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|   | Schola Europaea / Office of the Secretary-GeneralHuman Resources |

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ReFORM OF THE AAS SALARY AND PROGRESSION SYSTEM

Board of Governors

**Meeting on 4 to 7 December 2018**

1. Introduction
	* + 1. Initial remarks

Already in 2013, the AAS Working Group discussed intensively the revision of the AAS salary scheme, the harmonisation of Annex 2 and Annex 3 of the AAS Regulations and the possibility to move to a system of a ‘single spine’[[1]](#footnote-1).

Finally, the idea was dropped because the majority of the members of the Working Group favoured at that time a less fundamental approach.

Nevertheless, the basic findings, which triggered the discussion in 2013, are still valid:

* Members of the AAS are blocked in their career when reaching the final step in the grade linked to their occupational category.
* The performance of the staff has only very minor impact on the advancement in the career.
* Promotion to a higher grade requires an external publication of the post and a competition with external candidates.
* The upgrading of staff member in accordance with Article 22.2 of the AAS Regulations requires the involvement of the Board of Governors.
* The salaries of AAS members recruited before April 2007 (Annex 3 of the AAS Regulations) and those recruited as of April 2007 (Annex 2 of the AAS Regulations) developed differently and led to significant salary differences.
	+ - 1. **Current structure in the European Schools**

Currently, the European Schools are working with a system of a total of 33 different occupational categories and salary scales with up to seven different grades (for example in the OSG: 13 different occupational categories within 5 different grades) and eight steps per grade. The value of each step depends on the grade and varies for the staff recruited as of 19 April 2007 in the Central Office from € 201, 75 to € 259, 75.

For example, in the Central Office the following salary scales and occupational categories with respect to the staff recruited as of 19 April 2007 can be found:

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Occupational category** | **Step 1** | **Step 2** | **Step 3** | **Step 4** | **Step 5** | **Step 6** | **Step 7** | **Step 8** | **Val. of step** |
| **Registrar** | 5,551 | 5,811 | 6,071 | 6,331 | 6,590 | 6,850 | 7,110 | 7,370 | 259,75 |
| **Exec. AST****Admin. AST****Tax Anal. 1****ICT AST****Legal Expert** | 5,061 | 5,341 | 5,566 | 5,819 | 6,071 | 6,324 | 6,577 | 6,829 | 248,92 |
| **Tax Anal. 2 AST to FC****Accountant****AST of HoU****ICT Techn.** | 4,133 | 4,347 | 4,561 | 4,775 | 4,989 | 5,203 | 5,417 | 5,631 | 213,95 |
| **Secretary****Webmaster** | 3,634 | 3,836 | 4,039 | 4,242 | 4,444 | 4,647 | 4,849 | 5,052 | 202,53 |
| **Techn. AST** | 3,612 | 3,814 | 4,016 | 4,218 | 4,419 | 4,621 | 4,823 | 5,025 | 201,75 |

Moreover, for staff members recruited before 19 April 2007 different salary grids have to be applied mainly due to the fact that the annual adjustment of their salary follows according to Article 25.4 AAS Regulations another mechanism.

In fact, all over the European School system a total of **18 different salary tables** are applied for AAS members.

* + - 1. **Discussions in the AAS Working Group**

The members of the AAS Working Group continued discussing the concept of a

1. ‘single spine’ and
2. the harmonisation of the AAS salaries currently fixed in Annex 2 and Annex 3 of the AAS Regulations

in their meetings on 5 July, 11 September, 17 November 2017 and 23 February, 15 May, 26 June, 31 August, 4 and 23 October and 16 November 2018.

1. **General remarks concerning the concept of a ‘singe spine’**

The concept of a ‘single spine’ has been implemented in the Staff Regulations for the Officials of the European Union and is still discussed by several Co-ordinated Organisations (CO).

Concerning the advancement in the grades, two concepts can be found. In the EU institutions the advancements **in the grades** is merit-based, while the advancement **in the steps** is linked to the principle of ‘seniority’. In other systems both, the progression in grade and the progression in step are merit-based.

1. **General remarks concerning the harmonisation of Annex 2 and Annex 3 of the AAS Regulations**

The different treatment of ‘old’ and ‘new’ AAS members is a permanent source of potential conflict and not in the interest of the service as it is likely to demotivate in particular the newly recruited staff members.

This situation is not comparable with the situation of seconded staff, where – in analogy to the treatment of the EU Officials – a massive salary decrease was established for staff members seconded as of 1 September 2011. Different from the intended salary cut for seconded staff in 2011 the new approach for the yearly salary adjustment of newly recruited AAS members in 2007 was not meant to create any discrepancy between ‘old’ and ‘new’ AAS members.

Moreover, the gap between the salary of ‘old’ and ‘new’ AAS risks to further grow in the coming years.

In general, the Budgetary Committee already acknowledged at its meeting on 15 and 16 March 2016 the need of a harmonisation of Annex 2 and Annex 3 (see document 2016-02-D-23-en-1) and mandated the AAS Working Group “*to provide a coherent and comprehensive proposal for revision of the salary scales for all members of the AAS of the European School system”* (document 2016-03-D-33-en-2).

* + - 1. **Purpose of this document**

This document summarizes the discussions in the AAS Working Group and provides – based on the mandate given by the Budgetary Committee in March 2016 - concrete comprehensive proposals

* to harmonize Annex 2 and Annex 3 of the AAS Regulations,
* to harmonize the mechanism of annual salary adjustment for all members of AAS,
* to overcome the particular problematic of the different payment of AAS members at the ES Luxembourg,
* to open career possibilities for staff members currently blocked at the end of their career and
* to introduce a more merit based progression system in the 13 schools and the OSG.

These proposals include a revision of the Articles 7, 13, 21, 22, 24, 25, 37 and 38 (see Annex I of this document) and the introduction of new harmonized salary scales for all six hosting Member States (see Annex II of this document).

