed, as well as in cases in which workers enjoy part-time maternity, adoption or foster care, pre-adoption or permanent leave.

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When the contract is made to temporarily cover a job position during the selection or promotion process for its definitive coverage, the duration will be that of the time that the selection or promotion process lasts for the definitive coverage of the position, without it being able to be longer. to three months nor to conclude a new contract with the same object once that maximum duration has been exceeded.

When the contract is concluded for the replacement of a worker with the right to reserve a job, provided that the name of the replaced person and the reason for the replacement are specified in the contract. In such a case, the provision of services may begin before the absence of the replaced person occurs, coinciding with the development of the functions for the time essential to guarantee the adequate performance of the position and, at most, for fifteen days.

The contract must always be formalized in writing, identifying the replaced worker and the reason for the replacement and, where applicable, the job position whose definitive coverage will occur after the external selection or internal promotion process.

The replacement contract will be terminated, upon complaint from either party, when any of the following causes occur:

- The reinstatement of the replaced worker.
- The expiration of the legal or conventionally established period for reinstatement.
- The extinction of the cause that gave rise to the reservation of the job.
- The passage of the three-month period in the selection or promotion processes for the definitive provision of jobs or the period that results from application in the selection processes in public administrations.

Substitution contracts that have a maximum duration legally or conventionally established and that have been concluded for a duration less than the same will be understood to be tacitly extended, up to the corresponding maximum duration, when no denunciation or express extension has intervened before its expiration and the worker continued providing services.


### **Temporary contract for predoctoral research staff in training**

#### **Requirements of workers**

Be 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 and have been admitted to a doctoral program. These personnel will be considered predoctoral research personnel in training.

#### **Contract characteristics**

The contract will be formalized in writing between the predoctoral research staff in training in their capacity as workers and IRBLleida in their capacity as employer, and must be accompanied by a letter of admission to the doctoral program issued by the unit responsible for this program, or by the doctoral or postgraduate school, if applicable, and proof of tuition payment.

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The contract will be for a fixed duration with full-time dedication.

The duration of the contract may not be less than one year, nor exceed four years. When it is agreed for a duration of less than four years, it may be successively extended without, in any case, the extensions being able to have a duration of less than one year.

In no case may the initial contract plus extensions exceed four years.

In the case of people with disabilities, 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 Service. Competent Employment Public, which for these purposes may obtain reports from the competent technical disability assessment and guidance teams.

When the contract is extendable, and the worker continues to carry out the activities that are the subject of the contract, it will be understood to be automatically extended, unless a reasoned unfavourable evaluation report issued by the academic committee of the doctoral program, or, where applicable, the doctoral school, until completion its maximum duration.

Predoctoral research staff in training may not be hired through this modality, in the same or different entity, for a period longer than the maximum possible of four or six years, depending on the case.

Without prejudice to what is established in the previous paragraphs, in the event that, because the worker has already been hired under this modality, the time remaining up to the maximum of four years, or six in the case of people with disabilities, is less one year, the contract may be concluded, or its extension, for the remaining time up to the maximum established in each case.

### **Temporary access contract for doctoral research personnel**

#### **Requirements of workers**

Be in possession of the title of Doctor.


#### **Contract characteristics**

The purpose of the contract will be to primarily carry out research, development, knowledge transfer and innovation tasks, aimed at obtaining by the research staff a high level of professional improvement and specialization, which leads to the consolidation of their professional experience.

The contract will be for a fixed duration and with full-time dedication.

The duration of the contract will be at least three years, and may be extended up to a maximum limit of six years. Extensions may not have a duration of less than one year.

No worker may be hired through this modality, in the same or different entity, for a period of more than six years, including possible extensions, except in the case of workers with disabilities for whom the time may not be longer than eight years.

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These research staff may provide complementary collaborations in teaching tasks related to the proposed research activity up to a maximum of 100 hours per year.

The termination of any employment relationship that does not conform to the reality mentioned in the preceding points may cause a possible labour conflict with the worker, which may lead to financial responsibilities by IRBLleida ( e.g. compensation recognized through judicial means). ) that must be assumed by the person responsible for contracting through the internal accounts of the PI or research group.

## 5.2 Ordinary indefinite contract.

Whenever permanent hiring is possible (this will be possible when there is too much salary available), it can be hired through this modality.

## 5.3 Indefinite Contract linked to scientific and technical activities. (Art 23.bis of the Law of Science, Technology and Innovation).

Indefinite hiring linked to Scientific and Technical Activities must be duly motivated.

To this end, the person responsible for hiring must provide the People Department with details of the following aspects:

- Research project and/or line of research, tasks and external financing linked to the contract.


It is the IP's responsibility to ensure that the reality of the service provision conforms to the cause indicated in the employment contract.

The duration of the contract will coincide with that of the scientific-technical line and/or project that is the object of the contract.

