

European Central Bank

**European Central Bank
Staff Rules**

1 January 2018

European Central Bank Staff Rules

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PART 0 ETHICS FRAMEWORK**0.1 General provisions and principles**

0.1.1 The privileges and immunities enjoyed by members of staff under the Protocol on the Privileges and Immunities of the European Union are accorded solely in the interests of the ECB. These privileges and immunities shall in no way exempt members of staff from fulfilling their private obligations or from complying with the applicable laws and police regulations. Whenever privileges and immunities are in dispute, the members of staff concerned shall immediately inform the Executive Board.

0.1.2 In principle, members of staff who are seconded to the ECB or on leave from another organisation or institution in order to work for the ECB on the basis of an ECB employment contract shall be integrated into the staff of the ECB, shall have the same obligations and rights as other staff, and shall perform their professional duties solely for the ECB's benefit.

0.2 Independence**0.2.1 Conflicts of interest**

0.2.1.1 Members of staff shall avoid conflicts of interest when performing their professional duties.

0.2.1.2 A 'conflict of interest' means a situation where members of staff have personal interests that may influence or appear to influence the impartial and objective performance of their professional duties. 'Personal interests' means any benefit or potential benefit, of a financial or non-financial nature, for members of staff, their family members, their other relatives or their circle of friends and close acquaintances.

0.2.1.3 Members of staff who become aware of a conflict of interest when performing their professional duties shall immediately inform their line manager thereof. The line manager may initiate any appropriate measures to avoid such conflict of interest after having sought the advice of the Compliance and Governance Office. If the conflict cannot be solved or mitigated by other appropriate measures, the line manager may relieve staff from responsibility for the relevant matter. If the conflict of interest is related to a procurement process, the line manager shall inform the Central Procurement Office or the Procurement Committee, as applicable, which shall then decide on the measures to be taken.

0.2.1.4 Prior to a candidate's appointment, the ECB shall in accordance with the rules on the selection and appointment of candidates assess whether there may be a conflict of interest resulting from the candidate's previous occupational activities or their close personal relationship to members of staff, members of the

Executive Board or members of other internal bodies of the ECB. The Selection Committee or the manager responsible for proposing the appointment shall seek the advice of the Compliance and Governance Office if they identify a conflict of interest.

0.2.2 Gifts and hospitality

0.2.2.1 Members of staff may neither solicit nor accept for themselves or any other person any advantage connected in any way with their employment with the ECB.

0.2.2.2 An 'advantage' is any gift, hospitality or other benefit of a financial or non-financial nature which objectively improves the financial, legal or personal situation of the recipient or any other person and to which the recipient is not entitled by law. Minor hospitality offered during a work-related meeting shall not be considered as an advantage. An 'advantage' is considered connected with a recipient's employment with the ECB if it is offered on the basis of the recipient's position with the ECB, rather than on a personal basis.

0.2.2.3 As an exception to Article 0.2.2.1, and provided they are not frequent and not from the same source, the following may be accepted:

- (a) hospitality offered by the private sector with a value of up to EUR 50 if it is offered in the context of a work-related occasion. This exception shall not apply to hospitality offered by current or potential suppliers or by credit institutions in the context of on-site inspections or audits undertaken by the ECB, in which cases no hospitality may be accepted;
- (b) advantages offered by other central banks, national public bodies or European and international organisations which do not go beyond what is customary and considered appropriate;
- (c) advantages offered in specific circumstances in which their rejection would have caused an offence or put the professional relationship at serious risk.

0.2.2.4 Members of staff shall register with the Compliance and Governance Office without undue delay

- (a) any advantage accepted in accordance with Article 0.2.2.3(c);
- (b) any advantage whose value cannot be clearly established to be under the thresholds provided for in Article 0.2.2.3;
- (c) any offer of third parties of advantages the acceptance of which is prohibited.

Members of staff shall hand over to the ECB any gifts accepted in accordance with Article 0.2.2.3(c). Such gifts shall become the ECB's property.

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0.2.2.5 The acceptance of an advantage shall not, in any event, impair or influence the objectivity and freedom of action of staff.

0.2.3 Procurement

Members of staff shall ensure the proper conduct of procurement procedures by maintaining objectivity, neutrality and fairness, and ensuring the transparency of their actions. Members of staff shall in particular comply with all general and specific rules related to avoiding and reporting conflicts of interest, the acceptance of advantages and professional secrecy.

Members of staff shall only communicate with suppliers participating in a procurement procedure through official channels and shall communicate with them in writing, wherever possible.

0.2.4 Awards, honours and decorations

Members of staff shall obtain authorisation from the Compliance and Governance Office before accepting awards, honours or decorations in connection with their work for the ECB.

0.2.5 Prohibition of payment from third parties for the performance of professional duties

Members of staff shall not accept for themselves any payments from third parties in respect of the performance of their professional duties. If payments are offered from third parties, they shall be made to the ECB.

Activities that relate to ECB tasks or the member of staff's responsibilities are presumed to be part of the overall professional duties of the member of staff. In case of doubt, the responsible line manager shall assess and decide whether an activity is to be considered a professional duty.

0.2.6 External activities

0.2.6.1 Members of staff shall obtain written authorisation before engaging in an external activity that is of an occupational nature or goes otherwise beyond what can be reasonably considered a leisure activity.

The Director General Human Resources or their Deputy, after consulting the Compliance and Governance Office and the relevant line managers, shall grant such authorisation if the external activity does not in any way impair the performance of the member of staff's professional duties towards the ECB and does not constitute a likely source of conflict of interest.

Such authorisation shall be granted for a maximum of five years at a time.

0.2.6.2 As an exception to Article 0.2.6.1, no authorisation shall be required for external activities that are:

(i) unremunerated, and

- (ii) in the domain of culture, science, education, sport, charity, religion, social or other benevolent work, and
- (iii) not related to the ECB or the member of staff's professional duties at the ECB.

0.2.6.3 Without prejudice to Articles 0.2.6.1 and 0.2.6.2 above, members of staff may engage in political and trade union activities, but in doing so shall not make use of their position at the ECB and shall explicitly state that their personal views do not necessarily reflect those of the ECB.

0.2.6.4 Members of staff who intend to stand for or who are elected or appointed to public office shall notify the Director General Human Resources or their Deputy, who shall decide, after consulting the Compliance and Governance Office, having regard to the interest of the service, the importance of the office, the duties it entails and the remuneration and reimbursement of expenses incurred in carrying out the duties of the office, whether the member of staff concerned:

- (a) should be required to apply for unpaid leave on personal grounds;
- (b) should be required to apply for annual leave;
- (c) may be authorised to discharge their professional duties on a part-time basis;
- (d) may continue to discharge their professional duties as before.

If a member of staff is required to take unpaid leave on personal grounds or is authorised to discharge their professional duties on a part-time basis, the period of such unpaid leave or part-time work arrangement shall correspond to the member of staff's term of office.

0.2.6.5 Members of staff shall perform external activities outside working hours. On an exceptional basis, the Director General Human Resources or their Deputy may authorise derogations from this rule.

0.2.6.6 The Director General Human Resources or their Deputy may, at any time and after consulting the Compliance and Governance Office and hearing the member of staff, where possible, require the member of staff to terminate external activities that may in any way impair the performance of the member of staff's professional duties towards the ECB or constitute a likely source of conflict of interest, even if previously authorised. If so required, members of staff shall be granted a reasonable period of time to terminate the external activities, unless an immediate cessation of such activities is necessary in the interest of the service.

0.2.7 Gainful occupation of a spouse or recognised partner

Members of staff shall inform the Compliance and Governance Office of any gainful occupational activity of their spouse or recognised partner that may lead to a conflict of interest. Should the nature of the occupational activity lead to a conflict of interest with the professional duties of the member of staff, the Compliance and Governance Office shall first inform and advise the responsible line manager with regard to the appropriate measures to be initiated to mitigate the conflict of interest, including, if necessary, relieving of the member of staff from responsibility for the relevant matter.

0.2.8 Post-employment restrictions***Negotiating prospective occupational activities***

0.2.8.1 Members of staff shall behave with integrity and discretion in any negotiations concerning prospective occupational activities. They shall inform the Compliance and Governance Office if the nature of the occupational activity may lead to a conflict of interest with the professional duties of the member of staff. If there is a conflict of interest, the Compliance and Governance Office shall inform and advise the responsible line manager with regard to the appropriate measures to be initiated to mitigate the conflict of interest, including, if necessary, relieving of the member of staff from responsibility for the relevant matter.

Notification obligations

0.2.8.2 Members of staff and former members of staff shall notify the Compliance and Governance Office before accepting any occupational activity during the following notification periods:

- (a) members of staff at salary band I or above and involved in supervisory activities: two years from the date on which their involvement in supervisory activities ceased;
- (b) members of staff at salary bands F/G to H and involved in supervisory activities: six months from the date on which their involvement in supervisory activities ceased;
- (c) other members of staff at salary band I or above: one year from the date on which they were effectively relieved of their professional duties.

Cooling-off periods

0.2.8.3 The following members of staff shall be subject to cooling-off periods:

- (a) members of staff who were during their employment with the ECB involved in supervisory activities for at least six months may only start working for:

- (1) a credit institution in the supervision of which they were directly involved after the expiry of:
 - (i) one year if they are at salary band I or above (which may in exceptional circumstances be increased to up to two years in accordance with Article 0.2.8.7);
 - (ii) six months if they are at salary band F/G to Hfrom the date on which their direct involvement in the supervision of the credit institution ceased;
- (2) a direct competitor of such a credit institution after the expiry of:
 - (i) six months if they are at salary band I or above;
 - (ii) three months if they are at salary band F/G to Hfrom the date on which their direct involvement in the supervision of the credit institution ceased;
- (b) members of staff at salary band I or above who worked in the Directorate General Economics, the Directorate General Research, the Directorate General Macro-Prudential Policy and Financial Stability, the Directorate General Market Operations, the Directorate Risk Management, the Directorate General International and European Relations, the ECB Representation in Washington, the Directorate General Secretariat (with the exception of DIV/IMS), the Counsel to the Executive Board, the Directorate General Legal Services, the Directorates General Micro-Prudential Supervision I to IV or the Secretariat to the Supervisory Board for at least six months may only start working for a financial corporation established in the Union after the expiry of three months from the date on which their work in these business areas ceased;
- (c) members of staff at salary band K or above who worked in any other ECB business area for at least six months may only start working for a financial corporation established in the Union after the expiry of three months from the date on which their work in these business areas ceased;
- (d) members of staff at salary band I or above who were during their employment with the ECB engaged in payment systems oversight for at least six months may only start working for an entity in the oversight of which they were directly involved after the expiry of six months from the date on which their direct involvement in the oversight of the entity ceased;
- (e) members of staff at salary band I or above who were during their employment with the ECB directly involved in the selection of a supplier or

the management of a contract with a supplier may only start working for such a supplier after the expiry of:

- (1) six months if the total value of the contract(s) with this supplier is more than EUR 200 000 but less than EUR 1 million;
- (2) one year if the total value of the contract(s) with this supplier is EUR 1 million or more

from the day on which their involvement ceased;

- (f) members of staff at salary band I or above may after their employment with the ECB only engage in lobbying and advocacy vis-à-vis the ECB on matters for which they were responsible during their employment with the ECB after the expiry of six months from the date on which their responsibilities for these matters ceased;
- (g) members of staff at salary band I or above who were during their employment with the ECB directly involved in a legal dispute or seriously conflictive relationship with another entity may only start working for such an entity or for any other party acting on behalf of that entity after the expiry of six months from the date on which their direct involvement ceased.

0.2.8.4 If the envisaged occupational activity falls under two different cooling-off periods, the longer one shall apply.

0.2.8.5 For members of staff whose employment with the ECB does not exceed four years the duration of the notification obligations and cooling-off periods set out in Articles 0.2.8.2 and 0.2.8.3 shall not exceed half of the duration of their employment with the ECB.

0.2.8.6 Upon the request of a member of staff, the Executive Board may exceptionally waive or reduce the cooling-off periods laid down in Article 0.2.8.3, if there are particular circumstances that exclude conflicts of interest resulting from the subsequent occupational activity. The member of staff shall submit a reasoned request including supporting evidence to the Compliance and Governance Office for decision by the Executive Board within a reasonable period.

0.2.8.7 If the cooling-off period set out in Article 0.2.8.3(a)(1)(i) applies, the Executive Board may in exceptional circumstances and upon a proposal from the Compliance and Governance Office decide to increase that cooling-off period up to a maximum of two years where conflicts of interest persist.

0.3 Professional Standards**0.3.1 Professional secrecy**

Members of staff shall comply with the ECB's rules on management and confidentiality of documents, in particular seek authorisation to make disclosure of information within and outside the ECB, where necessary.

0.3.2 Relations with external parties

0.3.2.1 Members of staff shall be mindful of the ECB's independence, reputation and the need to maintain professional secrecy. In the performance of their professional duties, members of staff shall neither seek nor take instructions from any government, authority, organisation or person outside the ECB. Members of staff shall inform their line manager of any attempt by a third party to influence the ECB in the performance of its tasks.

When expressing views on issues on which the ECB has not established a position, members of staff shall explicitly state that their personal views do not necessarily reflect those of the ECB.

0.3.2.2 Members of staff shall maintain a high level of accessibility in their contacts with other European institutions, bodies, agencies and international organisations and be responsive and make themselves available for timely reactions.

Members of staff shall conduct their relations with their colleagues in the national central banks of the European System of Central Banks (ESCB) and the national competent authorities which participate in the single supervisory mechanism (SSM) in a spirit of close mutual cooperation, bearing in mind their obligations towards the ECB and the impartial role of the ECB within the ESCB.

0.3.2.3 Members of staff shall maintain caution in their relations with interest groups and the media. Members of staff shall refer all requests for information by the general public or the media to the Directorate General Communications and Language Services (DG/C) in accordance with the provisions laid down in the Business Practice Handbook. Members of staff shall refer all requests by the general public or the media for access to ECB documents to the Directorate General Secretariat in accordance with the provisions laid down in the Business Practice Handbook.

0.3.2.4 Members of staff who intend to speak at external conferences or seminars or consider contributing to external publications shall seek prior authorisation in accordance with the Business Practice Handbook and comply with the relevant provisions.

0.3.2.5 Articles 0.3.2.3 and 0.3.2.4 shall not apply to staff representatives with regards to matters falling within their mandate. Staff representatives may inform DG/C about any media contacts, speeches or external publications in good time. Their

duty of loyalty and professional secrecy obligations shall remain fully applicable in all cases.

0.3.3 *In-house relations*

0.3.3.1 Members of staff shall comply with their managers' instructions and with applicable reporting lines. If members of staff consider that an instruction given to them is irregular, they shall inform their line manager of their concerns, or, if they consider that the line manager has not sufficiently addressed their concerns, their Director General, Director or their Deputy. If the instruction is confirmed by the Director General, Director or their Deputy in writing, members of staff shall execute such instruction unless it is manifestly illegal.

0.3.3.2 Members of staff shall not require other staff to perform private tasks for them or for others.

0.3.3.3 Members of staff shall behave loyally towards their colleagues. In particular, members of staff shall neither withhold from other members of staff information that may affect the conduct of business, particularly to gain a personal advantage, nor provide false, inaccurate or exaggerated information. Moreover, they shall not obstruct or refuse to cooperate with colleagues.

0.3.4 *Respect of the principle of separation between supervisory and monetary policy functions*

Members of staff shall respect the principle of separation between supervisory and monetary policy functions as specified in the rules implementing this principle.

0.4 Private financial transactions

0.4.1 *General principles*

0.4.1.1 Members of staff shall employ utmost caution and care when making private financial transactions for their own account or for the account of a third party to safeguard the reputation and credibility of the ECB as well as public confidence in the integrity and impartiality of its staff. Their private financial transactions shall be non-speculative, restrained and in reasonable proportion to their income and wealth in order not to put their financial independence at risk.

0.4.1.2 The Compliance and Governance Office may issue binding guidelines for the interpretation and application of this Article. Subject to the approval by the Executive Board, the Compliance and Governance Office may in particular specify further private financial transactions which shall be prohibited or subject to prior authorisation under Articles 0.4.2.2 and 0.4.2.3 if such transactions are or may be perceived to be in conflict with the ECB's operations. The Compliance and Governance Office shall publish such guidelines by appropriate means.

0.4.1.3 Members of staff shall be prohibited from using or attempting to use information which pertains to the activities of the ECB, national central banks, national competent authorities or the European Systemic Risk Board, and which has not been made public or is not accessible to the public (hereinafter 'inside information'), to further their own or another's private interests.

Members of staff are specifically prohibited from taking advantage of inside information in any private financial transaction or in recommending or advising against such transactions.

0.4.1.4 In case of doubt as regards the interpretation of this Article, members of staff shall seek the advice of the Compliance and Governance Office before engaging in a private financial transaction.

0.4.2 *Categories of private financial transactions*

Without prejudice to the general obligations laid down in Articles 0.4.1 and 0.4.3, members of staff shall comply with the rules applicable to the following categories:

- (a) exempt private financial transactions;
- (b) prohibited private financial transactions;
- (c) private financial transactions subject to prior authorisation;
- (d) private financial transactions subject to ex-post reporting.

0.4.2.1 *Exempt private financial transactions*

Without prejudice to the general obligations laid down in Articles 0.4.1 and 0.4.3, members of staff may make the following private financial transactions without being subject to any restrictions or notification obligations:

- (a) purchase or sale of units in a collective investment scheme in respect of which the member of staff has no influence on the investment policy, except schemes whose main purpose is to invest in assets falling under Articles 0.4.2.2(b) and 0.4.2.3(b) and (c), as well as funds transfers and foreign exchange transactions directly connected with such purchase or sale;
- (b) purchase or redemption of insurance policies or annuities;
- (c) purchase or sale of foreign exchange for the occasional acquisition of non-financial investments or assets, for private travel purposes, or to cover current or future personal expenses in a currency other than that in which the salary of the member of staff is paid;
- (d) expenditures, including purchase or sale of non-financial investments or assets including real estate;
- (e) arrangement of mortgages;

- (f) transfer of funds from a member of staff's current or savings account held in any currency to another current or savings account owned by them or a third party;
- (g) other private financial transactions which are neither prohibited nor subject to prior authorisation and the value of which does not exceed EUR 10 000 within any given calendar month. Members of staff shall not split up private financial transactions in order to circumvent this threshold.

0.4.2.2 Prohibited private financial transactions

Members of staff shall not make any of the following private financial transactions:

- (a) transactions relating to or with either a private legal entity or individuals with whom the member of staff has an on-going professional relationship on behalf of the ECB;
- (b) transactions concerning (i) individual marketable bonds and shares issued by financial corporations (except central banks) established or having a branch in the Union; (ii) derivative instruments related to such bonds and shares; (iii) combined instruments if one of the components falls under (i) or (ii); and (iv) units in collective investment schemes whose main purpose is to invest in such bonds, shares or instruments.

0.4.2.3 Private financial transactions subject to prior authorisation

Members of staff shall request the authorisation of the Compliance and Governance Office before making the following financial transactions:

- (a) short-term trading, i.e. the sale or purchase of assets with the same International Securities Identification Number (ISIN) which have been purchased or sold within the previous month. No authorisation is required if the subsequent sale is made in execution of a stop-loss order which the member of staff has given to their broker;
- (b) transactions exceeding EUR 10 000 within any given calendar month in (i) government securities issued by euro area Member States; (ii) derivative instruments related to such government securities; (iii) combined instruments if one of the components falls under (i) or (ii); and (iv) units in collective investment schemes whose main purpose is to invest in such securities or instruments;
- (c) transactions exceeding EUR 10 000 within any given calendar month in (i) gold and gold-related derivative instruments (including gold-indexed securities); (ii) shares, bonds or related derivative instruments issued by companies whose principal business is mining or producing gold; (iii) combined instruments if one of the components falls under (i) or (ii);

and (iv) units in collective investment schemes whose main purpose is to invest in such securities and instruments;

- (d) foreign exchange transactions other than those listed in Article 0.4.2.1(c) and exceeding EUR 10 000 within any given calendar month.

0.4.2.4 *Private financial transactions subject to ex-post reporting*

Members of staff shall report to the Compliance and Governance Office any private financial transaction exceeding EUR 10 000 within any given calendar month which does not fall under one of the previous three categories within 30 calendar days after its execution. The Compliance and Governance Office shall define the information to be reported, the reporting format and the procedure.

The obligation to report shall apply in particular to:

- (a) loans other than mortgages (including switching from a fixed to a floating arrangement, or vice-versa, or extending an existing loan). Members of staff shall indicate whether the loan is used for the acquisition of financial instruments;
- (b) interest rate-related derivatives and derivatives based on indices;
- (c) purchases or sales of shares of corporations other than the ones set out in Article 0.4.2.2(b) and bonds issued by such corporations.

0.4.2.5 *Existing assets resulting from prohibited transactions*

Members of staff may keep assets resulting from transactions within the meaning of Article 0.4.2.2:

- (a) which they hold at the moment when they become subject to the restrictions laid down in Article 0.4;
- (b) which they acquire at a later point in time without action by them, in particular by way of inheritance, gift, change in their family status, or as a result of a change in the capital structure or a change of control of the entity in which the member of staff holds the assets or rights;
- (c) which they acquired at a time when the transaction was not yet prohibited.

Members of staff may dispose of or exercise any rights attached to those assets subject to prior authorisation by the Compliance and Governance Office.

Members of staff shall seek the Compliance and Governance Office's advice if keeping these assets may create a conflict of interest. In such a case, the Compliance and Governance Office may request the member of staff to dispose of such assets within a reasonable period of time, if such disposal is necessary to avoid a conflict of interests.

