Fundación para la Investigación Biomédica del Hospital Universitario Ramón y Cajal

INSTITUTO RAMÓN Y CAJAL DE INVESTIGACIÓN SANITARIA IRyCIS

HUMAN RESOURCES RECRUITMENT POLICY OF THE FOUNDATION FOR BIOMEDICAL RESEARCH OF THE RAMÓN Y CAJAL UNIVERSITY HOSPITAL

(Revision 10-2026)

CONTENTS

I. THE FOUNDATION AND IRYCIS 3

II. LEGAL FRAMEWORK GOVERNING FIBioHRC STAFF 3

III. GENERAL REQUIREMENTS FOR EMPLOYMENT AT FIBioHRC 4

IV. GUIDING PRINCIPLES FOR THE RECRUITMENT OF HUMAN RESOURCES BY FIBioHRC 5

IV.1. BASIC PRINCIPLES 5

IV.2. COMPLEMENTARY MANAGEMENT PRINCIPLES 5

I. THE FOUNDATION AND IRYCIS

The Foundation for Biomedical Research of the Ramón y Cajal University Hospital (FIBioHRC) is a non-profit entity whose foundational purposes include promoting and serving as a channel for the development of research, innovation and scientific and technical training at the Ramón y Cajal University Hospital (HURyC) in Madrid.

It was created by Decree 187/2003 of the Governing Council of the Community of Madrid and has the legal status of a public research organisation of that Community.

The Foundation is part of the Ramón y Cajal Institute for Health Research (IRYCIS), a research institute of the kind regulated under Article 88 of Law 14/2007 on Biomedical Research. IRYCIS was established by agreement between the Regional Ministry of Health, the Madrid Health Service, the Universidad Autónoma de Madrid, the Universidad Complutense de Madrid and the Universidad de Alcalá, and the Foundation itself. The HURyC, which belongs to the Madrid Health Service, is the core of this Institute, and the Foundation is its managing and support entity.

Research and support staff integrated into IRYCIS work on the institute's joint projects and activities, but retain the organisational dependence and legal framework of the institution to which they belong. All Foundation staff are members of IRYCIS.

II. LEGAL FRAMEWORK GOVERNING FIBioHRC STAFF

The Foundation is governed by its Statutes; by the national and regional laws regulating Foundations; by the laws and provisions of civil, administrative and tax law that apply to it by reason of specialty and validity; and by the rules and guidelines issued by its Board of Trustees, its highest governing body.

The legal framework for staff hired by the Foundation is the ordinary employment regime regulated by the Workers' Statute and the rules implementing it.

The main laws and agreements generally governing employment at FIBioHRC are:

- Royal Legislative Decree 2/2015, of 23 October, approving the consolidated text of the **Workers' Statute Act**, together with **its implementing regulations**.

See: https://www.boe.es/biblioteca_juridica/codigos/codigo.php?id=93&modo=2&nota=0&tab=2

- Law 14/2011, of 1 June, **on Science, Technology and Innovation**, TITLE II on human resources dedicated to research.

See: https://www.boe.es/buscar/act.php?id=BOE-A-2011-9617

- **Collective agreement** of the group of companies of the Biomedical Research Foundations of the SERMAS (Madrid Health Service) Healthcare Institutions.

See:https://www.irycis.org/es/irycis/fundacion/portal-de-transparencia/10/convenio-colectivo-fibs

- Commission Recommendation of 11 March 2005 on the **European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers.** FIBioHRC holds the "HR Excellence in Research Award" in accordance with the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers ("Charter & Code").

See:https://op.europa.eu/es/publication-detail/-/publication/a46424c7-962a-11e9-9369-01aa75ed71a1

- Royal Decree 723/2026, of 9 September, transposing Directive (EU) 2019/1152 of the European Parliament and of the Council of 20 June 2019 on **transparent and predictable working conditions** in the European Union.

See: https://www.boe.es/buscar/pdf/2026/BOE-A-2026-19200-consolidado.pdf

- Royal Legislative Decree 5/2015, of 30 October, approving the consolidated text of the Basic Statute of Public Employees Act. Applicable exclusively with regard to the guiding principles of public employment and by virtue of its supplementary nature for all public-sector staff.

