



**General provisions
student-assistants**

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General

If you want to be eligible for employment as a student-assistant, you must meet the following conditions. You are registered as a student or auditor at a Dutch university and are preparing for a *doctoraal* or *ingenieur* examination. In addition, you also make a contribution to academic higher education or research.

Pursuant to chapter 10, Article 10.2 paragraph 2 and Article 10.4 paragraph 2 of the Collective Labour Agreement Dutch Universities, the Executive Board has set further rules for both the **duration** and the **study level** (see point 1 and 2 of these provisions).

1. Extent and duration

- maximum of 50 hours per month if you have only completed the P-phase
- maximum of 66 hours per month if you have completed the B2-phase
- maximum of 83 hours per month if you have completed the B3-phase

Deviation from this rule is only allowed if this is necessary because of the nature of the activities (for example block practical training, extensive editing work) or another reason. This is to be assessed by or on behalf of the Executive Board. The employment contract is entered into in the form of a non-recurring temporary employment contract for the duration of the study.

2. Establishing the salary

The salary level depends on your study level. The Bureau of Educational Affairs (BOZ) of your faculty determines this level. As a rule, the phase of study in the study program determines your study level. If you do not follow the normal procedure in your study program, your study level will be determined based on the number of ECTS credits you have obtained. See the overview salary indication under "study level".

The salary level is set at the start of a small job. If the study level is increased during the term of a small job, promotion to a higher salary number is only possible when the remaining duration of the small job is at least 3 months and with the approval of the faculty/department. Furthermore, the salary level will not be adjusted retroactively, unless there is an obvious administrative error.

3. Overview salary indication (reference date 1 February 2019)

BaMa ECTS	hours per month	gross salary per month	Hourly pay	CAO NU salary grade SA
P completed or 60 ECTS	165	€ 2049	€ 14.00	salary number 2
B-2 completed or 110 ECTS in B-phase	165	€ 2194	€ 14.00	salary number 3
B-3 completed or 160 ECTS in B- and/or Master phase	165	€ 2390	€ 15.16	salary number 4

4. Holiday leave

You are entitled to holiday leave as referred to in Article 4.7 paragraph 1 of the Collective Labour Agreement Dutch Universities in proportion to the number of hours worked. Normally, upon commencement of your employment and at the beginning of each new calendar year, the UT determines the entitlement to holiday leave. The entitlement to and taking up of leave are subsequently recorded in a digital leave card. Because it is not known in advance how many hours a student-assistant will work in a calendar year, another method has been opted for in UT-flex: you receive your holiday leave not in the form of paid time off, but in the form of a supplement to your gross hourly pay. The level of this supplement is 11.72%.

5. Holiday allowance

The holiday allowance is calculated monthly and amounts to 8% of the actual monthly salary. Normally, the UT pays out the holiday allowance in the month of May. UT-flex pays out the allowance monthly, together with the salary payment.

6. End-of-year bonus

The end-of-year bonus is calculated monthly and amounts to 8.3% of the actual monthly salary. Normally, the UT pays out the end-of-year bonus in the month of December. UT-flex pays out the bonus monthly, together with the salary payment.

7. Compensation transition payment

You also receive a compensation for transition payment. The amount of the compensation can be found on your salary specification. This means that you are not entitled to a transition payment on termination of your employment contract. UT-flex pays out the compensation of transition payment monthly, together with the salary payment.

8. Pension fond, social security

During your employment, you will accrue pension with the ABP pension fund. As a result of your employment, you are subject to the Healthcare Insurance Act. This means that you have a statutory obligation to take out Dutch healthcare insurance.

9. Reporting sick

If you are unable to work due to illness, you must report this before 10 am to your manager.

10. End of employment

You have temporary employment contract that ends by operation of law when you are no longer registered as a student at the University of Twente or if you have discontinued your study.