



EUROPEAN CENTRAL BANK

27 January 2004

ADMINISTRATIVE CIRCULAR 02/2001 (rev.)

ON PROMOTION AND ADDITIONAL SALARY ADVANCEMENTS

In accordance with Articles 11.2 and 20.2 of the Rules of Procedure of the European Central Bank (ECB), and with reference to A/C 01/2001 on recruitment, this Administrative Circular lays down the procedures governing internal promotion. It furthermore sets out the rules applying to the Additional Salary Advancements.

Article 1

1.1 A member of staff shall be promoted:

- a) following a selection procedure for a vacant position, in accordance with the procedures set out in A/C 01/2001 on recruitment, when the conditions set out in Article 2 are fulfilled; or
- b) following a conversion of a position, when the conditions set out in Article 3 are fulfilled; or
- c) following a decision to grant him/her an Additional Salary Advancement in accordance with Article 5, when the conditions set out in Article 5.2 are fulfilled.

Article 2

2.1 If a member of staff has been selected for a vacant position, and

- a) his/her current salary is lower than the entry salary of the band of the new position; or
- b) the maximum salary of the band of the new position is higher than the current maximum salary of the band of the member of staff

he/she shall be promoted and the basic salary shall be increased to the entry level of the band of the position or by 3%, whichever is the higher.

Article 3

3.1 When an existing position is converted¹ into a higher position, the member of staff filling this position shall not be required to apply to the converted position and an advertising procedure shall not be necessary, subject to confirmation by the line manager that the incumbent possesses the

¹ Such conversion would normally only take place in the context of the decision on the annual budget.

required capabilities. If the higher position involves managerial responsibilities, then in addition an assessment of the managerial competencies shall be undertaken. If

- a) his/her current salary is lower than the entry salary of the band of the converted position; or
- b) the maximum salary of the band of the converted position is higher than the maximum of the hitherto maximum salary of the band of the position;

the member of staff shall be promoted and the basic salary shall be increased to the entry level of the band of the position or by 3%, whichever is the higher.

Article 4

- 4.1 A decision on promotion according to Articles 2 and 3 shall be taken by applying the rules for signing powers governing the appointment of staff as laid down in A/C 1/1998 on signing powers and powers to incur expenditure.
- 4.2 Increase of the basic salary as a result of promotion according to Articles 2 and 3 shall take effect from the first or the 15th of the month² without prejudice to the following provisions of this Article.
- 4.3 In particular cases, a trial period may apply whereby a member of staff is transferred to another position, but a return to the previous position is kept open. Once the transfer has been confirmed, the promotion shall be effected and basic salary shall be increased retroactively.

Article 5

- 5.1 After the completion of the annual Salary and Bonus Review, Additional Salary Advancements shall be possible based on the Executive Board's assessment of the merits of the individual cases concerned.
- 5.2 Such salary advancements may exceed the maximum of the band to which the position held by the member of staff concerned is allocated; in this case the band of the position shall remain the same and the decision shall amount to a promotion of the member of staff on an *ad personam* basis.

In the following years, he/she shall be entitled to further salary increases on the basis of the annual Salary and Bonus Review and/or the Additional Salary Advancements.

When this member of staff leaves the position, the vacancy shall correspond to the band allocated to the position.

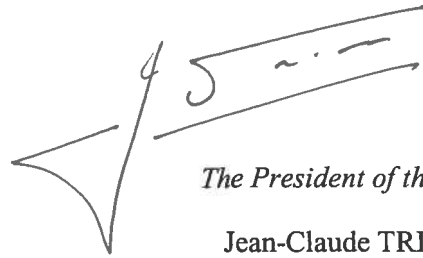
- 5.3 The procedure for the annual Additional Salary Advancement exercise shall be as follows:
 - a) the Executive Board shall outline a general orientation to Senior Management for the circumstances for which it would consider cases in the Additional Salary Advancement exercise. The orientation shall be determined annually according to prevailing circumstances;

² If the candidate selected does not meet the minimum requirements of the position, he/she shall be appointed at a lower level under the terms of a "development track", which aims to develop the salary to the entry level of the band of the position according to the individual progress in achieving the minimum requirements for the specific position.

- b) business areas shall submit individual cases to the Directorate Human Resources supported by detailed justifications;
- c) the Directorate Human Resources shall submit these to Senior Management;
- d) Senior Management shall make a recommendation to the Executive Board;
- e) when reaching its decisions, the Executive Board shall take into account the assessment of the merits of the individuals presented by the business areas and Senior Management;
- f) salary advancements awarded, as a result of this exercise, shall take effect from the first of the month immediately following the Executive Board's decision.

Done at Frankfurt am Main on 27 January 2004.³

For and on behalf of the Executive Board

A handwritten signature in black ink, appearing to be 'J. C. Trichet', written over a set of horizontal lines. The signature is slanted and includes a large, stylized initial 'J'.

The President of the ECB

Jean-Claude TRICHET

³ This Administrative Circular is a revision of "Administrative Circular 02/2001 on promotion and additional salary advancements" of 15 June 2001.