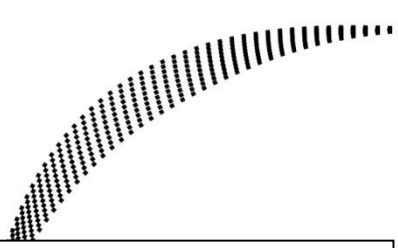




**2015 University of Twente
Job Classification Regulations**



UNIVERSITEIT TWENTE.



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ARTICLE 1. DEFINITIONS

- a. *Administrator:*
A dean, scientific director of a research institute or service director, as defined in Article 1(e) of University of Twente's Management and Administration Regulations.
- b. *Executive Board:*
The Executive Board (the competent authority) of University of Twente.
- c. *Unit:*
An administrative unit as set out in Article 28 of the Management and Administration Regulations (i.e., a faculty, research institute, service, inter-faculty service or another administrative unit designated as such by the Executive Board).
- d. *Job:*
A set of duties to be carried out by the employee by virtue of and in accordance with the instructions he has received from the Executive Board.
- e. *Job classification:*
Classification of a job in terms of job profile and job level
- f. *National Appeals Procedure:*
The Dutch Universities' Job Classification Appeals Procedure which goes with the UFO Job Classification Instrument and which is part of the collective labour agreement for Dutch universities.
- g. *National Committee:*
The national industry-specific Job Classification Appeals Committee, as defined in Article 1 of VSNU's Dutch Universities' Job Classification Appeals Procedure (refer to <http://www.vsnu.nl/>). This is a committee within the meaning of Section 7:13 of the General Administrative Law Act (AWB).
- h. *Employee:*
A person employed by University of Twente
- i. *UFO:*
The academic job classification system designed by VSNU (refer to <http://www.vsnu.nl/>).

ARTICLE 2. JOB CLASSIFICATION

1. The administrator shall determine for each position within his unit the relevant job profile and classification criteria, as well as the job level for the position in its entirety. In so doing, he shall observe the unit's objective and the duties arising from it.
2. The classification of job profiles as listed in Appendix 1, Section A, shall be restricted to the Executive Board.
In order to classify job profiles listed in Appendix 1, Section B, the administrator must first consult the HR director and obtain permission from the Executive Board.
All other job profiles may be assigned classifications at the administrator's discretion.
3. The administrator shall make a provisional decision on the employee's job classification (i.e., on his job profile and on which classification criteria to employ) on behalf of the Executive Board.
4. The administrator shall notify the employee in writing of his provisional decision on the job classification he is going to propose, stating the following items:
 - a. The relevant job profile, the nature of the profile and the classification criteria employed, as well as the resulting job level classification

- b. The employee's right to protest the assigned classification, in accordance with the provisions of Article 4, stating the time span within which the employee must lodge the protest.

The administrator shall forward a copy of the notice referred to in this sub-section to the employee's direct superior.

If the employee fails to use the opportunity to lodge an appeal within four weeks of the date of the provisional decision, the administrator's provisional decision shall be considered final, which shall be mentioned in the notice of the provisional decision.

ARTICLE 3. JOB CLASSIFICATION UPON THE EMPLOYEE'S REQUEST

1. In the event that the employee feels that the job classification (job profile and/or classification criteria) he has been assigned does not reflect, or no longer reflects, the duties he is actually tasked to perform, he may request that the administrator revise the job classification. Such a request must be submitted in writing, stating the employee's reasons for the request.
2. Having first consulted the employee's direct superior, the administrator shall make a provisional decision within four weeks of the receipt of the request within the meaning of sub-section 1. The administrator shall notify the employee in writing of his provisional decision, listing the job profile and classification criteria he has employed and the overall job level the employee will be assigned as a result. If this provisional decision is in line with the employee's own ideas, the administrator shall make the decision final at once. If the provisional decision is not in line with the employee's request, the administrator shall state his reasons for not granting the employee's request. In addition, he shall point out the employee's right to protest the decision, in accordance with the provisions of Article 4, stating the time span within which the employee must submit his protest. The administrator shall send the employee's direct superior a copy of the given notice referred to within this article.

In the event that the employee fails to use the opportunity to protest the provisional decision within four weeks of the date of said decision, the administrator's provisional decision shall be considered final, which shall be mentioned in the notice of the provisional decision.

