

Handbook for

**Employees of
Lund University**

LUND UNIVERSITY
Personnel Division

Personnel Division

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Preface

Welcome to Lund University.

Working at Lund University means being ready to take on greater tasks and a number of challenges. The University has many students, who may study for short or long periods, as well as postgraduate students, lecturers and researchers; but also employees who are engaged in administration and who offer various kinds of services, mainly to departments, faculties and other units.

The University is a large organisation and workplace, embracing different traditions and kinds of work, and it may be difficult at first to get a clear overview of it. It is, however, important for the individual, as well as for the University, that every employee knows how the University is organised and feels part of the organisation. The University has goals and values that are common to all its activities.

The expectations and demands of industry and society are high, and we must always be at the forefront if we are to achieve our aim of being one of the best universities. We must be flexible and adaptable, while retaining our basic identity as a university rich in tradition and, at the same time, innovative. We must have a good psychophysical working environment, where our common goals are clear, and where each individual can develop to their full potential.

Although we face many challenges, and perhaps because of them, there are a few more stimulating and popular places to work than the University. There is a constant hustle and bustle of new students who see everything around them with new eyes, and people from all over the world.

This handbook will provide you with some important information and give you some insight into the University as a place of work.

I hope you will enjoy working with us.

Professor Göran Bexell
Vice-chancellor

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Introduction

This handbook is mainly intended for new employees, but all employees of Lund University may find it useful. Brief descriptions can be found here of the University's *culture*, its distinctive nature and its *organisation*. Lund University is an *authority*, with all that it implies for the individual employee, as well as for the *mission* of the University. *Students' life*, their position and their organisations are also mentioned. References are also made to other strategic documents, for example, Lund University's Strategic Plan and The Quality Assurance and Development Programme, together with information on where they can be found on the University's website. A large part of this handbook is devoted to *personnel matters* and *terms of employment*, for example: *parental leave*, *pensions*, *working environment matters*, *employee development*, *equality*, and various forms of *insurance*. Some information is also given on *personnel organisations* and on the *services* provided by the University, e.g. *postal* and *telephone services*. At the end of this handbook is a *checklist for the introduction of new employees* and an *index*.

The person in charge of a working unit is henceforth referred to as the *head of department*, regardless of whether the unit is a department or is organised in some other way.

For obvious reasons, the information provided here is brief, and general, rather than comprehensive. In addition, some regulations are often changed. Instead of providing detailed information here, we have chosen to refer the reader to further information on the Personnel Division's homepage (see the end of this introduction), or to the person responsible for the introduction of new employees at each department, if there is one, or the head of department. The Personnel Division also produces a Newsletter, which is sent out regularly by e-mail to all working units.

A great deal of information has naturally been written about Lund University, for example brochures describing the University, others giving facts and figures, the University's strategic plan, and other publications. These can be obtained from the University's Information Office. Some information is also

available in English. We recommend that you also visit the website:
<http://aktuellt.info.lu.se/> . (In Swedish only.)

The Lund University homepage, www.lu.se, has many links of interest under the heading *Anställd*. Examples are links to regulations (all the regulations that apply in the University), personnel information of various kinds, forms for various administrative purposes, as well as for travelling expenses, a language guide, and also links to other kinds of documentation and publications on, for example, equal opportunities, the environment and the working environment. A new page will also be available at the beginning of 2005 for new employees. (At the beginning in Swedish only.)

The National Agency for Government Employers (*Arbetsgivarverket*) also has an informative brochure entitled “Working as a Public Employee – Benefits and Conditions”. This can be found at:
www.lu.se/pers/Arbetsratt/statlig_tjanst_04.pdf . (In Swedish only.)

Personnel information on the Internet:

See the Personnel Division’s homepage:
<http://www.lu.se/pers> where this handbook is available in pdf format.

Lund University

Culture

Universities have traditionally represented their own world within society. Even so, their close relations to society have been evident. The main task of the university was, for a long time, to educate public officials such as priests, teachers, doctors and lawyers. At the end of the 19th century, research, i.e. the methodical gathering of knowledge, became an important task of universities. The practical results of this research were admittedly important, for example in medicine, but research was carried out in a kind of “infinite” perspective. Scientists wanted to find out how things worked, and what conditions had been like during the past. Step by step, the bank of knowledge grew. The knowledge gradually collected was to be made into the true whole, which was waiting to be surveyed. Time and pace in academia were quite different from those in the outside world.

