

According to the Law on working relations (Official Gazette No. 54/2013) and the Law on scientific-research activities (Official Gazette No. 46/2008, 103/2008, 24/2011, 80/2012, 24/2013 and 147/2013), the Assembly of the Economic Research & Policy Institute “Finance Think” Skopje, at its 13<sup>th</sup> session held on 28 April 2017, adopted the following

## **Rulebook for Recruiting Researchers and Other Professionals**

### **Content**

<b>PART 1: RECRUITING AND SELECTION OF RESEARCHERS AND OTHER PROFESSIONALS .....</b>	<b>1</b>
PART 1.1: ADVERTISING JOB VACANCY .....	1
PART 1.2: SELECTION OF RESEARCHERS AND OTHER PROFESSIONALS .....	1
<b>PART 2: CONTRACT FOR RESEARCHERS AND OTHER PROFESSIONALS’ RECRUITMENT.....</b>	<b>3</b>
<b>PART 3: PRINCIPLES OF WORKING .....</b>	<b>4</b>
<b>PART 4: SALARY .....</b>	<b>6</b>
<b>PART 5: TERMINATION OF THE RESEARCHERS AND OTHER PROFESSIONALS’ RECRUITMENT</b>	<b>7</b>
<b>PART 6: TRANSITIONAL AND FINAL PROVISIONS .....</b>	<b>7</b>

Article 1

This Rulebook regulates the recruitment of researchers and other professionals at the Economic Research & Policy Institute "Finance Think" Skopje (hereinafter: FT).

**PART 1: RECRUITING AND SELECTION OF RESEARCHERS AND OTHER PROFESSIONALS**

*PART 1.1: Advertising job vacancy*

Article 2

FT assures procedures for recruitment of researchers and other professionals which are open, efficient, transparent and internationally comparable, and tailored to the type of job vacancy.

Article 3

FT secures the need for researchers and other professionals through:

- 1) Public job advertisement in the daily or weekly press; and/or
- 2) Publishing within the Agency in charge for the employment.

Article 4

When researchers and other professionals are employed by a public job advertisement, FT is obliged to list the conditions required to perform the job, the application deadline, which may not be less than 5 working days and the period within which FT will make the selection after the application deadline.

The job advertisement gives a broad description of the knowledge and competencies required and must not be narrowly specialized to reject the appropriate applicants. The job advertisement may include a description of the working conditions and opportunities for professional development.

In the job advertisement, in addition to other special conditions, FT shall indicate the beginning and the end of the daily and weekly working hours, the schedule of the working hours and the basic salary for the job position.

*PART 1.2: Selection of researchers and other professionals*

Article 5

The deadline for selection of the researcher(s) is 20 days after the expiry of the application period.

Before the selection, the candidates are being informed about the process of recruitment, the selection criteria, the number of positions and the perspective for a career development.

Article 6

The selection is done by a panel of experts from FT or outside of it, which has gender balance and possesses the appropriate expertise and competencies.

If possible, the selection includes different selection practices, as written test, an external expert evaluation and a tet-a-tet interview.

#### Article 7

FT may only require the candidate to submit evidence that he/she meets the requirements needed for the job vacancy.

The candidate shall submit an evidence that he/she meets the requirements for performance of the job and to inform FT of all known facts, important for the employment, as well for the diseases or other conditions that may disable or substantially limit the performance of the contract obligations, or may endanger the life or the health of the persons he/she contacts with during the performance of his tasks. The candidate is not obliged to answer the questions that are not directly related to the employment.

#### Article 8

The selection process takes into account the full experience of the candidates and focuses not only on their total potential as researchers and other professionals, but on their creativity and independence also.

Breaks and/or variations in candidates' career are considered as career development, or as a valuable contribution in the professional development as a researcher for a multidimensional career.

Any kind of research mobility, for example, a stay in other country/region or in other research environment (public or private), or a change from one to another discipline/sector, whether as a result of an initial research training or at a later stage of the research career, or a virtual mobility, are considered as a valuable contribution to the professional development of the candidate.

FT enables a proper assessment of the academic and professional qualifications, including informal qualifications, to all researchers and other professionals-candidates. The level of required qualifications is in line with the requirements of the job vacancy.

