

CONDITIONS OF EMPLOYMENT

Your conditions of employment are regulated by an agreement between the main trade unions ('SACO', 'OFR' and 'SEKO-civil') and 'Arbetsgivarverket' (AgV = National Swedish Agency for Government Employers). "Allmänt löne-och förmånsavtal" (=ALFA).

Letter of Appointment

As a new employee you will have received a letter of appointment giving details of job title and position, and stating whether the appointment is full-time or part-time, permanent or temporary.

Social Security Benefits

Appointments of less than 20% of full-time employment are not entitled to social security benefits.

Payment of Salaries

The University uses individual salary schemes.

On taking up your appointment you must provide the faculty administration office / equivalent unit with your preliminary tax code for the current year together with any other correspondence relating to your tax situation. Failure to provide this information may mean that deductions will be made according to instructions from the tax authorities. This may mean that a higher rate of tax is deducted.

Salaries are paid no earlier than the 25th day of the month. If this day is a Saturday payment will be made on the 24th day and if it is a Sunday payment will be made on the 26th day of the month. In June and December the payment may be made on a different day, depending on which weekday Midsummer's Eve and Christmas Eve falls.

Salaries cannot be paid in advance.

Payments are made by 'Nordea'. Your first payment will be made in the form of a postal cheque. If you prefer a different form of payment you must fill in a transfer request (Appendix 1) which must be submitted to **Nordea Bank Sverige AB, Dagboken, P331, 405 09 Göteborg.**

When your salary is paid out you will receive a statement. If you have any questions regarding this statement or anything to do with your salary you should contact the faculty admin office / equivalent unit.

Any change of name or address should be communicated to your department / unit secretary.

Hourly-paid Contracts

If you are on an hourly-paid contract and would like your salary to be paid out a certain month the faculty admin office / equivalent unit must have your payment request form no later than the first weekday of that month.

Working Hours

From 1 January 1997 it has been possible to negotiate local agreements to regulate working hours. For teaching staff there is a local arrangement that regulates working hours. For other members of staff the working hours between 1 September and 30 April are 8 hours and 10 minutes per day, normally between 07.50 and 16.30 with a break of 30 minutes for lunch. Between 1 May and 31 August the working hours are 7 hours and 30 minutes normally between 08.00 and 16.00 with a break of 30 minutes for lunch.

For some units there is a local agreement with flexible working hours. This means that the employee can choose his/her working hours within certain agreed times.

Working hours on national holidays (excluding teaching staff)

Easter Saturday, Whitsun Eve, Midsummer's Eve, Christmas Eve and New Year's Eve are free from work. Working hours on certain days are reduced by the following hours:

| | | |
|--|------------|---------|
| Twelfth Night (5 January) | reduced by | 4 hours |
| Maundy Thursday (Thursday before Easter) | | 2 hours |
| 30 April, if these days falls on | | |
| Mon – Thur | | 2 hours |
| Fri | | 4 hours |
| Day before All Saint's day | | 4 hours |
| If 23 December falls on a Friday | | 4 hours |

For part-time employees the working hours are reduced in proportion to the extent of the appointment.

Overtime

Overtime is work done by a full-time employee outside normal working hours. All overtime must be approved in advance by your supervisor. The ceiling for all overtime is 150 hours per calendar year. If the overtime has been compensated for by free time it is not included in the yearly total. Compensation for overtime can be in the form of extra payment or free time.

Extra time

For part-time employees any work outside normal daily working hour's counts as extra time. Extra time must not extend beyond normal working hours for a full-time employee. The total amount of extra time and overtime must not exceed 200 hours per calendar year. Extra time must not exceed 175 hours per calendar year. Compensation for extra time can be in the form of extra payment or free time.

Holidays

In accordance with statutory regulations you save up for your holidays during the relevant calendar year. The general rule is that the holiday must be taken the same year. This means that a new employee is entitled to a holiday during his/her first year of employment. The number of free days is based on the time you are expected to work during the year.

If you have saved up for more than 20 days you may save the additional days for a later year. You are only allowed to save a total of 40 days' holiday. If you do not want to save your free days, the full holiday must be taken during the relevant year.

If you finish your employment and have taken more holidays that you have earned, you will be required to refund the difference. If you have unclaimed holiday when you finish your employment you will be entitled to holiday pay – please consult the personnel manager in your department / unit.

If you have had leave of absence without pay, the number of free days will be reduced in proportion to the length of the absence (certain days are accepted).

Holiday entitlement

Age

| | | |
|------|-----------------|---------|
| From | 29 years of age | 28 days |
| | 30 | 31 |
| | 40 | 35 |

Midsummer's Eve, Christmas Eve and New Year's Eve do not count as holiday.

