

# Handbook for Employees at Lund University



LUNDS UNIVERSITET

Human Resources

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# Preface

Welcome as an employee of Lund University!

You are now part of a large and exciting context centered on research, education and innovation. Every year, 40 000 students are educated here and among your colleagues there are doctoral students, lecturers and researchers as well as administrative and service staff.

The organisation accommodates several different traditions and types of activity. It is also characterised by all the international contacts that the University maintains. As a new employee, it can be hard to get an overview but it is worthwhile, both for your own sake and for the University, to gain knowledge of the organisation as a whole and to feel that you are an active part of it.

The University has common goals and values and they constitute the basis for all its activities. Our overall vision – to be one of Europe’s leading universities – implies both expectations and demands from the world around us.

We want to live up to these expectations by being sensitive and flexible. Several centuries of tradition and knowledge must go hand in hand with the present. The University is to take an active part in and sometimes lead the development of society. You have a big part to play in this work and at the University we want to make room for all good ideas – including yours!

We, the staff, together with our students, make up the University. In order for you to enjoy working here with us, we make constant efforts to develop good leadership and

collaboration. We also set high standards for a good working and learning environment in which everyone can develop and do themselves justice.

Lund University is a stimulating workplace. Don't be surprised if you come across a minister or a Nobel prize-winner in your corridor – people come here from all over the world. As an employee of the University, you too have great opportunities to travel out into the world and find inspiration for your work.

This handbook provides you with a first insight into your new workplace and more information on how the University works.

Once again – welcome to Lund University!

Vice-Chancellor Per Eriksson and Pro Vice-Chancellor Eva Åkesson

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## Introduction

This [handbook](#) is mainly meant for new employees but it can be of use to all coworkers at Lund University. Here you will find a brief *history* of the University, its distinctive character and its *organisation*, but you'll also find out about the University being a *public authority* and what that implies for its employees as well as the University's *mission*. *Student life*, the status of students and how they are organised is also mentioned. We also refer to certain *strategic documents*, such as the strategic plan, with information as to where to find them on the internet. A large part of the handbook is taken up by *human resources issues* and the University's *conditions of employment*. This covers for example *parental leave*, *pensions*, *working environment issues*, *staff development*, *equal opportunities work* and what kinds of *insurance* are available. There is also some information on *employee organisations* and *services*, such as *post and telephone*, at the University. The handbook closes with a *checklist for introduction* and a *search word list*.

A person in charge of a working unit is referred to throughout as a head of department, regardless of whether the activity takes place within a department or another organisational division.

For obvious reasons the information has been kept brief and general and is not always exhaustive. Besides, certain rules and regulations are frequently modified. Instead of including information in too much detail, we have chosen to refer to Lund University's website, [www.lu.se](http://www.lu.se), for further reading, or we advise you to contact the person responsible for introducing new employees in your working unit (if there is one) or your immediate superior. There is also a newsletter,

Personalinfo (Staff info), which Human Resources regularly sends out by email to all working units.

On the University's Staff page , [www.lu.se/anstalld](http://www.lu.se/anstalld), you will find many useful links. For example, there are links to the University's rules and regulations, [Regelverket](#), the administrative portal, staff information of various kinds, administrative forms for staff and Tur & Retur, our travel accounting system, but also to documents and publications.

There are also a number of policy documents, for example the strategic plan, the equal opportunities policy and the policy for third cycle studies which you can access on [www.lu.se/policydokument](http://www.lu.se/policydokument).

A lot has of course been written about the University, such as fact brochures, presentation brochures, department maps and other information material which can be of interest. These can usually be obtained from the University's Corporate Communications. Much of this material is also available in English, [www.lu.se/presentationmaterial](http://www.lu.se/presentationmaterial).

The National agency for Government Employers also has an informative brochure "Working in civil service – benefits and conditions". It is available as a pdf-document [here](#).

## **Lund University**

### ***Brief history***

The University was founded in 1666 as part of the efforts to make the Skåne landscape more Swedish. The new university was named Regia Academia Carolina – The Royal Caroline Academy.

From the start there were only four faculties, theology, law, medicine and philosophy.

The University's main task for a long time was to educate public officials, such as priests, teachers, doctors and lawyers. Towards the end of the 1800s, research, the methodical acquisition of new knowledge, also became a principal task for the University. Researchers wanted to know what reality looked like and what it had been in the past. The gradually accumulated knowledge was to be built up into a comprehensive truth. Reality was waiting to be mapped out.

Time and pace within the academic world were special compared to the surrounding society. The so-called academic quarter, according to which a lecture begins a quarter of an hour after the announced time, lives on in many places within the University. It was once rationally justified as church bells, rather than individual wristwatches, marked the time in people's lives.

The greatest upheaval in the development of the University came in the 60s. The educational revolution of the time meant that universities also educated people for the private sector, for example economists and engineers. A structure centred on professors was replaced by departments with many categories of lecturers who had specialised tasks. The number of campuses increased sharply and new categories of students embarked on higher education.

During the 70s, a democratic leadership structure evolved in the wake of the student revolt, with representatives from various interest groups. During the 80s, business principles were introduced into the university world, meaning among other things that economic rationality should be the guiding light for university activity. This also affected the

management models, which became more decentralised just as in the rest of the state administration. As far as the University is concerned, this was most clearly expressed in the Higher Education Ordinance of 1993. Most of the decision-making power was transferred from the parliament and a state agency to the universities themselves with power centering on a Vice-Chancellor comparable to the CEO of a company. Decision-making power within universities is now based on delegation from the Vice-Chancellor, not on rules in the Higher Education Ordinance as was previously the case. Alongside these developments, leadership roles have come into focus, and the roles of heads of department and deans as middle management have been emphasised in comparison to earlier more independent boards and committees, which are composed of representatives from different categories of employees, students and the surrounding community.

The long-term, basic accumulation of knowledge is still underlined when universities discuss their role in society. Previously, the dependency on the state was clear but nowadays it is to a large extent the local, regional and even international interests that affect the universities' activities. Universities are no longer particularly distinguishable from other organisations when it comes to the need to adapt your activities to the demands of society and the "market".

### ***The University today***

Lund University is currently in a marked developmental phase and is today Sweden's strongest research university from the point of view of the size of the research budget. In recent years the University has received more grants than any other Swedish higher education institution. This success

is largely due to the interdisciplinary research that is carried out and the diversity that the university as a whole can offer. With the highest quality as its main goal within education and research and with the ambition to be one of Europe's leading universities, the University is heading into a promising future. The University's strategic plan for 2007-11 formulates four strategies for achieving the goal:

*1) Quality assurance*

Education and research at Lund University are generally of high quality and within a number of areas Lund is world-leading. Even so, quality must be constantly developed and increased for all university activities.

*2) Internationalisation*

An international dimension is to permeate the entire activity. Of all higher education institutions, Lund has today the largest number of international students and we have agreements with partner universities in over 50 countries. More and more educational programmes are run in English and the international environment contributes to increasing the quality of both education and research.

*3) Cross-disciplinary collaboration*

The strategy aims to exploit the diversity present within the University to an ever greater degree. It offers unusually good conditions for new combinations of coworkers, areas of knowledge and skills. Boundary-crossing cooperation also includes collaboration with local, regional, national and international partners.

*4) Leader and employee excellence*

The University is to work to increase respect for different professional roles and subject skills within the University as a whole. All employees are to understand their role in the

University as a whole and feel that they contribute to the development of its activities. Both leadership and coworker commitment are to be developed.

From 2009-2012 Lund University will also carry out a development programme aiming to reach the goals in the strategic plan. The work on the development programme is carried out in the form of projects within four defined development areas:

- *Attractive learning environments*
- *Strong research and innovation environments*
- *Increased visibility*
- *Infrastructure*

Through innovation and other forms of cooperation the University's research is put to use in society and the innovation work thereby becomes all the more important for the University. Business developers contribute with support and resources for those researchers who wish to convert their findings into commercial products. With the help of Lund University's Innovation System LUIS researchers start around ten companies each year. Southern Sweden's regional innovation office is also run from here, which means that we also support researchers at other universities and university colleges in the region.

### ***The University as a public authority***

Changes in external conditions naturally affect the role of the universities as public authorities. As an educational institution for civil service for a limited number of students the university was clearly a public authority, particularly with

regard to the examination of students. Its activities were strictly controlled by detailed legislation and regulations. The right of free access to public records (see [Working in civil service](#), p.6) was self-evident, and in the appointments process the individuals had inviolable rights which had to be taken into consideration.

Legislation and regulations still govern the activities of Swedish universities, but the rules are fewer and less detailed. Current goal-oriented management means in principle that it is objectives rather than rules that govern activities.

