EUROPEAN CENTRAL BANK

EUROSYSTEM

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This unofficial consolidated version of Administrative Circular 01/2011 is a documentation tool for information only.

►B ADMINISTRATIVE CIRCULAR 1/2011

of 14 February 2011

on

►M3 Additional Salary Advancements for members of staff and staff representatives with time dispensation◄

Amended by:

►M1 Decision ECB/2016/NP4 of the European Central Bank of 12 January 2016 delegating certain powers to the Chief Services Officer in relation to election rules for elected committees, internal administrative inquiries, rules on secondment of members of staff for external work experience, Additional Salary Advancements and promotions.

Decision ECB/2016/NP4 does not formally amend this Administrative Circular. It simply delegates these powers to the CSO. It is included in this consolidated version for completeness.

►M2 Decision ECB/2017/NP3 of the European Central Bank of 10 January 2017 amending Administrative circular 1/2011 on Additional Salary Advancements

►M3 Decision ECB/2018/NP3 of the European Central Bank of 6 February 2018 amending Administrative Circular 1/2011 on Additional Salary Advancements

►M4 Decision ECB/2018/NP20 of the European Central Bank of 16 October 2018 amending the European Central Bank Staff Rules as regards horizontal transfers and external secondment of staff, amending Administrative Circular 01/2011, and repealing Administrative Circular 01/2008

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ADMINISTRATIVE CIRCULAR 1/2011

of 14 February 2011

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►M3 Additional Salary Advancements for members of staff and staff representatives with time dispensation◄

THE EXECUTIVE BOARD OF THE EUROPEAN CENTRAL BANK,

Having regard to the Statute of the European System of Central Banks and of the European Central Bank, and in particular Article 36.1 thereof,

Having regard to the Rules of Procedure of the European Central Bank, and in particular Articles 11.2 and 20.2 thereof,

HAS ADOPTED THIS ADMINISTRATIVE CIRCULAR:

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Article 1

Purpose

1. The purpose of Additional Salary Advancements (ASAs), referred to in Chapter 1, is to recognise continuous outstanding performance of members of staff by the award of a salary increase in addition to the Annual Salary and Bonus Review (ASBR) pursuant to the ASBR Guidelines or an *ad personam* promotion.
2. ASAs shall be awarded annually to approximately 1% of the total of members of staff eligible for an ASBR.
3. The purpose of Additional Salary Advancements for staff representatives with time dispensation ('SR/ASAs'), referred to in Chapter 2, is to recognise their level of contribution to the staff representation function at the European Central Bank (ECB) by awarding a salary increase in addition to the Annual Salary and Bonus Review for staff representatives ('SR/ASBR') or an *ad personam* promotion.
4. SR/ASAs shall be awarded annually to one or more staff representatives eligible for an SR/ASBR.

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Article 1a

Definitions

1. 'full time dispensation' means full or substantial paid time off (i.e. at least 75 %) granted to members of staff to carry out the staff representation function at the ECB;
2. 'time dispensation' means any paid time off, including full time dispensation, granted to members of staff to carry out the staff representation function at the ECB;
3. 'reference period' means the three years preceding an ASA decision;
4. 'staff representative' means a member of staff who is (a) elected as a member of the Staff Committee and/or the Oversight Committee; and/or (b) appointed by one of the trade unions recognised under the terms of the 'Guiding principles for the recognition of, information sharing and consultation with, trade unions at the European Central Bank' of 01/04/2011 as their representative;
5. 'year 1' means the first year of the reference period for the purpose of an ASA;
6. 'year 2' means the second year of the reference period for the purpose of an ASA;
7. 'year 3' means the third year of the reference period for the purpose of an ASA, which is the year preceding the ASA decision;
8. 'years' refers to the ASBR cycles, from 1 September of one year to 31 August of the following year.

Chapter 1: Additional Salary Advancements for members of staff

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Article 2

Eligibility criteria for an ASA

1. Members of staff shall be eligible for an ASA provided all the following conditions are met:
   (a) their position is allocated to salary bands A to J;
   (b) their performance is continuously outstanding;
   (c) there is an obvious mismatch between salary and level of contribution in comparison to holders of similar positions within the same business area;
   (d) they have completed at least two full years of service on 31 December of the year preceding the ASA decision;
   (e) they have not been awarded an ASA in the last two ASA rounds.

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2. A performance is considered to be continuously outstanding, if for at least two of the three years in the reference period, of which one year shall precede the ASA decision (i.e. during year 1 and/or year 2, and during year 3):

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(a) it has been reflected as such in the appraisals; and

(b) the member of staff was awarded a number of salary steps corresponding to the highest range of the ASBR awards.

Notwithstanding the previous subparagraph, for members of staff who worked in a business area during year 3, and who were staff representatives with full time dispensation during year 1 and/or year 2, their performance is considered to be continuously outstanding if for year 3:

(a) it has been reflected as such in the appraisal; and

(b) the member of staff was awarded a number of salary steps corresponding to the highest range of the ASBR awards.