0.4.2.6 Request for authorisation

Any request for authorisation in accordance with Article 0.4.2.3 or 0.4.2.5 shall be submitted to the Compliance and Governance Office at least five working days prior to the envisaged order date in the format specified by the Compliance and Governance Office. The Compliance and Governance Office shall decide on the request within five working days considering in particular and where relevant: (a) the professional duties of the member of staff and their access to relevant inside information; (b) the speculative/non-speculative nature of the transaction; (c) the amounts involved, if indicated; (d) the reputational risk for the ECB; (e) the timing, in particular the proximity to a meeting of the ECB's decision-making bodies. The Compliance and Governance Office may make an authorisation subject to certain conditions. If the Compliance and Governance Office does not react to a request for authorisation within five working days, the transaction shall be deemed to be authorised.

0.4.2.7 Discretionary asset management by a third party

Financial transactions shall be exempted from the restrictions laid down in Articles 0.4.2.2 to 0.4.2.6 to the extent that they are made by a third party to whose discretion the member of staff has entrusted the management of their private financial transactions under a written asset management agreement. This exemption is subject to the authorisation by the Compliance and Governance Office. The authorisation shall be granted if evidence is provided that the terms and conditions ensure that the member of staff cannot directly or indirectly influence any management decision to be taken by the third party. The member of staff shall inform the Compliance and Governance Office about any change to the terms and conditions of the asset management agreement.

0.4.3 Compliance monitoring

0.4.3.1 Members of staff shall provide the Compliance and Governance Office with a current list of:

- (a) their bank accounts, including shared accounts, custody accounts, credit card accounts and accounts with stockbrokers; and
- (b) any powers of attorney which third parties have conferred on them in connection with their bank accounts, including custody accounts. Members of staff may only hold and use powers of attorney for third party bank accounts where they are allowed to make available to the ECB the relevant records in line with Article 0.4.3.2.

Members of staff shall keep this list up-to-date.

0.4.3.2 In view of their reporting obligations under Article 0.4.3, members of staff shall keep records for the previous and current calendar years of all of the following:

- (a) account statements for all accounts listed in Article 0.4.3.1;
- (b) any sale or purchase of financial assets or rights made by members of staff or third parties at the risk and for the account of members of staff or made by members of staff at the risk and for the account of third parties;
- (c) the conclusion or the amendment of mortgages or other loans at their own risk and for their own account, or by them at the risk and for the account of others;
- (d) their dealings in relation to retirement plans, including the ECB's Pension Scheme and Retirement Plan;
- (e) any powers of attorney which third parties have conferred on them in connection with their bank accounts, including custody accounts;
- (f) the terms and conditions of any written asset management agreement as defined in Article 0.4.2.7 and of amendments to such agreement.

0.4.3.3 Subject to the approval of the Executive Board, the Compliance and Governance Office may request an external service provider to carry out:

- (a) regular compliance checks covering a certain percentage of members of staff as determined by the Compliance and Governance Office; and
- (b) ad-hoc compliance checks focusing either on a specific group of members of staff or on specific types of transactions.

For the purpose of such compliance checks, the Compliance and Governance Office may request the members of staff concerned to provide, for a period of time to be specified, the records listed in Article 0.4.3.2 in a sealed envelope for onward transmission to the external service provider. Members of staff shall provide such records within the time limit set by the Compliance and Governance Office.

0.4.3.4 Without prejudice to Article 0.4.3.5, the external service provider shall treat all information and documentation received in strictest confidence and shall use it only for the purpose of carrying out compliance checks.

0.4.3.5 If the external service provider identifies evidence giving rise to a suspicion of a breach of professional duties by a member of staff or a breach of contractual duties by an external person working for the ECB and subject to the restrictions laid down in Article 0.4 by way of their contract, they shall report such a potential breach together with the supporting documentation to the Compliance and Governance Office. The Compliance and Governance Office shall assess the potential breach and, if the suspicion is substantiated, report it to the competent body or business areas for further investigations, if necessary, or disciplinary follow-up. The report of the external service provider, including the supporting

documentation submitted in accordance with the rules above, may be part of any subsequent internal and/or external proceedings.

- 0.4.3.6 The obligations of members of staff under Article 0.4.3 shall continue to apply until the end of the calendar year following the year in which their employment ended. The prohibition to use inside information laid down in Article 0.4.1.3 shall continue to apply as long as the information has not been made public.

0.5 Dignity at work

- 0.5.1 Members of staff shall respect the dignity of their colleagues and refrain from any inappropriate behaviour that demeans others. They shall show sensitivity to and respect for others.

0.5.2 Definitions

For the purpose of the ethics framework, the following definitions shall apply:

1. 'Dignity at work' means the absence of inappropriate behaviour. Inappropriate behaviour means any form of direct or indirect discrimination, physical violence, psychological harassment (also referred to as bullying or mobbing) and sexual harassment.
2. 'Direct discrimination' shall be taken to occur where one person, because of their nationality, gender, racial or ethnic origin, religion or belief, disability, age or sexual orientation, is, has been or would be treated less favourably than another person in a comparable situation.
3. 'Indirect discrimination' shall be taken to occur where an apparently neutral provision, criterion or practice would put a person at a particular disadvantage on the grounds of nationality, gender, racial or ethnic origin, religion or belief, disability, age or sexual orientation compared to another person, unless the provision, criterion or practice is objectively justified.
4. 'Physical violence' means the intentional use of physical force or the threat of physical force against another person that results in physical, sexual or psychological harm.
5. 'Psychological harassment' means any improper conduct that takes place over a period, is repetitive or systematic and involves physical behaviour, spoken or written language, gestures or other intentional acts that may undermine the personality, dignity or physical or psychological integrity of any person.
6. 'Sexual harassment' means conduct relating to sex which is unwanted by the person to whom it is directed and which has the purpose or effect of offending that person or creating an intimidating, hostile, offensive or disturbing environment.

The inappropriateness of the behaviour shall be assessed objectively from the perspective of a reasonable third party.

0.5.3 Procedures

0.5.3.1 Members of staff that consider themselves to have been the target of inappropriate behaviour may have recourse to both an informal procedure and a formal procedure. Members of staff initiating any such procedure shall not suffer any negative consequences therefor unless in the context of the procedure they are found to have made deliberately false or malicious complaints.

0.5.3.2 Informal procedure

Under the informal procedure, the member of staff concerned may:

- (a) approach the alleged wrongdoer directly;
- (b) involve a trusted person of their choice including a staff representative;
- (c) involve their line manager for immediate management action; or
- (d) involve the Social Counsellor.

0.5.3.3 Formal procedure

If the member of staff concerned considers that the informal procedure is not appropriate or if the informal procedure has not been successful, the member of staff concerned may request the Director General Human Resources or their Deputy to take appropriate (interim) measures. The Director General Human Resources or their Deputy shall treat such requests rapidly, seriously and confidentially. If necessary, the Director General Human Resources or their Deputy may report the matter to the competent body to decide whether to initiate an internal administrative inquiry.

0.5.3.4 Managers who become aware of inappropriate behaviour which cannot be addressed properly by immediate management action shall report such behaviour without undue delay to the Director General Human Resources or their Deputy who shall decide on the follow-up in line with Article 0.5.3.

0.5.3.5 Other members of staff who become aware of inappropriate behaviour may report such behaviour to their line manager or, if need be, directly to the Director General Human Resources or their Deputy. The rules on the protection of staff reporting breaches of professional duties shall apply accordingly.

0.6 Use of ECB resources

Members of staff shall respect and protect ECB property. All equipment and facilities, whatever their nature, are provided by the ECB for official use only, unless private use is permitted either according to the relevant internal rules in the Business Practice Handbook or under special authorisation by the Director General Human Resources or their Deputy. Members of staff shall take all

reasonable and appropriate measures to limit costs, so that the available resources can be used most efficiently.

0.7 Implementation

0.7.1 Without prejudice to Article 0.4.2, the Compliance and Governance Office, together with the Director General Human Resources or their Deputy, may issue guidelines on the interpretation and application of the ethics framework.

0.7.2 Members of staff may request the Compliance and Governance Office, or the Director General Human Resources or their Deputy in cases where they are competent to decide, to provide guidance on any matter related to their compliance with the ethics framework. Staff conduct that fully complies with the advice given by the Compliance and Governance Office or the Directorate General Human Resources shall be presumed to comply with the ethics framework and shall not give rise to any disciplinary procedure. Such advice shall not, however, release staff from any liabilities under national law.

PART 1 GENERAL PROVISIONS

1.1 Personal file

The provisions of Article 7 of the Conditions of Employment are applied as follows:

1.1.1 There shall be only one personal file for each member of staff. Medical certificates and related documents required for the application of the Conditions of Employment shall be an integral part of a member of staff's personal file but shall be separately stored in the Directorate General Human Resources.

The medical file, which shall not form part of the personal file, shall be retained by the ECB's Medical Adviser, who will be solely responsible for it.

1.1.2 The ECB shall implement appropriate measures to protect personal data against accidental or malicious destruction, loss, alteration, unauthorised disclosure or unauthorised access.

1.1.3 The personal file of a member of staff shall contain:

- (a) all documents concerning his/her administrative status and all reports relating to his/her ability, efficiency and conduct; and
- (b) any comments by the member of staff on such documents.

A member of staff shall have the right, even after leaving the ECB, to acquaint himself/herself with all the documents in his/her file.

1.1.4 The personal file shall be confidential. Access to it will be granted only to

- (a) the member of staff concerned;

- (b) members of the Executive Board;
- (c) members of staff who, for professional reasons, need to have access to the information contained in the file and whose access is authorised by the Director General Human Resources or their Deputy. These parties will be subject to the legal obligation of professional secrecy;
- (d) subject to the approval of the Chief Services Officer, on behalf of the Executive Board, a member of staff may authorise the Directorate General Human Resources to make his/her personal file available to third parties.

1.1.5 Provided that there are no pending claims, the personal file shall be retained for a maximum of 10 years. The retention period for the personal file shall commence either when the staff member's employment with the ECB ceases or following the last ECB pension payment to either the pensioner or their entitled dependants. Medical certificates and relating documents required for the application of the Conditions of Employment shall be retained for a maximum of five years commencing on the date of their submission.

1.2 Right to strike

The provisions of Article 8 of the Conditions of Employment are applied as follows:

- 1.2.1 Strike is the deliberate collective abstention from work of employees.
- 1.2.2 A strike must be organised by a body which is recognised by the Executive Board as representing a group of members of staff (such as the Staff Committee) or by a body representing at least one sixth of the total members of staff or which, within a Directorate or Directorate General of the ECB represents at least one third of the members of staff.
- 1.2.3 The organising body shall inform the Executive Board in writing of the intention to strike at least ten working days before the first day of the strike. The written notice shall state the precise nature of the dispute, the precise nature of the proposed strike action, and the period during which the strike is going to take place.
- 1.2.4 The Executive Board of the ECB shall determine, on a case by case basis, the minimum services to be assured at the ECB during a strike.
- 1.2.5 Unless the Executive Board decides otherwise, the total period of the strike shall be deducted from the salary and salary related payments of the member of staff taking part in a strike.
- 1.2.6 No member of staff shall be forced to strike against his/her will.

- 1.2.7 No disciplinary action may be taken against any member of staff participating in a strike unless the member of staff has been nominated to provide the minimum services described above and fails to do so in order to take part in the strike.

1.3 **Secondment**

Members of staff may perform their duties with the ECB while seconded or on leave from their parent organisation or institution. In these circumstances they shall be integrated into the staff of the ECB, having the same obligations and rights as the other members of staff, and shall perform their duties solely for the benefit of the ECB.

PART 1A THE SELECTION AND APPOINTMENT OF CANDIDATES

The provisions of Article 8(a) of the Conditions of Employment are applied as follows:

1a.1 **General provisions**

- 1a.1.1 The selection of candidates shall be based upon a comparison of the merits of the candidates against the requirements of the position and shall result in appointing individuals with the highest levels of ability, efficiency and integrity.

The selection of candidates shall also aim to achieve diversity in particular of gender and nationalities from among the Member States of the European Union. If the candidates have equal merits against the requirements of the position, the diversity of gender and/or nationality may be used as additional criterion.

Candidates with disabilities shall be reasonably accommodated.

- 1a.1.2 Candidates shall be eligible for appointment if:

- (i) they are a national of a Member State of the European Union or an acceding country;
- (ii) they enjoy their full rights as a citizen;
- (iii) they have the academic degrees, qualifications and/or professional experience required by the position;
- (iv) they have a thorough knowledge of English and a satisfactory knowledge of at least a second official Union language;
- (v) they are medically fit to perform their duties;
- (vi) there is no objection, from a security perspective, to the candidate performing their duties.
- (vii) there is no conflict of interest between their previous occupational activities during the last two years and the position for which they are

applying or the conflict of interest can be mitigated by appropriate measures.

Exceptions to the above may be authorised by:

- (i) the Chief Services Officer, on behalf of the Executive Board, in respect of condition (a) for positions at salary bands A to I;
- (ii) the Executive Board in respect of all other cases.

Close relatives, spouses, recognised partners or persons with a close personal relationship to members of staff or to members of the Executive Board and other decision-making bodies of the ECB shall not be recruited as subordinates of an ECB member of staff or of a member of the Executive Board.

1a.2 Selection procedures

1a.2.1 Positions shall be filled by means of

- (a) a selection procedure leading to:
 - (i) recruitment as the result of an internal or external recruitment procedure;
 - (ii) horizontal transfer as the result of a call for expressions of interest;
or
- (b) direct appointment.

Positions shall initially be filled by means of a call for expressions of interest or internal recruitment, unless the conditions for external recruitment or direct appointment are met.

1a.2.2 Positions shall be filled by external recruitment in any of the following cases:

- (a) if the position is part of the Graduate Programme;
- (b) if the position is allocated to salary band I or above;
- (c) if, on the advice of the business area concerned, the Director General of the Directorate General Human Resources or their Deputy agrees:
 - (i) that it is unlikely that there will be suitable internal candidates; or
 - (ii) that there is an extraordinary urgency to fill a particular position;
- (d) if authorised by the Executive Board for positions at salary band J or above, or the Chief Services Officer, on behalf of the Executive Board, for positions at salary bands A to I.

1a.3 Vacancy notice and applications

1a.3.1 When seeking to fill a position by means of a recruitment procedure or a call for expressions of interest, the ECB shall publish a vacancy notice setting out:

- (a) the position title and the salary band to which the position is allocated;

- (b) the main responsibilities and requirements of the position;
- (c) a description of the educational and other qualifications, technical and behavioural competencies and/or experience required or desired;
- (d) the nature and duration of the contract;
- (e) the applicable selection procedure;
- (f) the closing date and the submission channel for applications.

The minimum duration of publication shall be three weeks for recruitment procedures and 10 calendar days for calls for expressions of interest.

1a.3.2 Candidates shall have at least the following academic degrees:

- (a) a bachelor's degree for positions at salary band E/F;
- (b) a master's degree for positions at salary band F/G and above.

The selection committee shall assess the equivalence of university degrees.

If provided for in the vacancy notice, the selection committee may equate substantial professional experience in performing the required duties to an academic degree, taking into account relevant professional training.

1a.3.3 Candidates may apply for positions, if they are eligible for employment and fulfil the following additional requirements:

- (a) for internal vacancies: be a member of staff on an indefinite or a fixed-term contract and have completed their probationary period at the closing date for the submission of applications or be a graduate programme participant having completed 18 months of active service within the programme at the closing date for the submission of applications;
- (b) for a call for expressions of interest: be a member of staff on an indefinite or a fixed-term contract, having completed three years of service at the same or higher salary band as the position advertised at the closing date for the submission of applications;
- (c) for ESCB/IO vacancies: have and continue to have, for a period of at least one year beyond the duration of their appointment at the ECB, an employment relationship with:
 - (i) an ESCB national central bank;
 - (ii) any other employer performing central banking tasks; or
 - (iii) a European institution, body or agency, or an international governmental organisation;
- (d) for Graduate Programme vacancies,
 - (i) external candidates shall have

- completed a master's or PhD degree not more than two years prior to the closing date for the submission of applications;
- complied with the requirements for mandatory military service or alternative service or be in a position to obtain a waiver from such obligation for the duration of their appointment to the Graduate Programme.

(ii) internal candidates shall have a master's or PhD degree.

1a.3.4 Candidates shall submit their complete applications via the ECB's electronic recruitment system. The system shall acknowledge the receipt of applications. Applications received after the closing date shall not be considered, unless the delay is caused by the unavailability of the ECB's electronic recruitment system. Candidates shall provide information about any actual or potential conflict of interest that may arise from previous occupational activities during the last two years.

1a.4 Selection committees

1a.4.1 A selection committee shall conduct the selection procedure respecting the secrecy of the procedure and ensuring objectivity by avoiding conflict of interests.

It shall be composed of:

- (a) for fixed-term recruitment:
 - (i) a chairperson and one representative from the business area filling the position, including a manager in the reporting line of the position;
 - (ii) one representative from another business area;
 - (iii) a Directorate General Human Resources representative;
 - (iv) on request of the manager filling the position, one additional representative from the business area filling the position and one additional representative from another business area.
- (b) for short-term recruitment or for a call for expressions of interest: a minimum of two representatives from the business area filling the position, including a manager in the reporting line of the position.
- (c) for Graduate Programme recruitment:
 - (i) a chairperson holding a position at salary band J or above;
 - (ii) a vice-chairperson holding a position at salary band I or above;

- (iii) three other members from different business areas holding a position at salary band H or above;
- (iv) a Directorate General Human Resources representative.

A selection committee may include observers.

- 1a.4.2 Selection committee members shall hold a position at least one salary band higher than the position to be filled, except the Directorate General Human Resources representative and at most one member from another business area, if the latter enhances the diversity of the selection committee and holds a position allocated to the same salary band as the position to be filled.
- 1a.4.3 Selection committee members shall inform the selection committee if they have a close relationship with a candidate and shall withdraw or are asked by the Chair of the selection committee to withdraw from a procedure if they consider the objectivity of the procedure endangered.
- 1a.4.4 The Directorate General Human Resources representative shall oversee the sound and consistent application of the selection rules, endorse the composition of the selection committee and, where necessary, give instructions to ensure compliance.
- 1a.4.5 The selection committee shall take decisions by agreement among its members. In case of disagreement, for positions at salary bands A to H, the business area head filling the position, and for positions at salary band I or above, the Chief Services Officer, on behalf of the Executive Board, shall decide.

1a.5 Assessment of candidates

- 1a.5.1 After the closing date, the selection committee shall assess the comparative merits of the candidates and short-list at least two candidates who meet the requirements of the vacancy notice and invite at least two short-listed candidates to participate further in the selection procedure.

For internal recruitment procedures where the selection committee is not able to short-list at least two candidates who meet the requirements, it shall close the recruitment procedure.

For external recruitment procedures where the selection committee is only able to short-list one candidate who meets the requirements, it shall decide to continue the selection procedure with one short-listed candidate or to close it.

A candidate not invited to participate further in the selection procedure may be put on hold and later invited or rejected.

Candidates shall respond and make themselves available within one week after having been invited to participate further in the selection procedure. The selection committee shall decide whether to accommodate requests from

candidates unable to make themselves available for the selection procedure in due time.

1a.5.2 All selection procedures shall include at least one interview with the selection committee. Selection procedures for positions allocated to salary band I and above shall include an assessment of managerial and leadership competencies by an external provider. The selection committee may decide on additional selection tools. Candidates shall not disclose the content of selection tools until after completion of the selection procedure.

1a.5.3 Travel expenses incurred by applicants shall be borne by the ECB within the limits and under the conditions further specified by the Directorate General Human Resources.

1a.5.4 The selection committee may consider relevant references provided by the candidate from current or past employers and ECB managers. Referees may be contacted at any time following the submission of an application.

1a.5.5 The selection committee shall assess the merits of the candidates who participated further in the selection procedure and rank them against the requirements in the vacancy notice. If the selection committee considers that none of the candidates are suitable, it may decide to invite additional candidates from the short-list whose applications were put on hold.

The selection committee shall decide on the list of suitable candidates and propose their ranking. It may place one or several suitable candidates onto a reserve list in the order of their suitability.

1a.5.6 For positions at salary band A to H, the business area head filling the position, for positions at salary band I, the Chief Services Officer, for positions at salary band J and above, the Chief Services Officer, or the relevant Executive Board member in charge of the business area filling the position, shall endorse the list of suitable candidates and may amend the proposed ranking. Amending the proposed ranking of suitable candidates shall require a statement of reasons.

1a.5.7 Only individuals on the list of suitable candidates may be appointed to a position. For managerial positions at salary band I and above, candidates shall only be eligible for appointment if their managerial and leadership skills were assessed by an external provider resulting in a recommendation of the candidate. If a candidate was not recommended, the majority of the selection committee on a reasoned proposal may propose to overrule this assessment based on the candidate's substantial and successful managerial experience at the ECB as evidenced by the candidate and documented in the selection memorandum. The Director General Human Resources or their Deputy may challenge this proposal in the selection memorandum to the Chief Services

Officer, acting on behalf of the Executive Board, for positions at salary band I, or the Executive Board for positions at salary band J or above.

1a.6 Closure of the selection procedure

1a.6.1 The ECB shall inform the candidates of the outcome of the selection procedure.

1a.6.2 The secrecy of the selection procedure shall be safeguarded by restricting the access of candidates to their respective submissions in the selection procedure and the parts of the assessment relating to them including any reference information obtained therein.

1a.6.3 With the exception of security clearance documents, the Directorate General Human Resources shall keep all relevant selection documentation for a period of five years from the closing date for the submission of applications.

1a.7 Direct appointment

Positions may be filled by means of direct appointment, in order

- (a) to fill a position for short-term employment or short-term transfer;
- (b) to fill a position by horizontal transfer, if
 - (i) the position is at salary band I or above,
 - (ii) members of staff swap their positions,
 - (iii) the position is filled from within the same business area, or
 - (iv) the transfer is warranted in the interest of the service;
- (c) to appoint a candidate from the reserve list for a recruitment procedure for the same or a similar position within 12 months from the date of the decision to appoint the successful candidate;
- (d) to appoint a candidate directly to a position of Counsellor to a member of the Executive Board. If a candidate has been appointed to a vacant position of Counsellor to a member of the Executive Board such appointment shall be limited in time and shall not extend beyond the term of office of that member of the Executive Board. This time limitation may be exceptionally extended for transitional purposes;
- (da) to directly appoint an internal or an external candidate to the position of Chief Services Officer. The employment relationship, to which a time limitation applies as laid down in Article 10(e) of the Conditions of Employment may, exceptionally, be extended for transitional purposes for a maximum period of 12 months; or
- (e) to fill the position of Head of Business Area or Adviser to the Executive Board with an internal candidate where all the following conditions are met:

- (i) the position cannot suitably be filled by horizontal transfer;
- (ii) the candidate has outstanding qualifications and the highest merit, including very good management performance required for the position;
- (iii) the candidate currently holds a position allocated to salary band J for an appointment to a position allocated to salary band K, or currently holds a position allocated to salary band K for an appointment to a position allocated to salary band L.

