

GENERAL IMPLEMENTING PROVISIONS GOVERNING COMPETITIONS AND SELECTION PROCEDURES, RECRUITMENT AND THE GRADING OF OFFICIALS AND OTHER SERVANTS OF THE EUROPEAN PARLIAMENT

Title 1 Competitions and selection procedures for officials and other servants of the European Parliament	4
Chapter 1 - Officials	4
Article 1 Appointment	4
Article 2 Competitions	4
Article 3 Validity of reserve lists	5
Chapter 2 - Temporary staff	5
Article 4 Selection of temporary staff as referred to in Article 2(a) and 2(b) of the CEOS for recruitment to the Secretariat	5
Article 5 Selection of temporary staff as referred to in Article 2(c) of the CEOS for recruitment to the political groups	6
Chapter 3 - Contract staff	7
Article 6 EPSO's role in organising contract staff selection procedures	7
Article 7 Joint committee for the selection of auxiliary contract staff (COSCON)	7
Article 8 Selection procedure for contract staff	8
Title 2 Recruitment and grading of officials and other servants of the European Parliament	8
Chapter 4 - Officials	8
Article 9 General provisions	9
Article 10 Classification in grade	9
Article 11 Classification in step	9
Article 12 Grading on change of status	12
Chapter 5 – Temporary staff	14
Article 13 General provisions	14

Article 14 Classification in grade	15
Article 15 Classification in step	16
Article 16 Classification in step: unbroken succession of contracts	16
Article 17 Classification in step: successive contracts with a break	18
Article 18 Modification of temporary staff contracts	18
Article 19 Termination of employment	19
Chapter 6 – Contract staff	20
Article 20 General provisions	20
Article 21 Classification in function group	20
Article 22 Classification of 3a contract staff in grade and step	21
Article 23 Classification of 3b contract staff in grade and step	22
Article 24 Duration of 3a contract staff contracts	22
Article 25 Duration of 3b contract staff contracts	23
Article 26 Regrading of 3b contract staff	23
Article 27 Modification of contract staff contracts	24
Article 28 Termination of employment	24
Article 29 Contract staff employed by Parliament before 1 January 2014	25
Title 3 Final provisions	26
Article 30 Role of the Joint Committee	26
Article 31 Equal opportunities	26
Article 32 Entry into force	26

Annex I27

**GENERAL IMPLEMENTING PROVISIONS GOVERNING COMPETITIONS
AND SELECTION PROCEDURES,
RECRUITMENT AND THE GRADING OF OFFICIALS
AND OTHER SERVANTS OF THE EUROPEAN PARLIAMENT**

THE SECRETARY-GENERAL OF THE EUROPEAN PARLIAMENT,

having regard to the Staff Regulations of Officials of the European Union (hereinafter ‘Staff Regulations’), in particular Chapter 1 of Title III, and to the Conditions of Employment of Other Servants of the European Union (hereinafter ‘CEOS’) , in particular Chapters 1 and 3 of Title II and Chapters 1, 3, 4 and 5 of Title IV,

having regard to the Bureau decision of 9 December 2013 delegating to the Secretary-General the powers necessary for the adoption of internal rules, rules of application and implementing measures necessitated by the revision of the Staff Regulations and the CEOS,

having regard to the Bureau decision of 13 January 2014 on the delegation of the powers of the appointing authority and the authority empowered to conclude contracts of employment,

having regard to the decision of the European Parliament, the Council, the Commission, the Court of Justice, the Court of Auditors, the Economic and Social Committee, the Committee of the Regions and the European Ombudsman of 25 July 2002 establishing a European Union Personnel Selection Office (EPSO) and the declaration by Parliament’s Bureau annexed thereto,

having consulted the Staff Regulations Committee, on 5 September 2014,

having consulted the Legal Service, the Data Protection Officer, the Staff Committee and the Committee on Equal Opportunities and Diversity,

in view of:

- the introduction by means of a revision of the Staff Regulations of a new ‘AST/SC’ function group and of a more flexible framework for the recruitment of contract staff, including the possibility for the institutions to recruit contract staff for a maximum period of six years and the possibility of organising internal competitions open to contract staff, and

- the desirability of bringing together in a single document the rules governing competitions and selection procedures, recruitment and grading with a view to establishing a single regulatory framework,

HAS ADOPTED THE FOLLOWING GENERAL IMPLEMENTING PROVISIONS:

Title 1

Competitions and selection procedures for officials and other servants of the European Parliament

Chapter 1 - Officials

Article 1 Appointment

Persons may be appointed as officials within the meaning of Article 1a of the Staff Regulations, subject to the provisions of Article 29(2) of the Staff Regulations, only if their name appears on a valid reserve list drawn up following a competition held on the basis of qualifications, of tests, or of qualifications and tests.

