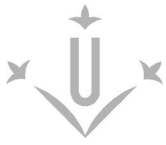


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| Procedure: DEFINING THE ADMINISTRATIVE AND SERVICES STAFF POLICY | PG 12 |
| Responsible unit: TEACHING QUALITY AND PLANNING | |
| Approved by: Ramon Saladrigues Solé Manager | |
| Location: https://cv.udl.cat/portal/site/uop Printed copies are not guaranteed to be valid | |

| HISTORY OF EDITIONS | | | |
|-----------------------------|-----------------------------|--------------------------|---|
| No. versio n | Date Elaboration | Date Approval | Summary of reasons for change |
| 1.0 | April 2009 | April 2009 | Initial edition |
| 2.0 | June 2010 | June 2010 | Incorporation of evaluation results AQU Catalunya |
| 2.1 | October 2013 | October 2013 | Update procedures |
| 2.2 | May 2016 | May 2016 | Minor changes internal review |
| 2.3 | March 2018 | electronics | Minor changes internal review |
| 2.4 | April 2020 | electronics | Regulatory update |



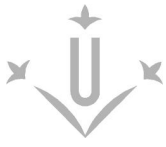
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PREPARATION / REVIEW

Ramon Saladrigues Solé. Manager

Olga Esteve Miret. Center Quality Manager (QPD)



1. OBJECT

The purpose of this procedure is to establish how the University of Lleida (UdL) draws up and reviews the administration and services personnel policy (PAS).

2. SCOPE OF APPLICATION

This procedure applies to the administration and services staff of the University of Lleida (UdL).

3. SCOPE OF DIFFUSION

This procedure must be brought to the attention of the Personnel unit, the Board of civil servant PAS, the Company Committee of the labour PAS and the administration and services staff.

4. RELATED PROCESSES

This procedure is part of the Establish strategy and budget process (A11).

5. RELATED MANAGEMENT SYSTEMS

This procedure is included in the scope of the UdL's Internal Quality Assurance System.

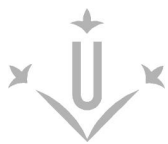
6. DEFINITIONS

Administration and services staff (PAS): Official or non-teaching staff who make up the administrative, management and service structure of the university.

Personnel policy: Set of guidelines that mark the intentions and orientation of an organization with reference to the management, selection, promotion and training of personnel.

List of jobs (RLT): List that must specify which jobs are reserved for civil servants and which for labour personnel, the name of the positions, the requirements required to occupy them, the selection and provision procedure, the unit and the service to which they are intended and the complementary remunerations that correspond to them. This relationship must be public.

Catalog of jobs: It defines the administration of the University of Lleida based on the updated list of jobs, the organizational charts and the collection of the main functions, the specific training and the requirements of each job.



7. REFERENCES/ REGULATIONS

- [Royal legislative decree 5/2015](#), of October 30, by which the revised text of the Law on the Basic Statute of the public employee is approved.
- [Legislative Decree 1/1997](#), of 31 October, which approves the recasting in a single text of the precepts of certain legal texts in force in Catalonia in matters of public function.
- [Statutes of the University of Lleida](#).
- [6th Collective Agreement for the administration and labour services staff of the University of Barcelona, the Autonomous University of Barcelona, the Polytechnic University of Catalonia, the Pompeu Fabra University, the University of Girona, the University of Lleida and the University of Rovira and Virgil](#), published in DOGC No. 7039, of January 18, 2016. [Error correction](#) of the publication of the agreement, published in DOGC no. 7042, of January 21, 2016.
- [Agreement no. 2/2013](#) of the Governing Council, of January 30, 2013, which approves the Regulation for the provision of jobs for administrative and service staff of the UdL. Amended by Governing Council resolutions of July 19, 2017, October 24, 2017 and April 25, 2019.
- [Agreement no. 135/2011](#) of the Governing Council, of April 29, 2011, which approves the Regulations for the entry of administrative and service personnel of the University of Lleida. Amended by agreement of the Governing Council of October 30, 2013 (agreement 254/2013).

