

## UNIVERSITY OF TWENTE LETTERHEAD

---

Deans  
Directorate Directors  
Managing Directors  
Service Centre Directors  
HR Managers

### HUMAN RESOURCES DIRECTORATE

FROM	DATE	PAGE
H. Plattje	16 December 2013	1 of 1
T: (+31) (0)53 489 2237	OUR REFERENCE	ENCLOSURE(S)
h.plattje@utwente.nl	401.572 / HR	1

### SUBJECT

Memorandum on UT Special Occasions Regulations

The Executive Board deans consultative body asked the University Operations Committee (UCB) to draw up regulations on giving gifts for various occasions (celebratory and otherwise) for staff employed by UT. The regulations were adopted after consultation in the UCB and after consultation with the controllers consultative body and the HR team.

The regulations will take effect on 1 January 2014.

Enclosed please find the memorandum. I kindly ask that you inform the managers in your unit about the content of this memorandum. It should be emphasized that the regulations are geared to achieving improved coordination between UT's various departments and a more cost-efficient approach to doctoral degree ceremonies, inaugural lectures, farewell meetings and the like.

For the Executive Board:

**[SIGNATURE]**

H. J. van Keulen  
University Secretary

## **UT Special Occasions Regulations**

# Table of Contents

- 1 BACKGROUND..... 2
- 2 FOCUS ..... 2
- 3 CONTEXT FOR REGULATIONS ..... 2
- 4 OVERVIEW ..... 3
- APPENDIX 1: OVERVIEW OF UT SPECIAL OCCASIONS ..... 4

# 1 Background

The Executive Board deans consultative body asked the UCB to draw up regulations on giving gifts for various occasions (celebratory and otherwise) for staff employed by UT. Although regulations had already been drawn up here and there (in departments), it was often the case that there was no coordination between UT's various departments with regard to giving gifts or organizing receptions for doctoral degree ceremonies, inaugural lectures, farewell meetings and the like. This resulted in unnecessary duplicate or excessive costs.

Further, adoption of a clear policy on marking years of long service and other special occasions is desirable in terms of harmonizing HR processes and procedures. These regulations were adopted after an inventory was made of the existing schemes within UT, after consultation in the UCB and after consultation with the controllers consultative body and the HR team.

The regulations will take effect on 1 January 2014.

# 2 Focus

This memorandum concerns giving special attention (say, a reception) and/or gifts to mark years of long service and other special occasions. The appendix details which work anniversaries and special occasions fall under this policy framework.

Provisions have also been set forth regarding unit-related or department-related matters, such as staff outings, Christmas boxes and so on. Other allowances or furnishing of items (such as mobile phones) are not covered by these regulations.

# 3 Context for regulations

The regulations are being implemented based on the following principles:

1. 'He who pays the piper calls the tune': The supervisor of the unit gets to decide. If the employee has been appointed to multiple units, the supervisors will jointly discuss the approach and distribution of costs.
2. UT-wide attention being paid to an occasion should not be duplicated at the unit level, and attention given at the unit level should not be duplicated at the departmental or chair level. The supervisor will be responsible for and monitor the coordination beforehand (examples: no gifts/receptions at the faculty or chair level; Christmas boxes solely at the UT level) and will ensure that the proper process is followed.
3. If employment terms and conditions-related obligations ensue for UT from the Collective Labour Agreement (CAO) of Dutch Universities or UT schemes/regulations, the HR advisor will coordinate the implementation (issuing bonuses on work anniversaries) with the supervisor and HR Directorate.

4. The amounts stated in Appendix 1 are maximum amounts.
5. Other operational aspects (such as financial and communicative aspects, for instance, printing, invitation and similar costs) pertaining to organizing receptions will be carried out within the frameworks set by the relevant service departments.

## **4 Overview**

Appendix 1 details the options. This list has been reviewed and will regularly be reviewed (by HR) with regard to tax-related possibilities and will be reassessed every five years.

0-0-0

## Appendix 1: Overview of UT Special Occasions<sup>1</sup>

Item	Subject	Maximum amounts (including VAT, excluding delivery costs <sup>2</sup> )	Comments
Career	Commencement of employment	Flowers: €20	Including for transfers from other UT units
	Academic staff (WP): Doctoral degree ceremony	Flowers/Gift: €50; no reception	Reception to be financed by doctoral candidate themselves
	WP: Inaugural lecture	Flowers/Gift: €50; reception: €6,000	Including costs of lecture itself (printing, presentation and so forth)
	WP: farewell (or farewell lecture) for professor employed 10 or more years at UT	Flowers/Gift: €50; reception: €6,000	Including costs of lecture itself (printing, presentation and so forth)
	WP: farewell (or farewell lecture) for professor employed less than 10 years at UT	Flowers/Gift: €50; drinks/dinner: €1,000	
	WP and support and management staff (OBP): appointment to another job (or job classification) within the unit	Flowers: €20	Reward both horizontal and vertical mobility or development
	UT work anniversary: 12.5 years	Bonus in accordance with Jubilee Scheme UT	HR will prepare this
	Jubilee: 25 years	Bonus in accordance with Jubilee Scheme UT	HR will prepare this
	Jubilee: 25 years <u>OR</u> UT work anniversary: 25 years	Reception in accordance with Jubilee Scheme UT: €750 (dinner of €750 is also possible as an alternative)	The scheme offers a choice: only for 25-year jubilee or 25-year work anniversary at UT
		Flowers: €20	
		Certificate and lapel pin from Executive Board for 25-year work anniversary at UT	HR will prepare this
	Jubilee: 40 years	Bonus in accordance with Jubilee Scheme UT	HR will prepare this
		Reception in accordance with Jubilee Scheme UT: €750 (dinner of €750 is also possible as an alternative)	

<sup>1</sup> Any other items not mentioned in this list, and/or exceeding the maximum amounts, may be financed or co-financed through private contributions ('collection pots'). Examples include celebratory private occasions, such as birthdays, other gifts for weddings, and the like.

<sup>2</sup> Where possible (such as in ordering flowers), framework contracts should be used through the Facility Service Centre (Contract management).

		Flowers: €20	
--	--	--------------	--

	Departure: Position at another UT unit	Most recent employment less than or equal to 5 years: Flowers/Gift: €20	(Also receives flowers from new unit, see line 1)
		Most recent employment more than 5 years: Flowers/Gift: €50 and drinks/dinner: €750	
	Departure: Other (position outside UT, retirement, disability, end of temporary employment)	Temporary worker/Intern: Flowers/Gift: €20	
		UT employment less than or equal to 5 years: Flowers/Gift: €50	
		UT employment more than 5 years: Flowers/Gift: €50 and drinks/dinner: €1,000	
Illness	Longer than 3 weeks	Flowers/Fruit basket: €20; optional after this	
	Admission to hospital	As soon as possible, flowers/fruit basket: €20; optional after this	
Private	Birth/Adoption of child	Flowers: €20	
	Marriage/Registered partnership	Flowers: €20	
	Death of employee, partner or child	Advertisement, condolences and delegation to cremation/funeral (see Course of Action for Deaths <sup>3</sup> ); Flower arrangement/Funeral spray: €100	
Organization	Christmas box	€50	To be organized centrally by UT
	Staff outings	1 business day per year; €125 per employee per year	Including outings at the department or chair level and, if appropriate, light snacks (Christmas, Feast of St Nicholas, Easter and so forth)

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

<sup>3</sup> Available from the HR advisor.