

MANDATE OVERVIEW FOR PERSONNEL MATTERS AT THE UNIVERSITY OF TWENTE 2011

Powers relating to personnel management which the Executive Board has mandated to the supervisors

Power	Details	Collective Labour Agreement (CAO) article	UT Regulations	*)
1 STRUCTURE OF ORGANIZATION				
1.1 Creation of position				
1.2 Determination of job profile and level (UFO)	Except for Academic Director, (AD), Professor (PRF), Senior University Lecturer/Assistant Professor (SUL), and other categories of employees to be designated by Executive Board (EB)	3.5(1)	UT University Job Classification Regulations 2007	
1.3 Elimination of position	After advice by HR if there are personnel-related consequences			
1.4 Adoption of reorganization plan	After approval by EB	Chapter 9, section 1	Reorganization Code	
2 RECRUITMENT AND SELECTION				
2.1 Determination of profile/advertisement text				
2.2 Publication of vacancy	After approval by HR			C
2.3 Creation of decentralized appointment advisory committee				
2.4 Request for psychological				C

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assessment				
Power	Details	Collective Labour Agreement (CAO) article	UT Regulations	*)
3 APPOINTMENT / TRANSFER				
3.1 Entering into employment relationship/Effectuation of transfer	Except for AD, PRF, SUL, and other categories of employees to be designated by EB		UT Executive and Management Regulations	
3.2 Recording of employment relationship/transfer		2.1(1) and (2)		C
• Length of employment		2.2 and 2.3		
• Scope of employment		4.4		
• Salary grade and number		3.5 and 3.8	Employee Classification and Salary Grade Regulations	
• Working hours		4.2		
• Imposition of relocation obligation		1.9	Regulation on Allowances for Moving Expenses, Accommodation Outside of Place of Residence and Commuting Travel UT	
• Granting of allowance for accommodation outside place of residence and home/family visit travel expenses		3.21		
4 WORKING WITHOUT EMPLOYMENT RELATIONSHIP				
4.1 Entering into contract with				

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intern/trainee				
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Power	Details	Collective Labour Agreement (CAO) article	UT Regulations	*)
4.2 Utilization of employees of The Netherlands Organisation for Scientific Research (NWO) and the Foundation for Fundamental Research on Matter (FOM)				
4.4 Utilization of temporary workers				
4.5 Utilization of people in connection with specific measures (for example, Dutch Sheltered Employment Act)				C
4.6 Utilization of people with retention of benefits				
4.7 Admission of guest workers, including determination of conditions and compensation				
5 PROMOTION				
5.1 Granting of additional or other incremental salary increase		3.3(1) and (2)		C
5.2 Promotion from starting grade to job grade		3.8(2)		C

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6 BONUSES, ALLOWANCES AND COMPENSATION				
6.1 Granting of job performance bonus		3.20	UT Bonus and Allowance Scheme	C
6.2 Granting of long-service bonus		3.19	UT Bonus and Allowance Scheme and UT Jubilee Scheme	C
6.3 Granting of bonus for membership in faculty - or unit representative advisory council		3.20	UT Employee Participation advisory council Allowance Scheme	C
6.4 Granting / Revocation of job performance bonus		3.13/3.17	UT Bonus and Allowance Scheme	C
Power	Details	Collective Labour Agreement (CAO) article	UT Regulations	*)
6.5 Granting of temporary substitution bonus		3.15	UT Bonus and Allowance Scheme	C
6.6 Granting of an allowance for unsociable working hours bonus		3.25	UT Bonus and Allowance Scheme	C
6.7 Granting of an allowance for on-call and standby shifts		3.27	UT Bonus and Allowance Scheme	C
6.8 Granting / Revocation of labour market-related bonus		3.14/3.17	UT Bonus and Allowance Scheme	C
6.9 Granting of emergency response officer bonus		3.16	UT Company Emergency Response Officer Bonus Scheme	C
6.10 Granting of overtime allowance		3.28	UT Bonus and Allowance Scheme	C
6.11 Granting of business trip		3.23	UT Regulation on Compensation for	

