Working at EUR
Welcome!

Welcome to Erasmus University Rotterdam (EUR).

We’re delighted that you are joining us. As an Erasmian, you are now part of an international and dynamic organisation, in which together we strive to create a positive social impact.

EUR offers you various growth and development opportunities, enabling you to continue investing in your talent for the future. To achieve our strategic objectives for 2024, your input, skills and talent are essential for our success!

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

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

The Executive Board
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, the terms of employment, leave, pension and sick pay are recorded in the cao-NU. For more information, click here for the VSNU website.

EUR also has specific agreements & regulations. For more information, click here for the EUR page.

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 goals:

<table>
<thead>
<tr>
<th>Sources</th>
<th>Goals</th>
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<tbody>
<tr>
<td>Time: Holiday leave</td>
<td>Extra commuting allowance</td>
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<tr>
<td>Money: holiday allowance or year-end bonus</td>
<td>Extra pension</td>
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<td></td>
<td>Extra income</td>
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<td></td>
<td>Multi-year savings model for leave</td>
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<td></td>
<td>Extra days’ leave</td>
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The ECSM does not apply to student assistants and interns.

Flexible working and compensatory leave
The standard working week is 38 hours. As a member of staff at EUR, in consultation with your manager, once a year you may increase or decrease your weekly working hours by 2 hours. However, this does affect your annual days’ leave:

<table>
<thead>
<tr>
<th>Level of employment in FTE (average number of hours per week)</th>
<th>Options for flexible working hours</th>
<th>Annual consequences in compensation hours</th>
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<tbody>
<tr>
<td>1 Fte (average workweek 38.0)</td>
<td>40 hours</td>
<td>plus 96 hours 0 minus 96 hours</td>
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<td>38 hours</td>
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<td>36 hours</td>
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<td>0.9 Fte (average workweek 34.2)</td>
<td>36 hours</td>
<td>plus 86.4 hours minus 9.6 hours minus 105.6 hours</td>
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<tr>
<td>0.8 Fte (average workweek 30.4)</td>
<td>32 hours</td>
<td>plus 76.8 hours minus 19.2 hours minus</td>
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<td>30 hours</td>
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<td>0.7 Fte (average workweek 26.6)</td>
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<td>0.6 Fte (average workweek 22.8)</td>
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<td>20 hours</td>
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For part-timers, the above applies pro-rata to the hours they work. Flexible working hours do not apply to student assistants.

Every year, a maximum of 7 days’ leave are designated for EUR’s collective closure. The dates for the calendar year are published in good time on the personnel page of the EUR website.
Requests for leave are to be discussed with your manager and submitted via the Employee Self Service Portal. Your annual leave entitlement is recorded in the cao-NU. For more information, see the ESSportal.

Besides general leave, there are the following special leave entitlements at EUR:

1. Parental leave
2. Extraordinary leave
3. Calamity leave

See the MyEUR pages for the terms and conditions.

**Holiday allowance and a 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 receive your holiday allowance once a year in 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.
You may be entitled to the following payments.

**Travel expenses**
You may choose from two options concerning payment of your travel expenses. 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 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)**: Payment of a maximum of €3,000 per year (based on a full-time employment contract). You can choose full reimbursement of your commuting expenses based on a monthly or annual Public Transport ticket. For someone in full-time employment, reimbursement is a maximum of €3,000 per year based on second-class travel (max €250 per month for a full working week). The main condition is your declaration that you do not use your car to drive to EUR more than twelve times a year. Through the ECSM, you can finance the additional costs.

**Try public transport!**
Would you like to try public transport? You can at EUR! Through Experience Public Transport, EUR will reimburse the cost of one monthly public transport ticket including the purchase of the public transport chip card. See [here](#) for more information.

In the immediate vicinity of campus Woudenstein, are a metro station, a bus station, three tram stops and two bus stops, providing quick links to Rotterdam Central, Rotterdam Alexander and Rotterdam Blaak railway stations. See [here](#) for more information about the route and accessibility.

**Parking at EUR**
There is paid parking on campus Woudenstein. Every day, many people, including students, staff and suppliers all visit the campus. To accommodate all these people who want to park on campus requires a parking policy. There are different prices for each target group. For EUR staff, there is a special staff price of €2.50 a day.
For information, see [here](#).

**Internet at home**
EUR wants you to be able to work everywhere, at any time and in any place – so also from home. EUR, therefore, offers a monthly contribution to the Internet costs of all staff. The payment is €15 net per month for a full-time employment contract. The monthly payment is calculated in proportion to the hours you work.

