

Information for (new) employees


If you receive the 'Information for (new) employees' in print,


please visit
www.espritscholen.nl/home/werken-bij/informatie-voor-medewerkers/


Contents

1. Welcome to work.....	4
2. Appointment.....	5
2.1 Employment contract.....	5
2.2 Salary.....	5
2.3 Pension.....	5
2.4 Collective health insurance.....	6
2.5 Other insurance policies.....	6
3. CLA and other employment conditions.....	7
3.1 Age-aware personnel policy.....	7
3.2 Commuting expenses scheme.....	7
3.3 Reimbursement of expenses.....	7
3.4 Parking policy.....	8
3.5 Set-off Arrangement.....	8
3.6 Company Resources.....	8
4. Professionalisation.....	9
4.1 Esprit Academy.....	9
4.2 Guidance for starting teachers.....	9
4.3 Conversation Cycle.....	9
5. Vitality.....	10
5.1 Absence and reporting sick.....	10
5.2 The National Corporate Fitness Plan.....	10
5.3 The Bicycle Plan.....	10
5.4 Other vitality products.....	11
How does it work?.....	11
Is the product more expensive than the maximum amount?.....	11
5.5 Emergency Responders.....	11
5.6 Occupational health and safety equipment.....	11
6. Holiday and other leave.....	12
6.1 Compensation.....	12
6.2 Short-term leave / Short-term special leave.....	12
6.3 Saving leave.....	12
7. Integrity & Confidential Matters.....	13

7.1 Integrity Code.....	13
7.2 Confidential Adviser	13
8. Employee participation	13

 Verwijst rechtstreeks naar een link op onze website of een externe site

 Verwijst naar een pdf van Esprit Scholen

 Verwijst naar een pdf van Esprit Scholen in het Engels

1. Welcome to work

Welcome to your new workplace! New faces, new tasks: you will have a lot going on in the near future. That is why we want to help you familiarise yourself with your new work environment. First and foremost, we do this for you as a new colleague, but also because we want to share our core values, vision and ambition with you.

Our mission is focused on ensuring that the students are the focus of our actions in everything we do and decide. We consider it our mission to offer high-quality education in an optimal learning environment, to prepare young people for further education and full participation in society.

In order to put our **mission** into practice, we have identified the ambitions that we value as an organisation and seek to apply in all our policies and communications. Our seven ambitions are:

1. Offering students the best learning environment
2. A smooth throughput
3. Continuous innovation
4. Nurturing world citizens
5. Lifelong learning
6. Sustainability
7. At the heart of – and with a heart for – society

Our dream and our **ambition** is to aim for a learning and working environment that is attractive, accessible and meaningful for everyone involved. Optimal development of people's talents will lead to the strongest organisation and the best results. The education manifesto tells you more about how Esprit Schools will position itself strategically in the coming years.¹

To help you find your way faster, this document lists several things worth knowing. You can also find this information on the Esprit Schools website.

We hope you enjoy working for our organisation!

Ruth Kervezee and Percy Henry
Esprit Schools Executive Board

¹  [Education Manifesto 2018 – 2022](#)

2. Appointment

2.1 Employment contract

Every employee joining Esprit Schools receives an employment contract. The employment contract is drawn up by the payroll administration after the first salary payment has been made. You will receive the contract digitally via Sign Request with a request to digitally sign this document. Please contact your manager for information or if you have questions about your employment contract.

2.2 Salary

Your salary will be paid around the 25th of each month. Esprit Schools has outsourced its salary administration to Dyade.

You will receive your payslip digitally. You will receive a login code to this end from the Visma/Raet payroll system after starting employment. To view your salary slip, please follow the instructions in the welcome email you will receive from Visma/Raet. We ask that you regularly check the content of your salary specification. If anything is unclear, please contact your supervisor or your school's personnel administration. Your annual statements will also be available digitally. If you have not received your login code, please email espritinlog@dyade.nl. Tip: you can set up automatic notifications in your private email box containing your pay slip. To set this up, go to Settings, email service salary file in Youforce.

On the Dyade website, you can find plenty of general information about legislation and regulations, but also forms to calculate parental and maternity leave, for example.

[Dyade](#)



[Explanation of the salary slip](#)

[How to read your salary slip?](#)

2.3 Pension

When you work at Esprit Schools, you will build up a pension. ABP executes this pension scheme. Esprit Schools automatically deducts the premiums owed from your salary and deposits them into your pension policy with the ABP. Please visit the ABP website for additional options and choices regarding your pension.

