



**Università
degli Studi
di Palermo**

UNIPA GUIDELINES

Guidelines for the Career Development of Researchers at UniPA



HR EXCELLENCE IN RESEARCH



INDEX

CONTENTS CODE OF ETHICS OF THE UNIVERSITY OF PALERMO	pag. 2
- Principles	
- Rules of the UniPa Community	
- Rules for Teaching and Research	
- Conflict of Interest and Incompatibility	
- Sanctions	
LEAVE AND ABSENCES FOR ACADEMIC STAFF, RESEARCHERS AND FIXED TERM RESEARCHERS	pag. 6
- Sick leave and hospitalisation	
- Leave for personal and family reasons	
- Maternity leave, flexible working arrangements, compulsory leave for pregnancy and postnatal care, parental leave	
- Compulsory paternity leave	
- Additional parental leave	
PENSION SCHEME MANAGEMENT	pag. 14
- Review of Pension Contribution Records	
- Pension Buyback for Severance Pay	
- Pension Buyback for Contribution Gaps	
- Pension Contribution Merger	
- International Pension Totalisation	
- Multiple Pension Totalisation	
INAIL-WORKPLACE INJURY COVERAGE	pag. 20

1

CODE OF ETHICS of the University of Palermo



UniPa Code of Ethics - D.R. n. 4115/2022

The UniPa code of Ethics, University Regulation No. 4115/2022, establishes the **fundamental principles and values of the UNIPA Community**.

The **UNIPA Community** includes academic staff, researchers, students, senior management, administrative and library staff, as well as service and goods providers.

PRINCIPLES

1. Respect for human dignity and individual rights;
2. equal opportunities;

3. rejection of all forms of discrimination and promotion of merit, as well as individual and cultural diversity;
4. protection of freedom and fundamental rights;
5. responsibility and recognition of the societal value of fulfilling professional duties;
6. honesty, integrity, professionalism, legality, fairness, and transparency;
7. advancement of knowledge, excellence, and encouragement of academic and scientific research;
8. equity, impartiality, and fair collaboration;
9. solidarity, appreciation of voluntary service, and a sense of belonging to the University community.

RULES OF THE UNIPA COMMUNITY

NO TO HARM AGAINST THE UNIVERSITY'S IMAGE, HONOUR, AND REPUTATION

NO TO INTERFERENCE WITH INSTITUTIONAL FUNCTIONS

NO TO MORAL, SEXUAL, OR PSYCHOLOGICAL HARASSMENT OR VIOLENCE



Anti-violence help desk

NO TO DISCRIMINATION based on age, gender, ethnicity, religion, disability, sexual orientation, marital status, pregnancy, or any other characteristic.



Code of conduct

#InclusiveEquality: Ensuring adequate and inclusive support for all, providing efficient and timely access to university services and necessary resources to carry out assigned tasks effectively.

#RemovingBarriers: Eliminating any obstacles that may limit or hinder the University's autonomy.

#FreedomOfThought: Safeguarding and promoting individual freedoms, particularly the right to freedom of expression.

#Collaboration: Maintaining a cooperative and respectful approach towards the decisions of the University's governing bodies, as well as other collegial and individual academic bodies.

#IntellectualProperty: Complying with intellectual property regulations and condemning plagiarism and any other form of misappropriation.

1 CODE OF ETHICS OF THE UNIVERSITY OF PALERMO

RULES FOR TEACHING AND RESEARCH

#academicfreedom: The right to teach freely with impartiality and fairness in evaluations.

#transparentassessments: Examinations must be conducted publicly, respecting the identity and dignity of the student.

#freeaccess: Access to each of the University, Institutional, or Department libraries according to their regulations.



#freeresearch: Aimed at expanding and deepening knowledge for the promotion of civil and cultural progress.

#responsibilityforresults: Each researcher is responsible for the autonomy and originality of their research

results.

CONFLICT OF INTEREST AND INCOMPATIBILITY Whistleblowing

AGAINST ANY FORM OF ABUSE OF POSITION to favour a spouse, cohabiting partner, or a close relative by consanguinity or marriage up to the fourth degree.

AGAINST SIGNING DECISIONS OR DOCUMENTS aimed at favouring personal interests, those of family members, or entities, associations, committees, foundations, or companies in which the person concerned holds a position as owner, administrator, manager, or executive.

AGAINST ANY FORM OF CONFLICT OF INTEREST.

AGAINST INCOMPATIBLE ROLES.

