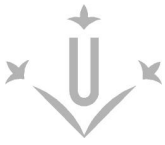


<b>Procedure:</b> <b>SELECT ADMINISTRATIVE AND SERVICES STAFF</b>	<b>PG 14</b>
<b>Responsible unit:</b> <b>TEACHING QUALITY AND PLANNING</b>	
<b>Approved by:</b> <b>Ramon Saladrigues Solé</b> <b>Manager</b>	
<b>Location:</b> <a href="https://cv.udl.cat/portal/site/uop">https://cv.udl.cat/portal/site/uop</a> <b>Printed copies are not guaranteed to be valid</b>	

<b>HISTORY OF EDITIONS</b>			
<b>No. version</b>	<b>Date Elaboration</b>	<b>Date Approval</b>	<b>Summary of reasons for change</b>
1.0	April 2009	April 2009	Initial edition
2.0	June 2010	June 2010	Incorporation of evaluation results AQU Catalunya
2.1	June 2012	June 2012	Regulatory update
2.2	October 2013	October 2013	Update procedures
2.3	March 2018	Electronics	Regulation and procedure update
2.4	April 2020	Electronics	Regulatory update



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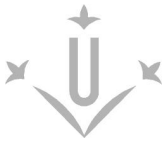
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**PREPARATION / REVIEW**

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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) implements selection procedures for administration and service personnel, in accordance with the personnel policy.

## **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 Staff PAS Board, the Labor PAS Company Committee, deanships and center managements and department managements.

## **4. RELATED PROCESSES**

This procedure is part of the process Manage human resources (A21) and the sub-process Manage needs, the relationship of jobs and labour relations (211).

## **5. RELATED MANAGEMENT SYSTEMS**

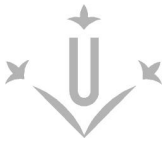
This procedure is included in the scope of the UdL's Internal Quality Assurance System.

## **6. DEFINITIONS**

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

**Proposal of places to provide:** Place or set of places that, according to the staff policy, must be covered. The proposal must be documented with the profiles of each of the places collected, the required skills and an analysis of the needs it must cover.

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



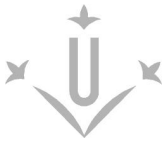
**e-TAULER:** Service of the AOC Consortium that allows the publication and management of electronic edicts via the Internet. It is a certified publication tool with automatisms associated with the management of the publication of edicts (control of exposure periods, generation of diligences, etc.). The e-TAULER allows you to manage the electronic evidence of the publication process to guarantee the exposure times and the integrity of the information.

## 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<sup>1</sup>](#) from 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.
- [Resolution of May 9, 2019](#), which provides for the publication of the list of jobs for the administration and services staff of the University of Lleida, published in DOGC no. 7877, of May 17, 2019. [Error correction](#) of the resolution published in the DOGC No. 7878 of May 20, 2019.
- [Regulations of the labour exchange](#) of the Administration and Services Staff of the University of Lleida. (Governing Council Agreement No. 317/2010 of December 16, 2010)

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<sup>1</sup>Article 161 of the Statutes. Selection of administration and service personnel.



## **8. OPERATIONAL CONTENT**

### **8.1. DESCRIPTION OF THE ACTIVITY**

The selection of the University's administration and services staff is based on the principles of publicity, equality, ability and merit.

#### **1. Define the administration and services personnel policy**

Following the procedure PG 12 Defining the administration and services personnel policy, the creation and approval of the Job List (RLT) is carried out.

#### **2. Negotiate the job offer proposal**

The Management negotiates with the PAS Official Board and with the Company Committee of the Labor PAS the public employment offer proposal.

#### **3. Approve the public employment offer**

The public employment offer must determine the vacant positions that are considered necessary for the proper functioning of the services and must be filled by new personnel within the budget year, classified by bodies, scales or job categories. It is up to the Governing Council to approve the public employment offer, previously the PAS Commission must report favourably or unfavourably.

