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MANAGEMENT AREA

RECRUITMENT AND PERSONNEL MANAGEMENT PROCEDURE

PREPARATION AND REVISION OF THE DOCUMENT

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1 Object

The purpose of this procedure is to establish clear criteria in the area of personnel recruitment and management.

2 Scope of application

The Instituto de Investigación Sanitaria Puerta de Hierro - Segovia de Arana (IDIPHIM) and researchers who, without being part of the Institute's group, are part of any of the hospitals or other entities that are part of it.

3 Definitions

Not applicable.

4 Description of the procedure

4.1 Types of contracts

The Foundation may use all the modalities of personnel hiring contemplated in the Workers' Statute, in the Law of Science and other applicable norms, being able to be contracts of indefinite or determined duration, full or part time.

On December 23, 2020, the Collective Bargaining Agreement of the Group of Companies of the Biomedical Research Foundations of the Health Institutions attached to SERMAS will come into force, and will be applicable to the personnel hired in the Foundations.

The formalization of the contract will be in writing, establishing a trial period in accordance with the regulations applicable to each type of contract and in any case in the Statute of Workers, and always in writing in the contract and, where appropriate, by the Collective Agreement of BIOMEDICAL RESEARCH FOUNDATIONS OF HEALTH INSTITUTIONS ATTACHED TO SERMAS. At This agreement establishes a classification system for contracted personnel in professional groups, functional areas and categories in order to organize jobs according to levels of qualification, training and functions.

On December 28, 2021, the Labor Reform comes into force, in order to put an end to temporary employment and unemployment, it is established that:

- Work and service contracts for projects entered into prior to 12/30/21: They continue to be governed by their previous regulations, although their duration may not exceed 3 years.
- Work and service contracts for projects concluded between 31/03/21 and 30/03/2022: They may be formalized but their duration may not exceed 6 months.
- Work and service contracts expire on 03/31/2022. Those in force at that date must end on 12/31/2024.
- Training contracts: minimum term of 6 months and maximum of 1 year.
- Recruitment under the Recovery, Transformation and Resilience Plan and European Union funds: duration depending on the project duration.
- Indefinite-term contracts
- Maternity replacement interim contracts
- Contracts for accumulation of tasks

The RD of April 6, 2022 establishes that Contracts for scientific-technical activities: for the performance of activities linked to lines of research or scientific-technical services. They do not form part of the replacement rate that requires authorization by the Treasury.

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4.2 Workday and schedules

4.2.1 Journey

The working day may be full or part-time. According to the Foundations agreement, a full working day is understood to be 37.5 hours a week from Monday to Friday, according to the contract, 1,642.50 hours of work per year. Part-time work, which is therefore less than the full working day, shall entail an equivalent and proportional reduction in the gross salary received. Notwithstanding the above, each professional hired by the Foundation is assigned to a specific research group, so it is positive that the above conditions are flexible enough to accommodate the different realities of these groups. Thus, it is left to the discretion of each group leader to determine the distribution of weekly working hours, or even to establish an annual distribution and agree with the contracted professional the start and end time of the work center.

In any case, the Workers' Statute and the Agreement, which stipulates a 12-hour rest period between working days, shall apply.

4.2.2 Annual work calendar

The working calendar will be adjusted to the working calendar of the town of Majadahonda and the Autonomous Community of Madrid.

4.3 Needs identification process and selection system

The preferred selective system is the public call for merit for the filling of vacancies. Said call must be carried out in accordance with the principles of equality, merit, capacity and publicity.

4.3.1 Financing

A prerequisite for initiating a call for proposals is full funding for the contract, including, if applicable, social security costs.

When the amounts do not allow it, the part-time dedication of the professional involved must be contemplated.

Proof of willingness finance must be provided in one of the following ways:

1. Resolution of a public body or private entity awarding funding for a research project that includes a differentiated personnel section, or failing that, that does not establish the impossibility of hiring or scholarships charged to the project.
2. Agreement with a public agency or private entity that includes the dedication of part of the budget to personnel, or in its absence that does not establish the impossibility of hiring or scholarships.
3. Finalist contribution destined to scholarship or contract assigned to the activity.

4.3.2 Recruitment needs

The principal investigator of the project to be carried out will send to HR an application form hiring needs, sending a project report and submitting a request to the Management of the Fundación para la Investigación Biomédica del Hospital Universitario de Puerta de Hierro Majadahonda, specifying the characteristics of the vacancy to be made public, identifying the degree required, functional area, professional group and category, working day, type of contract, duration, place of work, and project or work to which the vacancy is linked in the case of fixed-term contracts (See models in Annexes 1). This model includes a responsible statement to be signed by the PI.

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4.3.3 Call for applications

The FIBHUPH has the European HR award, HRS4R, in order to ensure that the researcher recruitment are open, transparent, based on merit and ability, following the principles set by the European Charter for Researchers and the OTMR Code of Conduct.