See: https://www.boe.es/buscar/act.php?id=BOE-A-2015-11719

III. GENERAL REQUIREMENTS FOR EMPLOYMENT AT FIBioHRC

Nationality: to hold Spanish nationality or that of a European Union Member State. Spouses (and their dependent direct descendants) of Spanish nationals and of nationals of other Member States may also apply, as may foreign nationals legally resident in Spain (under the conditions of international treaties on the free movement of workers). Other non-nationals may also apply, provided they already hold work and residence permits in Spain.

Age: to be at least 16 years old and not to exceed the mandatory retirement age.

Qualifications: to hold the qualification required in the specific call. Qualifications obtained abroad must have been officially recognised (homologated) or, where applicable, have obtained the corresponding certificate of equivalence in Spain.

Functional capacity: to have the functional capacity required to perform the duties of the post.

Legal eligibility: not to have been dismissed through disciplinary proceedings from the service of any public administration or public foundation, nor to be subject to absolute or special disqualification from public employment or office. For posts involving **regular contact with minors**, not to have been convicted by final judgment of any offence against sexual freedom and integrity or of human trafficking.

Special requirements: to meet the specific requirements set out in the relevant call for each post.

Selection process: to be selected in a selection process duly announced and resolved in accordance with the law and with the Foundation's Recruitment Policy.

IV. GUIDING PRINCIPLES FOR THE RECRUITMENT OF HUMAN RESOURCES BY FIBioHRC.

IV.1.- BASIC PRINCIPLES:

Equality: all persons have the same opportunities to access a post, without discrimination on grounds of gender, religion, race or opinion.

Merit: the selection will objectively assess each candidate's professional track record, knowledge and achievements.

Capacity: the functional capacity, experience and technical preparation suitable for performing the duties of the post will be objectively assessed.

IV.2.- COMPLEMENTARY MANAGEMENT PRINCIPLES

Selection system: the general selection system will be a competitive assessment of merits. However, where the required competencies, the functional content of the posts or the specific nature of the enabling qualification so advise, the Foundation's Management, while guaranteeing the basic principles of recruitment, may establish other recruitment procedures, to be carried out by the Foundation itself or through specialised entities.

Publicity and transparency: without prejudice to the preceding section, FIBioHRC will fill posts through a public call, open to competition and with an objective, merit-based selection process.

Calls for employment and their selection processes must be published, with all their terms, in a clear manner accessible to everyone. In all cases they will be published on FIBioHRC's physical or virtual notice boards and in a designated, publicly accessible section of the IRYCIS website. Where deemed appropriate, or where required by the terms of national or international public funding schemes, they will also be published on the job portals specified in those terms or on other sector-specific, professional or regional portals that promote dissemination and competition. Posts linked to European projects (and to other projects that so require) will also be published on the European EURAXESS portal.

The application period must be appropriate to the level of the post advertised. It will be at least 12 calendar days, which may be shortened to 7 calendar days where there is an urgent need to fill the post.

The call document must include: (i) the number of posts to be filled, (ii) the professional category, (iii) the main qualification and any other complementary training required, (iv) the competencies or experience required, (v) the place of work; (vi) if the post is temporary: the start date, the duration of the contract and the legal grounds for the

temporary nature, (vii) the working hours and schedule, (viii) the remuneration, (ix) the probationary period, (x) the main duties of the post, (xi) the deadline, language and procedure for submitting applications, (xii) the composition of the selection committee, (xiii) the procedure for assessing applications, selection and resolution of the process, and (xiv) the form and deadlines for submitting objections regarding the selection process and its results.

Calls may omit some of the above content where it is public and common to all posts, by referring to the law, public document or collective agreement that establishes it.

The qualifications, experience and other requirements for a post must be connected and proportionate to the duties and level of responsibility assigned to that post.

The resulting contract will conform to the terms of the relevant call, to Article 8 of the Workers' Statute and to Royal Decree 723/2026, which implements it.

