



**ISTITUTO
ITALIANO DI
TECNOLOGIA**

**HUMAN RESOURCE MANAGEMENT POLICY
GUIDELINES - SEMI-SUBORDINATE OR SELF-
EMPLOYED STAFF**

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1. General guidance on selecting and managing the Foundation's human resources

1.1 In all categories of staff, whether employed on a self-employed or semi-subordinate basis (below as "co-workers"), and in each of its affiliates, the Foundation aims to attract people who excel in their respective professional category and to give them a reason to perform their duties with maximum commitment, offering them, in accordance with the safeguards laid down by civil law, remuneration that reflects the excellence required and is to a reasonable extent sensitive to the quality and quantity of the activity actually performed.

1.2 The Foundation aims to create a research organization inspired by the following principles:

- complete freedom of action and experimentation for each research unit, guaranteed by giving the manager of each unit complete discretion over the management of human resources and materials;
- strict control of the scientific value of the results of activities carried out, implemented as far as possible by involving external Italian and foreign academics in the assessment;
- continuous evaluation of the activities carried out by staff according to the Foundation's policies and procedures;
- maximum accountability of the research manager, as per § 10 of the General Operation Rules, and the researchers, for the results of the activity carried out.

2. Making staff accountable for the result of their work

2.1. According to the program agreement referred to in § 1, all self-employed and/or semi-subordinate employment relationships established by the Foundation require a high degree of responsibility to be assumed by the provider for the outcome of the work, remunerated with a salary which, for certain pre-established categories of staff, is increased by applying a fixed or variable percentage. The collaborator may organize his/her activities independently, to work in the best way possible and to fulfil their assignment. They may manage their work hours, for the duration of their assignment, distributing their time throughout the day, week and year as they see fit, with no obligation to report to the Foundation. The Collaborator, who is free to independently decide the venue of his/her activity, may use the Foundation's facilities for the sole purpose of executing and implementing their assignment in the best way possible. In order to have a comprehensively fair system of remuneration, the Foundation strives to define its policy as clearly as possible, analyzing organizational roles and determining consistent minimum and maximum, fixed and variable remuneration thresholds. The criteria and methods used for the analytical assessment of productivity, quality and quantity of individual services rendered and the results achieved by each team are established by the Evaluation Committee. The research unit coordinator's assessment is carried out as part of the research unit evaluation process referred to in § 18 of the General Operation Rules.

2.2.If the collaborator should resign, any contractually-provisioned variable compensation related to the year in which the resignation takes effect shall not be paid, except for recognition by the Scientific Director for special merit, corroborated by a positive evaluation of the collaborator's performance.

3. Recruiting and managing semi-subordinate and/or self-employed staff

3.1. Research staff, are selected in compliance with the Foundation's selection and assessment procedures, according to transparent criteria relating exclusively to their intellectual and practical skills, scientific curriculum vitae also in compliance with the provisions of the Foundation's Code of Conduct and Scientific Conduct. Therefore, selection methods that prioritize an objective assessment of skills in a broad sense and the involvement of independent and qualified assessors should be considered in relation to the nature of the profile being sought and the associated organizational level. All the members of the assessment/selection committee have the obligation to inform the other members about the presence of conflicts of interest in relationship with one or more candidates, and they cannot evaluate him/her, complying with the Foundation's Code of conduct and scientific conduct. Among circumstances entailing conflict of interests, the following one has to be considered: research line manager being member of the assessment/selection committee in case of evaluation of a young researcher (post doc) already working in the same line, i.e. coordinated by the same manager and who is taking part to the selection for a higher position. The assessment/selection committee, in compliance with the Foundation's procedures and policies, will draw up an assessment report and ranking of candidates. Research personnel applying for tenured positions are selected according to the Tenure Track Policy rules.

3.2. The hiring of Research Directors and Senior Scientists with budgeting powers and front-line responsibilities, with project or self-employed contracts, must be authorized by the Executive Committee, on a proposal from the Scientific Director, having evaluated the validity of the reasons supporting the recruitment and nature of the contract. In any case, no scientific associates may be assigned additional coordination and management tasks for research facilities (Departments, Facilities, Network Centers) if they have reached the age limit of 65 years. Accordingly, no similar additional tasks may be assigned if due to be completed after the stated age.

3.3. Responsibility for determining the number of self-employed or semi-subordinate staff is entrusted to the Scientific Director, taking into account the unit's programs and available funds, ensuring that the Foundation's resources are used efficiently and complying with the related policies and procedures, particularly the one related to drafting the budget.

3.4. The research unit coordinator is selected by the methods stated in § 10.3 of the General Operation Rules.

3.5. All personnel management activities, including the negotiation of any changes to remuneration levels, within the minimum and maximum levels set by the Executive Committee, will be carried out by the individual(s) appointed by the Committee itself in accordance with the procedures applied within the Foundation, also in compliance with the provisions of the Foundation's Code of Conduct and Scientific Conduct.

4. Staff management

4.1. All co-workers are free to work or co-work with other Entities, given that their duties are not exclusive, subject to the presentation of a prior communication to the IIT Foundation about other positions in competition or conflict of interest with the Foundation.

4.2. Subject to the provisions of the Policy for the promotion of Spin Off Companies regarding the protection of the tangible and intangible interests of the Foundation, the development of cooperation with other research organizations is encouraged, for developing the research itself, as well as ensuring professional growth and the skills of the researchers.

4.3. Staff may not however use the financial and material resources of the Foundation for research carried out on behalf of third parties or that goes beyond the Foundation's research programs, except on the basis of a written agreement with the research unit manager, previously authorized by the Executive Committee.

4.4. Except what regulated by the Policy for the promotion of Spin Off Companies and/or other agreements between the parties, all semi-subordinate or self-employed staff undertake not to accept and not to perform for themselves or third parties, whether individuals or legal entities, any task that competes with the activity of the Foundation. Employees give the Foundation an undertaking - for the duration of their Employment - not to have any contractual relationship, whether personal or through partnerships or corporations, with third-party companies that have commercial relationships, or economic / financial obligations, with the Foundation.

4.5. In addition to what already explained in point 4.1, semi-subordinate or self-employed staff must promptly inform about the occurrence and/or the disappearance of causes and/or situations of conflict of interests in compliance with the Code of Conduct and Scientific Conduct of the Foundation and with the procedures set out in the Conflict of Interest Management Procedure.

4.6. In the event of a collaborator's pregnancy and maternity, their provisioned absences shall not affect the execution of their assignment: the work relationship and payment of compensations shall be suspended for a minimum period equal to the period of maternity leave and for the duration of any periods of parental leave. At the end of this time, the assignment shall be extended for a period equal to that of the suspension period and the compensation shall be paid once again.

5. Rules regarding affiliates

In order to fulfil their institutional purposes, in addition to their own staff, IIT research facilities may make use of students enrolled in a PhD program with a scholarship funded by IIT, or of staff employed by universities, colleges, research organizations and institutions, other public organizations, based on a scientific or technical affiliation appointment made in accordance with the procedures established in the related policies and procedures, including in particular the one relating to affiliation, subject to the approval of the organizations and institutions employing this staff.

All the appointments referred to above are carried out free of charge, taking into account the person's qualification, employment relationship and scholarship. Activities carried out within the premises of the Foundation must comply with the Foundation's Rules, Policies and Procedures. All affiliate staff are required to refrain from any activity that constitutes a conflict of interest with the activities of IIT.