



Contractual Agents: The proposals for reclassification are in Sysper

Luxembourg, 26 June 2017

Dear Colleague,

If you haven't received information that you have been proposed for reclassification in this year's exercise and you believe you have merited reclassification,

APPEAL

In order to find this information, go to SYSPER "My file" – "Promotion" "List of persons proposed for promotion". Then select 2017 – AC Commission and your current grade. Then click on "search".

Note: you have until **July 3rd pm** to lodge this appeal in SYSPER. (The timeline is at the bottom of the page).

https://myintracomm.ec.europa.eu/hr_admin/en/appraisal_promotion/contract-agents/Pages/contract-agents-reclassification.aspx

- The Joint Reclassification Committee will assess the appeals in September/October and will make recommendations to the AHCC.
- The final lists will be published in October or November once the AHCC has taken its final decision.

If you want to launch an appeal against your non-reclassification, please find below some information on important points. Send us your draft for help and advice.

The **Union Syndicale Fédérale Luxembourg** recommends the following approach for your appeal:

- avoid emotional language (how disappointed or angry you are) as it does not help for your purpose. Focus instead on objective elements and the substance of your reports.
- quote the parts of your reports since your last promotion which you regard as most relevant.
- if you have responsibilities which are more than average for colleagues in the same grade, then point this out and flag up the fact that this is recognized by your hierarchy.
- mention if the tasks in your job description (or tasks you have carried out) are typical of those of a higher grade or function group.
- mention if the time you have been in your grade since the last reclassification is longer than equal to or longer than the expected average for that grade
(https://myintracomm.ec.europa.eu/hr_admin/StaffRegulation/EN/TITLE%20IV-CONTRACT%20STAFF/C_2013_2529_F1_EN_reclassification_contract_staff.pdf)
- and the fact (if so) that your reports make it clear that you are a "good Contract Agent" and thus that to spend longer than average in your grade would be an anomaly in particular if consecutive reports contain nothing negative.
- question anything which seems too "personal" and which has been taken negatively by your assessor or your DG. That shouldn't happen. For example: if you have taken pre-retirement part time since end 2014 or you've changed job, worked part-time, exercised a mandate in behalf of the administration or staff representation in joint committees etc.
- if you have or use a large number of languages in your work, mention that too.
- mention that you have the support of your line management (head of unit or director) if you are aware of the fact.

Your Representatives to defend you

N. MAVRAGANIS	M. COLLIGNON	I. WOLFF
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**Solidarity is our business,
Defending the staff our mission**



**UNION SYNDICALE FEDERALE
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