Independently of calls for the actual filling of posts, where the requirements, the duties of the posts or the specific nature of the enabling qualification so advise, the Foundation's administration may, by itself or through specialised entities, undertake initiatives to sound out the labour market or to obtain expressions of interest that will guide subsequent calls.

Imparciality and professionalism: selection processes will be conducted and resolved by a selection committee whose composition and procedure will ensure impartiality and objectivity in the selection.

Selection committees will consist of a minimum of three and a maximum of seven members. They will be appointed, preferably, from among IRYCIS staff holding higher university degrees, seeking gender parity among their members. They will be chaired by the delegate designated by the Foundation's Management, and will include the head of the unit or the principal investigator of the project for which the post is intended (or the persons to whom they delegate, if the terms of the call so provide).

Selection committees will ensure compliance with the principle of equal opportunities between women and men.

Independence and technical discretion: selection committees will act collegially, guided by the general interest and the needs of the Foundation, free from any external pressure or influence in their assessments.

Membership of selection committees will always be in a personal capacity; it may not be held as a representative or on behalf of anyone, nor delegated to another person unless expressly provided for in the terms of the call to be resolved. Committee members will act with neutrality and technical competence and may not have any conflict of interest.

Selection committees will freely assess candidates' requirements, merits and aptitudes, to the best of their knowledge and judgement, until they reach a proposal in favour of the person most suitable for the post offered.

At any point in the process, when they deem it necessary, committees may ask candidates for supporting documentation, additional information or any type of clarification regarding the documents, merits and circumstances they have submitted. They may request references from candidates, request (non-binding) reports or assessments from bodies or experts in the subject matter of the contract, ask candidates to prepare and/or present an action plan related to the post, and hold personal interviews.

The committee will draw up brief minutes recording the relevant elements of the process, which will be published on FIBioHRC's physical or virtual notice boards.

On the proposal of the committee responsible for resolving them, ongoing selection processes may be cancelled or modified, with reasons given, at any point in the process if supervening causes so require. They may also be declared void when, in the committee's judgement, none of the candidates is sufficiently suitable for the post.

The committee's proposal may not be appealed before the committee itself. However, the terms of the calls must establish a deadline and procedure for interested parties to submit complaints and objections regarding the selection process to the Presidency of the Foundation. The Presidency's decision on such objections will be final and definitive for the Foundation.

The committee's award proposal in favour of the selected person does not in itself create rights or obligations for that person until the corresponding employment contract is signed in accordance with employment legislation and the Foundation's internal rules.

Agility and procedural economy: without detriment to the principles governing them, selection processes must be swift, effective, appropriate and adapted to each of the Foundation's needs.

Fair pay: FIBioHRC will not set salaries below those established for each professional category by the Collective Agreement of the Group of Companies of the Biomedical Research Foundations of the SERMAS Healthcare Institutions, or below that set by an external competitive call, whether public or private; in no case may salaries be lower than the national minimum wage set annually.

Probationary periods: new Foundation staff will be subject to a probationary period that may not exceed: (i) six months for university graduates, (ii) three months for vocational training graduates, and (iii) one month for other staff.

The applicable probationary period must be stated in writing in the job calls and in the resulting contracts. During this period, both the employee and the Foundation may freely terminate the employment contract by notifying the other party in writing,

without any notice period or entitlement to compensation. This is without prejudice to the provisions of employment law and the FIBs collective agreement in this regard.

Onboarding: the Foundation's main asset is its professionals. The Foundation's administration and the heads of units, services and projects will support the personal and professional development of the people under their responsibility, seeking to identify, retain and give visibility to talent, in a friendly and safe environment expressed from the very moment each new employee joins.

The Foundation will prepare a welcome manual for new staff, which will be presented to each new hire in a personalised reception. It will provide the most relevant information on the organisation's functioning, safety, procedures and guarantees, aimed at swift integration into the organisation, reducing uncertainty and fostering a sense of belonging.

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Annex I. Job profile template.
Annex II. Call for applications template.
Annex III. Selection minutes template.