The so-called “academic quarter”, which means that lectures actually start 15 minutes after the advertised time, is still employed, at least in some parts of the University. The reason for the academic quarter was that time was dictated by the ringing of the church bells, not the wristwatch. We can still see other kinds of university culture, routines and ways of doing things that differ from those in other government authorities, or private companies. The greatest upheaval of the university system came in the 1960s. The education explosion that took place then meant that Swedish universities (in contrast, for example, to Danish ones) started to educate professionals for the private sector, for example, economists and engineers. The structure, which until then had been centred on professorships, was replaced by departments with different kinds of teachers, with specialised tasks. The number of seats of learning with no previous university tradition started to increase. New categories of students started to study at university.

During the 1970s, a more democratic organisation, with representatives from various organisations, followed student revolts. During the 1980s, commercial ideology was introduced into the world of academia, which

meant that economical rationality became the lodestar. This also affected the model of governing, which became more decentralised, as in other government authorities. In the case of universities, this was reflected in the Higher Education Ordinance of 1993. Most of the decision-making was moved from the government and a civil service department to the universities, where power was given to the vice-chancellor, comparable to the situation of a company's managing director. Decision-making in today's Swedish universities lies with the vice-chancellor, and not, as a rule, in the Higher Education Ordinance as before. In parallel with this development, the concept of management has come into focus, and the role of faculty deans and heads of department as middle managers is emphasized in relation to the previously more self-governing boards and committees, which consist of representatives for various groups of employees, students and society.

The long-term gathering of basic knowledge is still underlined in the role of universities. Previously, the dependence on the government was evident, although few decisions were made which did not have the support of the universities themselves. The formal dependence on the government has now lessened, and strong local and regional interests affect the activities of Swedish universities, for example, the subject and content of courses. Universities are not so very different from other public organisations in Sweden when it comes to adapting their activities to the general administrative system and the market.

The University as an authority

Changes in external conditions naturally affect the role of the University as an authority. As a seat of learning for a limited number of students in specific vocations, the university was clearly an authority in the examination of students. Its activities were strictly controlled by detailed legislation and regulations. The right of free access to public records (see www3.lu.se/pers/Arbetsratt/statlig_tjanst_04.pdf, page 4) was self-evident, and in the appointment of positions, the individual had inviolable rights, which had to be taken into consideration.

Legislation and regulations still govern the activities of Swedish universities, but the regulations are fewer and less detailed, and thus less clear. The present-day practise of management by objectives means that it is the goals, rather than the regulations, that govern the activities of universities. The government is no longer responsible for dictating how many students will study a certain programme or where. Neither is it an end in itself that there be a national yardstick by which all programmes in a certain subject are measured with regard to content and quality. The increasing number of students and market philosophy have changed the premises on which higher education is based.

Universities are today engaged in many activities that do not fall into the category of “the exercise of public authority”. Examples of this are commissioned courses and other forms of contact with industry and commerce, as well as their responsibility to inform society as a whole of their activities and findings. The principle of the right of free access to public records is no longer absolute in all situations, for example, regarding the results of commissioned research and inventions made while in the employ of the university. Regarding the appointment of university teaching staff, much greater importance is now placed on the interests of the employer.

The concept of “breach of duty” has, however, been reintroduced after having been absent for a period of time. Individual employees are responsible for the decisions they make. It is not possible to refer to a democratically elected body when it comes to justifying a decision. A person submitting a proposal

to an organisation, who knows that the decision is not correct, or that it has been made on erroneous grounds, must register this by, for example, a note attached to the minutes. While being a duty, it is also a traditional right. The same liability applies to decisions made through delegation.

All the regulations that are in effect at Lund University have been collected in one document, which can be found at: www3.lu.se/regelverket (in Swedish). Documents on the University's policy in various matters, such as its strategic plan, quality assurance and discrimination can be found at: www.lu.se/LUinternt/policy-dokument.html .

Being a state employee

Being a state employee also has a wider meaning in that it involves assuming 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 as good a basis as possible to decision-makers. The values of democracy constitute an integrated and self-evident part of the normal workings of the 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. (See also under "Issues of accountability and confidentiality".)