8. OPERATIONAL CONTENT

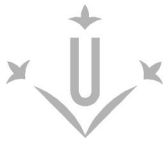
8.1. DESCRIPTION OF THE ACTIVITY

It is the responsibility of the Governing Council to develop a policy for administration and service personnel.

1. Consult those interested

The Management, before drawing up PAS policy projects (such as the list of jobs), consults the interested parties, that is, the academic managers and the organic units of the university, the PAS Board Official and in the Labor PAS Company Committee.

One of the functions of the teaching centers is to collaborate in the preparation of the proposal for human resources and materials necessary to carry out their functions. In the deployment



of training programs, the needs of support staff for the center are identified (procedure PG 03 Review and improve training programs).

2. Negotiate proposals

The Management, the managers and the representatives of the workers (Board of the PAS Official and Company Committee of the Labor PAS) negotiate PAS policy proposals.

3. Elaborate policy projects

The Management prepares the PAS policy projects (list of workplaces, regulations, etc.) and the UdL management team approves them.

Certain policies have their own procedures (PG 14 Select administration and service personnel, PG 16 Develop and execute the Administration and Service Personnel Training Plan, PG 20 Promote, incentivize and improve administration and service personnel) .

4. Report favourably or unfavourably

It is up to the PAS Commission to report favourably or unfavourably on issues under its jurisdiction that affect the PAS.

5. Debate and approve PAS policies

PAS policies are debated and, where appropriate, approved in the Governing Council.

In the case of the RLT, the Social Council approves it, with the previous report of the Governing Council.

6. Post information

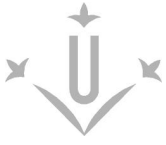
The university's Job Catalog and RLT is published on the university's Personnel website. The approved RLT is published in the Official Journal of the Generalitat of Catalonia (DOGC).

7. Implement policies

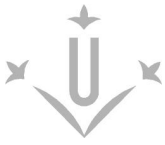
The Management is in charge of promoting the necessary actions for the implementation of the approved policies.

8. Follow up

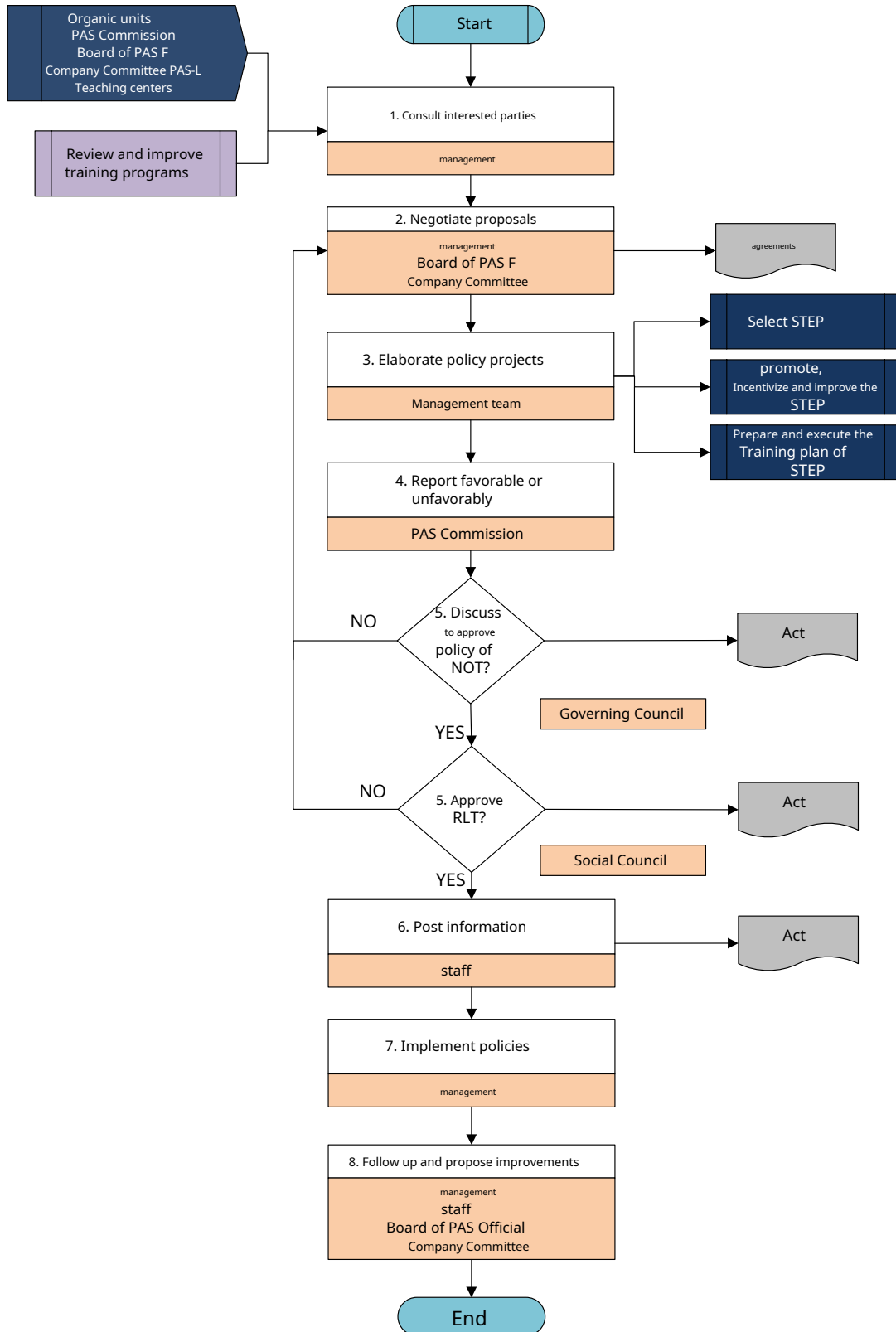
The Management, the Personnel unit and the workers' representatives (PAS Official Board