In this context it is also proposed to establish a harmonized evaluation policy in all schools.[[2]](#footnote-2)

The document partly addresses the review of the salary for particular AAS functions where the European Schools are no longer competitive and face problems to recruit and retain highly qualified staff.[[3]](#footnote-3)

Finally, the document provides an estimation of the budgetary impact of the proposals in the first two years of their introduction.

1. **Details of the concept**

**Scope**

The members of the AAS Working Group agreed that all members of the AAS should be subject to the new approach no matter when they have been recruited.

Moreover, the members of the AAS Working Group agreed that the existing salary tables (Annex 2 and Annex 3 of the AAS Regulations) should be replaced by one table which is valid for all AAS Members in the specific hosting Member State.

**This will mean that the current number of different salary tables will be reduced from eighteen to six tables.**

Nevertheless, it is proposed not to question other acquired rights. In particular, ‘old’ AAS shall keep their entitlements to extra-legal benefits[[4]](#footnote-4). This will help to ensure that all AAS members are integrated in the six tables.

The proposed concept ensures that every member of the AAS will continue at least with his/her current salary. For the harmonized salary tables and the calculation of the budgetary implications the current salaries (salaries of 31 December 2018) have been taken in consideration.

Moreover, AAS members will maintain or regain the possibility to make progress in steps within their new grade in the harmonized salary table.

1. **System of grade and steps**

The proposal foresees for each of the harmonised salary tables up to eight different grades. Each grade provides five steps.

The highest step of the lower grade is equal to the lowest step in the next higher grade.

The proposal foresees to regroup currently existing occupational categories, to abandon – where possible - no longer relevant occupational categories and to open the system for new occupational categories like for example ‘security officer’, ‘data protection officer’, ‘SAP expert’ etc.

The reviewed occupational categories are linked to the different grades. For each function/occupational category three grades are foreseen.

This will allow a longer career and more flexibility with respect to the initial grade and step in order to better meet the requirements of the local labour market.

1. **Integration of the current AAS members**

It is proposed to integrate the current AAS members gradually in the new salary scales. They will keep their current seniority in step and in the moment of the next envisaged progression in step they will be placed in a grade and step that at least reflects the salary provided by the next step of the old salary scale applicable until 31 December 2018.

This will spread the implementation process over two calendar years and will limit the budgetary implications in particular in the first year of the implementation of the new concept.

Nevertheless, it should be recalled that the Board of Governors mandated the AAS Working Group to combine the reform of the salary and promotion system with a review of the salaries linked to functions where the European Schools face difficulties to recruit and retain qualified staff. This implies, that for some categories of staff a slight salary increase is envisaged.

1. **Integration of new recruitments**

It is proposed to link the initial grade and the initial step to the relevant professional experience of the candidate.

Concerning the initial grade - in parallelism to the Service Regulations for Seconded Staff of the European Schools - an indicative table will be established in Article 7 of the AAS Regulations.

Nevertheless, the schools shall keep some flexibility in case they face problems to recruit qualified staff when applying the indicative table.

In these exceptional cases, the management of the school may derogate with respect to the grade from the indicative table. Any exceptions need to be reported to the Administrative Board on an annual basis.

With respect to the initial step in grade 1 of the occupational category also some flexibility will be given to the management of the school. The management may – after consultation of the selection board - decide to offer up to step 3 in the initial grade. In grade 2 and in grade 3 of the occupational category the initial step has to be step 1.

These proposals require an amendment of Article 7 and 37 of the AAS Regulations.

1. **Mechanism for the progression in steps**

Currently, AAS recruited as of 1 April 2007 can progress every two years in step only based on a “positive” evaluation. In fact, nearly none of the AAS members recruited as of April 2007 received a ‘negative’ evaluation blocking a progression in step. AAS recruited before April 2007 progresses automatically every two years.

It is proposed that also in future for all members of AAS progression in step within the same grade is mainly based on seniority. Only in case of a ‘negative’ evaluation a progress in step should be excluded, unless this would contradict with binding national labour law.

1. **Progression in grade**

The AAS Working Group discussed intensively the question of progression in grade and the potential conditions of a progression in grade.

Progression in grade means the progression to the next higher grade **linked to the same occupational category** (for each professional category three grades with five steps each are proposed).

Finally, the members of the Working Group agreed in their meeting on 23 October 2018 to propose a concept which is partly based on the principle of seniority and partly merit based.

**The basic principles of this concept are the following:**

* Progression to the next higher step in the same grade is mainly based on seniority and on the performance which will be analysed in biennial evaluations.
* Only a ‘negative’ evaluation will block the progression in step in the same grade.
* Each evaluation will be linked with a number of points. A defined minimum number of 10 points is needed to progress to the next higher grade. Progression to the next higher grade will not require that the staff member already has reached the final step of his/her current grade.
* Nevertheless, the progression to the next higher grade requires a certain period of service in the current grade depending on the initial step.
* A progression is only possible to the next higher grade. Progression to a higher grade than the next higher one is excluded.
* When progressing to the next higher grade the member of AAS will be placed in step 2 of this grade.
* Being placed in step 2 of the higher grade he/she will receive two credit points.
* Moreover, the AAS member is entitled to maintain credit points not ‘consumed’ when progressing to the next higher grade.
* A quota for progression is not necessary. Different from the system in other international organisations the career possibilities within the same occupational category stay limited (12 steps within 3 grades).

This concept allows a particular recognition of very good or excellent performance.

As already mentioned, the performance will be assessed in biennial evaluations.

Due to the increasing importance of these evaluations it is proposed to establish clear guidelines in order to harmonise the policy within and among the schools and the OSG.

Therefore, the members of the AAS Working Group have worked in parallel on ‘Implementing Rules on the Evaluation and Progression of Members of the AAS of the European Schools’[[5]](#footnote-5) which shall enter into force together with the proposed amendments of the AAS Regulations.

The members of the Working Group recommend that the implementation of these new rules is accompanied by a training for the executive and managerial staff of the schools and the OSG and by information sessions for all members of the AAS.

Moreover, it is proposed to review these Implementing Rules and the concept of progression within two years after their entering into force.