Universities today are engaged in many activities that do not fall into the category of the exercise of public authority, for example cooperation with the business world, commissioned education and the so-called third-stream activities, that is contact with and information to the surrounding community. The principle of the right of free access to public records is no longer absolute in all contexts, for example with regard to research findings within an external commission, or inventions made while in employment within the university, etc.

On the other hand the concept of breach of duty has been reintroduced after having been removed from public administration for a time. Individual employees are responsible for ensuring the decisions they make are correct. It is not possible to refer to a democratically elected body in order to justify a decision. A person submitting a proposal to an organisation in the knowledge that the decision is not correct or that it has been made on erroneous grounds must register this, by for example attaching a note to the minutes. While this is a duty, it is also a traditional right. The same liability applies to decisions made through delegation.

At Lund University, all currently applicable rules are available in the Rules and Regulations homepage [www.lu.se/regelverket](http://www.lu.se/regelverket). See also [Policy documents and plans - Lund University](#).

## **Being a state employee**

Being a state employee has a broader meaning in that it involves taking on the role of a government official. As a citizen, the official shares the collective responsibility of being a guardian of democracy. Public authorities must grant free access to citizens and politicians and must provide the best possible basis of information for decision-makers. Democratic values are to constitute an integrated and obvious part of the everyday exercise of public authority. This means that you must be prepared to defend the values of democracy in various ways, which may put the courage of your convictions to the test. Important information on what being a public employee involves is available on [Bribery and conflicts of interest](#). See also below under the heading Accountability and Confidentiality.

## ***Organisation***

Lund University is a complex organisation with approximately 6000 employees in a large number of faculties, departments and specialised centres. The University Board is the University's highest decision-making body. It is composed of representatives of academic staff and students as well as a majority of external representatives from the community and the business world, including an external Chair. The Vice-Chancellor is responsible for the management of the University under the authority of the Board.

The University is divided into eight faculties managed by faculty boards or committees. They hold the overall responsibility for their respective activities, with regard to education and research as well as finances and development. There is a board for each faculty, except in the case of the faculties of Humanities and Theology, which share one board. The Chair of these boards is called a dean. The faculty boards also have external members besides representatives of academic staff and students. Below the faculty boards are the departments which in turn are as a rule managed by a board chaired by a head of department. The responsibilities and powers of the heads of department are regulated by local agreements and are very extensive. A part of the University's activities are specialised centres with a multidisciplinary focus or take the form of specialised research departments. The majority of the University's activities are based in Lund but research and education are also conducted in Malmö. There is also a campus in Helsingborg as well as local educational centres in various locations in Skåne. You can read more about the University's organisation on [www.lu.se/organisation](http://www.lu.se/organisation).

## **Student life**

The origins of the students' way of organising themselves is rooted in the so-called nations, which functioned as important social institutions for young people studying far from home at European universities in the Middle Ages. When the universities were founded in the Sweden of the time – Uppsala in 1477, Dorpat in 1632, Åbo in 1638/40 and Lund in 1666 – we also adopted the system of nations. Instead of representing the student's homeland, these nations now came to represent the county of origin. Each nation had its own Inspector, a university lecturer with a certain adult

responsibility in loco parentis. An inspector is still elected for each nation, but his or her function is now of a mainly ceremonial nature. The Academic Society (Akademiska Föreningen, AF) was set up in Lund in 1830, as a society for both students and teachers, the only one of its kind among Swedish universities. Both the nations and AF still play an important role in the social life of students, not least in providing a significant proportion of student accommodation through housing foundations.

The Lund Student Union (Lunds studentkår) was founded in 1867. It is through the Student Union that students have managed their representation in the University's various organisational bodies, representation which since the beginning of the 70s has been extensive and fairly professionalised. Students elect a representative for each department and, since a decision in 1995, these together form a faculty representation and a graduate students' union. Student policies are now pursued in these faculty unions, with the Lund Student Unions (LUS) as the coordinating organisation. Through their elected representatives, the students are represented on all boards, from departmental boards right up to the University Board and they also enjoy statutory rights to be included in any groups or bodies that carry out drafting work on decisions that affect students. Through their organisational bodies they prepare issues to be taken up at meetings and take various initiatives on matters which are important to them. From an international perspective, the position of students in Sweden is a strong one. Their organisations and individual representatives enjoy considerable respect for the work they do within the University.

As of 1 July 2010, membership in the unions and nations is no longer compulsory. This means that after 1 July 2010, students will no longer have to show membership in a

nation or union in order to have their exam results and higher education credits registered in the student records database, Ladok. All of Lund's so-called nations, unions and the Academic Society, with the exception of Småland's nation, the Faculty of Engineering Student Union, the Doctoral Student Union and the Lund School of Social Work Student Union, have therefore joined together under the name Studentlund. After 1 July 2010, all students will be offered membership in Studentlund and they can then choose whether or not to join.

## **The University's mission**

The University represents the highest educational level in society with three main tasks: to provide education, including post-graduate studies, to carry out research, that is to gain new knowledge, and to pursue the so-called third-stream activities, that is to keep society informed of its work and to cooperate with the surrounding community.

*First and second cycle studies* are carried out both as regular professional education in view of a defined labour market, such as education for teachers, architects, civil engineers, and doctors, and in the form of courses in various subjects, which can be freely combined by the students themselves. Students are to improve both their general and their specialised qualifications during their time at university. Undergraduate teaching is based on knowledge collected and evaluated through research, both nationally and internationally.

*Third cycle studies* aim to prepare students for a career in research, but the training provided by education at this level is significant for society as a whole. The importance of postgraduates in the workforce is something that is

increasingly emphasised in general debate. Postgraduate education has been reformed as of 1998 in such a way as not to exceed the equivalent of four years of full-time work.

*Research* today is perhaps the most identity-defining activity for a university. From a financial point of view, research is the largest part of the university's work. This depends partly on the fact that a lot of research in engineering and medicine requires advanced equipment. The cost of technical requirements also affects other faculties within the University. External sources of funding, such as research councils, foundations, EU bodies and others, have become increasingly important for universities in financing their research. Research is also increasingly carried out in large national and international projects.

The so-called *third-stream activities*, to inform and interact with the surrounding society, were legally established in the 90s, but they are not a new concept. Prospectuses from workers' educational associations from the turn of the previous century, for example, show that lecturers felt responsible not only for their teaching at the university but also for the education of the general public. Such lectures, given under the auspices of various associations, are still common today. Lund University is, for example, one of the founders of Folkuniversitetet. Nowadays the third-stream activities also include innovation, commercialisation of research findings and cooperation with business and industry. Equally important are the efforts the university puts into building up relations through school visits and invitations to the public, to politicians and the media to report on research and discuss important social issues.

Research findings have always been valuable to society. Well-known recent examples are the connections between the University and Gambro, Sony Ericsson and Tetra Pak. The

main idea behind Sweden's first science park, Ideon, is also cooperation between the University and the world of business and industry. During the 1990s, Ideon grew to become one of Europe's most important research parks and out of approximately 700 companies that have been active there since the beginning, most of them have their origins in research at Lund University.

## **Human Resources issues**

### ***Appointments***

When you become an employee of the University, you will receive a written confirmation of your appointment specifying the form of employment, monthly salary and other conditions.

The basic rules governing appointments are set out in the Employment Protection Act (LAS). The labour law rules are optional in many cases, which means that they can be replaced by other laws or collective agreements. For employees of Lund University, the General Agreement on Pay and Benefits for Government Employees (*ALFA*), applies; in addition to that there are a number of local collective agreements. Appointments regarding lecturers at Lund University are regulated by the *Appointment Rules for teachers at Lund University*. Ask your superior which agreement applies to your case.

The principal rule is that employment is permanent. An appointment may, however, be temporary, for a defined period or until a certain date. This applies to substitutes, appointment on probation and when an employee is over 67 years of age. For employees within the public sector there

are also particular rules which allow employment for a defined period in several cases. For employees at universities and university colleges, these rules are set out in the Higher Education Ordinance. For lecturers the rules can be found in Chapter 4 and in Chapter 5 for doctoral students, assistants, teaching assistants and clinical assistants.

## **Working hours**

According to a local agreement dated 6 November 1998, flexible working hours are applicable to all employees *except teaching staff and cleaners*. Working hours for full-time employment are 8 hours per day. Lunch break is not included as working time. Full-time employees may start work between 07:00 and 09:00 and finish their day between 15:00 and 19:00. Lunch may be taken between 11:30 and 13:30.

Employees are not required to work on Saturdays and Sundays, public holidays, or on Christmas Eve, New Year's Eve or the days before Easter Day, Whitsun and Midsummer. Weekdays between two statutory holidays are also free.

