

	<p><i>Information</i> VU University Amsterdam Personnel Administration of your faculty or service www.intranet.vu.nl/personnelservices</p> <p><i>Postal address</i> VU University Amsterdam Human Resource Management De Boelelaan 1105 1081 HV Amsterdam The Netherlands</p>	<p>Personnel Guide</p> <p><i>Personnel information for new and existing employees of VU University Amsterdam</i></p> <p style="writing-mode: vertical-rl; transform: rotate(180deg);">06/2012</p>
---	---	--

The *Personnel Guide* contains a brief summary of VU University Amsterdam's terms and conditions of employment, regulations, and amenities.

<p>Welcome to VU University Amsterdam 2</p> <p>Employment 3 Taking up your post 3 Salary and pay slip 3 Pension 3 Social security 4 Gratuity paid on anniversary of taking up post 5 Ancillary activities 5 Personal circumstances 5 Annual consultation and assessment 5 Code of conduct, use of computer and network facilities 5 Personnel ombudsman 5</p> <p>Office hours and leisure time 6 Office hours and flexible working hours 6 Holiday entitlement 6 Long-term leave accrual model 6 Special leave for older employees 6 Other types of leave 6</p> <p>Personnel amenities 7 Optional Model for Terms and Conditions of Employment 7 Travelling to and from work 7 Official travel using an NS Business Card 7 Group insurance schemes 8</p>	<p>Health and welfare 9 Occupational Health, Safety and Environment 9 Illness and Recovery 9 Personnel Welfare Office 10 Confidential counsellors 10</p> <p>Parenthood 11 Maternity leave 11 Parental leave 11</p> <p>Employee participation 12 Staff Council 12 Subcommittee 12 Local consultation 12 Unions 12</p> <p>Useful information 13</p> <p>Checklist 15</p> <p>More information? 16</p>
---	---

Important notice: If you are not (yet) an employee of VU University Amsterdam when you read this brochure, you may be denied access to a few of the pages on the VU University Amsterdam website to which this brochure refers. For these protected pages, you need a VU-net-id, which you will receive after you start employment.

The information in this brochure is of a general nature. You can derive no rights from the contents of this document.

Welcome to VU University Amsterdam

VU University Amsterdam: looking further

Ever since it was founded in 1880, VU University Amsterdam has been known for its distinctive approach to knowledge. VU is an open organization, strongly linked to people and society. What matters is not just the acquisition of a greater depth of knowledge, but also a wider one. We ask and expect our students, researchers, PhD candidates and employees to look further – to look further than their own interests and their own field, and further than what is familiar and further than the here and now.

'VU: looking further' links the origins of VU University Amsterdam with its ambitions for the future and the content of the [VU Strategic Plan 2011 – 2015 \(SP\)](#). The SP sets out the ambitions, objectives and policy measures for the next five years.

VU University Amsterdam and VU University Medical Center are located on the De Boelelaan, in the urban district of Amsterdam-Buitenveldert. Various trains, metro lines, city trams and bus routes provide excellent connections to the centre of Amsterdam and the surrounding area. There is a railway station at Amsterdam-Zuid/World Trade Center, within walking distance of the VU. The university is also situated close to the A10 motorway (Ringweg-Zuid). Some of the support personnel work at the VU Uilenstede site, on the boundary between Amsterdam and Amstelveen.

The VU University Amsterdam employees can be offered an employment contract according to private law. This employment contract is subject to the Collective Labour Agreement (CAO) of the Dutch Universities.

- www.vu.nl/english > About VU Amsterdam
- www.intranet.vu.nl/personnel-services > Collective Labour Agreement CAO

Employment



refers to terms and conditions of employment that require timely registration or application; see checklist on page 15

Taking up your post

On taking up your post, you will be invited to an exploratory discussion of VU University Amsterdam's fringe benefits, regulations, and amenities. During the application procedure, you agreed on the main terms and conditions of employment with your supervisor. The post that you will occupy was established in accordance with the university system of job ranking and assessment, known as *Universitair Functieordenen* (UFO). This system uses classification criteria and classification rules to determine a post's level and associated pay scale. The core activities and key result areas that are related to your post will be discussed and established by you and your supervisor. This will enable you to know exactly what is expected of you in the course of your work. Once the requisite personal details have been added, your employment contract is drawn up. On your first day of work you will be welcomed by your supervisor, who will be able to answer any questions that you may have concerning your new post. You will also be invited to an introductory meeting for new employees.

