

Administrative Procedure Ancillary Activities Erasmus University Rotterdam (EUR) 2018

Part of the Sector Regulation Ancillary Activities, July 2017, based on Article 1.14 of the Collective Labour Agreement for Dutch Universities and part of the CLA for Dutch Universities as an independent appendix in conformity with Article J.3 of the CLA for Dutch Universities.

PROCEDURE

I. Definitions

1. The definitions used in this Procedure are similar to those used in the Sector Regulation Ancillary Activities, July 2017. Supplementary explanations of definitions are provided in this Procedure.
2. Regulation: Sector Regulation Ancillary Activities, July 2017.
3. Procedure: Administrative procedure ancillary activities EUR, referred to as Administrative Procedure Ancillary Activities EUR.
4. Manager: manager in the meaning of the EUR Administration and Management Regulations or the person who, on behalf of and under the responsibility of the Executive Board, is charged with the execution of tasks related to the management.

II. Procedure

Scope

5. In derogation to Article 7 of the Regulation, those concerned who have been employed for six months or less need to report their ancillary activities. Additionally, whether or not publication of the ancillary activities is required is at the Manager's discretion.

Notification and permission

6. The employee concerned is to report the ancillary activities and ask the Manager of the faculty or organisational unit where the employee concerned works.
7. At Erasmus University Rotterdam (EUR), the employee concerned is to report the ancillary activities at his commencement of employment, using the form provided for this purpose.
8. During employment, the employee concerned is to report any changes in the details on his ancillary activities (changes in and termination of ancillary activities) to the Manager and update the registration in the respective digital register.
9. The Manager of the faculty or organisational unit where the employee concerned works grants or does not grant permission to perform ancillary activities.

Validity

10. If the substance of ancillary activities remains unchanged, permission granted will remain valid for a period of three years. Before expiry of this period, the person concerned and the Manager enter into consultation about any renewal of the permission.

Conditions

11. Attaching conditions to the permission is at the Manager's discretion in conformity with the Regulation and the Procedure.

Start of the ancillary activities

12. After the Manager's permission has been granted, the employee concerned can perform the ancillary activities.

Publication

13. Publication of the ancillary activities will be in conformity with the applicable Ministerial Regulations and/or the agreements arising from the Collective Labour Agreement for Dutch Universities.

III. Income from ancillary activities

14. In the event of income from ancillary activities, the Manager and the employee concerned make and lay down further agreements on to whom this income accrues (fully or partially). These agreements include provisions on how the following subjects are involved in the considerations:

- the relationship between the activities and the main activities and the position of the employee concerned at EUR;
- the question as to whether the activities are performed (partially) within or outside working hours; and
- the amount of the remuneration in relation to professional independence.

15. Income from ancillary activities will not be settled if there is no relation or appearance of a relation between the ancillary activities and the performance of the position at EUR.

16. Having heard the Faculty or Advisory Board, the Managers of organisational units may prepare further rules on the settlement of income from ancillary activities within the frameworks of the Regulation and the Procedure.

IV. Decision

17. The employee concerned can appeal against the decision with the Executive Board, as referred to in Article 17 of the Regulation. This procedure is subject to the terms and provisions of the General Administrative Law Act (*Algemene wet bestuursrecht*).

V. Sanctions

18. Disciplinary measures may be imposed in the event of non-compliance with the obligations concerning the Regulation and Procedure. In that case the Manager asks the Executive Board, in writing and stating the reasons, to impose a disciplinary measure, submitting relevant documents, without prejudice to the authority of the Executive Board to impose a disciplinary measure at its own initiative without any request to such effect being required.

VI. Procedure taking effect

19. The articles of the Procedure will take effect on 1 January 2018.

20. The Procedure may be referred to as: the Administrative Procedure Ancillary Activities Erasmus University Rotterdam 2018, or Ancillary Activities Procedure EUR 2018 for short.

The Administrative Procedure Ancillary Activities Erasmus University Rotterdam 2018 was adopted by decision of the Executive Board dated November 30, 2017 (meeting 2074).