3. For staff with time dispensation below 75 % the eligibility criteria for an ASA shall apply to their performance within and level of contribution to their business area.

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Article 3

ASA procedure

The procedure for the ASA shall be as follows:

1. DG/H shall initiate the ASA procedure annually after the ASBR has been completed, by requesting the Area Heads to submit their ASA proposals.

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2. The Area Heads shall individually propose members of staff of their business areas for ASAs and forward their proposals to Directorate General Human Resources (DG/HR) supported by a detailed justification on the basis of the eligibility criteria set out in Article 2. On average, the number of candidates proposed by an Area Head for the purpose of the ASA exercise shall correspond to approximately 1% of the eligible staff of their business area. Where necessary, they shall give priority to candidates with the longest periods of outstanding performance over the previous five years and who have not yet received an ASA or whose last ASA is the least recent, while also taking into account the salary band and gender diversity of the candidates proposed for their business area in the previous ASA exercises.

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3. DG/H shall circulate these proposals to all Area Heads for consideration.

4. The Area Heads as a group shall agree on the list of members of staff to be recommended to the ►**M1**Chief Services Officer, acting on behalf of the Executive Board[1]◄ for an ASA in accordance with Article 1(2) and, where necessary, by giving priority to candidates:

[1] In accordance with Article 6 of Decision ECB/2016/NP4 the Chief Services Officer must keep a record of any delegated decisions taken in accordance with that Decision and keep the Executive Board informed on a quarterly basis.

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- with the longest period of outstanding performance over the last five years;
- who have not yet received an ASA or whose previous ASA is the least recent;
- who would increase salary band and gender diversity of the candidates granted an ASA.

5. The ►**M1** Chief Services Officer, acting on behalf of the Executive Board ◄ shall decide on the basis of this recommendation.

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6. The powers delegated to the Chief Services Officer pursuant to paragraph 4 and the decisions taken by the Chief Services Officer pursuant to paragraph 5 shall not apply to staff representatives on full-time or substantial time dispensation.

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Article 4

Effects of the ASA

1. The salary of members of staff awarded an ASA shall be increased by the maximum number of salary steps possible in the ASBR, with the exception of ASAs resulting in an *ad personam* promotion to which Article 5(2) shall apply.
2. ASAs shall become effective on the first day of the month following the ASA decision by the ►**M1** Chief Services Officer, acting on behalf of the Executive Board ◄.

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3. The powers delegated to the Chief Services Officer in paragraphs 1 and 2 shall not apply to staff representatives on full-time or substantial time dispensation.

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Article 5

***Ad personam* promotion**

1. If an ASA results in the award of a number of salary steps that exceeds the maximum of the salary band of the position held by the member of staff concerned, the ASA shall result in an *ad personam* promotion of the member of staff to the next higher salary band.
2. At the effective date of the *ad personam* promotion, the basic salary of the member of staff shall be increased to the first step of the next salary band or by 3%, whichever is higher.
3. An *ad personam* promotion shall not affect the allocation of the position to a salary band, which shall remain unchanged.
4. The contribution of a member of staff promoted *ad personam* shall be assessed relative to that of others within the same business area in the higher salary band.

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(a) a reasoned assessment describing the individual contribution of the candidates to the staff representation function at the ECB; and

(b) the proposed steps to be awarded to the candidates based on their contribution to the staff representation function at the ECB.

4. The Chief Services Officer shall ensure compliance with the applicable rules and report to the Executive Board to this effect.

Article 5c

Effects of an SR/ASA

1. The Executive Board shall decide on the basis of the proposals.
2. On a yearly basis, the Executive Board shall grant 14 salary steps in total to one or more staff representatives with time dispensation on the basis of the individual contribution to the staff representation function at the ECB.
3. Staff representatives with time dispensation may be granted a maximum of 14 salary steps over a period comprising three SR/ASA rounds.
4. The salary of the staff representatives with time dispensation who are awarded an SR/ASA shall be increased by the number of steps awarded. If such an increase results in an ad personam promotion, Article 5 shall apply mutatis mutandis.
5. The salary steps awarded shall not be prorated for the time dispensation.
6. The SR/ASA shall become effective on the first day of the month following the SR/ASA decision.

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Article 6

Amendments to Administrative Circular 02/2001 (rev.) of 27 January 2004 on promotion and additional salary advancements

1. Article 1.1c) of Administrative Circular 02/2001 is amended as follows:

'following a decision to grant him/her an Additional Salary Advancement in accordance with Article [illegible] of Administrative Circular 02/2001 of 27 January 2004 on additional salary advancements.'.

2. Article [illegible] of Administrative Circular 02/2001 is deleted.

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Article 7

Entry into force

This Administrative Circular shall enter into force on 14 February 2011.

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