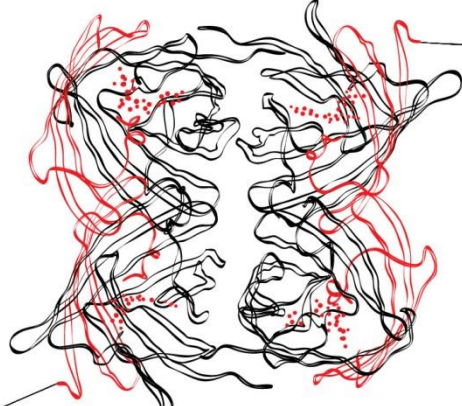

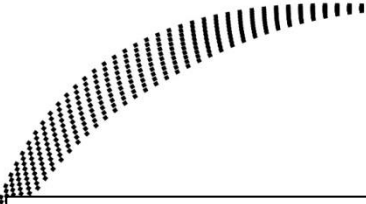




**University Job Classification  
Regulations  
University of Twente**



**Reference: /HR  
Date: 01-11-2019  
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## ARTICLE 1. DEFINITIONS

- a. *Manager:*  
The faculty management or the service director, as referred to in the Executive and Management Regulations of the University of Twente.
- b. *Executive Board:*  
The Executive Board of the University of Twente.
- c. *Unit:*  
An administrative unit (faculty or service) as described in the Executive and Management Regulations.
- d. *Position:*  
The combination of activities to be carried out by the employee by virtue of and in accordance with that which is assigned to him or her by the Executive Board.
- e. *Job classification:*  
The classification of a position in a University Job Classification (UFO) job profile and level.
- f. *Job analysis:*  
An analysis by the HR advisor in connection with the tasks assigned to the employee.
- g. *Regulations Nationwide Commission Job Classification at Dutch Universities:*  
The Regulations Nationwide Commission Job Classification at Dutch Universities associated with a UFO and forming a part of the Collective Labour Agreement of Dutch Universities.
- h. *Nationwide Commission:*  
The nationwide commission for job classification at sector level, as referred to in article 1 of the Regulations Nationwide Commission Job Classification at Dutch Universities of the Association of Universities in the Netherlands (VSNU).
- i. *Employee:*  
The person who has an employment contract with the University of Twente.
- j. *UFO:*  
The university system of job classification as described by the VSNU (see [https://www.vsnunl.nl/en\\_GB](https://www.vsnunl.nl/en_GB)).

## ARTICLE 2. JOB CLASSIFICATION

1. The manager determines for each position within his unit which UFO profile and which classification criteria are applicable, and therefore which job level is applicable for his or her position as a whole. He thereby takes due regard of the objective of the unit and the tasks arising from this.
2. The application of the UFO job profiles as stated in appendix 1, summary A, is reserved to the Executive Board.  
For the application of UFO job profiles such as those stated in summary B of appendix 1 the manager requests the prior advice of the HR director and the approval of the Executive Board. For the application of other UFO job profiles final responsibility lies with the manager.
3. In compliance with paragraph 2, the manager takes a decision on the UFO classification (which UFO job profile and which classification criteria) on behalf of the Executive Board.
4. The manager notifies the employee of his or her decision concerning the UFO classification in writing, stating:
  - a. the UFO profile applied, the aim of the profile and the classification criteria applied, and the job level as a whole resulting from this;

- b. The possibility of submitting objections, in accordance with the provisions of article 4, specifying the period within which the employee must submit these.

The manager sends the employee's immediate supervisor a copy of the notification referred to in this paragraph.

### **ARTICLE 3. JOB CLASSIFICATION AT THE EMPLOYEE'S REQUEST**

1. If the employee is of the opinion that the applicable UFO classification (UFO profile and/or classification criteria) systematically not corresponds to the activities actually assigned to him, then the employee can submit a request to the manager for a job analysis with the aim of the amendment of the UFO classification. This request must be submitted in writing, stating reasons.
2. If the request is sufficiently substantiated the manager instructs the HR advisor to carry out a job analysis. The HR advisor sends the results of the job analysis to the employee, the supervisor and the manager within four weeks. The principle of *audi alteram partem* ('hearing both sides') is applied in the analysis. The job analysis is set out in a report in conformity with a standard form.
3. Within four weeks of the receipt of the results of the job analysis, as referred to in paragraph 1, the manager takes a decision and notifies the employee of this decision in writing, stating the UFO profile applied, the classification criteria applied and the job level as a whole resulting from this. If the decision is a rejection, then the manager specifies the reasons why he has not acceded to the employee's request, stating thereby that the employee has the possibility of submitting objections, in accordance with the provisions of article 4, specifying the period within which the employee must submit these. The manager sends the employee's immediate supervisor a copy of the notification referred to in this article.