## 5.4 Employment registration

Once the manager receives all the documentation required from the awardee, he/she processes it to the agency to carry out all the registration and registration procedures in the corresponding organizations, indicating whether the financing funds of the contract are funds. PRIVATE or PUBLIC (Annex 6\_ Comunicación gestoría datos nueva contratación\_PRIVAT and Annex 6-I\_ Comunicación gestoría datos nueva contratación\_PUBLIC) . In the case of a training contract subsidized by the Youth Guarantee Fund (Annex 6-III\_ Comunicación gestoría datos nueva contratación\_GARANTÍA JUVENIL).

IRBLleida Code of Ethics and Conduct (FP009-DI015) must be taken into account : “ *Relatives of staff will not be hired without these people having the capacity to carry out the work for the that they are hired, accrediting it according to the necessary requirements for the job position and always presenting themselves to a call for a job offer made public. Fair decisions will be made and any favoritism towards people with family ties will be avoided and the hiring process will be carried out following the procedure described in the OTMr Recruitment Policy (PNT-005) of the IRBLleida.* ” .

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## 6. INCORPORATION AND WELCOME

At the signing of the employment contract, the following documentation and material will be delivered:

- IRBLleida Welcome Folder (IRBLleida information , Welcome letter from the Director, Welcome Manual and other documentation available to the worker on the website and intranet)
- Information sheet on workplace risks and necessary PPE
- LOPD Documentation and User Manual
- Identification and access card to the Biomedicine building
- Email registration
- High intranet access
- Registration iFundanet

The hired person will be informed that they have the following documents (among others) at their disposal on the IRBLleida intranet, which are applicable to all IRBLleida staff:


- Recruitment policy based on OTM\_R
- Biosafety manuals
- Emergency plan
- Risk Prevention Plan
- Platform use manuals
- Code of ethics and conduct
- Code of Conduct SEARCH
- Good Practices Guide
- Equality Plan
- Anti-Fraud Plan

In the event of hiring a person linked by employment or by statute to the ICS or another public entity, it will be necessary to previously request compatibility from the corresponding body. Once acceptance of compatibility has been received, the contracting will proceed.

## 7. EXPRESS SELECTION PROCESS

In those cases in which a worker must be replaced urgently, for example, to cover sick leave, because for scientific reasons the incorporation must occur on a specific day, because it is provided for in a resolution... etc., an express selection procedure may be followed.

This selection process will follow the same procedure as the ordinary one, but the duration of all phases of the process will be reduced, mainly the phase of publication of the job offers and submission of applications and the phase of evaluation and selection of personnel.

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## 8. TERMINATION OF EMPLOYMENT RELATIONSHIP

The employment relationship ends at the moment in which the project or service that is the subject of the employment contract ends or at the moment in which either of the contracting parties decides unilaterally.

### 8.1 End of temporary contract

When the contract ends due to the end of the purpose of the contract/temporary circumstances that justified the hiring, the responsible person must notify the People Department at least 20 calendar days in advance. The responsible person must send the document (Annex 9: Cancellation Notice), completed and signed, to the People Department so that the settlement can be carried out. The lack of said notice will entail the deduction of the liquidation of the proportional part and pending salaries of the daily equivalent amount of the worker's remuneration for each day not given notice.

The amounts that must be settled in the settlement must be charged to the funds in the internal accounts of the person responsible for the contract.

This affects, in particular:

- Vacations not taken before termination (vacation days pending payment)
- Legally stipulated termination of contract compensation
- Any other expenses incurred: advance payments, overtime, etc.
- Advance notice

In the event that the person responsible for the hiring would like an early termination of what is stipulated in the employment contract, they must request it from the Human Resources Department in writing, explaining the reason, with a minimum notice of 30 days and in cases where the dismissal is inadmissible, you will assume the costs of the settlement and any resulting expenses.

The People Department will proceed to notify in writing of the termination of the employment relationship to the interested person, indicating the day on which they will effectively leave the company and with a minimum notice of 15 calendar days (Annex 8\_ Comunicación finalización de proyecto).


If the temporary contract ends on a scheduled date, the People Department will contact the hired person at least 15 days in advance and send them the contract termination letter.

### 8.2 Voluntary withdrawal

The worker who voluntarily leaves must notify the People Department in writing, indicating the date of the last day worked.

The worker must give the advance notice stipulated in the Workers' Statute (15 calendar days).

The lack of said notice will entail the deduction of the liquidation of the proportional part and pending salaries of the daily equivalent amount of the worker's remuneration for each day not given notice.

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The amounts that must be settled in the settlement must be charged to the funds of the responsible person (ex: Vacations not taken before termination...).

### 8.3 Failure to pass trial period

The trial time will not exceed the following periods, taking into account the date of signing the contract:

- Qualified staff: six calendar months
- Rest of staff: two calendar months

Within the trial period, the responsible person may decide to end the worker's employment relationship, without the need to give prior notice and without the right to pay any compensation.