1. **Annual salary adjustment**

The new concept aims to treat all AAS members in the same way by creating one single salary grid which is applicable to all schools in the same hosting Member State and covering all AAS members no matter when they have been recruited.

This will help to overcome the main differences with respect to the salaries between ‘old AAS’ recruited before April 2007 and ‘new AAS’ recruited as of April 2007.

This equal treatment can only be maintained if the method of salary adjustment for old and new AAS will be harmonised.

According to Article 25.4 of the AAS Regulations, the annual adjustment of the remuneration shall follow the annual adjustment made by the Board of Governors to the salaries and allowances of seconded staff unless national legislation provides for a higher level of adjustment.

This has led to a different salary adjustment for ‘old’ and ‘new’ AAS members (for the details see document 2017-07-D-20-en-1).

According to Article 3 of the AAS Regulations, the Regulations cannot take precedence over binding national law. Such binding law at least does exist in Luxembourg.

For this reason and in the interest of an equal treatment of all AAS members a mechanism linked to the national salary increase seems to be the most reasonable approach. Moreover, the national indexation reflects better the development of the costs of living in the hosting Member State and the development of salaries offered by other national or private schools competing with the European School concerned on the local labour market.

This proposal to harmonize the annual salary adjustment and to link it with the national salary increase has found the general support of the members of the AAS Working Group[[6]](#footnote-6).

1. **13th month salary in Luxembourg**

This proposal tackles also a Luxembourg specific problematic.

A particular, Luxembourg specific reason for different treatment of AAS recruited before and after April 2007 is linked to the fact, that in Luxembourg the ‘old’ members of AAS are entitled to a 13th month salary, where their colleagues recruited as of April 2007 are not.

This discrepancy was brought to the attention of the members of the Board of Governors in December 2017 (see document 2017-10-D-36-en-2).

At its meeting in April 2018 the Board of Governors has adopted for 2019 a preliminary draft budget for the two schools in Luxembourg which will allow them to compensate the missing 13th month salary for the AAS members recruited as of April 2007.

Based on this decision a harmonised salary table for the European Schools in Luxembourg has been developed (see in Annex II of this document).

This harmonized salary table is based on the assumption that in future all AAS members will be entitled to a 13th month salary as indicated in the draft salary table.

This will also ensure that the salaries of all members of AAS in the European Schools in Luxembourg are on a level which ensures that the schools can also in future compete on the local market.

1. **Budgetary Implications**

The proposals will have budgetary implications in all schools and the OSG.

The schools and the OSG did their utmost to limit the costs to a minimum by integrating the current members of AAS in the new harmonized salary tables on the level of their current salary or very close to their current salary.

Concerning the salaries of AAS members recruited before 2007 whose current salary or envisaged salary within their current grade is not covered by the highest grade linked to their occupational category in the new salary tables it is proposed that these members of AAS continue and finalise their professional career in the next higher grade provided in the new salary tables.

In order to limit the initial costs, it is proposed to apply the new salary tables gradually to the existing members of AAS. They will be integrated in the new tables at the moment of the envisaged next progression in step. This will spread the initial costs over an implementing period of two years.

Members of AAS already at the end of their career will be integrated in the new tables in the year 2019 in the month of their appointment to their current function.

In the longer or middle term perspective the new career opportunities in particular for staff that is normally at the end of their grade will require additional resources.

The following table illustrates the financial implications for the OSG and the 13 schools in 2019 (the year of implementation) and the year 2020[[7]](#footnote-7).

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **School** | **Additional costs****2019****according to the proposal presented to the Budgetary Committee** | **Additional costs****2019** | **Additional costs 2020[[8]](#footnote-8)** | **remarks** |
| **OSG** | € 92.000 | € 28.000 | € 82.000 |  |
| **Alicante** | € 21.000 |  |  |  |
| **Bergen** | € 21.000 | € 10.500 | € 16.500 |  |
| **Brussels I** | € 85.000 |  |  |  |
| **Brussels II** | € 75.000 |  |  |  |
| **Brussels III** | € 74.000 |  |  |  |
| **Brussels IV** | € 130.000 |  |  |  |
| **Frankfurt** | € 47.000 | € 11.500 | € 19.000 |  |
| **Karlsruhe** | € 54.000 | € 19.000 | € 32.000 |  |
| **Luxembourg I** | € 83.000 | € 37.000 | € 83.000 |  |
| **Luxembourg II** | € 74.000 | € 22.000 | € 59.000 |  |
| **Mol** | € 50.000 |  |  |  |
| **München** | € 49.000 |  |  |  |
| **Varese** | € 60.000 | € 26.000 | € 55.000 |  |
| **total** | **€ 815.000** |  |  |  |

1. **Summary**

With this document and with document 2018-10-D61-en-2 the AAS Working Group provides proposals which aim to

* harmonise the salary tables for AAS members recruited before and after April 2007,
* harmonise the mechanism of annual salary adjustments for all members of AAS,
* recognize the main acquired rights of members of AAS recruited before April 2007,
* tackle the different treatment of members of AAS in the ES in Luxembourg with respect to the right of a 13th month salary,
* introduce a more merit based progression mechanism,
* prolong the career of all members of AAS and
* in particular help to open modest career opportunities for members of AAS currently at the end of their career,
* address at least partly the lack of attractiveness of AAS posts.
1. **Conclusions of the Budgetary Committee**

The Budgetary Committee welcomed the proposed new salary scale structure, involving harmonisation of Annex 2 and Annex 3 of the current AAS Service Regulations, career progression prospects and merit-based evaluations. It should be noted that some reservations were expressed by the EU COM, EPO, Greece and Italy. The Budgetary Committee invited the Working Group to revisit staff’s integration into the new salary scale structure and to present a final version at the forthcoming Board of Governors’ meeting.

