

Guidelines to employment on special terms (Social Chapter, EU Maastricht Treaty 1991)



1. Background and purpose

The University is focused on the health and welfare of its staff and seeks to prevent work-related injury and occupational burn-out. However, situations may arise in which staff members are no longer able to perform their duties on the standard terms of employment, and in such cases the University will arrange for special measures to allow such staff to remain in employment.

The purpose of the present guidelines is to establish the conditions that must be met for employment on special terms at the University of Copenhagen.

2. Target group

The target group consists both of staff at the University who due to permanently reduced occupational capacity are no longer able to perform the duties they did in the past, and of persons from outside the University who have a documented reduced occupational capacity and who wish to find employment with the University.

3. Employment schemes

A number of national employment schemes have been established under Denmark's social and labour market policies to provide for various target groups, and with varying subsidisation and reimbursement options for the employer.

4. The role of the Collaboration Committees

The Collaboration Committees play a crucial role in fostering social responsibility and inclusion at a place of work.

The Collaboration Committees are responsible for exploring the options for integrating employees who have difficulty (re)integrating in the labour market. In addition, it is recommended that each Collaboration Committee meet annually to discuss the use of employment on special terms, the scope (number of positions that can be filled on special terms), new initiatives etc.

5. The role of University Management

University Management has a special role to play when it comes to promoting a spirit of inclusion, awareness and appreciation among staff regarding the University's commitment to creating an inclusive workplace that embraces employee differences and diversity.

It is necessary for Management to be aware of and consider the possibilities offered by employment on special terms where the aim is to retain and, to an extent, attract employees with reduced occupational capacity. Management should for example be particularly alert to the existence of duties that could suitably be performed by a member of staff employed on special terms. Until a specific procedure is initiated, it is important that Management has achieved the acceptance of other staff that a position will be created on special terms within the unit, and of which duties will be performed by the employee in question. This applies equally to instances where an existing member of staff transfers to employment on special terms.

Schemes for existing staff at the University

The question of whether a member of staff might transfer to employment on special terms will typically be raised during the standard sickness absence contact interviews; see Central Collaboration Committee guidelines on sickness absences.

It is the responsibility of the immediate superior to consider at an early stage whether it will be possible to meet the eligibility criteria for transfer to employment on special terms.

Equally, it is the responsibility of the immediate superior to ensure that the staff member is informed of the reasons underlying any specific assessment.

Appointment of new employees to positions of employment on special terms

The appointment of new employees to positions of employment on special terms may, for example, start with an application from a person seeking employment, or by the University being contacted by a local authority, local job centre, rehabilitation centre etc. seeking to find employment at the University of a person on special terms.

Before any decision is made to offer employment on special terms, a job interview will be conducted according to standard interview procedure, see the guidelines on appointment and recruitment at the University of Copenhagen. The object of the interview is to clarify the necessary supported employment provisions, work tasks, physical location and 'chemistry' with future colleagues.

6. The role of the employee representative

The employee representatives have a special role to play in fostering awareness and appreciation among staff of the University's commitment to creating an inclusive workplace that embraces employee differences and diversity. This is achieved through, for example, the work of the Collaboration Committees and at meetings of members, but also in specific instances where employees are to be (re)appointed on special terms.

Employees already employed by the University have the possibility of involving their employee representative in discussions concerning transition to employment on special terms. The employee representative will be involved in establishing amendments to the terms of employment, including the salary grade.

In the case of external candidates for employment on special terms, the employee representative will be involved in the appointment procedure as regards salary grade; see the University of Copenhagen Wage Policy.

7. Terms applicable to the employee


Employees appointed on special terms of employment require special supported employment provisions, and these will be agreed at the time of appointment. The terms can be revised subsequently if required. In all other respects, staff employed on special terms have the same rights and obligations as any other employee of the University of Copenhagen.

8. Validity and termination

These guidelines shall come into effect upon their adoption by the Central Collaboration Committee.

They may be revoked in accordance with the rules set out in the Collaboration Committee Circular, according to which each of the parties has the right to revoke adopted guidelines at three months' notice. Before revocation, the Collaboration committee must endeavour to amend the existing guidelines in a manner that is satisfactory to the parties represented on the Committee.

Considered and adopted at the Central Collaboration Committee meeting on 22 October 2008 and effective as of 1 January 2009.



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and



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