Basic training and handbook in administration

In order to strengthen the role of state employees, The National Council for Quality and Development, together with other authorities, has developed a web-based course for those who wish to improve their knowledge in public administration. The course takes up issues of importance in public administration in areas such as legislation, right of free access to public records, security and confidentiality regulations, and financial control. The course is available at www.forvaltningskunskap.nu . (In Swedish only.)

A handbook for administrative authorities has also been published with the same aim. It describes the regulations governing the employees of an authority and their roles as civil servants. It is available at: <http://www.o.lst.se/forvaltningshandbok/> . (In Swedish only.)

The organisation of the University

Lund University is a complex organisation, which includes many faculties, areas of education and other specialised activities. The Vice-chancellor and the central administration cannot possibly have knowledge of every aspect of the whole university. The organisation of the University is therefore characterised by decentralisation. The University Board, which consists of representatives of the academic staff and students, and a majority of representatives from society, including an external chairman, has the all-embracing responsibility for all the activities of the University. However, it is the faculty boards that directly supervise the faculty's activities, regarding teaching, research and finances. Each faculty has a board, apart from the faculties of Humanities and Theology, who share a board. The chairman of this board is called the faculty dean. Since 2000, the faculty boards have also had external members, apart from those representing the academic staff and students. Each faculty consists of a number of departments; these departments having their own departmental board, the chairman of which is the head of department. The responsibilities and powers of the head of department are regulated by local decisions, and are quite extensive. Various research centres and consortia have also been established in recent years. For further information on the organisation of the University, please see: www.lu.se/o.o.i.s/808 .

Student life

The students at Lund University belong to so-called “nations” (somewhat similar to fraternities in the USA). During the Middle Ages, these filled important social functions for students in Europe studying a long way from home. When universities were first established in what was then Sweden – in Uppsala in 1477, in Dorpat (now Tartu in Estonia) in 1632, Åbo (now Finland) in 1638/40 and Lund 1666 – we also adopted the system of nations. Instead of representing the students’ homeland, the nations now represent the *county* from which the students come. Each nation had an “inspector”, a university lecturer who played the role of a parent in absentia. An inspector is still elected, but his or her function is now more of a ceremonial nature. *Akademiska Föreningen*, AF (The Academic Society in Lund) was founded in Lund in 1830, as a society for students and teachers, and unique among Swedish universities. AF and the nations still play an important part in the social life of the students, as well as providing a significant number of them with accommodation through housing foundations.

Lunds Studentkår (the Lund Students’ Union) was founded in 1867, partly to satisfy the desire of the students to free themselves from the influence of the teachers in The Academic Society in Lund. It is through various students’ unions that the student body is represented on many university boards and committees. This representation has been extensive since the 1970s and is quite professional. The students elect a representative for each department, and these together form a faculty representation, originally called the student faculty council. Since 1995, students have been organised into students’ unions, one for each faculty, and a postgraduate students’ union. Student policies are now pursued in these faculty unions, with the Lund Students’ Union (LUS) as the coordinating organisation for those unions choosing to participate. The students are represented on all boards, from departmental boards, up to the University Board, through elected representatives. They prepare issues to be taken up at meetings and take the initiative in matters they consider important. Seen from an international perspective, Swedish students have a strong position. Their organisations and individual representatives enjoy considerable respect for the work they do within the University.

The Mission of the University

Universities represent the highest educational establishments in society, and have three main tasks: to educate students, including postgraduate students, to pursue research, i.e. to gain new knowledge, and to keep society informed of their activities. In Sweden, this latter task is often referred to as “the third task” (after teaching and research).

Undergraduate teaching is pursued both as programmes aimed at certain professions, for example, clergymen, teachers, architects, lawyers, engineers and doctors, and in the form of courses in various subjects, which can be freely combined by the students themselves. This form of education is also directed towards a certain profession, in most cases. The aim of the student, during university studies, is to increase both his or her general level of competence, as well as that in special areas. Undergraduate teaching is based on the knowledge collected and evaluated through research, both nationally and internationally.