1. **Proposal**

The members of the Board of Governors are invited

* to adopt the proposals to amend the Service Regulations for the Administrative and Ancillary Staff of the European Schools as provided in Annex I of this document,
* to adopt the revised salary tables as provided in Annex II of this document,
* to adopt the “Implementing Rules for the Evaluation and Progression of Members of the AAS in the European Schools” as provided in document 2018-10-D-61-en-2 and
* to mandate the AAS Working Group to provide a report on the implementation of the new evaluation and promotion policy by December 2019 to allow a potential review of the proposed amendments of the AAS Regulations including the revised salary scales and the proposed “Implementing Rules for the Evaluation and Progression of the AAS in the European Schools” within two years after their entering into force.

 **Annex I**

**Draft Amendments of the *‘Service Regulation for Administrative and Ancillary Staff (AAS) of the European Schools’*:**

Art. 7 Initial grading

1. Successful candidates shall be appointed at **a** ~~the~~ grade corresponding to the **occupational category** ~~post~~ for which they have been recruited.

 2. **The initial grade shall depend on the professional experience of the successful candidate.**

Without prejudice to the paragraphs **4** to **8**they shall be placed **with respect to the initial grade** ~~at the lowest step on the salary scale for his/her grade as indicated in Annex 2.~~ as follows:

|  |  |  |  |
| --- | --- | --- | --- |
| ***Years’*** ***experience***  | ***Up to******15 years*** | ***More than******15 years******Up to******25 years*** | ***More than******25 years*** |
| ***Grade linked to the occupational category*** | ***Grade 1*** | ***Grade 2*** | ***Grade 3*** |

1. **The initial step in grade 1 of the corresponding occupational category shall depend on the relevant job experience of the candidate. The management will take the decision concerning the initial step after consultation of the interview board. The initial step shall not be higher than step 3.**

**If a candidate is placed in grade 2 or 3 of the corresponding occupational category step 1 has to be foreseen.**

1. **The management** may~~, in exceptional cases and at the recommendation of the interview board, grant him/her up to two steps above the lowest step in the salary grade in order to take account of his/her education and relevant experience. Moreover, the management may~~ ~~decide in exceptional cases~~ ~~linked to certain occupational categories, which have been identified in advance unanimously by the Administrative Board,~~ **decide** **to derogate from paragraph 2 and place the successful candidate in a higher grade of the same occupational category** ~~grant up to four steps above the lowest step in the salary grade,~~ in case no qualified candidate could be recruited due to the competitive situation on the local labour market. Any such decision must be communicated to the next meeting of the Administrative Board.
2. Successful candidates who already have a contract of employment with another school in the same or in an equivalent occupational category shall be graded at the **grade and** step on the salary scale which they had already reached.
3. Successful candidates who already have a contract of employment with another school in the same country in a lower occupational category shall be graded at the **grade and** step on the salary scale which is the first that carries a salary at least equal to the previous one.
4. Successful candidates who already have a contract of employment with the same school in a lower occupational category shall be graded at the **grade and** step on the salary scale as indicated in Annex 2which is the first that carries a salary at least equal to the previous one.
5. Successful candidates who already have a part-time contract of employment with the same school in a lower occupational category shall without prejudice to paragraph 3 be placed in **their new grade in accordance with paragraph 2** ~~step at the lowest step on the salary scale for his/her grade as indicated in Annex 2~~.
6. In the cases referred to in paragraphs **5** and **6** a new contract of employment shall be concluded, whose terms and conditions shall comply with the provisions in force in the school to which he/she is moving.

Art. 13 Personal file ~~and performance evaluation report~~

 A personal file shall be compiled for each member of the AAS. **The details are established in Annex 5 of this Service Regulations.**

 ~~This file shall be confidential. It shall be kept by the management of the school and shall contain:~~

 ~~a) all documents concerning administrative status and all reports concerning competence, efficiency and conduct in the service, excluding any reference to political, philosophical or religious views;~~

 ~~b) any comments made by the member of the AAS on such documents;~~

 ~~c) the job description.~~

 ~~2. The file and its documents must be stamped ‘Confidential’.~~

 ~~a) A member of the AAS shall be entitled to consult all the documents contained in his/her file, but only in the offices of the management.~~

 ~~b) All the documents contained in the personal file will be numbered and filed in serial order. No document in the file may be removed without the agreement of the management and the person concerned.~~

 ~~c) There may not be any other file on a member of the AAS containing the same information. However, the financial part of the file may be located in the Administrator-Bursar’s department.~~

 3. ~~The competence, efficiency and conduct of each member of the AAS shall be the subject of a performance evaluation report drawn up every two years by the line manager and countersigned, when appropriate, by management on the basis of the model in Annex 5. A copy, signed by the management, shall be given to the member of the AAS and a second copy will be kept in his/her personal file. The person concerned shall be entitled to add all comments thereon which he/she deems relevant. The management shall ensure that the views of immediate superiors are taken into account when drawing up the report.~~

Art. 21 **Biennial Evaluation and** advancement to a higher step

1. The competence, efficiency and conduct of each member of the AAS shall be the subject of a performance evaluation report drawn up every two years by the line manager and countersigned**~~.~~**~~, when appropriate, by management on the basis of the model in Annex 5.~~  A copy, signed by the management, shall be given to the member of the AAS and a second copy will be kept in his/her personal file. The person concerned shall be entitled to add all comments thereon which he/she deems relevant. The management shall ensure that the views of immediate superiors are taken into account when drawing up the report. **The details of the evaluation procedure are established in the “Implementing Rules for the Evaluation and Progression of Members of the AAS of the European Schools”[[9]](#footnote-9).**
2. A member of the AAS who has been at one step in his/her **current** grade for two years shall advance to the next step in that grade **linked to his/her occupational category**, on condition that the results of the evaluation carried out in conformity with **paragraph 1** ~~Art. 13~~ are **not negative**.

