

TERMS OF EMPLOYMENT UT STUDENT JOBS

UNIVERSITY OF TWENTE.



COLOPHON

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WEBSITE

www.utwente.nl/staffmanual

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1. GENERAL

The University of Twente gives students the opportunity to work for UT so as to earn some money and gain experience alongside their studies.

At UT, you can work as a student assistant in the employment of UT or as a student in the employment of the payroll service provider. How you are employed depends on the nature of the work:

- A. You enter the employment of UT as a student assistant if, in your work for UT, you make a contribution as a student to academic education and/or research at UT.
- B. You enter the employment of the payroll service provider if, as a student, you carry out work for UT in which you make no contribution to academic education and/or research at UT.

The present regulations give you information about the terms of employment that apply to you as a student under the new UT Student Jobs policy.

You may already be working (or have previously worked) for UT as a student assistant or flexible student worker and, under the pre-existing policy, you might have been assigned work at UT via UT Flex on the basis of a zero-hours contract for the duration of your study programme. In that case, the pre-existing rules for the zero-hours contract still apply to you.

2. STUDENT EMPLOYEE IN THE EMPLOYMENT OF UT

If you still have a zero-hours contract with UT and you are still working on the basis of that zero-hours contract (via UT Flex), the general provisions for student assistants continue to apply to the zero-hours contract.

If you do not have a zero-hours contract with UT and if you work for UT on the basis of fixed working hours (fixed number of hours per week), these regulations are applicable to you. These regulations will also be declared applicable in your employment contract.

2.1 CONDITIONS FOR WORKING AT UT AS A STUDENT EMPLOYEE IN THE POSITION OF STUDENT ASSISTANT

If you would like to be considered for employment as a student assistant at UT, you must satisfy the following conditions:

- You are registered as a student at the University of Twente and are working towards a Bachelor of Science (BSc) or Master of Science (MSc) degree;
- As a student assistant you make a contribution to academic education or research;
- You are employed at/for one of the UT faculties. As a student assistant you cannot be deployed at or for the benefit of one of the central service departments of UT;
- It is up to the relevant faculty or teaching programme to determine whether first-year students are permitted to fulfil the role of student assistant. The faculty may attach certain conditions to the deployment of first-year students as student assistants, such as obliging them to take part in training courses geared towards supporting tasks in education. It is the student's responsibility to ensure that their commitments as a student assistant do not prevent them from meeting the standard needed to continue their studies (BSA).

2.2 TEMPORARY EMPLOYMENT WITH FIXED WORKING HOURS

As a student assistant you have a temporary employment contract with fixed working hours per week. You agree your days and times of work with your manager.

Your employment ends on the agreed termination date. Your employment also ends if you are no longer registered as a student at the university or if you have quit your studies.

2.3 SCOPE AND DURATION OF EMPLOYMENT

You are allowed to work as a student assistant at the University of Twente for a maximum number of hours per month; that maximum number of hours depends on what phase of your study programme you are in:

- no more than 12 hours per week (50 hours per month) if you are a first-year student or have completed your first year Bachelor's programme and/or until you have obtained sufficient ECTS credits to continue your studies (the BSA-standard);
- no more than 15 hours per week (66 hours per month) if you have completed your second year Bachelor's programme and/or you have obtained 110 ECTS credits;
- no more than 19 hours per week (83 hours per month) if you have completed your third year Bachelor's programme and/or you have obtained 160 ECTS credits in the Bachelor's/Master's phase.

An exception to this rule may be made if such is necessary due to the nature of the work (e.g. block practical training, extensive editing work) or another special reason. This is at the discretion of the Executive Board or of a party acting on behalf of the Board.

2.4 ESTABLISHING THE SALARY

The salary level depends on the level at which you are studying. This level is set by your faculty's Educational Affairs Office. As a rule, the phase you have reached in your study programme determines your study level. If you do not follow the customary sequence in your study programme, your study level will be determined on the basis of the number of ECTS credits you have obtained. The salary level is established at the start of the employment. If your study level changes in the course of a job and this leads to a higher salary step, you advance to that higher salary step.

