



# Working at EUR

**Erasmus University Rotterdam**  
Making Minds Matter



# Welcome!

Welcome to Erasmus University Rotterdam (EUR). We're delighted that you are joining our staff. As an *Erasmian*, you are now part of an international and dynamic organisation, in which we strive to create a positive social impact together.

EUR offers you various growth and development opportunities, enabling you to continue investing in your talent for the future. In our quest to achieve our strategic objectives, your input, skills and talent are essential factors for success!

This brochure contains all the information you need about working at EUR, such as the HR policy and our terms of employment.

We hope you feel at home at EUR and wish you an enjoyable and successful time at EUR!

*The Executive Board*

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# Terms of Employment

## Collective Labour Agreement

The Collective Labour Agreement of Dutch Universities (cao NU) provides the framework for the terms of employment at Erasmus University Rotterdam (EUR). For EUR staff, a large portion of the terms of employment, such as the agreements regarding leave, pension and sick pay are recorded in the cao NU. Click [here](#) for more information and to see the cao NU.

In addition to those in the cao NU, EUR also has specific agreements & regulations in place. For more information on the terms of employment and other HR-related topics, you can refer to the EUR [intranet \(MyEUR\)](#) as soon as your employment paperwork is processed and you have been issued a EUR account.

## Employment Conditions Selection Model

The Employment Conditions Selection Model (ECSM) is an exchange system for terms of employment. As a member of staff at Erasmus University Rotterdam (EUR), you can swap terms of employment and thus create a customised package of terms of employment. In some cases, swapping terms of employment can also provide tax benefits.

Your input always consists of time and/or money, which we call 'sources'. You can swap these sources for several types of goals:

Sources	Goals
Time: holiday leave	Extra commuting allowance
Money: holiday allowance or year-end bonus	Extra pension
	Extra income
	Long-term leave days saving plan
	Extra days of leave

The ECSM does not apply to student assistants and interns.

See for more information [MyEUR](#).

## Flexible working and compensatory leave

The standard working week is 38 hours. As a member of staff at EUR, you may – once a year and in consultation with your manager – increase or decrease your weekly working hours by 2 hours compared to the standard working week, meaning you will work 40 or 36 hours rather than 38. However, this does affect the number of days' leave you have each year.

FTE - scope of the employment contract (hours per week on average)	Flexible working options	Accrual of compensation hours or annual reduction in holiday hours
1.0 FTE (average working week 38.0)	40 hours	plus 96 hours
	38 hours	0
	36 hours	minus 96 hours
0.9 FTE (average working week 34.2)	36 hours	plus 86.4 hours
	34 hours	minus 9.6 hours
	32 hours	minus 105.6 hours
0.8 FTE (average working week 30.4)	32 hours	plus 76.8 hours
	30 hours	minus 19.2 hours
	28 hours	minus 115.2 hours
0.7 FTE (average working week 26.6)	28 hours	plus 67.2 hours
	26 hours	minus 28.8 hours
	24 hours	minus 124.8 hours
0.6 FTE (average working week 22.8)	24 hours	plus 57.6 hours
	22 hours	minus 38.4 hours
	20 hours	minus 134.4 hours

*For part-timers, the above applies pro-rata to the hours they work. Flexible working hours do not apply to student assistants.*

## Leave

Requests for leave are to be discussed with your manager and submitted via the ESS portal (Erasmus Self Service). Your annual leave entitlement is set out in the cao NU.

Besides general leave, EUR offers the following special leave entitlements:

1. [Parental leave](#)
2. [Exceptional leave](#)
3. [Emergency leave](#)
4. [Pre-natal and post-natal maternity leave](#)
5. [Birth leave for partners](#)

