

# Guidelines on the management of voluntary activities of ESO retired staff effective as of 1 August 2021

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## 1. General

### 1.1. Introduction

Acknowledging and appreciating the goodwill and continued commitment of many retired staff, this document provides the management framework for retired ESO staff members who wish to continue working at ESO on a voluntary basis to follow their own research interests and/or to otherwise support ESO's activities.

### 1.2. General Principles

Upon request by the retired staff member, and following the recommendation of the Department Head, the Director responsible for the voluntary activities to be undertaken, may authorise the retired staff member to carry out these activities for the Organisation under certain conditions. For those voluntary activities in support of the International Staff Association, the ISA President is entitled to make recommendations to the Director General.

Retired staff members undertaking such activities do so on a voluntary and unremunerated basis and are not considered to be Members of Personnel of the Organisation.

Authorisation may be granted for a period of up to two years, with the possibility of extension based on organisational availability. In case the voluntary activities are project-related, the duration of the authorisation shall normally be linked to the end of the project. Voluntary service shall normally not exceed four years.

The Organisation will facilitate the logistics of approved voluntary activities on a best effort basis, limited to the use of existing resources.

## 2. Retired ESO staff members' performing voluntary activities

### 2.1. Logistics

As may be needed, an access card may be granted to retirees engaged in voluntary activities, in accordance with the Internal Memo dated 17 February 2015 [[Internal Memo "Access cards" dated 17 Feb. 2015](#)] after written request and approval by the Head of Human Resources.

If required for their activities, and for the period approved by the Director, retirees may also have access to:

- An ESO computer account;
- the library and its services;

- seminars and workshops (may require registration);
- the right to publish scientific or technical papers with ESO affiliation;
- loan of IT equipment (e.g. a laptop)
- laboratories and workshops (to be approved by the Department Head in charge of the activity)

Dedicated office space and mobile phones will not be provided, and any exceptions require the specific written approval of the respective Director.

### **3. Additional provisions**

Retirees undertaking voluntary activities are expected to perform their activities to a high level of professionalism and refrain from any act or activity which is detrimental to the operation and reputation of ESO. They must agree to observe the applicable ESO Safety Regulations and follow the ESO Code of Conduct. Every retiree undertaking voluntary activities reports to a supervisor who shall be appointed by the Director for that purpose and who is responsible for the corresponding activities of the volunteer.

Users of an ADS account or IT equipment connected to the ESO network must also agree to comply to the relevant ESO IT policies as defined in Administrative Circular No. 7 (Policy on the Acceptable Use of ESO's Information Technology Facilities and Services).

Retirees are required to acknowledge that ESO insurance does not cover volunteers for accidents on ESO premises. Retired staff member accessing ESO premises shall be required to acknowledge that individual insurance is required for claims in these circumstances (e.g. Cigna or other).

With respect to third-party material or personal damages produced by volunteers to third parties in the course of any activities for ESO, and where ESO is held responsible, ESO has in place a third party liability insurance policy that includes coverage also for non-active staff members, i.e. retired colleagues' voluntary work leading to a damage.

Similarly, the ESO property insurance also covers material damages to ESO owned assets, including damages originated by retirees engaged in voluntary activities, in the course of such unremunerated activities for ESO.