[ABP](#)

When you start working at Esprit Schools and therefore automatically start accruing a pension with the ABP, you have the option to transfer the value of previously accrued pensions to ABP. If you wish, it is wise to do so within 6 months of starting your employment at Esprit Schools. The ABP website explains whether this **value transfer** is a sensible option in your personal situation, and how this can be arranged. The relevant application form is also available from the ABP website. Are you an immigrant? You can find information about purchasing missed AOW (old age pension contribution) years on the following website: [SVB](#)

[Loyalis](#)

Loyalis specialises in income security and pension supplements and offers products and services in the field of disability, surviving relatives' schemes and pension. Anyone who works at Esprit Schools can take out insurance with Loyalis. If you

decide to take out insurance with Loyalis through your employer, the premium will automatically be deducted from your salary and transferred to Loyalis.

2.4 Collective health insurance

Every year, you will have the opportunity to change your health insurer. As an Esprit employee, you can make use of our collective health insurance with Zilveren Kruis 'Aanvullend Onderwijs' or make use of the collective through the Municipality of Amsterdam: VGA Onderwijs.

The various providers will make information available in November/December. You can use an independent comparison provider to compare different health insurances and find the one that best suits your needs.

All employees of Esprit Schools can also make use of the collective benefits of various other insurance policies.

[Collectiviteit Zilveren Kruis Municipality of Amsterdam VGA Verzekeringen](#)

2.5 Other insurance policies

The Facilities Office handles insurance and damage reports for all Esprit schools. The school is not liable for theft, burglary, loss or destruction of personal belongings of visitors, students and staff.

The Facilities Office manages, among others, the following insurances:

Collective Accident Insurance: to cover damages that occur during school hours and that are not covered by your own health insurance. Linked to a certain maximum benefit;

Travel accidents / luggage insurance: for damage caused during school trips in the Netherlands and abroad organised by the school;

Third party liability insurance for companies/schools: cover for damages as a result of a wrongful act.

All these insurances apply to pupils, staff members, volunteers, trainees and board members and are **supplementary** to one's own private insurances in the first instance.

Home contents and buildings insurance for all schools (except Montessori School Landsmeer²): to cover damage to personal property of visitors, students and staff, compensation is paid up to a maximum amount of €500 in the event of theft and burglary, if the policy conditions are met;

Third-party liability and accident insurance: to cover damage during internships in the Netherlands and abroad during internship periods and the travel time to the internship location.

In general, the school will not be liable for theft, burglary, loss or destruction of personal property of visitors, students and staff. This also explicitly applies to laptops/mobile telephones and such like brought by students.

For detailed information about the current insurance policies, cover, specific advice and claims, please contact the Facilities Department of the Central Bureau.

²Different conditions apply to the Montessori school Landsmeer regarding house contents, buildings and glass insurance, because this has been arranged through the municipality of Landsmeer.

3. CLA and other employment conditions

Your employment conditions are laid down in the Collective Labour Agreements for PO (Primary Education) or the VO (Secondary Education). Which CLA applies to you depends on your appointment. If you work at a primary school, the PO CLA applies. If you work in secondary education, the VO CLA applies. As a rule, the VO CLA applies to educational support staff.

[PO CLA](#)
[VO CLA](#)

For the latest developments and trends in employment conditions as they apply within the education sector, please refer to the websites below:

[VO Council](#)
[PO Council](#)

3.1 Age-aware personnel policy

Improving the sustainable employability of employees in primary and secondary education is a topical subject. In PO, every employee has the right to spend 40 hours of working time on sustainable employability every year. In VO, every teacher is given 50 hours each year that can be used for a variety of purposes.

☐☐CLA PO 2019/2020: Article 8A Sustainable Employability



[Age-aware Personnel Policy \(VO\)](#)
[Recent addition Age-aware Personnel Policy VO](#)
[Age-aware Human Resources Policy](#)
[Addendum age-aware Human Resources Policy](#)

3.2 Commuting expenses scheme

The allowance employees receive for commuting costs (transport costs) is determined in accordance with the CLA.

VO CLA 2019/2020, Article 13.1, Appendix 3, Regulation for Transport Costs
 PO CLA 2019/2020, Article 7.3

3.3 Reimbursement of expenses

Esprit Schools will reimburse special costs incurred on the job, such as business trips, accommodation costs and other relevant costs. If a supervisor deems meal provision necessary, meals will be reimbursed up to a maximum of €15 per hot meal. All expenses must be discussed with the supervisor in advance. Expense claims can only be made based on original receipts and invoices. If you travel with a personal OV card, it is possible to print claims overviews via the site.

[OV chip card](#)



[Esprit Schools Expense Claim Form](#)
[Expense Claim Form](#)

3.4 Parking policy

Parking permits are issued to the schools by the relevant borough. Since the parking situations vary per school, the allocation of parking permits is arranged by the relevant school. Employees pay for the parking permit.

3.5 Set-off Arrangement

This arrangement offers the option to exchange (part of) the gross year-end bonus per calendar year for an (additional) tax-free commuting allowance. Even if you do not qualify for a regular commuting allowance, this may be an interesting option for you. You will receive an explanation by email with a participation form and the conditions every year.

3.6 Company Resources

If deemed necessary, you may be given a mobile phone, laptop or iPad for the performance of your duties, You will need to sign a user agreement for this. If you work in education, you can also benefit from a discount on software, hardware, magazines, books and accessories via various web stores:

[Slim](#)
[Surfspot](#)



[User Agreement](#)

[User license agreement portable device](#)

4. Professionalisation

4.1 Esprit Academy

Esprit Schools offers a workplace in which employees can continue to develop, refine and enhance their skills and talents. We work on the assumption that ongoing development among staff members is the norm. We recognise the value of learning and research in the workplace and training school teachers in Amsterdam and beyond. Esprit Schools is a recognised teacher-training organisation where training and research are carried out in and with the schools. This involves a strong link between educating students, overseeing new teachers and ensuring continuing development among more experienced teachers. We offer our staff members the right opportunities for professional progress. Lifelong learning is one aspect of this because, for professionals, learning never stops.

The Esprit Academy is replacing the Education Carousel. It is also different than the Education Carousel. Based on development questions from employees and teams, there will be specified courses for different target groups. The Esprit Academy will develop in the course of this year and will contribute to structural development of knowledge. The steering group 'Samen opleiden en Professionaliseren' (a board member, three school principals and HR) will make the connection between the courses of professionalisation and will also develop them further. Our motto 'Learning without Boundaries in Amsterdam' encapsulates how we are striving to provide the best education for our students and the most rewarding and valuable work for our staff members.

[Sign up](#) for one of the courses of the Esprit Academy!

4.2 Guidance for starting teachers

Will follow soon.

4.3 Conversation Cycle

Will follow soon.

5. Vitality

At Esprit Schools, we believe it is important that employees feel good, both physically and mentally, as this affects how they do their work. Our aim is for employees to become more aware of their body and want to take good care of it. We encourage this by offering employees the opportunity to purchase a bicycle or to join a gym at an affordable price (see 5.2. and 5.3). We also participate in the 'Dam tot Damloop'.

5.1 Absence and reporting sick

If you become ill and are unable to perform your work, you must notify your supervisor by telephone. The time by which you must report sick may vary from school to school. Ask your supervisor about the agreements.

The company doctor may ask you to come in for a consultation. If there is reason to do so, you may also request an appointment with the company doctor. The company doctor holds consultations at the Central Office of Esprit Schools and at one or more of our schools. You should resume work as soon as you are able to do so. You should report your recovery to your immediate supervisor, regardless of whether you are scheduled to work that day or not. Please refer to our absence protocol for the rules that apply within Esprit Schools. Esprit Schools employees are expected to comply with the regulations of this absence protocol in the event of illness.



[Absence and reintegration protocol](#)



[Absence and reintegration protocol](#)

5.2 The National Corporate Fitness Plan

Being healthy is a great asset. Sufficient exercise plays a crucial role in this regard. With the National Corporate Fitness Plan, employees can choose from over 1,800 fitness locations, making exercise more attractive for more employees. The maximum amount that can be settled is €500 per year. Your gross salary may be reduced for 12 months in exchange for the fitness subscription, for example. Since you pay out of your gross wages, you will enjoy a tax advantage. All employees are allowed to participate in the National Corporate Fitness Plan. The project number you need to apply is 722559.

[Signing up for corporate fitness](#)

5.3 The Bicycle Plan

Esprit Schools employee can purchase a bicycle at an affordable price through the National Bicycle Plan (NFP). Making use of the Bicycle Plan is subject to several terms and conditions. If you purchase a new bicycle within the bicycle plan, you will receive a tax benefit on a maximum of €749. In addition, you can purchase a maximum of €240 in bicycle vouchers with tax benefits. The bicycle vouchers are divided into sets of €80 that you can spend annually and that remain valid for three years. You can use the bicycle vouchers to buy bicycle accessories or pay for maintenance on your bicycle. You can also take out a tax-free three-year theft or all-risk insurance with the National Bicycle Plan. The bicycle purchase will be settled via the salary administration, whereby your gross salary is reduced by the amount of your bicycle. You may choose to have a proportion of the amount withheld monthly or to have it set off against the holiday allowance or year-end bonus. The project number you need to

apply is 722559.