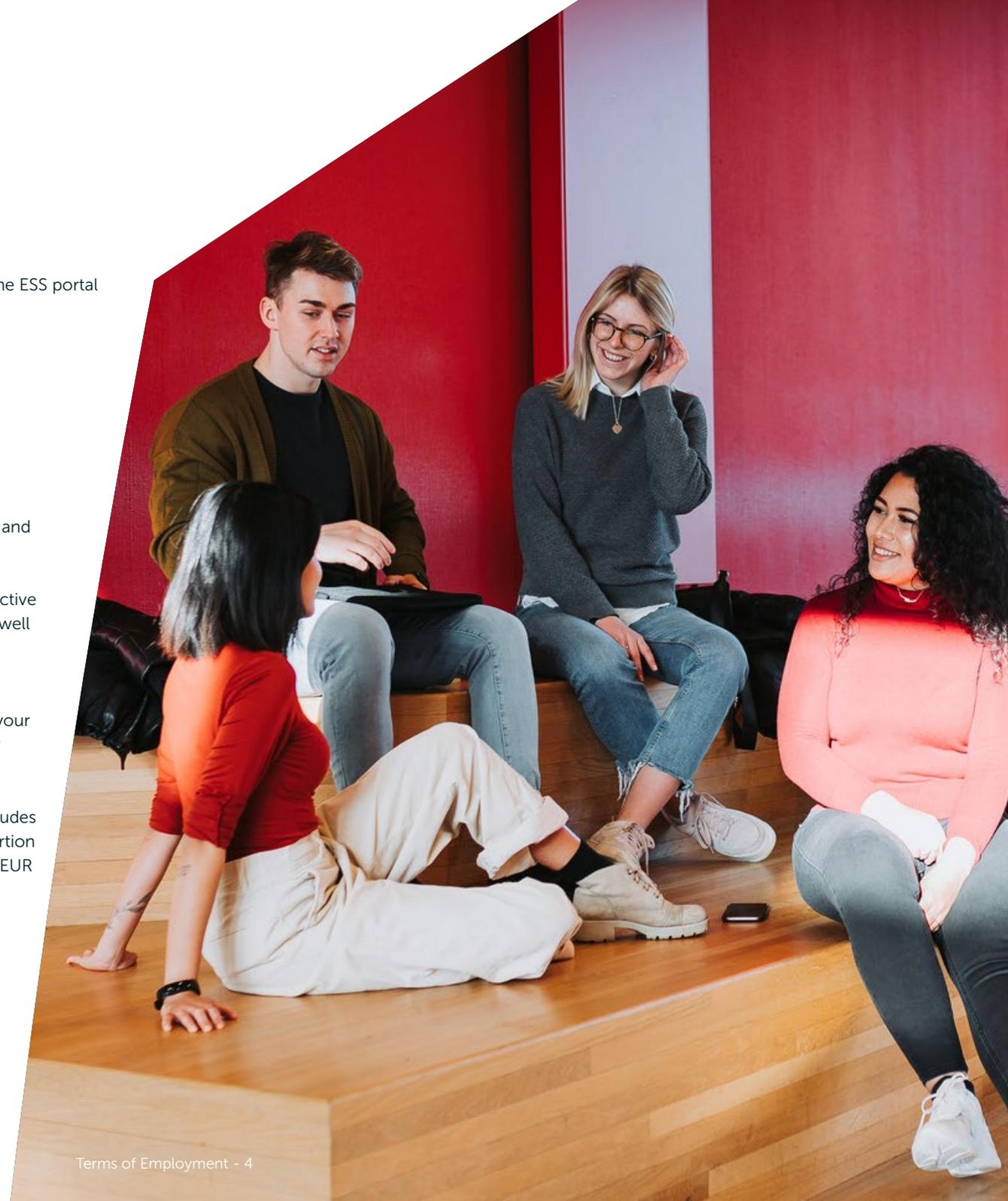
Visit [MyEUR](#) for more information on the leave entitlements at EUR, the terms and conditions and for the validity of the duration of the leave.

A maximum of 7 days of holiday leave per year will be designated for the collective closure of EUR. The dates for each calendar year will be published on [MyEUR](#) well in advance.

## Holiday allowance and year-end bonus

As a member of staff at EUR, you are entitled to a holiday allowance of 8% of your salary, with a minimum amount stipulated in the cao NU. You will receive your holiday allowance once a year in the month of May.

You are also entitled to a year-end bonus of 8.3% of your annual salary; this includes a minimum amount stipulated in the cao NU (on an annual basis and in proportion to the hours you work). The year-end bonus is paid in December. If you leave EUR during the year, the amount will be calculated pro rata.





# Payments

You may be entitled to the following payments.

## Travel expenses

You may choose from two options concerning payment of your travel expenses for commuting to work. The standard payment is the mileage allowance, but you can also choose a public transport allowance.

1. **Travel expenses scheme mileage allowances:** Payment based on the distance you travel (your mileage). Mileage allowance is paid regardless of the form of transport. This allowance is €0.19 per kilometre, up to 30 kilometres per travel day. If you travel more than 15 km one way, you may request an additional reimbursement for your travel expenses through the Employment Conditions Selection Model (ECSM).
2. **Travel expenses Public Transport (OV):** In the event you want to make use of public transport, EUR will provide you with an NS Business Card (2<sup>nd</sup> class). The NS Business Card is valid for all forms of public transport (train, metro, tram and bus). You may use this card for travel to EUR as well as for any work-related trips. Travel costs for public transport may amount to a maximum of €250 per month based on full-time employment. If more costs are incurred, these will be deducted from your salary. For part-timers, this will be calculated pro rata based on employment hours.

Visit [MyEUR](#) for more information on commuting to work and declaring your travel costs.

## Homeworking allowance

Based on the cao NU, EUR offers a homeworking allowance of €2 per day you work from home. Requests for this homeworking allowance can be submitted via the [ESS Portal](#). Visit [MyEUR](#) for more information on the homeworking allowance.

## Parking at EUR

Campus Woudestein offers paid parking facilities. Many people visit the campus every day, including students, staff and suppliers, all of whom need a place to park. This necessitates a parking policy. Rates vary according to target group. EUR staff are eligible for a special staff rate of €2.50 per day. For more information, visit [MyEUR](#).

## Private internet expenses

EUR offers its employees a monthly allowance to contribute towards the internet expenses. The allowance is € 25.00 net per month. Among others, this allowance does not apply to on-call workers and student assistants and persons not employed by EUR. For more information and conditions, please visit [MyEUR](#).

