



**Terms of Employment
UT Student Jobs**

Reference: EB OUT-5639
Date: 1 February 2023

Contents

- General 2
- A. Student employee in the employment of UT..... 2
 - 1. Conditions for working at UT as a student employee in the position of student assistant 2
 - 2. Temporary employment with fixed working hours 2
 - 3. Scope and duration of employment 2
 - 4. Establishing the salary 3
 - 5. Holiday leave 3
 - 6. Holiday allowance 4
 - 7. End-of-year bonus 4
 - 8. Transition payment 4
 - 9. Pension and health insurance 4
 - 10. Reporting sick 4
 - 11. University of Twente employee handbook and CAO NU..... 4
- B. Student employee in the employment of the payroll service provider 4

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.

It may be the case that you already (have) performed work for UT as a student on-call worker and/or student assistant and were employed at UT through UT Flex on the basis of an zero-hours contract for the duration of your study programme, based on the old policy. In that case, the old rules for the zero-hours contract still apply to you.

A. 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.

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 preparing for a Bachelor of Science (BSc) or Master of Science (MSc)
- You have completed your first year Bachelor's course and/or you have obtained 60 ECTS credits
- As a student assistant you make a contribution to academic education or research and
- 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.

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.

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 have completed your first year Bachelor's course and/or you have obtained 60 ECTS credits.
- no more than 15 hours per week (66 hours per month) if you have completed your second year Bachelor's course 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 course 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 because of 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 on behalf of the Board.

4. Establishing the salary

The salary level depends on your study level. The Office for Educational Affairs of your faculty sets this level. 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 2022)

Study level/ECTS credits	Number of hours per month	Gross salary per month	Hourly wage	CAO NU (Collective Labour Agreement for Dutch Universities) scale SA
First year Bachelor's course completed and/or 60 ECTS credits	165	€2,402	€14.56	salary step 2
Second year Bachelor's course completed and/or 110 ECTS credits in Bachelor's phase	165	€2,402	€14.56	salary step 3
Third year Bachelor's course completed and/or 160 ECTS credits in Bachelor's/Master's phase	165	€2,611	€15.82	salary step 4

You can find the current salary scales on the [website of UNL](#).

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, possibly because you are taking an exam or a test, you agree with your manager a time at which you can make up for those hours.

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.

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.

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.

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.

10. Reporting sick

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

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 the schemes and regulations are not applicable to students, including 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.

B. 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 carry out work for UT in which you make no contribution to academic education and/or research. This includes the following work activities (not exhaustive):

- 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 BWNNU are part), as students 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.

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.