The amount of the Internet allowance is determined on 1 January based on the employment contract at the time and remains unchanged even if the employment contract is adjusted.

**Bicycle**
To promote sustainable mobility and vitality, EUR encourages cycling as a form of travel between home and work. It has therefore launched a bicycle scheme which contributes to the costs of purchasing a bicycle for commuting purposes. Once every five years, all EUR staff can receive a maximum of €500 to purchase an ordinary bike or €1,000 for an e-bike. This is as long as 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 of 2 years. For all the terms and conditions and the form, go to [MyEUR](#).

**Trade union contribution**
EUR attaches great value to participation. Staff on the EUR payroll may, therefore, receive a contribution towards their trade union fee. This contribution is paid annually and is 50% of the trade union fee. You will find the terms [here](#).

**Relocation allowance**
If you are requested to relocate nearer to campus Woudenstein because of your work at Erasmus University Rotterdam (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% regulation. Visit MyEUR for more information and to find out whether you qualify.

**Pension**
EUR is associated 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. Several times a year, the ABP organises walk-in sessions at EUR where you can then ask questions about your pension and/or discuss your personal situation. Furthermore, you will receive an updated overview of your accrued pension once a year. For more information, visit the website of the ABP.

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

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

On MyEUR, you will find the registration forms and more information.

**30% regulation (only for international staff)**
Through the 30% regulation, 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 regulation 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 determine whether the 30% regulation can be applied to a member of staff. For more information and for terms and conditions, visit the MyEUR page.
Provisions

**Collective insurance**
Through EUR, you can join various collective insurance schemes.

As a member of staff at EUR, this can be financially beneficial. Collective insurance schemes:

- Zilveren Kruis Achmea (zilverenkruis.nl): health insurance
- Loyalis (loyalis.nl): income upon incapacity for work (IPAP)*
- Allianz (allianz.nl): car insurance

* We specifically draw your attention to IPAP 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. Furthermore, the UL has various partnership agreements with other libraries, which allows you to borrow books from these libraries. You will also have access to the collection of the Rotterdamsch Leeskabinet. For more information, visit the website of the UL.

**Open Access publishing**
Academic staff may publish scientific output via RePub. For more information, click here.

**Software**
Via Surfspot.nl, you can purchase software from Microsoft and Adobe at very discounted prices. For more information, click here.

**Childcare**
On-campus Woudestein, Partou nursery provides day care for children aged between 0 and 4. For more information, visit the Partou website.
Career and development

**Career policy**
The development of its staff is important to EUR. Through its career policy, EUR encourages and helps you actively shape your career and move in your chosen direction.

The career policy is aimed at both academic staff and the Professional Services Staff. Under the name ‘Career in Progress’ (CIP), EUR offers you various facilities you can use to plan your career actively. This includes free career coaching and a personal career budget. Regular training, workshops and other activities are also organised to help you take control over the direction of your career. On the Career in Progress portal, you will find detailed information about all the facilities. Here you will also read about colleagues' experiences and can perform tests to discover what role suits you in a team or what you regard as important in your work.

**Performance and development cycle (P&D cycle)**
With its performance and development interviews (P&D interviews), EUR works on the performance and development of staff. P&D 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. Concerning performance, it is about concrete results and achieving goals. By development, we mean working on growth, at both personal and career level. Performance and development are both equally important at EUR.

The P&D cycle is a continuous process and involves 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 review the work and results of the past year. The manager also communicates the assessment that the member of staff will receive. They also reach agreements for the coming year. The P&D interview is expressly about (personal/career) development and agreements are reached for this.

Throughout the year, the progress of these agreements is discussed. Regular work consultations and bilateral meetings can also be used for this purpose. Managers and staff are both responsible for regularly reviewing performance and development.

**Personal Career Budget**
The Personal Career Budget is an annual sum of €500 that staff can use for their career ambitions. With that money, they can buy products and services that help staff achieve a better position in the labour market in the future. For the terms and conditions and more information, see the MyEUR page.

**Career coaches**
EUR wants its staff to engage in their personal development actively. It is important to regularly reflect on where you are now in your career and where you want to go. You can discuss such questions with the career coaches. See here for more information.

**Further study**
By doing further study, you increase your employability and improve your advancement to roles that suit your talents. EUR also wants to employ well-qualified staff. If you plan to do a study programme, you can discuss this with your manager. More information about the options for further study are available from the TOP (Training and Development Platform) office. For more information, see here on the TOP website.

**Personal development days**
Based on the collective labour agreement, you are entitled to at least two personal development days a year (in proportion to the days you work). 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 employability. See here for the options.

