

SFT News

Group Meeting, 17 December 2018

Date

News from EP Management

- ❖ CERN Open Day: 14 and 15 September 2019
 - ❖ Will follow model of 2013 Open Days, opening times 9h30-17h30
Project Leader: Ana Godinho
Expect to need 3500 volunteers (many users obviously)
- ❖ Travel rules
 - ❖ Booking through CWL would become mandatory
 - ❖ Due to the fact that the implementation of the new Travel Project (online tool) is delayed (expected for September 2019) the present rule is prolonged: encourage to book via CWL, no consequences if not
- ❖ End of the year closure
 - ❖ CERN will be again closed during 2018 end-of-year break (Dec 22 – Jan 6)
 - ❖ Access restricted to those who have specific duties

Coming Workshops

- ❖ Join HSF / WLCG / OSG workshop, JLab 18-22 March
 - ❖ Reduced per-diem
 - ❖ Reduced fees ends on February 1st - act as soon as possible
- ❖ Workshop on European Strategy Update, Granada 13-16 May
 - ❖ E. Elsen provides extra funds (up to 50k) to support the participation of young colleagues (Fellows) to attend the workshop

MERIT 2019

	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19
Performance Appraisal								
Interviews	Start 1 Nov.			Complete 28 Feb.				
MERIT Forms	Start 1 Nov.				Complete - Signed by Group Leader and sent to Staff member 6 March		Release completed MERIT form to Staff members 15 May	
MERIT public information sessions		For Staff members Dec. - Jan.						
Collegial discussions on performance qualifications in departments					Deadline 21 March			
Performance qualification proposals to HR					Deadline 22 March			
CERN-wide consolidation					By early April			
Enlarged Directorate dedicated to MERIT						(TBC)		
Recommended: Supervisor to orally inform staff member of MERIT decision						By 30 April		
Salary increase and performance payment							Effective date 1 May	
Automatic email notification of performance qualification							Sent to staff member 2 May	
Official notification of performance qualification							Completed MERIT forms released to Staff members 15 May May payslip sent to staff members 24 May	

Changes in MERIT forms

Routing/access

- Holidays or other absence will no longer count in the 10 days' time limit for staff member signature.
- Once the 10 day limit is passed, AIS will no longer allow manual send-back of the document.
- Any comments the staff member wishes to add afterwards must be added as an attachment (e.g. in Word).

Functions / Roles / Applicable post

- The fields for Functions, Roles and Applicable post will be automatically filled from the previous year's MERIT form
- It will be possible to edit each field if necessary (e.g. to update)

Yearly Performance Rewards

	Insufficient	Fair	Strong	Outstanding
Salary increase <i>(% of midpoint salary)</i>	-	0.35 %	1.35 %	2.35%
Salary increase – transition measures <i>(% of midpoint salary)</i>	-	0.18%	0.68%	1.18%
Performance Payment <i>(% of midpoint salary)</i>	-	-	1.15 %	2.15%

- No recommended distribution
- **BUT** distribution will be reported on at ED and CCP
- Salary increase budget = **1.55%** (of midpoint salary mass of eligible staff)