#### **4. Authorize public offer**

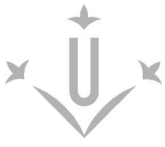
The Management sends the file to the department responsible for universities who authorizes or not the public offer.

#### **5. Publish the job offer**

The Personnel unit carries out the procedures for its publication in the Official Journal of the Generalitat of Catalonia (DOGC).

#### **6. Prepare the call proposal**

The Personnel unit, with the approval of the Management and once negotiated with the Staff PAS Board or the Work Committee of the Labor PAS, as appropriate, prepares the call proposal.



The selection systems of the PAS can be: civil servant exam, competitive examination or competition.

#### **7. Report favorably or unfavorably**

It is up to the PAS Commission to report favourably or unfavourably on issues under its jurisdiction that affect the PAS, such as calls for staff selection.

#### **8. Approve the call**

The Governing Council approves, where applicable, the basis of the PAS selection calls.

#### **9. Process the selection process**

The Personnel unit is responsible for carrying out the necessary procedures, in accordance with the applicable legislation and the approved call, for the selection of the PAS, including the publication of the call, which must contain, at least, the requirements that the applicants must fulfill, the composition of the courts, the selection and qualification procedure, the tests that must be taken and the subject program required.

#### **10. Appoint the staff or sign the contract**

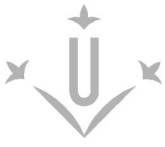
Once the corresponding court has resolved and proposed the person or candidates who have passed the selection process, it is up to the rector to appoint the staff who will acquire the status of civil servant (and who will subsequently have to take possession of their workplace) , or sign the corresponding contract in the case of labour personnel.

#### **11. Join the workplace**

Administration and service personnel join the workplace and take on the duties assigned to that workplace. For new staff the university has a welcome program in which the main policies of the university are presented.

#### **12. Publish**

The Personnel unit is responsible for publishing in the official newspapers the result of the various calls for proposals with the corresponding allocation.



### **13. Create a job board**

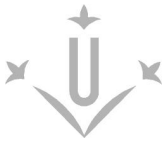
The Personnel unit prepares a job board with the list of people who, despite having passed the selection process, have not obtained a definitive position in this call.

