

Reclassification Contractual Agent 3a

The following timetable is indicative and does not constitute a guarantee that the dates shown will actually be respected.

Date	Steps	Comments
March/April	Calculation of reclassification possibilities by DG/FG	Technical work carried out by DG HR on the basis of the population in place on 16 March 2024
22 April	Launch of the reclassification exercise	Publication of administrative information.
3 May	Comparison of merits	Senior management meeting concerning contract staff to be proposed for reclassification following the comparison of merits.
From 6 May to 3 June	Exchange of views with the Central Staff Committee delegation	Each General Manager (or member of senior management, if the General Manager has delegated this responsibility) has an exchange of views on his or her reclassification proposals with a delegation appointed by the Central Staff Committee.
13 June	Communication of reclassification proposals to staff and the joint reclassification committee	The list of contract agents proposed for reclassification by the Directorates General is made available to staff via the reclassification file in SYSPER.
20 June	Time limit for lodging an appeal against the non-reclassification proposal	Jobholders have a period of 5 working days from the date of communication of the reclassification proposals. This period is suspended if, and for as long as, the jobholder is unable to access SYSPER (e.g. due to annual leave or sick leave).
Late September early October	Meetings of the Joint Reclassification Committee	The Joint Committee for the Reclassification of Contract Staff 3a examines separately the staff eligible for reclassification, grade by grade. It examines appeals and prepares a list of reclassification proposals that it recommends to the AECC.
October/November	Reclassification decisions	The AECC draws up the list of contract agents reclassified to the next higher grade.
December	Payment of reclassifications	December salaries take account of reclassification decisions.

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