 **This two-years progression shall continue until the member of the AAS has reached the final step of his/her current grade or is progressing to the next higher grade of his/her occupational category.**

 **The progression of a member of the AAS to a higher grade within his/her occupational category requires a minimum number of points accumulated in evaluations as defined in the Implementing Rules referred to in paragraph 1.**

Art. 22 Change of occupational category

1. A member of the AAS can be **promoted** from one occupational category to another only by following the appointment procedure in accordance with the provisions of Chapter II of these Service Regulations. The first six months in the new category shall be regarded as a probationary period unless otherwise specified by national legislation. For the duration of the probationary period the post vacated by the person changing category shall be occupied for a fixed term corresponding to the probationary period referred to above.
2. By way of an exception, a member of the AAS **with a permanent contract** may be placed in a higher occupational category without an appointment procedure if the transformation of its post is agreed by the Board of Governors under the normal procedure for the creation and suppression of an AAS post. The member of staff may be moved up into the higher occupational category only ifthe requirements for the post are fulfilled **and he/she has performed successfully the tasks linked to the higher occupational category for more than 12 months**. Its contract shall be amended accordingly without any change to the other terms and conditions.

~~Art. 24 Occupational Categories~~

~~1. Present occupational categories and their related salaries are described in Annex 3 and will continue for those members of staff already in post in conformity with Art. 37.2.~~

~~2. Annex 2 describes the occupational categories which will apply in the future. Each Director shall take advantage of each vacancy in the AAS as it arises to ensure that the occupational categories of its AAS conform as quickly as possible with the situation described in Annex 2, by proposing to the Administrative Board of the school the necessary amendments to the organigram of the school and its consequences in terms of salaries.~~

Art. 25 Establishment and adjustment of remuneration

1. The salary rates for each School applicable to administrative and ancillary staff ~~in post prior to the entry into force of these Service Regulations~~ are those appearing in the relevant entries in Annex ~~3~~ **2.** ~~The salary rates applicable to administrative and ancillary staff recruited after the entry into force of these Service Regulations are those appearing in the relevant entries in Annex 2.~~

2. Without prejudice to the provisions of Art. 3.1 above, the salary levels for AAS will be reviewed, every six years, by the Administrative Board of each school, and by the Secretary-General for his/her staff, under the authority of and within prior limits set by the Board of Governors. The next ~~first~~ such review will take place in ~~2018~~ **2020**.

3. This review should take all the following factors into account:

 a) the salary scale for comparable posts in the country in which the school is situated;

 b) the need to ensure recruitment and retention of suitably qualified staff;

 c) the salary paid for the same posts in the European Schools in general, taking account of the correction coefficient;

 d) the budgetary resources/limitations which may be indicated by the Board of Governors.

4. The annual adjustment of the remuneration of the AAS shall follow the annual adjustment **provided by** ~~made by the Board of Governors to the salaries and allowances of seconded staff unless~~ national legislation **and collective agreements in their valid version** **listed in Annex 3 of this Service Regulations[[10]](#footnote-10)** ~~provides for a higher level of adjustment~~.

**Transitional provisions**

Art. 37

~~1. The guidelines as regards diplomas, knowledge and skills and languages required to hold a post, as set out in Annex 1, shall not apply to appointments made prior to the entry into force of these Service Regulations.~~

1. **Without prejudice to paragraph 2**, **m**embers of the AAS **appointed prior to 1 January 2019** ~~in post when these Service Regulations are approved~~ shall retain all acquired rights, where their entitlement to such rights is established in their contracts of employment. ~~The entitlement to present salary is preserved~~**~~,~~** ~~as long as the member of staff continues in the same occupational category at the same school.~~

**2. Acquired rights linked to the method of calculation of the annual salary adjustment[[11]](#footnote-11) and to the automatic advancement in step shall not be maintained.**

**3. Each member of the AAS of the European Schools appointed prior to 1 January 2019 shall be placed in a grade as set out in annex 2 of these Service Regulations.**

 **The transposition from the current to the new annex 2 shall take place in the moment of the envisaged next progression in step and shall take into account the staff members’ situation at this moment.**

 **No reduction in salary shall result from the transposition.**

 **The transposition shall not result in a staff member being assigned to a grade and step below the lowest grade and step of his/her corresponding professional category.**

 **A staff member whose current salary or envisaged future salary within the salary tables applicable until 31 December 2018 is not covered by the highest grade corresponding to his/her occupational category shall continue and finalize his/her professional career in the new grade reflecting his/her current salary.**

 **Each staff member shall be informed of his/her future grade and step in the new salary tables by 31 December 2018.**

~~3. If a salary scale comprises two grades, promotion shall be the only means of moving up from the lower grade to the higher one, as provided as follows.~~

 ~~i) A member of the AAS belonging to an occupational category comprising two grades who has been at the last step of the lower grade for a minimum of four years may be promoted to the higher grade. The new grading will be at the step carrying remuneration immediately above that of the step which he/she had received prior to promotion.~~

 ~~ii) Promotion shall be granted after examination of the merits of eligible staff, account being taken of the general level of performance ratings in the latest performance evaluation reports.~~

**Final provisions**

Art. 38

1. The special provisions established by the agreements between the Board of Governors and the host countries are not affected by these Service Regulations. All other provisions adopted by the Board of Governors which are at variance with the provisions of these Service Regulations are hereby repealed with the exception of the special arrangements made for the appointment of Nursery Assistants.

2. The periods of time mentioned in these Service Regulations shall be expressed in working days if they are expressed in days and from date to date if they are expressed in years or in months. If in the month of the time limit there is no day identical with the one on which the calculation started, it will be understood that the period expires on the last day of the month. If the last day of the month falls on a non-working day, the period will be extended to **the** first subsequent working day.

3. These Service Regulations shall be drawn up in the languages of the host countries of the schools. The text in the language of the school’s host country will be authentic in that country.

 All provisions adopted by the Board of Governors which are at variance with the provisions of these Service Regulations are hereby repealed.

4. These Service Regulations were approved by the Board of Governors on 18 April 2007 and most recently amended by the Board of Governors on 3 December 2010.

The Service Regulations entered into force on 19 April 2007.

The amendments approved by the Board of Governors on 3 December 2010 shall enter into force on 1st January 2011.