## Bicycle

To promote sustainable mobility and vitality, EUR encourages cycling as a means of travel between home and work. It has therefore launched a bicycle scheme that contributes to the costs of purchasing a bicycle for commuting purposes. Once every five years, all EUR staff can receive a 50% reimbursement for the purchase of an ordinary bike (up to a maximum of €500) or an e-bike (up to €1,000), provided they live within a certain distance from campus, have a permanent contract and have been working at EUR for at least one year or have a temporary contract for a term of 2 years.

The terms & conditions and the application form are available at [MyEUR](#).

## Trade union contribution

EUR attaches great value to participation. All staff with an employment contract from EUR may therefore receive a contribution towards their trade union fee. This contribution is paid annually and is 50% of the trade union fee. The terms & conditions can be found at [MyEUR](#).

## Relocation allowance

If you are requested to relocate nearer to campus Woudestein because of your work at EUR, you may be eligible for a contribution to your removal costs. If you cannot commute from your current place of residence every day until your move, you will be eligible to receive a contribution to the costs of overnight stays near EUR amounting to a maximum of €500 a month. This contribution is taxable once the maximum amount of the contribution to the relocation allowance has been reached. The contribution to overnight accommodation does not apply if you are eligible for the 30% scheme. Visit [MyEUR](#) for more information and to see if you are eligible for this allowance.



### **Pension**

EUR is affiliated with the ABP, the pension fund for the public sector. As a staff member at EUR, you are registered with the ABP and will accrue a pension with them. If you have questions about your pension, you can request a digital or personal consultation with the ABP. During this consultation, you can ask your questions and/or discuss your personal situation. You will also receive an updated overview of your accrued pension once a year. For more information, visit the [ABP website](#) (Dutch only).

### **Recognition of other forms of relationships than marriage**

If you are not married, you may still be eligible for certain legal status arrangements based on the regulation 'Recognition of other forms of relationships than marriage'. These are:

- Extraordinary leave due to personal or family circumstances;
- Death benefit;
- Surviving dependant's pension.

Visit [MyEUR](#) for the application form and more information.

### **30% scheme (for international staff only)**

Through the 30% scheme, under certain conditions, Dutch tax law provides a tax benefit to staff who are posted abroad or who come to work in the Netherlands. This may involve a flat-rate allowance for the extra costs involved in a temporary stay in the Netherlands or abroad. The key to this scheme is that around 30% of the salary can be paid tax-free and premium-free as compensation for extraterritorial costs, such as costs for requesting/converting official papers.

By issuing a decision, the Netherlands Tax Authorities will determine whether the 30% scheme can be applied to a given member of staff. For more information and the terms & conditions, visit [MyEUR](#).

# Provisions

## Collective insurance

Through EUR, you can join various collective insurance schemes. These collective insurance schemes include:

- [Zilveren Kruis](#): healthcare insurance
- [Loyalis](#) (Duch only): income upon incapacity for work\*
- [Allianz](#) (Duch only): car insurance

*\* We wish to specifically draw your attention to this insurance because loss of income as a result of incapacity for work can be significant.*

## University Library

As a member of staff at EUR, you can request a free library card for the University Library (UL). At the UL, you can consult digital sources and borrow books on a range of specialist fields. The UL has various partnership agreements with other libraries, enabling you to borrow books from these libraries as well. You will also have access to the collection of the Rotterdamsch Leeskabinet. For more information, visit the [UL website](#).

## Open Access publishing

Academic staff publish scientific output via RePub. For more information, visit [MyEUR](#).

## Software

Via Surfspot.nl, you can purchase software from Microsoft and Adobe at deeply discounted prices.

## Child care

Partou childcare centre is located on Campus Woudestein and provides day care for children ages 0 to 4. For more information, visit [MyEUR](#).





# Career & Development

## Learning & Career Centre

At EUR, we are eager to promote your personal and professional development. With the help of the Learning & Career Centre (LCC), EUR supports you in becoming – and staying – ‘fit for the future’. The LCC provides a great many facilities and services that you can make active use of throughout your employee journey, from the very beginning until you leave EUR. For example, you can turn to the LCC for introduction days, a diverse range of training programmes, free career coaching and a personal career budget. Additionally, the LCC holds frequent workshops and events to help you take control of your own career. Visit [MyEUR](#) for detailed information on career paths, study facilities, the experiences of other colleagues and all the other facilities on offer.

## Introductory programme for new staff

Three to four times per year, EUR organises a central introductory programme for all our new members of staff. You will receive an email inviting you to take part. The programme starts with an in-person kick-off at EUR, during which you will get to know not only your new colleagues, but EUR as a whole. You will also learn about the university’s strategy and what we are doing to realise our mission: creating social impact. Questions will be answered as well, such as: Who was Erasmus? What were his core values and where do we see these reflected in the organisation today? Through the online and in-person workshops, you will learn more about the Erasmian Values and our Erasmian Way, i.e., how we put these shared values into practice within our organisation. There is also a campus tour, an onboarding day for internationals and workshops on practical matters such as Privacy & Security and Office 365/Teams. For more information, visit [MyEUR](#).

