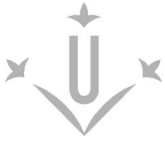


Procedure: PROMOTE, INCENTIVE AND IMPROVE THE ADMINISTRATION AND SERVICES STAFF	PG 20
Responsible unit: TEACHING QUALITY AND PLANNING	
Approved by: Ramon Saladrigues Solé Manager	
Location: https://cv.udl.cat/portal/site/uop Printed copies are not guaranteed to be valid	

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	June 2012	June 2012	Regulatory update
2.2	October 2013	October 2013	Regulatory update
2.3	March 2018	electronics	Regulatory update
2.4	April 2020	electronics	Regulatory update



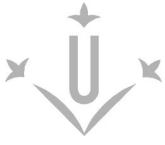
INDEX

1. OBJECT	3
2. SCOPE OF APPLICATION.....	3
3. SCOPE OF DIFFUSION.....	3
4. RELATED PROCESSES	3
5. RELATED MANAGEMENT SYSTEMS	3
6. DEFINITIONS.....	3
7. REFERENCES/ REGULATIONS.....	4
8. OPERATIONAL CONTENT	5
8.1. DESCRIPTION OF THE ACTIVITY.....	5
8.2. ACTIVITY FLOW	7
8.3. RESPONSIBILITIES.....	8
9. PARTICIPATION OF INTEREST GROUPS.....	8
10. RECORDS AND ARCHIVES	9

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) promotes, encourages and improves the administration and services staff, 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 Works Committee of the Labor PAS and the administration and services staff of the UdL.

4. RELATED PROCESSES

This procedure is part of the Human Resource Management process (A21) and the Training, development and promotion sub-process (A213).

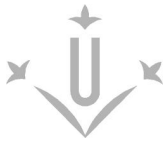
5. RELATED MANAGEMENT SYSTEMS

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.

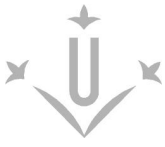
Catalog of jobs: It defines the administration of the University of Lleida based on the updated list of jobs, the organization charts and the collection of the main functions, the specific training and the requirements of each job.



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](#) from the University of Lleida.¹
- [Agreement no. 317/2010](#) of the Governing Council of December 16, 2010, which approves the PAS job board Regulations.
- [Agreement no. 135/2011](#) of the Council of Government of April 29, 2011, which approves the Regulations for the entry of administrative and service personnel of the University of Lleida. Amended by the Governing Council of October 30, 2013 (agreement 254/2013)
- [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.
- [6th Collective Agreement for the administration and labor 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 Virgili](#), 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.

¹ Article 161 of the Statutes. Selection of administration and service personnel.



8. OPERATIONAL CONTENT

8.1. DESCRIPTION OF THE ACTIVITY

1. Define the administration and services personnel policy

Following the procedure PG 12 Define the administration and services personnel policy, the preparation and approval of PAS policies is carried out.

2. Plan the actions

The Management negotiates with the representatives of the two groups of the PAS the planning of the actions of promotion, incentive or improvement that must be developed to respond to the PAS policy.

3. Report favorably or unfavorably

It is up to the PAS Commission to report favourably or unfavourably on issues under its jurisdiction that affect PAS, such as actions for the promotion, incentive and improvement of staff.

4. Approve the actions

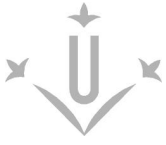
The Governing Council approves, where appropriate, the planning of actions for the promotion, incentive and improvement of the PAS. If it is the case that the actions produce future changes in the RLT, the approval of the Social Council will also be necessary.

5. Implement the actions

The Management transfers the execution of the actions approved by the Governing Council to the Personnel unit, or to whomever corresponds. There are actions, such as the training or selection of personnel that have a developed procedure (PG 16 Prepare and execute the PAS training plan and PG 14 Select administration and service personnel).

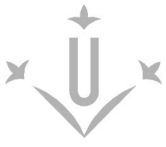
6. Follow up and propose improvements

Throughout the procedure, the Management and the PAS Official Board or the Company Committee of the Labor PAS, as appropriate, analyse the available information and monitor the procedure. In the periodic meetings of the Management and the Board of PAS or the Company Committee of the Labor PAS, the improvement proposals to be introduced are agreed upon.

