

Recruitment and Selection Policy. European Union OTMR¹ Strategy

FIBHUG wants to ensure that the best candidate joins the team and for this purpose is hired through an open, transparent, and merit-based selection process (OTM-R).

The Human Resources department seeks to ensure that the communication, training and professional development of FIBHUG researchers is carried out in a flexible working environment. To this end, selection mechanisms have been put in place in accordance with the constitutional principles of equality, merit, capacity and the promotion of international, intersectoral and/or virtual mobility and the exchange of knowledge of researchers that ultimately contribute to increasing the quality of research.

FIBHUG is a small institution, however, it does not want to be left out of the strategy involved in the implementation of an OTM-R policy since it represents one of the fundamental pillars of the European Charter for Researchers and the Code of Conduct for their recruitment (<https://euraxess.ec.europa.eu/jobs/charter/european-charter> and <https://euraxess.ec.europa.eu/jobs/charter/code>). To this end, errors have been promoted and corrected in the processes of selection and hiring of personnel in FIBHUG, thus guaranteeing equal opportunities, merit and capacity whether they are research personnel, technical staff and personnel in the management area.

General principles

Advertising

The calls and their bases will be published on the FIBHUG website, which can be found within the website of the Getafe Health Research Institute (<http://iisgetafe.es/la-foundation/employment/>) and on a wide employment portal national or international dissemination. In the case of the scientific area, the offers will be published on the EURAXESS job page. The offer published on the FIBHUG website contains the specific name of the position offered, the main functions to be performed, the requirements required and the evaluation criteria of the applications. The e-mail address to send the offer is cv.fibhug@iisgetafe.com

Equality

FIBHUG guarantees equal opportunities, treatment and access to all candidates, without any discrimination based on sex, race, colour, language, religion or belief, political or disability opinions, age or sexual orientation. To this end, a non-discrimination clause shall be included in job vacancies to encourage the participation of persons from other countries, persons who have interrupted their scientific careers for reasons related to motherhood or that concur with different abilities.

¹ Open, Transparent and Merit-based Recruitment of Researchers
(http://ec.europa.eu/euraxess/pdf/research_policies/OTM-R-finaldoc.pdf)

Transparency

The calls will define the requirements for access, the list of admitted and excluded, as well as the cause of exclusion and, finally, the assessment of the candidates admitted to the process and the candidate has selected.

Merit and ability

The selection must be based on the assessment of the CV through a previously established scale, the conduct of an interview or any other system that ensures the objectivity of the process.

Objectivity, independence and professionalism

The selection body will be constituted by the members of the Scientific and Management Selection Committees (according to the type of vacancy) and by members external to the FIBHUG, who will be assigned according to their experience and competences in the case of the research area.

Mobility

Any mobility experience, for example a stay in another country/region or in another research country (public or private) or a change of a discipline or sector from one discipline or sector to another, either in the framework of initial research training or at a later stage of the research career, or a virtual mobility experience, they should be considered as a valuable contribution to the professional development of a researcher.

Personnel selection process

Each selection process is based on the application of the general principles described above. From here, the steps in each selection process would be those detailed in the following table.

Phases	Selection process once the work need has been identified
1	Publication of the vacancy ((iisgetafe.es, Madrimasd website and Euraxess)
2	Selection committees and appointment of the external evaluator of the Selection Committee -President of the HUG Investigation Commission (Dr. José Ramón March) or person to whom he delegates (Secretary of the Commission, Dr. Sánchez Mariscal) -Principal Investigator (PI) -Manager or collaborating researcher of the IP -External Researcher (Dr Carolina Sánchez) - UEM
3	Cvs screening: CV assessment, merits -Submission of allegations (5 days)
4	Personal interviews
5	Final calculation of requirements and interviews of candidates. Communication and publication of the result in the same media as Phase 1
6	Incorporation of the new employee

Phase 1 - Vacancy publicity

The preferential selective system is the public call for merits for the provision of vacancies. This call must be made with respect to the principles of equality, merit, ability, and publicity, as well as those included in the European staff recruitment seal Human Resources Strategy for Researchers (HRS4R)

Financing

An essential condition to start a call process will be to have full funding for the scholarship or contract, including, if applicable, the costs of la Social Security.

Fundamental aspects, therefore, are the negotiation capacity of the Researcher and the support that can be given in terms of management to obtain contracts or scholarships under favorable conditions for the beneficiary. When the amounts do not allow it, the dedication of the part-time professional involved must be considered.