- information: www.intranet.vu.nl/personnelsservices > UFO

Salary and pay slip

No later than the twenty seventh of the month, your salary will be transferred to the bank account number that you have indicated. The exact dates can be found at www.intranet.vu.nl/personnelsservices > Salaries. Upon commencement of employment your first payslip will be sent to your home address by post. After that, you will only be able to access your salary specifics via the Self Service Portal: hrm.vu.nl. You can log in with your VU-net-id, which you will receive automatically upon commencement of employment. Upon termination of employment your last payslips will be sent to your home address by post. If you have neither Internet facilities nor access to a PC, please inform the personnel administration of your faculty or service about this. The personnel administration will arrange things such that (only in the event of changes) your payslip will be sent to your home address. You can find an explanation of the information on your pay slip at www.intranet.vu.nl/personnelsservices > Salaries

- information: www.intranet.vu.nl/personnelsservices > Salaries - or via tel +31 20 59 85400 (indicated at the top of your payslip)

Pension

VU University Amsterdam employees pay into a pension plan run by the Stichting Pensioenfonds ABP pension fund foundation. This does not apply to students on work placement, EU fellows, and to employees appointed via the UWV Werkbedrijf in the context of employment projects. ABP's pension and insurance package is made up of the following components:

- Optional Pension (*KeuzePensioen*) or Old-Age Pension/Surviving Dependents' Pension (OAP/SDP)
- Disability pension/Incapacity pension
- Early retirement pension (only for employees who were born before 1950 and who have participated continuously in the ABP plan since 1 April, 1997)

The employer pays the lion's share of the premiums. The employee's share of the contributions will be deducted from your gross salary.

Optional Pension (KeuzePensioen) or Old-Age Pension/Surviving Dependents' Pension (OAP/SDP)

ABP's Optional Pension (*KeuzePensioen*) has a flexible entry age, which ranges from 60 to 70 years of age. Moreover, employees can take part-time retirement if they so wish. The plan is open to two categories of employees:

- employees who were born after 1949
- employees who were born before 1950 and who have not participated continuously in the ABP plan since 1 April, 1997

All other employees retain their right to an early retirement pension and therefore fall under the OAP/SDP plan applicable during the period before the ABP pension plan was changed on 1 January 2006. This old OAP/SDP plan has a fixed retirement age of 65.

Employees in full-time employment accumulate one pension year per calendar year. The rate at which part-time employees accumulate pension years is proportional to their FTE. ABP will send you an annual pension summary (*UPO – Uniform Pensioenoverzicht*) detailing your accumulated pension rights up to the reference date (1 January of the current year). If you have a partner, they will be entitled to a surviving dependants' pension in the event of your death. If you die after your 65th birthday, this is equivalent to 5/14 of the old-age pension.

As a new participant in ABP, you have the option of participating in the Partner Plus Pension (PPP). This will enable you to accumulate twice the normal amount of surviving dependants' pension (=5/7). You have just

one opportunity to opt into this plan and just one opportunity to opt out, in writing. Any such cancellation will take effect at the start of the following month. PPP will ensure that your partner receives a higher surviving dependants' pension if you die after your 65th year. In addition, just before you turn 65, you have the option of exchanging your accumulated surviving dependants' pension for a higher old-age pension. Even if you do not have a partner, you can still use this product like this as a way of increasing your old-age pension. The premium, which is set each year, is paid by you alone. ●

Early retirement pension (FPU)

As a participant in the ABP plan, you pay a premium (part of which is paid by your employer) for an early retirement pension, i.e. a pension that will enable older employees to retire before reaching the age of 65. The ABP refers to this as the FPU (*Flexibel Pensioen en Uittreden*, or Flexible Pension and Retirement). While the plan is intended to allow individuals to retire at the age of 62, it is possible to retire even earlier. Whether or not this is financially feasible depends on the employment history of the employee in question. If you so wish, you can avail yourself of another product ABP *ExtraPensioen* (Extra Pension), which can be used not only for the FPU, but also for the ABP Optional Pension (*KeuzePensioen*) or for the old-age pension.

Transfer of pension rights

If, in your previous post, you accumulated pension rights with another pension fund or another pension insurer, you can arrange for the cash value of these pension rights to be transferred to ABP. This is referred to as a transfer of pension rights. Dutch pension funds are legally obliged to comply with requests for pension rights to be transferred. On the basis of the value of the existing pension rights, ABP grants you extra FPU and old-age pension years. ● If you wish to apply to ABP for a transfer of pension rights, you must do so within two months of taking up your post. The transfer of pension rights to and from foreign pension funds is subject to a different set of guidelines.

- information: www.abp.nl

ABP pension consultation sessions at VU University Amsterdam

Employees of VU University Amsterdam can ask their questions related to pension, transfer of pension rights, the consequences of retirement, pension after a divorce or *Mijn ABP* (this personal digital pension file is only available in Dutch) during the ABP consultation sessions at VU University Amsterdam.

You can sign up for one of the sessions via the ABP-site.

- Information: www.intranet.vu.nl/personnelsservices > Regulations > Pension consultation sessions at VU

Social security

As an employee of VU University Amsterdam, you are insured for the WW (Unemployment Insurance Act), the WIA (Work and Income Act), the ZW (Sickness Benefits Act) and the WAZO (Work and Care Act). With this in mind, VU University Amsterdam registers you with the Tax Authorities, which provide the relevant policy information to the UWV (*Uitvoeringsinstituut Werknemers Verzekeringen*), the body that implements employee insurance plans. Public-sector employees and those in the educational sector have more favourable social security arrangements than individuals working in the market sector. As a participant in the ABP plan, should you become unemployed, incapacitated for work, or ill, you will usually receive an allowance over and above the statutory minimum, either together with or following a statutory allowance. In accordance with the WW, the WIA and the ZW, VU University Amsterdam has the following plans to supplement, respectively replace allowances:

- a redundancy payment over and above the statutory minimum, in accordance with the Non-statutory Unemployment Regulation of the Dutch Universities (BWNUI)
- a disability pension (ABP Incapacity pension) over and above the statutory minimum (DPasm) in accordance with the pension plan regulations
- continued payment of salary over and above the statutory minimum in the event of sickness or incapacity for work and a 'post-dismissal sickness benefit' over and above the statutory minimum, in accordance with the Sickness and Incapacity for Work Regulation of the Dutch Universities (ZANU).

