

TU/e Employability Fund

TU/e

EINDHOVEN
UNIVERSITY OF
TECHNOLOGY



TU/e Employability Fund

Preamble

Statutory and supra-statutory social security schemes for university employees will be reduced in the future. This means that employees will have to maintain their employability even more than before. To this end, TU/e is setting up an Employability Fund in cooperation with the TU/e employee organizations.

General

The Employability Fund will serve to offer permanent TU/e employees the opportunity to improve their position on the labor market in a sustainable manner.

This could apply to employees who are so highly specialized in their current TU/e position that their employability in another position is no longer demonstrable. It could also involve personal development or additional training to improve (demonstrable) employability in another position.

Career counseling has been offered at Euflex for some time now in order to determine the options that an employee has in their internal or external career. This also gives employees an insight into possible/desirable training and/or education for a different potential position.

Schemes are already in place within TU/e for the improvement of an employee's employability in their current and directly adjacent positions. These schemes do not support improvements to the employability of an employee – at his or her own initiative – for a position outside of the current working environment. In such cases, an employee can appeal to the TU/e Employability Fund. The committee considers it desirable for an employee to have received career counseling prior to the application. The committee assumes that the requested education/training activities will take place in the employee's own time. The committee cannot grant study leave or anything similar. If the activities fall within working hours, the applicant will have to make their own agreements with their manager, such as by using days of leave from more than one year.

An employee has no right to a grant. On the other hand, there is also no repayment obligation for employees. The grant is a form of mutual agreement. If the employee meets the conditions set, the payment of incurred costs follows. In order to encourage employees to actually complete the requested education/training, the final 20% of a grant will only be paid after all of the conditions stated in the grant have been met. One of those conditions is a final evaluation, which must include the reason for any premature termination.

Successful completion of an educational or training program does not guarantee a position within or outside of TU/e. It does serve to increase an employee's opportunities, and it is up to the employee to take advantage of this.

Committee

A committee will implement decisions regarding the TU/e Employability Fund.

Working method

- The committee considers applications from employees.
- The committee meets once per quarter.
- The committee decides by majority vote on grants and, if necessary, on the payment of grants.
- The committee may not award more grants than the fund has financial scope for at that time.
- In the local consultation, the committee shall request financial scope from the DAV funds and, if it deems it necessary, from the regular TU/e funds.

Accountability

The committee shall provide an annual written account of its activities and spending in the local consultation. Actual expenditures shall remain subject to internal accounting rules.

Composition of the committee

- The Professional Development Manager (Human Resources Management) is the chair.
- One member nominated by the employee organizations.
- One member.
- One deputy member.

The chair shall appoint members for one year with tacit extensions of one year at a time.

The chair shall provide support to the committee by appointing a secretary to handle the administrative processing of committee activities.

Decision-making

The maximum per grant is 10,000 euros.

For the time being, the financial resources for the grants from this fund will come entirely from the DAV funds. This means that the consent of the employee organizations is required. In the local consultation, agreements will be made with them on the maximum amount of money that the committee can spend during which period.

Rules for applications

Who can apply:

- TU/e employees who have been in permanent employment for more than two consecutive years.

What can be applied for:

- Education and/or training costs and anything related to these.

Applications must be accompanied by a recommendation from the immediate manager. The manager's recommendation does not determine the committee's decision alone. Applications are assessed by the committee, which may seek an external recommendation regarding the application.

Click [here](#) for the application form.

- If the costs of a program are reimbursed by the Employability Fund and the employee leaves TU/e during the program, in principle only the costs of the current academic year will be reimbursed.

Granting applications

The committee shall decide whether and how much of an application shall be granted and shall provide a written record of this.

The committee's written grant is sent to the employee to sign and return. If the employee signs and returns this, the grant is awarded by TU/e. If the employee does not sign and/or return this, there will be no grant.

N.B.

The committee can only reimburse expenses actually incurred by the employee or pay invoices addressed to the employee. If the committee deems it necessary to temporarily replace the employee at their place of work, the committee chair will make every effort to have this arranged by the management.

Payment of grants

Payments to employees are made on an invoice basis. Employees submit invoices to the committee via the HRM secretariat. Upon approval, these are paid out by the financial administration.

If, for any reason, an employee ceases to take part in whatever the grant was awarded for, they must let the committee know as soon as possible.

The final 20% of the grant will not be paid out until an [evaluation form](#) has been included with the invoices.

In order to prepare a good, complete application for a contribution by the Employability Fund, you can request an informative meeting with HRM.Secretariat@tue.nl.

This information was updated on April 1, 2022.