The financing provision must be accredited in one of the following ways:

- Resolution of a public body or private entity in which funding is awarded for a research project that includes a differentiated personnel section, or failing that, that does not establish impossibility of hiring or scholarship charged to the project.
- Agreement with a public body or private entity that includes the dedication of part of the budget to personnel or failing that does not establish impossibility of hiring or scholarship.
- Finalist donation destined to scholarship or contract assigned to the activity.

Recruitment needs

The recruitment needs and procedures of fibhug are subject to the decision of the Board of Trustees dated 31 March 2006 and the award of the European seal HRS4R dated 25 July 2019, which also establishes the recommendation in the recruitment of staff. The principal investigator of the project to be carried out will identify the hiring needs, submitting a request to the Director of the University Hospital of Getafe, specifying the characteristics of the vacancy to be made public, identifying the required degree, working day, type of contract, duration, place of work, and project or work to which said vacancy is linked in the case of fixed-term contracts.

Call for competition

The regulatory bases of the calls will contemplate at least the following aspects:

- Objective of the call for competition.
- Scope of work and activities to be developed
- Candidate requirements
- Type and duration of contracts.
- Economic endowment.
- Selection system or process.
- Composition of the selection board.
- Formalization and delivery of requests.
- Deadline for submission of applications.
- Tracking.

Advertising

The calls for competitions, their subsequent resolutions and informative notes if they exist must be published on the bulletin board of the University Hospital of Getafe, on the website of the la Fundación la Investigación Biomédica [Institute](#), on the [recruitment platform of the Madri+d Portal](#) and in [Euraxess](#), as well as in any other portal of national or international dissemination of job offers.

A minimum period of 10 calendar days is stipulated from the day following the publication of the call.

Selection

For the evaluation and selection of the candidatures submitted, a selection board created for this purpose will be constituted.

In the case of calls for personnel hired to carry out **structural work of** the Foundation, the tribunal will be formed by:

- A representative of the HUG (Head of the Medical Directorate) or person to whom it delegates
- One, a representative of the Scientific Committee of the HUG (President) or person to whom it delegates,
- The person who holds the position of the Management Directorate of the HUG or person to whom he delegates,
- A representative of the CEIm (President) or person to whom it delegates
- A representative of the EMU (Vice-Rectorate) or person to whom it delegates.

And in the case of calls for personnel hired **under projects**:

- A representative of the HUG (Head of the Medical Directorate) or person to whom it delegates
- A representative of the Scientific Committee of the HUG (President) or person to whom he delegates
- A representative of the EMU (Vice-Rectorate) or person to whom he delegates
- The Principal Investigator responsible for the project
- A researcher/manager appointed by the IP.

The tribunal will evaluate the applications within the framework of the characteristics described in the call for vacancies, the merits provided by the candidates and the personal interview when it occurs (Model IV of documentation). The candidate elected shall be accepted to fill the post except in cases where it is a managerial position or in any other position deemed appropriate, where it shall be elevated to the President.

The letter of grant and acceptance will be signed by the Director of, and the VºBº of the IP, except in cases where it is raised to the President of the Board of Trustees, in which it must be said President who signs them (Model V of documentation).

A record of the decisions taken by the Selection Committee shall remain and shall be signed by the members summoned.

Phase 2 - Selection committees and external evaluator

The selection processes will be differentiated between research staff and management staff, so that the committees and selection criteria will also be different.

Selection of research staff (predoctoral and postdoctoral)

The Scientific Selection Committee will be composed of three FIBHUG researchers and an External Evaluator, who must issue an assessment of the suitability of the profile by at least 3 members of the same.

Selection of management personnel and laboratory technicians

The Management Selection Committee will be composed of four FIBHUG people related to management and laboratory techniques. This Committee may vary its composition depending on the availability of its members.

Phase 3 - Cvs screening and interviews

A pre-selection of candidates is initiated according to the CVs and according to the requirements demanded in the offer. Qualities such as academic qualifications, mobility and experience and merits will be valued in turn. The Selection Committee, if it considers it so, can check letters of recommendation and request the appropriate certificates.

Once the eligibility of the candidates has been assessed, a list of candidates included in the selection process and another of excluded candidates will be published on the FIBHUG website with details of the reasons that have motivated the exclusion. Excluded applicants will have a period of 5 days to correct the defect that has led to their exclusion. After this period, face-to-face interviews will be arranged with the candidates finally shortlisted.

Phase 4 – Personal interviews

Shortlisted candidates will be invited to hold a face-to-face interview with the Selection Committee. If the candidate is outside of Spain, virtual interviews (Skype) could be held.

Phase 5 - Communication and publication of the result

After maintaining all the interviews, the evaluation table (*Recruitment scoring candidates*) will be used to determine the candidate with the highest rating. At the end of the discussion period of the Selection Committee, the chosen candidate will be informed of the final decision and will be informed of the reasons for it. Finally, your personal data will be requested for the preparation of the employment contract.

Phase 6 - Onboarding the new employee

The candidate will receive on the first day the FIBHUG Code of Good Practice for Research, the Welcome Manual and will be shown the facilities of the foundation.

Other details of the recruitment at FIBHUG:

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

The formalization of the contract will be in writing establishing a trial period in accordance with the applicable regulations in each type of contract and in any case in the Collective Agreement of the Researchers of the Community of Madrid, and always in writing in the contract.

Work and service contracts or those specific to the realization of a research project must explicitly state the object of the contract (the work, service or project).

1. Conference and schedules

The working day can be full or partial. Full-time work shall be understood as the maximum working day established by Law or Collective Agreement. Part-time work, therefore less than the aforementioned full time, will entail an equivalent and proportional reduction in the gross salary received.

The total working day in weekly computation in the Foundation for Biomedical Research of the University Hospital of Getafe is 37.5 hours from Monday to Friday, both included with a break of 12 hours between working days and a maximum of 9 hours a day established by the Workers' Statute until the entry into force of the I Framework Collective Agreement of the FIB of the Community of Madrid. Therefore, until then the daily working day is 7.5 hours, in usual hours between 08:00 and 15:30 hours with a break of half an hour. If for a duly justified reason (trips, meetings, congresses ...) a worker performs more hours than those established in the daily workday, he will have the right to compensate these hours as follows: for each hour of work, 1 hour of rest or for each day, a day of rest, within the month of its realization.

It will be understood that the day begins to compute from the moment the worker starts his activity both outside (meetings, trips, telework, congresses, etc.) and inside the work center until its completion.

The research staff will be allowed flexibility to accommodate their schedule to the project upon request to the IP and consent of the worker.

In general, the performance of structural overtime is not allowed, except in exceptional circumstances, duly accredited and upon request of the I.P and authorization by the Management, having in any case the character of voluntary for the worker. The performance of overtime will be compensated by breaks, for the equivalent time.

1.1. Annual work calendar

The work calendar will be adjusted to that of the population of Getafe and Comunidad Autónoma de Madrid.

1.2. Registration of conferences

The registration of the working day will be carried out compulsorily, through the "[SESAME](#)" platform:

All staff must register on this platform both the beginning and the end of their day in accordance with the above. To do this, this application allows you to make the signing both from mobile devices and from the computer.

In the event that a worker forgets to register or enter or exit the platform must enter it, click on the day on which the incident has occurred and request a signing, in this section the correct time of entry or exit will be indicated and later this request will be accepted by the Management of the

Foundation.

In the event that an incident is observed through the platform, an email must be sent to administración.ext.fibhug@salud.madrid.org so that it can be solved.

The platform is configured to calculate the weekly hours performed for each worker so that, if during it the same exceed 37.5 hours, the platform will send the worker, the IP, the assigned manager and the address of the Foundation an alert indicating that he has exceeded his total weekly working day.

2. Holidays and rest days

There are 22 working days plus 6 days of free disposal in proportion to the working time provided. For these purposes, Saturdays are not considered working days.

The holidays are mandatory, not being able to be compensated financially, so they must be enjoyed before the end of the contracts and in any case before 31/03 of the following year, except for justified reasons that must previously be authorized by the Management of the Foundation.

The request for vacations should preferably be made one (1) month in advance, being the procedure to follow the next. The worker must request his vacations to the Management of the Foundation, through the form called "APPLICATION FOR LEAVE FOR VACATIONS OR DAYS OF FREE DISPOSAL" (see Model VI)

In the case of the communication of rest days due to exceptional variation of working day, the worker must request the hours of rest accumulated due to the variation of his daily working day in an exceptional way through the form called "REQUEST PERMIT FOR EXCEPTIONAL VARIATION OF WORKING DAY" (see Model VII).

In both cases the applications must be signed by the worker (expressing his agreement), the IP (with his authorization), and by the Management of the Foundation (V.Bº).

This request and / or communication will be delivered before the enjoyment of these holidays and / or breaks to the Secretariat of the Foundation to be authorized by the Management and registered in the "SESAME" program.

In the event that several workers intend to enjoy their holidays in the same month or in a fractional way in two different months and this is not possible due to duly justified service needs, rotating shifts will be established.

If the worker is in a situation of temporary disability before the beginning of the period provided for the holidays, these will be enjoyed within the calendar year, once he receives the medical discharge.

Where the period of leave fixed in the holiday calendar coincides in time with a temporary incapacity resulting from pregnancy, childbirth or breastfeeding or with the period of suspension of the employment contract provided for in Article 48.4, 48.5 and 48.7 of the Workers' Statute, the holiday shall be entitled to take leave on a date other than that of the temporary incapacity or the date on which the leave which is taken. by application of that provision, it corresponds to it, at the end of the period of suspension, even if the calendar year to which they correspond has ended.

In the event that the holiday period coincides with a temporary disability due to contingencies other than those indicated above that make it impossible for the worker to enjoy them, totally or partially, during the calendar year to which it corresponds, the worker may do so once his disability ends and provided that no more than eighteen months have elapsed from the end of the year in which they originated.

3. Licenses and permits

The licenses and permits must be requested by the worker via email or any other written means to the Address of the Foundation with a copy to the IP and / or assigned manager. The Management for its part will resolve within a maximum period of 10 working days communicating to the worker the result of his request.

4. Sick leave

The legal deadlines for the delivery of medical reports to the Foundation are as follows:

- **Parts of discharge:** 3 days from the expedition of the part. In this it will be essential the signature of the worker in the section of the document consigned for this purpose, to prove the contribution of 180 days in the last 5 years.
- **Confirmation parts:** 3 days from the dispatch of the part.
- **Discharge parts:** within 24 hours of the dispatch of the part. If an accident occurs at work, it must be communicated to the company immediately, to proceed with the administrative procedures corresponding to the situation. If this work accident gives rise to a medical leave, the deadlines for communication of the parties are those indicated above.

IMPORTANT NOTICE: the lack of justification of the absence from work without documenting the cause (Eg: initiation of maternity, paternity), as well as the absence of presentation within the aforementioned deadlines, will be considered a fault, and may entail a sanction, as typified in the Law on infractions and sanctions in the workplace, and may also lead to the loss of the right to the benefit. Likewise, they are informed that, in case of hospitalization or surgical intervention, they must accompany together with the cancellation part, a document that proves this circumstance.

5. Voluntary resignation

The worker must communicate in writing and with sufficient notice (15 days) to the Management of the Foundation the date from which he will stop providing his services, through the document enabled for it (Model IX of documentation).

6. Suspension and termination of the contract

The suspension and termination of contracts will be governed by the causes established in current regulations.

() In labor matters, the provisions of the RESOLUTION of December 3, 2020, of the General Directorate of Labor of the Ministry of Economy, Employment and Competitiveness, on registration, deposit and publication of the collective agreement of the Group of Companies of the Biomedical Research Foundations of the Health Institutions attached to the Madrid Health Service (SERMAS) (code number 28102923012020) published in BOCM No. 311 of December 22, 2020.*

7. Risk prevention and occupational safety

The Foundation for Biomedical Research of the University Hospital of Getafe has established an Organization Model of , through the Contract-Agreement signed with an accredited external company, as an External Prevention Service in application of 31/1995 of Prevention of Occupational Risks and RD 39/1997, which approves the Regulation that develops it. This Contract-Concert has been registered with the Labor Authority.

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

In addition, it is also reviewed annually by the Occupational Risk Prevention Service of the University Hospital of Getafe Foundation.

At present, work is being done on a framework collective for its ratification and signature, on the one hand, by the representation of the Foundations for Biomedical Research of the Health Institutions of the Community of Madrid and the representation of the Ministry of Health of the Community of Madrid and, on the other, the union representatives of the Works Council that are part of the Negotiating Committee, in accordance with the provisions of Article 87.1 of Royal Legislative Decree 2/2015, of 23 October, approving the revised text of the Workers' Statute Law.