The regulatory bases for the same shall contemplate at least the following aspects (Annexes 2):

- Positioning of the organization
- Unit issuing the offer: department and research group if applicable
- Description of project to be carried out and include who is funding it
- Profile of the position offered, job title and number of positions offered.
- Professional category, description of tasks to be performed by the candidate and if possible whether it is full-time or number of hours of contract, working language and starting date
- Skills required by the candidate
- Critical skills
- Recommended skills
- Conditions of employment offered: type of contract, gross annual salary range, working hours, expected duration in months, place of work, special conditions of the position.
- What advantages will the institution bring to the researcher's career or stay?
- How the selection process will be carried out, including a description of the selection committee, how competencies will be assessed (scales) Final date for receipt of applications
- Documentation to be submitted by the candidate
- Optional fields to be filled in by the applicant
- Justification of jumps in your professional career
- Belonging to disadvantaged groups
- Contact details of the researcher to be contracted for questions or concerns
- For more information (Hyperlink) :
 - include a link to labor rights
 - Include a link to the scales
- Professional development opportunities within the institution
- Express reference to OTMR policy
- Express reference to the equal opportunity policies of the Institute
- Express reference to the protection of personal data.
- Mechanisms established for appealing the decision on the selection of a candidate

4.3.4 Advertising

The calls for proposals, their subsequent resolutions and informative notes, if any, must be published on the website of the Instituto de Investigación Sanitaria Puerta de Hierro Majadahonda. In addition, in the event that the funding body so requires, they will be published according to instructions received.

As established in FIB Equality Plan, the language and content of the call for applications must be neutral and eliminate gender stereotypes to ensure objectivity.

A minimum period of 10 working days is stipulated from the publication of the call for applications to the deadline for receipt of applications.

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4.3.5 Selection and resolution

In accordance with the European Commission's OTMR code of conduct for the recruitment of researchers, the recruitment process follows general principles and requirements in order to ensure respect for values, as well as transparency of the recruitment and equal treatment of all applicants.

For the evaluation of the applications submitted, a selection board will be set up p. The board is made up of a chairman, who is the PI of the project, and two members, who must have at least the same qualifications as those required in the call for proposals. One of the members may be replaced by the HR, if so considered by the PI.

Candidates must have the required qualifications on the date of publication of this call for applications.

Candidates with degrees obtained abroad must accredit the homologation of the degree or, if applicable, the corresponding certificate of equivalence issued by the competent body.

Following the recommendation of the Equality Plan, the participation in the tribunals must be balanced between men and women, as far as possible, and its members will follow the recommendations and measures contained in said Plan to reduce the gender impact, having received the appropriate training for its application (Annex 3). By signing the minutes, the Evaluation Committee is considered to have received the appropriate training for its implementation.

The selection board will evaluate the applications within the framework of the characteristics described in the vacancy announcement, the merits provided by the candidates and the personal interview, recording this evaluation in the evaluation and selection document (see document in annex 2). The successful candidate will be accepted to fill the position, except in the case of a managerial position or any other position deemed appropriate, in which case it will have to be submitted to the President of the Board of Trustees.

A resolution of the decisions adopted by the Selection Committee shall be signed by the members convened.

he selection process consists of two phases. Phase A where the selection scores the candidates according to cv and experience (Annex 4). A list of candidates who have passed Phase A will be published on the website (Annex 5) and will go on to Phase B interviews. In the second Phase B, the selection committee conducts the interviews of the candidates, proposing the selection of the candidate who has obtained the highest score (Annex 6). The resolution of this candidate is published on the website (Annex 7).

In the event that the candidate does not provide part of the required documentation, a period of 3 calendar days will be established for its correction, counting from the date of the request.

If the selected candidate resigns before formalizing the contract, the PI may propose the next candidate on the list who meets the essential requirements and has obtained the score established in the call for applications.

A period of 5 calendar days is established for the presentation of allegations by the candidates.

4.3.6 Formalization of the contract

Those hired must meet the characteristics required by law and must endorse the qualifications and other requirements of the call prior to the formalization of the contract.

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The Management of the Foundation is competent to formalize the contract. The contract will be formalized in the Social Security with effect on the first working day of the worker, being able to formalize the contract in writing within the first ten working days and informing the SEPE of such contract within this established legal term.

Contracts shall always be formalized in writing. Two copies of each contract and another two copies of the basic copy of the contract (a total of four) shall be signed, with the signature or visa on all the pages of these documents.

A basic copy of all signed contracts will be provided to the legal representatives of the workers.

In order to verify the adequacy of the content of the contract with the law in force, this basic copy will contain all the data of the contract with the exception of the national identity card number, address, marital status, and any other data that, in accordance with Organic Law 1/1982, of May 5 (RCL 1982, 1197), could affect personal privacy.

The contracts will include additional clauses at least confidentiality, data, intellectual property, conflict of interest, acceptance of the data processor for access to personal data and risk prevention.

A trial period of 6 months is established for graduates, 3 months for vocational training graduates and one month for the rest. During this trial period, the employee will have the rights and obligations corresponding to the position held, except for those derived from the termination of the employment relationship, which may occur at the request of either party during the trial period. Once the trial period has elapsed without the termination having taken place, the contract will produce full effects, and the time of the services rendered will be computed in the employee's seniority in the company. Situations of temporary disability, maternity, and adoption or fostering, which affect the employee during the trial period, interrupt the computation thereof, provided that there is an agreement between both parties.