## Career Policy for Academic Staff - Recognition & Rewards

The developments in connection with ‘Recognition & Rewards’ are particularly relevant to members of academic staff. EUR wants to offer its academic staff an environment and career paths in which they can develop their talents to the fullest and choose the direction that is best suited to those talents. Achieving this goal requires a modernised system for recognising and rewarding academic staff, one that is more effectively aligned to their academic duties and to EUR’s mission. In June 2021, a [EUR Framework for Recognition & Rewards](#) was adopted. This framework describes the major goals and milestones. Implementation steps are currently being taken within all faculties and at the organisational level (particularly in HR). In other words: Recognition & Rewards is a top priority at EUR!

For more information on Recognition & Rewards at EUR, visit the [EUR website](#).





### **Further study**

By taking part in further education and training, you increase your employability and facilitate your advancement to roles that suit your talents. For all questions about further study and development, you can turn to the TOP (Training and Development Platform) office. TOP is part of the LCC and offers support and advice to staff and organisational units as they strive to embed learning, knowledge transfer and personal growth and effectiveness. With its mission 'A Great Place to Grow', TOP works to strengthen a learning culture and the further professionalisation of processes in connection with learning and development. You can use your Personal Career Budget to take part in a TOP training. Visit [MyEUR](#) for more information.

### **Personal Career Budget**

The Personal Career Budget is an annual sum of €500 that staff can use to further their career ambitions. With that money, staff members can buy products and services that help them achieve a better position in the labour market in the future. The terms and conditions and further details are available at [MyEUR](#).

### **Personal development days**

Based on the collective labour agreement, you are entitled to two personal development days a year. These days are intended to increase your employability in the long term. You can use the days for various activities to support your career development and enhance your employability. Visit [MyEUR](#) to see the options.

### **Performance and development cycle (P&D cycle)**

With its performance and development interviews (P&D interviews), EUR strives to enhance the performance and development of staff. The P&D cycle enables EUR to continuously focus on the quality of each member of staff and contributes to its desire to play a leading role in the academic world and society. In this context, 'performance' refers to concrete results and achieving goals. By 'development', we mean working on growth at both a personal and career level. Performance and development are both equally important at EUR.

The P&D cycle is a continuous process and consists of several interviews and activities. At least once a year, a formal P&D interview is arranged between manager and member of staff. During this P&D interview, you will review the work and results (your performance) of the past year.

The manager will also communicate the assessment that the member of staff will receive and together, the two will make agreements for the coming year. The P&D interview is expressly about personal and career development and will involve making agreements in these areas as well.

The progress made toward these agreements will be discussed throughout the year. Regular work consultations and bilateral meetings can also be used for this purpose. Both managers and staff are responsible for regularly reviewing performance and development.

### **Career Coaches**

Would you like to find out what you're really looking for in a job? Or identify the next step in your career? Or maybe you'd like to learn how to regain your enjoyment and energy at work? Our experienced Career Coaches are here to guide members of staff on this voyage of discovery. They will join you in your self-reflection, so that you can chart a new course and take suitable decisions for the future. Visit [MyEUR](#) to see who the coaches are.





# Safe & Healthy Working Programme

EUR wants to provide a safe and healthy working environment for all its staff. Pleasant working conditions, a good work experience and staff welfare are important here. A good atmosphere in the department and an effective balance between the workload and your available capacity contribute to this. To support you in this area, EUR provides access to a number of facilities. For more information on safe & healthy working, visit [MyEUR](#).

## Blended working

EUR encourages blended working, i.e., working from a variety of locations and at different times. That might mean working from home, commuting outside peak hours and working at times that are convenient for you (and your team). For more information, visit [MyEUR](#).

## Smoke-free campus

EUR places a high value on a healthy, pleasant and clean environment for working and learning. For that reason, all EUR locations have been smoke-free since August 2020. This is in keeping with the legislation concerning smoke-free school campuses. Keeping EUR's locations smoke-free also contributes to our sustainability efforts. For more information, visit [MyEUR](#).

## Erasmus Vitaal

The Erasmus Vitaal programme was set up to promote the physical fitness of EUR staff. Erasmus Vitaal consists of a Health Check, short exercise sessions in your department and other facilities. The Health Check concludes with a report including tests and examination results. Visit [MyEUR](#) for more information.

Besides the Health Check, you can also do half an hour of exercises in your department every week. Ask your manager or head of department about the options or visit [MyEUR](#) for more information.

## Sport

If you wish to get involved in sports, you may use the facilities of our own Erasmus Sports Centre at Campus Woudestein. EUR staff can do sports here all year round for an affordable price because the Executive Board partially subsidises the costs of the sports subscription. For more information, visit <https://erasmusport.nl/en/>.



### **Erasmus Vitaal Day**

Every year, the 'Erasmus Vitaal Day' is organised for all EUR staff. During this day, you can compete as a team against other organisational units. Keep an eye on MyEUR for more information!

### **Vitality software**

Much of your work at EUR is done on a PC or laptop. To prevent CANS (Complaints of the Arms, Neck and Shoulders), you can do the exercises provided by vitality software CtrlWORK. To use CtrlWORK, you set up a personal profile. The program then registers your mouse and keyboard use and tells you when it's time to take a break. CtrlWORK suggests different exercises and stretching exercises to prevent CANS. Visit [MyEUR](#) to learn how to download the software onto your laptop or PC.