Working hours are reduced on certain days, by 2 or 4 hours, for full-time employees as follows: Twelfth Night (4 hours), Maundy Thursday (2 hours), 30 April (Valborgsmässoafton) (2 hours Monday-Thursday, 4 hours Friday), the day before All Saints' Day (4 hours) and December 23<sup>rd</sup> if it falls on a Friday (4 hours).

Employees working part-time have reduced working hours in proportion to their degree of work. The flexitime agreement can be found on the Employees' homepage ([www.lu.se/anstalld](http://www.lu.se/anstalld)). For lecturers, a special agreement on

working hours applies, available [here](#).

## ***Accountability and confidentiality***

As a public employee, you carry certain responsibilities. If you are negligent in your work, you may be subject to disciplinary measures. These may take the form of a warning or a salary deduction. This applies to all those involved in handling a certain task, including for example staff who contribute with typing or compiling material. It is not necessary for any injury or damage to have arisen for disciplinary measures to be taken. (See also under the heading “Being a state employee”.)

If you commit a serious crime in connection with your employment at the University, for example taking bribes or committing a breach of professional secrecy, you may be prosecuted in court. If you commit a crime indicating that you are clearly unsuitable as an employee of Lund University, you will be given notice or dismissed.

As an employee of Lund University, you must, in certain cases, observe professional confidentiality regarding knowledge gained through your work. If you are involved in personnel matters (even in a department) you must observe confidentiality regarding knowledge of the health and personal situation of other employees resulting from transfer of staff, rehabilitation, sickness or retirement.

You may not divulge confidential information on other employees gained from contact with healthcare authorities (e.g. doctors or dentists). This also applies to the results of psychological tests or similar examinations used in health care and research.

If you are involved in work commissioned by an external party, e.g. a company, confidentiality may also apply. If you are unsure, you should consult your head of department on the matter.

Information on the situation of an individual that is revealed to a member of the teaching staff or an academic advisor during study guidance is also subject to confidentiality.

## ***Annual leave***

### **Length of annual leave**

The number of days of paid leave to which a full-time employee is entitled during a whole calendar year is provided in the table below:

*Number of days of paid leave*

	Age from 30 to 39 years	40 years of age and over
Age up to 29 years	31 days	35 days
28 days		

The year during which leave is accrued is the same as the year during which leave is taken. If you are employed for only part of the year, the number of days of paid leave is reduced in proportion to the number of days you have been employed.

### **Calculating your leave**

Leave is calculated in whole days. If your normal working time is evenly distributed throughout the week, Monday to

Friday, every normal working day is counted as a day of leave.

If you work so-called “concentrated” part-time, then days of leave are calculated according to a particular formula. Your salary officer can provide information on this.

## **Timing your leave**

The employer normally decides when leave can be taken, while giving as much consideration as possible to the wishes of the employee.

According to the Annual Leave Act, leave should be taken so that “the employee has at least four weeks’ annual leave during the period June to August”.

If you are ill during your annual leave and wish to be put on sick leave, you must contact your department or place of work immediately. If you contact your place of work by post, the postmark determines the date of your application for sick leave.

## **Saved leave**

Each employee who is entitled to more than 20 days of paid annual leave for a given calendar year may save one or more untaken days of leave for use the following year’s leave. The number of saved days may never exceed 40.

## **Local rules**

The following agreement applies to Lund University concerning annual leave:

- The head of department and employee shall first try to agree on when the main leave can be taken.

- If no agreement can be reached, the department is bound to request a discussion with the employee's local union.
- The timing of leave for teaching staff, postgraduate students, researchers, post-doctoral fellows, assistants and clinical assistants is regulated by a collective agreement in which leave is assumed to be taken continuously, starting on the first Monday after Midsummer, unless otherwise agreed.

## **Holiday pay**

Holiday pay is your normal salary, which is applicable during leave, plus a holiday bonus, as follows:

- **Holiday bonus 1**

In connection with annual leave, you will receive 0.44% of your basic salary for each day of paid leave. Payment is made together with your normal salary in the same month or in the month after leave has been taken.

- **Holiday bonus 2**

A sum equivalent to 0.48% for each day of paid leave, multiplied by the sum of additional pay/variable supplements (rörliga lönetillägg) excluding overtime, which has been paid out during the year preceding the year for which leave is taken. This holiday bonus is paid out in June of the year following earnings.

## **Holiday compensation**

You have the right to compensation in lieu of annual leave if you cease to work at the University before you have been able to take all the leave to which you are entitled. Your right to compensation in lieu of annual leave holds

regardless of how and for what reason your employment has ended.

Compensation in lieu of annual leave is paid out as follows:

- 4,6 % of your basic salary for each day of leave not taken at the time of cessation of employment
- 0,44 % of your basic salary for each day of leave not taken
- A certain percentage, see above, of any additional pay/variable bonuses (rörliga tillägg).

## **Leave**

If you are granted leave for any other purpose than paid annual leave, deductions will in general be made from your salary. The size of the deduction depends on the reason for leave.

Certain kinds of leave do not entail deductions, e.g.

- Visits to the University's Occupational Health Services
- Visits to your doctor, outpatient departments, maternity clinic or when donating blood
- Acute dental problems, or examinations or treatment following referral by a dentist or doctor
- Visits to the University's Human Resources consultant
- Serious illness, death or funerals within your own immediate family or of close relatives (10 days at most)
- Moving house
- Academic examinations

## ***Parental leave***

A short description is given below of the most important regulations regarding parental leave. As these regulations are numerous and are often changed, we suggest that you contact your salary officer and/or the social insurance office for up-to-date information or if you have any questions.

## **Parental allowance and supplementary parental allowance**

If you are on leave for the birth of a child, or for the care of an adopted child, you have the right to parental allowance supplement from your employer during the time you are receiving parental allowance at or above the guaranteed level from the social insurance authorities. This supplement is paid out for a maximum of 360 days for the birth of each child. Leave can be commenced at the earliest 60 days before the expected birth of the child and taken until the child has reached the age of 8 years.

Parental allowance can be paid in full, 50% or 25%. *Applications for leave* in connection with the birth of a child must be made to your department at least two months before commencement of the leave or, if this can't be done, as soon as possible. A *deduction* is made from your salary for each day you are on leave, equivalent to 3.3% of your basic salary per month. Your *basic salary* is your individual salary plus any supplement to which you are entitled. In order to be eligible for full parental allowance supplement, you must have been employed by the University full-time for at least 90 consecutive days prior to the commencement of leave. Full-time employment before and after annual leave is

considered to have been continuous. The following are also equivalent to full-time employment:

- Sick leave
- Leave with temporary parental allowance
- Leave with pregnancy allowance

The parental allowance supplement paid by the employer is equivalent to 10 % of the daily wage for annual salaries up to 10 times the base amount and 90 % of the part of the daily wage exceeding this amount. Parental allowance supplement is paid out after receipt by your salary officer of confirmation from the social insurance authorities that the parental allowance has been paid out.

The father of the child has a right to temporary parental allowance for a total of 10 days in connection with the birth or adoption of a child, the so-called dad-days. The days can be taken at any time from the birth until the 60<sup>th</sup> day after the child has come home.

## **Temporary parental allowance**

In the case of leave with temporary parental allowance, a deduction to the salary is made for each day that you would otherwise have been at work. When you return to your workplace you are to register in the [Primula webb](#) system that you were unable to work because of a temporary need to take care of a child. For more information regarding the deduction from your employer, we recommend that you contact your salary officer.

## ***Other forms of leave***

## **Unpaid leave to study**

In general, you have the right to leave for study purposes according to legislation on study leave. One requirement is that the studies should follow a syllabus or similar plan. Salary is not normally paid during leave for studies. Applications for leave to study should be made as early as possible. The employer has a certain right to postpone leave for up to six months.

## **Paid leave to study**

If a certain course is considered important for the organisation, then the employer should facilitate such studies. The employer may grant you part or all of your normal salary for part or all of the study leave period.

## ***Incidental employment***

In principle, university employees are allowed to perform work or commissions outside their regular employment (so-called incidental employment) without obtaining specific permission. According to Chapter 4, sections 31-32 of the Higher Education Ordinance, teaching staff are required to inform the University of any incidental employment or commissions that are connected to their subject. Current legislation, however, states that an employee may not engage in incidental employment that:

- may affect the impartiality of the employee or any other employee in their work or that may damage the reputation of the University (*incidental employment that adversely affects confidence*)
- may interfere with normal working duties (*incidental employment that prevents the performance of duty*)

- may compete with the activities of the University (*competitive incidental employment*)

For more information see [PA Online](#).

## ***Cessation of employment***

The general rule is that employment is permanent. Employment may cease following notice of termination by the University or resignation by the employee.

If the term of employment is fixed, employment ceases without notice being given, unless the initial period of employment has been extended.

