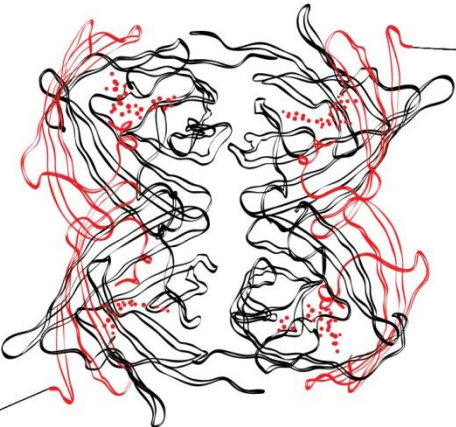
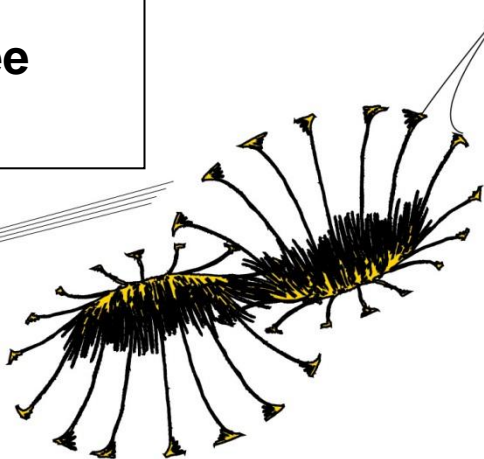


**Working Procedure
Re-employment Committee**



**Kenmerk: CvB-UIT 627
Datum: 10-10-2014**

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1 Task of the re-employment committee

The committee's task is to carry out a re-employment study on the possibilities of re-employment of a placement candidate in a suitable position within the UT.

2 Suitable position

A position is considered suitable if, in the opinion of the employer, the employee or a placement candidate:

- possesses the knowledge and skills deemed necessary to perform the function effectively or;
- if, in the opinion of the employer, the employee or placement candidate can be retrained or given further training within 12 months;
- the position can reasonably be assigned to the person concerned in view of his personality, his circumstances and his prospects; unless compelling business interests do not allow for it.

A position can be considered suitable for a placement candidate if the salary grade of the position has been classified not lower than two salary grades below the salary grade of his current position.

In the event of a position being suitable for multiple employees, placement of employees takes place in the reversed order of dismissal as mentioned in article 9.9 of the Collective Labour Agreement Dutch Universities

3 Authorization of the re-employment committee

The re-employment committee is authorized to appoint an employee with the status of placement candidate on a suitable position within the UT.

4 Members of the re-employment committee

Members of the re-employment committee are:

Joost Sluijs
Tanya Bondarouk
Hans Oeloff
B.A.J. Leurink
M.A.R. Kamp
H.F. Evers

The re-employment committee is supported by an executive secretary,
Mrs. H.B.M. Kamphuis-ten Wolde.

5 Placement candidate

An employee of the UT can be appointed as a placement candidate by the administrator (service department director, dean, Executive Board) in the following situations:

- a. on account of discontinuation of the position
- b. on account of redundancy
- c. on account of illness
- d. on account of the intention to terminate the employment contract not due to employee's incompetence or unsuitability for his position.
- e. on account of circumstances in the personal sphere (for example a labour dispute)

A placement candidate has a preferential status in the event of a vacancy.

A Vacancy is any available position for a period of six months or longer which is to be filled either on a temporary basis or permanently (see recruitment and selection framework regulations UT 1998 (*kaderregeling werving en selectie UT 1998*)). A vacancy is also a newly created position following reorganisation.

The placement candidate is required to actively cooperate in the re-employment study and to accept a suitable position offered to him.

6 Supervision plan

The registration of a placement candidate is to be accompanied by a supervision plan. The HR adviser of the unit concerned draws up this plan in consultation with the employee.

The supervision plan sets out the wishes and possibilities for another position within or outside the UT of the employee who is threatened with dismissal. In the supervision plan the following issues are addressed:

- a. Motive for the re-employment study;
- b. Anticipated date of dismissal;
- c. Period of the re-employment study;
- d. Current position;
- e. Career wishes and possibilities;
- f. Capacities and competences;
- g. Suitable alternative position
- h. The possible re-employment efforts of the administrator
- i. Appointments being made in the framework of a Social Plan (e.g. career counselling, training)

7 Re-employment study on suitable work

The period of the re-employment study on suitable work is stated in the supervision plan. The period depends on the reason for the re-employment study (see under 5) or on the agreements made with regard to the period. If a reorganization is involved, the Collective Labour Agreement Dutch Universities is leading. In other situations individual agreements are made and in determining the duration of the study the reasonableness criterion will be used.

During the re-employment study the re-employment committee screens vacancies for a suitable position within the UT. The committee also actively approaches units (for example in the consultations with HR advisers and service department directors and directors of operations) with the purpose of timely signaling any opportunities.

8 Working procedure

- The re-employment committee notifies the placement candidate in writing of the committee's working procedure.
- The re-employment committee invites the placement candidate for an initial interview.
- The supervision plan forms the basis for the re-employment study.
- The Executive Board reports vacancies to the re-employment committee. The re-employment committee screens the vacancies on suitability for the placement candidates. If the committee is of the opinion that a vacancy reported may be suitable for a placement candidate, the committee blocks the vacancy. The vacancy holder is informed about this by the committee.
- If the re-employment committee deems it necessary, the committee conducts an interview with the placement candidate on the requirements of the vacancy
- The vacancy holder conducts an exploratory interview with the placement candidate. A representative of the re-employment committee will also attend this meeting as observer. Subsequently the re-employment committee gives both the vacancy holder and the placement candidate the opportunity to state their findings with regard to the suitability for the job either orally or in writing.
- Also on the basis of this information the committee makes its own assessment and takes a reasoned decision. This decision can be: no placement; a trial placement with or without training; placement with or without training.
- If the re-employment study is not concluded with the placement of a placement candidate, the re-employment committee nevertheless terminates the re-employment study and reports its findings to the Executive Board and to the administrator of the unit from where the placement candidate was appointed.

9 Reporting

The re-employment committee prepares annually a confidential report of its activities for the Executive Board. The Executive Board will inform the OPUT on this.

This translation of the “werkwijze herplaatsingscommissie” is meant as a service to non-Dutch speaking employees. However, in case of a difference of interpretation, this translation cannot be used for legal purposes. In those cases the Dutch text of the “werkwijze herplaatsingscommissie” is binding.