- information unemployment: www.uwv.nl
- information incapacity for work: www.abp.nl
- www.vsnul.nl/english > Students and staff > Universities as employers > Social security documents

Employment anniversary bonus

If you have been employed for a period of 25, 40 or 50 years, you are eligible for a long-service gratuity. This is subject to the condition that your years of service were all accumulated at government institutions or other employers who are associated with the Stichting Pensioenfonds ABP. ● If, while in the service of a previous employer, you accumulated years of service that qualify for inclusion under this plan, then you

would be well advised to notify VU University Amsterdam about this immediately. You should use the Public (governmental) term of service (*Diensttijd overheid*) form for this purpose.

- www.abp.nl
- *information:* Personnel Administration of your faculty or service

Ancillary activities

You will be asked to provide information on the ancillary activities form if you perform work elsewhere upon commencement of your employment at VU University Amsterdam and you wish to continue with that work. You will also be asked to give consent on the form for publishing certain details of your ancillary activities in the public register of VU University Amsterdam. If you wish to start conducting ancillary activities while employed at VU University Amsterdam, then you must obtain prior authorization from your director or supervisor. You will find details of the procedure in the regulation Ancillary activities 2009. When commencing or terminating ancillary activities, you must always submit a form Ancillary activities straight away. Any change to your ancillary activities may affect your wage tax and national insurance contributions credit. If this is the case, please make use of the *Wage tax and national insurance contributions credit - change* form.

- *information:* www.intranet.vu.nl/personnelservices > Regulations > Ancillary activities 2009
- *form:* www.intranet.vu.nl/personnelservices > Forms > Ancillary activities
- *form:* www.intranet.vu.nl/personnelservices > Forms > Wage tax and national insurance contributions credit - change form

Personal circumstances

You must give notification of any changes in your personal circumstances (e.g. change of marital status, change of name, change of address, private telephone number and/or mobile phone number, title or bank account number via the Self Service Portal (hrm.vu.nl)). Here you can request holiday leave, special leave and view your salary statements. Important: you must write to any external bodies yourself, regarding a change of address.

- *information:* www.intranet.vu.nl/personnelservices > Self Service Portal

Annual consultation and assessment

VU University Amsterdam views an open working relationship, in which supervisors and employees can talk freely and respectfully with each other about their mutual responsibilities, as essential. Once a year, the annual consultation and assessment also represents a formal opportunity to discuss personal development, results and working conditions. At the annual consultation and assessment, supervisor and employee can both look back at the previous year and will make concrete and transparent agreements about how the employee is expected to perform and develop in the year to come. For employees, the annual consultation and assessment is a chance to discuss their wishes concerning their work, personal development and career. It is important that the interviews are properly conducted, both in terms of what is discussed and how they are organized. This is in the interests of both the supervisor and the employee.

- *information:* www.intranet.vu.nl/personnelservices > Annual consultation and assessment

Code of conduct, use of computer and network facilities

Dependent on the nature of their work, VU University Amsterdam provides its employees with computer and network facilities. The basic principle is that employees should use these facilities in a responsible and proper manner. This code of conduct imposes rules concerning the use of computer and network facilities within VU University Amsterdam. It also includes regulations on how this should be monitored and how compliance should be investigated.

- *information:* www.intranet.vu.nl/personnelservices > Regulations > Code of conduct for computer and network use

Personnel Ombudsman

The Personnel Ombudsman helps employees to analyze and solve problems or complaints such as a failure to fulfil promises with regard to training or promotion, working conditions, on a reorganization. Employees with a problem would normally discuss this with their supervisor first. For various reasons, however, there may be occasions on which they would prefer to discuss matters with the Personnel Ombudsman. Supervisors can also make use of the Ombudsman's services.

- *information:* www.intranet.vu.nl/personnelservices > Regulations > Ombudsman for VU University Amsterdam personnel

Office hours and leisure time

Office hours and flexible working hours

If you are employed on a full-time basis, your salary will correspond to a formal 38-hour working week. VU University Amsterdam has flexible office hours between 07:00 and 18:00, excluding a 30-minute lunch break. You must reach agreement with your supervisor concerning the time at which you start work, and any additional work breaks.

The Flexible Working Hours plan gives employees the option of working two hours a week more or less than the standard 38 hours (the basic variant). Holiday hours are used to compensate for the resultant excess or deficit of working hours. The options for part-time employees are set out in Appendix G of the Collective Labour Agreement (CAO).

