

REPORTING FORM EXTRA DUTIES UT 2011

Reporting

Staff members falling within the scope of the "Scheme for the extra duties of executive board, management and higher academic staff of the UT" must report any extra duties they perform:

- prior to his/her employment (during the appointment procedure);
- if the person has the intention to accept extra duties after the start of his/her employment;
- at the annual survey of extra duties;
- in case of intermediate changes in the nature/extent of the extra duties for which permission has been granted.

Definition

Within the context of the University of Twente extra duties are understood to mean all paid and unpaid activities that do not form part of the employment with the university, with the exception of clearly private matters. This is irrespective of whether it concerns regular extra duties with a considerable claim on time, or incidental extra duties with a limited claim on time.

Personal details

Name:

Function:

Faculty/Department:

Unit:

Extent of employment: (in hours per week)

End of employment: (if temporary employment)

Do you wish to (continue to) perform extra duties

No *Sign the reporting form and return it to the secretariat of your faculty/department.*

Date:

Signature:

Yes *On the next page state the extra duties you wish to (continue to) perform. After you and your immediate supervisor have signed the form, please return it to the secretariat of your faculty/department*

Statement of the extra duties you wish to (continue to) perform

Description of the nature of the extra duties:

A _____

B _____

C _____

D _____

Name of organisation/body for which the extra duties are carried out

A _____

B _____

C _____

D _____

Period in which the extra duties are carried out:

A _____

B _____

C _____

D _____

to to to

to

Claim on your time of the extra duties:

- A. on average hours per.....
- B. on average hours per.....
- C. on average..... hours per
- D. on average..... hours per

Proceeds of the extra duties:

- A. approximately €..... per.....
- B. approximately €..... per.....
- C. approximately €..... per.....
- D. approximately €..... per.....

Date: Signature applicant:

Seen and approved by immediate supervisor: