

Tablet regulation UM
Drafted by the Executive Board: 04-12-2014
Date of effect: 01 January 2015
Amended on: 1 June 2015

Tablet Regulation Maastricht University

This is a translation of the document 'Tabletregeling Universiteit Maastricht' approved and adopted by the Maastricht University executive Board. In the case of a difference of interpretation, this translation cannot be used for legal purpose and the Dutch text of this regulation will be binding

In view of:

- the university's sustainability objectives and related efforts to reduce paper usage
- the university's goal of providing staff with digital technologies and devices that are up to date and that enable them to work remotely
- the agreements made in the *Lokaal Overleg* (LO) between the unions and the Executive Board to use decentralised employment benefit funds to cover the costs of acquiring tablets for UM staff

the UM Executive Board has decided to establish the following regulations.

- 1 An employee will be provided with a tablet if:
 - a. he/she has a paid appointment of at least 0.4 fte based on the Collective Labour Agreement (CAO) of the Dutch Universities, excluding student assistants in the sense of CAO Article 10.1 and temporary staff in the sense of CAO Article 2.3 paragraph 12
 - b. the appointment will last for at least another 12 months as at 1 January 2015
 - c. The employee held a temporary appointment on 1 January 2015 that was extended in 2015 up to and including 31 December 2015 or a later date
 - d. he/she signs a declaration as referred to in Article 2.
- 2 Employees who satisfy the conditions stated in Article 1 and who wish to receive a tablet must fill in the designated form on the UM website within six weeks of the date that this scheme comes into force or within six weeks of receiving the extension of their appointment.
3. The employee requests that a tablet be made available to him/her, and signs the declaration in Appendix A.
4. The employee collects the tablet in person with a voucher or email provided to him/her for this purpose. The employee must be able to identify him/herself.
5. The voucher or email referred to in Article 4 can be exchanged until no later than one month following receipt, in accordance with the procedure stated on the voucher or email.
6. This regulation takes effect on 1 January 2015 unless otherwise stated. The regulation will expire on 1 January 2016 and from this date on no further appeal is possible

Agreed by the Executive Board on 4 December 2014 and amended on 1 June 2015

APPENDIX A

DECLARATION ON RECEIPT AND USE OF TABLET

The undersigned,

Surname and initials :

Date of birth :

Person ID number UM) : P..... (see ESS for number)

has received from Maastricht University the Samsung Galaxy Tab 4 10.1 tablet with registration/serial number

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1. He/she agrees to use the tablet for work activities for which he/she is appointed. These include, but are not limited to:
 - reading and sending emails and other communication
 - reading, editing and commenting on meeting minutes, notes, memos, etc.
 - consulting information online relevant to the exercise of his/her duties
 - using the facilities and provisions of the UM website.
2. He/she agrees to have to tablet at his/her workplace and to maintain and safeguard it as though it were his/her property. He/she shall ensure adequate security of UM data saved on the tablet. As a minimum, the following security measures shall be taken:
 - a pin code is used to prevent unauthorised access
 - an automatic screensaver is enabled in the event of inactivity, after which the pin code must be entered to access the tablet
 - data on the tablet shall be automatically erased after a certain number of failed login attempts.
 - The information on the tablet is stored in encrypted form.
3. He/she has read the Acceptable Use Policy and the UM security policy and accepts the ensuing obligations (see <http://www.maastrichtuniversity.nl/web/ServiceCentres/TheICTServiceCentreICTS/SecurityPagesMaastrichtUniversity.htm>)
4. He/she is aware that private use of the tablet is permitted.
5. He/she shall report any damage to or loss of the tablet to his/her line manager immediately.
6. He/she is aware that UM shall not replace the tablet in the event of loss or damage.
7. In the case of defects, he/she shall invoke the guarantee as agreed with the supplier (ARP).
8. He/she shall return the tablet to his/her line manager if his/her employment contract ends or is terminated before 1 January 2016.
9. He/she meets the following conditions for receiving a tablet:
 - he/she held a paid appointment at UM on 1 January 2015 that is valid for at least 12 months (including extensions) subsequent to this date for an indefinite period
 - he/she held a temporary paid appointment on 1 January 2015 that was extended in 2015 until 1 January 2016 or a later date
 - he/she is appointed on the basis of an employment contract of at least 0.4 fte (1 fte = 38 hours p/w), excluding student assistants in the sense of CAO Article 10.1 and temporary staff in the sense of CAO Article 2.3 paragraph 12
 - he/she has not received a tablet from UM in the 12 months prior to 1 January 2015 or prior to the date the tablet is provided.
10. He/she is familiar with the Maastricht University Tablet Regulations.

Maastricht,(date)

Signature :