



EUROPEAN CENTRAL BANK

EUROSYSTEM

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This unofficial consolidated version of Administrative Circular 2/2011 is a documentation tool for information only.

► **B ADMINISTRATIVE CIRCULAR 2/2011**

of 19 July 2011

on promotions

Amended by:

- M1 Decision ECB/2016/NP4 of the European Central Bank of 12 January 2016 delegating certain powers to the Chief Services Officer in relation to election rules for elected committees, internal administrative inquiries, rules on secondment of members of staff for external work experience, Additional Salary Advancements and promotions.

Decision ECB/2016/NP4 does not formally amend this Administrative Circular. It is included in this consolidated version for completeness.

- M2 Decision ECB/2019/NP21 of the European Central Bank of 23 July 2019 amending the European Central Bank Staff Rules and the Rules for Short-term Employment as regards selection and appointment, and amending Administrative Circular 2/2011 on promotion.

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ADMINISTRATIVE CIRCULAR 2/2011
of 19 July 2011 on promotion

THE EXECUTIVE BOARD OF THE EUROPEAN CENTRAL BANK,

Having regard to the Statute of the European System of Central Banks and of the European Central Bank, and in particular Article 36.1 thereof,

Having regard to the Rules of Procedure of the European Central Bank, and in particular Articles 11.2 and 20.2 thereof,

HAS ADOPTED THIS ADMINISTRATIVE CIRCULAR:

Article 1

Categories of promotion

A member of staff shall be promoted after any of the following:

1. a recruitment procedure for a vacant position at a higher salary band in accordance with the rules for recruitment;
2. an upgrade of a position to a higher salary band, if the conditions set out in Article 3(2) are fulfilled;
3. a direct appointment to a position at a higher salary band for a period of less than one year, where the conditions set out in Article 4(1) are fulfilled;

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6. the successful completion of a development track following a recruitment procedure as in Article 1(1) in accordance with the rules for the development track as approved by the Executive Board;

7. the award of an Additional Salary Advancement (ASA) resulting in a promotion on an *ad personam* basis in accordance with the rules on Additional Salary Advancements.

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*Article 3***Procedure for upgrades of positions**

1. Where an existing position is upgraded to a higher banded position, which normally takes place in the context of the decision on the annual budget, an internal recruitment procedure for this higher banded position shall be conducted.
2. Such a recruitment procedure shall exceptionally not be required and the incumbent may be directly promoted to the higher banded position if the member of staff in the upgraded position has the required professional qualification and experience and fulfils the eligibility criterion of continuous outstanding performance as defined in the rules on Additional Salary Advancements. For positions upgraded to salary band I and above which involve managerial responsibilities, the decision on the promotion shall also take account of an assessment of managerial competencies.

*Article 4***Promotion following a direct appointment**

1. In order to replace an absent incumbent of a position for absences longer than six weeks but shorter than one year, a member of staff may be directly appointed to that position. Such appointment may result in a promotion where the member of staff holds a position allocated to a lower band level than the position of the absent incumbent. Such appointments and any related promotion shall be limited to less than one year.

▼M2

2. ----
3. ----

▼B*Article 5***Effects of a promotion**

1. At the effective date of promotion, the basic salary of the member of staff shall be increased to the first step of the salary band to which the new position is allocated or by 3%, whichever is higher, with the exception of promotions accompanied by a development track, where the increase in salary shall follow the development track plan in accordance with the rules for the development track.
2. Members of staff promoted pursuant to Article 1(2) or (7) shall only be eligible for an additional promotion pursuant to either Article 1(2) or (7) if in the meantime they have been successful in a recruitment procedure in accordance with the rules of recruitment for a position allocated to the salary band reached via the initial promotion or higher.

Article 6

Repeal and entry into force

1. This Administrative Circular shall repeal and replace Administrative Circular 02/2001 of 27 January 2004 on promotion and additional salary advancements.
2. This Administrative Circular shall enter into force on the first day of the month following its communication to all staff.

Done at Frankfurt am Main, 19 July 2011

For the Executive Board of the ECB

The President of the ECB

Jean-Claude TRICHET

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