

Ancillary Activities Regulations

(See also Article 1.14 of the Collective Labour Agreement of the Dutch Universities (CAO NU))

1. Ancillary activities include all activities carried out by UU employees that do not form part of their duties at the University (irrespective of the scope of their contracts and the scope of the ancillary activities).
Under these Regulations the following activities will not be considered ancillary activities:
 - a. Activities being performed as appointed or elected members of public bodies such the City Council or the Provincial Council;
 - b. Contract activities including the UU as a contract partner, in which case the (assigned) activities are considered to be part of the employee's job. Any income will accrue to the department concerned.
2. Employees are obliged to request permission in writing from the mandatory to carry out (new) ancillary activities, as well as to inform the mandatory of any changes in the nature and/or scope of existing ancillary activities. The mandatory will then seek permission from the Executive Board.
3. Either the mandatory or the Executive Board will reply to the submitted request within 4 weeks.
4. The granting of permission may be subject to conditions. More specifically, the permission to perform activities during working hours may be attached to conditions regarding the length and scope of the ancillary activities as well as the consequences of any financial compensation. Permission may be withdrawn in writing if the conditions are not complied with.
5. The refusal of permission shall be stated in writing, giving proper reasons.
6. The mandatory will grant permission to carry out ancillary activities, except under the following circumstances:
 - a. The ancillary activities affect the quality and/or the quantity of the employee's job performance as agreed with Utrecht University;
 - b. The ancillary activities cause damage to the scientific and business interests of Utrecht University;
 - c. The ancillary activities prevent an adequate performance of regular University activities.
7. If the ancillary activities are being carried out during working hours the following applies. Employees carrying out ancillary activities to a maximum of 1/10 of their working hours shall compensate this time in consultation with their mandatory. In case the scope of the ancillary activities exceeds this maximum, the mandatory will only grant permission if the working hours are decreased accordingly. In principle this decrease will be permanent, unless the ancillary activities are of a temporary nature. The employees will have to agree to this in writing. It is also possible to take up special leave instead of decreasing the number of working hours.
8. During performance & development interviews the arrangements relating to ancillary activities will be evaluated. If such evaluations show that the ancillary activities interfere with regular University duties the mandatory will be notified.
9. In each faculty or service department the mandatory is allowed to lay down further procedural rules in consultation with the personnel sections of the Faculty Council or Service Department Council respectively. Within the framework of the University Planning & Control cycle, the faculties and service departments report to the Executive Board about the execution of the Secondary Activities Regulations.

These Regulations take effect from 4 October 2006 and shall replace all previous Regulations.