The amendments to Annex I and II approved by the Board of Governors on 13 April 2011 will enter into force on 15 April 2011.

The amendments approved by the Board of Governors on 16 April and 5 December 2013 will enter into force on 1st January 2014.

The amendments approved by the Board of Governors on 3 December 2015 will enter into force on 1st January 2016.

**The amendments approved by the Board of Governors on 4 – 7 December 2018 will enter into force on 1st January 2019.**

**Annex 3**

**Annex 3: List of national laws and collective agreements referred to in Article 25.4**

1. **Provisions of national law and collective agreements applicable at the schools in Belgium:**

Loi du 2 août 1971 (MB. 20/08/1971) et Loi du 1er mars 1977 (MB. 12/03/1977).

1. **Provisions of national law and collective agreements applicable at the schools in Germany:**

Paragraph 15 und Paragraph 39 des Tarifvertrages für die Angestellten des Öffentlichen Dienstes des Bundes (TvöD-Bund).

1. **Provisions of national law and collective agreements applicable at the schools in the Netherlands:**

CBS CAO-lonen, sector overheid inclusief bijzondere beloningen.

1. **Provisions of national law and collective agreements applicable at the schools in Italy:**

Article 6 b Contratto di Lavoro 11.11.2008.

1. **Provisions of national law and collective agreements applicable at the schools in Luxembourg:**

Article L-227-7 code du travail.

1. **Provisions of national law and collective agreements applicable at the schools in Spain:**

Consumer Price Index (CPI) applied to all employees.

# ~~Annex 5– Performance evaluation report~~

|  |  |  |
| --- | --- | --- |
| ~~ANALYTICAL RATINGS~~ | **~~COMMENTS~~** | **~~ÉVALUATION~~** |
| **~~Outstanding~~** | **~~Very~~** **~~Go o d~~** | **~~Normal~~** | **~~Below~~****~~standard~~** |
| **~~COMPETENCE~~**~~Job-related knowledge, method, judgement, organisational skills~~ |  |  |  |  |  |
| **~~EFFICIENCY~~**~~Consistency and ability to prioritise, speed and accuracy, adaptability~~ |  |  |  |  |  |
| ~~CONDUCT IN THE~~~~SERVICE~~~~Team spirit and collaborative attitude, interpersonal skills, sense of responsibility, conscientiousness~~ |  |  |  |  |  |
| **~~GENERAL JUDGEMENT~~** |  |  |  |  |  |

|  |  |
| --- | --- |
| ~~The Reporting Officer,~~ | ~~The member of the AAS~~ |
| ~~Name:~~~~Date:~~ | ~~Name:~~~~Date:~~ |
|  | ~~Remarks overleaf: YES / NO~~ |
| ~~The Director /Secretary-General,~~ |
| ~~Name:~~~~Date:~~ |

**Annex II**

**Model Single Spine ES Alicante**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Grade** | **Function** | **Step 1** | **Step 2** | **Step 3** | **Step 4** | **Step 5** | **Step Val.** | **#month** |
| 8 | Senior Head Accountant - Senior Executive Assistant – Senior ICT Expert | 5.400 | 5.610 | 5.820 | 6.030 | 6.240 | 210 | 14 |
| 7 | Head Accountant - Executive Assistant – ICT Expert Senior Technician Superior – Senior DPO – Senior Security Officer  | 4.640 | 4.830 | 5.020 | 5.210 | 5.400 | 190 | 14 |
| 6 | Junior Head Accountant - Junior Executive Assistant – Junior ICT Expert – Technician Superior – DPO – Security Officer - Senior Accountant – Senior ICT Technician – Senior Science Lab Technician – Senior Nurse – Senior Librarian - Senior Secretary - Senior Nursery Assistant – Senior Technician  | 3.960 | 4.130 | 4.300 | 4.470 | 4.640 | 170 | 14 |
| 5 | Junior Technician Superior – Junior DPO – Junior Security Officer - Accountant – - ICT Technician - Science Lab Technician – Librarian - Nurse - Secretary – Technician – Nursery Assistant - Senior SEN Assistant | 3.380 | 3.525 | 3.670 | 3.815 | 3.960 | 145 | 14 |
| 4 | Junior Accountant – Junior ICT Technician - Junior Science Lab Technician – Junior Librarian - Junior Nurse - Junior Secretary - Junior Technician – Junior Nursery Assistant - SEN Assistant - Senior Workman – Senior Concierge | 2.880 | 3.005 | 3.130 | 3.255 | 3.380 | 125 | 14 |
| 3 | Junior SEN Assistant – Workman – Concierge –Senior Auxiliary Staff | 2.460 | 2.565 | 2.670 | 2.775 | 2.880 | 105 | 14 |
| 2 | Junior Workman - Junior Concierge - Auxiliary Staff | 2.100 | 2.190 | 2.280 | 2.370 | 2.460 | 90 | 14 |
| 1 | Junior Auxiliary Staff | 1.780 | 1.860 | 1.940 | 2.020 | 2.100 | 80 | 14 |

**Model Single Spine ES Bergen**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Grade** | **Function** | **Step 1** | **Step 2** | **Step 3** | **Step 4** | **Step 5** | **Step Val.** | **#month** |
| 7 |  |  |  |  |  |  |  |  |
| 6 | Senior Head Accountant - Senior DPO - Senior Executive Assistant - Senior ICT Assistant | 5.798 | 6.008 | 6.218 | 6.428 | 6.638 | 210 | 13 |
| 5 | Head Accountant – DPO – Executive Assistant - ICT Assistant - Senior Accountant - Senior ICT Technician - Senior Laboratory Technician - Senior Librarian - Senior Nurse - Senior Secretary - Senior Security Officer - Senior Technician Higher Degree | 4.958 | 5.168 | 5.378 | 5.588 | 5.798 | 210 | 13 |
| 4 | Junior Head Accountant – Junior DPO – Junior Executive Assistant –– Junior ICT Assistant - Accountant - ICT Technician - Laboratory Technician - Librarian - Nurse - Secretary - Security Officer - Technician Higher Degree | 4.158 | 4.358 | 4.558 | 4.758 | 4.958 | 200 | 13 |
| 3 | Junior Accountant - Junior ICT Technician - Junior Laboratory Technician - Junior Librarian - Junior Nurse - Junior Secretary - Junior Security Officer – Junior Technician Higher Degree - Senior Nursery Assistant - Senior Intensive Support Assistant - Senior Facilities Employee | 3.358 | 3.558 | 3.758 | 3.958 | 4.158 | 200 | 13 |
| 2 | Nursery Assistant - Intensive Support Assistant - Facilities Employee | 2.998 | 3.088 | 3.178 | 3.268 | 3.358 | 90 | 13 |
| 1 | Junior Nursery Assistant - Junior Intensive Support Assistant - Junior Facilities Employee | 2.638 | 2.728 | 2.818 | 2.908 | 2.998 | 90 | 13 |