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allowance			Business Trips	
6.12 Granting of contract teaching allowance			Contract Teaching Allowance Scheme	C
6.13 Granting of moving expenses allowance		3.21	Regulation on Allowances for Moving Expenses, Accommodation Outside of Place of Residence and Commuting Travel	C
7 STAFF MOVEMENTS				
7.1 Extension of expiring temporary employment				C
7.2 Appointment as permanent employee after temporary employment contract				C
7.3 Assignment to another position		1.10		C
7.4 Temporary assignment of other duties		1.11		
7.5 Entering into secondment contract				
Power	Details	Collective Labour Agreement (CAO) article	UT Regulations	*)
7.6 To grant dismissal at the employee's request	Except for PRF	8.5		C
7.7 To grant (part-time or otherwise) dismissal on account of flexible retirement pension				C
8 SUPERVISION AND				

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TRAINING				
8.1 Conducting of annual consultation		6.6		
8.2 Drawing up of assessment		6.7	UT Assessment Regulations	
8.3 Instructing the employee to attend study course		6.9	UT Training Scheme	
8.4 Provision of study facilities		6.9	UT Training Scheme	
8.5 Discharge of study facilities repayment obligation		6.9	UT Training Scheme	
9 WORKING HOURS, NUMBER OF HOURS WORKED AND LEAVE				
9.1 Change in working hours				
9.2 Change in scope of individual working hours				C
9.3 Determination of holiday and other leave dates		4.7	UT Leave Regulations	
9.4 Granting of study leave		6.9		
9.5 Granting of a sabbatical		4.16a/5.5(2a)	UT Leave Regulations and UT Optional Model for Employment Conditions	
9.6 Granting of life-course savings scheme leave		4.16b/4.16c	UT Life-Course Savings Scheme	C
Power	Details	Collective Labour Agreement (CAO) article	UT Regulations	*)
9.7 Granting of educational leave			UT Paid Educational Leave Regulations	
9.8 Granting of pre- and post-		4.12	UT Leave Regulations	

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maternity leave				
9.9 Granting of adoption and foster care leave		4.13		
9.10 Granting of parental leave		Chapter 4, section 3b		C
9.11 Termination of/Change in parental leave at employee's request		CAO scheme		
9.12 Granting of calamities leave		4.15	UT Leave Regulations	
9.13 Granting of short term care leave		4.14	UT Leave Regulations	
9.14 Granting of leave to members/deputy members of UT Labour Union (OPUT) and Employee Participation advisory council e		4.17	UT Leave Regulations	
9.15 Granting reduction of working hours in connection with senior staff scheme		Chapter 4, section 4	UT Senior Staff Scheme 2005	C
9.16 Granting reduction of working hours in connection with 60+ scheme		4.5	UT Leave Regulations	
9.17 Granting of extraordinary leave with or without salary		4.17 and 4.18	UT Leave Regulations	
10 SUSPENSION CONTINUED				
10.1 Suspension from active duty	After advice by HR	6.15		
10.2 Withholding of	After advice by HR	6.16		C

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remuneration in whole or in part during suspension				
Power	Details	Collective Labour Agreement (CAO) article	UT Regulations	*)
11 MISCELLANEOUS				
11.1 Giving of instruction to take business trip			UT Regulation on Compensation for Business Trips	
11.2 Giving of instruction to wear uniforms				
11.3 Application of scheme regarding performance of duties outside the workplace				
11.4 Granting of permission to perform ancillary activities		1.14	UT Scheme on Ancillary Activities for Board, Management and Higher-Level Academic Staff	
11.5 Provision of employer statement				C
11.6 Reporting and notification of criminal offence				
11.7 Designation of re employment candidate			UT Working Procedure Re-Employment Committee	

Supplementary to Article 31 of the University of Twente Executive and Management Regulations

, the following powers relating to personnel management have been reserved to the Executive Board:

- filing appeals;
- imposing disciplinary measures;

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- taking decisions on objections;
- dismissing employees (prematurely or otherwise), except for dismissal at the employee's own request.

Supplementary to Article 31 of the University of Twente Executive and Management Regulations

the following applies:

The right to impose a disciplinary measure, take a decision on an objection, and dismiss an employee (prematurely or otherwise), except for dismissal at the employee's own request, has been reserved to the joint Executive Board. The joint Executive Board will, however, grant the Executive Board's chairman a mandate to sign these decisions.\

The Dutch text of this regulation is binding. In case of a difference of interpretation, this translation cannot be used for legal purposes.

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