#transparencyinrelationships: Disclose family relationships and relationships with institutions and entities/companies external to the University.

#transparentaffiliations: public disclosure of any membership in organizations other than the University of Palermo.

SANCTIONS

On the Rector's proposal, the Academic Senate may impose:

1. A written reprimand, which may be published on the University website;
2. Exclusion from the allocation of research funds and University contributions, applicable to professors and research collaborators;
3. Suspension from collegial bodies for a period proportional to the severity of the infraction and any recurrence;

4. Removal from elective collegial bodies and removal from governance roles within the various University structures.



LEAVE AND ABSENCES of academic staff, researchers and fixed term researchers

SICK LEAVE AND HOSPITALIZATION

Academic staff and researchers who are absent from work due to illness or hospitalization must promptly notify (via email or phone, indicating their contact address, the duration of the illness, and the protocol number of their digital medical certificate, if known) both their Department's Administration and the Academic Career and Pensions Office (Settore Carriere Professori Ricercatori e Gestione Previdenziale).

Absences due to illness are justified exclusively through the submission of a digital medical certificate (issued by a doctor affiliated with the National Health Service (SSN) or a contracted

doctor, or by a public healthcare facility) via the INPS system.

The applicable regulations for academic staff and researchers, based on relevant legislation, are as follows:

- **Extraordinary leave** – Article 37 of D.P.R. (Presidential Decree) No. 3 of 1957, in cases where absences due to illness do not exceed 7 consecutive days. This type of leave entails a one-third reduction in salary for the first day of absence and is also subject to Decree Law No. 112/2008, converted into Law No. 133/2008, which stipulates that only the base salary is paid for the first ten days of absence.

- **Leave for health reasons** - Articles 66 et seq. of D.P.R. (Presidential Decree) No. 3/1957, in cases where absences due to illness exceed 7 consecutive days. In this case as well, Decree Law No. 112/2008, converted into Law No. 133/2008, applies, providing that only the base salary is paid for the first ten days of absence.

In either case, the request must be submitted by filling out the form available on the website of the Academic Career and Pensions Office (Settore Carriere Professori Ricercatori e Gestione Previdenziale) and sent to the following email address: carrieredocenti@unipa.it.



2 LEAVE AND ABSENCES of academic staff, researches and fixed term researchers

LEAVE FOR PERSONAL AND FAMILY REASONS

The following types of leave are available to academic staff in specific family-related situations:

Extraordinary leave for serious family reasons (e.g., assisting family members) – Article 37 of D.P.R. (Presidential Decree) No. 3/1957. This type of leave is included in the 45 annual days of extraordinary leave and can therefore be used up to the limit of the available 45 days per year.

Extraordinary leave for bereavement (e.g., assisting family members) – Article 37 of D.P.R. (Presidential Decree) No. 3/1957. This type of leave is included in the 45 annual days of extraordinary leave and can therefore be used up to the limit of the available 45 days per year.

Extraordinary leave for marriage - Article 37 of D.P.R. (Presidential Decree) No. 3/1957. Employees are entitled to extraordinary leave for the purpose of getting married. This leave lasts 15 consecutive days, counted within the 45 annual days of extraordinary leave. The request must be submitted at least 20 days in advance of the leave start date.

Employees wishing to apply for leave for the reasons mentioned above must submit their request using the designated form available on the webpage of the Academic Career and Pensions Office (Settore Carriere Professori Ricercatori e Gestione Previdenziale) at the following email address: carriere-docenti@unipa.it.

Unpaid leave for family reasons -Articles 69 and 70 of D.P.R. (Presidential Decree) No. 3/1957. In the case of serious family circumstances, employees may request unpaid leave for a total duration not exceeding 12 months over their entire career. The application, duly documented and approved by the

Head of Department, must be submitted to the Academic Career and Pensions Office (Settore Carriere Professori Ricercatori e Gestione Previdenziale) within the Human Resources Department at least 20 days in advance, using the appropriate form available on the department's website.



2 LEAVE AND ABSENCES of academic staff, researches and fixed term researchers

MATERNITY LEAVE, FLEXIBLE WORKING ARRANGEMENTS, COMPULSORY LEAVE FOR PREGNANCY AND POSTNATAL CARE, PARENTAL LEAVE - (Legislative Decree No. 151/2001)

As soon as pregnancy is confirmed, researchers must inform their Head of Department, providing a medical certificate from a specialist.