- *information:* www.intranet.vu.nl/personnelservices > Regulations > Flexible working hours
- *information:* www.intranet.vu.nl/personnelservices > CAO > Appendix G

Holiday entitlement

If you are employed on a full-time basis, you are according to the Collective Labour Agreement entitled to at least 232 hours of paid holiday leave. Several of these hours are designated as collective holiday leave. Dependent on your age, you will also be eligible for additional holiday leave (see Article 4.8 of the Collective Labour Agreement). The number of hours of paid holiday leave for part-time employees is proportional to their FTE. When requesting holiday leave from your supervisor, you must do so well in advance via the Self Service Portal (hrm.vu.nl). If you take up your post, or resign from it, in the course of a calendar year, your calculated holiday entitlement will be proportional to the length of your period of employment during the calendar year in question.

- *information:* www.intranet.vu.nl/personnelservices > CAO > Article 4.8
- *information:* www.intranet.vu.nl/personnelservices > Regulations > Holiday time accrual and use
- *information:* www.intranet.vu.nl/personnelservices > Regulations > Collective holidays
- *information:* www.intranet.vu.nl/personnelservices > Self Service Portal

Long-term leave accrual model

For a period of no less than three years and no more than five, you can start saving 72 hours of holiday leave each year for the purpose of a long and continuous period of leave, in accordance with Article 5.5 of the Collective Labour Agreement. If you wish, you can supplement this number of leave hours with no more than 76 hours of holiday leave in the context of the Optional Model for Terms and Conditions of Employment, in accordance with Article 5.3 of the Collective Labour Agreement. If you are saving up for a period of sabbatical leave, in the context of career development, then there is an opportunity to qualify for a bonus equivalent to 1.5% of your annual salary, for each year of the period in which you are saving up leave.

- *information:* www.intranet.vu.nl/personnelservices > CAO > Chapter 5

Special leave for older employees

With a view to lightening the workload, more elderly employees can make use of a special type of leave known as 'special leave for older employees'. While continuing to receive most of their normal salary, they are exempted from work for part of the working week. This arrangement is available to employees who have reached the age of 59. They are entitled to twenty percent special leave for older employees.

- *information:* www.intranet.vu.nl/personnelservices > CAO > Chapter 4, Section 4

Other types of leave

In certain situations you can claim special leave, which may be paid or unpaid. You must request special leave well in advance, and you discuss the matter with your supervisor in detail. This might involve leave in the context of a training course, or for academic activities, but it could equally well involve maternity leave, adoption leave, or family care leave/palliative care leave. Leave can also be granted in the event of emergencies, where you need time to take emergency measures.

- *information:* www.intranet.vu.nl/personnelservices > CAO > Chapter 4, Section 3
- *information:* www.intranet.vu.nl/personnelservices > Self Service Portal Manual + Questions and answers

Personnel amenities

Optional Model for Terms and Conditions of Employment

The Optional Model for Terms and Conditions of Employment can introduce variety into VU University Amsterdam's package of terms and conditions of employment. Within certain limits, employees can modify their terms and conditions of employment package to suit their own requirements. For information and a personal selection form:

- *information:* www.intranet.vu.nl/personnelservices > Regulations > Optional Model for Terms and Conditions of Employment

Travelling to and from work

Public transport season tickets

VU University Amsterdam has signed a bulk buying agreement with Dutch Railways (NS) and Amsterdam's municipal transport service (GVB). This enables you to purchase an annual season ticket for travel by both bus and train, at a discount. The monthly costs of these season tickets will be deducted from your salary. VU University Amsterdam refunds seventy percent of the cost of your second-class season ticket for travelling to and from work.

- *information:* www.intranet.vu.nl/personnelservices > Regulations > Public transport discount on annual travel pass
- *information:* www.9292ovr.nl

Bicycle plan

VU University Amsterdam's Bicycle plan offers employees who travel to work by bicycle the opportunity to acquire a bicycle while benefiting from a tax break. You can also purchase various 'bicycle accessories' and/or insure your bicycle. Within the financial limits imposed by the Dutch tax authority, the purchase costs and insurance premium are deducted from your gross salary. To this end, you are required to sign an Agreement to temporarily reduce your gross salary. This leads to a reduction in your holiday pay and Christmas bonus. It can also affect the size of any social security payments, where applicable. VU University Amsterdam employees who cover the entire commute exclusively by bicycle are entitled to an employer's contribution of €300.

- *information:* www.intranet.vu.nl/personnelservices > Regulations > Bicycle Scheme
- *form:* www.intranet.vu.nl/personnelservices > Forms > Transport - Bicycle

Commuter parking permit

Employees employed by VU University Amsterdam can request a parking permit for use in association with travelling to and from work. Parking permits are issued on the basis of the following criteria: holder of a valid national handicapped parking permit (this is also available to students), car pooler, poor public transport connection, temporary medical indication and temporary social indication. Whether or not those entitled to a permit actually receive one is dependent on the number of available parking permits. Faculties and services also have a limited number of parking permits, for commercial purposes.

- *information:* www.intranet.vu.nl/personnelservices > Regulations > Commuter parking permit
- *form:* www.intranet.vu.nl/personnelservices > Forms > Transport - Parking permit
- *information:* PARC facility, Rhijnspoorplein 28, 1018 TX Amsterdam, The Netherlands, tel. +31 (0) 20 620 8646 from Monday - Thursday 10.00-15.00 am, e-mail parcfacility@ecorys.com

Car pooling

Employees who live more than ten kilometres from VU University Amsterdam, can apply to join a car pooling plan. Parc Facility has a car-pool matching programme, which places anyone interested in joining such a plan into an appropriate car pooling group. If you are a registered car pooler, you are eligible for a parking permit for use in association with travelling to and from work.