Article 2 Competitions

1. Each year, in cooperation with the Staff Committee, a multiannual forecast shall be drawn up of Parliament's recruitment needs for each function group, on the basis of which open and internal competitions for each function group shall be organised in accordance with the relevant provisions of the Staff Regulations. In keeping with the interests of the service, the appointing authority shall specify the eligibility requirements in each notice of competition.
2. Prior to any competition or any recruitment procedure within the meaning of Article 29(2) of the Staff Regulations, and except where senior management posts in grades AD16 and AD15 (directors-general) and AD15 and AD14 (directors) are concerned, the appointing authority shall, after consulting the Staff Committee, set the maximum number of successful candidates who may be placed on the relevant reserve list. That number shall be specified in the vacancy or recruitment notice.
3. Open competitions shall be organised with due regard for the decision of 25 July 2002 taken by common accord by the institutions of the European Union establishing a European Communities Personnel Selection Office (EPSO).

Before a decision is taken to organise an open competition as provided for in Article 31(3) of the Staff Regulations, the Secretary-General shall consult the Staff Committee.

4. Without prejudice to Article 29(4) of the Staff Regulations, and pursuant to paragraph 1 of this article, internal competitions on the basis of tests or of qualifications and tests, the tests being comparable to those for open competitions, shall periodically be held with a view to drawing up reserve lists.

Pursuant to the provisions of the last paragraph of Article 29(1)(d) of the Staff Regulations and of Article 82(7) of the CEOS, the appointing authority may authorise contract staff in function groups II, III and IV to take part in internal competitions organised by Parliament.

The minimum eligibility requirements for internal competitions organised in accordance with this paragraph shall be as follows:

– on the closing date for applications, candidates must be in the service of Parliament as an official assigned one of the administrative statuses listed in Article 35(a), (b), (e) or (f) of the Staff Regulations or as a temporary or contract staff member;

– on that date, candidates must have completed at least three years' service with Parliament as an official assigned one or more of the administrative statuses referred to above and/or as a staff member as defined in Titles II and IV of the CEOS.

Applications shall be considered on the basis of candidates' training and professional experience, irrespective of their grade.

Article 3 Validity of reserve lists

1. Reserve lists drawn up following open or internal competitions organised by Parliament shall be valid for a maximum period of three years. The appointing authority may, after consulting the Joint Committee, extend their period of validity in keeping with Parliament's needs.
2. Inclusion on a reserve list shall not entitle candidates to recruitment by Parliament.

Chapter 2 - Temporary staff

Article 4 Selection of temporary staff as referred to in Article 2(a) and 2(b) of the CEOS for recruitment to the Secretariat

1. Without prejudice to the rules applicable to officials, temporary staff shall be recruited as appropriate from among the successful candidates placed on a reserve list following a competition or recruitment procedure, as provided for in Article 29(2) of the Staff Regulations.
2. Where no such successful candidates are available, temporary staff shall be

recruited:

- following selection by an ad hoc committee including a member appointed by the Staff Committee, in the case of temporary staff as referred to in Article 2(a) of the CEOS;
 - following consultation of the Joint Committee, in the case of temporary staff as referred to in Article 2(b) of the CEOS.
3. By way of an exception from the above provisions, temporary staff as referred to in Article 2(a) of the CEOS may be recruited in accordance with the procedure laid down in paragraph 2, second indent, of this article if the sole purpose of such recruitment is to fill posts temporarily until such time as they can be filled in accordance with the provisions of paragraph 2, first indent, of this article.
 4. Temporary staff as referred to in Article 2(b) of the CEOS may be recruited to replace:
 - officials and temporary staff as referred as to in Article 2(a) of the CEOS employed on an open-ended contract who are working part time or who are on parental or family leave;
 - officials seconded in the interests of the service.

Such staff shall be recruited in accordance with the procedure laid down in paragraph 2, second indent, of this article for a fixed period which may not exceed the maximum period laid down in Article 8, second paragraph, of the CEOS. The Joint Committee shall be kept informed about the application of this paragraph.

Article 5
Selection of temporary staff as referred to in Article 2(c) of the CEOS
for recruitment to the political groups

1. Temporary staff as referred to in Article 2(c) of the CEOS and assigned to a political group shall be recruited:
 - either on completion of a procedure involving publication of a vacancy notice, as referred to in paragraph 2 of this article. If the successful candidate is an official, the authority empowered to conclude contracts of employment (AECE) may request that he or she be seconded;
 - or following publication of a recruitment notice, as referred to in paragraph 3 of this article, on the basis of proposals from a selection committee including a member appointed by the Staff Committee. That committee shall ensure that the same principles are applied as for the

recruitment of officials. A recruitment reserve may also be constituted on the basis of these proposals.