### **Family Friendliness**

If you'd like to know more about how the university can help you balance parenthood and employment, read the Family Friendliness brochure available via [MyEUR](#). The brochure tells you more about the facilities relating to pregnancy and birth, parenting, care and work-life balance.

### **Work-life balance coaches**

EUR has work-life balance coaches who can help staff strike a good balance between work and their personal lives. You can contact the coaches yourself for answers to a wide range of questions. How do I say 'no'? How do I set the right priorities? What are my stress factors? What gives me energy, and how do I keep finding enjoyment in my work? Visit [MyEUR](#) to see who the coaches are.

### **OpenUp**

OpenUp is an online service from qualified psychologists, who provide virtual help to staff who want insight into mental-health symptoms or concerns. As a member of EUR staff, you can easily book a consultation for yourself, either by phone or online. OpenUp also provides a variety of workshops and various online materials about a number of health-related topics. You can sign up for OpenUp without getting your manager involved.

OpenUp will not share any details or personal information about you with your employer, EUR. OpenUp is there for you, wherever and whenever you like. This service is available to all EUR staff. Visit [MyEUR](#) for more information.

### **Reporting illness and recovery**

Staff at EUR are personally responsible for reporting absenteeism due to illness and when they return to work. When new staff join EUR, the procedure for reporting illness and returning to work in their organisational unit is explained. If you are ill, you must inform your manager as soon as possible. The same applies when you are recovered and ready to return to work. Visit [MyEUR](#) for more information.

### **Occupational physician**

EUR provides its own absenteeism management and prevention. This is done in close cooperation with two occupational physicians. The occupational physician invites (ill) employees to their consultation hour. This is also open to any EUR staff who wish to ask questions about work-related health problems such as issues from working with screens, physical stress, risks for pregnancy or for workplace adjustments. Visit [MyEUR](#) for the contact information and more information.

### **Company welfare worker**

If you have problems that are the result of or that are affecting your work, you can contact the company welfare worker. Our welfare worker's goal is to support, coach and advise staff who wish to develop certain competencies and/or who have or are at risk of developing social/psychosocial difficulties. The welfare worker can help staff with both work-related and home-related problems and development issues. Visit [MyEUR](#) for the contact information and more information.

### **Confidential counsellors**

The confidential counsellors are the point of contact for anyone who has encountered or is encountering inappropriate behaviour in their work situation. You can talk freely to the confidential advisers. Anything you tell them will be handled in the strictest confidence. They will offer support and advice and help you find solutions. More information is available at [MyEUR](#).



### **Ombuds Officer**

The ombuds officer can provide support with regard to questions, dilemmas or conflicts on the work floor or within a degree programme. Support from the ombuds officer can take the form of an in-depth conversation, advice, referral, mediation, or setting up an independent enquiry. All contact with the ombuds officer will be treated as confidential. Visit [MyEUR](#) for the contact information and more information.

### **Health and safety officers**

You can turn to the health and safety officer in your department for help with a variety of issues related to safe and healthy working. These officers are direct colleagues who, in addition to their regular jobs, also act as a point of contact for this theme. They are trained to provide information and advice regarding your working conditions and how to ensure a safe and healthy workplace. For more information, visit [MyEUR](#).

### **PhD psychologist**

A doctoral programme can be very demanding. You run challenging research projects, you want to carve out a position for yourself in the national and international academic world, and you are trying to navigate your own course, but you want to do that in agreement with your supervisors. Managing all these elements can be very stressful. For that reason, it is important not to ignore symptoms for too long, but to do something about them. Together with the psychologist for PhD students, you ensure that you are on the right path to successfully completing your doctoral programme in a healthy way. Visit [MyEUR](#) for contact details and more information.

### **Physiotherapy**

If you get an injury, you can go to Physiotherapy Campus Woudestein. This is a private practice with a qualified physiotherapist and manual therapist who can advise, support and treat you. The physiotherapist also aims to prevent problems in the future. Visit [www.fysiotherapiewoudestein.nl/](http://www.fysiotherapiewoudestein.nl/) for more information, opening hours and costs (Dutch only).



# Diversity & Inclusion

At EUR, we take 'diversity' to include both visible (gender, age, race) and invisible (sexual orientation, disability, academic profile) diversity characteristics. 'Inclusion' means that employees can be themselves and at the same time feel part of the team. We believe that by becoming more inclusive, we will become more diverse as well. In our work, we strive to improve the entire cycle of HR processes, paying attention to processes in including attracting and retaining employees, helping them advance within the university and monitor the reasons why they leave the university. In doing so, we focus on systematic improvements as the most important driver of change.

Examples of measures and policy to promote D&I include:

1. Each faculty has appointed a diversity officer to develop and implement a plan to support diversity policies, together with the rest of the faculty. Visit [MyEUR](#) to see who your Faculty Diversity Officer is;
2. 25/25 measure for female professors and associate professors consisting of mentoring, workshops, support in preparing their portfolios, independent advice about their portfolios and financial support. See for more information the [EUR-website](#);
3. A toolkit and mini e-learning for recruitment & selection procedures (available at MyEUR);
4. Recruitment and selection training for all HR staff members and other staff involved in these processes;
5. Promote inclusive education and an inclusive learning environment;
6. Temporary exemption from teaching or research following maternity leave. Visit [MyEUR](#) to see the policy and terms & conditions;
7. Monitoring the composition of the Appointments Advisory Committee and the appointed professors;
8. A network (FAME: Female Academics Moving toward Equity) for women in all positions at the university (academic and non-academic) that acts as a face and voice for female staff, both within and outside EUR;
9. QuEUR network for LGBTQI+ employees and allies.