If an employee wishes to leave the University, he or she shall notify the University of this in writing, i.e. hand in a resignation. Likewise, if the University is forced to give an employee notice, this will also be done in writing, giving reasons for the termination of employment.

A certain period of notice must be given by both parties, depending on the duration of employment and in some cases on the age of the employee. If an employee is given notice of termination by the University due to shortage of work, the period of notice is extended according to special rules in the Job Security Agreement (see [www.tsn.se](http://www.tsn.se)). If an employee resigns, a reduction in the period of notice may be granted by the University.

In the case of fixed-term employment, no special notice of termination is required if the period of employment is that stated in the agreement. However in most cases the University is obliged to observe certain formalities upon the

expiry of a period of fixed-term employment.

Notice of termination may be given due to unsuitability of the employee, or due to a shortage of work or funding. In the first case, the University must inform the employee and his or her union. Both may then request to discuss the matter with the University.

If the notice of termination is given due to shortage of work or funding, the University is bound to enter into obligatory negotiations according to sections 11-14 of the Employment Act (Co-determination in the workplace) (1976:580 MBL).

According to the Employment Protection Act (LAS) the University has a far-reaching responsibility to find alternative work for permanent employees. The agreement covers salary guarantees in the case of transfer of staff and benefits in the case of termination due to shortage of work or funding.

The procedures for dealing with redundancy are available at [PA Online](#).

## ***Certificate of Service and references***

You may obtain, upon request, a certificate of service from the University. The certificate contains information on the position or positions held at the University, where you were placed and the duration of employment. Consider this certificate as an original and only provide certified copies when applying for other jobs. Contact your salary officer or human resources coordinator for further information on how to obtain the certificate.

If you leave after having been employed at the University for

at least six months, you are entitled to references according to the co-determination agreement for state employees. This document contains the same information as the certificate of service, as well as a short description of your duties and an assessment of how well these were carried out. Apply to your head of department or equivalent for references.

## ***Vacancy announcements***

These are administrated upon notification from the relevant department, by Human Resources or by the human resources coordinator at the Faculty Offices.

Announcements of vacant positions are posted on the notice board of the department in question, on the University's official notice board at the central administration building, Byrålogen, as well as on Lund University's homepage, [www.lu.se](http://www.lu.se). Announcements are also posted on notice boards throughout the University.

In most cases, vacant positions are also advertised in the University's magazine, LUM. Positions may also be advertised in daily newspapers and/or specialist periodicals. The public employment service is also notified of vacant positions at the University. Vacancies for technical and administrative staff need not always be announced. If there are particular reasons for filling a position without advertising it first, this is managed by Human Resources after petition from the department concerned.

A position is not announced as vacant when staff is awaiting internal transfer. In such cases, the vacant position is filled by transfer of staff.

A person entitled to re-employment according to the Employment Protection Act may in certain cases be appointed without any vacancy announcement being made.

## **Equality and equal opportunities**

Lund University's Equal Opportunities Policy for 2006-2010 identifies five areas of action:

- recruitment and promotion
- pay rates and other conditions of employment
- leadership
- preventing and combating harassment
- gender perspectives and gender awareness in teaching and learning

### ***Management group***

Since 1 January 2010, the University has a management group for Equality and Equal Treatment appointed by the Vice-Chancellor with representatives from the various faculties, staff organisations and student unions. The group is the drafting body for the Board and the Vice-Chancellor and has the task of supporting and disseminating knowledge about equality and the equal opportunities work which is carried out within the University as well as suggesting and initiating various equality and equal treatment measures.

### ***Preventing harassment***

A working group, called the Measures group, exists in the University and has developed a training method, "See the person". The group includes representatives from the

faculties and other working units and it is to help with information and training.

Employers are to work actively to prevent any employee or student being exposed to discrimination. Harassment is to be dealt with immediately.

### ***Preventing and combating gender-related and sexual harassment***

Representatives of student health services, occupational health services, student unions and Human Resources play important roles in preventing sexual harassment and harassment on the basis of gender among other things, and they provide support and assistance to those exposed to sexual, gender-related or other forms of abuse. People in positions of responsibility within these organisations are bound by professional confidentiality, they are to be easy to contact and have good knowledge of the University's activities. The students' union can also actively support students.

Read more: Lund University's [Programme of measures against gender-related and sexual harassment](#).

### ***Specialist function in the area of equality***

The University has a specialist function to oversee and run the work on equality. The Human Resources contact provides expert support in the Management group for equality and equal treatment and is also to act as support for the faculties and other organisational units as well as initiating and developing efforts in the area of equal opportunities.

## ***Faculties and other organisational units***

It is the responsibility of the faculties and other organisational units to integrate equality work into their regular activities. A body at the faculty level is to cover questions of equality and among other things assist the faculty management with the development and follow-up of action plans. At the faculty level there is also to be at least one contact person for equal opportunities as a link between the university-wide management group for equality and equal treatment and the faculty level. These bodies also have the task of supporting the departments in their work.

## **Diversity**

Lund University's diversity work is goal-oriented, with clear efforts being made to strengthen work on highlighting and safeguarding the qualifications of all employees. Lund University is concentrating efforts on three areas in its goal-oriented work to promote equal rights and opportunities regardless of ethnicity, religion or other beliefs. These areas are:

1. Working conditions
2. Preventing harassment among employees
3. Recruitment

The Vice-Chancellor has the overall responsibility for active diversity work within Lund University. Each head of department has the day-to-day responsibility for promoting diversity within the division/equivalent. In human resources planning and working environment activities, diversity

should be a natural element and should be taken into account when action plans are established.

The head of Human Resources at Lund University has the operational responsibility for the implementation of goal-oriented diversity work. Human Resources follow up and review how the diversity work's three areas of measures are converted into action within the organisation.

Any cases of discrimination against employees that arise are dealt with by Human Resources. If Human Resources have been involved in a case of alleged discrimination, the matter is dealt with by the Head of the Administration.

Read more on Lund University's [Diversity Plan](#).

## **Accessibility**

Lund University's overall goal is that the physical environment, activities and information should all be accessible to students, employees and visitors with functional disabilities.

The responsibility for the access of employees and students to the University lies with each head of department or other organisational unit. These heads are responsible for contacting LU Estates with regard to access to premises and Human Resources/Student Affairs with regard to the needs and conditions of individuals, as well as contacting Corporate Communications with regard to access to information.

## **Opportunities for staff development**

Both new and existing employees have a need to develop their knowledge and experience. This applies not only to the individual, but is necessary for the organisation as a whole to function.

Lund University offers its staff opportunities to develop skills. Developing skills can mean getting new tasks, taking part in various forms of exchange, undergoing training and courses, participating in networks, conducting research and teaching, taking part in conferences, meetings and suchlike. Human Resources and Staff and Educational Development/CED are responsible for university-wide training. They also provide support and assistance to organisational units with regard to human resources and activity development.

Information about staff development is available on LU's homepage, see Employees under the heading For my work. From there you will also find links to other units which are responsible for various types of development initiatives.

The responsibility for ensuring that an employee has the necessary qualifications is shared between the employee and the head of department. The employee is responsible for taking initiatives, making suggestions and pointing out needs, while the head of department is responsible for deciding which steps best serve the interests of the organisation and for initiating them. Both parties share responsibility for the implementation and follow-up of ideas and plans.

Staff development agreed upon with the head of department

takes place during paid working hours. When such development takes place outside the employee's place of work, the permission of the head of department is required. The employee's organisational unit bears the cost in terms of working hours. Fees are sometimes charged for activities; this is specified in the calendar of events at Lund University or on the invitation to individual events.

## ***Staff appraisal***

One of the goals of the efforts concerning the working environment is that a yearly development and salary appraisal should be carried out with each employee.

In the human resources development which is part of the yearly planning of activities, the annual appraisal is helpful in thinking through and discussing more systematically the developmental needs of both the staff and the organisation as a whole.

The head of department can use the annual appraisal as an opportunity to explain to the employee how the department is expected to develop both in the short and the long term. The employee can discuss his or her ideas and expectations, both personally and with regard to work. Each employee is given the opportunity to take an active part in and responsibility for his or her own development, while at the same time contributing to the development of the organisation. The annual appraisal can also be an opportunity to follow up the results of previous measures. Material on annual appraisals with tips and ideas is available on LU's homepage, see the Anställd-page under the heading For my work and PA Online.

## ***Staff training***

KIA courses are a comprehensive range of courses consisting of around 50 training programmes aimed at departmental administrative staff at Lund University. The aim is for the courses to give administrators the support and skills required in their day-to-day, practical work. A particular focus is put on communicating the role of departmental administrators in the overall process. You can find the courses by logging in to the [administrative portal](#). Then click on KIA -> Courses and materials.