At the time of signing the contract, the employee is informed of the Foundation's procedures, as well as the agreement, Occupational Risk Prevention, access to the employee portal, and other matters of interest, which are also included in the Employee Welcome Manual.

4.4 Vacations, leaves and leaves of absence

The Foundations Agreement establishes an annual paid vacation of 22 working days and 6 days of own business for each calendar year of service or in proportion to the time worked. For these purposes, Saturdays are not considered working days.

The period of leave shall be determined at the employee's discretion, with the prior approval of the Head of Research or, if applicable, of the Director, who may only refuse it for duly justified service needs.

Vacation leave will be taken in accordance with the instructions applicable to the Hospital Universitario Puerta de Hierro - Majadahonda.

In the event that several employees wish to take their vacations in the same month or in two different months and this is not possible due to duly justified service needs, rotating shifts shall be established.

Personnel whose contracts are terminated during the course of the year shall be entitled to enjoy the corresponding proportional part vacation, or to the payment of the same in the event that they do not enjoy them.

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In the case of temporary disability, annual leave shall be interrupted and may be taken, once such disability has ended, within the calendar year and until January 31 of the following year.

Pursuant to Article 59 of Organic Law 3/2007, of March 22, 2007, on Equality, when the vacation period coincides with a temporary disability derived from pregnancy, childbirth or breastfeeding, or with paternity or maternity leave, or with its extension due to breastfeeding, the employee shall be entitled to enjoy the vacation on a different date, even if the calendar year to which they correspond has ended.

If the employee is in a situation of temporary disability before the beginning of the period foreseen for the vacations, these will be enjoyed within the calendar year, once he/she receives the medical discharge. The temporary disability recognized during the vacation period does not interrupt this right, nor does it cause the extension of the same.

In addition to vacations, the Agreement contemplates different types of leave, including 6 days for private matters to be taken between January 1 and January 31 of the following year, which may be taken at the employee's convenience, provided that the needs of the service allow it and with the prior authorization of the Foundation.

Both vacations and leaves of absence must be requested by the employee's portal, prior to their enjoyment and require prior authorization from the Foundation. All leaves must be justified with the corresponding proof.

4.5 Risk prevention and occupational safety

The Fundación para la investigación Biomédica del Hospital Universitario Puerta de Hierro - Majadahonda has established a Model of Organization of the Preventive Activity, through the Contract-Concert signed with an accredited external company, as External Prevention Service in application of the Law 31/1995 of Prevention of Labor Risks and of the RD 39/1997, by which the Regulation that develops it is approved. Said Contract-Concert has been registered with the Labor Authority.

The application of this Law is clear for all labor relations governed on the basis of the Workers' Statute, as well as labor relations of an administrative or statutory nature of the personnel in the service of the Public Administrations.

4.6. Equality Plan

In accordance with the provisions Royal Decree 901/2020, of October 13, the Foundation has drawn up an Equality Plan that incorporates a series of measures to guarantee equality between men and women in access to employment, in training and professional promotion, and in working conditions, as well as to favor the work-life balance of the Foundation's employees.

4.7. Insurance

The Foundation is adhered to the Civil Liability/Patrimonial Liability Insurance Policy of the SERVICIO MADRILEÑO DE SALUD.

4.8. Suspension and termination of the contract

The suspension and termination of contracts shall be governed by the causes established in current legislation.

4.9. LOPD

The Foundation has registered its personnel file with the Spanish Data Protection Agency.

5. References

Applicable regulations.

6. Change control

Version	Changes made	Date Changes	Version / Date force (approval)
1.0	Items 4.1, 4.2.1, 4.3.2, 4.3.5, 4.4 and 4.4 are updated and update annexes 2 and 3	23/12/2020	1.1
1.1	Items 4.2.1, 4.3.3, 4.3.4, 4.3.5, .3.6 are updated, 4.4 and Annex 3 updated	11/01/2021	1.2
1.2	The Labor Reform comes into force and updates point 4.1	04/01/2022	1.3
1.3	Items 4.1, 4.2.1, 4.3.3, 4.3.4, .3.5 are updated, 4.3.6, 4.4 and update Annexes 3 and 4	12/04/2022	1.3
1.4.	The annexes are updated and item 4.6 is incorporated (changing the enumeration of the following items) Items 4.3.2, 4.3.3, 4.3.5, 4.4 include the OTMR regulations of the HRS4R seal in the call for applications and selection process, and annexes 1, 2, 4, 6 are updated.	24/04/2024	1.4

7. Annexes

Annex 1: Recruitment application form with responsible statement General Model and for researcher R2.

Annex 2: Model call with responsible declaration Model General and for researcher R2. Annex 3: Equality

Annex 3: Plan infographic

Annex 4: Model Evaluation Report Phase A Model General and for Researcher R2

Annex 5: Provisional list of candidates Annex 6:

Annex 6: Model Evaluation Report Phase B

Annex 7: Model of decision