Direct appointments to managerial positions shall require an assessment of managerial and leadership skills by an external provider resulting in a recommendation, unless:

- (i) the appointment is for a period of three months or less; or
- (ii) the appointee has a documented positive track record of managerial performance at the same level as the appointment.
- (iii) the appointment is at the level of Head of Business Area or to the position of the Chief Services Officer.

1a.8 Appointment

The provisions of Article 8(b) of the Conditions of Employment shall apply as follows: The Director General Human Resources or their Deputy shall decide on the appointment of staff for positions at salary band A to H and may sub-delegate the decisions on appointments for short-term employment. On behalf of the Executive Board, the Chief Services Officer shall decide on the appointment of staff for positions at salary band I. The Chief Services Officer, on behalf of the Executive Board, shall decide on the extension or change to permanent appointments of temporary appointments for positions at salary band J previously decided by the Executive Board.

PART 2 EMPLOYMENT RELATIONS

2.0 Conversion of contracts for a definite period

The provisions of Article 10(c) of the Conditions of Employment are applied as follows:

The following members of staff shall be eligible to an employment contract for an indefinite period (hereinafter the 'convertible contracts'):

- (a) members of staff assigned to a permanent and vacant post below the I band and engaged for a fixed period of three years; and

- (b) members of staff assigned to a permanent and vacant post at the I band and above and engaged for a fixed period of five years.

Subject to the interest of the service, such contracts (hereinafter 'convertible contracts') may be converted in case of at least overall satisfactory performance of the member of staff over the period of the convertible contract. At least six months prior to the expiry of a convertible contract the decision whether or not to convert the contract shall be taken by:

- (a) the Director General Human Resources or their Deputy, after having consulted the Director General or Director of the business area in which the member of staff assigned to a post below the I band is employed; or
- (b) the Chief Services Officer, on behalf of the Executive Board, for members of staff assigned to a post at the I band or above.

2.0a Conditions for non-convertible fixed-term contracts and successive contracts

The provisions of Article 10(d) of the Conditions of Employment are applied as follows:

1. Non-convertible fixed-term contracts may be issued in the following cases:
 - (a) against a non-vacant permanent post to replace a member of staff, in particular, but not exclusively, who is absent on maternity, parental or unpaid leave or due to part-time work. The maximum duration of these contracts shall be six years, with the possibility of extension for up to ten years for the same replacement;
 - (b) against a vacant non-permanent post which meets one of the following conditions:
 - (i) it has been created to address specific time-limited organisational needs. The maximum duration of these contracts shall be six years, with the possibility of extension for up to ten years if justified by the continuation of the specific organisational need;
 - (ii) it relates to the performance of specific time-limited tasks linked to an extraordinary increase of workload related to exceptional circumstances affecting an area of work and which cause a justifiable need for specific skills during a limited period of time. The maximum duration of these contracts shall be six years;

(iii) it requires on a recurrent basis up-to-date specialised knowledge in a specific field that is needed to perform specific tasks for a limited period of time and is not available internally within the ECB. The maximum duration of these contracts shall be six years.

2. The following restriction shall apply to the issue of non-convertible fixed-term contracts:

The ECB may not conclude a non-convertible fixed-term contract with persons:

- (a) who have previously been or are employed with the ECB under the conditions of Article 2.0a.1(a) or 2.0a.1.(b)(i) for a period of up to 10 consecutive years, whether under one non-convertible fixed-term contract or under a succession of consecutive short-term and non-convertible fixed-term contracts; or
- (b) who have previously been or are employed with the ECB under the conditions of Article 2.0a.1(b)(ii) or (iii) for a period of up to six consecutive years, whether under one non-convertible fixed-term contract or under a succession of consecutive short-term and non-convertible fixed-term contracts;

unless the person has not been in an employment relationship with the ECB (hereinafter the 'cooling-off period') for at least one third of the total duration of the preceding contract, including any extensions.

For the purposes of this provision, fixed and short-term employment contracts shall not be considered consecutive following a cooling-off period where there has been no employment relationship with the ECB for a period of at least one third of the duration of the preceding employment contract.

2.1 Probationary period

The provisions of Article 10(b) of the Conditions of Employment are applied as follows:

- 2.1.1 Appointments shall be subject to a probationary period of six months unless the Chief Services Officer, on behalf of the Executive Board, decides to waive the probationary period. In exceptional circumstances the Chief Services Officer, on behalf of the Executive Board, may determine a probationary period longer than six months as set out in 2.1.2(a) below.
- 2.1.2 When the probationer is prevented by illness, accident, maternity or, in exceptional circumstances, special leave from performing his/her duties for a

period of more than one month, the Chief Services Officer, on behalf of the Executive Board, may extend the probationary period accordingly.

In addition, on behalf of the Executive Board, the Chief Services Officer may, in exceptional circumstances,

- (a) extend the probationary period up to a maximum of twelve months; or
- (b) extend the probationary period up to a maximum of twelve months and assign the probationer to another function.

2.1.3 On behalf of the Executive Board, during the probationary period the Chief Services Officer may terminate the contract, giving one month's notice, should the probationer's performance or suitability prove inadequate.

The probationer may resign at any time during the probationary period, giving one month's notice, unless otherwise agreed.

On behalf of the Executive Board, the Chief Services Officer may release a probationer from actual duty during his/her period of notice.

2.2 Termination of contract

The provisions of Article 11 of the Conditions of Employment are applied as follows:

2.2.1 Contracts shall be terminated in writing.

2.2.2 In the event of dismissal for gross misconduct, contracts may be terminated by the Executive Board for members of staff at salary band J or above, or the Chief Services Officer, on behalf of the Executive Board, for members of staff at salary bands A to I, either without notice or with reduced notice.

2.2.3 The period of notice shall in no case run beyond the normal end of the contract.

2.2.4 A member of staff may be released from actual duty during his/her period of notice by a decision of the Executive Board for members of staff at salary band J or above, or by the Chief Services Officer, on behalf of the Executive Board, for members of staff at salary bands A to I.

PART 3 BASIC SALARY AND ALLOWANCES

3.1 General principles

3.1.1 Whenever

- a member of staff does not serve a full month, or
- changes in the employment situation have occurred,

salaries and allowances shall be pro-rated based on the actual number of days worked in relation to the total number of working days for that period, unless otherwise stated in these Rules.'

- 3.1.2 Allowances shall be paid up to a maximum of three months retroactively from the date of submission of the claim and upon provision of full documentation requested. Where the claim is not completed within two months from its submission, the claim shall be rejected as incomplete unless documents cannot be provided on time for reasons beyond the control of the member of staff.

The ECB shall pay retroactively to the members of staff all amounts due under fully documented claims submitted by the members of staff on time.

- 3.1.3 Members of staff shall reimburse to the ECB salaries and allowances that have been paid although the member of staff did not fulfil the conditions.

3.2 Salary payment

- 3.2.1 Members of staff are paid on the 15th of each month unless this date falls on a weekend or a public holiday observed by the ECB, in which case payment will be made on the nearest working day immediately before this date. Payments will be effected by direct credit to a German bank account. Members of staff may request to transfer entirely or partially their monthly net standard salary into a bank account in the European Union, but outside Germany.

A statement of earnings (salary, allowances, etc.), deductions and the resultant net amount payable shall be sent to members of staff on or shortly before pay day.

3.3 Entitlement to the payment of allowances by the ECB

- 3.3.1 Members of staff shall furnish evidence of their entitlement to allowances prior to any payment being made by the ECB.

- 3.3.2 Members of staff shall inform the ECB without delay of any change in their circumstances that might affect their entitlements.

- 3.3.3 For serving members of staff, entitlement to the allowances shall take effect from the beginning of the month in which the entitlement commences. On cessation of such entitlement, the serving members of staff shall receive the sums due until the last day of the month in which entitlement ceases unless otherwise stated in these rules.

For new members of staff, the entitlement shall take effect from the date of their appointment.

- 3.3.4 Deductions in respect of the receipt of allowances from another source shall not affect the calculation of the member of staff's expatriation allowance or the calculation of the member of staff's tax liability.

3.3.5 Married couples or recognised partners who are both members of staff of the ECB shall be considered as a single household for entitlements to allowances. Where relevant, entitlements shall be based on the higher salary.

3.4 Recognition of non-marital partners

3.4.1 Non-marital partnerships shall be recognised provided that the conditions listed below are fulfilled.

- (a) Neither partner may be engaged in a marital relationship.
- (b) There must be no blood relationship in the first or second line between partners.
- (c) The couple
 - produces a legal document recognised as such by a Member State of the European Union or one of the accession countries acknowledging their status as non-marital partners; or
 - gives evidence that they are recognised as non-marital partners for the purposes of taxation and/or social security in a Member State of the European Union or one of the accession countries; or
 - gives evidence that they are recognised as non-marital partners by the Central Bank of a Member State of the European Union or one of the accession countries from which one or both partners is/are seconded; or
 - produces documentation showing to the satisfaction of the ECB that:
 - (a) they have cohabited and formed a household for at least the last two years, and
 - (b) continue to do so currently; or
 - completes a partnership declaration which shall be provided by the Directorate General Human Resources upon request.
- (d) A written request for recognition as partners must be submitted to the Directorate General Human Resources, together with the supporting documentation indicated under c) above. The partnership shall be recognised a maximum of three months retroactively from the date of the submission of the complete documentation.

3.4.2 The ECB may periodically ask for reconfirmation of the status of non-marital partners.

3.4.3 The dissolution of the partnership must be notified immediately in writing to the Directorate General Human Resources.

3.5 Household allowance

The provisions of Article 15 of the Conditions of Employment shall be applied as follows:

3.5.1 “Gross annual income” means income originating from employment or self-employment, income replacement (e.g. maternity allowance, parental allowance, social security benefits and unemployment allowance, but not payments representing reimbursement of expenses) or pension, before tax and before the deduction of social security contributions.

In this context, investment income or income from capital gains is not considered income.

3.5.2 Evidence of income must be provided. This may be, for example, the latest tax declaration and salary statement, where relevant, or any other document which the ECB would consider as appropriate and acceptable.

3.5.3 The reference period for determining the gross annual income shall be the current calendar year. When it can be reasonably considered, on the basis of evidence provided and taking into account any likely change, that the income of the current calendar year will be lower than the limit, the allowance shall be paid. If the annual income turns out to be higher than the limit, the amount paid in excess for that calendar year shall be treated in accordance with Article 3.1.3.

3.5.4 Where both spouses or recognised partners are members of staff of the ECB and earning less than the limit, the household allowance shall be paid to the member of staff with the higher salary..

3.5.5 A member of staff who is widowed, divorced, legally separated or unmarried shall be entitled to the household allowance if they have dependent children within the meaning of Article 3.6.1.

3.5.6 A member of staff who is divorced or legally separated shall retain their entitlement to the household allowance if they have to contribute to the maintenance of their former spouse/former recognised partner by virtue of the terms of the divorce/legal separation agreement.

3.6 Child allowance

The provisions of Article 16 of the Conditions of Employment shall be applied as follows:

3.6.1 ‘Dependent child’ shall mean

- (a) the legitimate, natural or adopted child of a member of staff or of his/her spouse or recognised partner;

- (b) a child in the custody of a member of staff for whom the member of staff has lodged an application of adoption with the competent national authority; or
- (c) a child of the former spouse or former recognised partner of a member of staff but not of the member of staff, who resides in the member of staff's household. Temporary residence elsewhere for the purpose of attendance at an educational establishment or for medical purposes shall be considered as residence in the member of staff's household.

In addition, the child must:

- (i) be under 26 years;
- (ii) reside in the member of staff's household or the member of staff is contributing financially towards the child's upbringing;
- (iii) not receive a gross annual income (as defined in Article 3.5.1) in excess of EUR 11 652 in the current calendar year;
- (iv) not be on military or alternative service.

Members of staff shall report to the ECB in a timely manner any changes to the above conditions which may give rise to a change in entitlement. When the change relates to the income condition referred to in point (iii), the payment of the child allowance shall be stopped from the moment when the change of income takes effect.

3.6.2 Not more than one child allowance shall be paid by the ECB in respect of any one dependent child.

3.6.3 When regular full-time attendance at a recognised educational establishment is interrupted by compulsory military or alternative service before the child reaches the age of 26, the age limit referred to in Article 3.6.1(i) shall be extended by the duration of the military or alternative service.

3.6.4 The following conditions shall apply with regard to a child who suffers from a serious illness or disability which is recognised by the ECB's Medical Adviser up to either the age limit mentioned in Article 3.6.1(i) or in Article 3.6.3:

- (a) in the case of a child under 26 years of age, the child allowance shall be doubled;
- (b) in the case of a child over 26 years of age, when expenditure linked to the ascertained disability, less any reimbursement, amounts to more than 20% of the taxable income of the member of staff, the child allowance shall be doubled. Costs considered to be related to the disability may be direct costs, such as special schooling fees, special medical treatment not covered by a medical scheme, special equipment, transport or housing

facilities, or indirect costs, such as a parent needing to resign from a paid job in order to take care of the child. A lower threshold may be fixed on a case by case basis when justified by personal and/or family circumstances;

- (c) when the conditions mentioned in point (b) are not satisfied, in the case of a child over 26 years of age the normal child allowance may be granted for a fixed term on the basis of a proposal by the ECB's Medical Adviser.

The child allowance herein provided for shall be payable on application. It shall be granted on the basis of a proposal by the ECB's Medical Adviser and it shall cease to be paid when the ECB's Medical Adviser confirms that the serious illness or disability no longer exists.

Medical documents establishing that a child is suffering from a serious illness or disability shall be sent in a sealed envelope to the ECB's Medical Adviser, who shall confirm to the Directorate General Human Resources the existence of such an illness or disability. For children over 26 years of age, evidence of expenses linked to the ascertained illness or disability must also be provided.

The ECB's Medical Adviser shall be entitled to examine and periodically re-examine the child, to refer the child for a specialist opinion if required and with the consent of the member of staff to ask the doctor of the member of staff's child for relevant information. The ECB's Medical Adviser shall be informed of any change in the medical situation of the child concerned which may influence the member of staff's entitlement.

In the event of a disagreement between the ECB's Medical Adviser and the doctor of the member of staff's child, both doctors shall appoint by mutual agreement a qualified specialist to act as arbitrator.

The ECB shall adopt the arbitrator's recommendation.

- 3.6.5 In the event of reversion to dependent child status after loss of entitlement to the child allowance, payment of the allowance is granted again on production of evidence that the relevant conditions are met, until entitlement to the allowance in accordance with the above articles ceases.

- 3.6.6 Where both parents are members of staff, the allowance is paid to the member of staff with the higher salary, unless the parents choose otherwise. In the event of separation or divorce, the allowance is paid to the parent who has the child in his/her household, unless the parents lodge a common request for payment to one of them with the Directorate General Human Resources.

3.6.7 Single parent

'Single parent' means a member of staff who has one or more dependent children as defined in Article 3.6.1 and who is neither married nor in a recognised partnership as defined in Article 3.4.1.

3.7 **Expatriation allowance**

The provisions of Articles 17 and 18 of the Conditions of Employment shall be applied as follows:

3.7.1 In determining a member of staff's entitlement to an expatriation allowance, where they are not and have never been a national of the State in whose territory their place of employment is situated, the following periods shall not be taken into account:

- (a) periods of work within the State in whose territory his/her place of employment is situated, where the work was carried out for another State or for an international organisation; and
- (b) periods of education or training within the State in whose territory his/her place of employment is situated, if during that time his/her main residence remained in another country.

3.7.2 In determining a member of staff's entitlement to an expatriation allowance where they are or have been a national of the State in whose territory their place of employment is situated, the following periods shall not be taken into account:

- (a) periods of work outside the State in whose territory their place of employment is situated, where the work was carried out for this State or for an international organisation; and
- (b) periods of education or training outside the State in whose territory their place of employment is situated, if during that time their main residence remained within this State.

3.7.3 The condition of habitual residence for an entire period shall be deemed fulfilled even if that period has been interrupted for a period not exceeding six months by short-term employment or secondment, study, military or alternative service, training periods, holidays, etc.

3.7.4 When a member of staff has dual nationality including that of the State in whose territory his/her place of employment is situated, the latter shall determine his/her entitlements.

3.8 **Education allowance**

The provisions of Article 19 of the Conditions of Employment are applied as follows:

3.8.1 'Regular full-time attendance at a primary, secondary or higher educational establishment' means:

- (a) education, or vocational training; or
- (b) professional training following theoretical training, which is legally required for admission to a profession.

It shall consist of a minimum of sixteen hours of lessons and/or practical work per week for a minimum period of three months in any school year. School holidays shall not be considered as a break in the studies. Training must be pursued in or under the supervision of educational establishments which are organised or recognised by a competent public authority and must lead to an official qualification or be legally required for admission to a profession.

3.8.2 One of the following must be provided as evidence of full-time attendance at an educational establishment:

- (a) in the case of primary and secondary education, a certificate of registration or an invoice for tuition or registration fees to be provided once each school year;
- (b) in the case of higher education, a certificate of registration to be provided for each academic term, semester or year, as appropriate;
- (c) in the case of vocational or professional training, a certificate of registration confirming the level of education with respect to Article 19 (i) or 19 (ii) of the Conditions of Employment and compliance with Article 3.8.1, to be provided for each school term, semester or year, as appropriate. A contract of vocational or professional training must be provided where relevant.

The ECB may periodically ask for reconfirmation of regular full-time attendance at an educational establishment.

3.8.3 For attendance at a primary or secondary educational establishment, the following costs shall be reimbursed, subject to the maximum laid down in Article 19 (i) of the Conditions of Employment, upon presentation of the prescribed documentation:

- (a) 'tuition fees': mandatory fees charged for attendance at an educational establishment, i.e. tuition fees *per se*, initial registration fees, annual re-registration fees, monetary contributions of another kind on production of evidence that they are mandatory for admission or attendance to the school. The actual costs of the tuition fees shall be evidenced by a detailed invoice and proof of payment to the school;

- (b) 'boarding fees': if it is a condition for attendance at an educational establishment that a student resides in the educational establishment itself and a fee is charged for such residence, such fee shall be considered as boarding fees. The actual costs of the boarding fees shall be evidenced by a detailed invoice, a statement of the condition of residence in the educational establishment, and proof of payment to the educational establishment;
- (c) 'costs of daily local transportation': costs of daily local transportation shall be reimbursed by a mileage fee based on the distance between the child's home, closest to the school, and the educational establishment attended. Provided there is a distance of more than one kilometre between the home, closest to the school, and the educational establishment attended, the rate paid shall be EUR 0.40 per kilometre. Members of staff requesting reimbursement of the costs of transportation shall use the form provided. The mileage fee shall be paid on a monthly basis by application of the following formula: $(\text{km} \times 2 \times 0.40 \text{ EUR} \times 180 \text{ school days}) / 12$. Whenever the school attended or the child's home changes, the mileage fee shall be recalculated from the following month.

3.8.4 With regard to Article 19 (i) (b) of the Conditions of Employment, the condition of imperative educational needs shall be fulfilled in the following situations:

- (a) a child who suffers from a serious illness or disability, as certified by the ECB Medical Adviser in accordance with paragraphs 2, 3 and 4 of Article 3.6.4 of the present Staff Rules, and which requires the child to attend a school providing special education suitable for his/her conditions. The Director General Human Resources or their Deputy shall verify this suitability after consultation with the Headmaster/mistress of the European School in Frankfurt. The Director General Human Resources or their Deputy shall decide when the certificate of the Medical Adviser as well as the verification by the Headmaster/mistress of the European School in Frankfurt shall be renewed;
- (a)bis a child who suffers from a learning disability or a neuro-behavioural developmental disorder, as certified by the ECB Medical Adviser in accordance with the procedures laid down in paragraphs 2, 3 and 4 of Article 3.6.4 of the present Staff Rules, which requires the child to receive additional specialised educational support suitable for his/her condition while attending a regular school. The Director General Human Resources or their Deputy Director General may at any time verify the suitability of the additional specialised educational support and/or counselling and shall decide when the certificate of the Medical Adviser shall be renewed;

- (b) a child of a member of staff who is in the final year of either primary or secondary school or in the last school term of a school year when the member of staff takes up employment, under the condition that the school attended by the child is more than 50 kilometres from the ECB;
- (c) a child whose knowledge of languages is insufficient to enable the child to attend classes at the European School in Frankfurt under the condition that the school attended by the child is more than 50 kilometres from the ECB. The Headmaster/mistress of the European School in Frankfurt shall provide a certificate stating that the child's knowledge of languages is insufficient to enable that child to attend classes at the European School.
- (d) a child, who cannot attend the European School due to specific organisational constraints faced by the European School in the enrolment of a child with special needs due to compelling pedagogical reasons. The Director General Human Resources or their Deputy Director General shall verify the specific organisational constraints of the European School and the special needs of a child due to compelling pedagogical reasons after consultation with the Headmaster/mistress of the European School in Frankfurt. The Director General Human Resources or their Deputy Director General shall decide when to renew the verification.

