

CEC 2010
(Customised Employment Conditions)
 REQUEST FOR AMENDMENT OF EMPLOYMENT CONDITIONS

(Please read the explanatory notes when making your choices and when completing this form.)

N.B.: The CEC form 2010 may be submitted at any time, but the choices made, such as purchasing a bicycle, can only be implemented once you have received confirmation of the approval of your CEC request from NWO.

Choices for the current year must be made by 1 December, because of the closing date for the payroll in December.

No rights may be derived from the examples given in the explanatory notes.

A. Personal details

Name and initials:

Date of birth:

Department/section:

Telephone number during the day:

Email address:

Date of employment:

Number of hours per week for which you were appointed:

Actual numbers of hours worked per week:

I wish to participate in the CEC scheme.

Tick the sources that you want to use and the objectives that you want to achieve using these sources. It is possible to combine a number of sources and objectives.

<u>sources</u>		<u>objectives</u>	
1.	Vacation-leave hours <input type="checkbox"/>	1.	Vacation-leave hours <input type="checkbox"/>
2.	Gross salary <input type="checkbox"/>	2.	Money <input type="checkbox"/>
		3*	Reduction in commuting expenses <input type="checkbox"/>
		4.	Bicycle for commuting purposes <input type="checkbox"/>
		5.	Reduction in your contribution towards study costs <input type="checkbox"/>
		6*	Trade union dues <input type="checkbox"/>
		7.	Life-cycle savings scheme <input type="checkbox"/>

Now enter the relevant details per source and objective on the following pages under B.
* You can only use the source gross salary for this objective.

B. Details of sources.

If you ticked source 1 on the first page, then enter the relevant details under section B1. If you ticked source 2, please complete section B2.

B1. Source 1: Vacation-leave hours

I would like to use my holiday entitlement as a source.

I would like to use my vacation-leave hours as follows (the agreement may be made for a maximum of 3 years) *:

year 1.....hours
year 2.....hours
year 3 hours

I am entitled to contribute additional hours because of childcare (maximum of 16 hours) hours.

(It is only possible to make an agreement for more than one year if you have chosen the objectives reduction of study costs or private bicycle.)

* Signed by the manager is required if the commitment to leave in the scales 15 to 18 is more than 120 hours in proportion.

N.B.: Should there be a difference between the value of the vacation-leave hours and the cost of the chosen objectives, either the excess amount will be paid out to you with your salary or the additional amount required will be deducted from your salary in the first month in which your CEC choice takes effect.

B. Source 2: Gross salary

Please tick the relevant options below and enter the required amount.

I would like my gross salary to be reduced.

It is only possible to use the source salary to fund the objectives reduction in commuting expenses, childcare and trade union dues if your salary is reduced by a fixed amount each month. Your salary will be reduced with effect from the month in which the CEC choice comes into force, until you give written notice of termination or until the arrangement is terminated by your employer because the reason for paying a commuting allowance or trade union dues no longer applies.

I would like my salary to be reduced to fund the objective vacation-leave hours, private bicycle and/or reduction of my contribution towards study costs:

- in 1 month, namely
- over 12 months, starting with the next salary payment

I have chosen the objective private bicycle or reduction of my contribution towards study costs and would like to extend this agreement to:

- 2 years 3 years

Please reduce my gross salary by € _____ per month.
(Certain limits apply to the reduction of your gross salary. Please refer to the explanatory notes.)

You should now complete the details of your chosen objectives under C below.

C. Details of objectives

Please give the required details for all the objectives chosen by you on page 1.

C1. Objective 1: Vacation-leave hours:

I would like to increase my holiday entitlement byhours per year with effect from next year (*maximum of 80 hours; pro rata in the case of part-time employment*).

Your manager must sign for approval of your choice of this objective on page 4.

C2. Objective 2: Money

I would like to be paid out forhours of the vacation-leave hours contributed (*maximum of 80 hours* plus 16 extra hours if you make use of childcare; pro rata in the case of part-time employment*).

*If your employer and the most convenient Works Council are agreed, you may sell a maximum of 120 leave.

C3. Objective 3: Reduction in commuting expenses

Tick the applicable boxes below.