#### Article 9

A panel of experts from FT or outside it, makes the selection by a consensus, while when such is not possible, by a simple majority.

#### Article 10

FT must, within five working days from the day of concluding the Employment contract, to notify the non-selected candidates and to display/announce the selected candidate. The notification may include information for the strengths and weaknesses of the non-selected candidates, individually for each candidate and in a confidential form.

#### Article 11

The public job advertisement ends with selection, non-selection or with expiration of the deadline mentioned in Article 5.

## **PART 2: CONTRACT FOR RESEARCHERS AND OTHER PROFESSIONALS' RECRUITMENT**

### Article 12

The researcher can be recruited within FT by signing an Employment contract. The rights, obligations and responsibilities based on the workplace performance and the participation in the compulsory social insurance stemming out of the employment, become valid as of the day when the worker starts working, which is agreed within the Employment contract.

The researcher can be also recruited within FT by signing an Authorship contract. The rights, obligations and responsibilities based on the workplace engagement become valid as of the day when the worker starts working, which is agreed within the Authorship contract.

The researchers and other professionals in paragraphs (1) and (2) from this Article cannot be recruited without signing a contract for employment, or for authorship.

### Article 13

The contract for employment is concluded for a period whose duration is not determined in advance (employment for an unlimited period) or for a period whose duration is determined in advance (employment for a limited period).

The Authorship contract is always concluded for a period whose duration is determined in advance.

### Article 14

The Employment contract, or the Authorship contract, is concluded in written form. One sample is handed in to the employee/author at the day of its signing.

### Article 15

The Employment contract, or the Authorship contract, includes:

- 1) Data for the contracting parties, their residence or office;
- 2) Date of start of the work;
- 3) Title of job position, or data for the type of the job for which the employee concludes an Employment contract, or Authorship contract, with a brief description of the work he/she is going to perform;
- 4) Place of job conduct, with particular specification of flexible arrangement, working from home, teleworking;
- 5) Duration of employment, if it is contracted for a period determined in advance, or of the Authorship contract;
- 6) Provision of whether the employee is full-time or part-time employed in case of an Employment contract;

- 7) Provision for the daily or weekly regular working hours and allocation of the working hours in case of an Employment contract;
- 8) Provision for the basic salary, or compensation, that belongs to the worker for the job performance according to the law, collective agreements and the Employment contract, or the Authorship contract;
- 9) Provision for other benefits that belong to the worker for the job performance according to the law and the collective agreements;
- 10) Provision for annual holiday, the way for its determining in case of an Employment contract; and
- 11) Stating the general acts of the employer in which the work conditions for the employee are defined.

The Employment contract, or the Authorship contract, may include other rights and obligations determined by the law and the collective agreements.

In the Employment contract, or the Authorship contract, for certain questions, parties can refer to laws, collective agreements and employer' bylaws.

## **PART 3: PRINCIPLES OF WORKING**

### Article 16

#### Professionalism, training and mobility

FT recognizes all recruited researchers and other professionals as professionals. FT continuously evaluates the professional improvement of its employees and co-workers, and supports their participation in trainings, research stays, scientific conferences, publications in international journals and other forms of professional development.

FT recognizes the value of geographical, inter-sectoral, inter- and trans-disciplinary and virtual mobility, in order to improve the scientific knowledge and professional development of the researchers and other professionals. Therefore, FT encourages incorporating such options in the professional development plans of the researchers and other professionals.

### Article 17

#### Nondiscrimination

When recruiting researchers and other professionals, FT does not give preference only to men or only to women, nor performs any kind of discrimination based on age, ethnicity, national or social origin, religion or belief, sexual orientation, language, disability, political affiliation, social and economic condition.

In the application of paragraph (1) of this article, FT is governed by the principle of gender balance, ensuring that both genders are represented in FT, including at managerial and supervising positions.

### Article 18

#### Stimulating research environment

FT ensures a stimulating research environment, with appropriate equipment, facilities and opportunities, including distance cooperation through research networks, while abiding the national regulations related to the health and security at the workplace.

