

SFT News

Group Meeting, 30 January 2017

Date

MERIT 2017

- ❖ **MERIT: Merit Evaluation and Recognition Integrated Toolkit**
- ❖ Two distinct parts:
 - ❖ Performance Appraisal
 - ❖ Promotion
- ❖ Documentation - one central access point
 - ❖ admin-eguide (<https://admin-eguide.web.cern.ch>)

Performance Appraisal

What does *not* change	What changes
Annual interview	System is lighter
Dialogue between staff and supervisor	BMJ used as a reference framework
Evaluation of results of objectives and definition of future objectives	No compulsory identification of a competency per objective
Development objectives	More granular performance qualifications
Reporting in an appraisal form	Defined financial reward for each qualification
Departmental collegial discussions	Separate Salary increase and promotions exercise

New EDH Form !

MERIT form

GENERAL
Employee Interview

2016
Functions
Objectives
Development Objectives
Comments

2017
Functions
Objectives
Development Objectives

Functions

Activities carried out in the framework of the staff member's job and, where applicable, role(s).

Objectives

Longer-term goals or actions with a clear and measurable outcome which are necessary to achieve the section / group / dept / Organization's plan.

Challenge us to achieve maximum results.

Must be SMART!!

Roles

Official responsibilities formally attributed to the staff member, which may be outside the framework of the staff member's job and/or with distinct supervision.

Development Objectives

Have the purpose of enhancing knowledge, skills and competencies to help the staff member fulfil their career aspirations or derive more satisfaction from their job.

Performance Qualification

Outstanding (Remarquable)

Performance often exceeds expectations in terms of results, quality and quantity of work as well as behaviour.

Strong (Elevée)

Performance meets and sometimes exceeds expectations in terms of results, quality and quantity of work as well as behaviour.

Fair (Acceptable)

Performance meets expectations in some areas, but may need improvement in other areas in terms of results, quality and quantity of work or behaviour.

Insufficient (Insuffisante)

Performance does not meet most expectations in terms of results, quality and quantity of work or behaviour.

- ❖ Translates directly into financial reward:
 - ❖ salary increase
 - ❖ performance payment (annual lump-sum non recurrent)