Holiday pay is paid at 0.44% of current regular pay for each free (paid) day taken.

For part-time employees who do not work every day of the week, holiday entitlements will be calculated according to the number of days worked.

Sickness

If you are absent from work due to illness you must inform your place of work as soon as possible. They will then inform the faculty admin office. You can also telephone your salary administrator in the faculty admin office if you cannot contact the right person at your place of work. If your absence lasts for more than seven days you must provide a doctor's certificate.

Period of Sick pay

The first 20 days of your absence are known as the period of sick pay, when you will receive sick pay from your employer. Your sick pay is calculated according to the following formula. From day 21 you will receive sickness benefit from your local social security office.

Deductions during the period of sick pay:

| | |
|-------------------------|----------------|
| Day 1 (=qualifying day) | 100% deduction |
| Day 2 – 20 | 20% deduction |

Qualifying period

Today there are general labour market rules for all employees about the so-called 'qualifying day' in cases of illness. This means that no payment is made for the first day during the period of sick pay.

There is a special rule about a relapse period. This means that if you return to work and have a relapse within five calendar days, the new period of illness will be added to the previous one. Your sick pay will then be based on one consecutive period of illness.

There is also a special rule about high-risk protection, which means that the number of qualifying days is limited to 10 during a twelve-month period counting from the first qualifying day.

Working days deduction

During the period of sick pay deductions are based on the total number of working days every year (not calendar days). For a full-time employee who works a five-day week the total is 260 ($5 \times 52 = 260$). The working day deduction is calculated by multiplying your monthly salary by 12 and dividing the result by the total number of working days per year.

Since it is the number of working days that is used, free days are excluded if they are part of a period of illness.

The deductions for the period after the period of sick pay, when sickness benefit is paid, are as follows:

| for salary up to 7,5 base sums | | for salary over 7,5 base sums |
|--------------------------------|-----------------------------|-------------------------------|
| Day 15-90 | 90 % calendar day deduction | 10% calendar day deduction |
| Day 91 - | 100% calendar day deduction | 20% calendar day deduction |

Sickness benefit is based on an income of 7.5 (index-linked) base sums, which from 2005 corresponds to an income of 295.500 SKR or a monthly salary of 24.625 SKR.

Paid Leave of Absence

Deductions for leave of absence without pay

For leave of absence lasting a maximum of 5 days a deduction of 4.6% of your regular monthly salary is made for each working day.

For leave of absence lasting for 6 or more days a deduction of 3.3% of your regular monthly salary is made for each calendar day.

Leave of Absence on Full Pay

Any leave of absence granted on the basis of statutory regulations will entitle you to full pay on the following conditions:

| <u>Cause</u> | <u>Time granted</u> |
|---|---|
| Serious illness, death, funeral, estate inventory or distribution of estate in your own family or of a close relative | Time required (including travel) up to a maximum of 10 working days per calendar year |
| Removal, if a grant towards moving expenses has been made | Maximum of 3 working days |
| Other removal | 1 working day |
| Trade union representation | Maximum of 10 working days per calendar year |
| Examinations or tests | Maximum of 5 working days per calendar year |

Reimbursement of Medical Expenses

You are entitled to see a doctor or a dentist during working hours if necessary. This does not apply to dental appointments.

You will be reimbursed for expenses for medical care, physiotherapy, hospital care and for medication in the following cases:

- medical / hospital care (excluding preventive medical care such as medical check-ups and vaccinations)
- physiotherapy – expenses are allowed, after referral from a doctor, for treatment by a fully qualified physiotherapist in public health care by a private provider charging official government treatment charges
- medication – only prescribed medication is reimbursed. Do not forget to ask for a special receipt at the chemist's (*or make a copy of the 'high-cost card'*) Normal till receipt is not acceptable.

Claims for reimbursement of above costs are made by filling in the form entitled "Request for reimbursement of expenses for medical care and medication" and submitting it, with original receipts (or a copy of the 'high-cost card') to the faculty admin office no later than the first weekday of the month in which you want the expenses to be reimbursed.

Reimbursements of medical expenses in the state health care system are liable to income tax.

Maternity / Paternity Leave

During *maternity / paternity leave* the University will pay an *additional parents' allowance* (10% of your daily pay). This allowance is paid for days during maternity / paternity leave when you claim parents' allowance above the guaranteed limit. The additional parents' allowance is paid on production of a copy of the payment advice from the social security office. The additional parents' allowance is paid for a maximum of 360 days for each child.