There are many courses and programmes aimed at management in both academia and administration.

Among others, Human Resources also offer courses in project skills, project management and media training. All courses are advertised on LU's homepage, see the Employee page under the heading For my Work and Skills Development.

## ***Teaching and Learning in Higher Education***

The responsibility for qualifying training in teaching and learning in higher education lies with the respective faculties and is often arranged in cooperation with Staff and Educational Development /CED. The courses are also given at the Academic Development Unit, LTH (Genombrottet), and the Centre for Teaching and Learning at the Faculty of Medicine (MedCUL).

In order to be employed until further notice as a lecturer or senior lecturer at Lund University, it is a requirement to have undergone at least 5 weeks' training in teaching and learning in higher education (or to have acquired equivalent skills in some other way), as well as to undergo a further 5 weeks' training within two years of being appointed. A candidate who has insufficient training in teaching and learning in higher education at the time of appointment can be taken on for a limited period of time (1+1 years) in order to acquire the training which is lacking. According to the plan for skills provision at Lund University (Reg. No F9 1049/2006) the overall goal for skills development is for all teaching staff to be given ten weeks' training in teaching and learning in higher education and that such training should have taken place up to 2015.

Doctoral students who teach are expected to undergo at least 2 weeks' training in teaching and learning in higher education, within their third cycle studies or departmental work.

The training courses in teaching and learning in higher education are designed for all those who teach at Lund University: new lecturers, experienced lecturers, doctoral students, professors, librarians and others.

### ***Skills development abroad***

Get international experience and perspective on your work, exchange professional know-how, find out about experiences of teaching methods, the opportunities are many.

Take the chance to develop both personally and professionally. The opportunity for further training abroad is offered to all employees at the University. Read more about [further training abroad for employees](#).

## Stipends

Stipends and contributions from donations and connected foundations are administered by Endowment Administration in Finance. Information, current opportunities and application forms can be found on Lund University's stipend portal: [www.eken.lu.se/stipendier](http://www.eken.lu.se/stipendier).

Stipends established by Lund University are governed by special regulations; see more under [Stipends - Lund University](#).

## Salary

### *Payment of salary*

Salaries are paid out on the 25th of each month. If the 25<sup>th</sup> is a Saturday, payment is made on the preceding Friday and if the 25th is a Sunday, payment is made on the Monday that follows.

Exceptions: Payment of salaries in December takes place at the earliest on the 21st. If the 21<sup>st</sup> is a Saturday, payment will be made on the 23rd, if the 21st is a Sunday, payment will be made on the 22nd of December.

Salaries are paid out by Nordea bank. If you do not have an account at this bank, Nordea will send your first salary by cheque, with a letter asking you into which account you would like your salary paid in future.

In [Primula web](#) a specification of your salary is available around the 17th of each month.

The salary paid out is preliminary and may be corrected at a later date if, for example, an application for leave or a report for sick leave has been made too late to be registered for that month.

You need only submit your preliminary income tax demand note (preliminär skattsedel) once, at the time of appointment. Any changes in tax data during the year (a tax adjustment notification, for example) are to be sent in to your salary officer. More information is available at [PA Online](#) under Salaries/benefits.

## **Benefits**

For reasons of space, only a brief summary is provided here regarding the regulation of benefits. If you have questions which are not answered in this handbook, please consult the person at your department or unit who has access to the current agreement. This is usually the departmental secretary. You can also contact your salary officer.

Benefits are as a rule set by the General Agreement on Pay and Benefits for Government Employees (*ALFA*), which was reached between the National Swedish Agency for Government Employers (AgV) and the main organisations

for government employees, and by the local complementary agreement, *ALFA-LU*, between Lund University and the staff organisations. Copies of current agreements are usually available in each working unit. *ALFA* and *ALFA-LU* can also be found on the Employee homepage ([www.lu.se/anstalld](http://www.lu.se/anstalld)).

Benefits include your salary and other benefits such as:

- annual leave and holiday bonus
- compensation for overtime
- healthcare benefits
- compensation for certain expenses (e.g. for travel)

Your salary is determined through negotiation between your employer and the staff organisations in compliance with the [pay policy programme](#) for Lund University. Your head of department can answer questions on how these negotiations are carried out.

## **Illness and rehabilitation**

### ***Illness***

Comprehensive information is available on the [Employee](#) page.

If you are ill and have to stay at home, you are to report this immediately to the contact person at your place of work. When you return to work, you must hand in a written declaration that you have not been able to work at all, or partially, due to illness, again to your contact person.

If you are ill for more than 7 days, you must hand in a medical certificate (läkarintyg) to your workplace. If you

send this directly to the salary office, you must inform your workplace of the extent and length of the notification of illness. The salary office reports your illness to the social insurance authorities after the period of sick pay and forwards your medical certificate.

For more information concerning sick pay from your employer we recommend that you contact your salary officer.

## ***Special instructions***

### **Recurrence of illness**

If you become ill again within five calendar days of the end of your previous period of sick leave, this is considered as a continuation of sick leave and you will not be subject to another qualifying day before sickness allowance is paid out.

### **High frequency of illness – so-called general high risk protection**

If you have been subject to 10 qualifying days during the past 12 months and you fall ill again, the deduction for the first day of illness will be 20 %, as for the rest of the sick pay period.

### **Certain chronic diseases – so-called special high-risk protection**

If you have a medically documented chronic disease, involving repeated short periods of illness, you may be able to avoid the qualifying day for each period of illness. Applications for this should be made to the social insurance authorities.

## ***Medical care***

If you are ill and consult a doctor you can receive compensation for the cost. A maximum of SEK 95 per visit is paid out. Besides the original receipt from the doctor, you must also, where appropriate, send in a copy of your “high-cost card for healthcare” (“högkostnadskort” available at your doctor’s surgery) to your salary officer to receive compensation.

In the case of other forms of health care, such as physiotherapy, you can in a similar way obtain compensation of a maximum of SEK 55 per treatment session, provided that you have been referred for treatment by your doctor and that it is provided by a registered therapist.

In the case of psychological treatment, you may receive compensation of a maximum of SEK 95 per treatment session, provided that you have been referred by your doctor and that treatment is given by a qualified psychiatrist, psychologist or registered psychotherapist.

Compensation may be claimed for prescription medicines covered by the high cost card for medicine (obtainable from the chemist). Send the original chemist’s receipt for your medicine to your salary officer.

If you are admitted to hospital, you will receive an invoice from the regional or local health authority. To obtain partial compensation for this cost, send the invoice with the *original receipt of payment*, to your salary officer. Hospital care is compensated up to SEK 70 per day.

Compensation from the University for healthcare and medicine is normally subject to taxation.

## ***Rehabilitation***

If you are on sick leave for a longer period of time, the University is obliged to evaluate whether measures should be taken for your rehabilitation, so that you can return to work as quickly as possible. In the first place, your head of department will contact you, to discuss possible measures. If necessary, the University's Occupational Health Service and/or Human Resources may also get involved. If rehabilitation measures are needed, the social insurance authorities can decide on the matter, which usually means that you will receive rehabilitation allowance instead of sick leave. More information is available on the [Employee](#) page.

## **Occupational injuries**

Should you suffer an injury during your work, you must report it on a special form to be sent to the Registrar.

The term "occupational injury" includes not only accidents but also injuries sustained on the way to and from work and while travelling on University business. Long-term effects of work leading to injury or illness at a later date are also considered occupational injuries. The forms to be filled in by the injured employee should be available at all workplaces. The local safety and environment representatives should co-sign the report. The head of department sends the report to the Registrar. If you have any questions or would like help

regarding occupational injuries, please contact the safety representative at your place of work.

If an incident takes place in which no one is injured but someone could have been injured, the incident is to be reported as a so-called near-accident. You should inform the head of department of the incident, and the head of department will report it to LU Estates.

The social insurance authorities decide whether an injury is to be classified as an occupational injury. Through the Agreement on Personal Injury compensation (PSA), it is possible to obtain further compensation for pain and suffering or incapacity and any other form of permanent disability. You will receive more information on this when your claim is processed.

Forms and more information are available on the [Employee](#) page.

## **The working environment and the external environment**

The environment varies from one workplace to another. We are affected by factors at work of which we are not always aware. In general, the working environment can be defined as the physical, psychological and social factors that affect us and our work. At Lund University, we often talk about the physical and psychosocial working environments. This does not mean that they are separate groups of environmental factors. They are both part of the whole working environment on which the Work Environment Act is based.

None of the activities carried out at Lund University should pose a threat to the external environment. This mainly concerns the handling of chemicals and hazardous waste, fire safety issues and control of discharges of various kinds.