For more information on our diversity policy and the corresponding measures, visit [MyEUR](#).

## **Jobs and Jobs Quota (Work Disabled Persons) Act**

EUR wants to offer opportunities to people with an impairment and thus fulfil the aim of the Jobs and Jobs Quota (Work Disabled Persons) Act (Dutch: Banenafpraak). No two people are the same and everyone has talents. What position suits someone depends on their education, background, experience and ambitions and can therefore vary widely from one person to another. We currently have staff with an occupational disability working in very diverse roles, such as a tutor, academic researcher, administrative officer, steward, post and logistics officer, policy officer, IT staff, secretary and team supporter. There are numerous opportunities. For more information about the Jobs and Jobs Quota (Work Disabled Persons) Act at EUR, visit [MyEUR](#).

## **Internationalisation**

With over one hundred different nationalities, EUR has a truly international work and study environment. Attracting and retaining international talent is an important priority at EUR as well. We support international staff and promote the social integration of our international staff, both within our academic community and the surrounding city and region. Here is a selection of the activities we organise:

- Extensive support for administrative immigration procedures;
- Monthly social activities for international staff;
- Dutch language courses;
- Workshops on relevant subjects (such as how to fill in your tax return);
- Dual Career programme (a job programme for partners).

## **Dual Career Programme**

At EUR, we offer a range of facilities to support international academic talent. We also offer facilities for relocating family members and partners who – like the new member of EUR staff – find themselves in another country, culture and new social environment. To support them and ease the transition, EUR offers a Dual Career Programme (DCP) to support partners, whether that is helping them find a job on the Dutch labour market, assistance in setting up their own business or developing their skills (such as by enrolling in a study programme). There are social activities and a buddy programme as well. The programme is jointly organised by EUR, Leiden University & TU Delft.

For more information, visit the [EUR website](#).

# Sustainability

EUR wants to be a socially engaged university with a positive impact on our living and working environment. Sustainability is part of our DNA. This is reflected in our research and education programmes, but also in our operational processes.

Everyone who works or studies at EUR shares a duty to help us achieve our sustainability-related ambitions: by centring their teaching and research on sustainability issues, but also by making responsible choices when it comes to mobility, food and purchasing. Everyone can contribute and EUR is eager to facilitate this.

## Education on sustainability

EUR prepares students for a career in which they can apply relevant knowledge and skills to resolve sustainability-related issues or effectively incorporate sustainability aspects into their work.

## Research with impact

Much of the research being conducted at EUR is aimed at sustainability and therefore contributes to the Sustainable Development Goals established by the United Nations, as set out in our Strategy for 2024.

## Sustainable operations

As a socially responsible organisation, EUR wants to be one of the most sustainable universities in the Netherlands. EUR also wants to communicate 'green values' to its staff and students, because students are – after all – the leaders of the future. Our [annual progress report](#) contains information on the ambitions, initiatives, expertise and results of our sustainability programme. The 'Sustainable Campus' roadmap sets out how we are working toward goals such as reducing our carbon footprint, becoming a vegan campus by 2030, achieving sustainable mobility for staff and students, and much more.

EUR strives to become CO<sub>2</sub> neutral and, to that end, is implementing a large-scale energy programme aimed at minimising the energy consumption of our buildings. We also take sustainability into account when procuring products and services.

Students are actively involved in making the campus more sustainable as well. They do this in the Erasmus Sustainability Hub (ESH), which staff is also welcome to join. For more information, visit [MyEUR](#).

If you would like to receive regular updates on our sustainability programme, you can subscribe to the bimonthly newsletter [here](#).

## Sustainable travel policy

EUR wants to be CO<sub>2</sub>-neutral by 2024. We are working toward this goal by encouraging our staff and students to travel less often and more sustainably, thinking carefully about whether a trip is truly necessary and by facilitating remote collaboration. Visit [MyEUR](#) for more information.

If you have questions about sustainability at EUR, please visit the [EUR website](#).





# Integrity

## **Code of Integrity**

In order to ensure a safe, healthy and inclusive environment for all our staff and students, it is important that we establish clear agreements with one another regarding the values and standards that form the basis for our interactions. EUR has drafted a [Code of Integrity](#) for this purpose. This code provides a guideline for the behaviour we can expect from one another, led by the principles of **reliability, respect, transparency** and **cooperation**. This code also allows us to hold one another accountable for our responsibilities and each other's conduct.

## **Academic integrity**

At EUR everyone who is involved in education and research is responsible for maintaining academic integrity. As such, the general principles of professional academic behaviour must always be followed. **The Dutch Code of Behaviour for Academic Integrity** has outlined these principles. These are also supported by EUR and serve as guidelines for the university. If you have any questions about academic integrity or suspect a violation or abuse of academic integrity, you can contact the confidential adviser for academic integrity. Some faculties have also appointed their own confidential adviser for academic integrity. More information and the Code is available at the [EUR-website](#).