The aim of *postgraduate studies* is, in principle, to prepare the student for a career in research, but the experience and knowledge gained will also be of importance in society as a whole. The importance of postgraduates in industry is now becoming realised. In 1998, postgraduate education in Sweden was reformed so as to be equivalent to 4 years of full-time studies.

The identity of a university is determined, to a large degree, by the *research* carried out there. From a financial point of view, research constitutes the largest part of the University's activities. This is partly due to the fact that a great deal of research is carried out in medicine and engineering, requiring advanced equipment. However, the cost of technical support is also increasing in other parts of university research, not least the requirement for computers and computing capacity. External sources of funding, for example, research councils, foundations, the EU, etc., have become more important for universities in financing their research. National and international projects are also increasing in areas where research has traditionally been carried out by individual researchers.

The so-called “third task”, that of interacting with society, was introduced in the 1990s, but is not a new concept. It can be seen from the prospectuses of workers’ educational associations at the turn of the century that lecturers have not only felt responsible for their work within 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*. Popular scientific talks on the radio have always attracted many listeners, and many academics from Lund have made valuable contributions. A television programme called “Fråga Lund” (Ask Lund) has become a well-known concept in adult education.

The results of research have always been valuable to society, although their immediate use has not been the motivation behind the research. In recent years, Lund University has collaborated with three important Swedish companies located in the region: Svalöfs (one of the largest plant breeding and seed groups in Europe), Gambro (renal care) and Tetra Pak (packaging, plastics and processing). The concept on which the Ideon Science Park is based is also the cooperation of academia and industry. Interaction between companies and the public may take many forms, which are constantly changing, and which have always been important and inspiring for the work of universities.

Lund University has issued a number of documents on various policies which can be found on the University’s website, www.lu.se . They include documents in areas such as strategy and equality. These, and other policy documents, can be found on the University website at www3.lu.se/regelverket . Most of this information is, however, in Swedish. Authorisation is required to view this page if you are not inside Lund University.

Personnel Matters

Appointments

When you become an employee of Lund University, you will receive confirmation of employment (*anställningsbevis*) specifying the kind of employment, monthly salary and other conditions of employment, e.g. leave, working hours and period of notice.

The General Salary and Benefit Agreement for Government Employees (*Allmänna löne- och förmånsavtal*, ALFA) is applied to most employees. Within the Medical Faculty, however, the General Salary and Benefit Agreement for Government Physicians may be applied.

The principal rule is that employment is permanent. An appointment may, however, be temporary, for a defined period or until a certain date. This is applied in the following cases:

- substitutes, deputies or stand-ins,
- employment to cope with especially heavy workloads (a maximum of 6 months in a 2-year period),
- appointment on probation (at most 6 months),
- if required by the nature of the work.

Regulations for the appointment of teaching staff

In February 1999, the University introduced regulations for the appointment of teaching staff. These regulations, which were last updated on September 27, 2002 and September 26, 2003, and apply over and above those laid out in the Higher Education Ordinance.

Teaching staff are subject to other regulations regarding the duration of employment. (These regulations can be found in Chapter 4, § 30 of the Higher Education Ordinance.) Special rules also apply to teaching assistants, clinical assistants and postgraduate students. (See Chapter 5, § 7 and 12 of the Higher Education Ordinance.)

Working hours

According to a local agreement, adopted on November 6, 1998, flexible working hours are applicable to all employees *except teaching staff and those engaged in cleaning*. Full-time employment is equivalent to 8 hours' work per day. Lunch break is not included as working time. Full-time employees may start work between 7 and 9 am and finish between 3 and 7 pm. Lunch may be taken between 11.30 and 13.30.

Employees are not required to work on Saturdays or Sundays, public holidays, or on Christmas Eve, New Year's Eve, or the days before Easter Day, Whitsun and Midsummer. Weekdays between two free days, or holidays, (*klämdag*) 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), the eve of May Day (2 hours Monday-Thursday, 4 hours Friday), the day preceding All Saints' Day (4 hours) and December 23 if this is 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 Personnel Division's homepage: www.lu.se/pers (in Swedish).

The working hours of teaching staff are regulated in a separate agreement, which can be found at www.lu.se/pers/Regler/atid_lar.pdf (in Swedish).