2. For the procedure referred to in paragraph 1, first indent, vacancy notices shall be published within Parliament and, if necessary, in the other institutions. Parliament may also take a successful candidate from the recruitment reserve referred to in paragraph 1, second indent, of this article.
3. For the procedure referred to in paragraph 1, second indent, recruitment notices shall be drawn up on the basis of criteria laid down by the political group concerned in accordance with the provisions of the Staff Regulations and of Article 12 of the CEOS. They shall be posted both inside and outside Parliament, and the advertising costs shall be borne by the political group concerned.
4. Temporary staff as referred to in Article 2(c) of the CEOS who are recruited to the private office of the President, a Vice-President or a Quaestor shall be engaged at the request of the Member they are to assist during his or her term of office.

Chapter 3 - Contract staff

Article 6 EPSO's role in organising contract staff selection procedures

1. In connection with the selection of candidates for posts as contract staff members as referred to in Article 3a of the CEOS, Parliament may ask EPSO to assist it with one or more of the following tasks:
 - publication of calls for expressions of interest setting out the minimum requirements to be met and the qualifications required;
 - entering and validating applications in the database created for this purpose;
 - organisation of tests.
2. Documents which candidates are required to submit on recruitment shall be checked by DG Personnel.

Article 7 Joint committee for the selection of auxiliary contract staff (COSCON)

1. With a view to the selection of candidates for posts as contract staff members as referred to in Article 3b of the CEOS, a joint committee comprising a chair

representing DG Personnel, two members and two substitutes appointed by the AECE, two members and two substitutes appointed by the Staff Committee and one observer appointed by the Committee on Equal Opportunities and Diversity shall be set up.

2. The committee shall have access to the relevant information contained in the database to be created by DG Personnel, including the admissible applications received by Parliament, only as required in the context of the selection procedure provided for in paragraph 1 of this article.
3. The committee's working procedures shall be adopted by the Secretary-General, after consulting the Joint Committee.

Article 8 **Selection procedure for contract staff**

1. Contract staff as referred to in Articles 3a and 3b of the CEOS (hereinafter '3a' and '3b' contract staff) shall be recruited:
 - from lists of suitable candidates drawn up following selection procedures organised by EPSO;
 - from lists of suitable candidates drawn up following public calls for expressions of interest organised by Parliament or in which Parliament is involved;
 - only for Parliament political groups, from lists of suitable candidates drawn up following a selection procedure organised by the groups in accordance with the principles set out in Article 82 of the CEOS.
2. '3b' contract staff may also be recruited from lists of suitable candidates drawn up following selection procedures organised by Parliament in accordance with Article 7.

Title 2

Recruitment and grading of officials and other servants of the European Parliament

Chapter 4 - Officials

Article 9
General provisions

1. Candidates for posts as officials must meet the conditions set out in Article 28 of the Staff Regulations.
2. Conditions governing access to function groups are set out in Article 5 of the Staff Regulations. The relevant levels of education are specified in the annex to the Guide to Open Competitions published by EPSO.
3. It shall be for prospective officials to supply documents which prove that they meet these conditions, including information concerning their qualifications and professional experience, prior to their appointment. Those who fail to do so shall not be appointed.
4. Senior officials shall be recruited in accordance with specific rules adopted by the Bureau.

Article 10
Classification in grade

1. On appointment, officials shall be placed in the grade and function group specified in the notice of competition or recruitment.
2. Officials in the AST function group who have successfully completed the procedure provided for in Article 45a of the Staff Regulations and are appointed to a post in the AD function group shall retain the grade reached at the time of appointment. However, seniority in grade shall be calculated from the date of their appointment to the AD function group.

Article 11
Classification in step

1. Officials shall be recruited at the first step in their grade, pursuant to Article 32, first paragraph, of the Staff Regulations.
2. Under Article 32, second paragraph, of the Staff Regulations, the appointing authority shall recruit officials at the second step in their grade if they have acquired relevant professional experience of at least:

AD14 – AD16			21 years
AD12 – AD13	AST9 – AST11		18 years
AD9 – AD11	AST5 – AST8	AST/SC5 – SC6	15 years
AD8	AST4	AST/SC4	12 years
AD7	AST3	AST/SC3	9 years
AD6	AST2	AST/SC2	6 years
AD5	AST1	AST/SC1	3 years

3. For the purposes of paragraph 2, relevant professional experience shall be counted as follows:

(a) for grades AD7 to AD16:

i. from the date of award of a diploma certifying successful completion of university studies of at least four years' duration; where a diploma has been awarded certifying successful completion of university studies of three years' duration, one year shall be deducted from the total amount of relevant professional experience acquired; or

ii. where justified in the interests of the service:

– from the date of completion of one year of full-time professional experience in a relevant field following the award of a diploma certifying successful completion of post-secondary studies of at least three years' duration; or

– from the date of completion of one year of full-time professional experience in a relevant field following the award of a secondary-education diploma giving access to higher education and a subsequent diploma certifying successful completion of a vocational training course of at least three years' duration.