### **14. Follow up**

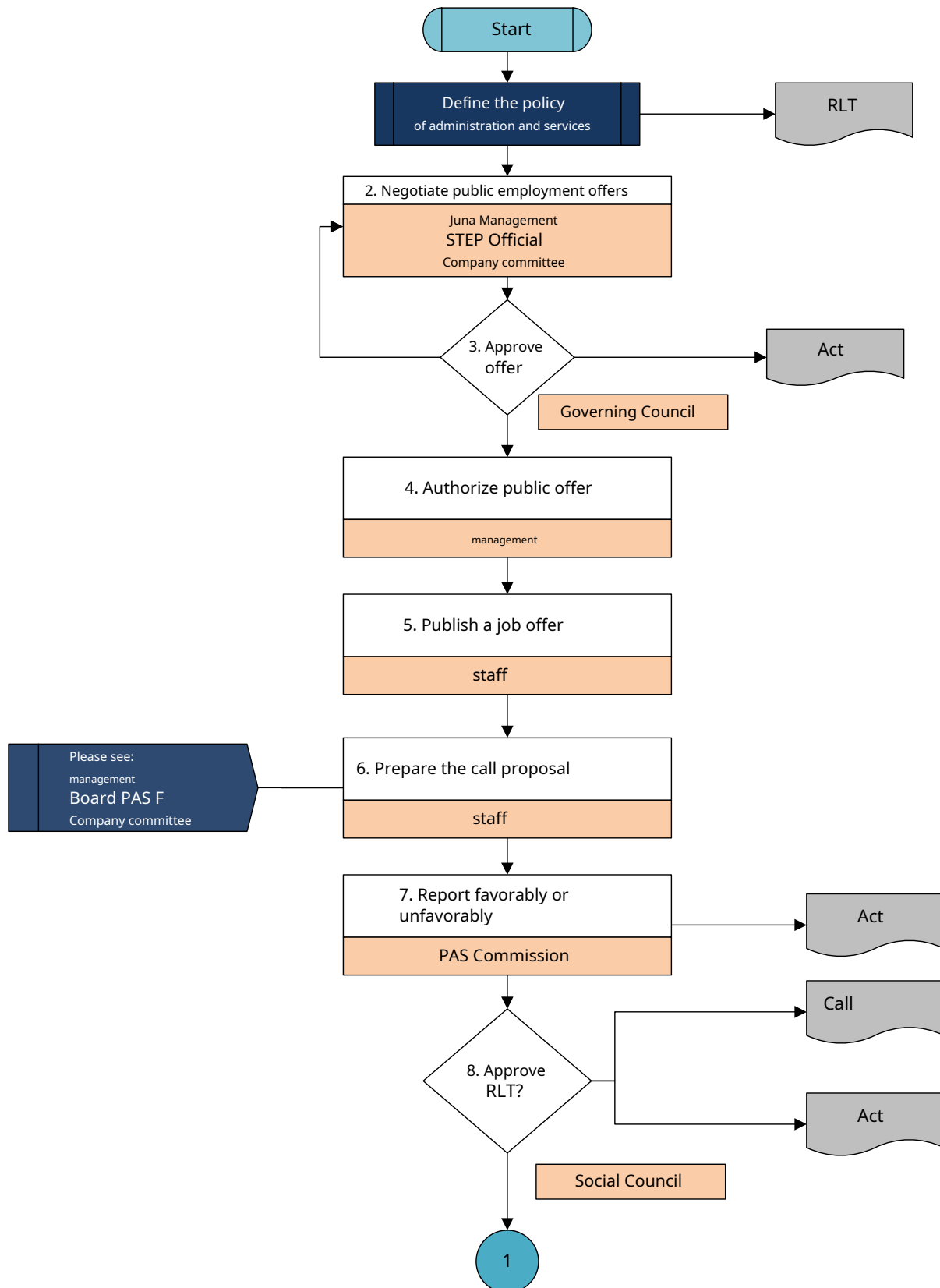
During the entire procedure, the Management and the PAS Official Board or the Company Committee of the Labor PAS, as appropriate, monitor and ensure that the procedure complies with the principles of publicity, equality, capacity and merit.