Upon receipt of this certificate, the Academic Career and Pensions Office will automatically place the employee on mandatory maternity leave, covering two months before the expected due date and three months after childbirth.

From the day following the child's birth, the employee will be placed on mandatory postnatal leave for three months, upon submission of the birth certificate.

If complications arise during pregnancy, the law provides for early leave from work (known as "interdiction from work") before the mandatory maternity leave, under Article 17 of Legislative Decree No. 151/2001. This measure is issued by the Local Labour Office (Direzione Territoriale del Lavoro) or the Local Health Authority (ASP), either automatically or upon request by the employee.

However, if the employee is in good health and wishes to continue working, they may request a flexible working arrangement, allowing them to work up to the eighth month of pregnancy—or, as of 1st January, 2019, up to the ninth month.

This request follows a specific procedure outlined in an internal university policy, overseen by the Occupational Health and Safety Office, which includes an assessment by the University's medical examiner. Employees must submit their request within the specified deadlines stated in the internal policy, available on the Occupational Health and Safety Office webpage.

COMPULSORY PATERNITY LEAVE - (Legislative Decree No. 151/2001)

The father is entitled to 10 working days of paid paternity leave, to be taken within a period ranging from two months before the expected due date to five months after childbirth. These days cannot be taken as hourly leave, but they may be taken non-consecutively. Paternity leave may also be taken while the mother is on maternity leave. To exercise this right, the father

must provide written notice to his employer, specifying the intended leave dates, with at least five days' notice.



LEAVE AND ABSENCES of academic staff, researches and fixed term researchers

ADDITIONAL PARENTAL LEAVE - (Please note that the required forms are available on the webpage for OPTIONAL LEAVE (ASTENSIONE FACOLTATIVA))

in accordance with Legislative Decree No.151/ 2001, each parent, following the birth of their child, is entitled to parental leave of up to six months, either continuously or in separate periods, until the child reaches the age of 12, in accordance with legal provisions.

PAID LEAVE FOR ASSISTING A DISABLED FAMILY MEMBER (Under Law No. 104 of 5TH February, 1992)

Employees who assist a family member with a severe disability (spouse, a relative or in-law up to the second degree, or in certain circumstances, up to the third degree) are entitled to three days of paid leave per month, covered by social security contributions. This leave may be taken

consecutively or on separate days. In certain cases, employees may be entitled to assist more than one family member with a severe disability. However, this right cannot be granted to more than one employee for the care of the same person.

The beneficiary of this entitlement may also apply for paid leave, which must not exceed a total duration of two years per disabled individual over the course of their working life, as provided for under Article 42 of Legislative Decree No. 151/2001. In both cases, the applicant must submit the relevant request using the designated form available on the Academic Career and Pensions Office (Settore Carriere Professori e Gestione Previdenziale) webpage, attaching therein the medical certificate issued by the relevant medical board.



Settore Carriere Professori Ricercatori e Gestione Previdenziale



PENSION SCHEME MANAGEMENT

This document provides a summary of the key guidelines concerning the pension management of employees registered with the Public Employees Pension Fund (Gestione Dipendenti Pubblici) under INPS (Istituto Nazionale della Previdenza Sociale).

The purpose is to offer legal references and to suggest practical procedures to help employees review and manage their social security contributions.

As stated in the European Charter for Researchers, the goal is to ensure not only fair salary conditions but also adequate social security measures, including pension rights in accordance with national legislation. Enhancing

scientific and professional knowledge, promoting both geographical and intersectoral mobility, and facilitating movement between the public and private sectors highlight the need to strengthen pension security by ensuring continuous contributions that are legally recognized.

European Charter for Researchers

Key Areas of Focus:

REVIEW OF PENSION CONTRIBUTION RECORDS

Employees can access INPS online services using their personal SPID (Italy's Public Digital Identity System) credentials and navigate to the Public Employees Pension Fund (Gestione

Dipendenti Pubblici) section to find "Pension Contribution Records" (Estratto Conto Previdenziale). This allows public sector employees to check their contribution history and verify the accuracy of data stored in the INPS archives, as submitted by their employers.

INPS online services

What information is available in a pension contribution record?

- Employment periods
- Pension scheme details
- Employer information
- Salary details relevant for pension calculations (post-31ST December 1992)
- Records of pension buy-backs, contribution transfers, and other adjustments.
- Unemployment benefits

- Maternity leave contributions
- Recognized non-contributory periods (figurative contributions)
- Additional notes (including options for submitting requests to correct contribution records (RVPA))

The pension contribution record is divided into sections, each distinguished by a different color code, depending on the type of employment (public, private, or self-employed).