I would like to increase my commuting allowance to the amount that can be paid net by my employer.

I use the following means of transport to travel between home and work:

My own means of transport, for ... days a week.

(If the number of days per week varies, give the average number of days)

or

Public transport, for days a week.

Using public transport to travel to and from work costs € per month.

(If you use public transport, you must submit a copy of your (zoned) public transport season ticket with this form. If you do not have a season ticket, you must keep the various individual tickets for the month in which the CEC arrangement took effect and submit these as proof at the end of that month. You must keep your tickets for the other months and submit these for checking on request.)

I travel from (postcode and street number of your home address)
to (postcode and street number of your work address).

N.B.: If you choose this objective, your salary will be reduced with effect from the month in which the CEC choice comes into force, until you give written notice of termination or until the arrangement is terminated by your employer because the reason for paying a commuting allowance no longer applies.

C4. Objective 4: Private bicycle

C4-1. Private bicycle

I would like to buy a bicycle for commuting. The bicycle costs:

€ _____

I would like to spend the following amount on accessories:

€ _____ (max. € 82 per year)

I would like to insure the bicycle. The insurance premium is:

€ _____

(Please also refer to the notes on this objective.)

If you would like to order the bicycle via NFP, you must complete the NFP bicycle form and submit it together with this form. The form also has an option for indicating whether you want bicycle vouchers (max. of € 80 per year).

If you choose this objective, you must complete the declaration below.

C4-2. Bicycle declaration, to be completed by the employee

By signing this form under point D below, I declare that:

- I will use the bicycle for commuting purposes for at least half the number of days on which I travel to work each year;
- I will cycle from _____
(address and postcode of starting point)
to _____
(address and postcode of destination);
- The distance to be cycled is less than 15 km
 more than 15 km;
- I will notify my employer immediately should the above details change.

You can only choose the objective private bicycle once every 3 years.

N.B.: You can only buy the bicycle once you have received confirmation of your CEC choice from your employer.

C5. Objective 5: Reduction of your contribution towards study costs

I would like to reduce my contribution towards the costs of a course of study partially funded by my employer by using part of my gross salary, to the amount of: €..... per month.

(Please enclose the letter in which your employer has agreed to pay part of your study costs or a completed application form for the payment of study costs with this form.)

C6. Objective 6: Trade union dues

I would like to reduce my trade union dues by using part of my gross salary for this, to the amount of: € per month.

(Please enclose a copy of your trade union membership certificate with this application, and each year thereafter. You must however pay the actual union contribution to your trade union yourself; your employer will not arrange to do this for you. N.B.: If you terminate your trade union membership, you should immediately notify your personnel advisor so that the payroll records can be adjusted accordingly.)

C7. Objective 7: Life-cycle savings scheme

I would like to participate in the life-cycle savings scheme as follows:

- one-off participation in the following month:.....
- monthly participation until further notice, with effect from..../..../200...
Amount to be saved €

Please pay my life-cycle savings into the following account:

- Loyalis
Account number:.....
- centraal Beheer Achmea
Account number:.....
- Other institution with a life-cycle savings scheme:
Account number:.....

I have used the source gross salary for other CEC objectives Yes/No

I hereby declare:

- that I have no claims under a life-cycle savings scheme with one or more previous employers;
- that I have claims under a life-cycle savings scheme with one or more previous employers. The claims concerned amounted, as at 1 January of this year, to €

(Please submit a copy of your agreement with the relevant savings institution with this application form.)

N.B.: You cannot participate in both the life-cycle savings scheme and the salary savings scheme in the same year.

D. Signature and declarations by the employee

I hereby declare that:

- I have completed this form truthfully;
- I am aware of the possible consequences that reducing my gross salary may have in respect of my social insurance contributions and (dependant's) pension;
- I have read appendix 6 to the CBA for Research Centres and accept the provisions of this scheme;
- I have read the notes relating to this application form;
- I have read the NWO Life-Cycle Savings Scheme regulations.

.....

Employee's signature

Date: -- 2010

Manager's approval (required for objective vacation-leave hours (please refer to C1)) /

Source leave > 120 hours (please refer to B1):

.....

Manager's name

.....

Manager's signature

Date: ...-...-2010