### **15. Post information**

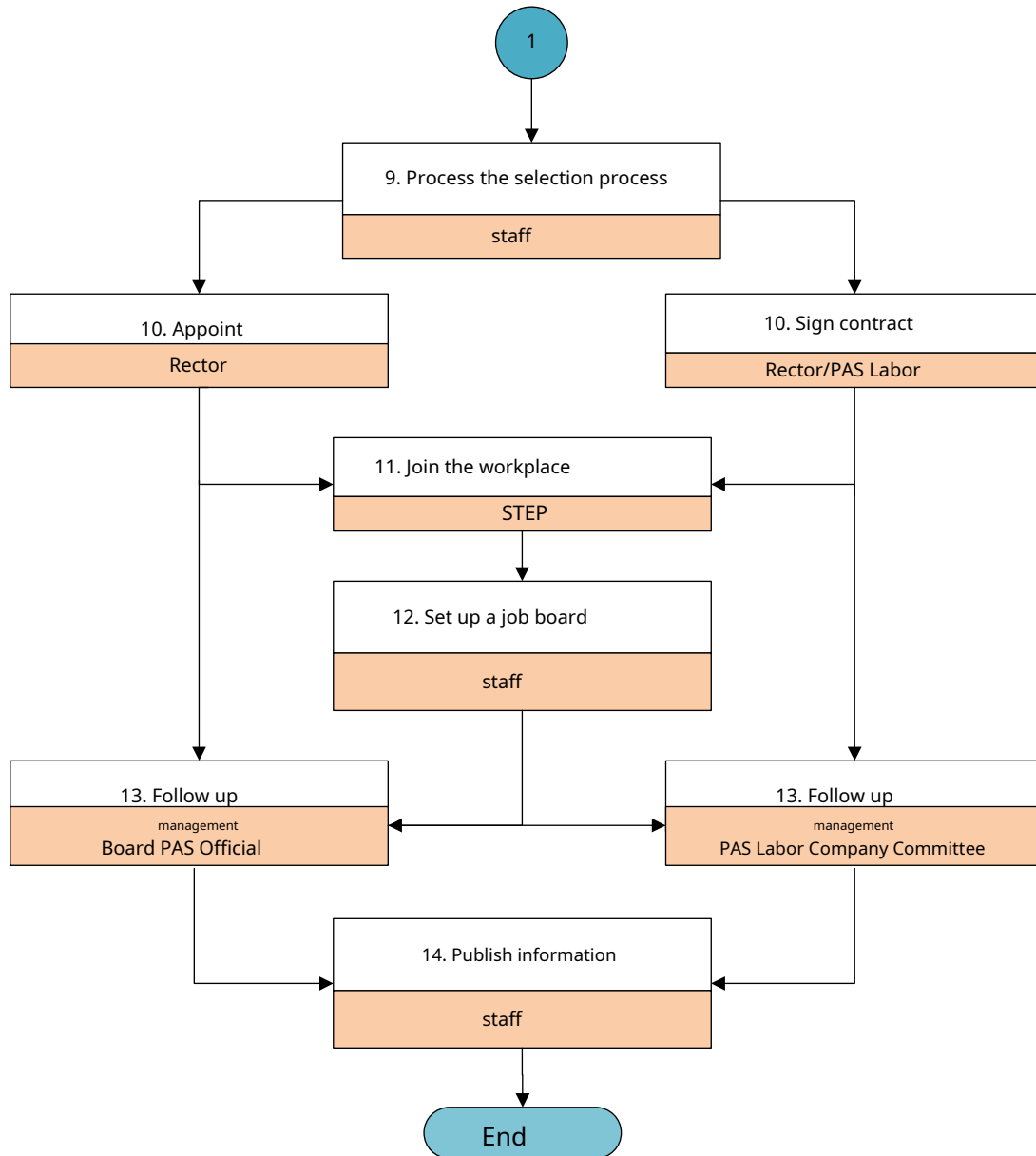
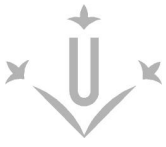
To guarantee the transparency of the process, the selection of personnel in public administrations foresees that the information is made public throughout the procedure. The Personnel unit makes the information public through the website and the e-board, in addition to publication in the Official Journal of the Generalitat de Catalunya, when the procedure so requires.

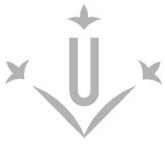


## 8.2. ACTIVITY FLOW









### **8.3. RESPONSIBILITIES**

**Governing Council:** It is the responsibility of the Governing Council to establish the criteria and rules for the selection, recruitment and promotion of university staff, in accordance with current legislation, and to draw up the multi-year planning of staff needs.

**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 competence that affect the PAS, before they are presented to the Governing Council.

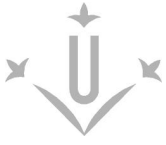
**Board of PAS Officer:** He is responsible for representing the official PAS in the labour and union aspect.

**Company Committee of the Labor PAS:** He is responsible for representing the labour PAS in the labour and 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 PAS Commission has representation from students, teachers and PAS; the PAS Official Board and the Company Committee of the PAS Labor guarantee the participation of the representatives of the interests of the PAS official and labour in the procedure. The approval of both the offer of public employment and the calls corresponds to the Governing Council, in which there is also representation of the student body, the teaching staff and the PAS.



## **10. RECORDS AND ARCHIVES**

<b>Document</b>	<b>Responsible/ Custodian</b>
List of jobs	Staff
Proceedings Council of Government	General Secretary
Proceedings Commission of the PAS	Management
Selection calls	Staff