Foreword

Every organisation or business needs effective employee participation, and this is especially true for a university. Achieving the ambitions of our University stands or falls with the individual and collective efforts of staff members, and their opinions are extremely important at all administrative levels within the University.

The delegation of employee organisations is an important discussion partner for the Executive Board in matters such as terms of employment or the social policy framework in the event of reorganisations. In those discussions, specific agreements are made for our University within the national frameworks of the Collective Labour Agreement (CAO).

The four employee organisations present themselves to you in this brochure. Its publication is the result of the combined efforts of both sides: employer and employees. This shows the importance that we too, as members of the Executive Board, attach to employee participation.

Prof. Carel Stolker, LL.M.
Rector Magnificus & President
We have produced this brochure to inform you, as a staff member – new or more longstanding, about how the four trade unions represented at Leiden University – FNV Government, AC/FBZ, CNV Government & Public Services and VAWO/CMHF – can help you.

**What do these trade unions do for you?**

At the national level, the trade unions make agreements with the universities (working together in the Association of Universities in the Netherlands VSNU); for instance, they conclude the Collective Labour Agreement (CAO) on your behalf. This CAO is important, both for you as an employee and for the University as the employer. It avoids employees having to negotiate their rights and obligations individually with the employer.

At the local level, the trade unions make agreements with the Executive Board of the University in the “Local Consultative Committee”. In this Committee, the local trade union representatives talk with the Executive Board about issues relating to your legal status as an employee of Leiden University. The subjects discussed include, for instance, the further elaboration of the CAO, other regulations, and redundancy packages in the event of reorganisations. Other issues that we cover in this Committee are your safety at work, working conditions in general, age-aware staffing policy, professionalisation policy, workload and work atmosphere.

You can also contact the trade unions yourself if you have any questions relating to your employment terms or working conditions. The trade unions employ specialists who can give expert answers to these questions and, if possible and necessary, take action to help you.

**Why join a trade union?**

The more employees who are members of a trade union, the stronger their position in the negotiations with the employer about the employees’ legal status and terms of employment. Together we are strong!

As a member of a trade union, you can also join in the discussion about the contents of your CAO. The trade union negotiates on behalf of the members – their wishes and proposals are brought to the negotiating table by the representatives. It is important that all employees express their views.
In addition, if you join a trade union you don’t have to deal with difficult situations on your own. Examples could include a conflict with your manager / employer or a reorganisation. In such cases, the trade union can inform you about your rights and obligations, and if necessary also provide you with legal assistance from specialists in the area of labour law.

On the following pages you can read more about the four trade unions that are active at Leiden University and about membership of them. We should also mention that a proportion of your membership fees can be refunded via the employer. For more information on this: http://medewerkers.leidenuniv.nl/p-en-o/salaris-vergoedingen/keuzemodel/keuzemogelijkheden/verrekening-van-vakbonscontributie.html
FNV GOVERNMENT

Working well

Key focus areas

FNV Government (Overheid) is the largest trade union within Leiden University. FNV is represented in the Local Consultative Committee (matters relating to employees) and the University Council (general policy of the University). As a trade union, we are situated at the centre of society and we protect the interests of all employees: both support staff and academic staff. We express our views about many issues, on request and certainly also on our own initiative. For example, about working conditions, pensions, internship problems, employee participation and career policy.

Our focus areas with regard to work and income are: maintaining purchasing power and social security; long-term employment for all staff; restricting adverse forms of flexible work; long-term job-to-job coaching; better work-life balance; more employee participation.

More information about working at the University and the trade union’s role in this can be found via this link:

Why should you join the FNV?

Because the FNV:

- is and will continue to be the most important player in agreeing your terms of employment;
- values its members’ opinions, whether they relate to the aims of the Collective Labour Agreement (CAO) negotiations or how the trade union is organised;
- has a clear point of contact in the workplace / Leiden regional office, in the form of the trade union official / consultant;
- provides assistance to members with work-related problems, ranging from information and advice, mediation and counselling, to conducting legal proceedings;
- gives real meaning to the concept of solidarity, for example by giving extra attention to people who are at a distance from the labour market, and financing training projects in developing countries.
What else does the FNV do for you?

- Career advice
- Training courses and theme sessions on current issues of relevance within the universities
- Free assistance with your tax return from the FNV Tax Service
- Legal assistance in tax matters relating to income tax and compensation claims (personal injury)
- Attractive discounts (e.g. on insurance) and special offers
- The FNV members magazine (4 issues per year) and the e-newsletter with information and discussions on current topics in the area of work and income
- Training courses for voluntary officers and members who are active in employee participation

What can you do for the FNV?