Issues of accountability and confidentiality

As an employee of Lund University, you are charged with certain responsibilities. If you are negligent in your work, you may be subject to disciplinary measures. This may take the form of a warning or a salary deduction. This applies to all those involved in a certain matter, including assistants who compile or type 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, take bribes or commit 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 will be 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 secrecy regarding knowledge on 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 health care authorities (e.g. doctors or dentists). This applies to the results of psychological tests or similar examinations employed in health care and research.

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

Information on the situation of an individual revealed to a member of the teaching staff or a student counsellor during student counselling is subject to confidentiality.

Vacations

Extent of paid leave

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

Number of days of paid leave

Age	Up to 29 years	30 to 39 years	40 years and over
Annual paid leave	28 days	31 days	35 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.

Calculation of paid leave

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 accorded to a particular formula. Your salary officer can provide information on this.

When can annual leave be taken?

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

According to relevant legislation, leave should be taken so that “the employee has a continuous period of leave of at least four weeks during the period June to August”.

If you are ill during your 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 defines the date of your application for sick leave.

Local regulations

Lund University has the following regulations regarding 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 negotiations with the employee's union.
- The timing of leave for teaching staff, postgraduate students, teaching 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.

- **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 payment in the same month or 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 bonuses (*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 holiday compensation if you cease working at the University before you have been able to take all the leave to which you are entitled.

Holiday compensation 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 percent, see above, of any additional pay/variable bonuses (*rörliga lönetillägg*)

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 lead to deductions, e.g.

- Visits to the University Occupational Health Care Service
- Visits to your doctor, out-patient departments, the maternity clinic or when giving blood
- Acute dental problems, or examinations or treatment following the referral of a doctor or dentist
- Visits to the University personnel adviser
- Serious illness, death or funerals within your own family or of close relatives
- 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 or the social insurance office for up-to-date information, or if you have any questions.

Care of children with parental allowance

Parental allowance and parent's allowance supplement

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 above the guarantee 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 is not possible, as soon as possible. Confirmation of pregnancy (*moderskapsintyg*) must accompany the application. 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 salary plus any supplements.

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 7½ times the *base amount*¹, (SEK 39,400 for 2005), and 90% of that part of the daily wage exceeding this amount. Parental allowance supplement is paid out after receipt of confirmation by your salary officer, from the social insurance authorities, that the parental allowance has been paid out.

The father of the child has the right to compensation for 10 days in connection with the birth of the child. During this period, compensation is received from the social insurance authorities in the form of parental allowance (= sickness allowance). No salary is paid by the University during this time.

When both parents are the legal guardians of the child, they are entitled to take half the parental allowance leave each, i.e. 240 days. Apart from 30 “maternal” days and 30 “paternal” days, parents are free to divide parental allowance between them. This division must be notified in writing.

Pregnancy allowance

According to Swedish social insurance legislation, pregnant women have the right to so-called pregnancy allowance, under certain conditions.

Women with heavy work, who cannot continue with their normal work during the later stages of pregnancy, have the right to be transferred to other duties within the organisation, while retaining their salary. Employees wishing to be transferred to other duties must notify the University of this at least one month in advance. If application is not made in time, and the University is, because of this, unable to find alternative duties, no pregnancy allowance will be paid. If it is impossible to find suitable duties for other reasons, the woman has the right to leave with compensation from the social insurance authorities in the form of pregnancy allowance.

¹ A *basbelopp* or base amount in Sweden is a basic amount geared to the price index used to calculate state benefits.

Pregnancy allowance can be paid out, at the earliest 60 days, and at the latest 11 days, before the predicted birth of the child, i.e. at most for a period of 50 days. The right to pregnancy allowance ceases upon the birth of the child.

Temporary child care

When the need for temporary child care arises, parental allowance is paid (this is the same amount as sickness allowance). Examples of temporary child care are:

- sickness of the child or the risk that they may infect others
- sickness of or risk of infection by the normal carer of the child
- visits associated with preventive child health care
- accompanying a sibling under 12 years on a visit to the doctor when that parent is the normal carer of a younger child

Parental allowance for temporary child care is awarded:

- until the child has reached 12 years of age
- for a maximum of 60 days per child per year
If this period has been exceeded, parental allowance will be paid for a further 60 days if the child is ill.
- when a doctor's certificate is issued after the 8th day of illness
- if the parent is forced to stay away from work (If one parent is normally at home, parental allowance is not usually paid out.)