- Orange Record – Public Employees Pension Fund (Gestione Dipendenti Pubblici)
- Green Record – Separate Pension Scheme (Gestione Separata)
- Blue Record – General Pension Scheme (Regime Generale)

3 PENSION SCHEME MANAGEMENT

PENSION BUYBACK FOR SEVERANCE PAY (TFS)

- Allows employees to claim credit for periods not covered by contributions for the purpose of their end-of-service benefits (TFS – Trattamento di Fine Servizio).
- The buyback cost is determined on the basis of the employee's annual salary at the time of application, age, retirement age, and the period eligible for buyback.
- Applications must be submitted to the Academic Career and Pensions Office (Settore Carriere Professori e Gestione Previdenziale), which will process and forward them electronically to INPS.

PENSION BUYBACK FOR CONTRIBUTION GAPS

- Enables employees to recognise periods of work or study not covered by pension contributions.

- A buyback fee applies.
- The following qualifications can be bought back (“riscatto”): University degrees (bachelor’s, master’s, or equivalent qualifications), higher education diplomas, postgraduate specialisation diplomas.
- Applications must be submitted online via the INPS dedicated service.

PENSION CONTRIBUTION MERGER

- Allows employees to merge pension contributions held with multiple pension funds into a single scheme, ensuring entitlement to a single pension payment.
- Contribution mergers may be free of charge or require a fee, depending on the scheme.
- Enables employees (under Law No. 29/79) to transfer pension contributions from the General Compulsory Insurance Scheme (AGO) to the Public Employees Pension Fund

- (Gestione Dipendenti Pubblici).
- Free Contribution Merger (Presidential Decree No. 1092/1993) allows recognition of periods of employment with state administrations or other public sector bodies, where contributions were previously credited to INPS, to determine pension rights and benefits.
- Professional Contribution Merger (Law No. 45/1990 – Paid Merger) allows individuals previously enrolled in mandatory pension schemes for self-employed professionals to merge their contributions for pension eligibility and calculation purposes.

INTERNATIONAL PENSION TOTALISATION

- Allows employees to combine pension contributions earned abroad (in countries with social security agreements with Italy) to meet pension eligibility requirements.
- Recognised under EU Regulations and bilateral agreements between Italy and other countries on social security coordination.
- The regulations also apply to pension benefits under the Separate Pension Scheme (Gestione Separata).
- Contributions must not overlap with periods already credited in Italy.

Circolare n.88 del 2 luglio 2010



3 PENSION SCHEME MANAGEMENT

MULTIPLE PENSION TOTALISATION

- Allows individuals to aggregate pension contributions paid in third countries, which are linked to Italy through individual agreements but not by bilateral conventions.
- Countries allowing multiple totalisation include: Argentina, Canada, Cape Verde, San Marino, Spain, Sweden, Switzerland, Tunisia, Uruguay.
- Under the Italy-Argentina Social Security Agreement, international

pension totalisation may also be extended to third countries that have bilateral agreements exclusively with either Italy or Argentina.

- Switzerland has signed a coordination agreement with the European Community to facilitate pension totalisation.
- Spain and Sweden allow multiple pension totalisation based on previous bilateral agreements with Italy.



4

INAIL WORKPLACE INJURY COVERAGE

- Employees of state administrations, including those with independent governance, are covered for workplace injuries under the special 'State-Managed Insurance System', administered by INAIL (National Institute for Insurance against Workplace Accidents).
- INAIL provides protection to employees who suffer a workplace injury by offering financial, health-care and supplementary benefits.
- A workplace injury is defined as an accident caused by an external violent event occurring in the course of work, resulting in death, or permanent disability, whether total or partial, or a temporary total disability, requiring more than three days' absence from work.
- Injuries occurring during official travel or work-related travel are considered workplace injuries.
- Commuting injuries (i.e. injuries sustained while travelling between home and the workplace) are also covered by INAIL. This is known as 'infortunio in itinere'.
- Employees must immediately report any workplace injury—even minor incidents—to their Head of Department. They must also promptly provide details of the medical certificate, including its protocol number, date of issue and the prescribed recovery period.

- The employer is responsible for submitting the workplace injury report to INAIL within two days of receiving the employee's medical certificate. Failure to submit the report on time, or delays beyond the

prescribed deadline, will result in administrative penalties imposed by INAIL.

For information write to: infortuni-inail@unipa.it

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