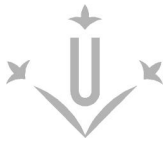


and Labor PAS Company Committee) monitor the implementation of the PAS policies.



8.2. ACTIVITY FLOW





8.3. RESPONSIBILITIES

Governing Council: It is the responsibility of the Governing Council to develop an administration and service personnel policy in accordance with the statutory provisions and to draw up a multi-year plan for personnel needs.

Social Council: It is up to him to approve the list of jobs for the University's administration and services staff, and the modifications and expenses they entail.

Management team of the UdL: It approves the policy proposals of the administration and services staff.

Management: The manager exercises, by delegation of the rector, the direction of the administration and service staff.

Administration and Services Personnel Committee: It is in charge of informing favourably or unfavourably of the issues within its jurisdiction that affect the PAS, before they are discussed in the Governing Council.

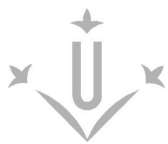
Board of PAS Officer: He is responsible for representing the PAS Official in the labour and union aspect.

Company Committee of the Labor PAS: He is responsible for representing the Labor PAS in the labour and trade union aspect.

Staff: It is responsible for all the management of the administration and services personnel (PAS): the labour affairs of the workers, the personnel selection processes, the provision and promotion of jobs, the training and continuous improvement plans, the preparation and control of the staff and teaching support tasks.

9. PARTICIPATION OF INTEREST GROUPS

The participation of the PAS Commission in the PAS policy guarantees the representation of students, teachers and PAS. The Board of the PAS Official and the Company Committee of the PAS Labor guarantee the participation of the representatives of the interests of the PAS official and labour in PAS policies.



In the Governing Council, where PAS policies are discussed and, where appropriate, approved, there is representation from students, teachers and PAS. In the case of the RLT, it must also be approved by the Social Council, which is the body for society's participation in the university.

10. RECORDS AND ARCHIVES

| Document | Responsible/ Custodian |
|-----------------------------------|-------------------------------|
| Proceedings Council of Government | General Secretary |
| Social Council Proceedings | Social Council |
| Proceedings of the PAS Commission | Management |
| PAS policy agreements | Management |
| List of jobs (RLT) | Staff |
| Catalog of jobs | Staff |