

STAFF_ASSOCIATION@MACMAIL.CERN.CH

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URGENT MESSAGE FOR STAFF MEMBERS CHANGES IN CAREER PATH

Summary: our attention has been drawn to problems which have occurred this year concerning changes in career path – we recall the rules, we indicate the problems – we propose actions.

From information gleaned from several divisions we have become aware of problems relating to changes of career paths (up to career path VI). We have asked that clarification be given by the Management, but it appears useful to also inform you directly.

The new system of career paths, MOAS, has been in force since 1st August 1991. Each staff member must be assigned to a career path which corresponds to the functions performed. As the Management has written at that time the new policy maintains the use of **objective job evaluation criteria, but at the scale of career paths**. The objective definition, succinct, of career paths in terms of major functions is given in the Staff Rules and Regulations (Annex R C 1)¹.

The initial designation of career paths which took place at the beginning of 1992 was supposed to have corresponded to the situation at that time². Future changes of career paths were foreseen in case of the evolution of the functions fulfilled.

¹ we are still awaiting the revision of the old job catalogue which linked grades with functions carried out.

² but 32% of the representative sample of staff consulted during an enquiry organised by the Staff Association have replied that they were not satisfied with this initial designation and several cases are still suspended or have been the subject of appeals.

The Staff Regulations are very clear this subject:

*"R II 2.07 A change of career path **shall occur**³ when a member of the personnel permanently assumes duties which correspond to those defined for another career path. The designation of a career path to each member of the personnel shall be periodically reviewed."*

Circular Administration No 26 – Rev. 1 dated 27 January 1993, defines what is meant by permanently assumes duties:

*"§13. At least 12 months after a staff member has taken up new major duties, his division leader (or equivalent) shall review the situation on the occasion of the next appraisal exercise. If he believes that a change of career path is justified, he shall seek the endorsement of the relevant director(s) and send a request to that end to Personnel Division which studies it and may authorize the change. **A staff member may also submit a request giving grounds for a change of career path, via his division leader, to the Leader of Personnel Division**³. Normally, a change of career path may take place after the staff member has reached the last grade of the normal advancement zone of the career path⁴."*

³ emphasis by us.

⁴ this phrase means that nothing stops a change of career path taking place even if the staff member has not reached the last grade of his career path.

The Regulations supplemented by the Circular state then that, when you have fulfilled new major duties corresponding to the next higher career path for at least twelve months, **you have the right to pass to this career path**, irrespective of your position (grade or step) in your present career path. There should therefore not be any question of “quotas” for changes of career path which must depend only upon the functions evaluated objectively without reference to grade or to step: **only the duties performed matter**.

But who must take the necessary steps? According to the Circular, your division leader will do this on the occasion of the appraisal exercise. In practice it varies from one division to another: from the information we have, the group leaders make proposals, which are then examined either by the division leader and his deputies, or by a special committee consisting of representatives from each group for example. The division leader then decides which requests for change of career path he will send to Personnel Division for study and decision. Sometimes, he discusses with the group leaders before taking his decision, sometimes he just informs them. Sometimes he neither discusses with nor informs them⁵.

The information which we have received recently relates to the interventions made by the Personnel Division to the other divisions: it has asked them to reduce the number of proposals they submit, and in certain cases, Personnel Division has specified the names of staff members that it asks to be withdrawn. Sometimes the supporting arguments advanced are the grade or step of the staff member. Some divisions have concluded that the exercise of change of career path was “partially frozen” Others fight to obtain all by advising their staff to appeal.

We consider these interventions irregular: as we have explained above, there should not be any question of ceilings and the grade and step should not be taken into consideration. Following our requests to the Management for clarification, it appears that the message which is being passed down is that “*there are no quotas for change of career path*”.

⁵ which is a pity, for the system MOAS was supposed to be “more transparent”.

We hope that this message will be well transmitted, received and taken into account and that the divisions maintain the proposals that they had initially. But what about the cases which were submitted by the group leaders and discarded by the division?

