

Checklist for assessment of ancillary activities

The overview below schematically shows who assesses what during the application for approval of ancillary activities. This is stated in the descriptive text field within the workflow in My Employee Portal.

<p>HR-advisor</p> <ul style="list-style-type: none"> ✓ Completeness of registration ✓ Check time commitment in relation to the Working Hours Act and wellbeing ✓ Permission for publication ✓ If possible, advice on possible harm to organizational interests (art. 5, paragraph 2 and 3 SRN) <p><u>Advice</u> on the issue of functional or ancillary activity, possible exemption from registration in line with art. 4 SRN, and possible setting of conditions for approval.</p>	<p><i>This registration is (not) complete. The performance of this ancillary activity does (not) violate the Working Hours Act. The employee does (not) give permission for publication.</i></p> <p><i>My advice:</i></p> <ul style="list-style-type: none"> - <i>it concerns a <functional activity / ancillary activity>, for the reason that <enter>.</i> - <i>based on art. 4 SRN the ancillary activity does (not) need to be registered.</i> - <i>the performance of this ancillary activity does (not) harm organizational interests (art. 5, paragraph 2 SRN), for the reason that <enter>.</i> - <i>if any, the following conditions should be discussed and recorded before approval is given: <enter>.</i> <p><i><This ancillary activity of the professor is already approved at the time of the request for appointment and may therefore be approved.></i></p>
<p>Manager</p> <ul style="list-style-type: none"> ✓ Substantive review of issue functional or ancillary activity ✓ Possible harm to organizational interests on the basis of art. 5, paragraph 2 and 3 SRN: <ul style="list-style-type: none"> ❖ Damage to scientific, organizational and/or business interests of the university ❖ Impede effective and full performance of duties at the university 	<p><i>It concerns a <functional activity / ancillary activity> for the reason that <enter>. The performance of this ancillary activity does (not) harm any organizational interests (art. 5, paragraph 2 SRN) for the reason that <enter>.</i></p> <p><i><The employee does not grant permission for publication and has stated during our conversation that the reason for this is: <enter>>.</i></p> <p><i>My advice:</i></p> <ul style="list-style-type: none"> - <i>the performance of this ancillary activity does (not) damage scientific or organizational interests, for the reason that <enter>.</i> - <i>if any, the following conditions should be discussed and recorded before approval is given: <enter>.</i>

<ul style="list-style-type: none"> ❖ Presence of (appearance of) conflict of interests with university work ❖ Other objective justification requiring refusal of permission. ✓ Permission for publication <p><u>Advice</u> on possible setting of conditions for approval.</p>	<ul style="list-style-type: none"> - <i>if applicable, to <agree/not agree> to the request of non-publication, for the reason that <enter>.</i>
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<p>Dean</p> <ul style="list-style-type: none"> ✓ Marginal review ✓ Possible harm to organizational interests on the basis of art. 5, paragraph 2 and 3 SRN ✓ Agreement permission to perform ancillary activities under certain conditions ✓ Agreement on permission for not publishing ancillary activities 	<p><i>Click on button 'approve'</i></p> <p><i><I agree with the request to perform this ancillary activity on the condition that <enter>>.</i></p> <p><i><I do not agree with the request to perform this ancillary activity for the reason that <enter> and will request the employee to discontinue this ancillary activity>.</i></p> <p><i><I do agree with the request to not publish this ancillary activity for the reason that <enter>. I will ask the HR-advisor to draft a letter>.</i></p>
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