[Signing up for the bicycle plan](#)

5.4 Other vitality products

Fisc Free's vitality offer has been expanded with a gym subscription, a museum annual pass/CJP and a Fitbit: a bracelet that registers how much you move. You can also book a weekend trip or claim meal boxes at a tax advantage.

These products fall into the free group. In addition to the bicycle plan and company fitness, you can buy a maximum of 2 of these products up to a maximum amount of €500. If you want to exercise, you now have a choice of several gyms in your area. The offer is in line with the sustainable employability spearhead of Esprit Schools' strategic HR policy.

How does it work?

- Go to www.fiscfree.nl and log in.
- Choose a product and read the rules carefully.
- Indicate how you wish to settle the amount. For all claims, Fisc Free will refund the billable amount to your bank account. The costs are then deducted from your gross salary, thus giving you a tax benefit.
- Add the receipt of the ordered product to the request.
- Agree to the Supplement to the Employment Agreement.

Is the product more expensive than the maximum amount?

If the price of the product is higher than the maximum amount that you can settle, you can still order it. In that case, you will pay the additional cost from your net salary.

5.5 Emergency Responders

Within Esprit Schools, several employees have been trained to provide assistance in and around the school in the event of calamities, such as a fire or a power failure. They are called company emergency responders. They provide first aid, alert and evacuate employees and stay in contact with external emergency services in the event of calamities. The company emergency responders receive a financial compensation in accordance with the CLA.

Esprit Schools pay this allowance annually (€185 gross). Team leaders receive double this payout. Payment is made based on a statement of the annual mandatory certification.

5.6 Occupational health and safety equipment

In certain situations, it may be necessary to adapt the workplace to an employee's specific needs. After obtaining advice from the company doctor, Esprit Schools may contribute to the costs.



[Reimbursement of occupational health and safety equipment](#)

[Memo Regarding Health and Safety Equipment Guidelines](#)

6. Holiday and other leave

The school holidays are determined annually by the Executive Board. For more information about the current holiday planning:

 [Holiday Planning](#)

6.1 Compensation

For educational support staff (OOP), the holiday must be taken during the school holidays (with the exception of the first and last week of the summer holiday). To compensate for this, 2 compensation days per calendar year are allocated to this group of employees. This arrangement only applies to educational support staff (OOP).

6.2 Short-term leave / Short-term special leave

Several rules regarding short-term leave have been laid down in the VO CLA and the PO CLA. Short-term leave should always be requested from one's own supervisor and, in their absence, from their replacement. In addition to the CLA, doctor and dentist visits are also registered as short-term leave and treated as such, with the addition that where possible, appointments should be scheduled outside working hours and especially outside class times, or at the beginning or end of the day.

6.3 Saving leave

Leave can only be saved if there is no question of redundancy or displacement. If this is the case, the Executive Board will announce this prior to the application or prior to the relevant school year (in the case of current cases).

The saved leave is recognisably included in the annual work schedule (scheduling).

SEE PO CLA 2019/2020 - Article 15.8, Appendix 5 Regulation on Saved Leave VO
See CLA PO 2019/2020 – Article 8.20, Annex IX

7. Integrity & Confidential Matters

7.1 Integrity Code

Esprit's Integrity Code is intended for everyone who works or carries out work inside (and outside) the Esprit buildings, and indicates how we want to treat each other as colleagues, and others – students, parents, external parties. The code offers a framework for interpreting, assessing and weighing whether or not behaviour is acceptable.



[Esprit Schools Integrity Code](#)

[Integrity Code](#)

7.2 Confidential Adviser

Wherever people are together and work together, undesirable behaviour and violations of integrity also occur. Although discussing such matters with one another is often sufficient, we sometimes need the help of a third party. This is usually the supervisor or, in some cases, a confidential adviser.

Two external confidential advisers have been appointed for Esprit Schools employees. The confidential adviser listens, advises and guides where necessary. In addition, one or more internal confidential advisers have been appointed at each school who can be approached.

Esprit has drawn up a complaints procedure that is available on the website. It describes how complaints are handled, who has what responsibility and within what time frame complaints will be dealt with.



[Complaints Procedure](#)

8. Employee participation

All Esprit schools have a Participation Council (MR) that regularly meets with the school board. A representation of the MR members can be found in the Joint Participation Council (GMR). The GMR consults with the Executive Board and advises on or approves decisions of the Executive Board.

If you want to find out more about employee participation at your school, ask a colleague who is active in an MR. If you want to find out more about the powers of an MR, the Participation in Schools Act (WMS) provides more information about this. The WMS came into effect on 1 January 2007. The act aims to strengthen the positions of pupils, parents and staff in the participational decision-making process.

[Employee participation](#)