## ***Organisation***

The Vice-Chancellor has the overall responsibility for the working environment and the external environment at Lund university, while the responsibility for the day-to-day environmental activities lies with the heads of department. Important tasks affecting the environment can also be delegated to planners, administrators and others.

You can discuss issues affecting your working environment with your head of department or the person responsible for your division/unit/equivalent. You can also raise the issue with the safety representative at your workplace. The name of the safety representative and main safety officer should be posted on a notice board at your unit.

Issues affecting the psychosocial working environment can also be taken up with the University's Human Resources. This includes a human resources manager, a human resources consultant, a labour law specialist and equal opportunities coordinator. You can also contact the Occupational Health Services for working environment issues (see page 49).

LU Estates is responsible for issues concerning the physical working environment, external environment and safety. At LU Estates there is an environmental manager, environmental coordinator, safety engineers, industrial

hygiene engineers and radiation safety physicists. A research engineer is also available to handle chemical waste and has the role of safety consultant regarding the transportation of hazardous materials.

## ***Psychosocial working environment***

The psychosocial working environment determines how we feel and how we are affected by our work and our working conditions. It is important that the work you do is suited to your abilities and that you are able to influence your working situation. The content of your work and the opportunities you have for contact with your colleagues, cooperation and job satisfaction are also important factors (Work Environment Act, Chapter 2).

If you are experiencing problems in your psychosocial working environment, you can discuss them in private with your head of department or take them up with colleagues. You can also turn to the Occupational Health Services, which is neutral in such matters, or to Human Resources.

Further information on the psychosocial working environment is available on [PA Online](#).

## ***Physical working environment***

According to the Work Environment Act,

- work is to be organised in such a way that it can be carried out in a healthy and safe environment
- the workspace is to be designed and equipped so that it is suitable from a working environment point of

view.

This means that offices, laboratories, workshops and so on must be designed and equipped in such a way that unsuitable strain and risks are minimised and if possible, avoided completely. The indoor climate is to be satisfactory, the lighting conditions adapted for the work at hand and the fire ventilation and other safety measures must be checked and functional.

If you have a problem with some aspect of your physical working environment, you can refer to LU Estates. You can get help for example in checking the indoors climate, lighting, noise and get advice with regard to the handling of chemicals, risk assessment and so on.

### **Systematic working environment activities**

The instructions (AFS 2001:1) on systematic working environment activities describe how these activities are to be conducted in order to reach the objectives set out in legislation on the working environment. The head of department at your workplace is responsible for this work, but it is to happen in cooperation with the safety representative and all employees.

A good working environment requires everyone's cooperation. Everyone working at Lund University has a responsibility for pointing out incongruities or risks. Instructions, regulations and routines are to be followed and shortcomings reported to the person responsible for the working environment.

Read more on [Working Environment – Lund University](#).

## ***External Environment***

In 2006, a new environmental policy, strategy and goals were adopted for Lund University's environment and sustainability work. Our most important work for the environment and for sustainability happens through our research and education. Between 2006 and 2008, process dialogues were carried out to coordinate and support the work for sustainable development in education and research. One goal is for all students, in the course of their education, to encounter and relate to ethical and social issues in the area of environment and sustainability that are relevant to their subject.

“To live as we learn” is the motto for our internal environmental work – the direct effect of everyday activities. The goal drives and communicates our working method for reduced environmental impact. We are to work systematically to have good control over our environmental impact, to look out for opportunities for improvement through technology and the development of working methods and inspire and encourage employees and students to make their own positive contributions to the environment and to sustainability. The Vice-Chancellor, the faculty boards and the administration are responsible for the overall goals. Each working unit is responsible for the implementation and follow-up of relevant goals in their own work.

At LU Estates, the environmental manager and environmental coordinator work to develop common methods and systems, disseminate best practices and follow up our work to achieve the environmental goals.

Read more about our environmental work on [Working environment and external environment - Lund University](#).

## ***The Safety Committee***

The Safety Committee handles general working environment matters and is responsible for monitoring and following up issues of working and external environment as well as for developing a common policy for the whole University (see [Lund University's Working Environment Policy](#)). The Safety Committee has the statutory task of ensuring that rehabilitation and adaptation are implemented at the University. Because of this task, the Occupational Health Services are also an important cooperative partner for the Safety Committee.

Other issues concerning the working environment and the external environment are dealt with by the faculties' HSE committees (HMS-kommitté in Swedish) or by the faculty boards.

Via your safety representative, you can report working environment issues to be taken up by this body.

## ***Occupational Health Care***

Lund University has its own occupational health service. This is a professional and independent resource, active in the areas of working environment, occupational injury and rehabilitation. The service is available to employers, employees, postgraduate students, and in certain cases even to undergraduates. The Occupational Health Service has

specialists in medicine, ergonomics and psychosocial matters who work with prevention and treatment as well as rehabilitation for individuals, groups and at organisational level.

Their fields of work include

- inspection and advice aiming to prevent occupational injury, illness and breakdown
- statutory inspections
- cooperation in rehabilitation work
- reporting on the connection between working conditions, productivity and health
- cooperation on risk assessment of illness and injury and in the case of changes in activity
- participation in the changes to the University's organisation with advice and suggestion
- information and training

[Homepage](#)

## **Spectacles for work**

The need for spectacles for work at computer terminals or other optically demanding work is based on the amount of such work and the eyesight of the individual. If an eye test reveals that special glasses are needed, the employer (department or unit) will bear the cost of such glasses. Regarding glasses for work at computer terminals, all those who work more than one hour per day at terminals are to have regular eye tests (in compliance with AFS 1998:5). If symptoms are experienced the Occupational Health Service can be contacted and will where necessary refer the employee to an optician for an eye test and lense fitting. The University applies a national agreement with two opticians

(currently Synsam and Synoptik). The Occupational Health Service can answer your questions on spectacles for work.

## **Health and Wellness**

Through its Health and Wellness Policy, Lund University aims to encourage all coworkers to increase their health awareness and to provide opportunities for active participation in health-promoting activities. According to the policy, these activities are to lead to an increased sense of well-being at work, increase health and prevent occupational injuries.

You can receive compensation for the cost of gym membership purchased for six months or a year. The type of activity you sign up for should be the simpler and less expensive kind, e.g. exercise, strength training and swimming. This benefit is offered to all employees at Lund University and is individual; it cannot be exchanged for cash or other goods.

The policy and current levels of compensation are available [here](#).

## **Business Travel**

Business travel is to be booked through the travel agents with which the University has agreements. For information on travel agents, business travel policy, agreements with various companies and practical travel advice, please see [Business travel](#).

Special regulations apply to compensation for travel

expenses. In order for compensation to be paid, the employee must have been instructed to make the trip or it must have been approved afterwards by the head of department.

Compensation may be paid for travel costs, i.e. tickets, car mileage allowance, parking fees and for accommodation, i.e. hotel rooms/equivalent when in another location and an allowance for meals, etc. Part of this compensation is tax exempt, while other parts are taxable. Compensation is therefore paid out through the salary system.

Upon returning from a business trip, claims for travel expenses are to be filed in the travel expenses programme [Tur & Retur](#).

The secretary at your department or unit can answer any questions regarding the regulations on business travel.

When travelling abroad, you must ensure that you have sufficient insurance coverage (see below, under Insurance).

## **Insurance**

### ***Group life insurance***

With very few exceptions, all state employees are covered by the Occupational Group Life Insurance scheme (TGL-S). You are not required to pay any premium yourself for this insurance. This scheme also affords some degree of protection to your spouse/partner if he or she should die and has no occupational group life insurance of his/her own. If

you should die, a lump sum will be paid out to the beneficiary of the policy. The size of the payment depends on who the beneficiaries are, how many they are and their ages at the time. It is important that you inform your family of the existence of this insurance policy.

## ***Business travel insurance***

Lund University has a business travel insurance agreement with the Swedish Legal, Financial and Administrative Services Agency. The premium is paid by the University. The agreement covers medical and pharmaceutical costs, loss of luggage to some degree as well as liability, attack and legal protection. See further details on [Business travel Insurance](#).

### **Who is covered?**

The basic insurance covers all travel and official duties undertaken nationally and internationally. *You do not have to be employed by the University to be covered.* If your travel expenses are paid by the University, or with funds at the disposal of the University or if the person travelling is a recipient of a salary or other compensation from funds at the disposal of the University, then that person is covered by this insurance. This means that those in receipt of a grant or stipend are covered by the University's business travel insurance agreement.

If the execution of your official duties requires you to work somewhere other than your normal place of work, you are also covered by this agreement when you are travelling between your usual workplace and another University

department or unit. You are not insured when travelling to and from work.

Business trips and trips to and from work made by members of the University's boards and committees to attend meetings are covered by insurance, in contrast to normal trips to and from work, as the members of such boards and committees are in principle entitled to reimbursement by the committee or the University for their travelling expenses.

