



EUROPEAN CENTRAL BANK

Annex 4 LS/PvdH/09/21

27 January 2004

ADMINISTRATIVE CIRCULAR 02/2001 (rev.) - excerpts

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 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;
- 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 2004.¹

For and on behalf of the Executive Board

The President of the ECB

Jean-Claude TRICHET

¹ This Administrative Circular is a revision of "Administrative Circular 02/2001 on promotion and additional salary advancements" of 15 June 2001.