(b) for grades AD5 and AD6:

i. from the date of award of a diploma certifying successful completion of university studies of at least three years' duration; or

ii. where justified in the interests of the service:

– from the date of award of a diploma certifying successful completion of post-secondary studies of at least three years' duration; or

- from the date of award of a diploma certifying successful completion of a vocational training course of at least three years' duration following the award of a secondary-education diploma giving access to higher education.

(c) for grades AST1 to AST11 and AST/SC1 to AST/SC6:

- i. from the date of award of a diploma certifying successful completion of post-secondary studies of at least three years' duration; where the diploma certifies successful completion of studies of one year's or two years' duration, two years or one year respectively shall be deducted from the total amount of relevant professional experience acquired; or,

- ii. from the date of award of a secondary-education diploma giving access to higher education, in which case three years shall be deducted from the total amount of relevant professional experience acquired; or,

- iii. where justified in the interests of the service:

- from the date of completion of at least three years' relevant professional experience following the award of a diploma certifying successful completion of vocational training equivalent to secondary-education studies, or

- from the date of completion of at least six years' relevant professional experience acquired after completing compulsory school education.

The appointing authority shall assess the interests of the service on the basis of a reasoned proposal from the relevant director-general or political group secretary-general.

4. Relevant professional experience shall be taken to mean any type of employment:

- which is paid;

- which requires at least the level of qualifications granting access to the function group and grade concerned;

- which is related to one of Parliament's areas of activity.

To be taken into account, claims concerning such employment must be duly substantiated by supporting documents which enable the departments concerned to determine:

- the dates on which periods of employment began and ended;
 - the number of hours worked per week or per month, or the working times;
 - the type of post occupied and/or the nature of the duties performed.
5. A given period of employment shall be taken into account only once.

Relevant part-time employment shall be counted on a pro rata basis.

6. Officials in the AST function group who have successfully completed the procedure provided for in Article 45a of the Staff Regulations and are appointed to a post in the AD function group shall retain the step and seniority in step acquired at the time of their appointment.

Article 12

Grading on change of status

1. Temporary staff employed by Parliament who are appointed as officials without a break in service:
- (a) if their appointment is to the same grade, shall be entitled to classification and seniority in step:
 - i. in accordance with Article 32, third paragraph, of the Staff Regulations; or
 - ii. in accordance with Article 32, second paragraph, of the Staff Regulations
- whichever is the more favourable;
- (b) if their appointment is to a higher grade, they shall be entitled to classification in the step provided for in Article 32, first and second paragraphs, of the Staff Regulations. Seniority in step shall be calculated from the date of appointment;
 - (c) if their appointment is to a lower grade in the same function group or a lower function group, they shall be entitled to whichever of the following options for classification and seniority in step is the most favourable:
 - i. classification in accordance with Article 32, first and second paragraphs, of the Staff Regulations; or

- ii. retention of step and seniority in step acquired as temporary staff; or
- iii. classification and seniority in step resulting from notional reconstitution of their career.

Their career shall be reconstituted in the grade to which they have been appointed as officials as if they had been recruited to that grade at the time when they were taken on as temporary staff:

- if their appointment is to the same function group, provided that their grade as a temporary staff member has always been equal to or higher than the grade to which they are appointed; or
- if the appointment is to a lower function group, in all cases.

They will then be classified in the step they would notionally have reached if their entire career had been spent in that grade.

(d) if their appointment is to a lower grade in a higher function group, classification shall be in accordance with Article 32, first and second paragraphs, of the Staff Regulations.

2. Contract staff employed by Parliament who are appointed as officials with no break of service:

(a) shall be entitled to whichever of the following two options for classification and seniority in step is more favourable:

i. classification in accordance with Article 32, second paragraph, of the Staff Regulations; or

ii. retention of step and seniority in step acquired as contract staff, provided that:

- FG II contract staff members are appointed as officials in the AST/SC function group;
- FG III contract staff members are appointed as officials in the AST function group;
- FG IV contract staff members are appointed as officials in the AD function group;

(b) if their appointment is to a higher function group, in accordance with the above equivalence arrangements, they shall be entitled to classification in step in accordance with Article 32, first and second paragraphs, of the

Staff Regulations. Seniority in step shall be calculated from the date of appointment;

(c) if their appointment is to a lower function group, and in accordance with the above equivalence arrangements, they shall be entitled to whichever of the following three options for classification and seniority in step is the most favourable:

i. classification in accordance with Article 32, first and second paragraphs, of the Staff Regulations; or

ii. retention of step and seniority in step acquired as contract staff members; or

iii. classification and seniority in step resulting from the notional reconstitution of their career. Their career shall be reconstituted in the grade and function group to which they have been appointed as officials as if they had been recruited to that grade and function group at the time when they were taken on as contract staff. For the purposes of career reconstitution, only the following periods as contract staff members shall be taken into account:

– periods of employment as FG II, III and IV contract staff in the case of FG III or FG IV contract staff members who are appointed as officials in the AST/SC function group;

– periods of employment as FG III and IV contract staff in the case of FG IV contract staff members who are appointed as officials in the AST function group.