- *information:* www.intranet.vu.nl/personnelservices > Regulations > Commuting allowance
- *information:* www.intranet.vu.nl/personnelservices > Forms > Transport - Carpool
- *information:* PARC facility, Rhijnspoorplein 28, 1018 TX Amsterdam, The Netherlands, tel. +31 (0) 20 620 8646 from Monday - Thursday 10.00-15.00 am, e-mail parcfacility@ecorys.nl

Official travel using an NS Business Card

A few weeks after taking up their post, all new employees¹ automatically receive an NS Business Card from NS (Dutch Railways). You can use this card for official travel by train (i.e. the card is not intended for use when travelling to and from work). You do not even have to buy a ticket for official travel, which saves you the trouble of subsequently having to claim the money back from your unit. The bill is sent directly to VU University Amsterdam. The NS Business Card uses a check-in/check-out system. You check in with your NS Business Card at the station where your official travel begins and check out where your official travel ends. Before you can check in and out, you must first register with Dutch Railways (a one-off procedure) at www.ns.nl/bc.

¹ except employees from the Faculty of Economics and Business Administration

- *information:* www.intranet.vu.nl/hrm > Regelingen personeel > Dienstreizen - NS Business Card - vragen en antwoorden (here you will find - in Dutch - further details on how the NS Business Card works, and about the options available)
- boeken@nsbusinesscard.nl

Group insurance schemes

Health insurance scheme

Everyone who lives and works in the Netherlands is obliged to take out health insurance. You have the option of participating in the group health insurance scheme which VU University Amsterdam has taken out with Agis. If you are still insured elsewhere when you start employment and you are interested in participating in the group health insurance plan, then you must cancel your current insurance as soon as possible. If you are already insured with Agis, you can, if you wish, convert this policy into the group variant.

- *information and premiums:* www.intranet.vu.nl/personnelservices > Regulations > Group health insurance scheme

Group disability insurance scheme - IP Supplement Plan

VU University Amsterdam has a group contract with Loyalis Schade NV in the area of supplementary disability insurance policies. ● If you participate in this contract, you can enjoy a tax break while insuring yourself against the risk of a drastic drop in income in the event that you should become incapacitated for work. You have the choice of three variants: cover against partial work disability, cover against full work disability, and cover against both partial and full work disability. If you opt for cover against partial work disability, then you will receive a supplement of up to seventy percent of your insured annual income. The policy will provide payments to unemployed members of staff who as a result of age, accumulated years of service, or salary level have developed a WW/BWNU gap. In the event of full work disability, the supplement will amount to ten percent of your insured annual income. If you opt for the combination of both types of cover then you will pay the sum of both premiums.

- *information and premiums:* www.intranet.vu.nl/personnelservices > Regulations > Group disability insurance scheme

Car insurance scheme

VU University Amsterdam has a group car insurance scheme. This insurance scheme is provided by Aon Nederland, an insurance broker. The sheer size of the vehicle fleet involved has made it possible to agree particularly favourable premiums. You can get an impression of the premiums involved by consulting the information available at Aon Nederland's website or contact Aon Nederland directly.

- *information:* www.intranet.vu.nl/personnelservices > Regulations > Group car insurance scheme

Health and welfare

Occupational Health, Safety and Environment

The objective of the Department of Occupational Health, Safety and Environment (AMD) is to enhance and safeguard the working conditions, health and welfare of VU University Amsterdam employees. AMD advises and supports the management, individual employees or committees by providing specific advice (which may also relate to policy matters), information, products (such as risk identification, manuals, vaccination), or a series of counselling sessions. In this connection, AMD endeavours to reduce to an absolute minimum any adverse effects that work carried out at VU University Amsterdam may have on the surrounding environment (emissions, waste, consumption of energy and raw materials/materials). While AMD may undertake such tasks in response to a specific issue, its involvement can also be triggered by new legislation or by developments within society. In this regard, AMD's aspiration is to provide the greatest possible support to VU University Amsterdam's primary processes (teaching and research). Nevertheless, it is to realize that the responsibility for working conditions rests primarily with the employees and supervisors themselves. The AMD has a quality assurance system which is reviewed each year by an external certification body.

Consultation sessions and advice

Any employees who have questions about working conditions, environmental or experimental animal issues, or who wish to see an occupational health physician can make an appointment at AMD's reception desk. Here, employees can also get vaccinations, information about work and health, first aid, or assistance in the event of acute illness at work. Accidents at work should be reported using the accident report form at AMD's website. Immediate assistance is available by dialling 22222 (*the internal VU University Amsterdam emergency number*) or 0-112 from the VU Uilenstede site.