### **Insurance when stationed abroad, URA**

If you are to work abroad for more than six months, a URA contract must be drawn up. The agreement on work outside Sweden and guidelines on employment conditions when stationed abroad (URA) means that you (and any accompanying family members) are posted abroad by the Swedish state which in turn means that you are still considered to be resident in Sweden. More information on international postings is available at [PA Online](#), the University's Employee handbook on the internet, under Employment and further under Employment contracts.

At the same time as your contract is drawn up, a URA insurance policy will be signed for you and for your family members. The URA insurance costs SEK12 per person per day and is paid by the public authority.

Questions on international postings can be addressed to Annike Hemmingsson, Human Resources, tel (046-22)271 18.

## **Baggage loss protection**

*Damage to or loss of personal property* during business travel is compensated up to a maximum of SEK 25 000. Lund University has chosen, with a small premium, to increase this compensation to a maximum of a base amount. Lost cash is compensated up to SEK 5000. Business travel insurance does not cover loss of or damage to University property taken on a trip.

Insurance coverage still applies if you decide to take a holiday in combination with a business trip, for example to see something of the country you are visiting. This also applies if you take the leave during the journey to or from the location of the business meeting, even if this means a deviation from the business travel route. The period of leave taken may not exceed the length of the business trip itself.

## **Supplementary insurance for accompanying family members**

Many home insurance policies cover travel for a period of up to 45 days. For longer periods, for example for those who are going to carry out research abroad, it can be expensive to provide extra insurance for accompanying family members. For a cost of SEK 10 per person per day, however, accompanying family members, spouses/partners and children, can be insured, on condition that the insurance is paid by the department (or equivalent).

## **International visitors to Sweden**

Business travel insurance also includes a collective supplementary insurance agreement for international visitors, researchers, lecturers or others who are to be working at the University's units for a period of up to 365 days. The

insurance covers necessary and reasonable costs for emergency dental and health care resulting from illness or accident, as well as the cost of transport home in the case of serious illness or accident. Accompanying family members are also covered through the University for a maximum of 365 days.

### ***Voluntary group insurance***

*BOX spara och försäkra* offers all those employed permanently or for a longer period of time at Lund University a group insurance policy, the *University and University College Insurance*. This insurance is voluntary and the premium is paid by the employee. The agreement covers child insurance, health insurance, life insurance, accident insurance and family protection.

Staff organisations (unions) also offer various kinds of voluntary insurance to their members.

Questions about insurance can be addressed to Annike Hemmingsson, Human Resources, tel (046-22)271 18.

## **Pensions**

It is important that you and your family should be familiar with the University's pension benefits. Even if you resign from your post as a state employee, you will still receive some of these benefits. You should contact the pensions officer at Human Resources when any of these benefits become relevant to your situation.

The pensions agreement PA 91 applies to state employees born in 1942 and earlier. From 1 January 2003, a new pensions agreement (PA 03) applies to state employees born in 1943 and after.

The pension consists of two parts:

- a retirement pension based on contributions paid
- a retirement pension based on salary and additional benefits received

Regarding the *retirement pension based on contributions paid*, which is calculated from the age of 23, the contribution is equivalent to 2.5% of your monthly salary. You may decide yourself whether this contribution is to be invested or placed in a traditional insurance policy.

The employer also makes contributions to a *supplementary retirement pension* (KÅPAN Tjänste), which is accumulated from the age of 28. 2 % of the salary is set aside for this. The supplementary pension can be collected as a life-long or temporary pension. If you wish, you may top up the supplementary pension by making your own contributions to the voluntary pension plan KÅPAN Plus.

The second part of the pension is *based on salary and additional benefits* paid to the employee. Part of this pension will gradually be replaced by the pension based on contributions.

The retirement age in Sweden is 65, and retirement starts from the end of the month preceding that of your 65<sup>th</sup> birthday. Employees are not, however, required to retire until the end of the month in which they are 67 years old.

Those granted a temporary disability pension from the social insurance office must report this to their pensions officer in order to receive a state *disability pension*.

*Survivor annuity* is paid to a spouse and in certain cases to a partner, who was living with the employee at the time of his/her death, and to children entitled to an inheritance that are under the age of 20. Survivor annuity is paid for the first six years following death, or until the month the deceased would have reached the age of 75.

*Partial pensions* are governed by a specific agreement and may be paid from the month the employee is 61 years of age, up until the month before he or she is 65. Working hours may be reduced by up to half of a full-time position with the consent of the employer.

## **Services**

### ***Telephone***

You should acquaint yourself with the workings of the telephone system as soon as possible. There are instruction guides about this, see [here](#) for example. In particular, you should learn how to programme your telephone so that correct information is given when you are in a meeting, on a business trip, at lunch or on holiday. This allows the switchboard to better help you and your callers. Problems with the telephone service should be reported to LDC Service Desk, [ServiceDesk@ldc.lu.se](mailto:ServiceDesk@ldc.lu.se), extension 290 00.

## **Post**

The University postal service manages internal post, common outgoing external post, incoming external post, to LTH and the University's central administration, as well as the sale of stamps and bar code labels. Franking strips can also be purchased here.

For all departments and units in Lund, Malmö and Helsingborg, there are mail stops (hämtställe) at which internal and external post is delivered and collected. The University also has its own post boxes around Lund (dark blue, bearing the University seal), which are emptied twice a day on working days.

*Courier and taxi services:*

Information and booking: (046-22)270 84 or 070-511 17 67.

The University postal service has a mailing list for all cost centres at the University. This list can be ordered by both internal and external users, adapted to requirements (046-22)270 73. Mechanical envelope stuffing and labelling is available. Sorting and packing of material and surveys can also be provided. You can read more about Lund University's postal service at [LU Service](#).

## **University bicycles**

For a few years, bicycles have been available at a number of University workplaces. These can be used by employees for University business. The administrator can tell you whether there are bicycles available at your place of work.

## ***Parking***

All parking spaces that belong to Lund University are subject to a fee.

Car parks are divided into four zones: A, B and C as well as a budget zone. Signs at the entrances to the car parks provide information as to the zone.

Parking fees vary according to how central the parking spaces are. The fees can be paid for a whole semester, (terminsdekal) or for a day. Daily parking tickets are obtained from the University's ticket machines. Infringement of parking regulations leads to a fine.

Parking permits and daily tickets (in booklets) can be purchased at the parking office, in the Eden building, Paradisgatan 5.

Please visit our [homepage](#) for parking regulations and a map.

Special rules apply to the car parks at the Malmö Academy of Music, the University Hospital in Lund, the University Hospital in Malmö, within Malmö University and Campus Helsingborg. Lund University parking permits and parking tickets are thus not valid in these areas.

## ***Lund University profile shop***

The shop is run by Wackes AB; see the homepage [Lund University profile shop](#), where you can make purchases on behalf of your department. Private individuals can shop in person at Studentinfo, Sandgatan 2, see [Akademiska](#)

[föreningen.](#)

## ***LDC – Lund University's IT supplier***

LDC is responsible for the development, running and maintenance of the University's computer network, LUNET, and for central network services such as IP number assignment and email. Each employee has an email account and an identity created from Lucat, the University's personnel database, and can therefore use services such as web-based email.

LDC is also responsible for running the central administrative systems used within the University. Examples of these are the salary system Primula, the student records database Ladok, the personnel database Lucat and the accounting system, Orfi.

LDC offers a standardised PC environment with automatic programme updates, support, file saving and backup for a fixed monthly fee. In addition, LDC's personal computer consultants help with installation, problem solving and so on first and foremost for the departments which have signed agreements for this type of support.

Examples of other services offered by LDC are training, backup, server provision, computer hosting, web hosting, supply of software within the framework of the University's agreements, system development and IT project management.

Via LDC's Service Desk (tel 290 00) you can get help with all sorts of IT-related issues. The Service Desk is also a central part of the organisation that provides computer

support to the online education provider, Nätuniversitetet.

LDC is considered by the University as a non-profit making business unit. Their work is self-financed, which means that all products and services supplied to University departments and units must be charged. LDC receives no central funding from the University.

For more information see <http://www ldc lu se/>.

### ***The library network***

Lund University has one of Sweden's oldest and largest research libraries. Nowadays, 30 faculty, departmental and central libraries in Lund, Malmö and Helsingborg work together in a network (Lund University Libraries – LUB).

The main task of Lund University Libraries is to support the University's research and education through good access to information. The libraries play a central role in the dissemination, preservation and effective management of information. Students, lecturers, researchers and other users are offered tailored library and information services close to their work. A priority goal for all basic higher education is to develop the students' information skills – the ability to search for and evaluate knowledge at a scholarly level and to follow the development of knowledge. This creates new needs for cooperation between the Lund University Libraries and the people responsible for education. Lecturers and researchers are also offered training in information management at their respective libraries.