Chapter 5 – Temporary staff

Article 13 General provisions

1. Temporary staff as referred to in Article 2(a) of the CEOS shall be engaged to fill temporary posts in the Secretariat. They may be engaged for a fixed or open-ended period.

Temporary staff referred to in Article 2(b) of the CEOS shall be engaged for a fixed period to fill permanent posts for which a vacancy notice has been published. In the specific case referred to in Article 4(4) of these General Implementing Provisions, no vacancy notice shall be published.

2. Temporary staff as referred to in Article 2(c) of the CEOS shall be engaged to fill

posts in a political group or in the private office of the President, a Vice-President or a Quaestor. They shall be engaged for an open-ended period.

3. Officials may be recruited as temporary staff only if they are on leave on personal grounds.
4. Subject to the provisions of Article 8 of the CEOS, the same staff member may be engaged under the three types of temporary staff contract in use at the European Parliament ((2(a), 2(b) and 2(c)).
5. Candidates shall meet the conditions set out in Article 12(2) of the CEOS.
6. The criteria governing access to the function groups are set out in Article 5 of the Staff Regulations. The educational requirements for each function group are set out in the annex to the Guide to Open Competitions published by EPSO.
7. Prospective temporary staff members shall not be recruited until they supply documents showing that they meet the above conditions, including evidence of their educational qualifications and professional experience.

Article 14 **Classification in grade**

1. Temporary staff as referred to in Article 2(a) and 2(c) of the CEOS shall be placed in the function group and grade specified in the vacancy or recruitment notice.
2. Temporary staff as referred to in Article 2(b) of the CEOS, with the exception of those referred to in Article 4(4) of these General Implementing Provisions, shall be placed in the function group and grade specified for this type of post in the competitions published or scheduled by EPSO.

Where there is no competition which can be used as a point of reference, temporary staff members shall be placed in the basic grade of the function group in question. By way of exception, however, the AECE may decide to place them in a higher grade after taking the nature of the duties to be performed and conditions on the labour market in the European Union into account.

Temporary staff as referred to in Article 4(4) of these General Implementing Provisions shall always be recruited to the basic grade of their function group.

3. Temporary staff as referred to in Article 2(c) of the CEOS who are recruited to posts in the private office of the President, a Vice-President or a Quaestor shall be placed in the function group and grade referred to in the list of posts. Classification shall take qualifications and relevant professional experience into account.

Article 15
Classification in step

The provisions of Article 11 of these General Implementing Provisions shall apply *mutatis mutandis* to temporary staff members.

Article 16
Classification in step: unbroken succession of contracts

1. Where one temporary staff contract follows another without a break in a staff member's service at Parliament:

- (a) if the new contract is for a post in the same function group and at the same grade, temporary staff members shall be entitled to classification and seniority in step:

- i. in accordance with Article 32, third paragraph, of the Staff Regulations, or

- ii. in accordance with Article 32, second paragraph, of the Staff Regulations,

whichever is the more favourable.

- (b) if the new contract is for a post in the same function group and at a higher grade, they shall be entitled to classification in the step provided for in Article 32, first and second paragraphs, of the Staff Regulations. Seniority in step shall be counted from the date on which their new contract takes effect.

- (c) if the new contract is for a post in the same function group and at a lower grade, or if the new contract is for a post in a lower function group, they shall be entitled to whichever of the following options for classification and seniority in step is the most favourable:

- i. classification in accordance with Article 32, first and second paragraphs, of the Staff Regulations; or

- ii. retention of step and seniority in step already acquired; or

- iii. classification and seniority in step resulting from notional reconstitution of their career. Their career shall be reconstituted at the grade of their new contract as if they had been recruited to that grade when first taken on as a temporary staff member. This shall apply:

– if the new contract is for a post in the same function group, provided that their grade as a temporary staff member has always been higher than or equal to their current grade;

– if the new contract is for a post in a lower function group, in all cases.

They shall thus be classified in the step which they would have reached had they spent their whole career in that grade.

(d) if the new contract is for a post at a lower grade in a higher function group, classification shall be in accordance with Article 32, first and second paragraphs, of the Staff Regulations.

2. Where a temporary staff contract follows a contract as a contract staff member without a break in a staff member's service at Parliament:

(a) if staff members are recruited on a temporary staff contract to a function group in accordance with the following equivalences:

- FG II contract staff member recruited as a temporary staff member in the AST/SC function group;
- FG III contract staff member recruited as a temporary staff member in the AST function group;
- FG IV contract staff member recruited as a temporary staff member in the AD function group,

they shall be entitled to whichever of the following options for classification or seniority in step is the more favourable:

i. classification in accordance with Article 32, second paragraph, of the Staff Regulations; or

ii. retention of step and seniority in step acquired as a contract staff member.