- 3.8.5 Additional charges or interest levied because of spreading payments throughout the year rather than making a single payment, or because of late payment, shall not be considered for reimbursement.
- 3.8.6 Where the allowance is stated as a monthly limit, the annual limit will be twelve times this amount.
- 3.8.7 Entitlement to the education allowance shall commence on the first day of the month in which the conditions for the allowance are fulfilled. Entitlement to the education allowance shall cease at the end of the month in which the conditions for the allowance are no longer fulfilled.
- 3.8.8 In the event of loss of dependent child status and thereby entitlement to the child allowance, payment of the education allowance shall cease. In the event of reversion to dependent child status after loss of entitlement to the child allowance and therefore to the education allowance, payment of the education allowance will be granted again subject to the usual conditions.
- 3.8.9 When entitlement to the education allowance is for only a part of the school year, the actual school year is used to calculate the prorated entitlement.
- 3.8.10 Where both parents are members of staff, the allowance is to be paid to the parent receiving the child allowance.

3.8bis Pre-school allowance

The provisions of Article 19bis of the Conditions of Employment shall apply as follows:

The pre-school allowance shall commence in the month in which the dependent child is born and shall be paid until the first day of month in which the child begins to attend a primary educational establishment and in any event no later than the last day of the month in which the child reaches the age of seven.

PART 4 BENEFITS ON APPOINTMENT AND TERMINATION OF SERVICE**4.1 General principles**

4.1.1 Members of staff shall claim their benefits on appointment within one year after completion of their probationary period.

4.1.2 For the purposes of the resettlement allowance, members of staff shall resettle within one year after termination of service.

Members of staff shall claim their benefits on termination of service within three months of resettlement.

4.1.3 Prior to the payment of an allowance by the ECB, members of staff shall confirm that an allowance of a similar nature from another source has not or will not be received.

4.1.4 The calculation of benefits on appointment or termination shall consider the marital status of members of staff, their entitlement to allowances (child allowance, household allowance) and basic monthly salary (full, part-time, etc.) at the date of appointment or termination of service.

4.1.5 Members of staff shall reimburse to the ECB benefits on appointment and termination of service that have been paid although the member of staff did not fulfil the conditions.

4.2 Entitlement

4.2.1 Members of staff shall be entitled to benefits on appointment if

- (a) their place of appointment is Frankfurt am Main; and
- (b) their place of recruitment is more than 50 kilometres from the ECB; and
- (c) their request to relocate is approved prior to their date of appointment by the Directorate General Human Resources.

If their place of appointment is not Frankfurt am Main a decision will be made on a case by case basis.

4.2.2 Members of staff shall be entitled to benefits on termination of service if they resettle more than 50 kilometres from the ECB.

For members of staff who resettle outside the EU, the reimbursement of travel and removal expenses is limited to the capital of the EU Member State furthest from the ECB, or the actual costs whichever is the lesser.

Members of staff whose place of recruitment is outside the EU shall be entitled upon request to relocation to their place of recruitment.

4.3 Travel expenses

The provisions of Article 22(i) and Article 23(i) of the Conditions of Employment are applied as follows:

4.3.1 On both appointment and termination of service, the ECB shall pay the following amounts, which shall be deemed to cover all travel related expenses payable on appointment or termination of service with respect to members of staff, their spouse or recognised partner and their dependent children:

(a) For each member of staff, spouse or recognised partner

- (i) up to 500 km – EUR 340
- (ii) 500 to 1 500 km – EUR 465
- (iii) over 1 500 km – EUR 589

(b) For each dependent child

- (i) up to 500 km – EUR 288
- (ii) 500 to 1 500 km – EUR 412
- (iii) over 1 500 km – EUR 537

The distances mentioned in this paragraph shall be calculated from the place of recruitment to Frankfurt am Main in the case of appointment and from Frankfurt am Main to the place of destination in the case of termination of service.

4.3.2 In cases of travel where the origin or the destination is outside the Union, subject to prior approval, the ECB may instead reimburse the travel expenses incurred on the basis of the most convenient and economical means of transport.

4.4 Removal expenses

The provisions of Article 22(i) and Article 23(i) of the Conditions of Employment shall be applied as follows:

4.4.1 Members of staff shall be entitled to reimbursement of all removal expenses incurred in respect of removing furniture and personal effects that belong to themselves, their spouse/recognised partner and dependent children, including the cost of insurance against ordinary risks, from their place of residence to their

new place of residence. Expenses incurred in the alteration, fitting, or extension of furniture and/or effects shall not constitute removal expenses.

- 4.4.2 Members of staff shall submit a prior request to the Directorate General Human Resources which shall provide instructions on the practical organisation of the removal.

4.5 Subsistence allowance

The provisions of Article 22(ii) of the Conditions of Employment shall be applied as follows:

- 4.5.1 Members of staff shall be entitled to a subsistence allowance if they provide evidence that they have moved into temporary residence at the place of employment whilst maintaining temporarily also their previous residence either at the place of recruitment, previous employment or in their country of origin.

Members of staff shall be refutably presumed having issued such evidence provided they have submitted a declaration of honour as received from the ECB.

The maximum period of entitlement to the subsistence allowance, which accrues on a daily basis, shall be three months.

- 4.5.2 In case of entitlement to a subsistence allowance for the entire period referred to in Article 4.5.1, the member of staff shall be entitled to a subsistence allowance of EUR 9 270 (hereinafter the 'standard subsistence allowance'). This allowance shall be increased by a maximum supplement of EUR 2 070 for any spouse/ recognised partner and dependent child accompanying them.

- 4.5.3 Subject to Article 4.5.1, a provisional payment equal to the standard subsistence allowance shall be paid as a lump sum with the second monthly salary. The supplement shall be paid following completion of the period referred to in Article 4.5.1.

- 4.5.4 Members of staff who have received the provisional payment and before the completion of the period referred to in Article 4.5.1 (i) settled at their permanent place of residence; or (ii) resign from the service of the ECB; or (iii) whose contract is terminated by the ECB shall refund part of the provisional payment in proportion to the unexpired portion of that three months' period.

- 4.5.5 Where a member of staff and their spouse or recognised partner takes up employment with the ECB within a period of one year after each other, only one subsistence allowance shall be paid to the member of staff who first took up employment with the ECB. In case of resignation or termination under Article 4.5.4 of the member of staff who first took up employment with the ECB, the spouse or recognised partner who joined the ECB later and maintains their employment relationship with the ECB shall become entitled to the subsistence allowance.

4.6 Installation allowance

The provisions of Article 22(iii) of the Conditions of Employment shall be applied as follows:

4.6.1 On completion of the probationary period, members of staff shall be entitled to the installation allowance if they provide evidence that they have settled at the place of employment.

Members of staff shall be refutably presumed having issued such evidence provided they have completed the declaration of honour as received from the ECB.

4.6.2 A provisional payment equal to the installation allowance shall be paid automatically with the first monthly salary following the completion of three months' service.

4.6.3 Subject to Article 4.6.1, members of staff who are in receipt of the installation allowance and (i) resign from the service of the ECB; or (ii) whose contract is terminated by the ECB for disciplinary reasons or for reasons of underperformance pursuant to Article 11 of the Conditions of Employment within one year from the date of appointment shall, on leaving the ECB, refund part of the allowance, in proportion to the unexpired portion of that one year period.

4.6.4 Where a member of staff and their spouse or recognised partner take up employment with the ECB within a period of one year of each other, only one installation allowance shall be paid based on the higher salary. Where necessary, the difference shall be settled with the first salary of whichever member of staff joined the ECB the most recently. In case of resignation or termination under Article 4.6.3, the spouse or recognised partner maintaining their employment relationship with the ECB shall retain or acquire the right to the installation allowance in line with Article 4.6.1.

4.7 Resettlement allowance

The provisions of Article 23(ii) of the Conditions of Employment shall be applied as follows:

4.7.1 Members of staff will be entitled to a resettlement allowance on completion of their contract or after two years service, whichever is the sooner, or where a contract is terminated under Article 11(a)(iii) of the Conditions of Employment.

The qualifying period of two years for eligibility for this allowance may in exceptional circumstances be reduced at the discretion of the Chief Services Officer, on behalf of the Executive Board, but in no circumstances will it be less than one year.

4.7.2 A former member of staff shall be deemed to have resettled within the conditions of Article 4.2.1 and Article 4.2.2 of these Rules where they:

- provide proof to the ECB that they have registered their primary address as being further than 50 kilometres from the ECB, or
- provide proof to the ECB that they have taken up permanent employment and as a result have changed their primary address to a place further than 50 kilometres from the ECB; or
- provide proof to the ECB that they have applied for or are in receipt of social security further than 50 kilometres outside Frankfurt am Main, or
- provide proof to the ECB that they have registered as unemployed at a place further than 50 kilometres outside Frankfurt am Main.

In accordance with Article 4.4, the resettlement allowance shall not be paid until the removal to the new place of residence has been completed. Where such removal is not required, the member of staff shall confirm this to the Directorate General Human Resources.

4.7.3 Where a staff member and the spouse or recognised partner resigns from the ECB within a period of one year of each other, only one resettlement allowance shall be paid in total, based on the higher salary according to Article 4.7.1.

PART 5 WORKING HOURS AND LEAVE

5.1 Working hours and flexible working hours

The provisions of Article 25 of the Conditions of Employment are applied as follows:

5.1.1 Definitions

In relation to working hours and flexible working hours, the following definitions shall apply:

1. 'Bandwidth period' means the period between the earliest start time and the latest finishing time permitted under the flexitime arrangement;
2. 'Core time period' means the period during which members of staff must be present at their workplace;
3. 'Flexible working time (flexitime) arrangement' means an arrangement that allows members of staff to choose, within certain defined time periods, as laid down by Article 5.1.4, and subject to business needs, the time at which they will start and leave work each day and take their rest break;

4. 'Procedure for obtaining the line manager's consent' means the procedure whereby the line manager's consent for requests made pursuant to Article 5.1 is granted either in advance or *ex post*. The consent may be granted orally, explicitly, e.g. in writing or via email or implicitly, e.g. by the line manager's actions and the facts and circumstances of a particular situation, or even by the line manager's silence or inaction.

5.1.2. Weekly working hours

The standard working hours shall be spread out equally over five working days, from Monday to Friday subject to the flexible working time (flexitime) arrangement set out in Article 5.1.3, unless otherwise agreed. The average weekly working hours, including hours worked under the flexitime arrangement and hours worked as overtime, shall not exceed 48 hours over a reference period of four months. The following shall not be included when determining the reference period for calculating this average:

- (a) any periods of sick leave;
- (b) any periods of annual leave.

5.1.3 Flexitime arrangement

5.1.3.1 Members of staff shall be entitled to work according to the flexitime arrangement, choosing the time of their arrival, rest break in accordance with Article 4 of Directive 2003/88/EC of the European Parliament and of the Council¹ and departure from the workplace, subject to business needs.

5.1.3.2 When using the flexitime arrangement, members of staff shall maintain a sufficient degree of regularity in their schedule ensuring that services continue to run efficiently. The flexitime arrangement shall not be used as a means of accumulating hours by working beyond the normal working hours pursuant to Article 25 of the Conditions of Employment for full-time staff, or beyond the applicable part-time pattern for part-time members of staff, in order to request full or half recuperation days.

5.1.2.3 Managers and their staff shall try to solve any possible problems that arise in relation to the application of the flexitime arrangement by dialogue.

5.1.3.4 Certain tasks that require specific working hours may preclude certain groups of staff or individual members of staff from using the flexitime arrangement or restrict the flexibility that may be granted to such groups of staff or individual members of staff.

5.1.3.5 Other exclusions from or restrictions to the flexitime arrangement shall only be applied in exceptional circumstances and must be justified in writing and

¹ Directive 2003/88/EC of the European Parliament and of the Council of 4 November 2003 concerning certain aspects of the organisation of working time (OJ L 299, 18.11.2003, p. 9).

- submitted to the Director General of Human Resources or their representative for approval.
- 5.1.4 Bandwidth period, core time periods and flexible hours under the flexitime arrangement
- 5.1.4.1 The bandwidth period under the flexitime arrangement shall be from 7 a.m. to 8 p.m. from Monday to Friday.
- 5.1.4.2 The core time periods shall be from 10 a.m. (11.30 a.m. on Mondays) to 12 p.m. and from 2 p.m. to 4.30 p.m. (2.30 p.m. on Fridays).
- 5.1.4.3 The core time periods for staff working part-time shall be individually agreed in accordance with Article 5.2.2 subject to a reduction, proportionate to the part-time pattern worked, of the number of core hours during which the member of staff must be present at their workplace.
- 5.1.4.4 One-off exemptions from the core time or bandwidth periods may be agreed between a member of staff and their line manager in accordance with Article 5.1.6, provided the interests of the service are upheld and subject to rest breaks in line with Article 5.1.10. The line manager's consent may be granted in accordance with the procedure for obtaining the line manager's consent.
- 5.1.4.5 For cases requiring a regular exemption from the core time periods, the business area head may adjust the core time periods at the request of the member of staff, subject to a rest break of at least 30 minutes when the time worked during the day is six hours or more, and provided that the interests of the service are upheld.
- 5.1.4.6 At business area level, derogations to the core time periods that result in longer, shorter or different core time periods, may be allowed for all or parts of the business area to take account of specific service needs or to ensure the continuity and delivery of services. Such exceptional derogations shall be requested by the business area head and authorised by Directorate General Human Resources.
- 5.1.4.7 The following hours shall be flexible hours:
- (a) from 7 a.m. to 10 a.m. (7 a.m. to 11.30 a.m. on Mondays);
 - (b) from 12 p.m. to 2 p.m.;
 - (c) from 4.30 p.m. (from 2.30 p.m. on Fridays) until 8 p.m.
- 5.1.5 Daily working hours under the flexitime arrangement
- 5.1.5.1 Daily working hours under the flexitime arrangement may not exceed a total of 10 hours.
- 5.1.5.2 Daily working hours for certain groups of staff precluded from working flexitime may not exceed a total of 10 hours.

- 5.1.5.3 Work under the flexitime arrangement, including teleworking, shall be counted as working hours.
- 5.1.5.4 Work outside the bandwidth period applicable to the flexitime arrangement shall be counted as working hours. It shall be subject to managerial approval in accordance with the procedure for obtaining the line manager's consent, and shall only be approved if the work to be performed is urgent or if there is an exceptional volume of work.
- 5.1.6 Absences during the core time periods under the flexitime arrangement
Absences during the core time periods shall be subject to managerial approval in accordance with the procedure for obtaining the line manager's consent, taking into account the interests of the service and the personal interest of the member of staff. In the event of any disagreement about absences during the core time periods, the line manager may restrict future absences during the core time periods to cases where prior approval has already been granted.
- 5.1.7 Time accounting in specific situations
- 5.1.7.1 Absences for annual leave, special leave and sick leave shall be accounted for as a normal working day of eight hours for full-time staff and as a proportion of a normal working day in accordance with the applicable part-time pattern for part-time members of staff.
- 5.1.7.2 Business travel of one or more full days shall in general be accounted for as eight hours per day.
- 5.1.7.3 Where working hours, business travelling time, or a combination of both are longer than eight hours, members of staff may consider them as working hours under the flexitime arrangement up to a maximum of 10 hours per day.
- 5.1.7.4 Training approved by the line manager shall be counted as working hours.
- 5.1.8 Trust-based working hours and adjustment of working hours under the flexitime arrangement
- 5.1.8.1 Members of staff are not required to record their working hours, but should be mindful of their hours actually worked (trust-based working hours).
- 5.1.8.2 Staff members shall compare their actual working hours with the normal working hours pursuant to Article 25 of the Conditions of Employment for full-time staff, or with their applicable part-time pattern for part-time staff.
- 5.1.8.3 Within the framework provided under the flexitime arrangement, members of staff shall adjust their actual working hours to align them with the normal working hours pursuant to Article 25 of the Conditions of Employment for full-time staff, or with the applicable part-time pattern for part-time staff.

- 5.1.8.4 If members of staff work any hours under the flexitime arrangement in excess of their normal working hours, they shall reduce their working hours by working a correspondingly reduced number of hours later in the same month, if possible. Any hours worked under the flexitime arrangement that exceed the normal working hours by more than 16 hours, applied pro-rata to part-time members of staff, at the end of the month shall be forfeited.
- 5.1.8.5 If members of staff work a reduced number of hours under the flexitime arrangement, i.e. less than their normal working hours, they shall increase their working hours by working a correspondingly increased number of working hours later in the same month, if possible. Where members of staff have worked a reduced number of working hours compared with the number required under their contract of employment, and have exceptionally not managed to adjust those hours later in the same month, they shall keep track of the corresponding number of reduced hours in a trust-based manner. At the end of any calendar month reduced working hours shall not exceed eight hours. The member of staff shall make up those working hours in the following month.
- 5.1.8.6 For staff entitled to overtime compensation in accordance with Article 26(a) of the Conditions of Employment, Article 5.3 takes precedence over Article 5.1 with regard to overtime worked.
- 5.1.9 Recouping excess working hours accrued under the flexitime arrangement
- 5.1.9.1 If, during the month in which they have worked hours in excess of their normal working hours under the flexitime arrangement, members of staff are not able to adjust those excess hours due to the urgency or volume of work, they shall, in a trust-based manner, keep track of the corresponding number of hours. Members of staff may accumulate a maximum of 16 excess working hours (two days) per calendar month, applied pro-rata to part-time members of staff, under the flexitime arrangement, and shall enter these hours in ISIS. Such excess working hours shall be recouped in the calendar month immediately following the month in which these hours were accumulated. If it is not possible to recoup these excess working hours in accordance with Article 5.1.9.2 in the following month, due to the urgency or continuing volume of work, Article 5.1.9.3 shall apply.
- 5.1.9.2 Excess hours accumulated in the previous month may be recouped by reducing the hours worked under the flexitime arrangement, or by requesting full- or half-recuperation days. For full-time staff each full recuperation day shall represent eight excess hours being recouped and each half recuperation day shall represent four excess hours being recouped. For part-time members of staff full and half recuperation days shall represent the respective portions of a normal working day in accordance with the applicable part-time pattern.

- 5.1.9.3 If it is not possible to recoup excess hours within the month following their accrual due to the urgency or continuing volume of work, per calendar month up to 16 excess hours worked under the flexitime arrangement, applied pro-rata to part-time staff, may be accumulated under the flexitime arrangement and carried over to subsequent months.
- 5.1.9.4 At any point in time, the excess hours accumulated under the flexitime arrangement shall not exceed 48 hours (six days) for full-time staff, applied pro-rata to part-time staff. Any excess hours carried over from previous months, which exceed 48 hours (six days), shall be forfeited. However, for members of staff entitled to overtime compensation, such hours may be approved as overtime by their line manager.
- 5.1.9.5 Line managers may only disagree with the timing of requests for full or half recuperation days if such requests cannot reasonably be accommodated for reasons of urgency or exceptional volume of work.
- 5.1.10 Minimum rest periods
- 5.1.10.1 Members of staff shall observe a rest break of at least 30 minutes outside the core time periods when the hours worked during the working day are greater than or equal to six. If a rest break has to be curtailed for very urgent business reasons, an adequate break shall be provided later in the day.
- 5.1.10.2 Members of staff shall observe a minimum daily rest period of 11 consecutive hours in any 24-hour period.
- 5.1.10.3 For activities requiring a continuity of service, the Director General Human Resources or their representative may authorise a derogation from the requirement for a minimum daily rest period, provided that the members of staff concerned are afforded equivalent periods of compensatory rest.
- 5.1.10.4 Members of staff shall observe a minimum weekly rest period of an uninterrupted period of 24 hours rest in addition to the daily rest period for each seven-day period, over a reference period not exceeding 14 days.
- 5.1.10.5 Line managers shall ensure that members of staff comply with the rest periods outlined in Article 5.1.10.
- 5.1.11 Members of staff involved in performing security functions, who are explicitly designated by their business area head or their deputy to carry out activities involving the need for continuity and delivery of required services are exempted from the provisions laid down in Article 5.1.10. They shall be granted equivalent compensatory rest in accordance with arrangements to be proposed by the business area head and authorised by the Director General Human Resources or their representative. In derogation from Article 5.1.1., their average weekly working hours shall be calculated over a reference period of six months.

5.1.12 Members of staff assigned to shift work are exempted from the provisions in the second and fourth paragraphs of Article 5.1.10 when the member of staff changes shift and cannot comply with the daily and/or weekly rest periods between the end of one shift and the start of the next one, provided equivalent periods of compensatory rest is afforded in lieu within one month. Members of staff assigned to shift work may not be assigned to work two shifts in succession.

5.1bis Teleworking

The provisions of Article 25 of the Conditions of Employment are applied as follows:

5.1bis.1 Teleworking means the performance of work during working hours at a location other than ECB premises by using information technology and the ECB security token to remotely access the ECB's internal network.

Teleworking shall be voluntary and reversible.

Teleworking may be carried out on a recurring or occasional basis.

Teleworking is carried out on a recurring basis if it follows a predetermined schedule agreed in advance for a period of at least three, but not more than 12 months, and which may be extended subject to the same minimum and maximum periods.

Teleworking is carried out on an occasional basis if it does not follow a predetermined schedule.

5.1bis.2 Members of staff may at their request be authorised to telework if:

- (a) their duties are suitable for teleworking;
- (b) their place of teleworking is organised in a manner such that the member of staff can work without undue distraction, in a safe and secure environment that complies in particular with minimum safety and health requirements, and with all necessary equipment that meets the technical standards established by the ECB;
- (c) they have completed the training preparing for teleworking;
- (d) during their teleworking they are promptly reachable, by phone and by e-mail, for their line manager, colleagues at the office, and, where necessary, external counterparts;
- (e) The teleworker's absence from the office is compatible with the interest of the service;
- (f) Sufficient technical capacity for teleworking is ensured.

Members of staff shall submit their request to their line manager, after having obtained confirmation from the Directorate General Human Resources that requirements (b), (c) and (f) above are satisfied.

Teleworking on a recurring basis shall require authorisation from the line manager and the business area head; teleworking on an occasional basis shall require authorisation from the line manager.

If their request is rejected, the line manager shall state the reasons for rejection.

- 5.1bis.3 In the interest of the service, a teleworker may be recalled to the office while teleworking or have approved teleworking cancelled.

