

Main aspects of the criteria and procedure for the conversion of fixed-term contracts of staff members recruited for permanent positions

Scope of the convertible fixed-term contracts

Staff members recruited for permanent positions are initially offered a convertible fixed-term contract of three-year's duration. For positions allocated to salary band I or above (i.e. managerial and advisory positions) the duration of the fixed-term contract is five years.

Criteria for the conversion of fixed-term contracts

The conversion of fixed-term contracts into contracts of indefinite duration takes into account organisational considerations as well as the individual performance of the staff member during the assessment period. Accordingly, fixed-term contracts are converted when the two sets of criteria outlined below are fulfilled:

i. Organisational considerations

- The position is expected to continue in the future (i.e. the position and the tasks thereof is not expected to be subject to outsourcing/out-tasking, downsizing decisions, restructuring or else affected by the implementation of new technologies that lead to redundancies);
- The business need for the specific set of knowledge, skills and competencies of the person remains;
- The position is not needed for the re-integration of absent staff members employed on a permanent basis, returning from parental leave, unpaid leave or external mobility;

ii. Individual performance of the member of staff

Over the assessment period, the staff member should:

- Develop a set of knowledge, skills and competencies which matches the expectations outlined by the position held and should demonstrate the potential for further career development and future mobility opportunities;
- Receive salary awards of on average at least three salary steps following the ECB's annual performance review exercise.

Timeline for the conversion of fixed-term contracts

The Directorate General Human Resources, Budget and Organisation (DG-H) will normally notify the conversion of the fixed-term contract to the member of staff or the termination of the fixed-term contract six months before the contract expires.

Scope of the assessment

The assessment for the conversion of fixed-term contracts is carried out in accordance with the criteria outlined by this document and without prejudice to the assessment carried out at the end of the probationary period.

The relevant organisational considerations, the available appraisal forms and the salary increases awarded to the staff member during the assessment period define the scope of the assessment. This is carried out by DG-H and the business area's management in accordance with their respective roles and responsibilities.