Notification of failure to pass the trial period to the worker will be done in person and it will be essential that the person responsible for the worker attend the meeting.

When the worker is on sick leave/vacation, and the communication cannot be made in person, it can be done via Burofax. The shipment will be made from the People Department and the worker will be called by phone to make the corresponding communication.

### 8.4 Dismissal


When the person responsible for the worker decides to proceed to dismiss a person from his/her team based on the reasons specified in the current labour standard, he/she must contact the People Department, so that he/she can properly assess and advise the worker. the IP/None of research group.

Once the best way to proceed has been decided, the person responsible for hiring must send the People Department an email that includes the following aspects:

- The specific facts that justify the extinctive decision. They need to be duly motivated and accredited.
- Effective date of dismissal (last day worked).
- In case of objective dismissal: 15 days' notice will be given (if 15 days' notice is not given, the amount corresponding to the settlement must be settled).
- If it is necessary to settle vacations (vacations not taken before the end of the contract will have to be settled upon settlement).

From there, the Department of People will carry out the following procedure:

- The proposed dismissal letter will be written by the People Department and will always be validated by the person responsible for hiring.
- Notification of the dismissal to the worker will be done in person and it will be essential that the person responsible for the worker attend the meeting.
- Exceptionally, when the worker is on sick leave/vacation, and the communication cannot be carried out in person, it can be done via Burofax. The shipment will be made from the HR and Legal Department and the worker will be called by phone to make the corresponding communication.

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## 8.5 Compensation and settlement

### **Objective Dismissal (includes contractual termination of indefinite contracts linked to scientific and technical activities):**

- The amount of compensation legally established at all times derived from a dismissal for objective reasons (currently 20 days of salary per year of service) will be assumed entirely by the internal accounts of the responsible person.
- The amount of the settlement will, in all cases, be assumed entirely by the internal accounts of the responsible person (possible payment of vacations, extra pay, advance notice).

### **Disciplinary dismissal:**

- There is no right to compensation
- The amount of the settlement will, in all cases, be assumed entirely by the internal accounts of the responsible person (possible settlement of vacations and extra pay).

## 9. PERSONNEL MANAGEMENT

### 9.1 Vacation

The person responsible for hiring must ensure control of the vacations and leave days enjoyed by the worker. In this sense, only vacations leave that have been duly requested using the iFundanet computer application can be authorized. As a general rule, vacations must be taken before the end of the employment relationship. If this is impossible, vacations not taken by a worker must be paid in the corresponding settlement (cost borne by the person responsible for hiring). However, in the event of sick leave due to IT/maternity/paternity, the vacations not taken are not lost and may be enjoyed as regulated in the Workers' Statute.

The vacation and leave regulations are carefully detailed in the document "Regulations governing working hours, vacations, paid leaves and temporary disabilities (FP005-PNT003)".


### 9.2 Time control

The person responsible for hiring must ensure compliance with the working day. The performance of overtime must always be authorized prior to its performance following the procedure established in the "Overtime Compensation Policy (FP005-PNT017)". However, the person responsible for hiring will guarantee that the time record of the personnel under his/her charge is duly completed and updated.

### 9.3 Timesheets

In the event that a worker is linked to a project that requires carrying out time control/recording via timesheets (or similar), the person responsible for hiring undertakes to provide these records to the Project Department of the IRBLleida, making use of the registration system that this Department determines. In the event that the hired person leaves work at IRBLleida, the person responsible for




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hiring will provide (within 15 calendar days following the end of the contract) the timesheets (or similar) of the worker duly completed in the Project Department.

#### 9.4 Prevention of occupational risks


The person responsible for hiring a worker must ensure strict compliance with the risk prevention measures in force at IRBLleida (in particular, those that apply to the laboratory/Functional Unit/Group where the person provides services. hired). Additionally, the person responsible for hiring will guarantee that the worker completes the mandatory training on occupational risk prevention. In addition, the person responsible for hiring will guarantee that the worker uses the corresponding Personal Protective Equipment (PPE) and, if he/she is carrying out laboratory - or similar - tasks, he/she wears the required gown/pyjamas and shoes. Monitoring the application of preventive corrective measures that are applicable in each laboratory/Functional Unit/Group is the responsibility of the person responsible for contracting. The person responsible for hiring must notify and investigate, using the procedure created for this purpose, any work accidents that occur to the personnel under their charge. Any non-compliance with regard to occupational risk prevention will be sanctioned with respect to the worker and possible sanctions for those responsible for hiring in case of serious and/or repeated non-compliance.

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## 10 . GRAPHICAL SUMMARY


### 10.1 Labor contracting process



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## 10.2 Termination of the employment relationship



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## VERSION HISTORY

Revision number	Effective date	Author	Reversal Rate of Change
2	07/07/2024	EMM	Document update including types of contracts