**Language and training centre**
EUR wants you to quickly feel at home at EUR and in the Netherlands. EUR’s Language & Training Centre (LTC) specialises in language courses for highly qualified staff and offers special English and Dutch courses for staff and their partners.

In a Dutch course, you can learn the Dutch language and learn about Dutch customs and traditions. Beginner’s courses start four times a year. Under certain conditions, staff can use their personal career budget for this.
In the framework of EUR’s bilingual policy, the LTC regularly organises English assessments for staff to establish their actual language skills. By doing courses or having individual coaching, staff can develop their language skills even further. For teaching staff, the LTC and CLI (Community for Learning and Innovation) give free courses and Teaching in English coaching at various levels.

You can also do other language courses. For more information about language courses for staff (and their partners), see the MyEUR page.
EUR wants to provide a safe and healthy working environment for all its staff. A good work experience and welfare are important here. A good atmosphere in the department and positive workload management contribute to this. To support you, EUR makes various facilities available.

**Smoke-free campus**

On 1 August 2020, the campus will become completely non-smoking through the implementation of Order in Council concerning smoke-free school sites. EUR strives to be a safe & healthy working environment. By introducing a non-smoking site, EUR wants to protect non-smokers from smoke nuisance and passive smoking. The smoke-free campus also contributes to the sustainability policy on campus. If you have any questions about this smoking ban, talk to your manager.

**Erasmus Vital**

The Erasmus Vital programme was set up to promote the physical fitness of EUR staff. Erasmus Vital consists of a Health Check and exercise advice. A Health Check is completed with a report with tests and examination results. After the Health Check, you may decide to participate in the next part of the programme. The personal exercise programme is drawn up in consultation with the doctor and based on your own wishes. See here for more information.

Besides the Health Check, you can also do half an hour of exercises in your department every week. Ask your head of department about the options.

**Sport**

If you wish to get involved in sports, you may use the facilities of our own University Woudenstein Sports Centre. EUR staff can do sports here for an affordable price because the Executive Board partially subsidises the costs of the sports subscription. For more information, see www.erasmussport.nl.

**Erasmus Vital Day**

Every year, the ‘Erasmus Vital Day’ is organised for all EUR staff. During this day, you can compete as a team against other organisation units. Check out MyEUR for more information!

**Vitality software: Ctrl@Work**

Much of your work at Erasmus University Rotterdam (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. At CtrlWORK, you set a personal profile. The program registers your mouse and keyboard use and tells you when it’s time to take a break. CtrlWORK gives you different exercises and stretching exercises to prevent CANS. See here how to download the software onto your laptop or PC.

**Family friendliness**

If you want to know more about how the university can help you balance being a parent and an employee, read the Family Friendliness brochure here. 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 eight work-life balance coaches who can help staff find a good work-life balance. If you have any questions, you can contact the coaches yourself. 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 enjoying my work? See here who the coaches are.

**Reporting ill**

Staff at Erasmus University Rotterdam (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. See the full procedure here.

**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 his/her consultation hour. This is also open to any EUR staff who wish to ask questions about work-related health problems, for example, screen work, physical stress, risks for pregnancy or for workplace adjustments. See here for the contact information and more information.
Company social worker
If you have problems that are the result of or that are affecting your work, you can contact the company social worker. Our social worker works on her goals by supporting, coaching and advising staff who wish to develop certain competencies and/or who have or are at risk of developing social/psychosocial difficulties. She can help staff with both work-related and home-related problems and development issues. See here for more information and contact 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 counsellors. Anything you tell them will be handled in the strictest confidence. They will offer support and advice and help you find solutions.

Ombudsperson
The ombudsperson can help if you have any questions, dilemmas or conflicts on the shop floor or in the study programme. Support can be offered in the form of an in-depth conversation, advice, referral, mediation, or setting up an independent enquiry. All contact with the ombudsperson is strictly confidential. See here for the contact information.

PhD psychologist
During a doctoral programme, a lot of demands can be made on you. You run challenging research projects, you want to carve out a position for yourself in the (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 manage your doctoral programme in a healthy way. See the MyEUR page for contact information and more details.

Physiotherapy
If you get an injury, you can go to the Practice for Physio and Manual Therapy Woudenstein. 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. See here for more information and opening times.