**Model Single Spine ES in Germany**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Grade** | **Function** | **Step 1** | **Step 2** | **Step 3** | **Step 4** | **Step 5** | **Step Value** | **#month** |
| 8 |   |  |  |  |  |  |  |  |
| 7 | Sen. HR Assistant - Sen. Executive Assistant - Sen. DPO  | 5,993 | 6,204 | 6,415 | 6,626 | 6,837 | 211 | 12.9 |
| 6 | HR Assistant - Executive Assistant - DPO - Sen. Psychologist – Senior Head Accountant – Senior ICT Assistant | 5,225 | 5,417 | 5,609 | 5,801 | 5,993 | 192 | 12.9 |
| 5 | Jun. HR Assistant - Jun. Executive Assistant - Jun. DPO - Psychologist – Head Accountant - ICT Assistant - Sen. Librarian - Sen. Accountant - Sen. Secretary - Sen. Technician - Sen. Nurse - Sen. Security Officer - Sen. ICT Techn.  | 4,533 | 4,706 | 4,879 | 5,052 | 5,225 | 173 | 12.9 |
| 4 | Jun. Psychologist - Jun. Head Accountant - Junior ICT Assistant - Librarian – Accountant - Secretary - Technician – Nurse - Security Officer - ICT Techn. - Sen. Caretaker - Sen. Nursery Assistant - Sen. Science Lab Tech. - Sen. SEN Assistant  | 3,913 | 4,068 | 4,223 | 4,378 | 4,533 | 155 | 12.9 |
| 3 | Jun. Librarian - Jun. Accountant - Jun. Secretary - Jun. Technician - Jun. Nurse - Jun. Security Officer - Jun. ICT Techn. - Caretaker - Nursery Assistant - Science Lab Techn. - SEN Assistant - Sen. Workman - Sen. Auxiliary Staff | 3,373 | 3,508 | 3,643 | 3,778 | 3,913 | 135 | 12.9 |
| 2 | Jun. Caretaker - Jun. Nursery Assistant - Jun. Science Lab Techn. - Jun. SEN Assistant - Workman - Auxiliary Staff  | 2,893 | 3,013 | 3,133 | 3,253 | 3,373 | 120 | 12.9 |
| 1 | Jun. Workman - Jun. Auxiliary Staff | 2,453 | 2,563 | 2,673 | 2,783 | 2,893 | 110 | 12.9 |

**Model Single Spine ES and OSG in Belgium**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Grade** | **Function** | **Step 1** | **Step 2** | **Step 3** | **Step 4** | **Step 5** | **Step Val.** | **#month** |
| 8 |  | 8.038 | 8.268 | 8.498 | 8.728 | 8.958 | 230 | 12.9 |
| 7 | Senior Registrar - Senior Head Accountant - Senior DPO - Senior HR Assistant - Senior Admin Assistant - Senior ICT Expert – Senior Legal Expert - Senior SAP Expert – Senior Finance Expert – Senior Security Officer OSG | 7.118 | 7.348 | 7.578 | 7.808 | 8.038 | 230 | 12.9 |
| 6 | Registrar - Head Accountant – DPO - HR Assistant - Admin AssistantICT Expert - Legal Expert - SAP Expert – Finance Expert – Security Officer OSG -– Senior Executive Assistant - Senior Security Officer - Senior SAP Assistant – Senior ICT Assistant - Senior Assistant HoU - Senior Webmaster - Senior Nurse - Senior Psychologist –– Senior Superior Technician – Senior Science LAB Assistant – Senior Accountant – Senior Librarian | 6.198 | 6.428 | 6.658 | 6.888 | 7.118 | 230 | 12.9 |
| 5 | Junior Registrar - Junior Head Accountant - Junior DPO - Junior HR Assistant - Junior Admin Assistant - Junior Legal Expert - Junior SAP Expert – Junior ICT Expert - Junior Finance Expert – Junior Security Officer OSG – Executive Assistant - Security Officer - SAP Assistant – ICT Assistant - Assistant of HoU -– Nurse – Psychologist - Webmaster – Superior Technician – Science Lab Technician – Accountant – Librarian - Senior ICT Technician - Senior Secretary - Senior Technician  | 5.318 | 5.538 | 5.758 | 5.978 | 6.198 | 220 | 12.9 |
| 4 | Junior Executive Assistant - Junior Security Officer - Junior SAP Assistant – Junior ICT Assistant - Junior Assistant of HoU - Junior Webmaster Junior Nurse - Junior Psychologist –-- Junior Superior Technician - Junior Science Lab Technician – Junior Accountant - Junior Librarian – ICT Technician - Secretary - Technician - Senior Nursery Assistant - Senior SEN Assistant | 4.518 | 4.718 | 4.918 | 5.118 | 5.318 | 200 | 12.9 |
| 3 | Junior ICT Technician - Junior Secretary - Junior Technician - Nursery Assistant - SEN Assistant - Senior Caretaker - Senior Workman - Senior Auxiliary Staff | 3.718 | 3.918 | 4.118 | 4.318 | 4.518 | 200 | 12.9 |
| 2 | Junior Nursery Assistant - Junior SEN Assistant – Caretaker – Workman - Auxiliary Staff | 3.038 | 3.208 | 3.378 | 3.548 | 3.718 | 170 | 12.9 |
| 1 | Junior Caretaker - Junior Workman - Junior Auxiliary Staff | 2.678 | 2.768 | 2.858 | 2.948 | 3.038 | 90 | 12.9 |

