



REGULATIONS ON THE INDIVIDUAL LEGAL STATUS OFFICER UNIVERSITY OF AMSTERDAM 2026

Adopted by decision no. 2025-151101 of the Executive Board of 25 November 2025, following agreement in the Local Consultative Committee on 5 December 2025

Definitions

In these regulations, the following terms have the following meanings:

- Legal status:* The rights and obligations in the employment relationship between the employee and the university
- UCLO:* University Local Consultative Committee
- University:* University of Amsterdam
- Employee:* The person with an employment contract with the university

Article 1 Recruitment, selection, hiring and dismissal

1. Recruitment and selection of the Individual Legal Status Officer shall take place through an open recruitment procedure and on the basis of a published profile drawn up in advance in consultation with the University Local Consultative Committee (UCLO). In any case, the selection committee will include the Secretary General of the UvA, the director of HRM and two delegates from the UCLO.
2. The Individual Legal Status Officer is a lawyer specialising in employment law with a relevant completed postgraduate specialisation course. In addition, the Individual Legal Status Officer has completed mediation training at a recognised institute and has the skills of a mediator.
3. The Individual Legal Status Officer will enter into service as such. The employment agreement refers to these Regulations.
4. In principle, an employment agreement for a period of one year shall be concluded with the Individual Legal Status Officer to assess suitability for the role, with a view to extending the contract indefinitely. Well before the end of this period, an evaluation meeting will be held between the Executive Board, the UCLO or a delegation thereof and the Individual Legal Status Officer. The Executive Board will decide, in consultation with the UCLO, whether to continue the employment contract of the Individual Legal Status Officer indefinitely.
5. The Individual Legal Status Officer may be dismissed by the Executive Board in accordance with the applicable legal rules. Before dismissal, timely (confidential) consultations will be held with the UCLO.

Article 2 Position

1. The position of Individual Legal Status Officer is incompatible with any other position at and any other activity in the service of the university.
2. The Individual Legal Status Officer shall not be subordinate to any body when performing their duties.
3. The Individual Legal Status Officer represents the interests of employees seeking advice and assistance. This makes the Individual Legal Status Officer explicitly and consciously biased.
4. The Executive Board, the UCLO or a delegation thereof and the Individual Legal Status Officer will hold an annual meeting in which the course of the Officer's activities over the past period is evaluated and any wishes for future job performance are discussed.
5. The Individual Legal Status Officer and the HRM director will hold a quarterly meeting in which they exchange information on current (policy) developments and identified bottlenecks within the university in the field of terms of employment and legal position.

6. Without prejudice to the provisions of paragraph 5, the Individual Legal Status Officer has a personal obligation to investigate and must inform themselves about relevant policies and regulations within the university.

Article 3 Tasks

1. The Individual Legal Status Officer provides employees with assistance and advice exclusively on individual employment law issues. The work involves:
 - a. Advising on individual legal status (including employment agreement, terms of employment, incapacity for work, working assessment, dismissal);
 - b. Mediating differences of opinion or conflicts with supervisor;
 - c. Assisting during discussions with supervisor/HR or during formal mediation.
2. The Individual Legal Status Officer does not conduct legal proceedings against the university. The Individual Legal Status Officer can assist employees in internal procedures, such as the local disputes committee or the complaints committee.
3. The Individual Legal Status Officer focuses exclusively on individual employment law issues and must not duplicate the roles of other service desks within the university, such as the confidential advisers for undesirable behaviour and integrity, the ombudsperson and the complaints committee. If another body within the university is more suited to providing support to the employee or to dealing with the matter, the employee will be referred to that body. The Individual Legal Status Officer can also refer employees to external (legal) assistance providers.
4. The Individual Legal Status Officer shall prepare a report at least annually on the (anonymised) issues dealt with and the developments, trends and patterns identified on that basis. The report will be discussed by the Local Consultative Committee. The Individual Legal Status Officer will also maintain regular contact with the UCLO.