CANS resulting from screen work
CANS is an acronym for complaints of the arms, neck and shoulders. These complaints are caused by making short, repetitive movements where there is no or little variation in posture and/or the workplace cannot be optimally adjusted to human dimensions. For more information or questions about CANS, see here.
Diversity has been high on the EUR agenda for several years. There is a Diversity & Inclusion Office, headed by the Chief Diversity Officer, supported by several members of staff. EUR wants to be an inclusive employer who enables all talents to flourish and where staff can develop their career further. Diversity and inclusion relate to visible and invisible equality dimensions, such as gender, ethnicity, functional impairments and sexual orientation. 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. Click here to see who your Faculty Diversity Officer is.
2. Implicit bias training sessions for all staff in management roles.
3. 25/25 measure for female professors and associate professors consisting of mentoring, support in preparing their portfolios, independent advice about their portfolios.
4. Toolkit for recruitment & selection procedures, see here.
5. Promote inclusive education and an inclusive learning environment.
6. Temporary exemption from education or research after maternity leave.
7. Women in Academia training with a focus on subjects like leadership, negotiating and communication. The training is available for professors and associate professors (see here).
8. A network of Female Professors (FAME, see the chapter ‘networking’) to give female professors a voice and face inside and outside EUR.

More information about the diversity policy and associated measures can be found here.

Internationalisation
With 102 different nationalities, EUR provides a truly international work and study environment. Attracting and retaining international talent is, therefore, an important goal at EUR. We support international staff and promote the social integration of our international staff in our academic community as well as in the city and region. Here are some of the activities we organise:

- Dual Career programme (a job programme for partners);
- Dutch language course;
- Workshops on relevant subjects (for example filling in your tax return);
- Extensive support for administrative immigration procedures.

Dual Career Programme
At EUR, we offer different facilities to support academic international talent. We also offer facilities for relocating family members and partners who 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 help partners find a job on the Dutch labour market. The programme is jointly organised by EUR, Leiden University & TU Delft.

It consists of 3 steps, with a personalised approach which meets everyone’s individual needs. We offer support, training and enthusiasm to start work in a suitable job. For more information, see the MyEUR page.

Jobs and Jobs Quota (Work Disabled Persons) Act
EUR wants to offer opportunities to people with an impairment and thus fulfil the Jobs and Jobs Quota (Work Disabled Persons) Act. No one is the same, and everyone have talents in which to contribute. What position suits someone depends on their education, background, experience and ambitions and is thus very varied and different. We currently have staff with an impairment working in very diverse roles. This might be as a tutor, academic researcher, administrative officer, steward, post and logistics officer, policy officer, IT staff, secretary or team supporter. There are numerous opportunities. More information about the Jobs and Jobs Quota (Work Disabled Persons) Act can be found on the EUR page.
EUR wants to be a socially committed university. Besides research and education, the university also expresses its social role in various ways. We do this by giving corporate social responsibility a professional form. Sustainability with respect to people and planet are the two in aspects.

**Sustainable Campus**

As a socially responsible organisation, EUR wants to be one of the most sustainable universities in the Netherlands. In addition, EUR wants to communicate ‘green values’ to its staff and students, because students are the leaders of the future. In University Services, you will find items about the ambitions, initiatives, expertise and interim results of EUR’s efforts. University Services also outlines the roadmap of the journey that EUR wants to make together to become a truly sustainable university, with students, staff and partner organisations.

In the long term, the university wants campus Woudestein to become energy neutral. EUR strives to minimise the energy consumption of its buildings. By ‘passive’ building, installing green roofs and solar panels; by using energy-efficient installations and lighting and sustainable materials, and by using green energy and natural sources. In the procurement of products and services, we also take sustainability into account.

The campus is becoming increasingly car-free through underground parking. Students are also actively involved in making the campus more sustainable. They do this in the Erasmus Sustainability Hub (ESH).

Where possible, EUR uses thermal energy storage. Regular heat is delivered by district heating (generated with industrial residual heat). The 100% green electricity procured by EUR comes from Dutch windmills. EUR now also generates electricity for its own usage through solar panels on the Polak Building, the Erasmus Pavilion, the Theil Building and the University Library.
EUR’s primary task is to generate and communicate knowledge based on a high level of social commitment. For this purpose, the university communicates knowledge: in an interested, investigative and flexible way, with a strong international orientation. Erasmus University Rotterdam also has an integrity code incorporating three core values: professionalism, teamwork and fair play. With these core values, we give direction to the desired behaviour of our staff and students. The integrity code also offers scope to speak to each other concerning these core values and responsibilities. See here for more information and download the integrity code.

Academic integrity
At Erasmus University Rotterdam, 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 elaborated these principles. These are also supported by EUR and serve as guidelines for the university. The code includes five principles of academic integrity, which form the basis for good research practices. These principles are honesty, carefulness, transparency, independence & responsibility.