**Model Single Spine ES in Luxembourg**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Grade** | **Function** | **Step 1** | **Step 2** | **Step 3** | **Step 4** | **Step 5** | **Step Val.** | **#month** |
| 7 |  |  |  |  |  |  |  |  |
| 6 | Head Accountant (3) | 7687.56 | 7969.44 | 8251.32 | 8533.2006 | 8815.08 | 281.88 | 13 |
| 5 | Head Accountant (2) – Psychologist (3) - Librarian (3) – ICT Technician (3) - Accountant (3) – Executive Assistant (3) – Superior Technician (3) – Security Officer (3) | 6560.40 | 6841.92 | 7123.80 | 7405.68 | 7687.56 | 281.88 | 13 |
| 4 | Head Accountant (1) - Psychologist (2) - Librarian (2) – ICT Technician (2) - Accountant (2) – Executive Assistant (2) – Superior Technician (2) – Security Officer (2) - Secretary (3) - Nurses (3) –Assistant Accountant (3) | 5535.04 | 5791.29 | 6047.54 | 6303.79 | 6560.04 | 256.25 | 13 |
| 3 | Psychologist (1) – ICT Technician (1) - Accountant (1) – Executive Assistant (1) - Superior Technician (1) – Security Officer (1) - Librarian (1) - Secretaries (2) - Nurses (2) – Assistant Accountant (2) – ICT Technicians (3) - Technicians (3) - Caretaker (3) – Science LAB Technician (3) – Nursery Assistant (3) | 4612.52 | 4843.15 | 5073.78 | 5304.41 | 5535.04 | 230.63 | 13 |
| 2 | Secretaries (1) - Nurses (1) – Assistant Accountant (1) – ICT Technicians (2) - Technicians (2) - Caretakers (2) - Science LAB Technician (2) - Nursery Assistant (2) | 3792.52 | 3997.52 | 4202.52 | 4407.52 | 4612.52 | 205.00 | 13 |
| 1 | ICT Technicians (1) - Technicians (1) – Caretakers (1) - Science LAB Technician (1) - Nursery Assistant (1) | 3075 | 3254.38 | 3433.76 | 3613.14 | 3792.52 | 179.38 | 13 |

**Model Single Spine ES Varese**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Grade** | **Function** | **Step 1** | **Step 2** | **Step 3** | **Step 4** | **Step 5** | **Step Val.** | **#month** |
| 8 | Senior Head Accountant | 5.582 | 5.719 | 5.856 | 5.993 | 6.130 | 137 | 13 |
| 7 | Head Accountant – Senior Executive Assistant – Senior Accountant - Senior DPO – Senior IT Assistant | 5.082 | 5.207 | 5.332 | 5.457 | 5.582 | 125 | 13 |
| 6 | Junior Head Accountant – Executive Assistant – Accountant - DPO – IT Assistant – Senior Assistant Accountant  | 4.594 | 4.716 | 4.838 | 4.960 | 5.082 | 122 | 13 |
| 5 | Junior Executive Assistant – Junior Accountant – Junior DPO – Junior IT Assistant – Assistant Accountant – Senior Specialized Technician – Senior Nurse – Senior Nursery Assistant – Senior Lab. Scientific Assistant – Senior IT Technician – Senior Librarian – Senior Secretary | 4.062 | 4.195 | 4.328 | 4.461 | 4.594 | 133 | 13 |
| 4 | Junior Assistant Accountant –Specialized Technician –Nurse –Nursery Assistant –Lab. Scientific Assistant –IT Technician - Librarian –Secretary – Senior Technician – Senior Caretaker  | 3.590 | 3.708 | 3.826 | 3.944 | 4.062 | 118 | 13 |
| 3 | Junior Specialized Technician – Junior Nurse – Junior Nursery Assistant – Junior Lab. Scientific Assistant – Junior IT Technician - Junior Librarian – Junior Secretary - Technician – Caretaker – Senior Worker – Senior Ancillary Staff | 3.154 | 3.263 | 3.372 | 3.481 | 3.590 | 109 | 13 |
| 2 | Junior Technician – Junior Caretaker – Worker – Ancillary Staff | 2.750 | 2.851 | 2.952 | 3.053 | 3.154 | 101 | 13 |
| 1 | Junior Worker – Junior Ancillary Staff | 2.450 | 2.525 | 2.600 | 2.675 | 2.750 | 75 | 13 |

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1. See document 2013-03-D-20-en-1. [↑](#footnote-ref-1)
2. See document 2018-10-D-61-en-2. [↑](#footnote-ref-2)
3. For the details see document 2018-10-D-69-en-2. [↑](#footnote-ref-3)
4. For the details see document 2017-10-D-36-en-2. [↑](#footnote-ref-4)
5. See document 2018-10-D-61-en-2. [↑](#footnote-ref-5)
6. **The representatives of the AAS** underlined that this proposal can only be supported if in the same time the salary review – requested in Article 25.2 and 25.3 of the AAS Regulations - will take place.

**EU COM** favors the indexation applied for EU Civil Servants and Seconded Staff, but might revise its position if the national mechanism are clearly established in Annex 3 of the Service Regulations. [↑](#footnote-ref-6)
7. The final financial table will be provided in a separate financial sheet. [↑](#footnote-ref-7)
8. Including the costs for the AAS already transferred in the new tables in 2019. [↑](#footnote-ref-8)
9. Document 2018-10-D-61-en-2. [↑](#footnote-ref-9)
10. Reservation of **AAS Representatives** and **EU COM**. [↑](#footnote-ref-10)
11. Reservation of **AAS Representatives**. [↑](#footnote-ref-11)