Yearly Performance Reward

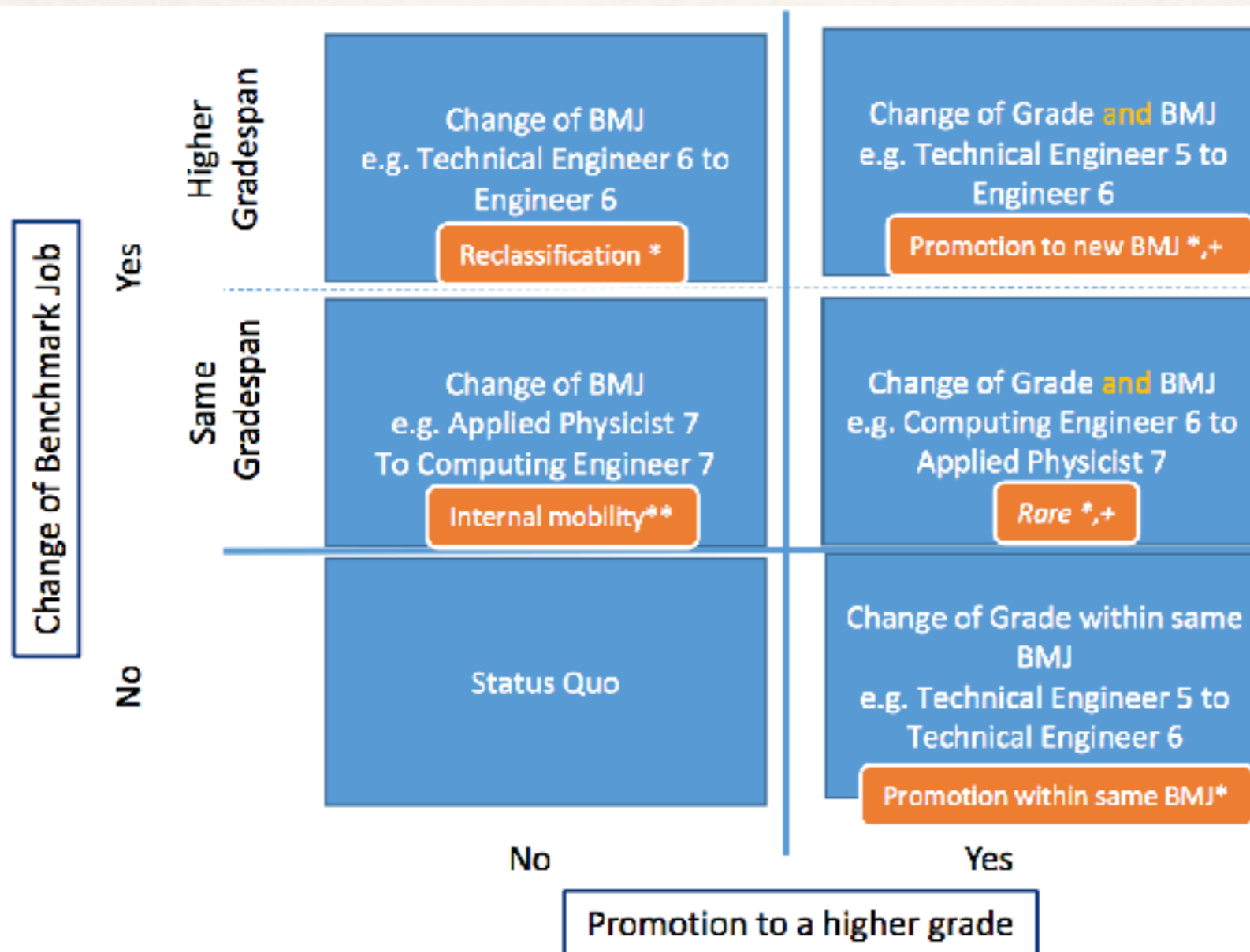


- **Yearly performance rewards are expressed as**
 - a salary increase, expressed as a percentage of the midpoint, **and**
 - a Performance Payment, in case of strong and outstanding performance.

Performance Qualification	Insufficient	Fair	Strong	Outstanding
Suggested distribution range	0-1%	6-12%	57-63%	27-33%

BOTH	Salary increase (% of midpoint salary)	-	0.35 %	1.35 %	2.35%	← Salary increase
	Performance Payment (% of midpoint salary)	-	-	1.15 %	2.15%	← Annual lump-sum Payment (non-recurrent)

Framework for promotion and change of BMJ



* takes place within the framework of the annual exercise

** can occur any time during the year

+ the procedures for promotion and change of BMJ are merged, applying the requirements of the two processes

2017 MERIT Schedule

Dates	Performance Appraisal
1 Dec 2016	Start of performance appraisal interviews
Dec 2016 - Jan 2017	MERIT information sessions (for new staff members)
30 Mar 2017	Complete performance appraisal interviews
14 Apr 2017	Complete MERIT forms signed by Group Leader and sent to staff member
Mar-Apr 2017	Collegial discussions on performance qualifications in departments
28 Apr 2017	Deadline for performance qualification proposals to HR
28 Apr – early May 2017	Review of proposals by HR
xx May 2017	Enlarged Directorate dedicated to MERIT
mid-30 May 2017	MERIT notification letters to staff members
1 June 2017	Salary increase and performance payment retroactive to 1 May
15 June 2017	Release completed MERIT form to staff members

Dates	Promotion and Career Evolution
3-20 Apr 2017	Career evolution and promotions discussed and proposed within departments
10 Apr 2017	Deadline for documentation for promotions to Grades 8 to 10
mid-Apr 2017	Sector interviews to Grade 8
mid-Apr - May 2017	SSAC interviews to Grades 9 and 10
20 Apr – 31 May	Interviews of candidates within departments and analysis of cases by panels
1 Jun 2017	Deadlines for proposals and documentation for career evolution and promotions to Grades 2 to 7
June 2017	Review of proposals by HR
xx June 2017	Directorate discussion proposals to Grade 8
xx June 2017	Enlarged Directorate for all promotions
20-30 June 2017	Notification letters to staff members
1 July 2017	Career evolution and promotions effective date

News from the Enlarged Directorate

- ❖ CERN Environmental Protection Strategy
 - ❖ New Committee: CERN Environmental Protection Steering board (CEPS)
- ❖ Emergency assistance on duty travel
 - ❖ FAP will negotiate a contract with International SOS from January 2017 onwards. For all MPEs and possible also for MPAs
- ❖ December Council Session: Council took note of the 80 additional LD staff positions with no objections.
 - ❖ 18 posts for EP
- ❖ European Strategy Update should be adopted May 2020. Strategy Secretary to be appointed second half of 2017
- ❖ Changes in DAI (new form) and an update of the activity codes at CERN