If you have any questions about academic integrity or suspect a violation or abuse of academic integrity, you can contact the confidential counsellor for academic integrity. Some faculties have also appointed their own confidential counsellor for academic integrity. See here for more information.
Collaboration between the university and with commercial and non-commercial social organisations is an important contribution to optimising knowledge acquisition and transfer. Thus, it seamlessly aligns with the new strategic goal of: creating societal impact. Staff members performing additional work also contributes to this. As long as academic independence is assured, the Executive Board supports additional activities undertaken by its university staff.

The Executive Board attaches great value to the integrity of its university staff. Any (apparent) conflict of interests should always be avoided. The correct registration of additional work of university staff is essential for this. This allows us to offer the outside world full transparency with respect to this integrity.

To do additional work, you need consent from your manager. Furthermore, academic staff must provide an overview of their activities in a public register within the meaning of the Code of Conduct Scientific Practice of the VSNU. For more information about additional work, see the EUR page.
At EUR, there are numerous networks staff can join. Here is a selection.

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

**FAME (Female Academics moving Toward Equity)**
FAME is the network at EUR that focuses on supporting and strengthening women in all positions and thus helps create 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 to everyone helping to stimulate female talent at EUR. See [here](#) for more information.

**Erasmus Pride**
Erasmus Pride is the LGBTQIA+ network for staff and students at Erasmus University Rotterdam, EUC 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 Erasmus University Rotterdam in April 2013.

Young Erasmus has 18 members, from all the academic disciplines represented at the university. They organise lectures and provide policy advice on various subjects. See [here](#) for more information.
Participation in decision-making

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

**University Council**
At the central level, the University Council (U Council) represents the students and staff at Erasmus University and is thus a mouthpiece for all students and staff. The University Council regularly meets the Executive Board to discuss the central university policy with respect to education, research, finance, personnel & organisation. The University Council provides the board with solicited and unsolicited advice and has the right of approval for some cases.

**Faculty councils and consultative bodies**
The faculty council is the faculty's participation body. The council consists of equal numbers of staff and students from the relevant faculty. The faculty council 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.

The interests of the staff in Professional Services, the General Management Directorate (ABD) and the University Library (UL) are represented in three Service Councils. The Service Councils contribute to decision-making in their organisational unit with respect to working conditions, the general personnel policy and working conditions. Consultation regularly takes place with the heads of the relevant organisational units. Concerning subjects relating to more than one organisational unit, the University Council exercises its right to participate.

**Trade organisations and EUROPA**
The trade unions operate at a national and local level. They negotiate terms of employment and conditions. The agreements that are reached at a national level are recorded in the cao-NU.

Every university elaborates the national collective labour agreements at a local level. At EUR, this is done in the EUROPA (Erasmus University Rotterdam Consultation Personnel Matters), in which four trade unions and the Executive Board reach agreement about terms of employment and the legal position of all staff. In the case of reorganisations, they reach agreements about a good social plan that addresses the consequences for staff. This might include placement, re-placement, refresher training.

Trade organisations that are represented in the EUROPA are:

- Trade union for science
- Abvakabo FNV
- CNV
- AC-HOP

For more information, see [www.eur.nl/europa](http://www.eur.nl/europa)
We achieve safety together by preventing accidents and minimising the consequences of an accident. Every campus user is responsible for a safe campus. This is expressed in a safety-first attitude and safe behaviour as well as in our safety mission.

The Security department manages security and surveillance in and around the buildings on campus Woudenstein. At fixed times, Security opens and closes the buildings, offices, corridors and lecture halls on campus Woudenstein.

**In the case of an emergency, the internal alarm number is +31 (0)10 408 1100.**

**Lost and found**
The Service Desk registers and keeps all lost and found property and unattended property. Clothes are kept for a maximum of four weeks. Other items (depending on their value) are kept 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 site.

Lost or found something? Contact the Service Desk: servicedesk@eur.nl or call +31 (0)10 408 8880.

**In-house Emergency & First Aid Service**
In the event of a (suspected) fire, accident or evacuation, the in-house Emergency & First Aid Service of Erasmus University Rotterdam (EUR) comes into action. Despite the presence of our Emergency & First Aid Service at EUR, every member of staff and student play a critical role in this: **raising the alarm**. So always call the EUR alarm number +31 (0)10 40 81100 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 In-house Emergency & First Aid Service at EUR, or would you like to be an emergency response team member? See here.
Any questions?

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