Keep-fit activities

You have the right to spend one hour of your working time per week on keep-fit activities without loss of earnings

As an employee you may be entitled to a grant for keep-fit activities under the following conditions:

- keep-fit activities are defined as physical exercises or other activities defined in current tax law
- you must be employed for at least six months during the year in question
 - the maximum grant is 1000 kr per year for employees working more than half-time, and 500 kr per year for employees working half-time or less
 - the grant of up to 1000 kr or 500 kr is paid in one or two installments per year
 - graduate students financed by "utbildningsbidrag" are treated as employees in this instance

Application for this grant is made by handing in the completed form "Friskvårdsersättning", together with receipts for the costs incurred, to your department.

Notice of Termination of Employment

a) *for the employee the following rules apply:*

| Length of employment: | Notice: |
|---------------------------|----------|
| up 3 months consecutively | 8 days |
| up to 4 years | 1 month |
| more than 4 years | 2 months |

b) *for the employer the following rules apply:*

| Length of employment: | Notice: |
|------------------------------|----------|
| up to 3 months consecutively | 8 days |
| up to 1 year | 1 month |
| more than 1 year | 3 months |

An extended notice of termination may apply for the employer in certain cases according to paragraph 11, the Law on employment protection ('Lagen om anställningsskydd') and paragraph 10 in the agreement on employment security ('avtalet om trygghetsfrågor').

Insurances

Government employers maintain a collective life insurance, which comes into force on your first day at work. The law relating to injuries at work provides cover during working hours and also for travels to and from work. Further information is available from your faculty admin office / equivalent unit. You can also take out voluntary collective insurance (life, accident and illness) and have the premiums deducted by 'auto-giro' from your salary account. Further information is available from your faculty admin office / equivalent unit. You are also able to take out other voluntary insurances through your trade union.

University employees (including any individual not formally employed by the University but carrying out official University business) are covered by an official insurance. This insurance covers University employees or individuals on official University business during travels from their private residence to the place of work and back. Further information is available from your department / unit.

Work Environment

The University agreement relating to work environment is based on statute law and central and local agreements. It is the collective task of the governing body of the University, the employees and the students to work for a good environment at work. Responsibility for issues relating to the work environment rests with the employer.

The University has a well developed organisation for dealing with work environment issues. Every department should appoint a representative to monitor these issues from the point of view of the employees. The following University officers have special responsibility for work environment issues:

Christina Svensson, safety engineer: Vice-Chancellor's Office, Estates Tel. 786 1129
Annhild Larsson, radiation safety physicist: VC's Office, Estates Tel. 786 1136

All University employees are covered by the occupational health service provided by 'Previa'. They provide access to doctors, physiotherapists and advisers:

Previa, Rosenlundsgatan 5, Göteborg, tel. 031 – 105 660, 105 663

Staff Development and Training

You have been employed by the University because you have been deemed to have the necessary competence for carrying out your job. It is important that in the future you will have the opportunity to maintain and extend your competence to keep pace with developments. Responsibility for this development rests with yourself and your employer together. It can be undertaken for necessary or strategic reasons. Strategic development need not necessarily relate to your specific duties and can be undertaken for other reasons. This includes *the central introduction for new employees*, which is designed to give you knowledge of the University, its activities and organisation and of the laws and regulations that govern your employment. The central introduction for new employees is to be seen as an extension of the local introduction that you received at your place of work when you started your employment. Responsibility for the local introduction rests with the head of department. University officers with special responsibility for overall staff development and training is:

| | | |
|------------------------|------------|---------------|
| Marie-Louise Bergsten, | Personnel, | tel. 786 1124 |
| Barbro Eriksson, | Personnel, | tel. 786 1106 |
| Magnus Åkesson, | Personnel, | tel. 786 5859 |
| Eva Mark, | Personnel. | tel. 786 5228 |

Pension

According to general social insurance law ('AFL') you are entitled to old-age state Pension

from the age of 65 (old age pension) or
in the case of long-term illness (disability pension / early retirement)

You may also be entitled to a negotiated supplementary pension (state occupational pension).

Trade Unions

There are three main trade unions represented at the University:

| | |
|---------|---|
| 'SACO' | Tel. 031 – 786 1989 |
| 'SEKO' | Tel. 031 – 786 1172 / 3 |
| 'OFR-S' | 'Statstjänstemannaförbundet – ATF' Tel. 031 - 786 1148, 786 1167 / 8 / 9 |
| | 'Läraryrket' Tel. 031 – 786 1171 |

This leaflet consists of a brief introduction for new employees at Göteborg University. If you have any questions about your salary or your conditions of employment in general please contact the faculty administration office.

'Konstnärliga fakultetskansliet'
Box 141
405 30 GÖTEBORG

Visiting address: Storgatan 43

Tel. 031 – 786 0000 (central University switchboard)
FAX 031 – 786 4839