Unavoidable costs incurred by the teleworker because of a recall to the office or cancellation of telework shall be reimbursed by the ECB.

Teleworking on a recurring basis may be suspended or terminated by the ECB or terminated by the member of staff with two weeks' notice. In exceptional circumstances, an immediate suspension or termination of teleworking may be imposed in the interest of the service.

- 5.1bis.4 Teleworking may be performed for a maximum of 40 hours per calendar month. This applies whether the teleworker works full-time or part-time. Teleworking shall last at least four working hours, but not exceed two consecutive working days. In exceptional circumstances and on recommendation of the business area head, the Director General Human Resources or their Deputy may grant exceptions.

- 5.1bis.5 Unless otherwise agreed, teleworkers shall use their own computer and internet access infrastructure to remotely access the ECB's internal network.

Teleworkers shall inform their line managers of their usual place of telework and of any changes.

Teleworkers shall be responsible for ensuring that their place of telework complies with the minimum safety and health requirements and the technical standards established by the ECB. In doing so, they may seek advice from the ECB Medical Advisers, the ECB Occupational Safety and Health Adviser or, following prior authorisation by the Head of the Recruitment and Compensation Division, the Head of the HR Services Section or the Head of the Recruitment and Operations Section, from a local occupational safety and health practitioner. Costs incurred as a result of the latter shall be reimbursed if reasonable, and evidenced by a detailed invoice and proof of payment.

Teleworkers shall check regularly the advice on safety and health provided by the ECB and, following any update to minimum safety and health requirements or IT security requirements, shall ensure that they continue to comply.

- 5.1bis.6 Unless decided otherwise by the Chief Services Officer, on behalf of the Executive Board, and without prejudice to the third subparagraph of paragraph 5, the ECB shall not reimburse expenses in relation to teleworking.

5.2 Part-time work

The provisions of Article 25 of the Conditions of Employment are applied as follows:

- 5.2.1 Subject to the interests of the service, members of staff may be authorised to work part-time for reasons such as care for a child, an aged or sick relative or recognised partner, or for health reasons. They shall submit their application setting out the reasons for the request at least three months in advance to their Director General/Director or his/her representative.

On the recommendation of the Director General/Director or his/her representative, the Director General Human Resources or their Deputy, shall grant authorisation for part-time work for a minimum of six months and a maximum of three years. For any subsequent request to work part-time, the minimum period for such a part-time work arrangement shall be longer than 12 months, unless the Director General Human Resources or their Deputy decides otherwise.

The procedure described in the first and second paragraphs shall also apply to requests by members of staff to extend a part-time work arrangement, to change agreed working hours under a part-time work arrangement or to return to full-time work prior to the expiry of the part-time arrangement.

The Director General Human Resources or their Deputy may in exceptional circumstances consider requests that were not submitted at least three months in advance.

- 5.2.2 The weekly working hours shall be at least 20 hours. The daily and weekly distribution of working hours shall be agreed between local management and members of staff according to criteria established by the Director General Human Resources or their Deputy Director General. Annual leave entitlement shall be calculated on a pro-rata basis and rounded up to the nearest half hour. In case of an entitlement to special leave, such leave shall be granted on dates related to the event which gives rise to the special leave regardless of the distribution of working hours.

- 5.2.3 The basic salary shall be prorated to the time worked. The expatriation and household allowances and their minimum amounts shall be calculated on the basis of the prorated salary. The member of staff shall continue to receive the full child allowance and the full education allowance.

Pension contributions to the core account and the minimum contributions to the flexible benefits account shall be prorated. However, the member of staff shall have the option of increasing his/her pension rights by increasing his/her contributions to the flexible benefits account. In this context service shall be prorated.

The benefits payable under Articles 33 and 34 of the Conditions of Employment shall be fully maintained. Contributions to the accident insurance shall be calculated on the basis of the corresponding basic full-time salary.

5.3 Overtime

The provisions of Article 26(a) of the Conditions of Employment are applied as follows:

5.3.1 'Overtime' means time worked, on the basis of the line manager's instructions, in excess of the normal working hours referred to in Article 25 of the Conditions of Employment, reduced proportionately in accordance with the applicable part-time pattern for part time members of staff.

5.3.2 In exceptional individual cases, where staff are instructed to work overtime, their combined daily working hours, including the hours worked under the flexitime arrangement and hours worked overtime, may be extended to up to a maximum of 13 hours. The minimum daily rest period in accordance with Article 5.1.10 shall be respected at all times.

The total overtime which a member of staff may be asked to work shall not exceed 136 hours in any four-month period.

The average weekly working hours, including hours worked under the flexitime arrangement and hours worked overtime, shall not exceed 48 hours over a reference period of four months.

5.3.3 Line Managers shall inform the relevant members of staff as soon as possible of the need to work overtime.

For all members of staff, overtime worked may be considered to be hours worked under the flexitime arrangement in excess of their normal working hours in accordance with Article 5.1.7.

For members of staff entitled to overtime compensation in accordance with Article 26(a) of the Conditions of Employment, the provisions of Article 5.3.4 to 5.3.7 take precedence over the flexitime arrangement.

5.3.4 For members of staff entitled to overtime compensation in accordance with the Conditions of Employment:

- (a) there is an entitlement to compensation only when at least half an hour of overtime has been worked;

- (b) only the actual overtime worked shall be compensated;
- (c) compensatory leave for overtime, shall be treated as annual leave of the member of staff. If compensatory leave cannot be granted, such members of staff may be granted overtime payment in lieu of leave.

5.3.5 When compensation for overtime is made in the form of payment, the standard hourly rate is 0.6% of the basic monthly salary for the month in which the overtime was worked.

5.3.6 Details of payable overtime, shift work and on-call hours are to be communicated to the Directorate General Human Resources by the third working day of the month following the month in which the overtime, shift work and on-call hours occurred, using the forms provided. Members of staff receive payment for overtime, shift work and on-call hours with their monthly salary.

5.3.7 The tax rate applicable to overtime, shift work and on-call hours payments is the rate which, in the month during which the overtime, shift work, or on-call hours occurred, applied to the highest taxable amount of the member of staff's salary. Such payments are not subject to any other deductions.

5.4 Reimbursement of taxi fares for late journeys home

5.4.1 The ECB shall reimburse taxi fares to members of staff obliged, on occasion, for business reasons, to travel home late in the evening.

5.4.2 Reimbursement shall be restricted to journeys home starting as from 9.00 p.m.

5.4.3 Taxi fares shall normally be reimbursed up to a maximum of EUR 26 but shall be reimbursed without a maximum limit in the case of return journeys occurring so late that public transport to the required destination is no longer running.

5.4.4 Any reimbursement must be authorised by the respective Director General/Director or his/her representative and shall be paid from the travel budget of the relevant Director General/Director. A receipt for the taxi fare shall be attached to the claim form submitted by the member of staff.

5.4bis Structural weekend work

Members of staff to whom the second paragraph of Article 26(a) of the Conditions of Employment does not apply and who, in addition to their normal working week, have to perform weekend work on a structural basis in order to fulfil ongoing business requirements that can only be performed during the weekend, shall receive time compensation on a 1:1 basis for the structural weekend work.

The Directorate General Human Resources shall, in consultation with the relevant business area management, set a maximum for the number of hours

which may be worked on weekends off the ECB's premises and be eligible for compensation.

5.5 Shift work duties

The provisions of Article 26(b) of the Conditions of Employment shall be applied as follows:

5.5.1 Shift work shall be understood as a regime of fixed working hours to enable business areas to be operational outside standard working hours by assigning members of staff to specific working hours other than standard hours. During shift work members of staff do not have the possibility of flexibility with regard to starting and/or finishing times. A shift shall include a one-hour rest period, whenever the shift lasts longer than six hours.

5.5.2 Members of staff required to perform shift work shall be entitled to a shift-work allowance of EUR 23 for every 8-hour day worked on a shift.

5.5.3 In addition to the shift-work allowance, members of staff required to perform rostered shift-work duties during inconvenient hours shall be entitled to an hourly shift-work premium. Inconvenient hours shall be hours before 8 a.m. and after 7 p.m. on working days as well as all hours on Saturdays, Sundays and public holidays.

The hourly shift-work premium shall be equal to 30% (in the case of work between 6 a.m. and 8 a.m. and between 7 p.m. and 11 p.m. on working days) or 60% (in the case of work between 11 p.m. and 6 a.m. on working days as well as on Saturdays, Sundays and public holidays) of the hourly rate.

Where on a structural basis a shift roster covers 24 hours a day/seven days per week/365 days per annum, members of staff on such a roster shall be granted two standard working days of eight hours of additional annual leave per calendar year fully worked.

5.5.4 Hours worked in addition to rostered shift-work duties shall be considered as overtime. No shift-work premium shall be paid for overtime hours.

5.5.5 In addition to an hourly shift-work premium, members of staff required to perform agreed rostered shift-work duties on a public holiday shall be granted time-off on a one-for-one basis.

5.5.6 Members of staff required to perform agreed rostered shift-work duties shall be informed in writing at least one month in advance of their duty roster. In cases of urgency, however, they may be asked to deviate from the roster at short notice.

5.5.7 Members of staff required to perform occasional shift-work duties shall be entitled to the hourly shift-work premium provided for in paragraph 5.5.3 above, if the shift-work is required for a consecutive period of at least one week.

5.6 On-call duties

The provisions of Article 26(b) of the Conditions of Employment shall be applied as follows:

- 5.6.1 On-call duties shall be understood as the period in which it must be possible to contact the member of staff concerned outside his/her working hours by telephone and in which he/she is required, where necessary, to reach his/her workplace within a specific time after being contacted. The time needed to reach the workplace shall normally not exceed one hour. Each member of staff required to be on call shall be informed of the specific time needed to reach his/her workplace upon the introduction of on-call duty arrangements. Special circumstances and situations shall be taken into account by line managers, wherever possible. Members of staff required to be on call shall be supplied with a mobile telephone, which shall be the primary means of communication.
- 5.6.2 Members of staff required to perform agreed rostered on-call duties shall be entitled to an on-call allowance.
- The daily on-call allowance shall be equal to EUR 54 (on a working day) or EUR 120 on Saturdays, Sundays and public holidays).
- 5.6.3 Members of staff required to perform agreed rostered on-call duties shall be informed in writing at least one month in advance of their duty roster. In cases of urgency, however, they may be asked to deviate from the roster at short notice.
- 5.6.4 Members of staff required to be on call should only be contacted in exceptional emergencies between 11 p.m. and 6 a.m. During these hours, members of staff required to be on call may only be contacted after a line manager or his/her representative has confirmed the exceptional nature of the emergency.
- 5.6.5 Called-in hours during on-call duties, i.e. hours where attendance at the workplace is required, shall be considered as overtime. An allowance of one hour's travelling time shall be added to this overtime.
- 5.6.6 A called-in allowance equal to EUR 54 (on any working day) or EUR 120 (on Saturdays, Sundays and public holidays) shall be paid to members of staff not entitled to overtime compensation. In these cases, time off shall be granted on a one-for-one basis for the called-in hours with an additional hour to compensate for the travelling time.
- 5.6.7 Members of staff who have to carry out scheduled maintenance work wholly or partly during inconvenient hours shall be entitled to the called-in allowance provided for in 5.6.6 above. No called-in allowance shall be paid when the maintenance work is carried out during overtime hours and the member of staff concerned is entitled to overtime compensation.

5.7 Annual leave

The provisions of Article 27 of the Conditions of Employment are applied as follows:

5.7.1 If a full year is not worked, the leave entitlement shall be calculated on a pro rata basis taking into account an average of 21 working days per month and rounded up to the nearest half hour.

5.7.2 Annual leave may be taken from date of appointment. Except for urgent family reasons caused by sickness or accident it must be approved in advance by the Head of Division or, from this grade, by the next higher manager. In any event a completed leave form must be sent to the Directorate General Human Resources.

Annual leave may be taken all at once or in several periods as desired by the member of staff and subject to business requirements. At least 20 days shall be taken before the end of the calendar year. This minimum of 20 days shall include at least one period of two consecutive weeks. Members of staff shall be entitled every year to carry over a maximum of 10.5 days of the annual leave entitlement.

Members of staff, who for business requirements or personal reasons, have not taken their minimum of 20 days of annual leave entitlement by the end of the calendar year, may, on approval by their Director General/Director, take them until the end of March of the subsequent year.

The Director General Human Resources or their Deputy Director General may approve a further unlimited carry over provided local management justifies the exceptional reasons for the member of staff's inability to take the minimum leave within the foreseen period.

5.7.3 In an emergency or in the event of exceptional pressure of work, a member of staff may be recalled to duty while on annual leave or have approved leave cancelled. Any unavoidable costs incurred by him/her because of the recall to duty or the cancellation of his/her annual leave shall be reimbursed by the ECB.

Recall to duty from annual leave or cancellation of approved annual leave must be approved by the Director General/Director or his/her representative. A claim for reimbursement of unavoidable costs incurred by the member of staff signed and approved by the Director General/Director or his/her representative, shall be submitted to the Directorate General Human Resources.

5.7.4 Subject to production of a medical certificate, days of illness which occur during annual leave will not be considered as annual leave.

5.7.5 When leaving employment with the ECB members of staff must take their full leave entitlement. If their Director General/Director decides that it is not possible

for them to do so, compensation shall be given for any unused annual leave entitlement; it will be calculated on a pro-rata basis up to the date of departure.

5.7.6 Conversely, leave taken in excess of entitlement will result in a deduction being made from the salary on the basis of one day's salary for each day's leave taken in excess of the leave entitlement.

5.7.7 In calculating the amount for settling outstanding annual leave or annual leave taken in excess, a standard 21 working day month shall be used and one day's annual leave shall be equivalent to one day's payment. The period of leave outstanding will not count as service with the ECB and therefore no deductions for pension, ECB health insurance or accident insurance will be levied in respect of this period. Tax for the benefit of the European Communities will be deducted from these payments. The same method shall be applied to calculations in respect of annual leave overtaken.

5.8 Public holidays

The provisions of Article 27 of the Conditions of Employment are applied as follows:

The following public holidays will be observed by the ECB:

- New Year's Day 1 January
- Good Friday date varies
- Easter Monday date varies
- Labour Day 1 May
- Anniversary of the Declaration of Robert Schuman 9 May
- Ascension Day date varies
- Whit Monday date varies
- Corpus Christi date varies
- Day of German Unity 3 October
- All Saints' Day 1 November
- Christmas Holiday { 24 December
25 December
26 December
- New Year's Eve 31 December

In addition, in any calendar year, the President on behalf of the Executive Board may designate up to two further days which shall constitute ECB holidays.

5.9 Maternity and adoptive leave

The provisions of Article 28(i) and (ii) of the Conditions of Employment are applied as follows:

5.9.1 On application by the member of staff, maternity leave shall start between three and six weeks before the expected date of confinement. It shall end when the

period laid down in Article 28(i) or (ii) of the Conditions of Employment has elapsed, this period being calculated from the date on which the maternity leave starts or the actual date of confinement, whichever occurs first. The expected date of confinement shall be included in the medical certificate sent, at least three months before the expected date of confinement, to the Directorate General Human Resources, which shall afterwards confirm the maternity leave entitlement.

Where the employment contract expires after maternity leave has started but before its completion, the ECB shall pay the former member of staff an amount equivalent to that referred to in Article 5.9.4 for the entire period which would have been covered had the employment contract been extended for the entire duration of maternity leave. Throughout this period there is no eligibility for the allowances referred to in Article 36(a)(i) and (ii) of the Conditions of Employment, but there shall be eligibility for the benefits referred to in Article 36(a)(iii), (iv) and (v) of the Conditions of Employment. If the former member of staff is in receipt of allowances of a similar nature from other sources, such allowances shall be deducted from the amount payable under this provision. Any unemployment benefits to which the former member of staff is entitled shall be payable following the expiration of the period referred to in this provision.

5.9.2 Adoptive leave shall be granted for adoption of a dependent child as defined in Article 3.6.1. The total period of adoptive leave shall be granted to the adoptive parents subject to the total leave available to both parents from all sources being 20 weeks or 24 in the case of multiple adoptions within a one-year period. The adoptive leave shall be taken within a one-year period following the date of adoption as specified in the adoption certificate. Where necessary for the purposes of the adoption, it may be granted up to six weeks prior to the date of adoption. Subject to the interests of the service, the Director General Human Resources or their Deputy may grant authorisation to a member of staff to use the leave entitlement in several periods.

5.9.3 Annual leave shall remain unaffected by maternity and adoptive leave. There shall be no entitlement to special leave during maternity and adoptive leave. Any days of illness during maternity or adoptive leave shall be considered as maternity or adoptive leave respectively.

5.9.4 The basic salary and allowances shall be paid during maternity and adoptive leave.

5.10 Special leave

The provisions of Article 28(iii) of the Conditions of Employment shall be applied as follows:

5.10.1 On application via the member of staff's Director General/Director or his/her representative, the Director General Human Resources or their Deputy shall grant special leave as follows:

- (a) marriage
- of the member of staff: four days,
 - of a child as defined in Article 3.6.1(a): two days,
 - of a (step)parent, (step)brother, (step)sister, grandparent, grandchild, (step)parent-in-law or a (step)parent of the member of staff's recognised partner: one day;
- (b) death
- of spouse or recognised partner: four days,
 - of a child as defined in Article 3.6.1(a) to (c): four days,
 - of a (step)parent, (step)brother, (step)sister, grandparent, grandchild, (step)parent-in-law or a (step)parent of the member of staff's recognised partner: four days;
- (c) birth or adoption of a child as defined in Article 3.6.1(a): 10 days. In the event of the death of the mother during maternity leave, the other parent, if the latter is a member of staff or a short-term contract employee, shall receive the remaining days of maternity leave, as defined in Article 28(i) and (ii) of the Conditions of Employment;
- (d) change of residence of the member of staff
- on taking up appointment with the ECB: two days,
 - other: one day;
- (e) termination of contract, excluding resignation or a refusal by the Member of Staff to have their contract extended: to facilitate the search for a job, up to 5 days shall be granted..

Special leave under paragraphs (a) (b) (c) and (d) shall be granted for the day of the event and/or the days immediately before or following the event that gives rise to the special leave. In the event of the birth or adoption of one or more children, special leave under paragraph (c) shall be granted for the days falling within the period of maternity or adoptive leave, as defined in Article 28(i) and (ii) of the Conditions of Employment, or, alternatively, for the days immediately before or following those periods.

Special leave under paragraph (e) shall be granted within the three months preceding the end of the contract.

5.10.2 On application via the member of staff's Director General/Director or his/her representative, the Director General Human Resources or their Deputy shall grant special leave of up to five days per calendar year for the medically certified illness of a dependent child under the age of 18, where the certificate demonstrates that the illness requires the presence of the member of staff. The member of staff shall first take two days of annual or unpaid leave per calendar year per dependent child for such certified illness. Where the member of staff is a single parent, this requirement shall be reduced to one day.

In the event of subsequent certified illness of the same dependent child in the same calendar year, the member of staff may use any remaining days of special leave, without having to request further days of annual or unpaid leave. Where a member of staff does not work for a full year, his/her entitlement to special leave shall be proportional to the period worked and rounded up to the nearest half hour.

5.10.3 On application via the member of staff's area head or their representative, the Director General Human Resources or their Deputy shall grant special leave of up to a total of five days per calendar year, in the event of the illness of one or more of the following persons:

- their spouse or recognised partner,
- their child above the age of 18 or the child above the age of 18 of their spouse or recognised partner,
- their (step)parent, (step)brother, (step)sister, grandparent, grandchild,
- their (step)parent-in-law or a (step)parent of the member of staff's recognised partner.

Special leave shall be granted from the third day of the medically certified illness, where the certificate demonstrates that the illness requires the presence of the member of staff. The member of staff shall first take two days of annual or unpaid leave per calendar year for such certified illness. The notice period for requesting unpaid leave in Article 5.12.2 shall not apply.

In the event of subsequent certified illness of that same or another of the abovementioned persons in the same calendar year, the member of staff may use any remaining days of special leave, without having to request further days of annual or unpaid leave. Where a member of staff does not work for a full year, his/her entitlement to special leave shall be proportional to the period worked and rounded up to the nearest half hour.

5.10.3a Days of unpaid leave in accordance with Article 5.10.2 and 5.10.3 shall affect only the basic salary, salary-based allowances, entitlements and contributions while other allowances, benefits, entitlements and contributions shall remain

unaffected. Members of staff who have been granted unpaid leave in accordance with Article 5.10.2 and 5.10.3 shall remain covered under the accident insurance and contributions shall be calculated on the basis of the corresponding basic full-time salary as if the member of staff concerned had served a full month.

- 5.10.4 Members of staff may apply through their Director General/Director or his/her representative for special leave to be granted by the Director General Human Resources or their Deputy Director General when they have to fulfil legal duties (e.g. compulsory military reserve training, compulsory appearances as a witness before a court). Such leave will be granted if the members of staff are otherwise likely to be subject to penalties imposed by a national administration.

The number of days granted will be decided on a case by case basis, taking into account particular needs and circumstances.

Any emolument paid to the member of staff in connection with the grounds for the special leave will be deducted from his/her remuneration or may be credited to the ECB.

- 5.10.5 Additional special leave for the reasons mentioned in Article 5.10.2 and 5.10.3, and special leave for other reasons, may be approved by the Director General Human Resources or their Deputy on a case-by-case basis.

- 5.10.6 In addition to the days of special leave granted under Article 5.10.1(a), (b) and (c), and Article 5.10.4, up to two days per calendar year shall be granted to the member of staff for travelling to and from an event covered by those articles, as follows:

- (a) one day for travel by air, where the one-way flight time is up to four hours;
- (b) one day for travel by other means than air travel over a distance between 200 and 400 km;
- (c) two days where a combination of travel according to (a) and (b) is required, as well as for any travel of a longer duration or over a longer distance.

The days of special leave for travelling time shall be calculated on the basis of the quickest means of travel.

