

## **Services InterUM**

InterUM is Maastricht University's (UM) secondment agency for educational institutions and companies and has a large pool of (international) students and supporting staff. InterUM focuses on the secondment, recruitment, selection and payroll of UM students and graduates to temporary posts in the business community. InterUM can offer the following services.

### ***Recruitment including secondment***

InterUM takes care of the recruitment process and introduces several candidates to our client. The client selects a candidate, and InterUM offers this candidate a contract. InterUM is the formal employer, arranges the transfer of the salary and is liable for all employer risks. Our recruitment rate is applicable during the first six months. After six months the (lower) payroll rate is applicable.

### ***Recruitment excluding secondment***

InterUM merely arranges the recruitment of the candidate. The candidate will sign a contract with the client. In this case InterUM charges a fee of 15% of the annual gross salary (including 8% holiday bonus) on a fulltime basis.

### ***Payroll***

The client introduces an already selected candidate, who the client found through its own recruitment strategies. This option is called payrolling, in which InterUM is the formal employer and transfers the candidate's salary. Moreover, InterUM is liable for all employer risks.

### ***Invigilators***

InterUM has a large number of invigilators who monitor during the exams of the students. InterUM also offers the scheduling of the invigilators.

### ***Emergency response officer***

InterUM has a large pool of emergency response officers, students with a valid certificate. These students can be scheduled and work independently or in collaboration with your current emergency response officers.

## **Contract options**

Employees can receive three temporary contracts within the period of two years or they receive one long-term contract, depending on the position of the employee. A probationary period of one month is applicable when the contract has a duration period of more than six months. When the duration period is two years (or more), a probationary period of two months is applicable.

The employee can be offered two types of contracts.

***Contract with a fixed amount of hours***

The employee receives a contract with fixed amount of hours per week and is entitled to paid leave days and receives a holiday bonus of 8% and an annual bonus of 8,3%. It is possible to have supplementary overtime paid by means of a work slip.

***Contract with flexible hours, zero hours contract (digital timesheets)***

The employee receives a flexible contract and will declare only the hours worked and noted on a timesheet. In addition to a holiday bonus of 8% and annual bonus of 8,3%, the hourly wages includes percentages for leave days.