Article 4 Facilities

1. The deployment of the Individual Legal Status Officer is financed from the budget for union facilities made available annually from the decentralised terms of employment funds.
2. The Executive Board and the UCLO will jointly determine the scope of deployment of the Individual Legal Status Officer.
3. The Executive Board shall provide the Individual Legal Status Officer with a suitable workspace and ICT resources. In addition, the Individual Legal Status Officer may make use of facilities the university offers, insofar as necessary for the performance of the role.
4. The Individual Legal Status Officer is responsible for staying current on labour law topics relevant to the proper performance of the position and may request the Executive Board to make facilities available for this purpose in accordance with the Collective Labour Agreement of Dutch Universities.

Article 5 Confidentiality

1. The Individual Legal Status Officer shall treat all information provided by the employee confidentially and shall not share it with third parties, unless the employee gives their express written consent or legal provisions impose a duty to report or to notify.
2. The Individual Legal Status Officer shall not take any action without the written consent of the employee.
3. The Individual Legal Status Officer shall act in accordance with the General Data Protection Regulation (GDPR).

Article 6 Legal protection

1. The Executive Board shall ensure that the Individual Legal Status Officer is not disadvantaged in their position as a result of the performance of their duties.
2. The Individual Legal Status Officer has an internal right to refuse to give evidence and is not required to give testimony or a statement about a person or a case.
3. Employees are free to contact the Individual Legal Status Officer and will not be adversely affected for doing so.

Article 7 Unforeseen circumstances

The Executive Board will decide on any cases not provided for in these Regulations.

Article 8 Effective date

These Regulations take effect from 1 January 2026.

Explanatory notes on individual sections

Article 1

Working as an Individual Legal Status Officer is not a role but a position. The Individual Legal Status Officer will therefore take up this position. Despite being employed by the university, the Individual Legal Status Officer is independent of line management. To guarantee independence and because the deployment of the Individual Legal Status Officer is financed from the decentralised terms of employment funds, the UCLO has a role at the start of employment (profile and selection committee), during employment (evaluation) and at the end of employment (dismissal).

Article 2

In this article, the independent position of the Individual Legal Status Officer is made explicit. This also mentions the bias inherent in the position.

The Individual Legal Status Officer and the Executive Board shall hold an annual meeting. For the reasons mentioned in this explanatory note to Article 1, the UCLO (or a delegation thereof) will also take part.

The position of Individual Legal Status Officer cannot be combined with another position within the UvA. This means that any internal candidate cannot retain their current position.

In the quarterly interview, the HRM director informs the Individual Legal Status Officer about current policy developments within the university in the field of terms of employment and legal position. In turn, the Individual Legal Status Officer brings identified trends and bottlenecks to the attention of the HRM director. However, for the proper performance of duties, it is important that the Individual Legal Status Officer does not wait for the quarterly meetings to be informed about relevant internal policies and regulations, but also conducts research and requests information of their own initiative outside these meetings.

Article 3

This article defines the duties of the Individual Legal Status Officer and outlines the boundaries with other service desks within the university where employees can seek support. The work of the Individual Legal Status Officer is explicitly limited to *individual* employment law issues. The emphasis is on reaching a solution acceptable to all parties, with the Individual Legal Status Officer representing the employee's interests, rather than necessarily further legalising the issue.

Article 5

The basic principle is that the Individual Legal Status Officer handles employee information confidentially. Taking action in an individual case is possible only with the written consent of the employee. The Individual Legal Status Officer is also bound by the General Data Protection Regulation in the performance of their duties.

Article 6

This article provides protection against disadvantaging for the Individual Legal Status Officer and for employees who seek advice or assistance from that Officer. In the event the Individual Legal Status Officer is called as a witness in internal proceedings (e.g. before the Complaints Committee or the Disputes Committee), the Individual Legal Status Officer may invoke their right within the university not to testify about employees (or their cases) who have turned to the Individual Legal Status Officer.