- 5.10.7 On application via the member of staff's Director General/Director or his/her representative, the Director General Human Resources or their Deputy shall grant special leave of up to five days for medically certified hospitalisation of a dependent child under the age of 18. In case of prolonged hospitalisation, the Director General Human Resources or their Deputy may extend the special leave on a case-by-case basis.

5.11 Parental leave

The provisions of Article 29 of the Conditions of Employment are applied as follows:

- 5.11.1 A member of staff is entitled to unpaid parental leave to take care of each of his/her dependent children until the child reaches the age of ten years. Parental leave may also be taken for a child who needs constant care because of a serious illness or disability.
- 5.11.2 Parental leave shall be granted for a maximum of three years per child, which may be non-consecutive. The total parental leave granted to a member of staff shall in no case exceed six years. Parents who are both members of staff shall both be entitled to parental leave.
- 5.11.3 Members of staff shall apply for parental leave to the Directorate General Human Resources or their Deputy via their Director General/Director or his/her representative at least three months in advance. In exceptional circumstances, the Director General Human Resources or their Deputy may also consider requests that were not submitted at least three months in advance.
- 5.11.4 The procedure described in Article 5.11.3 shall also apply to requests to extend parental leave. A member of staff may return to duty prior to the expiry of parental leave subject to a delay decided on a case-by-case basis. In any event, the delay shall not exceed six months or the expiry date of the parental leave, whichever is the sooner.
- 5.11.5 At the end of parental leave of six months, members of staff shall have the right to return to their position. At the end of parental leave of more than six months they shall have the right to return to their position or, if that is not possible, to a similar position.
- 5.11.6 Members of staff on parental leave shall retain the following entitlements.
- (a) child and education allowances;
 - (b) disability pension and death in service benefits;
 - (c) continued inclusion in the ECB's pension plan, but no contributions by the ECB or the member of staff will be paid;
 - (d) continued cover under the ECB health insurance and long-term care insurance;
 - (e) continued cover under the accident insurance, provided that they pay their personal contributions, which shall be calculated on the basis of the corresponding basic full-time salary before the parental leave starts. Contributions shall be adjusted in line with salary adjustments and changes to the insurance premiums occurring during the period of

parental leave. Alternatively, the member of staff may opt out of the accident insurance for the period of the parental leave.

5.11.7 No other leave shall be granted during parental leave nor shall annual leave accrue.

5.11.8 Periods of parental leave shall otherwise count as service.

5.12 Unpaid leave

The provisions of Article 30 of the Conditions of Employment are applied as follows:

5.12.1 Members of staff shall, at their request, be granted unpaid leave for their period of compulsory military or alternative service.

5.12.2 Members of staff may, at their request, be granted unpaid leave on personal grounds provided that:

- (a) the ECB's business is not unduly affected;
- (b) such unpaid leave does not conflict with the ECB's legitimate interests, in particular that the activities to be undertaken by the member of staff during such leave do not give rise or are not perceived to give rise to a conflict of interest.

Members of staff may, at their request, be granted unpaid leave to temporarily take up employment with another employer for the purpose of external mobility, provided that, in addition to (a) and (b), they have an employment contract with the ECB for an indefinite period.

5.12.3 Unless otherwise authorised on behalf of the Executive Board by the Chief Services Officer on compelling grounds and in the interest of the ECB, unpaid leaves in accordance with Article 5.12.2 shall be granted for a minimum of two consecutive weeks up to a maximum total duration of three years.

Members of staff may request an additional period of unpaid leaves for a maximum total duration of three years, if they have not taken any unpaid leave in accordance with Article 5.12.2 in the seven years preceding the date of commencement of the requested additional period of unpaid leave.

Members of staff returning from unpaid leave shall return to the same or an equivalent position. If no such position is immediately available, they may be assigned to a position allocated to a lower salary band for an interim period. Their remuneration shall correspond to their salary prior to the commencement of the unpaid leave, adjusted in line with salary adjustments.

5.12.4 Members of staff shall submit requests for unpaid leave, endorsed by their area head, to the Director General Human Resources or their Deputy at least three months in advance of the requested date of commencement of the unpaid leave.

In exceptional circumstances, the Director General Human Resources or their Deputy may also consider requests that were submitted with less notice.

The same procedure and time frames as set out in the first paragraph of 5.12.4 shall apply to: (a) requests to extend the unpaid leave; and (b) requests to return to duty prior to expiry of such unpaid leave, which may be accommodated if this is compatible with the interest of the service.

5.12.5 During unpaid leave in accordance with Article 5.12, no other leave, including sick leave and maternity leave, shall accrue or be granted.

5.12.6 During unpaid leave, salary, allowances and the membership of the social security provided for in Parts 6 and 7 of, and the Annexes to, the Conditions of Employment, and Parts 6 and 7 of the Staff Rules shall be suspended.

Members of staff who have been granted unpaid leave may, not later than two weeks before the leave commences, apply to remain covered for the entire duration of their unpaid leave under the accident insurance for non-work related accidents as provided for in Article 34(b) of the Conditions of Employment..

Provided that during the unpaid leave the member of staff pays the full contribution, including the ECB's contribution, such cover shall be granted, unless

- (a) they have been granted unpaid leave for compulsory military or alternative service; or
- (b) their risk profile has significantly increased as a consequence of the activities performed during the unpaid leave.

Contributions to the accident insurance shall be calculated on the basis of the member of staff's basic full-time salary prior to the commencement of the unpaid leave. Contributions shall be adjusted in line with salary adjustments and changes to the insurance premiums occurring during the period of unpaid leave.

Unpaid leave shall not be considered service for the purpose of determining the duration of the unemployment allowance laid down in Article 6.5.1.

5.12.7 During unpaid leave, members of staff shall notify the ECB without undue delay of any changes of relevance to their unpaid leave and any other changes which may affect their rights, obligations and entitlements vis-à-vis the ECB.

5.13 Sick leave

The provisions of Article 31 of the Conditions of Employment shall be applied as follows:

5.13.1 Members of staff unable to work because of illness or accident must, unless it is absolutely impossible, inform their immediate manager personally before 10 a.m.

on the first day of absence. Members of staff who are not at their usual place of residence must let their immediate manager know where they can be contacted.

5.13.2 A medical certificate is required where:

- the absence is longer than two consecutive working days per period of absence; or
- a member of staff is unable to work for the contractually agreed hours due to medical reasons; or
- a member of staff is scheduled to attend a disciplinary or underperformance hearing; or
- the illness or accident occurs during annual leave; or
- the uncertified absences exceed ten working days per annum.

Where sick leave coincides with a weekend or a public holiday, two consecutive working days means:

- a Friday and the following Monday; or
- a Tuesday and Thursday, for example, when Wednesday is a public holiday.

The medical certificate shall indicate the date on which the sickness commenced and the date on which it is expected to end. A single medical certificate can certify an absence of up to a maximum of six weeks in duration.

The medical certificate shall be sent to the Directorate General Human Resources as soon as possible. If the absence is likely to be longer than one week, the medical certificate shall be posted.

Members of staff shall inform their immediate manager without delay if the sick leave is extended. Any extension requires the submission of a medical certificate.

5.13.3 Members of staff must report to their immediate manager on the first day they resume work after sick leave. If the absence was longer than six weeks or if the member of staff concerned wishes to resume his/her duties on a part-time basis, resumption of work is subject to clearance by the ECB's Medical Adviser.

5.13.4 A member of staff may consult the ECB's Medical Adviser at any time during his/her absence. The ECB may refer members of staff to the Medical Adviser at any time and members of staff shall make themselves available for a house call by the Medical Adviser, or other measure of a medical nature as requested by the Medical Adviser, including his/her requirement of a medical certificate for all absences. The Medical Adviser may ask the member of staff's doctor for relevant information.

PART 6 SOCIAL SECURITY**6.1 Payment during sick leave**

The provisions of Article 32(a) of the Conditions of Employment are applied as follows:

6.1.1 Remuneration will not be paid beyond the term of the contract of employment.

6.2 ECB health insurance

Article 33 of the Conditions of Employment is applied as provided for in Annex III.

6.2a Long-term care insurance

Article 33a of the Conditions of Employment is applied as provided for in Annex IV.

6.3 Accidents, accidents at work and occupational diseases

The provisions of Article 34(a) and (b) of the Conditions of Employment are applied as follows:

6.3.1 (a) An accident means a sudden, involuntary occurrence adversely affecting the member of staff's health, the cause or one of the causes of which is external to the victim's organism. The following shall *inter alia* be considered accidents:

- poisoning,
- bites of animals or stings of insects resulting in infections, sicknesses and injuries or any other damage to health,
- exertion resulting in sprains, tears, lacerations or ruptures of muscles or tendons,
- acts carried out in a situation of emergency, in self-defence or when saving human life or salvaging property resulting in bodily injuries,
- assaults or attempts on the life of the member of staff, including in the course of strikes or disturbances, unless the member of staff participated of their own free will in the violent action in which they were injured, other than in self-defence.

(b) An accident at work means an accident fulfilling the definition of paragraph (a), occurring by virtue of, and in the performance of, a member of staff's duties at the ECB. This definition includes any accident occurring:

- on the ECB's premises,
- during duly authorised teleworking,

- during business travel,
 - during normal transit between ECB buildings,
 - on the journey between the place of residence for the purposes of the member of staff's employment and the place of work and vice versa.
- (c) Accidents shall be excluded from the benefits provided under Article 34(a) and (b) of the Conditions of Employment if they are due to the following causes:
- (i) wilful involvement of the member of staff in a brawl except if the following three cumulative conditions are met:
 1. the brawl occurred in the course of, or in connection with, the performance by the member of staff of their duties at the ECB or on their way to and from work, including business travel,
 2. the member of staff was called to account and placed in a position of self-defence or saving human life,
 3. the brawl or the accident was not the result of inexcusable conduct by the member of staff;
 - (ii) manifestly reckless acts committed by the member of staff, including but not limited to their participation by means of motorised equipment in sporting contests, races and official trials;
 - (iii) a blood alcohol level of the member of staff who is the victim of an accident, of more than 0.5 mg/ml in the case of accidents resulting from the driving of any motor vehicle, and of more than 1.4 mg/ml in the case of any other accident;
 - (iv) the use by the member of staff of drugs not prescribed by a doctor, except in case of error;
 - (v) the deliberate handling by the member of staff of weapons or ammunition, except in an emergency or in the course of or in connection with the performance by the member of staff of their official duties;
 - (vi) practice of any of the following sports without professional supervision: boxing, karate, bungee jumping, any airborne sports activities, any water sports activities other than swimming in controlled or supervised waters, speleology, climbing cliffs or pinnacles of rock or mountain peaks otherwise than on beaten tracks;

- (vii) a criminally punishable wilful act which has been the subject of a final verdict to immediate imprisonment. If that sentence was passed in a country of which the member of staff is not a national, the exclusion from cover shall apply only if the judicial proceedings guaranteed the fundamental rights of defence and if the same act would have been punishable by immediate imprisonment under the law of the State of which the member of staff is a national;
- (viii) the intentional provision of false or incomplete information on the ECB occupational safety and health self-assessment form for teleworking or the omission, by negligence or otherwise, to notify the ECB of significant changes to the remote work location or to work equipment.

In order to apply, the disqualifying behaviour in question must have directly increased the risk of the accident occurring.

6.3.2 An occupational disease means a pathology listed in the *European schedule of occupational diseases* laid down in Annexes I and II to Commission Recommendation 2003/670/EC of 19 September 2003 concerning the European schedule of occupational diseases², where the member of staff contracted the pathology in the performance of their duties at the ECB.

6.3.3 Reimbursement of reasonable and customary medical and dental expenses incurred as a result of an accident or occupational disease shall be regulated as follows.

- (a) Members of staff who suffer an accident at work or contract an occupational disease may apply for reimbursement of expenses from the administrator. Expenses shall be reimbursed at the rate of 100% without the application of the maximum limits for reimbursement provided under the ECB health insurance.
- (b) Members of staff who suffer a non-work related accident may apply for reimbursement of expenses from the administrator if, at the date of the accident, they were insured members of the ECB health insurance. In this case, applications for reimbursement of expenses will be processed by the administrator in accordance with Appendix I (Schedule of benefits) to Annex III. If they were not insured members of the ECB health insurance, members of staff shall be responsible for the medical and dental expenses incurred.

In the event of disagreement between the administrator and a member of staff or those entitled under them, concerning the reimbursement of expenses related to

² OJ L 238, 25.9.2003, p. 28

reimbursement of medical and dental expenses incurred as a result of an accident at work or occupational disease, the matter shall be determined in accordance with the complaints procedure laid down in the insurance policy. The ECB shall bear no liability in respect of such applications for reimbursement of expenses.

- 6.3.4 If a member of staff suffers an accident during a period for which they were granted special leave for compulsory military reserve training pursuant to Article 28(iii) of the Conditions of Employment or unpaid leave pursuant to Article 30 of the Conditions of Employment, benefits of the same kind paid from other sources shall be deducted from those payable under this Article insofar as the member of staff is insured under the ECB's accident insurance.
- 6.3.5
- (a) The indemnity provided for in Article 34(b)(i) of the Conditions of Employment shall be paid also following the unexplained disappearance of a member of staff if, on expiry of a period of one year and following an investigation into the circumstances of the disappearance, the member of staff is presumed dead unless there are grounds for presuming that the death was not due to an accident.
 - (b) Where a member of staff is found to be alive after all, or part of the indemnity under Article 34(b)(i) of the Conditions of Employment has been paid, all sums paid shall be reimbursed by the member of staff and those entitled under them. Special arrangements may be made by the ECB to effect such reimbursement.
 - (c) Where, following payment of the indemnity provided for in Article 34(b)(ii) or (iii) of the Conditions of Employment, the member of staff dies as a result of the same accident or the same occupational disease which gave rise to the entitlement to the indemnity, the indemnity referred to in Article 34(b)(i) of the Conditions of Employment shall be payable only if that indemnity exceeds the indemnity paid pursuant to Article 34(b)(ii) or (iii) of the Conditions of Employment and only in respect of the difference.
- 6.3.6
- (a) Total or partial permanent invalidity shall be measured in terms of physical impairment as laid down in the European disability rating scale in Annex II to the Staff Rules.
 - (b) For the purposes of the indemnity provided for in Article 34(b)(ii) of the Conditions of Employment, a member of staff shall be considered to have sustained total permanent invalidity as a result of an accident or an occupational disease when the resulting physical impairment is 100%.
 - (c) Total or partial permanent invalidity resulting from injuries to limbs or organs previously disabled shall only be indemnified by the difference

between the degree of invalidity before and after the accident or occupational disease.

- (d) The assessment of injuries to healthy limbs or organs damaged in the accident or by the occupational disease shall take into account the state of infirmity of other limbs or organs not affected by the accident or the occupational disease and provided that those limbs or organs function in synergy with those damaged in the accident or the occupational disease. In that case, the indemnity shall cover also the total or partial loss of the function.

The indemnity for partial permanent invalidity resulting from the partial loss of function shall be determined according to the following rule:

$$i = (V1 - V2) / V1 * 100$$

i = invalidity to be granted for the accident or the occupational disease taking account of the state of infirmity of the organ that acts in synergy not affected by the accident or the occupational disease

V1 = validity before the accident or the occupational disease

V2 = validity remaining after the accident or the occupational disease.

- (e) The total indemnity for total or partial invalidity on several counts arising out of the same accident or the same occupational disease shall be obtained through addition but such total shall not exceed either the total indemnity of the insurance for permanent total invalidity or the partial sum insured for the total loss or the complete loss of use of the limb or organ injured.

6.3.7 Where, as a result of an accident at work or an occupational disease, the member of staff is incapacitated to such an extent that they cannot do without the permanent assistance of another person, the Director General Human Resources or their Deputy may, after consulting the doctor appointed by them, or the Medical Committee established in accordance with Article 6.6, grant a monthly flat-rate allowance equal to the justified expenditure and not exceeding 150% of the minimum subsistence figure referred to in Article 35 of the Conditions of Employment..

In cases where parts of the justified expenditure are covered by any reimbursements payable for nursing expenses under the ECB health insurance or another health insurance, the flat-rate allowance shall be reduced accordingly. The flat-rate allowance shall also be reduced by an amount equivalent to any long-term care benefits received under the long-term care insurance or an alternative equivalent insurance where applicable. Members of

staff concerned shall declare such amounts, which shall be deducted from the flat-rate allowance.

The decision to grant such an allowance shall be subject to review at intervals of not more than three years, to be determined by the Director General Human Resources or their Deputy.

6.3.8 The benefits payable under Article 34(b)(i) to (iii) of the Conditions of Employment shall be calculated on the following basis:

- in the case of an occupational disease, the monthly basic full-time salary paid in the 12 months preceding (i) the date on which the disease is first diagnosed or, failing that, (ii) the date on which the member of staff first becomes incapable of working as a result of the disease or, failing that, (iii) the date of submission of a request as laid down in Article 6.3.11(a). For former members of staff, benefits shall be calculated on the basis of the monthly basic full-time salary paid during the last 12 months of employment.
- in the case of an accident, the monthly basic full-time salary paid in the 12 months preceding the date of the accident.

6.3.9 No reimbursement of expenses, indemnity or allowance under Article 6.3.7 shall be payable to a member of staff or those entitled under them whose accident or occupational disease arose from a situation in which they intentionally caused or contributed to the death or injury of another person.

6.3.10 (a) Members of staff who suffer an alleged accident at work or those entitled under them shall report it to the Directorate General Human Resources.

Where the alleged accident at work results in death or where it is impossible for the member of staff or those entitled under them to report it, this may be done by any member of their family or any other person with knowledge of the facts.

The report shall specify the date and time, the causes and the circumstances of the alleged accident at work and also the names of witnesses and of any third party which may be liable. A medical certificate shall be annexed, specifying the nature of the injuries and the probable consequences of the alleged accident at work.

(b) The report shall be submitted not later than 10 working days following the date on which the alleged accident at work occurs except where the Director General Human Resources or their Deputy has established that the delay was justified by force majeure or by any other legitimate reason.

(c) The Directorate General Human Resources may investigate whether the reported incident constitutes an accident at work.

- (d) Members of staff who sustain a non-work related accident within the meaning of Article 6.3.1(a) that might give rise to reimbursement of expenses under the ECB health insurance, or those entitled under them, shall report the accident to the administrator mentioned in Article 6.3.3.
- 6.3.11 (a) Members of staff who request the application of Article 6.3 on grounds of an occupational disease shall submit a statement to the Directorate General Human Resources within a reasonable period following the onset of the disease or the date on which it is diagnosed for the first time. The statement may be submitted by the member of staff or, where the symptoms of the disease allegedly caused by the performance of their duties at the ECB become apparent after the termination of employment, by the former member of staff; where a member of staff dies as a result of a disease allegedly caused by the performance of their duties at the ECB, it may also be submitted by those entitled under them.
- The statement shall specify the nature of the disease and be accompanied by medical certificates and any other supporting documents. For medical conditions included in Annex II to Recommendation 2003/670/EC, the statement shall include evidence that the member of staff contracted the pathology in the performance of their duties at the ECB.
- (b) The Directorate General Human Resources shall investigate the nature of the disease, whether it has resulted from the performance of the member of staff's duties at the ECB and also the circumstances in which it has arisen, paying due regard to the *Information notices on occupational diseases: a guide to diagnosis*³ published by the European Commission.
- (c) After seeing the report drawn up following the investigation, the doctors appointed by the Director General Human Resources or their Deputy pursuant to Article 6.3.12(a) shall state their findings as provided for in the same Article.
- 6.3.12 (a) On the initiative of a member of staff or those entitled under them and in accordance with the procedure laid down in Article 6.3.13, the Director General Human Resources or their Deputy shall adopt a decision:
- (i) to recognise an accident at work,
 - (ii) to recognise the occupational nature of a disease,

³ European Commission, *Information Notices on Occupational Diseases: A Guide to Diagnosis*, Publications Office, Luxembourg, 2009, ISBN 978-92-79-11483-0 (<http://ec.europa.eu/social/BlobServlet?docId=3155&langId=en>)

- (iii) to establish the degree of permanent invalidity after consolidation of injuries pursuant to Article 6.3.14(c).

Such decisions shall be taken on the basis of expert medical opinion of one or more doctors appointed by the Director General Human Resources or their Deputy and, in the event of an appeal pursuant to Article 6.3.13(b), after consulting the Medical Committee established in accordance with Article 6.6.

- (b) Failure by a member of staff to attend a consultation requested by the doctors appointed by the Director General Human Resources or their Deputy, or the Medical Committee established in accordance with Article 6.6, shall lead to the termination of the case, except where the Director General Human Resources or their Deputy has established that such failure was justified by *force majeure* or by any other legitimate reason.
- (c) With regard to decisions concerning the recognition of non-work related accidents and the assessment of the related degree of permanent invalidity, the member of staff or those entitled under them shall claim the indemnity provided for in Article 34(b)(i) to (iii) of the Conditions of Employment from the insurer on the basis of the ECB accident insurance policy in force at the time of the accident. The ECB shall bear no liability in respect of such claims.

6.3.13

- (a) Before taking a decision pursuant to Article 6.3.12(a), the Director General Human Resources or their Deputy shall prepare a draft decision and notify it to the member of staff or those entitled under them together with a summary containing non-confidential information from the report of the doctors appointed by the Director General Human Resources or their Deputy. The member of staff or those entitled under them may request that the full medical report be communicated to a doctor chosen by them.
- (b) Within two months from the date on which the draft decision is communicated to them, the member of staff or those entitled under them may request that the Medical Committee established in accordance with Article 6.6 delivers its opinion. This request shall contain the name of the doctor representing the member of staff or those entitled under them together with a medical report from that doctor setting out the medical issues disputed in relation to the medical report of the doctors appointed by the Director General Human Resources or their Deputy.
- (c) Where, on expiry of this period, no request has been made for consultation of the Medical Committee, the Director General Human Resources or their Deputy shall adopt a decision in accordance with the

draft decision previously notified to the member of staff or those entitled under them.