The employee has the possibility to submit objections up to four weeks after the date of signature of the decision. This will be stated with the decision.

### **ARTICLE 4. OBJECTIONS**

1. If the employee is not in agreement with the manager's decision concerning the job classification, then he can submit substantiated objections in writing to the Executive Board. The employee must submit his objections within four weeks of the notification of the manager's decision concerning the job classification. The Executive Board confirms the receipt of the objections in writing.
2. The Executive Board attends to the formal handling of the employee's objections, in accordance with the Regulations Nationwide Commission Job Classification at Dutch Universities. The Executive Board sends the objections (the request for reconsideration), together with supporting documentation, to the nationwide commission for advice within two weeks of their receipt, unless the Executive Board takes an immediate decision that accedes to the employee's objections.
3. The Executive Board informs the manager of the objections that have been received, with the notification that these have been forwarded to the nationwide commission.
4. The nationwide commission handles the objections in accordance with the Regulations Nationwide Commission Job Classification at Dutch Universities.
5. The nationwide commission issues advice in accordance with the Regulations Nationwide Commission Job Classification at Dutch Universities.

### **ARTICLE 5. DECISION OF THE EXECUTIVE BOARD**

1. The Executive Board takes a decision on the objections, in accordance with the Regulations Nationwide Commission Job Classification at Dutch Universities, within twelve weeks of the receipt of a petition that fulfils the formal requirements. This period can be extended in accordance with the abovementioned regulations by a maximum of six weeks; further extension is possible with the employee's consent. If the decision diverges from the advice of

the nationwide commission, then the reason for this divergence will be substantiated in the decision. The advice of the nationwide commission will be sent together with the decision.

2. The following parties will receive written notification of the decision:
  - a. the employee;
  - b. the manager;
  - c. the nationwide commission;
  - d. the director of the Human Resources department.

## **ARTICLE 6. FINAL PROVISIONS**

1. In all cases not provided for by these regulations, the Executive Board will decide.
2. These regulations will come into force from 31 December 2019, and may be cited as the 'UT Job Classification Regulations'.
3. The 'University Job Classification Regulations University of Twente 2015' will lapse with effect from 31 December 2019.

## **APPENDIX 1. SUMMARIES OF AUTHORISATIONS OF UFO JOB PROFILES**

### ***A: Summary of UFO job profiles whose application is exclusively reserved to the Executive Board (by reason of the UT Executive and Management Regulations):***

In the UT Executive and Management Regulations it is established that the Executive Board does not grant authorisation for the power to appoint or dismiss, among others, directors and heads of departments. For this reason, the application of the following UFO job profiles, for which directors and heads of departments are normally eligible, is exclusively reserved to the Executive Board.

<b>Job profile name</b>	<b>Job code</b>
Dean	01 01 xx
Director of research institute	01 03 xx
Policy director	07 02 xx
Head of department	07 07 xx
Secretary of the university	07 12 xx

### ***B: Summary of UFO job profiles for which the approval of the Executive Board is required (by reason of the UT Executive and Management Regulations):***

In the UT Executive and Management Regulations it is also established that the Executive Board does not grant authorisation for the power to appoint or dismiss professors, nor for classification in the associated UFO profiles and levels.

In order to ensure the coordination of this, the utilisation of the following job names and codes is only possible following the advice of the HR director to the Executive Board and the approval of the Executive Board.

<b>Job profile name</b>	<b>Job code</b>
Director of research institute	01 02 xx
Chairperson of capacity group	01 04 xx
Professor	01 05 xx
Director of operations	07 06 xx

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