



## Information for new NWO-I employees working at university workgroups (BUW)

As an employee of NWO-I, you will have a great many new impressions to deal with.

In addition, you will also be confronted with a whole host of conditions of employment and schemes for employees, as they exist within the NWO-I Foundation. In some cases, it can be useful for you to know in advance about the existence of certain regulations and schemes. With this in mind, we have decided to supply you with some general information at this early stage. For details or more information on personnel issues, please check the information on [www.nwoi.nl](http://www.nwoi.nl)

**N.B.** The information given here is general. You cannot derive any rights from this information since in some cases additional or special conditions apply. We can always provide you with more detailed information on request. To obtain such information please contact Annette Bor, (030) 600 12 37, [a.bor@nwo.nl](mailto:a.bor@nwo.nl)

### **A - Coming from abroad**

#### 1) Visa/residence permit

If you come from a country outside the European Union, you require a visa in order to stay in the Netherlands legally. If your appointment is for a term longer than three months, you also require a Residence Permit. NWO-I will apply for a MVV (in Dutch: Machtiging Voorlopig Verblijf) and residence permit. You do not need to take any action. When the MVV has been granted, you will receive from us the information when you can get in touch with the Dutch Embassy or Consulate in your country of residence to collect the MVV. The whole procedure concerning the visa take three weeks.

You are entitled to bring your family with you to the Netherlands. If you wish to do so, NWO-I can apply for an MVV for your family as well. However, please be aware that NWO-I has to apply for a family MVV at the same time as the application for the future employee. You must provide NWO-I with the particulars of your family members.

#### 2) Arrival in the Netherlands

Your team leader will make sure that you are given assistance in making the following arrangements.

- You have to go to the IND-loket or (with appointment) to the Expat Center to collect your residence permit.
- You will have to register at the municipal population registry within five days.
- You can obtain a 'burgerservicenummer' at the same time by visiting your town hall.
- You will only be able to open a bank account once you have obtained proof of registration from the municipal population registry, a statement from your employer or a contract of employment, and a 'burgerservicenummer'.

You must also ensure that you take out health insurance within 30 days. You can find more information on this subject under B1.

### **B - Social Security**

#### 1) Health Care Insurance Act

Based on the Healthcare Insurance Act (in Dutch: Zorgverzekeringswet) you have to register yourself with an official healthcare insurer. If you wish, you can participate in the collective health insurance of NWO-I.

#### 2) Pension fund

As a NWO-I employee, you are automatically insured with Stichting Pensioenfonds ABP, for old age pension, dependants' pension and occupational disability pension.

## C - Conditions of employment

Your conditions of employment are arranged according to the Collective Labour Agreement for Research Centre's (in Dutch: Cao-OI) and the NWO-I Implementation Regulations (in Dutch: UVR). You can consult these at

<https://www.nwo-i.nl/en/personnel/information-for-foreigners/>

A number of subjects are outlined below:

- 3) Relocation expenses  
There are provisions for an allowance for the cost of travelling to the Netherlands and for an allowance for transport costs. Under certain conditions you can receive an allowance for redecorating (at least € 2,000.- if you relocate within a distance of 30 kilometres from your place of work).
- 4) Relocation expenses within the Netherlands  
If you relocate and move within a distance of 30 kilometres of your place of work, then you qualify for an allowance for transport and redecorating costs. This applies regardless of whether you are joining NWO-I or whether you already work for NWO-I.
- 5) Travelling expenses to and from work  
When you enter employment at NWO-I you will be given an allowance for transport costs. NWO-I grants these transport costs automatically. Therefore, NWO-I would like to be informed about your residence as soon as possible.
- 6) Work-related travel  
If you have to travel either inside the Netherlands or abroad in connection with your job, the costs will be reimbursed.
- 7) Leave  
A full working week at NWO-I is 38 hours according to contract, but employees actually work 40 hours. This brings with it a holiday entitlement of 338 hours per year. For employees with a part-time contract, the holiday entitlement is calculated proportionately.  
In some situations NWO-I also has other paid or partly paid forms of short-term or long-term leave. These include leave for, the birth of a child, parental leave and career's leave.
- 8) Tailor-made term of Employment (in Dutch: Arbeidsvoorwaarden op Maat, AVOM)  
The AVOM scheme offers you the opportunity to make choices with regard to the composition of your conditions of employment. You can invest holiday hours or part of your gross salary for a number of purposes: to reduce your travelling expenses to and from work, to purchase a bicycle, to finance your studies, to obtain additional holiday hours or additional pay.
- 9) Study provisions  
Courses of study that you take in connection with your working activities can be paid or partly paid by NWO-I. NWO-I has developed a training package especially geared towards PhD students (in Dutch: oio's). For the course offered by NWO-I you will receive automatically an invitation.
- 10) Thesis printing costs  
As a PhD student, you can receive an allowance for 75% percent of your thesis printing costs (up to a maximum of € 1.500,-) if you send the claim within one year of the termination of your contract.