## **Dilemma Game App**

To promote integrity, EUR has developed a [Dilemma Game App](#) aimed at strengthening professional conduct and the various forms of integrity among researchers, teaching staff and professional services staff. This Dilemma Game App makes use of common dilemmas and encourages users to discuss these situations.

## **Regulations, guidelines and arrangements**

At EUR, there are **regulations, guidelines** or **arrangements** in place in connection with many different topics. Visit the [EUR website](#) for an overview of all these topics.



# Ancillary Activities

Collaboration between the university and commercial and non-commercial social organisations contributes to optimising knowledge acquisition and transfer and, as a result, is seamlessly aligned to the new strategic goal of creating societal impact. Staff members performing ancillary activities contributes in these areas as well. As long as academic independence is assured, the Executive Board therefore supports ancillary activities undertaken by its university staff.

The Executive Board attaches great value to the integrity of its university staff. Conflicts of interest (real or apparent) should be avoided at all times. The correct registration of ancillary activities done by university staff is essential for this, as it allows us to offer the outside world full transparency with respect to this integrity.

You do need permission from your supervisor in order to perform ancillary activities. Academic staff must also keep an up-to-date list of their activities in a public register, as referred to in the VSNU's Code of Conduct for Scientific Practice. For more information on ancillary activities, visit [MyEUR](#).





## Networks

When you work at EUR, there are a number of networks you can join. A selection of these is listed here.

### **Young@EUR**

Young@EUR is a network for young staff (<36 years old) at EUR. Young@EUR strives to organise interesting events that reflect your personal and professional development, to share knowledge and finally to create a community to strengthen contacts between staff and organisational units. Although Young@EUR is a network for young staff, it is open to everyone: age is just a number. For more information and upcoming events, visit [MyEUR](#).

### **Female Academics Moving toward Equity (FAME)**

FAME is the network at EUR that focuses on supporting and strengthening women in all positions as a means to promote a diverse and inclusive work environment. This applies to both academic and non-academic staff. Every year, FAME organises the Athena Award, which expresses recognition and encouragement for those who help stimulate female talent at EUR. Visit [MyEUR](#) for more information.

### **Erasmus Pride**

Erasmus Pride is the LGBTQIA+ network for staff and students at EUR and Erasmus MC. LGBTQIA+ stands for Lesbian, Gay, Bisexual, Transgender, Queer, Intersex, Asexual and other sexual orientations and gender identities. Erasmus Pride is primarily a network that offers opportunities to meet and strives to provide a safe and pleasant environment for all staff and students, whatever their sexual preference.

### **Young Erasmus Academy**

The Young Erasmus Academy (YEA) is a network for young scholars, founded at EUR in April 2013. Young Erasmus has 18 members, drawn from all the academic disciplines represented at the university. They organise lectures and provide policy advice on various subjects. Visit [MyEUR](#) for more information.

**Erasmus Sustainability Hub** welcomes both staff and students who want to play an active role in promoting sustainability. For more information, visit [MyEUR](#).

# Participation in decision-making

Participation by staff and students in decision-making improves the quality of administrative decision-making and promotes support and engagement among staff and students. EUR has several democratically elected consultative bodies in which students and staff can contribute their views. They take part in policy discussions and advise the various administrative bodies.

## University Council

The University Council represents the students and staff at EUR at a central level and therefore acts as a mouthpiece for all students and staff. The University Council regularly meets with the Executive Board to discuss the central university policy with respect to education, research, finance and personnel & organisation. The University Council provides the board with solicited and unsolicited advice and has the right of approval in connection with some matters. For more information, visit [MyEUR](#).

## Faculty Advisory Board

The Faculty Advisory Board is the faculty's participation body. The council consists of equal numbers of staff and students from the faculty in question. The Faculty Advisory Board is authorised to consult the dean about any issues concerning the faculty. For various important decisions by the dean, such as adopting the faculty regulations and the course and examination regulations, the council has right of approval.

## Service Councils

The interests of the staff in Professional Services, the General Management Directorate and the University Library are represented in three Service Councils. The Service Councils contribute to decision-making in their organisational unit with respect to terms of employment, working conditions and the general staffing policy. Frequent consultations are held with the heads of the relevant organisational units. When a matter affects more than one organisational unit, the University Council will exercise its right to participate. For more information, visit [MyEUR](#).