ARTICLE 4. PROTEST AND RECONSIDERATION

1. In the event that the employee does not agree with the administrator's provisional decision on the job classification he has been assigned, he shall be entitled to file a protest, stating reasons, with the administrator. Such a protest must be lodged within four weeks of the date of the notice of the administrator's provisional decision.
2. Once the administrator has received the employee's protest, he shall review his provisional decision on the employee's job classification.
3. The administrator shall grant the employee the opportunity to provide reasons for his request for reconsideration in a face-to-face meeting. A report detailing the conversation shall be drawn up afterwards.
4. The administrator shall make a final decision on the employee's job classification within six weeks of the receipt of the employee's protest, with due regard for the provisions of Article 2(2). He shall notify the employee in writing of this final decision and of the reasons for said decision.

ARTICLE 5. APPEALS PROCEDURE

1. In the event that the employee does not agree with the administrator's final decision on his job classification, he shall be entitled to file a written appeal, stating reasons for the appeal, with the Executive Board. Such an appeal must be lodged within six weeks of the date of the notice on the administrator's final decision on the job classification. The Executive Board shall confirm the receipt of the appeal in writing.
2. The Executive Board shall ensure that the employee's appeal receive proper consideration, in accordance with the Dutch Universities' Job Classification Appeals Procedure. Unless it immediately decides in the employee's favour, the Executive Board shall forward the appeal

as well as supporting documents to the National Committee for consultation, within two weeks of receipt of the appeal.

3. The Executive Board shall notify the administrator in writing of the receipt of the appeal and of the fact that it has been forwarded to the National Committee for consultation.
4. The National Committee shall consider the appeal in accordance with Article 7 of the National Appeals Procedure.
5. The National Committee shall issue a recommendation in accordance with Article 8 of the National Appeals Procedure.

ARTICLE 6. DECISION OF THE EXECUTIVE BOARD

1. The Executive Board shall issue a decision on the appeal within ten weeks of its receipt, in accordance with Article 9 of the National Appeals Procedure, provided that the appeal satisfies the formal requirements. If the Executive Board chooses not to uphold the National Committee's recommendation, it shall provide its reasons for doing so. The National Committee's recommendation shall be enclosed with the notice of the Executive Boards' decision. The decision can be appealed, and the notice shall mention the name of the competent judge and the time span within which an appeal must be lodged.
2. The following parties shall be notified of the decision in writing:
 - a. The employee;
 - b. The administrator;
 - c. The National Committee;
 - d. The Human Resources director.

ARTICLE 7. FINAL PROVISIONS

1. In all cases that fall outside the scope of these regulations, the Executive Board shall be entitled to decide at its discretion.
2. These regulations shall become effective as of 1 September 2015 and shall be referred to as the "2015 University of Twente Job Classification Regulations".
3. The "2007 University of Twente Job Classification Regulations" shall be voided as of 1 September 2015.

APPENDIX 1. JOB PROFILE AUTHORIZATION OVERVIEW

Section A: Job profiles whose classification is restricted to the Executive Board (by virtue of Article 31 of UT's Management and Administration Regulations):

Article 31 of UT's Management and Administration Regulations stipulates that the Executive Board shall not authorize other parties to appoint and dismiss directors and service directors, among other high-ranking positions. For this reason, the classification of the job profiles listed below, which normally falls within the scope of directors and service directors' competence, shall be restricted exclusively to the Executive Board.

Job profile name	Job code
Dean	01 01 xx
Director of research institute	01 03 xx
Policy director	07 02 xx
Service director	07 07 xx
University secretary	07 12 xx

Section B: Job profiles whose classification requires authorization by the Executive Board (by virtue of Article 31 of UT's Management and Administration Regulations):

Article 31 of UT's Management and Administration Regulations stipulates that the Executive Board shall not authorize other parties to hire and dismiss professors, nor to assign classifications to their job profiles and levels.

In order to safeguard proper co-ordination of the above tasks, the classification of the positions listed below shall require a prior recommendation issued by the HR director to the Executive Board, as well as authorization by the Executive Board.

Job profile name	Job code
Director of educational institution	01 02 xx
Chairperson of capacity group	01 04 xx
Professor	01 05 xx
Director of operational management	07 06 xx