

Guideline Hybrid Working at Nikhef

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Nikhef can be characterized as a successful union between head, heart and hands. What is conceived with a great deal of intellectual power is supported with just as much passion and expertise in the form of instruments, so that theories can also be proven. The wide range of knowledge and expertise as well as the combination of thinking and doing makes Nikhef a sought-after cooperation partner both nationally and internationally and has an impact on the world.

This metaphor was not chosen for nothing. Head, heart and hands together form one organic unity. An organism can only function if its parts are not separated from each other. For this reason, Nikhef has always invested a great deal in facilitating people coming together. For example, a guiding principle in the renovation is that people can interact with each other as needed: over coffee, in pleasant meeting rooms and at anchor points. Everything is aimed at meeting and interaction, combined with sufficient quiet office space for concentration.

In addition to working at Nikhef, many colleagues at our institute work with great regularity in places other than their usual workplace. Sometimes they are on the move, sometimes they are visiting colleagues elsewhere, and often they work at home as well. We work, in other words, "hybrid". As a result of the corona crisis, this hybrid working has acquired different dynamics than before. We started to make more use of many of the available technical possibilities. At the same time, we came to understand better that regular meetings are essential for the proper functioning of the institute, and of ourselves as human beings.

The NWO-I policy and regulations on hybrid work set a framework within which we can do justice to the need for cooperation on the one hand and the need for flexibility on the other. The Hybrid Work Implementation Regulations set out the practical preconditions for hybrid work. Within these frameworks, the Nikhef employee and his/her supervisor have the joint responsibility to make arrangements that are appropriate for a collaborative institute. These agreements will largely be based on the personal interaction required for the work and, consequently, the location(s) where the work is performed. So that we can take advantage of the new possibilities that hybrid working offers, without losing the uniqueness of the institute and the power of interaction.

Nikhef has chosen not to set rigid rules and requirements and to build on the responsibility and involvement of colleagues. We do, however, offer a number of guidelines, which are leading in making choices that have an impact on presence at the institute. With these guidelines, we aim to maintain the dynamic that characterizes Nikhef and to give it a new impulse.

In these guidelines, we distinguish three work locations:

- At the usual workplace (institute or university)
- At home
- At other locations (such as at CERN, in the train, etc.)

The usual workplace.

At Nikhef, we assume that -as a default option- you will come to your usual workplace to work. There is room for both interaction and concentration, so almost anything can be done at the institute. At Nikhef, there are all kinds of facilities that encourage and facilitate spontaneous meetings and informal interactions. In this way we make it attractive to have group meetings at Nikhef.

At Nikhef, we have chosen two days when we wholeheartedly encourage all Nikhef colleagues to come to the institute instead of working from home:

Tuesdays and **Thursdays**. We call these days "Nikhef" days. On these days:

- We like to meet each other at the usual workplaces;
- We organize as many group-wide meetings as possible, such as mirror moments, lunch meetings and the like.

On **Mondays**, **Wednesdays** and **Fridays**, the usual workplace is available for all colleagues, and we like to welcome you with good coffee and inspiring colleagues. We ask group leaders to coordinate the presence of colleagues in the department so that it is known who is working where and when. We trust that, when planning group meetings days, the groups will take into account, for example, colleagues on (parental) leave and/or who work part-time.

Working at home

Employees at Nikhef have a great degree of freedom in choosing their work location, provided that the work permits this. In practice, this will mean that many colleagues will occasionally work at home. We count on everyone to consider the organizational interest (such as having personal meetings) when making choices, and there is always coordination with the supervisor and colleagues in doing so.

When working at home, the employee must use the work facilities provided in such a way that work is done safely and responsibly, in accordance with occupational health and safety guidelines.

Other locations

In addition to the usual Nikhef workplace, and the workplace at home, most employees can work virtually anywhere. Provided the work is done safely and healthily, this option can be used. The same conditions apply as for working at home: proper coordination is required, and no structural agreements are made.

Finally

Unfortunately, it is not always possible to fully facilitate the preferences of individual employees with regard to hybrid working. If discussions between manager and employee do not lead to a satisfactory result, the aforementioned arrangements. If no agreement follows from this either, the HR department can be asked to support or mediate.

If no solution acceptable to all follows, the usual NWO-I complaint law can be followed.

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