(b) if the temporary staff contract is for a post in a higher function group (as determined by the above set of equivalences), they shall be classified in step in accordance with Article 32, first and second paragraphs, of the Staff Regulations. Seniority in step shall be counted from the date on which the temporary staff contract takes effect.

(c) if the temporary staff contract is for a post in a lower function group (as determined by the above set of equivalences), they shall be entitled to

whichever of the following options for classification and seniority in step is the most favourable:

- i. classification in accordance with Article 32, first and second paragraphs, of the Staff Regulations; or
- ii. retention of step and seniority in step acquired as a contract staff member; or
- iii. classification and seniority in step resulting from notional reconstitution of their career. Their career shall be reconstituted at the grade and function group of their temporary staff contract as if they had been recruited to that grade and function group when taken on as a contract staff member. In reconstituting their career, only the following periods as a contract staff member shall be taken into account:
 - contracts as an FG II, III or IV contract staff member in the case of FG III or FG IV contract staff members recruited as a temporary staff member in function group AST/SC;
 - contracts as an FG III or IV contract staff member in the case of FG IV contract staff members recruited as a temporary staff member in function group AST.

Article 17

Classification in step: successive contracts with a break

Where one temporary staff contract follows another with a break, the provisions of Article 32, first and second paragraphs, of the Staff Regulations shall apply.

Article 18

Modification of temporary staff contracts

1. The contracts of temporary staff members as referred to in Article 2(b) of the CEOS initially recruited to a post for which a vacancy notice was published may be renewed only if the conditions laid down at the time of their recruitment are unchanged, i.e. if no successful candidate in a competition or recruitment procedure within the meaning of Article 29(2) of the Staff Regulations has been recruited.
2. The Joint Committee shall be informed of any renewals of temporary staff contracts as referred to in Articles 2(a) and (b) of the CEOS.
3. Any change in a temporary staff member's duties or place of employment shall be the subject of a supplementary agreement to his or her contract.

4. The Joint Committee shall deliver an opinion on supplementary agreements to the temporary staff contracts referred to in Article 2(b) of the CEOS where the duties of the temporary staff member change, irrespective of whether the place of employment changes. The Joint Committee shall be informed of supplementary agreements to the temporary staff contracts referred to in Article 4(4) of these General Implementing Provisions where the duties of the temporary staff member change, irrespective of whether the place of employment changes.

Article 19

Termination of employment

1. Articles 47 to 50a of the CEOS shall apply.
2. Before terminating the contract of a temporary staff member, the AECE or its representative shall invite the staff member to an interview to be held on Parliament's premises at his or her place of employment, offering one or more possible dates.

The staff member may turn down that invitation or may ask for the interview to be conducted by videoconference, stating the overriding reasons for doing so.

At the interview, the AECE shall inform the staff member of the reasons why his or her contract is to be terminated and shall hear any comments the staff member wishes to make, which shall be entered in a record of the interview.

3. Temporary staff members wishing to terminate their contracts shall notify the AECE in writing of that decision (preferably by registered letter with acknowledgment of receipt). At the same time they shall notify their line manager and the Human Resources Unit of their directorate-general or political group.

The period of notice shall begin the day after the AECE receives the letter.

In calculating the period of notice, account shall be taken of the staff member's last unbroken period of service at Parliament under contracts subject to the same conditions of employment (including renewals).

With the agreement of the temporary staff member, his or her line manager and the AECE, the period of notice may be shortened, but may in no case be less than one month.

4. Paragraph 3 shall also apply during the probationary period referred to in Article 14 of the CEOS.

Chapter 6 – Contract staff

Article 20 General provisions

1. 3a contract staff shall be engaged in function group I to carry out manual or administrative support service tasks, as provided for in Article 80(2) of the CEOS.
2. 3b contract staff shall be engaged to:
 - (a) carry out tasks other than those referred to in paragraph 1;
 - (b) replace certain persons who are unable for the time being to perform their duties, namely:
 - officials or temporary staff in function groups AST/SC and AST;
 - exceptionally, officials or temporary staff in function group AD occupying a highly specialised post, excluding heads of unit, directors, directors-general and equivalent functions.
3. Officials may be recruited as 3b contract staff members only if they are on leave on personal grounds.
4. Applicants shall meet the conditions set out in Article 82(3) of the CEOS.
5. The rules governing access to the function groups are set out in Article 82(2) of the CEOS. The educational requirements for each function group are set out in the annex to the Guide to Open Competitions published by EPSO.
6. Prospective contract staff members shall not be recruited until they supply documents showing that they meet the above conditions, including evidence of their educational qualifications and professional experience.
7. Prospective contract staff members may be recruited only in the function group for which they have been selected.