FT ensures appropriate working conditions, including conditions for disabled workers, according to the existing national law and collective agreements. FT ensures work environment that allows for a work-family balance. FT pays special attention to flexible working hours, part-time work, teleworking, working from home and sabbaticals, as well as the necessary support related to these arrangements.

#### Article 19

##### Stability of the work engagement

FT ensures stability of the work engagement by clearly stating the period of researcher's engagement, as well as by aiming to continually improve the stability of the working conditions by implementing the principles and conditions of the EU Directive on fixed term working.

#### Article 20

##### Equal conditions for funding and compensation

FT ensures that researchers and other professionals enjoy equal and attractive conditions for funding and/or salaries, with appropriate and equal social insurance, without prejudice to the national law and collective agreements.

#### Article 21

##### Access to career advice

FT ensures career counseling and assistance in job positioning, in FT or through cooperation with other structures, for the researchers and other professionals at all stages regardless of the contract type.

#### Article 22

##### Intellectual property rights

FT ensures that researchers and other professionals use their R&D results through legal protection, and in particular, through appropriate protection of the intellectual property rights.

#### Article 23

##### Co-authorship

FT considers the co-authorship as a constructive approach to research. FT develops strategies, practices and procedures that allow researchers and other professionals the necessary conditions for enjoying the rights to be recognized, listed and/or cited, or to publish the results of their research independently of their mentor.

#### Article 24

#### Mentoring and supervision

FT ensures that each junior researcher clearly knows who can he ask for mentoring assistance while performing the professional duties. Such arrangements clearly define the proposed mentors and ensure that these are experts for supervision of the research work, they have time, knowledge, experience, expertise and commitment, to offer the junior researcher assistance and to follow his/her progress.

#### Article 25

##### Researchers and other professionals' evaluation

The professional progress of researchers and other professionals is evaluated permanently, taking into account at least:

- 1) The results of the scientific-research work according to the Rulebook for research of FT;
- 2) The results of other activities where the researcher has been involved, such as: management, supervision/mentoring, cooperation, administrative duties, public activities (participation in the media) etc.

## **PART 4: SALARY**

#### Article 26

The recruited researchers and other professionals are entitled to remuneration – salary, according to the law, collective agreements and the Employment contract, or the Authorship contract.

The salary for the performed job must be in a cash form.

#### Article 27

The salary consists of basic salary, part of the salary for workplace excellence and bonuses.

The basic salary is determined in accordance to the requirements of the job position. The basic salary is a variable amount dependent on:

- Market conditions of demand and supply of the specific skills required for the workplace;
- Efficiency, productivity and results (outputs) of the employee;
- Special achievements relevant for the working position (e.g. educational upgrade, skills upgrade / special certificates, awards etc.);
- Publications in international peer-reviewed journals, especially in such indexed on the Web of Science;
- Personal annual evaluation of the employee.

The salary for a full-time researcher cannot be smaller than the minimum wage established by a law or a collective agreement.

#### Article 28

The salary is paid for a period that may not be longer than a month.

The salary is paid no later than 15 days after the expiration of the salaried period.

## **PART 5: TERMINATION OF THE RESEARCHERS AND OTHER PROFESSIONALS' RECRUITMENT**

### Article 29

The Employment contract, or the Authorship contract, may be terminated at any time, by written agreement which is personally signed by both the researcher and the employer.

### Article 30

The researcher may terminate the Employment contract, or the Authorship contract, if in written form declares that he/she wants to do that.

FT may terminate the Employment contract, or the Authorship contract, only if there is a valid reason for dismissal related to the researcher's behavior, for violating the work order and discipline or the work obligations, or if the reason is based on the functional needs of FT (business reason). The basic reason should be explained.

The contract parties may terminate the Employment contract, or the Authorship contract, with or without a notice period.

## **PART 6: TRANSITIONAL AND FINAL PROVISIONS**

### Article 31

For all aspects of the Employment contract, or the Authorship contract, that are not regulated by this Rulebook, the provisions of the Law on working conditions apply.

### Article 32

This Rulebook enters into force at the day of enactment.

Skopje  
28 April 2017

Chairman,  
Dr. Marjan Petreski