We propose to you the following steps, according to different hypotheses:

1. *you know that you were proposed for a change of career path by your group leader:* ask him (her) if he (she) knows whether your case has been submitted by your division leader to Personnel Division:

1.1 *he (she) does not know:* ask him (her) to find out then follow 1.2 or 1.3 as appropriate;

1.2 *he (she) knows it has been submitted:* wait until October⁶;

1.3 *he (she) knows it has not been submitted:* after discussion with your group leader, submit a written request giving grounds for a change of career path, via your division leader, to the Leader of Personnel Division⁷.

2. *you do not know whether you were proposed by your group leader or not:* the simplest is to ask. But in any case, all proposals must appear on the fourth page of the annual report form; if you have not yet received it, the Administration must send it to you within 60 days of the effective date of advancement decisions⁸ – the 1st July – that is to say before the end of August, otherwise ask for it.

If your group leader has proposed you, then go to point 1; otherwise, you obviously have the right to submit a request giving grounds for an examination of your functions, but we advise you to discuss this first with your supervisors.

DO IT NOW, DO NOT WAIT.

⁶ if the final decision is negative, then you can decide to make an internal appeal.

⁷ The Staff Association is ready to help you with the drafting.

⁸ Administrative Circular No 26, § 4.5.

GROUPEMENT DES ANCIENS DU CERN

La prochaine permanence du Groupement des Anciens du CERN se tiendra le:

MARDI 6 SEPTEMBRE 1994
de 14h00 à 17h00

dans les locaux de l'Association du Personnel
Bâtiment 64 R-010

Les permanences du Groupement des Anciens du CERN sont ouvertes à tous les bénéficiaires de la Caisse de Pensions.

CLUBS

CROQUET



Next international: Switzerland v. Jersey at CERN, Saturday - Sunday August 20 - 21st. Come and watch! Explanations given.

New members will be made very welcome. Initiation sessions every Thursday from 17.40. Telephone 3333 for details.

Prochain match international: Suisse - Jersey au CERN les samedi, dimanche 20 - 21 août. Venez regarder! Les explications nécessaires seront données.

Les nouveaux membres sont les bienvenus. Séance d'initiation tous les jeudis dès 17h40. Téléphoner au 3333.

AUTOMOBILE CLUB CERN



ESSO CARD

La station ESSO, en face du CERN, est fermée pour des travaux de rénovation pour une période d'environ trois mois. Les détenteurs de la ESSO CARD peuvent bénéficier des mêmes avantages auprès de deux autres stations services de la région de Genève, soit :

- ESSO CENTRE COINTRIN
- ESSO CENTRE ONEX

Pour tout renseignement, tél. au siège du Club, tél. 4007, de 17h45 à 19h30.



MICROINFORMATIQUE

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Tenant compte du nombre limité de machines disponible et le prix proposé nous appliquerons rigoureusement les priorités selon l'ordre des commandes.

Exceptionnellement pas de réservation de machines. Une seule unité par commande.



SKI

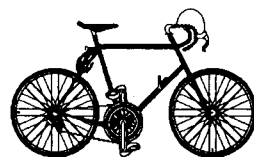
GYMNASTIQUE PREPARATOIRE AU SKI

Nos séances de gymnastique débiteront le 20 septembre, à 18h.00 et à 19h.00. Les cartes de participation seront en vente :

JEUDI 15 SEPTEMBRE de 17h.00 à 18h.00
à la Cafétéria du Restaurant No. 2
Bâtiment 504

Aucune carte ne sera vendue à l'avance. Si vous êtes absent ce jour là, veuillez déléguer un ami SVP. Une fois le nombre de cartes vendues, je ne pourrai plus rien pour vous.

Freddy Streun



VELO

Samedi 20 août 1994 : départ à 14h.00, parking de l'église de St. Genis Pouilly, pour 55 kilomètres.

"Le bonheur à trèfle" est le nom de cette sortie, porte-t-elle bien son nom ? Les participants nous le diront au retour!

Samedi 27 août 1994 : 2 possibilités :

- départ à 9h.30, parking des drapeaux CERN pour 104 kilomètres avec le tour Voirons/Salève au programme, prévoyez de l'argent de poche pour le repas de midi qui se fera à mi-chemin.
- départ à 14h.00, piscine de Ferney Voltaire pour 55 kilomètres.