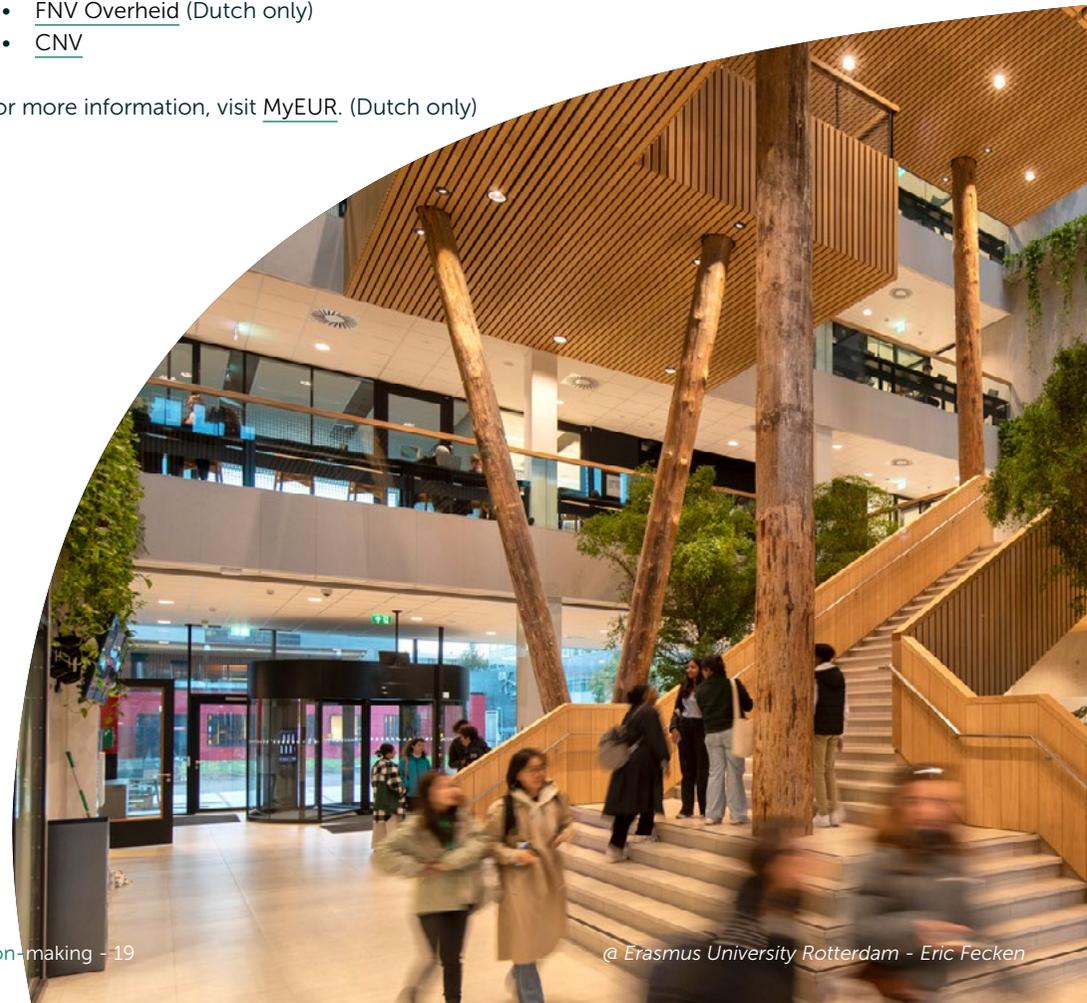
## Trade organisations and Erasmus Labour Council

The trade unions operate at a national and local level. They negotiate on the terms of employment and working conditions. The agreements that are reached at a national level are recorded in the collective labour agreement, the cao NU.

Each individual university then further elaborates the national cao agreements at the local level. At EUR, this is done in the Erasmus Labour Council (ELC), in which three trade unions and the Executive Board reach agreement about terms of employment and the legal position of all staff. In the event of a reorganisation, they reach agreements on an effective social plan that addresses the consequences for staff. This might include things like placements, transfers and retraining or refresher courses. The trade organisations represented in the ELC are:

- [AOB](#)
- [FNV Overheid](#) (Dutch only)
- [CNV](#)

For more information, visit [MyEUR](#). (Dutch only)





## Safety & Security

We work together to achieve safety by preventing accidents and minimising the consequences of a potential accident. Every campus user shares in the responsibility for ensuring a safe campus. This is expressed in a safety-first attitude and safe behaviour, as well as in our safety mission.

Our security service provides security and monitoring of the buildings on Campus Woudestein, both inside and out. Security opens and closes the buildings, offices, corridors and lecture halls at fixed times.

**In case of emergencies, the internal alarm number is +31 (0)10 408 11 00.**

### Lost and found

The Service Desk registers and keeps all lost and found property and unattended property. Items of clothing are kept for a maximum of four weeks. Other items (depending on their value) are stored for a maximum of one year. During that period, the owner can retrieve them from the Service Desk on presentation of a valid ID.

**Tip:** hand in any items to the Service Desk as quickly as possible. The owner may still be on the campus.

If you have lost or found something, please contact the Service Desk: **E.** [servicedesk@eur.nl](mailto:servicedesk@eur.nl) or **T.** +31 (0)10 408 88 80.

### Emergency Response Team

In the event of an actual or suspected fire, accident or evacuation, the in-house Emergency Response Team of EUR comes into action. Despite the presence of our Emergency Response Team at EUR, every member of staff and student play a critical role in **raising the alarm**. In an emergency you should always call the EUR **alarm number +31 (0)10 408 11 00** so that people on-site (who know the layout of the building and the campus) can quickly be mobilised and support the professional emergency services

Want to know more about the Emergency Response Team at EUR, or would you like to be an emergency response team member? Please visit [MyEUR](#).

# Any questions?

If you have any questions after reading this brochure, or if you would like more information about a certain subject, you can turn to your HR contact person. An up-to-date list of the contact persons per organisational unit is available on [MyEUR](#).



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