

GENERAL PROVISIONS

student-assistants UT-Flex

0 GENERAL

If you want to be eligible for employment as a student-assistant, you must meet the following conditions. You are registered as a student or auditor at a Dutch university and are preparing for a *doctoraal* or *ingenieur* examination. In addition, you render a contribution to academic higher education or research.

Pursuant to chapter 10, Article 10.2 paragraph 2 and Article 10.4 paragraph 2 of the Collective Labour Agreement Dutch Universities, the Executive Board has set further rules both for the **duration** and the **study level** (see point 1 and 2 of these provisions).

1. EXTENT AND DURATION

- maximum of 50 hours per month if you have only concluded the P-phase
- maximum of 66 hours per month if you have concluded the B2-phase
- maximum of 83 hours per month if you have concluded the B3-phase

This rule can only be deviated from if this is necessary because of the nature of the activities (for example block practical training, extensive editing work) or another reason. This is to be assessed by or on behalf of the Executive Board.

The maximum **duration** of the employment is 12 months.

2. ESTABLISHING THE SALARY

The level of the salary depends on your study level. The Bureau Educational Affairs (BOZ) of your faculty determines this level. As a rule, the phase of study in the study programme determines your study level.

If you do not follow the normal procedure in your study programme, your study level will be determined on the basis of the number of ECTS credits you have obtained. See the overview salary indication under "study level".

The salary level is set at the start of a small job. If the study level is increased during the term of a small job, promotion to a higher salary number is subject to the remainder of the small job is still at least 3 months and the approval of the faculty/department. Furthermore, the salary level will not be adjusted retroactive, unless there is an obvious administrative error.

3. OVERVIEW SALARY INDICATION (reference date 1 January 2010)*

BaMa ECTS	hours per month	gross salary per month 1 Jan 2016	Hourly pay	CAO NU salary grade SA
P-concluded of 60 ECTS	165	€1916.-	€ 11.16	salary number 2
B-2 concluded or 110 ECTS in B-phase	165	€2050.-	€ 12.42	salary number 3
B-3 concluded or 160 ECTS in B- and/or Master phase	165	€2233.-	€ 13.53	salary number 4

4. HOLIDAY LEAVE

You are entitled to holiday leave as referred to in Article 4.7 paragraph 1 of the Collective Labour Agreement Dutch Universities in proportion to the number of hours worked. Normally, upon commencement of your employment and at the beginning of each new calendar year, the UT determines the entitlement to holiday leave. The entitlement to and taking up of leave are subsequently recorded on a digital leave card. Because it is not known in advance how many hours a student-assistant will work in a calendar year, another method has been opted for in UT-flex: you receive your holiday leave not in the form of paid time off, but in the form of a supplement to your gross hourly pay. The level of this supplement is 11.72%.

5. HOLIDAY ALLOWANCE

The holiday allowance is calculated monthly and amounts to 8% of the actually enjoyed monthly salary. Normally, the UT pays out the holiday allowance in the month of May. UT-flex pays out the allowance monthly, together with the salary payment.

6. YEAR-END BONUS

The year-end bonus is calculated monthly and amounts to 8.3% of the actually enjoyed monthly salary. Normally, the UT pays out the year-end bonus in the month of December. UT-flex pays out the bonus monthly, together with the salary payment.

7. SOCIAL SECURITY

During your employment, you are a member for the purposes of the Pension Regulations of the Stichting Pensioenfonds ABP. During the employment you will accrue pension. As a result of your employment, you are subject to the Healthcare Insurance Act. This means that you have a statutory obligation to take out healthcare insurance.

8. REPORTING SICK

If you are unable to work due to illness, you must report this before 10 am to the faculty bureau.

9. END OF EMPLOYMENT

You have temporary employment that ends by operation of law when the agreed term has expired. Another ground for termination is passing your *doctoraal*/master examination. The employment is considered to have been terminated effective from the first day of the month following the date on which you have graduated (*doctoraal*/master). The employment is also terminated if you are no longer registered as a student at a Dutch university or if you have discontinued your study.