The main University Library, UB, is responsible for the management of all Swedish publications, large collections of

international publications, special collections, archives and deposits.

The Lund University Library Head Office, BD, offers common electronic services and coordinates activities within the LUB network. BD signs all the campus licenses for e-media on behalf of Lund University. The University Librarian is the head of the library Office.

The Library Board has the overall responsibility for LUB, leads development, establishes quality goals, orientation, scope and level of service, as well as being responsible for evaluation and quality assurance. The library board is also the board for the Head Office.

See <http://www.lub.lu.se/> for more information.

## **Other important information**

### ***Change of name and address, LUCAT***

Lucat is the University's electronic personnel directory on internet. As soon as possible, you should communicate any name and address changes to the person responsible for Lucat at your place of work and to your salary officer. You can make changes to your home address and home telephone number on Lucat yourself, by going in to "Anställd" via the University's homepage. Here you click on the the "Lucat - för anställda" link. More information on Lucat can be found on <http://lucatu.lu.se>.

## **LUFF**

LUFF, Lund University Foreign Friends, was established to support international visiting researchers, lecturers and other academics and their families. The aim is to provide practical help and advice which can make it easier for guests to settle in to their new surroundings. LUFF offers for example:

- Practical help with everyday issues, such as obtaining an ID card and opening a bank account.
- Help with contacts and advice concerning schooling, preschools, adult education and so on.
- Current information on living and working in Lund and Malmö.
- An activity programme for each semester with information meetings, excursions and more in which participants can learn more about Sweden and Swedish culture.
- The monthly newsletter "What's Up", which contains information on what is on in Lund, Malmö and the region.

For further information, see

<http://www.lu.se/o.o.i.s/561> (svenska)

<http://www.lu.se/o.o.i.s/581> (English)

Contact: [Sigurborg.Ragnarsdottir@pers.lu.se](mailto:Sigurborg.Ragnarsdottir@pers.lu.se)

Tel: (046-22)271 51

Fax: 046-222 46 10

## **LUM**

You can read about what's on at the University in LUM, Lund University magazine, which comes out ten times per

year ([www.lu.se/lum](http://www.lu.se/lum)). LUM contains articles and features on current programmes and research as well as information in the University's activities, staff news, vacant positions and research funding.

You are welcome to contribute articles and suggestions to the editorial office, which is located at Corporate Communications (Main university building) tel (046-22)295 24. More information can be found on [LUM](#).

## ***Communication – advice and tools***

All coworkers within Lund University have a responsibility for communication and managers have a particularly big responsibility. Communication is an important tool to achieve Lund University's goals and to attract students, to make research findings known and to get committed cooperation partners.

The University has an important function in society but also competes on many different levels, among other things for students and for research funding. Therefore all communication from Lund University must be clear and reliable, both internally and externally. The graphic profile is an important tool on the web, in power point presentations, in letters and printed material, on signs and profile products. On [www.lu.se/grafiskprofil](http://www.lu.se/grafiskprofil) you can read more about the graphic profile and download templates.

Within Lund University there are professional communicators, both at the university-wide Corporate Communications level and in the faculties, as well as in certain cases at the department level and within the research areas. They can contribute with advice, support and tools. There is also communications training available for those

who want to improve their communication skills, see [www.lu.se/kompetensutveckling](http://www.lu.se/kompetensutveckling). On [www.lu.se/kommunikation](http://www.lu.se/kommunikation) you can find contact information for communicators and tools that you can use for your communication. Here you will also find university-wide policy documents – the communications platform.

University-wide information and working tools can be found mainly on [www.lu.se/anstalld](http://www.lu.se/anstalld).

## ***Supplies/purchase***

Where it is necessary to obtain supplies or make purchases of goods or services for Lund University there are a number of rules with which it is important to be familiar, among them:

- supplies/purchase are only to be ordered from the suppliers listed in the framework agreement
- each department/equivalent is to have a supplies coordinator

More information on these and other rules is available in the procurement policy and the current regulations that apply to it. During the autumn/winter of 2006/07 the Lund University Purchase and INvoice Management system – LUPIN – was introduced. Purchase of supplies for the University is to take place through this system wherever possible.

Information on the procurement policy and the University's framework agreements can be found [here](#).

## ***Employee organisations***

At Lund University, the following employee organisations

are present, among others:

### **TCO-OFR/S**

The Swedish Confederation of Professional Employees

Box 1143

221 03 Lund

Visiting address: Lilla Gråbrödersgatan 1B

Tel (046-22)293 62, (046-22)293 63

Internal post: Hämtställe 29

<http://www.st.lu.se/>

### **SACO**

The Swedish Confederation of Professional Associations at

Lund University

Box 1575

221 01 LUND

Visiting address: Lilla Gråbrödersgatan 1B

Tel (046-22)293 65

Internal post: Hämtställe 29

<http://www.saco.lu.se/>

### **SEKO**

The Union for Service and Communication Employees

Visiting address: Lilla Gråbrödersgatan 1B

222 21 LUND

Tel (046-22)293 66

Internal post: Hämtställe 29

Membership in employee organisations automatically confers membership in the unemployment benefit fund.

# Checklist for the introduction of new employees

## *Suggestions for the first year of employment*

The way in which new employees are received in the workplace affects their performance and sense of job satisfaction. Their reception can in some cases determine whether or not they remain in their jobs.

According to an agreement between Lund University and the local employee organisations that is in place since 1981, new employees have the right to 5 days' introduction to their place of work. This agreement is still valid. Of these five days, two should be set aside for a general introduction to Lund University, under the auspices of the Human Resources Staff Training and Development unit. This is organised at least once a year. The organisers should be notified of the arrival of any new employees so that the latter receive a direct invitation to the introductory event once it is scheduled. Information about the next central introductory day is available on the [Calendar of employee and management training events](#).

## **Responsibility**

The head of department/superior at the workplace and the new employee both bear responsibility for making the most of the introductory period. The head of department may, however, appoint someone else to be responsible for guiding the new employee in certain cases.

## **Before the arrival of the new employee**

- Make the appointment in good time before the work start
- Head of department/superior appoints another person to act as introductory guide if necessary
- The head of department and, when applicable, guide plan the introduction together
- The head of department/guide, arrange with the employee where and when to meet on the latter's first day of employment
- Send information that may be useful to the new employee in advance
- Prepare an office/workplace with a nameplate, arrange a telephone line and email address.
- Prepare any further information material for the new employee's first working days.

## **First day of employment**

This is how we work:

- Remember the small details – put flowers on the new employee's desk, invite him or her to lunch or make some other gesture of welcome to the new workplace.
- Introduce the head of department, closest colleagues, other coworkers and perhaps designate a mentor.
- Inform the new employee about common activities, such as coffee-breaks, lunch, staff meetings, etc.
- Inform the new employee of rules concerning the working environment, safety, etc.

Practical information:

- Show the employee around the premises: lecture rooms, research labs, offices, post and

printing/copying room, caretaker's office, lobby, library, parking, etc.

- Go through the most important conditions of employment such as working hours, flexitime, salary, annual and other leave, sick leave, etc.

Mutual expectations:

- The head of department/superior and the new employee discuss their work expectations and their common tasks.
- Plan the rest of the introduction together.
- Go through any issues that may have arisen during the first day.

Allow time for the new employee to digest all the new information he/she has been given.

## **The next few days**

Provide an insight into the work and the local organisation:

- main tasks associated with teaching and research
- the size of the department in terms of students, employees and financial turnover
- distribution of tasks, who is responsible for what and who makes the decisions
- other units that are important for the new employee (cooperation, contacts, etc.)
- the tasks and members of the board of the department or equivalent and who represents the employees on the board
- representatives of the various employee organisations

## **The next few weeks**

Give the new employee an opportunity to:

- go around and talk to those in charge and other coworkers (for example the head of department /equivalent, the director of studies, lecturers, researchers, supervisors, study advisors, technical and administrative staff) about their collaboration
- participate in activities typical for the department such as a planning meeting, a board meeting, a lecture, etc.
- get to know more about other parts of Lund University that are of importance to the new employee.

The head of department/superior should talk to the new employee to ascertain how he or she feels about the new job, working situation and to identify any further needs with regard to introduction and other matters.

## **After a few months**

- Give the new employee the opportunity to take part in the general introductory event at the University
- The head of department/superior should have a discussion with the new employee in order to:
  - get an idea of how the new employee feels about his/her new job and situation
  - Get an idea of possible further needs for support and development
  - Give his/her view of how the new employee is getting on in the job.

## **Over the first year**

- The head of department/superior conducts annual

appraisal with the now not so new employee.

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