- *information:* www.intranet.vu.nl/arbo-en-milieu
- *appointments:* reception AMD, tel. +31 (0) 20 59 89008
- *internal VU emergency numbers:* 22222 (or 0-112 from VU-Uilenstede)

Illness and Recovery

Being ill has repercussions for you, your work, and your colleagues. In the interests of efficiency, VU University Amsterdam has drawn up some rules pertaining to such matters. It is vital that you comply with them:

- if you are ill, report this to your supervisor or to the official responsible before 9:30 on the day in question.
- You should provide the following information when calling in sick:
 - the reason for the sick leave and whether a special situation is involved (such as illness caused by work, or an accident);
 - the expected duration of the period of sick leave;
 - the address at which you will be staying and where you can be reached during your period of illness;
 - details of any work that will have to be carried out by a replacement and of any arrangements that will have to be cancelled;
 - whether it is possible at this stage to agree a date for a full or partial return to work or, failing that, making an appointment for the next contact with your supervisor.

When you have recovered from your illness, you should inform your supervisor of this fact immediately. Reports of illness or recovery are recorded in the personnel information system. These records form the basis for numerous procedures, such as an invitation to make an appointment with the occupational health physician for the purpose of drafting an analysis of the problem in question, reporting illness or recovery to the benefits agency (UWV), and suspending or resuming the payment of any travel expenses. In addition to causing unnecessary work, inadequate or late notification also results in the imposition of substantial fines by the UWV, because the permitted reporting period has been exceeded. Since the fines in question are charged to the organizational unit in which you are employed, your unit also stands to benefit if you report your illness or recovery promptly, on the very day in question.

Without permission from AMD and your supervisor, during your illness you are not permitted to:

- perform other work;
- go on holiday;
- travel abroad.

During your period of illness, you should follow any medical instructions that you have been given.

If you should move to another address during your period of illness (e.g. admission to, or discharge from, a hospital), you should report this to your supervisor. Your supervisor will keep in regular touch with you throughout your period of illness. How this is done, and the frequency of such contact, will depend on the nature and duration (or expected duration) of the absence through illness. You can, of course, take the initiative in this respect, whenever you wish.

- *information:* www.intranet.vu.nl/personnelsservices > Regulations > Sick leave

Personnel Welfare Office

The Personnel Welfare Office assists employees in finding a solution for problems arising from the working conditions and/or their personal situation, which affect their work.

- *information:* www.intranet.vu.nl/arbo-en-milieu > Bedrijfsmaatschappelijk Werk (text in Dutch)

Confidential counsellors

VU University Amsterdam has appointed confidential councillors for employees and students, to deal with cases of inappropriate conduct. Inappropriate conduct is behaviour which impinges upon the personal integrity of another individual. Such conduct may involve verbal or non-verbal actions, or the use of other physical or digital means, telephones or SMSs. Examples include harassment, discrimination, sexual harassment, racist behaviour, aggression and violence. The confidential counsellors will listen carefully to your complaints and help you to find solutions. Even if it is a colleague (or someone else) who is being harassed, you can still report this to the confidential councillor. All information will be dealt with on a purely personal basis and in the strictest confidence.

- *e-mail:* vertrouwenspersonen-personeel@vu.nl
- *information:* www.intranet.vu.nl/personnelservices > Regulations > Inappropriate conduct

Parenthood

Pregnancy leave

As an employee of the VU, you are entitled to at least sixteen weeks of pregnancy and childbirth leave. This leave is flexible, which means that you can start your leave any time from six weeks before you are due to give birth to no later than four weeks before the predicted date. You will have at least ten weeks of maternity leave. Following your return to work, your employer will provide you with an opportunity to breastfeed at work. You should inform your employer in good time of your desire to make use of this facility.

- *information:* www.intranet.vu.nl/personnelservices > Regulations > Maternity leave
- *information about maternity leave:* www.rijksoverheid.nl

Parental leave

VU University Amsterdam has an arrangement for partially paid parental leave. This will give you the opportunity to care for a child (or adopted child), provided that your child is less than eight years of age. You can make use of this arrangement if you have been continually employed by VU University Amsterdam for at least one year, for an average of at least sixteen hours per week.

If required, parental leave can be supplemented with a period of unpaid leave. During this period of unpaid leave, both the employer's and the employee's share of the pension premium will be borne entirely by the employee in question.

- *information:* www.intranet.vu.nl/personnelservices > Regulations > Parental leave
- *form:* www.intranet.vu.nl/personnelservices > Forms > Leave > Parental leave

Employee participation

Staff Council

VU University Amsterdam has a Staff Council (*Ondernemingsraad*). The purpose of this personnel representative body is to contribute towards the smooth operation of the university. To this end, the OR consults with the employer concerning policy matters in general and the interests of the personnel in particular. Once every three years a new OR is elected at VU University Amsterdam, using a secret, written ballot. Candidates can be put forward by trades unions, as well as by employees who are not united in an organizational structure.

- *information:* www.vu.nl/or or www.intranet.vu.nl/or
- *information:* Staff Council VU University Amsterdam (Ondernemingsraad VU), room 1E-43, Main Building, De Boelelaan 1105, 1081 HV Amsterdam, tel. +31 (0) 20 59 85312, e-mail or@vu.nl

Subcommittee

The Staff Council has appointed various subcommittees, one for each faculty, one for the Library, and one for each department. Broadly speaking, the subcommittees function as a staff council for the organizational unit in question.

Local consultation

The Collective Labour Agreement is established following negotiations at national level between worker's organizations and the employee's organization, the VSNU. In addition to the central Collective Labour Agreement discussions, discussions also take place within the university, between the employer and the unions' designated representatives. The purpose of this is to ensure that, when implementing policy, as much allowance as possible is made for local circumstances. The Collective Labour Agreement sets out those topics that must be dealt with during the Local Consultation.