Article 21 Classification in function group

1. Recruitment as a 3a contract staff member (function group I) shall require at least successful completion of compulsory education.
2. Recruitment as a 3b contract staff member in function groups II and III shall

require at least:

- (a) a diploma certifying successful completion of post-secondary education; or
 - (b) a secondary-education diploma giving access to post-secondary education and at least three years' relevant professional experience acquired after the diploma was awarded; or
 - (c) where justified in the interests of the service:
 - i. professional training certified by a diploma and of an equivalent level to secondary education, followed by at least three years' relevant professional experience; or
 - ii. successful completion of compulsory education followed by at least six years' relevant professional experience.
3. Recruitment as a 3b contract staff member in function group IV shall require at least:
- (a) a diploma certifying successful completion of at least three years' university studies; or
 - (b) where justified in the interests of the service, a secondary-education diploma giving access to post-secondary education plus a diploma certifying successful completion of at least three years' post-secondary education or vocational training.
4. The AECE shall assess the interests of the service on the basis of a reasoned proposal from the relevant director-general or political group secretary-general.
5. The provisions of Article 11(4) and (5) specifying the relevant professional experience required and the method used to calculate its duration shall apply *mutatis mutandis* to contract staff.

Article 22

Classification of 3a contract staff in grade and step

1. 3a contract staff shall be recruited at grade 1 in function group I.
2. Under Article 86(1), second subparagraph, last sentence, of the CEOS, the AECE may place a 3a contract staff member in the second step in his or her grade if, at the time of recruitment, he or she had at least three years' relevant professional

experience acquired following completion of compulsory education.

Article 23
Classification of 3b contract staff in grade and step

1. 3b contract staff members shall be classified as follows on the basis of the relevant professional experience they have at the time of recruitment, which must have been acquired after they obtained the qualifications referred to in Article 21(2) and (3):

<i>Function group</i>	<i>Grade</i>	<i>Length of relevant professional experience</i>
II	4	Less than 5 years
	5	At least 5 and less than 10 years
	6	At least 10 and less than 20 years
	7	At least 20 years
III	8	Less than 5 years
	9	At least 5 and less than 10 years
	10	At least 10 and less than 15 years
	11	At least 15 and less than 20 years
	12	At least 20 years
IV	13	Less than 4 years
	14	At least 4 and less than 8 years
	15	At least 8 and less than 12 years
	16	At least 12 and less than 16 years
	17	At least 16 and less than 20 years
	18	At least 20 years

2. All 3b contract staff members shall be recruited at step 1 in their grade.
3. The provisions of Article 11(4) and (5) specifying the relevant professional experience required and the method used to calculate its duration shall apply *mutatis mutandis* to contract staff.

Article 24
Duration of 3a contract staff contracts

1. 3a contract staff contracts shall be concluded for a period of not less than one year and not more than five years.

2. By way of an exception from paragraph 1, contracts may be concluded for a period of less than one year but not less than three months. In such cases, the department concerned shall submit a reasoned request to the AECE.
3. The first renewal of a contract shall be for a period of between one and five years.
4. By way of an exception from paragraph 3, the first renewal may be for a period of not less than three months. In such cases, the department concerned shall submit a reasoned request to the AECE.
5. The second renewal shall be for an open-ended period.

A contract for an open-ended period may be concluded only if:

- there have been no breaks in service between the individual contracts or any breaks there have been cover a total period of no more than six months; and
 - the department to which the staff member will be assigned under the open-ended contract issues a favourable probationary report.
6. By way of an exception from paragraph 5, the AECE may decide that only the fourth renewal will be for an open-ended period, provided that the overall period spent working under a fixed-term contract does not exceed 10 years.

Article 25 **Duration of 3b contract staff contracts**

1. 3b contract staff contracts shall be concluded for a period of not less than one year and not more than six years.
2. By way of an exception from paragraph 1, contracts may be concluded for a period of less than one year but not less than three months. In such cases, the department concerned shall submit a reasoned request to the AECE.
3. Contracts for staff in any function group except function group I may be renewed, up to a maximum aggregate duration of six years, irrespective of the number of breaks between individual contracts.

Article 26 **Regrading of 3b contract staff**

1. 3b contract staff members may advance to the next higher grade in the same function group following a review of their grading.

2. That review shall be conducted when their contract is renewed, provided that the contract is for a period of at least six months. During the review, account may be taken of the documents produced by the staff member since the date on which his or her previous contract or contract renewal was signed.

Article 27
Modification of contract staff contracts

1. Any changes requested by a contract staff member's directorate-general or political group to the terms of his or her contract concerning
 - grading in the same function group,
 - working time,
 - or place of employment

shall be the subject of a supplementary agreement.

2. 3a contract staff contracts may be extended only by means of a renewal in accordance with Article 24 and only if there is no break in service.
3. 3b contract staff contracts may be extended only by means of a renewal and only if the maximum aggregate duration provided for in Article 25 is not exceeded and there is no break in service.
4. The staff member's directorate-general or political group must notify the AECE of any change to the staff member's working time or place of employment or of any request for a contract renewal at least 10 working days before the date from which the change or renewal is required to take effect.