Overview salary scale (reference date 1 September 2024)

| Study credits level/ECTS | Number of hours per month | Gross salary per month | Hourly wage | Collective Labour Agreement for Dutch Universities (CAO NU) scale SA |
|---|---------------------------|------------------------|-------------|--|
| First-year student or first year of Bachelor's programme completed and/or until student obtained BSA-standard | 165 | € 2.896 | € 17,55 | salary step 2 |
| Second year of Bachelor's programme completed and/or 110 ECTS credits obtained in Bachelor's phase | 165 | € 2.922 | € 17,71 | salary step 3 |

| | | | | |
|--|-----|---------|---------|---------------|
| Third year of Bachelor's programme completed and/or 160 ECTS credits obtained in Bachelor's/Master's phase | 165 | € 2.951 | € 17,88 | salary step 4 |
|--|-----|---------|---------|---------------|

The latest information on salary scales can be found on the [website of UNL](#).

2.5 HOLIDAY LEAVE

You are entitled to holiday leave as referred to in Article 4.7 clause 1 of the CAO NU. Normally, upon commencement of your employment and at the beginning of each new calendar year, UT determines your entitlement to holiday leave. Leave entitlements and leave taken are recorded in the UT personnel system. As a student assistant, another method is applicable to you: 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. This supplement amounts to 11.72%.

If you are not available to work on your fixed working day or at the fixed time (for example because you have to take an exam or test), you agree with your manager a time at which you can make up for those hours.

2.6 HOLIDAY ALLOWANCE

The holiday allowance is calculated monthly and amounts to 8% of the actual monthly salary. Normally, UT pays out the holiday allowance in the month of May. As a student assistant you receive this allowance monthly, together with the salary payment.

2.7 END-OF-YEAR BONUS

The end-of-year bonus is calculated monthly and amounts to 8.3% of the actual monthly salary. Normally, UT pays out the end-of-year bonus in the month of December. As a student assistant you receive this bonus monthly, together with the salary payment.

2.8 TRANSITION PAYMENT

You also receive transition payment. The amount is shown on your salary slip. This means that at the end of your employment you will have no further entitlement to a transition payment. As a student assistant you receive this compensation monthly, together with the salary payment.

2.9 PENSION AND HEALTH INSURANCE

During your employment, you are a member of the Pension Scheme of the ABP Pension Fund. You will accrue pension during your employment.

Because of your employment, you are subject to the Health Insurance Act. This means that you have a statutory obligation to take out Dutch health insurance.

2.10 REPORTING SICK

If you are unable to work due to illness, you must report this to your manager before 09:00.

2.11 UNIVERSITY OF TWENTE EMPLOYEE HANDBOOK AND CAO NU

The UT [staff manual](#) contains all the local schemes, regulations and codes of conduct applicable to UT employees. Some of these schemes and regulations are not applicable to students. They include the Paid Educational Leave Scheme, the Optional Model for Employment Conditions, the Bonus and Allowances Scheme, the Regulations for the reimbursement of Relocation Costs, Temporary Accommodation and Commuting, and the Leave Regulations. This is evident from the individual scheme, which shows whether students are excepted from the scheme.

The [CAO NU](#) is applicable to your employment, with the exception of certain provisions that are set out in Article 10.3 of the CAO NU and Section 5 of Appendix A.

3. STUDENT EMPLOYEE IN THE EMPLOYMENT OF THE PAYROLL SERVICE PROVIDER

You can become an employee of the payroll service provider if, as a student, you are going to work for UT in a capacity which has no direct contribution to academic education and/or research. This includes but is not limited the following work activities:

- work activities for a central service department of the University of Twente
- ward attendants
- catering workers
- invigilators
- pollsters
- language, sports and music teachers
- correctors
- help desk staff and information officers
- personal drivers
- cloakroom attendants
- students (other than student assistants) who exclusively perform administrative and organisational activities.

As a student employee in the employment of the payroll service provider you are entitled to the same terms of employment, as they result from the collective agreement for Dutch universities (of which ZANU and BWNU are part), as student assistants who are in the employment of UT. Additionally, you are entitled to an adequate pension scheme. Your work activities will be managed and supervised by UT.

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