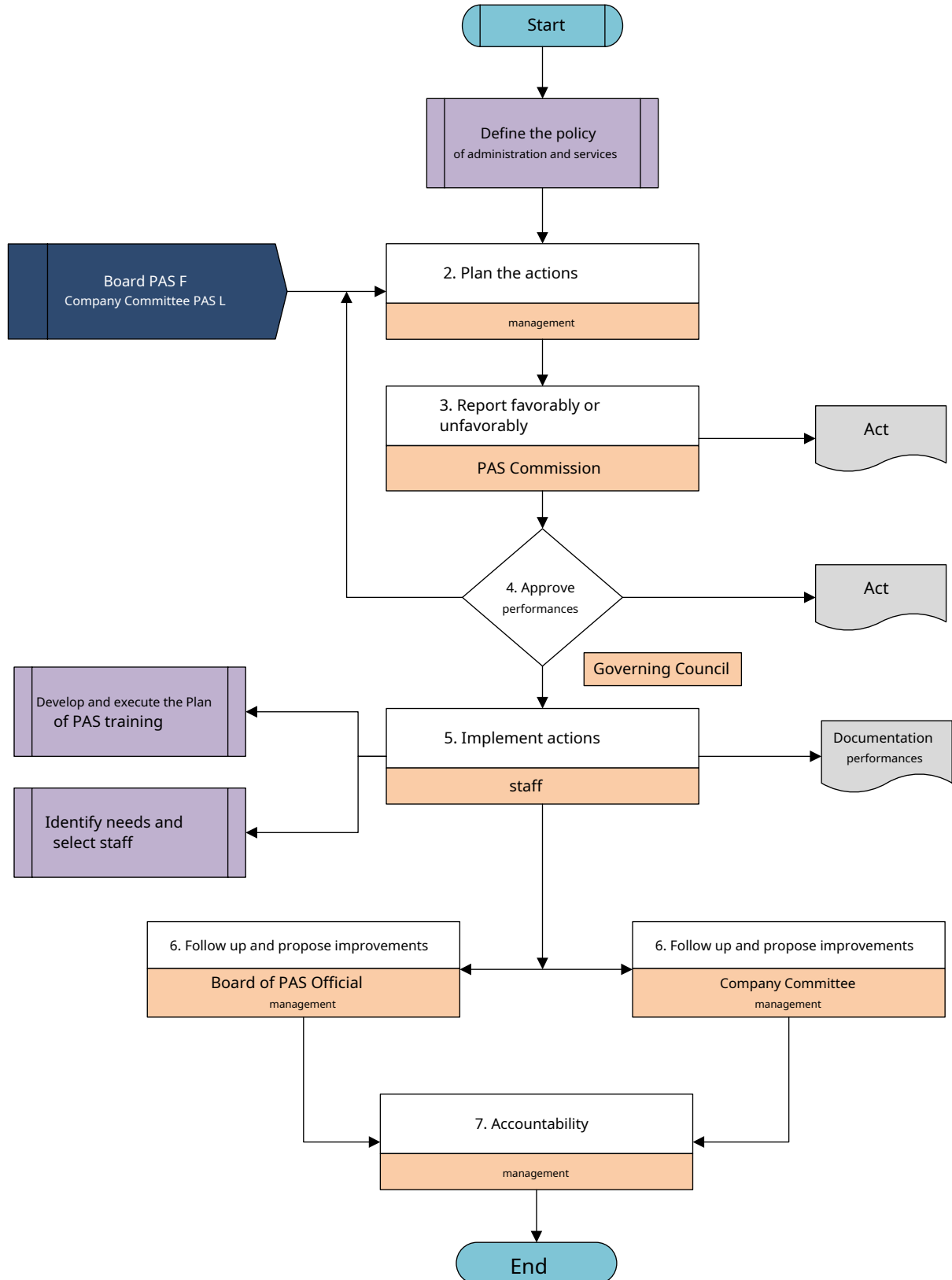


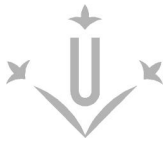
7. Collect accounts and publish information

The selection of personnel in public administrations, to guarantee the transparency of the process, foresees that the information is made public throughout the procedure. The Personnel unit makes the information public through the website and its notice board, in addition to publication in the Official Journal of the Generalitat of Catalonia when the procedure requires it. In relation to other promotion, incentive and improvement measures, the Management reports to the government team.



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 multi-year planning for 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 oversees informing favourably or unfavourably of the issues within its jurisdiction that affect the PAS.

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

Company Committee of the Labor PAS: It 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 promotion, incentive and improvement actions corresponds to the Governing Council, in which there is also representation of students, teachers and PAS. In addition, if there is a modification of the RLT, the approval of the Social Council is required, which is the body for society's participation in the university.



10. RECORDS AND ARCHIVES

Document	Responsible/ Custodian
Proceedings Council of Government	General Secretary
Proceedings PAS Commission	Management
Accrediting documentation of the actions	Management