- 6.3.14 (a) Members of staff who have submitted a request for recognition of an accident at work or an occupational disease shall inform the Directorate General Human Resources of any change in their state of health by submitting medical certificates.
- (b) If members of staff provide no information under paragraph (a) for more than six months, they will be presumed to have recovered and the case will be terminated.
- (c) The decision pursuant to Article 6.3.12(a)(iii) to establish the degree of invalidity shall be taken after the member of staff's injuries resulting from the accident at work or occupational disease have consolidated. Such injuries shall be considered to have consolidated where they have stabilised or will diminish only very slowly and to a very limited extent. To this end, the member of staff concerned shall submit a medical report confirming the stabilisation and nature of their injuries. The doctors appointed by the Director General Human Resources or their Deputy or, where appropriate, the Medical Committee established in accordance with Article 6.6, may decide that consolidation has taken place regardless of the conclusions of this medical report or in the absence of such a report.
- Where it is impossible to define the degree of invalidity after medical treatment is concluded, the findings of the doctors appointed pursuant to Article 6.3.12(a) or, where appropriate, the report of the Medical Committee established in accordance with Article 6.6, shall specify a deadline for reviewing the member of staff's case.
- (d) Where an occupational disease is recognised and the member of staff's injuries are found not to have consolidated pursuant to paragraph (c), the Director General Human Resources or their Deputy shall grant a provisional indemnity corresponding to the undisputed proportion of the permanent invalidity rate. That indemnity shall be set off against the final indemnity.
- (e) Paragraph (d) shall also apply to decisions concerning the recognition of accidents at work where the degree of invalidity is more than 20% and the member of staff's injuries are found not to have consolidated pursuant to paragraph (c).
- 6.3.15 (a) In cases other than those referred to in Article 6.3.12(a), where the Director General Human Resources or their Deputy is required to adopt a decision after consulting the doctor appointed by them, the former shall

prepare a draft decision and notify it to the member of staff or those entitled under them together with a summary containing non-confidential information from the report of the said doctor. The member of staff or those entitled under them may request that the full medical report be communicated to a doctor chosen by them. Within 30 days from the date on which the draft decision is communicated to them, the member of staff or those entitled under them may request consultation of another doctor, to be chosen by agreement between the doctor appointed by the Director General Human Resources or their Deputy and the doctor appointed by the member of staff or those entitled under them. If, on the expiry of that period, no request for such consultation has been made, the Director General Human Resources or their Deputy shall adopt a decision in accordance with the draft decision previously notified to the member of staff or those entitled under them.

- (b) The expenses incurred in consulting the doctor appointed by agreement under paragraph (a) shall be borne by the ECB. However, where the opinion of that doctor is in accordance with the draft decision previously notified, the member of staff or those entitled under them shall pay the fee and incidental expenses involved in such consultation.

6.3.16 Recognition of total or partial permanent invalidity pursuant to Article 34(b)(ii) and (iii) of the Conditions of Employment shall in no way prejudice application of Article 32 of the Conditions of Employment and vice versa.

6.3.17 Decisions taken under this Article shall be subject to the appeals procedures laid down in Articles 41 and 42 of the Conditions of Employment initiated by the member of staff or those entitled under them only on the grounds of alleged procedural defects or irregularities. The appeals procedures may not be used to challenge medical findings or conclusions which shall be regarded as definitive provided that the conditions in which they were made are not irregular.

6.4 Death - reimbursement of repatriation cost

In the event of the death of a member of staff, his/her spouse/recognised partner or dependent children, the ECB shall reimburse the costs involved in repatriating the body from the member of staff's place of employment to his/her original place of residence. However, in the event of a member of staff's death during official business travel, the ECB shall bear the costs involved in repatriating the body from the place where death occurs to the member of staff's original place of residence or place of employment.

6.5 Unemployment benefits

The provisions of Article 36 of the Conditions of Employment are applied as follows:

6.5.1 In determining the duration of the allowance, the additional months referred to in calculating monthly unemployment allowance after twelve months of unemployment shall be one additional month per year of service over three years and one additional month per age bracket of two years after the age of forty.

6.5.2 Not later than one month following the date of termination of his/her service, the former member of staff shall forward to the Directorate General Human Resources evidence that he/she is registered as unemployed and is seeking employment through the competent employment authorities of the state in which he/she has established or establishes his/her residence.

Such evidence shall be provided for each further month of unemployment and after each period of the suspension of entitlements.

6.5.3 The unemployment benefits shall nevertheless be granted if the former member of staff is unable to register as seeking employment because of the absence of any competent national authority or rejection of his/her application by such authority in the case of illness, accident, maternity, invalidity or a situation recognised as being similar.

6.5.4 The allowance shall be subject to the tax for the benefit of the European Communities.

6.5.5 Entitlement to the household allowance shall be calculated on the basis of the unemployment allowance

6.5.6 If the former member of staff ceases to fulfil the conditions of entitlement, the payment of the benefits is suspended. Payment is resumed if, before the expiry of the two-year period, the conditions are again fulfilled.

6.5.7 The above benefits

(a) are paid monthly in arrears. When they are not due in respect of a whole month, they shall be calculated on the basis of a 30-day month;

(b) are paid to the surviving dependents as appropriate in the case of death;

6.5a. The provisions of Article 36a of the Conditions of Employment are applied as follows:

6.5a.1 Members of staff requesting the benefits under Article 36a of the Conditions of Employment shall submit evidence of their being registered as unemployed and seeking employment in accordance with the conditions set out in Article 6.5.2.

On the basis of the evidence presented, the Director General Human Resources or their Deputy shall decide on the payment of the special allowance and the related benefits.

The Director General Human Resources or their Deputy may request further evidence in particular to prove that the member of staff is not able to find a suitable alternative occupation.

6.5a.2 Articles 6.5.4, 6.5.5, 6.5.6, 6.5.7, 6.5.8 and 6.5.9 shall apply accordingly.

6.6 Medical Committee

6.6.1 The Medical Committee shall consist of three doctors:

- (a) one appointed by the member of staff or those entitled under them;
- (b) one appointed by the Director General Human Resources or their Deputy;
- (c) one appointed by agreement between the doctors appointed under paragraphs (a) and (b), and who shall neither have been consulted by the member of staff nor have been contracted to provide services as Medical Adviser or General Practitioner to the ECB prior to their appointment to a Medical Committee.

Where agreement cannot be reached on the appointment of the third doctor within a period of two months following the appointment of the second doctor, the President of the *Hessian Landesärztekammer* shall appoint the third doctor at the request of either party.

Irrespective of the method of appointment, the third doctor shall possess relevant medical expertise to produce an expert opinion related to the medical condition of the member of staff.

6.6.2 The member of staff or those entitled under them shall notify the appointment of the doctor under Article 6.6.1(a) to the Directorate General Human Resources within 30 days of the latter notifying the member of staff of the appointment of the doctor under Article 6.6.1(b). If the member of staff or those entitled under them fails to appoint a doctor who is willing to act as a member of the Medical Committee, a doctor not previously consulted by the member of staff in connection with the medical issue in question shall be appointed on their behalf by the President of the *Hessian Landesärztekammer*.

6.6.3 (a) The Medical Committee shall be responsible for determining medical appeals.

In its three-member composition, it shall also be competent to decide on all disputes relating to medical opinions expressed for the purposes of the Conditions of Employment and the Staff Rules, on the one hand by the doctor designated by the Director General Human Resources or their

Deputy and, on the other, by the doctor designated by the member of staff concerned.

- (b) Cases shall be submitted to the Medical Committee either on the initiative of the Director General Human Resources or their Deputy or at the request of the member of staff concerned or those entitled under them.
- (c) The Director General Human Resources or their Deputy shall define the terms of reference of the Medical Committee. These shall cover medical matters raised by the report of the doctor representing the member of staff or those entitled under them and other relevant medical reports transmitted to or by the ECB.

The fees and incidental expenses of the doctors making up the Medical Committee shall be set in accordance with the *Justizvergütungs- und entschädigungsgesetz*⁴.

- (d) Before establishing the terms of reference of the Medical Committee, the Directorate General Human Resources shall inform the member of staff or those entitled under them of the fees and incidental expenses which are liable to be borne by them in accordance with Article 6.6.5. The member of staff or those entitled under them may not under any circumstances object to the third doctor on account of the amount of the fees and expenses requested by them.

- 6.6.4
- (a) The member of staff or those entitled under them shall be responsible for submitting to the Medical Committee all relevant medical documents concerning them. These shall include any reports or certificates from the member of staff's doctor and from doctors consulted in connection with the medical issue in question. The member of staff or those entitled under them shall provide the doctor appointed by them under Article 6.6.1(a) with the names of all doctors consulted in connection with the medical issue in question.
 - (b) The Medical Committee shall meet at the latest within 60 days following the appointment of the third doctor.
 - (c) The Medical Committee shall examine collectively all the available documents likely to be of use to it in its assessment and shall take all decisions by majority vote. The third doctor shall be responsible for providing the secretariat and drafting the report. The Medical Committee may decide on and adopt its own rules of procedure. The Medical

⁴ Gesetz über die Vergütung von Sachverständigen, Dolmetscherinnen, Dolmetschern, Übersetzerinnen und Übersetzern sowie die Entschädigung von ehrenamtlichen Richterinnen, ehrenamtlichen Richtern, Zeuginnen, Zeugen und Dritten (Justizvergütungs- und -entschädigungsgesetz - JVEG) <http://www.gesetze-im-internet.de/bundesrecht/jveg/gesamt.pdf>.

Committee may request additional examinations and consult experts in order to carry out its task.

- (d) The Medical Committee may deliver medical opinions only on the facts submitted to it for examination or which are brought to its attention. If the Medical Committee considers that its task may entail a legal dispute, it shall abstain from providing opinions on the legal aspects of the case.
- (e) On completing its deliberations, the Medical Committee shall adopt its opinion in the form of a medical report. Such medical report shall be added by the Directorate General Human Resources to the medical file of the member of staff concerned. The Medical Committee shall provide a summary containing non-confidential information from this report to the Director General Human Resources and their Deputy. On the basis of the summary, the Director General Human Resources or their Deputy shall notify the member of staff or those entitled under them of their decision together with the summary containing non-confidential information from the report of the Medical Committee. The member of staff or those entitled under them may request that the Medical Committee's full report be transmitted to a doctor of their choice.
- (f) The deliberations of the Medical Committee shall be secret.

6.6.5 Fees and incidental expenses incurred in connection with the proceedings of the Medical Committee shall be borne as follows:

- (i) where the opinion of the Medical Committee is in accordance with the draft decision of the Director General Human Resources or their Deputy, members of staff or those entitled under them shall pay the fees and incidental expenses of the doctor appointed by them and half of the fees and incidental expenses of the third doctor;
- (ii) where members of staff or those entitled under them decide to discontinue the procedure for referral to the Medical Committee, they shall pay the fees and incidental expenses of the doctor appointed by them, and half of the fees and incidental expenses of the third doctor, in respect of the part of the work that has been completed;
- (iii) where the opinion of the Medical Committee is not in accordance with the draft decision of the Director General Human Resources or their Deputy, the ECB shall pay all the fees and incidental expenses;
- (iv) the total amount members of staff or those entitled under them shall pay in accordance with subparagraphs (i) or (ii) shall be limited to EUR 500. However, if members of staff or those entitled under them agree with the doctor appointed by them, or appointed on their behalf, fees or incidental

expenses that are higher than those regulated in the *Justizvergütungs- und entschädigungsgesetz*, or if the doctor appointed by the members of staff or those entitled under them, or appointed on their behalf, is not resident at the place of work of the member of staff, the limit of EUR 500 shall not apply for the sums exceeding the tariffs provided in the *Justizvergütungs- und entschädigungsgesetz* or for the travel expenses of that doctor.

6.6.6 In exceptional cases, the Director General Human Resources or their Deputy, after consulting the doctor appointed by them, may decide that all fees and incidental expenses referred to in Article 6.6.5 are paid by the ECB.

6.7 Staff assigned to the administration of medical procedures

Members of staff assigned to administering Articles 6.1, 6.3 and 6.6 of, and Annexes III and IV to, the Staff Rules and Articles 6.2 and 6.4 of the Rules for Short-Term Employment shall be required to observe confidentiality regarding medical documents and expenses which come to their attention in the course of the performance of their duties. They shall continue to be subject to this obligation after their duties have ceased.

PART 7 PENSION

7.1 Dispute settlement procedures

Any dispute as defined in the pension arrangements for members of staff of the ECB, referred to in Part 7 of the Conditions of Employment, arising between any of the following:

- the Administrator,
- the Oversight Committee,
- the Core Benefit Investment Committee,
- the Flexible Benefit Investment Committee

shall be dealt with in accordance with the procedure laid down in the Terms of Reference of the Oversight Committee, the Core Benefit Investment Committee and/or the Flexible Benefit Investment Committee, as appropriate.

PART 8 APPEALS AND DISCIPLINARY PROCEDURES

8.1 Administrative review and grievance procedures

The provisions of Article 41 of the Conditions of Employment are applied as follows:

- 8.1.1 A member of staff may ask the Director General Human Resources or their Deputy, to take a decision relating to them. The member of staff shall be notified of a reasoned decision within two months from such request. If the member of staff has not received a reasoned decision within two months from their request, this shall be deemed to constitute an implied decision rejecting the request, against which an administrative review may be lodged.
- 8.1.2 A member of staff may request an administrative review of a decision within two months from the date on which it was communicated to them. They shall submit their request to the Director General Human Resources or their Deputy.
- 8.1.3 The Director General Human Resources or their Deputy shall notify the member of staff of their decision in writing within two months from the date on which the request for an administrative review was submitted to them.
- 8.1.4 A member of staff who remains dissatisfied with the decision following the administrative review procedure, or who has not received a decision within two months from the Director General Human Resources or their Deputy, may use the grievance procedure set forth below.
- 8.1.5 A member of staff may initiate a grievance procedure within two months from the date on which
- (a) the decision taken under the administrative review procedure giving rise to the grievance has been notified to the member of staff; or
 - (b) the period of two months from the request to the Director General Human Resources or their Deputy expired without such a decision referred to in paragraph (a) having been taken.

The member of staff shall submit the request for a grievance procedure to the President together with any relevant documents. The request shall clearly state the reasons for challenging the decision and the relief sought.

The President shall notify the decision to the member of staff within two months from the date on which the request was submitted to them.

- 8.1.6 Decisions taken by the Chief Services Officer, on behalf of the Executive Board, or by the Executive Board shall be subject to a special appeals procedure. A member of staff may initiate an appeal within two months from the date on which the Chief Services Officer's decision, on behalf of the Executive Board, or the Executive Board's decision, was communicated to them.

The member of staff shall submit the appeal to the President together with any relevant documents. The request shall clearly state the reasons for challenging the decision and the relief sought.

The President shall notify the Executive Board's decision to the member of staff within two months from the date on which the appeal was submitted.

8.1.7 The submission of a request for an administrative review, a grievance procedure or an appeals procedure shall not by itself have the effect of suspending the decision in question or any action pursuant to that decision. However, at the member of staff's request, the Director General Human Resources or their Deputy in the case of an administrative review, or the President in the case of a grievance, or the Executive Board in the case of an appeal, may suspend the decision, or any action pursuant to that decision.

8.1.8 A member of staff may seek the assistance of a staff representative in the course of an administrative review, grievance procedure or appeals procedure.

8.2 Appeals to the Court of Justice of the European Union

The provisions of Article 42 of the Conditions of Employment are applied as follows:

8.2.1 Appeals to the Court of Justice of the European Union shall be filed within two months from the date on which:

- the member of staff concerned is notified of the final decision taken in a grievance or appeals procedure, or
- the period of two months which applies in the grievance or appeals procedure expires without such a final decision having been taken. Nevertheless, if the final decision in a grievance or appeals procedure is taken after this two-month period but before the two-month period for filing an appeal to the Court of Justice of the European Union has expired, the period for filing an appeal shall start to run afresh.

8.3 Disciplinary procedure

The provisions of Articles 43, 44 and 45 of the Conditions of Employment are applied as follows:

8.3.1 Breach of professional duties shall mean a breach of the obligations laid down in the Statute of the European System of Central Banks and of the European Central Bank, the Conditions of Employment, the Staff Rules, the Code of Conduct of the European Central Bank or any other legal act or internal standard or rule applicable to members of staff.

8.3.2 On the basis of a report, which shall state the facts and the circumstances of the breach of professional duties, including any aggravating or extenuating

circumstances and the underlying evidence, and the results of the hearing of the member of staff concerned after they have been notified of all evidence in the files, the Executive Board or the Chief Services Officer, acting on behalf of the Executive Board, as the case may be, may decide any of the following:

- to initiate disciplinary proceedings for breach of professional duties by the Executive Board, for members of staff above salary band L, and by the Chief Services Officer, acting on behalf of the Executive Board, for members of staff at salary band L or below. Where the Chief Services Officer, acting on behalf of the Executive Board, decides to initiate disciplinary proceedings, the Executive Board shall be informed immediately,
- to inform the member of staff that no case can be made against them, by the Executive Board, for members of staff above salary band L, and by the Chief Services Officer, acting on behalf of the Executive Board, for members of staff at salary band L or below,
- not to impose a disciplinary measure, even if there is or appears to have been a breach of professional duties, by the Executive Board, for members of staff above salary band L, and by the Chief Services Officer, acting on behalf of the Executive Board, for members of staff at salary band L or below,

If the disciplinary measure likely to be imposed is a written warning or a written reprimand, the Director General Human Resources or their Deputy (for members of staff in salary bands A to J), or the member of the Executive Board to whom the Directorate General Human Resources reports (for members of staff in salary bands K or L), may take any of the abovementioned decisions.

Disciplinary proceedings shall be initiated at the latest within five years from the date of the facts occurring and within one year from the date on which those facts were discovered, save in cases of serious misconduct for which a dismissal may be imposed, where the time limit shall be respectively 10 years and one year.

Any periods of absence from work of a member of staff after the date of discovery of the facts due to sickness, disability or maternity, where there is a medically certified incapacity to participate in the hearing pursuant to this Article, shall suspend the time limit for initiation of disciplinary proceedings for the duration of the certified incapacity.

The member of staff subject to the disciplinary proceedings (hereinafter the 'member of staff') shall be informed in writing of the initiation of the disciplinary proceedings and of the allegations made against them.

Disciplinary proceedings not involving the Disciplinary Committee

- 8.3.3 If a written warning or written reprimand are likely to be imposed, the Director General Human Resources or their Deputy Director General (for members of staff in salary bands A to J), or the member of the Executive Board to whom the Directorate General Human Resources reports (for members of staff in salary bands K or L), shall hear the member of staff concerned before such a disciplinary measure is imposed.
- 8.3.3a References in Parts 8.3.2 and 8.3.3 to members of staff in salary bands K or L shall also include higher bands.

Disciplinary proceedings involving the Disciplinary Committee

- 8.3.4 The imposition of disciplinary measures other than a written warning or a written reprimand shall require the involvement of the Disciplinary Committee.
- 8.3.5 The Disciplinary Committee shall be composed of five members, appointed by the Chief Services Officer, acting on behalf of the Executive Board, for members of staff at salary band L or below, or the Executive Board, for members of staff above salary band L, as follows:
- (a) a non-voting Chair from a list composed of former high-ranking officials of another Union institution or senior members of a European international organisation. They shall be remunerated on a daily basis at a level equivalent to 1/22 of the basic monthly salary of an ECB member of staff in band L at step 1;
 - (b) the Director General Human Resources or their Deputy;
 - (c) two members of staff;
 - (d) a staff representative from a list ranking three names of members of staff submitted by the Staff Committee and the recognised trade unions. The Staff Committee and the recognised trade unions shall maintain at all times a list of three names. Should no member on this list be available or eligible for whatever reason, and the Staff Committee and the recognised trade unions are not able to provide substitutes, the Chief Services Officer, acting on behalf of the Executive Board, or the Executive Board, as the case may be, shall appoint another member of staff to complete the composition of the Disciplinary Committee.

The members of the Disciplinary Committee appointed according to paragraphs (c) and (d) may not belong to the business area of the member of staff subject to disciplinary proceedings. The Chief Services Officer, acting on behalf of the Executive Board, or the Executive Board, as the case may be shall establish a list of alternates to replace the members of the Disciplinary Committee and the secretary appointed in accordance with Article 8.3.9.

The alternate for the member of staff appointed under paragraph (d) shall be taken from the list mentioned in the same paragraph unless there is no member available or eligible on this list and the Staff Committee, and the recognised trade unions are not able to provide a substitute, in which case the Chief Services Officer, acting on behalf of the Executive Board, or the Executive Board, as the case may be may appoint another member of staff as alternate.

- 8.3.6 Subject to the approval of the Chair, a member of the Disciplinary Committee may be excused from duty for legitimate reasons and shall withdraw if a conflict of interest exists. Their alternate shall replace them.
- 8.3.7 The deliberations and proceedings of the Disciplinary Committee shall be treated as personal and confidential in accordance with the ECB's internal rules on confidentiality. The members of the Disciplinary Committee shall act in their personal capacity and shall be completely independent in the performance of their duties.
- 8.3.8 The Chair of the Disciplinary Committee shall ensure implementation of decisions taken during the proceedings of the Disciplinary Committee and shall bring all relevant information and documents to the attention of each of its members.
- 8.3.9 A secretary appointed by the Chief Services Officer, on behalf of the Executive Board, for members of staff at salary band L or below, or by the Executive Board for members of staff above salary band L shall assist the Disciplinary Committee and shall draw up minutes of its meetings.
- 8.3.10 The member of staff shall be informed of the composition of the Disciplinary Committee and may object to one of the members of the Disciplinary Committee within the following five days.
- 8.3.11 The report referred to in Article 8.3.2 shall be communicated to the member of staff. On receipt of the report, they shall have the right to obtain their complete personal file and take copies of all documents relevant to the proceedings, including exonerating evidence. They shall have not less than 15 calendar days from receipt of the report to prepare their defence.
- 8.3.12 The Disciplinary Committee shall hear the member of staff, who may present observations in writing or orally and be assisted by a person of their choice. They may call witnesses. The member of staff and all witnesses shall sign the minutes or transcripts of interviews formalising their evidence or transmit their comments and/or remarks within 15 calendar days of receipt of the minutes or transcripts. At the member of staff's request, the Disciplinary Committee shall hear the Staff Committee.

