

### ***Personnel management***

**Florence site coordinators: Maria Annunziata Liberti, Caterina Monitillo.**

**Bari Site coordinator: Alessandro Basanisi.**

**Pisa Site coordinator: Giuliana Morelli.**

**Other personnel: Francesco Bonaccini, Manuela Cempini, Stefano Carito, Simone Ferrini, Giacomo Vincenzo Picchi.**

The main functions of the office are:

- management of attendance, overtime, allowances, permits, leaves, assignments, holiday plans and practices relating to incentives for the institute's staff;
- management of practices and obligations relating to temporary and permanent employees, non-structured staff, staff in training and associated staff;
- management of staff missions;
- maintaining contacts with the CNR offices for all possible occurrences relating to the matter;
- preparation and management of practices relating to temporary assignment, transfer and out-of-role placement;
- management of collaboration assignments, occasional services and internships;
- drafting of Personnel Verification Acts I-III for all ICCOM offices;
- management of UniLav Mandatory Communications to the Ministry of Labor and Social Policies (formerly employment center) for structured and non-structured staff.
- entering and updating data of non-employee personnel and LDAP registration on the CNR Intranet site;
- updating of the table with various data and uploading of documentation to sharepoint and communication to colleagues for their respective obligations;
- preparing the request for CNR insurance for non-structured personnel;
- request and management of meal voucher orders.