Several FNV members are active in employee participation within Leiden University, representing your interests and ensuring the best and healthiest possible work climate, and supported in their efforts by the trade union official.

This representation of interests can only take shape properly if the ‘grassroots’ – both members and non-members – clearly express their opinions. The ‘grassroots’ know the problems in the workplace and can say what is important for the negotiations about work and income. Make your voice heard: for maximum solidarity and support! Share your knowledge and experience with the FNV representatives, whose contact addresses are given below.

Are you interested in working actively with and in a trade union? Or would you like to take part in Leiden University’s employee participation (Local Consultative Committee or University Council) on behalf of the FNV? Then please contact one of the members listed below:
YOUR POINTS OF CONTACT WITHIN LEIDEN UNIVERSITY

Trade union official
Loek ter Laak
E-mail: fnv@leidenuniv.nl

Representatives in the Local Consultative Committee
Margriet Suijten m.m.a.m.suijten@hum.leidenuniv.nl
Joop de Kort j.f.de.kort@law.leidenuniv.nl

Representatives in the University Council
Elizabeth den Boer e.p.den.boer@hum.leidenuniv.nl
Bart van der Steen b.s.van.der.steen@hum.leidenuniv.nl
Veronique de Gucht degucht@fsw.leidenuniv.nl

For more information: http://www.fnv.nl
To join the FNV: http://www.fnv.nl/lidmaatschap/
VAWO – trade union for academics

The VAWO is the only trade union that focuses exclusively on the interests of the staff at universities, university medical centres and research institutes in the Netherlands. As a result, it has excellent knowledge in the area of expert, individual legal assistance. The VAWO is a trade union for and by the staff of Dutch universities and therefore knows exactly what is currently relevant and important in the academic world. This knowledge also forms the basis for its aims in the Collective Labour Agreement (CAO) negotiations. One development against which the VAWO is fighting successfully is the proliferation of temporary contracts. The VAWO also argues for the creation of more permanent contracts on the basis of temporary research funding, for maintaining the employee status of PhD candidates and for an equitable proportion of women within the academic world.

In addition to good employment terms, in the CAO negotiations the VAWO also advocates a staffing policy that does justice to both academic staff and support staff, and to both research and academic teaching. The VAWO negotiates directly with the Association of Universities in the Netherlands (VSNU) about the CAO via the umbrella organisation CMHF. In addition, the VAWO gives advice to policy makers – on request and on its own initiative – about academic policy and its various aspects. It also maintains close contacts with higher education spokespeople in Parliament and with other relevant parties, including representatives in the PNN (PhD candidates Network of the Netherlands), PostdocNL, the LNVH (Dutch Network of Women Professors), H.NU (Platform for the Reform of Dutch Universities) and Science in Transition, and also with student representative organisations, including the Dutch Student Union (LSVb) and the ISO.
The VAWO also supports:

- The quality of academic research and education
- Restoration and protection of direct government funding ("primary source")
- An academic culture rather than a management culture
- Independent research and academic freedom
- Limitation of the workload
- Emancipation and diversity
- Strengthening democratic structures
- A good CAO, with good remuneration for all positions

Whether you want explanation, advice or legal assistance, the VAWO listens to you and works with you to find a solution.

The VAWO will be pleased to explain what it can do for you.
Call 0345-534382 or send an e-mail to info@vawo.nl
You can find more information at www.vawo.nl

Representatives in the Local Consultative Committee
For issues relating specifically to Leiden University, you can contact Nicole van Os and Kiri Paramore, VAWO representatives in the Local Consultative Committee of Leiden University:

Nicole van Os (071-527 2937)
N.A.N.M.van.Os@hum.leidenuniv.nl

Kiri Paramore (071-527 1693)
K.N.Paramore@hum.leidenuniv.nl

To apply for membership:
https://www.vawo.nl/lid-worden/

The VAWO membership fees are related to your gross monthly salary, and the current fees are shown at www.vawo.nl. A proportion of your trade union membership fees can be refunded via the Terms of Employment Individual Choices Model.
Experts in representing individual interests

These days, nothing is certain any more. Not even a job as a civil servant at the University. You only need to think of reorganisations or a conflict with a manager. This is why it’s important to be a member of a trade union.

What distinguishes the AC-HOP from the other trade unions?