Unions

The following workers' organizations operate within VU University Amsterdam:

Abvakabo FNV

Abvakabo FNV is the trade union for public sector workers and those employed in the semi-public sectors.

- *information:* please contact the union consultant: Monday, Tuesday, Thursday and Friday from 09.00-12.00, tel. +31 (0) 20 59 89426, room KA-12 Main Building, e-mail ecm.pauelsen@dienst.vu.nl, <http://sites.abvakabofnv.nl/vu>
If absent and in case of emergencies please contact 'Bureau Leden Services', tel. 0900 228 2522 during working hours.
- *postal address:* Abvakabo FNV, P.O. Box 3010, 2700 KT Zoetermeer, The Netherlands

CMHF/VAWO

The abbreviation CMHF stands for Centrale van Middelbare en Hogere Functionarissen bij Overheid, Onderwijs, Bedrijven en Instellingen (union for middle-level and higher officials employed by the public sector, the educational sector, industry, and institutions). A CMHF-affiliated union operates in every university, including VU University Amsterdam: this is the Vakbond voor de Wetenschap (VAWO; Academic Trade Union).

- *information:* in case of legal emergencies please contact: tel. +31 (0) 30 231 6742, fax +31 (0) 20 234 1685, e-mail info@vawo.nl, or wj.vanderlaars@vumc.nl
- *postal address:* Bureau VAWO, De Haag 9, 3993 AV Houten, The Netherlands

CNV Publieke Zaak

CNV Publieke Zaak is a union that focuses on government bodies, the care sector, and government institution 'spin-offs'.

- *information:* from 08.30 to 17.00 via tel. +31 (0)35 626 4300, fax +31 (0) 35 626 4310, e-mail hilversum@cnvpubliekezaak.nl
- *postal address:* CNV Publieke Zaak regiokantoor, P.O. Box 500, 1200 AM Hilversum, The Netherlands

AC FBZ

Civil Servant Centre/General Federation of workers' organizations in the care sector and related scientific research and educational programmes.

- *information:* tel. +31 (0) 30 670 2708, fax +31 (0) 30 670 2700, e-mail bureau@fbz.nu; www.fbz.nu
- *postal address:* P.O. Box 20058, 3502 LB Utrecht, The Netherlands
- *visiting address:* Janssoniuslaan 34-36, 3528 AJ Utrecht, The Netherlands

Useful information

Alarm number VU University Amsterdam

In the event of accident, fire, emergencies:

- VU University Amsterdam Campus and Metropolitan Building, telephone 22222
- VU Uilenstede site: telephone 0-112

Botanical Gardens

VU University Amsterdam's Botanical Gardens, the *Hortus Botanicus*, is situated behind the VU University Medical Center. The Botanical Garden, which is approx. 1 ha in area, houses a collection of well over ten thousand species of plants. The Gardens and the greenhouses are open on weekdays, from 08:00 to 16:30. On Saturdays, from April through October, the Gardens are open from 09:00 to 16.30. Entrance to the Botanical Gardens is free of charge. Anyone who is interested can become a Botanical Garden donor.

- www.vu.nl/hortus

Career Centre

VU University Amsterdam's Career Centre is for all employees who wish to focus on their personal development. The careers advisors support, advise, and assist employees with regard to work performance or career-related issues. Discussions address aspects such as personal effectiveness, future goals, individuals' doubts about their current job, contracts that are nearing their end, or how to apply for jobs. Contact the Career Centre for an initial interview.

- www.intranet.vu.nl/personnelsservices > Career Centre VU

Courses and learning programmes

In cooperation with external consultants, VU University Amsterdam has developed various courses for a number of academic and support posts.

- www.intranet.vu.nl/personnelsservices > Career Centre VU

Cultural Centre

The VU Cultural Centre ('Griffioen') is located in Uilenstede, close by VU University Amsterdam. The Griffioen has a fine range of cultural courses, cabaret, music and theatrical performances.

The Griffioen Cultural Centre has an Events Bureau whose services are available for all kinds of cultural activities. Various halls are available for hire.

- www.vu.nl/griffioen

Exposorium exhibition space

The Exposorium presents exhibitions of contemporary art, design and photography each year, at its permanent exhibition area in the Main Building. In this way, the Exposorium attempts to create an intellectually and culturally stimulating environment for students, employees, and visitors. The aim of the public interviews held at the opening of each exhibition, and of other initiatives intended to stimulate debate, is to initiate a dialogue between the cultural world and the university community.

- www.vu.nl/exposorium

Library

The VU University Amsterdam Library has a collection of well over one million titles (books and magazines) dating from the fifteenth century to the present. In addition, the University Library also provides access to numerous electronic journals and databases. A large part of the collection is available for loan. You need a library pass in order to read this material, or to take it out on loan. You can obtain a library pass from the University Library.

- www.ubvu.vu.nl

Lost Property

Enquiries concerning lost property should be made at the Reception Desk in the Main Building, the Mathematics and Physics building, the Medical Faculty building, Metropolitan Building and the VU Uilenstede site, or at the Service Centre in the Main Building.