- 8.3.13 At the beginning of the hearing, the Disciplinary Committee shall inform the member of staff whether they will record the oral hearings for the purpose of drawing up the minutes. These recordings shall be destroyed within six months from the final decision by the Chief Services Officer, on behalf of the Executive Board, for members of staff at salary band L or below, or the Executive Board, for members of staff above salary band L, unless they are needed for a possible follow-up such as judicial proceedings.
- 8.3.14 If the Disciplinary Committee does not consider the information at its disposal as sufficient, it may ask one of its members to carry out further investigations. For this purpose they may take any necessary fact-finding measure such as interviews with members of staff, requests for clarification and for documents and any forensic expertise of underlying evidence presented in the report referred to in Article 8.3.2. In cases of other fact-finding measures, such as checking ECB electronic traffic data and/or accessing electronic files, performing on-the-spot searches, checking ECB telephone traffic data or intercepting business telephone calls made from ECB telephones, the Disciplinary Committee may request such measures to be conducted by those who have established the report referred to in Article 8.3.2. Following these investigations, an additional report shall be established and communicated to the Disciplinary Committee and to the member of staff. They shall have 15 calendar days to update their defence.
- 8.3.15 The Disciplinary Committee shall, by majority vote, deliver a final opinion signed by all members on whether the facts are established, whether they constitute a breach of professional duties and on any disciplinary measure. Any member of the Disciplinary Committee may attach a divergent view to the opinion. The Disciplinary Committee shall transmit its final opinion to the Chief Services Officer, on behalf of the Executive Board, for members of staff at salary band I or below, or the Executive Board, for members of staff above salary band I, and to the member of staff within three months from the notification of the initiation of the disciplinary proceedings to the member of staff. If the Disciplinary Committee performs complementary investigations, the time limit shall be five months. It shall in any case be commensurate to the complexity of the case.
- Any periods of absence from work of the member of staff following the initiation of disciplinary proceedings due to sickness, disability or maternity, where there is a medically certified incapacity to participate in the hearing referred to in Article 8.3.12, shall suspend the time limit for transmission of the final opinion for the duration of the certified incapacity.
- 8.3.16 Observations may be submitted within 15 days from the transmission of the Disciplinary Committee's final reasoned opinion to the Chief Services Officer, on

behalf of the Executive Board, by members of staff at salary band I or below, or the Executive Board, by members of staff above salary band I.

8.3.17 The Chief Services Officer, on behalf of the Executive Board, for members of staff at salary band I or below, or the Executive Board, for members of staff above salary band I, shall decide on the most appropriate disciplinary measure within one month from the receipt of the Disciplinary Committee's final reasoned opinion and of the observations of the member of staff. It shall give due consideration to the Disciplinary Committee's recommendations but shall not be bound by them.

8.3.18 The decision imposing a disciplinary measure shall be stored in the personal file of the member of staff. If the Chief Services Officer, acting on behalf of the Executive Board, or the Executive Board, as the case may be, does not impose any disciplinary measure, the member of staff may request insertion of this decision in their personal file.

8.3.19 The decision imposing a disciplinary measure shall be removed from the personal file of the member of staff after three years in case of a written warning, after five years in case of a written reprimand and after seven years in any other case.

8.3.20 Disciplinary measures may be challenged within two months by way of appeal submitted to the Court of Justice of the European Union if the Chief Services Officer, acting on behalf of the Executive Board, the Executive Board or a member of the Executive Board has imposed the disciplinary measure, or to the President if the Director General Human Resources or their Deputy Director General has imposed the disciplinary measure.

8.4 Suspension from duties

The provisions of Article 46 of the Conditions of Employment are applied as follows:

8.4.1 On behalf of the Executive Board, the Chief Services Officer shall decide on the suspension of staff for positions at salary band I or below.

If the full basic salary is reduced during a period of suspension, the member of staff's contributions to the ECB health insurance, the long-term care insurance and the accident insurance shall be based on their full basic salary.

8.4.2 If the Chief Services Officer, on behalf of the Executive Board, or the Executive Board, as the case may be, dismisses a member of staff with effect from the day of suspension, the member of staff shall retain amounts paid to them during the suspension period.

8.5 Underperformance procedure

The provisions of Article 11(a)(i) of the Conditions of Employment are applied as follows:

Initiation of an underperformance procedure

8.5.1 Underperformance shall mean a repeated and significant discrepancy between the expected and the actual performance of a member of staff, which takes into consideration performance related to both technical and behavioural competencies.

A discrepancy shall be considered to be significant when members of staff do not fulfil the objectives assigned to them.

8.5.2 An underperformance procedure shall be initiated if two consecutive annual appraisals establish underperformance. Such appraisals shall state in writing all of the following:

- the expected performance as previously communicated to the member of staff,
- the actual performance,
- the discrepancy between the expected and actual performance and its significance,
- the required improvements,
- the timeline for such improvements.

8.5.3 The underperformance procedure shall not be initiated:

- (a) for members of staff who have not completed their probationary period;
- (b) for members of staff who participate in the ECB's Graduate Programme, unless the Graduate Programme participant was engaged at the ECB as a member of staff for an indefinite period immediately prior to their participation in the ECB's Graduate Programme;
- (c) for members of staff for whom the ECB's Medical Adviser has established that a medical condition is the main and direct cause of the underperformance;
- (d) for members of staff elected to represent staff interests or nominated representatives of recognised trade unions and their alternates who are officially dispensed from at least 25% of their work for their respective business area for most of the relevant performance cycle.

8.5.4 When the second consecutive annual appraisal establishes underperformance, the line manager shall, without undue delay and with the endorsement of the area head of the area to which the member of staff belongs, propose to the Director General Human Resources or their Deputy the initiation of an

underperformance procedure. The line manager shall inform the member of staff of such a proposal and of the possibility of requesting a hearing in accordance with this Article.

Within 10 working days of receipt of the proposal to initiate the underperformance procedure, the member of staff may request to be heard by the Director General Human Resources or their Deputy prior to the decision whether or not to initiate an underperformance procedure.

During such a hearing, the member of staff may be assisted by another member of staff of their choice and shall comprehensively put forward all facts and, where applicable, supporting evidence to be taken into account for the decision whether or not to initiate an underperformance procedure.

In particular if, during such a hearing, the Director General Human Resources or their Deputy considers, or if the member of staff invokes, a medical condition as the main and direct cause of the underperformance, the Director General Human Resources or their Deputy shall immediately refer the member of staff to the ECB's Medical Adviser for examination. In this case, a decision whether or not to initiate an underperformance procedure shall be postponed until receipt of the reply from the ECB's Medical Adviser.

8.5.5 Within three months from receipt of the proposal, the Director General Human Resources or their Deputy shall decide whether or not to initiate an underperformance procedure.

In deciding whether or not to initiate an underperformance procedure, the Director General Human Resources or their Deputy shall assess whether a repeated and significant discrepancy between the expected and actual performance has been sufficiently established and documented and shall take into account all facts and supporting evidence presented in accordance with Article 8.5.4. The Director General Human Resources or their Deputy shall inform the member of staff in writing of their decision as to whether or not to initiate an underperformance procedure, including, where applicable, a statement on the discrepancy between the expected and actual performance and that the underperformance is such that a termination of the employment contract or demotion is envisaged at the end of the procedure, unless the performance significantly improves to sustainably reach at least a satisfactory level. During the underperformance procedure, the member of staff may be assisted by another member of staff of their choice.

Establishment of a Performance Improvement Plan

8.5.6 Within 10 working days from the initiation of an underperformance procedure, the line manager and the area head of the area to which the member of staff

belongs shall jointly establish a draft Performance Improvement Plan (PIP) to which the member of staff shall be invited to contribute.

The PIP shall establish:

- concrete objectives to help the member of staff to bring performance back to at least a satisfactory level,
- the support to be provided to help the member of staff to reach these objectives,
- supplemental assistance in the form of training, coaching, mentoring and/or counselling that will be offered to the member of staff,
- the dates of regular performance reviews at which feedback is provided on the development of the performance,
- the date of the final performance review at which the level of performance will be re- assessed.

The line manager shall communicate the draft PIP to the member of staff, who may present their written observations within 10 working days of receipt thereof. Based on the draft PIP and, where applicable, the written observations by the member of staff, the Director General Human Resources or their Deputy shall endorse the final PIP.

The final performance review shall take place between 6 and 12 months from the member of staff's receipt of the final PIP. In exceptional duly justified cases, the Director General Human Resources or their Deputy may authorise that the final performance review may take place up to 24 months from the member of staff's receipt of the final PIP. The underperformance procedure shall in no case extend beyond the normal end of the contract.

8.5.7 At the regular performance review dates, the line manager shall provide feedback to the member of staff on the development of their performance.

Within 10 working days from a regular performance review, the line manager shall document their feedback in writing and communicate it to the member of staff. The member of staff may present their written observations within 10 working days of receipt thereof.

8.5.8 Within 10 working days from the final performance review, the line manager shall assess the performance development and its sustainability in writing and communicate it to the member of staff after endorsement by the area head of the area to which the member of staff belongs and the Director General Human Resources or their Deputy. The member of staff may present their written observations within 10 working days from the receipt.

If, pursuant to such assessment:

- the performance has significantly and sustainably improved and has been qualified as at least satisfactory, the Director General Human Resources or their Deputy shall close the underperformance procedure;
- the performance has significantly improved, but such improvement is not yet considered sustainable or satisfactory, the PIP may be revised accordingly and may determine a new final performance review date within the time limits specified in Article 8.5.6;
- the performance has not significantly improved, an underperformance hearing panel shall be established and shall schedule an underperformance hearing, in accordance with Article 8.5.9.

The underperformance hearing and panel

8.5.9 On behalf of the Executive Board, the Chief Services Officer shall appoint the members of the underperformance hearing panel. This shall be composed of:

- (a) the Director General Human Resources or their Deputy; or, where the member of staff belongs to the Directorate General Human Resources, the Director General of the Directorate General Legal Services or their Deputy;
- (b) two area heads or deputies of area heads, one nominated by the member of staff and one nominated by the line manager of the member of staff.

The nominated area heads or deputies of area heads shall not belong to the business area of the member of staff and shall hold a position allocated to a higher salary band than the member of staff.

8.5.10 Where the member of staff subject to an underperformance procedure is an area head, the Executive Board shall appoint the members of the underperformance hearing panel. This shall be composed of:

- (a) the Chief Services Officer, on behalf of the Executive Board, or, where the area head belongs to the Directorate General Human Resources, the Executive Board member to whom the Directorate General Legal Services reports;
- (b) two Executive Board members, one nominated by the area head, and one nominated by the Executive Board member in charge of the area to which the area head belongs or by the Chief Services Officer in charge of the area to which the area head belongs.

The nominated Executive Board members shall not be in charge of the business area of the area head.

The members of the underperformance hearing panel shall elect among themselves the Chair.

- 8.5.11 The member of staff subject to the underperformance procedure and the line manager of the member of staff, the Chief Services Officer or the Executive Board member in charge of the area to which the area head belongs as the case may be, shall also nominate alternates to replace, if necessary, the respective members of the underperformance hearing panel.
- The Staff Committee may nominate a non-voting staff representative to the underperformance hearing panel from a list of three names of members of staff submitted by the Staff Committee and the recognised trade unions. The Staff Committee and the recognised trade unions shall communicate and maintain at all times such list.
- 8.5.12 A member of the underperformance hearing panel may be excused from duty for legitimate reasons. A member of the underperformance hearing panel shall withdraw in the event of any situation or circumstances which are liable to give rise to or which may be perceived to give rise to a conflict of interest. Their alternate shall replace them.
- 8.5.13 The member of staff shall be informed of the composition of the underperformance hearing panel, including the alternates, and shall have the opportunity to reject any one of its members within five working days.
- 8.5.14 The deliberations and proceedings of the underperformance hearing panel shall be treated as ECB-CONFIDENTIAL-Personal in accordance with the ECB's rules on management and confidentiality of information. The members of the underperformance hearing panel shall act in their personal capacity and shall be completely independent in the performance of their duties.
- 8.5.15 The Chair of the underperformance hearing panel shall ensure implementation of decisions taken during the proceedings of the underperformance hearing panel and shall bring all related information and documents to the attention of its members and the member of staff.
- 8.5.16 A secretary appointed by the Director General Human Resources or their Deputy shall assist the underperformance hearing panel and shall draw up minutes of its meetings.
- 8.5.17 The member of staff shall be informed of the date of the hearing and shall have at least 10 working days to prepare for the hearing.
- 8.5.18 The underperformance hearing panel shall hear the member of staff, the line manager and the area head of the area to which the member of staff belongs. The member of staff may present observations in writing and/or orally and be assisted by a member of staff of their choice. In exceptional cases of the member of staff repeatedly not providing observations in writing or not attending the underperformance hearing, the underperformance hearing panel may decide

to proceed after having given the member of staff a final opportunity and at least 10 working days to present their observations.

8.5.19 The underperformance hearing panel and the member of staff may call individuals to testify. The member of staff and all individuals who have testified may transmit their observations within 10 working days from receipt of the minutes or transcripts of interviews.

8.5.20 Prior to the hearing, the underperformance hearing panel or the member of staff may request the recording of the hearing for the purpose of drawing up the minutes. These recordings shall be destroyed within six months from the final decision by the Chief Services Officer, on behalf of the Executive Board, or the Executive Board, as the case may be, or the closure of the underperformance procedure, unless they are needed for a possible follow-up such as judicial proceedings.

Decision by the underperformance hearing panel and/or the Chief Services Officer, acting on behalf of the Executive Board, and/or the Executive Board

8.5.21 The underperformance hearing panel shall, by majority vote, decide one of the following:

- (a) to establish a PIP and/or schedule another hearing,
- (b) to close the underperformance procedure,
- (c) to propose to the Executive Board demotion with a corresponding change in the employment position of the member of staff for members of staff at salary band J or above, or the Chief Services Officer, acting on behalf of the Executive Board, for members of staff at salary bands A to I,
- (d) to propose to the Executive Board termination of the employment contract of the member of staff for members of staff at salary band J or above, or the Chief Services Officer, acting on behalf of the Executive Board, for members of staff at salary bands A to I.

Any underperformance hearing panel member may attach a divergent view to the above decision.

The underperformance hearing panel shall transmit its decision to the member of staff, the Director General Human Resources or their Deputy and, where applicable, the Chief Services Officer or the Executive Board, within 20 working days from the underperformance hearing.

The proposal to the Chief Services Officer, acting on behalf of the Executive Board, or the Executive Board from the underperformance hearing panel shall

be accompanied by the fully documented record of the underperformance procedure.

The member of staff may submit their observations within 10 working days from the transmission of the underperformance hearing panel's proposal to the Chief Services Officer, acting on behalf of the Executive Board, for positions at salary bands A to I, or the Executive Board, for positions at salary band J or above.

The Chief Services Officer, acting on behalf of the Executive Board, in respect of positions at salary bands A to I, or the Executive Board, for positions at salary band J or above, shall decide within 30 working days of expiry of the deadline for the member of staff to submit observations.

8.5.22 The Chief Services Officer, acting on behalf of the Executive Board, for positions at salary bands A to I, or the Executive Board, for positions at salary band J or above, shall only decide to demote a member of staff where this is justified in the interest of the service.

If the Chief Services Officer, acting on behalf of the Executive Board, or the Executive Board, as the case may be, decides to demote a member of staff, the underperformance procedure shall only be deemed to be closed if the first annual appraisal established at least six months following demotion establishes at least satisfactory performance.

If the annual appraisal established at least six months following demotion establishes underperformance, an underperformance hearing shall be scheduled in accordance with Article 8.5.18; the underperformance hearing panel shall, by majority vote, decide one of the following:

- (a) to close the underperformance procedure;
- (b) to propose termination of the employment contract to the Chief Services Officer, acting on behalf of the Executive Board, in the case of members of staff at salary bands A to I, or the Executive Board in the case of members of staff at salary band J or above.

Documents established in the underperformance procedure

8.5.23 All documents established in conjunction with or as a result of the underperformance procedure provided for by these Rules, and all documents submitted by the member of staff in the course of such procedure, shall be stored in the member of staff's personal file.

The member of staff may request insertion of any decision by the Chief Services Officer, acting on behalf of the Executive Board, or by the Executive Board, not to terminate the employment contract in their personal file.

With the exception of appraisals and, where applicable, the decision by the Chief Services Officer, acting on behalf of the Executive Board, or the Executive

Board, to demote the member of staff or to terminate the employment contract, these documents shall be removed from the personal file

- in case of an underperformance procedure, five years following its closure;
- in case of a proposed initiation of an underperformance procedure in accordance with Article 8.5.4 that has not been followed by an underperformance procedure, three years following completion of the second annual appraisal establishing underperformance, or at the request of the member of staff at any point in time, after the member of staff was informed of the decision not to initiate an underperformance procedure in accordance with Article 8.5.5;

unless during that period another annual appraisal establishes underperformance or the documents are needed for a possible follow-up, such as judicial proceedings.

PART 9 STAFF REPRESENTATION**9.1 General provisions**

The provisions of Article 48 of the Conditions of Employment are applied as follows:

- 9.1.1 Staff Representatives shall be elected for a two-year renewable term of office.
- 9.1.2 The term of office of a Staff Representative shall expire prior to its normal expiry date:
- (a) in the event of the death of the Staff Representative;
 - (b) if the Staff Representative ceases to be an employee of the ECB;
 - (c) if the Staff Representative informs the Staff Committee that they are resigning from office; or
 - (d) in the event of the incapacity of the Staff Representative for a period longer than four months.

Any Staff Representative whose term of office has expired shall be replaced by another Staff Representative elected in accordance with the Election Rules.

The Staff Committee shall remain validly constituted notwithstanding the expiry of the term of office or resignation of one or more Staff Representatives. In order to ensure continued staff representation, resigning Staff Representatives who remain members of staff of the ECB shall continue to perform their functions until new Staff Representatives have been elected.

A Staff Representative shall be considered incapacitated if they are unable to perform their duties due to illness or accident within the meaning of Article 31 of the Conditions of Employment.

- 9.1.2bis Without prejudice to Article 9.1.2 and in order to ensure continued staff representation in the event of the incapacity of a Staff Representative for a period of between one and four months, the incapacitated Staff Representative may reach agreement with the other Staff Representatives that his or her absence is covered through the temporary reallocation of his or her time dispensation to one or more of them. This agreement shall be communicated in writing by the Staff Committee to the Director General Human Resources or their Deputy, who will then discuss the operation of this reallocation with the Business Area Heads of the Staff Representatives whose time dispensation is to be extended. Afterwards, the Director General Human Resources or their Deputy will communicate the effective date of the temporary time reallocation to the Staff Committee.

Any agreed temporary reallocation shall continue until a new Staff Representative is appointed in accordance with the election rules, or until the date on which the incapacitated Staff Representative resumes their duties, whichever is earlier.

Should an incapacitated Staff Representative return to work after being incapacitated for a period exceeding four months, they shall be included on the reserve list for the Staff Committee, with due regard being given to the votes they have received during the latest election.

- 9.1.3 There shall be no less than three and no more than eleven Staff Representatives, who may be allocated between functional areas and/or categories of staff.

In advance of each general election, as specified in the Election Rules, the Staff Committee shall re-examine, in the light of existing numbers of staff, the number of Staff Representatives. During such periodic review, the Staff Committee shall also assess whether there is a need for allocation of Staff Representatives between categories of staff. When changes to the existing rules are needed the Staff Committee shall present a recommendation for a decision to modify the number of Staff Representatives and the categories of staff to the Chief Services Officer, acting on behalf of the Executive Board.

- 9.1.4 The Staff Committee shall appoint a spokesperson from among its members to represent the Committee with regard to the ECB.

9.2 Consultation procedure between the ECB and the Staff Committee

The provisions of Article 48 and 49 of the Conditions of Employment are applied as follows:

- 9.2.1 The Staff Committee may submit suggestions concerning matters within its competence to the President of the ECB or his/her representative, whose decision will be final.
- 9.2.2 Meetings between the Staff Committee and the President or his/her representative may be organised at the request of either party to discuss specific matters.
- 9.2.3 Each party may table items for the agenda, which should be circulated one week in advance of meetings.
- 9.2.4 The ECB shall respond to reasonable requests for information to assist understanding of the items on the agendas.
- 9.2.5 Minutes of each meeting shall be drawn up within one week after a meeting takes place, setting out any differences of opinion. They shall be signed jointly by both parties.

9.2.6 Staff Representatives shall be bound by an obligation of discretion with regard to information of a confidential nature, which is qualified as such by the President of the ECB or his/her representative.

9.3 Resources made available to Staff Representatives

The provisions of Article 52 of the Conditions of Employment are applied as follows:

9.3.1 Staff Representatives shall be free to circulate within the ECB, both during the time set aside for their duties as described below and outside their normal working time, and to make such contacts as are necessary for the fulfilment of their duties, provided that they do not significantly hinder the performance of work. They may consult all or some of the members of staff in writing or by convening a meeting, subject to the prior approval of management.

9.3.2 Staff Representatives shall be given the requisite dispensations by their managers to fulfil their mandate. Any such dispensations shall be deemed to be working time.

9.3.3 Premises shall be made available to the Staff Representatives in order to enable them to carry out their tasks and to hold meetings.

9.3.4 As part of the ECB's budget estimates, the Staff Committee shall be accorded an annual budget adapted to the expenses incurred in the performance of its tasks. Expenses shall be decided within this framework by the Staff Committee.

9.4 Elections

The provisions of Article 48 of the Conditions of Employment are applied in accordance with the Election Rules.

9.4.1 Members of staff who have been employed by the ECB for at least three months prior to the date of the election may stand for election.

9.4.2 Members of staff who have been employed by the ECB for at least three months prior to the date of the election are eligible to vote. They shall have the right to cast a vote for each Staff Representative to be elected.