Article 28
Termination of employment

1. Under Article 119 of the CEOS, Articles 47 to 50a of the CEOS shall apply *mutatis mutandis*.
2. Before terminating the contract of a contract staff member, the AECE or its representative shall invite the staff member to an interview on Parliament's premises in his or her place of employment, offering one or more possible dates.

The staff member may turn down that invitation or may ask for the interview to be conducted by videoconference, stating the overriding reasons for doing so.

At the interview, the AECE shall inform the staff member of the reasons why his

or her contract is to be terminated and shall hear any comments the staff member wishes to make, which shall be entered in a record of the interview.

3. Contract staff members wishing to terminate their contracts shall notify the AECE in writing of that decision (preferably by registered letter with acknowledgment of receipt). At the same time, they shall notify their line manager and the Human Resources Unit of their directorate-general or political group.

The period of notice shall begin the day after the AECE receives the letter.

In calculating the period of notice, account shall be taken of the staff member's last unbroken period of service in Parliament under contracts subject to the same conditions of employment (including renewals).

With the agreement of the contract staff member, his or her line manager and the AECE, the period of notice may be shortened, but may under no circumstances be less than one month.

4. Paragraph 3 shall also apply during the probationary period referred to in Article 84 of the CEOS.

Article 29 **Contract staff employed by Parliament before 1 January 2014**

1. Under Article 88, first subparagraph, point (b), of the CEOS, the aggregate period of employment of a 3b contract staff member in Parliament may not exceed six years, irrespective of the period over which those years of service have been spread.
2. The contracts of 3b contract staff members who completed less than three years' service in Parliament before 1 January 2014 and were still in a contractual relationship with Parliament on that date may be renewed within the limits laid down in Article 88, first subparagraph, point (b), of the CEOS. A review of relevant professional experience shall be conducted in accordance with Article 26.
3. 3b contract staff members who completed less than three years of service in Parliament before 1 January 2014 may be re-employed within the limits laid down in Article 88, first subparagraph, point (b), of the CEOS.

Title 3

Final provisions

Article 30

Role of the Joint Committee

1. Any problem encountered in applying these General Implementing Provisions shall be referred to the Joint Committee.
2. The Secretary-General shall, after consulting the Joint Committee, take any measures required to implement these General Implementing Provisions.

Article 31

Equal opportunities

Men and women shall be represented in a balanced way on the committees referred to in these General Implementing Provisions.

Article 32

Entry into force

These General Implementing Provisions shall enter into force on the first day of the month following that in which they are signed. They shall replace:

- the Bureau Decision of 3 May 2004 concerning the internal rules on the recruitment of officials and other servants;
- the Decision of the Secretary-General of 18 May 2004 concerning the General Implementing Provisions on grading;
- the Decision of the Secretary-General of 19 November 2007 laying down implementing measures concerning the recruitment and conditions of employment of contract staff and contract staff for auxiliary tasks within the European Parliament and setting out certain specific provisions concerning the rights of contract staff and contract staff for auxiliary tasks.

Done at Luxembourg, 17 October 2014

signed

Klaus WELLE
Secretary-General

Annex I

The following shall be treated as relevant professional experience:

a) post-secondary and university studies, including doctorates, provided that they:

- are attested by a diploma;
- are of a higher level than the diploma giving access to the function group and grade of recruitment.

Studies of this kind shall be credited as follows:

- only the official duration of the studies leading to the award of the diploma shall be taken into account. The credit for university diplomas shall be equivalent to the official duration of the studies attested by such diplomas minus the official duration of the studies leading to the award of the diplomas required for access to the function group and grade of recruitment;
- where the staff member provides evidence of having obtained more than one diploma, the credit shall be calculated on the basis of the diploma requiring the longest official period of study. Two or more diplomas of the same level may be counted only once.

The total credit for post-secondary and university studies, including doctorates, shall not exceed three years.

b) vocational training courses, provided that they:

- are attested by a diploma or certificate of successful completion;
- entail at least 700 hours of study per year.

The total credit for vocational training courses shall not exceed one year.

c) paid or unpaid traineeships, provided that they:

- do not form part of a course of study;
- last not less than five months full time.

The total credit for traineeships shall not exceed one year.

Only the minimum duration of traineeships which must be completed in order to gain access to a profession shall be treated as relevant professional experience, and only if the person concerned did actually obtain the right to exercise the profession in question.

d) compulsory military or civilian service, credited for the length of time actually served. In this specific case, such experience shall be taken into account irrespective of the date on which the diploma giving access to the relevant function group and grade was obtained.

e) maternity leave, provided that at least part of such leave is taken in the framework of an employment contract.

f) professional experience as a volunteer, provided that the voluntary work in question:

- is governed by a contract or equivalent formal agreement;

- lasts not less than five months full time.

The total credit for experience as a volunteer shall not exceed one year.