Music societies

The Griffioen Cultural Centre is home to four music societies, the VU Chamber Choir, the VU Chamber Orchestra, the VU Choir, and the VU Orchestra. They all practice at our centre. Several times a year they give concerts at major venues throughout the country.

- www.vu.nl/griffioen

PhD students

The interests of PhD students and post-docs employed by VU University Amsterdam are represented by the ProVU. It also provides practical tips and information regarding the PhD process: from courses and information on having a thesis printed, to career advice, post-PhD. Members of ProVU are volunteers from the PhD student and post-doc community at VU University Amsterdam.

- www.vu.nl > Research > PhD doctoral > ProVU

Receptions desks

Located at the main entrance to the Main Building, the Mathematics and Physics building, the Medical Faculty building, Metropolitan Building and the VU Uilenstede site.

Restaurants

There are restaurants for employees and students on the campus of VU University Amsterdam: one is located in the Main Building, and the others are in the Maths and Physics building, and the Medical Faculty building. There are also small catering facilities in the Metropolitan Building and at the VU Uilenstede site.

Smoking policy

Smoking is prohibited in all of the campus buildings.

Sports Centre

VU University Amsterdam has its own Sports Centres. There is one at the VU Uilenstede site (just a ten-minute bicycle ride from the Main Building), one in the OZW building on the VU University Amsterdam campus, and the other one is located at Van der Boechorststraat 38. There is a wide selection of sports to choose from. The Sports Centre offers employees of VU University Amsterdam from 1 April 2011 - 31 March 2012 a free corporate sports program.

- www.sportcentrum.vu.nl > English > Corporate sports > VU Fit at work

Theft

Thefts should be reported at the Reception Desk in the Main Building, the Mathematics and Physics building, the Medical Faculty building, the Metropolitan Building and the VU Uilenstede site, or at the Campus Services Helpdesk in the Service Centre in the Main Building.

VU Bookshop

The VU University Bookshop is an independent academic bookshop located in the hall of the Main Building. There you will find books and professional literature, papers, magazines, office articles, and postcards.

VUconnected

The public activities of the VU Association, VU University Amsterdam and VU University Medical Center are brought together in VUconnected. The focus here is on the relationship between the academic world, philosophy and society. VUconnected organizes events such as lectures, debates, public interviews, symposia, excursions, exhibitions and concerts throughout the Netherlands. The activities of VUconnected are announced in the newsletter.

- www.vuconnected.nl

VU-Windesheim Association

The Association for Christian Higher Education, Scientific Research and Patient Care is the umbrella organization covering VU University Amsterdam, VU University Medical Center in Amsterdam, and the Windesheim University of Professional Education at Zwolle.

Wereldwinkel

The Wereldwinkel is located in the basement of the Main Building, open on working days from 12.00-14.00.

- *information:* wereldwinkel@hotmail.com, tel. +31 (0) 20 59 89415

Check-list

Below you will find a list of the terms and conditions of employment that require timely registration or application. If you request these immediately on taking up your post, your participation will be guaranteed. The order of this summary is analogous to the order in which the subjects concerned are discussed in this Personnel Guide.

- Partner Plus Pension programme** (page 4)
If you wish to make use of the PartnerPlusPensioen extra-savings product, you should apply within two months of taking up your post, using the appropriate application form.
- Transfer of pension rights** (page 4)
Applications for the transfer to ABP of pension rights that have been accumulated elsewhere should be made within two months of taking up your post, using the *Aanvraag waardeoverdracht* (Application for transfer of pension rights) ABP form.
- Years of service** (page 5)
Within two months of taking up your post, you must provide details of your years of service at employers other than VU University Amsterdam. You should use the Public (governmental) term of service (*Diensttijd overheid*) form for this purpose.
- Group disability insurance contract, Loyalis DP Supplement plan** (page 8)
If you registered for the Loyalis group contract within six months of taking up your post, you can be sure that you will be allowed to participate in the plan. Anyone registering after this period has elapsed will be asked to provide medical guarantees.

More information?

Personnel topics

Newsworthy personnel topics are published in the *PP*, the Personnel Page in *Ad Valvas* (VU University Amsterdam's newspaper), which is available free of charge in all VU University Amsterdam buildings on Thursdays. In addition, all VU University Amsterdam employees receive the digital newsletter *VU zine* once every three weeks, by e-mail.

- www.intranet.vu.nl/pp - PersoneelsPagina
- www.advalvas.vu.nl - Ad Valvas
- www.intranet.vu.nl/nieuws - VU-zine

Digital information

You can find extensive digital information in the Collective Labour Agreement (*CAO*), in the *Regulations* and under *Salaries*. If you wish to request or amend group personnel amenities, the relevant forms are available (*Forms*).

- www.intranet.vu.nl/personnelservices >
 - > CAO
 - > Regulations
 - > Salaries
 - > Forms

Questions?

After reading through this document, you may still have some unanswered questions. Do not hesitate to put these questions to the personnel administration of your faculty or service. If the nature of your question requires a discussion with your personnel consultant or with someone from Human Resource Management, then you will be referred to the individual in question.

- www.intranet.vu.nl/p&o-adviseurs (personnel consultants)