The AC-HOP is similar to the other trade unions in its core task of representing interests and providing legal assistance if necessary, and it also takes part in the CAO negotiations and offers a tax service and various discounts (see website). The real differences are:

1. We are the trade union with the lowest membership fees
2. We are experts in representing individual interests
3. We are a small union with short lines of communication
4. We have no political or religious affiliation
5. We have experience with the specific problems of universities and research institutes

The AC-HOP protects individuals

It is almost impossible for an individual employee to know all the regulations and agreements. We will help you in a conflict situation, and if the situation becomes complex, we can call in specialised lawyers.

The AC-HOP is a trade union with short lines of communication

The AC-HOP was established within the universities and has clearly justified its existence. It has its own specific target group, which gives us the advantage of a compact organisation with short lines of communication.
The AC-HOP exists exclusively for universities and research institutes
The AC-HOP exists to represent interests in this specific sector, which means that the opinions of our members can be heard clearly. The AC-HOP’s work is not hindered by interests of other sectors, such as local government, construction, ports, etc.

The AC-HOP has no political or religious affiliation
The AC-HOP respects everyone’s personal opinions and beliefs, and we will always represent your interests objectively.

Agreements in the CAO
As a trade union, the AC-HOP is a member of the civil service federation “Ambtenarencentrum (AC)” and takes part in the CAO negotiations, where four federations are represented.

Contact address
Postal address
AC-HOP
Antwoordnummer (freepost) 10034
2300 VB Leiden

For more information about AC-HOP activities: http://www.ac-hop.nl

To apply for membership of the AC-HOP: http://ac-hop.nl/contact/lid-worden/

Representation in the Local Consultative Committee
If you would like to know more about regulations or agreements concerning your legal status within Leiden University, you are welcome to contact:

Marc Fluttert (member of Leiden University Local Consultative Committee)
E-mail: fluttert@science.leidenuniv.nl
Tel.: 071-527 4333 (Leiden University)

Ans van der Vlist (member of Leiden University Local Consultative Committee)
E-mail: J.F.van.der.vlist@library.leidenuniv.nl
Tel.: 071-527 4489 (Leiden University)
The trade union for people who work with heart and soul

Mission of the CNV

The CNV applies its knowledge and organises people’s involvement with the aim of achieving fair employment relationships for workers – both past and present – in government, healthcare, welfare and public services, and in particular for its members, to ensure that they are self-reliant in the area of work and income.

The CNV works to bring about a society in which people have equal opportunities as far as possible, and long-term employability is a key concept. Staff, volunteers and members of the CNV apply their talents to transform these ideals into tailor-made services, attractive products and high-profile campaigns. To achieve this, the CNV conducts a permanent dialogue with the members, with society and with international organisations in the field of people and work.

Why should I join the CNV?

The CNV is the trade union that aims to enable you to enjoy your work and truly realise your career expectations, whether you’re interested in a higher salary and making a career, a safe and pleasant workplace, training courses to fully develop your potential, or ways to effectively combine your work and your personal life.

We do this with our services and products, but also by ensuring – as we have for more than 100 years that your terms of employment are organised properly.

Our negotiators at the Collective Labour Agreement (CAO) tables and our administrative staff in Utrecht work hard on this every day. Our aim is to bring about a society in which everyone can participate.

The CNV is a trade union for the present day but also makes plans for the future!

We are currently working on the job market in 2030 - 2040. How can you take anticipatory action? What will careers be like then? How will you move from one job to another (bearing in mind that you may well have four professions during a single career)? What welfare benefits are appropriate in a tight job market?

How will you derive enjoyment from your work?
How will your work-life balance look, or will the two areas be interwoven?

And also …

In union meetings you meet your fellow trade union members and voluntary officers who can inform you about your work situation. If you have any serious work-related problems, you can count on expert help and, if necessary, on legal assistance.

You can expect us to give clear answers to questions about the CAO of Dutch Universities or about your own terms of employment.

If you would like to become a member of an employee participation body within the University (such as the University Council, a Faculty Council or Staff Council), we will support you with coaching and training.

As a trade union member, you (and any family members living with you) will naturally also benefit from other advantages offered by the trade union, such as:

- legal assistance from CNV lawyers if you encounter a legal conflict, for example relating to traffic incidents or consumer affairs
- a discounted package of insurance policies
- help with your tax return
- the magazine *Mijn Vakbond* (My Trade Union), newsletters on current topics and publications on education.

**Contact address for more information:**

**Representation in the Local Consultative Committee:**

Ian Hornes
i.j.hornes@issc.leidenuniv.nl

Our office is located at Tiberdreef 4, Utrecht
Tel. 030 751 1048
For information, to request an information package or to apply for membership:
www.mijnvakbond.nl