Other forms of leave

Leave to study without salary

In general, you have the right to leave to study, under legislation governing study leave. One requirement is that the studies follow a curriculum, 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 6 months.

Leave to study with salary

If a certain course is considered important for the organisation, then the employer should facilitate such studies. You may, in this case, receive part or all of your salary during leave to study.

Care of close relatives

In the case of leave for the care of a seriously ill relative, the University pays no salary, but compensation can be obtained from the social insurance authorities. If you wish to take such leave, you should apply to the University for leave and to the social insurance authority for compensation. The amount of compensation is based on your sickness allowance. Close relatives are defined, in principle, as your spouse, children, parents and siblings, but the legislation is fairly generous, and covers a wider group, not only based on family relationships. Before taking such leave, you should check with the insurance authorities whether you are entitled to compensation.

Spare-time occupations

University employees are allowed, in principle, to perform work or commissions outside their normal employment (so-called spare-time occupations), without obtaining specific consent. According to Chapter 4, §§ 31 – 32 of the Higher Education Ordinance, teaching staff are required to inform the University of any spare-time occupations or commissions that are connected with his or her subject. Current legislation, however, dictates that an employee may not have a spare-time occupation or commission:

- that may affect the impartiality of the employee or any other employee during the course of their work, or that may have a negative effect on the reputation of the University
- that may interfere with normal working duties
- that may compete with the activities of the University

Further information can be found in the Personnel Handbook, www.lu.se/pers (in Swedish).

Cessation of employment

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

If the term of employment is limited, 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 his or her resignation. Correspondingly, if the University is forced to give an employee notice, this will also be done in writing, giving reasons for the notice of termination.

A certain period of notice must be given by both partners, depending on the duration of employment and, in some cases, 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 regulations in the Job Security Agreement (see: www.tsn.se). If an employee gives notice of resignation, a reduction in the period of notice may be granted by the University.

In the case of temporary employment, no special notice of termination is necessary, if the period of employment is terminated as stated in the agreement. However, the University is bound to observe certain formalities upon the expiry of temporary employment.

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

If notice of termination is given due to shortage of work or funding, the University is bound to enter into obligatory negotiations according to 11 –14 §§ of the Law on Industrial Co-determination (MBL, 1976:580).

According to the Security of Employment Act (LAS), the University has a far-reaching responsibility to find alternative work for permanent employees. Maintained salary is guaranteed in the case of transfer of staff, and fringe benefits in the case of shortage of work or funding. These are covered by agreements.

The routines for dealing with employees at risk due to a shortage of work or funding can be found on the web at: www.lu.se/pers/ under the heading *Personaladministration, Övertalighet* (in Swedish).

Certificate of service and references

You may obtain, upon request, a certificate of service from the University. The information contained in this is: the kind of employment you have had, which department(s) you have worked in, and the period(s) of employment. This certificate should be regarded as an original. When applying for other positions, send a certified copy, not the original. Contact your salary officer or personnel officer for further details.

If you have been employed at the University for at least 6 months before you leave, you are entitled to references. 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 the head of department for references.

Announcement of vacant positions

Vacant positions are usually advertised. The Personnel Division of the Central Administration, or the faculty Personnel Division, is responsible for announcing vacant positions upon notification by the department concerned.

Announcements of vacant positions are posted on the notice board of the department in question, on the official notice board at *Byrålogen* (the Central Administration building) and on the Internet (see www.lu.se/pers).

Announcements are also posted on other 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 or in specialist periodicals. The employment exchange is also notified of vacant positions at the University. Technical and administrative vacancies need not always be announced. There may be special reasons for filling a post without first advertising it, in which case the Personnel Division at the Central Administration will deal with the matter following petition from the department concerned.

A simplified procedure is employed in the appointment of teaching assistants.

A position is not announced as vacant while there are personnel requiring transfer. The position is filled by such a person.

A person entitled to re-employment according to the Security of Employment Act may, in certain cases, be employed without first announcing a vacant position.

Equality

During the period 2001 – 2005 the University is committed to working on the following issues regarding equality:

- recruitment
- gender perspectives
- the analysis of differences in salary
- preventing and counteracting sexual harassment

For further information on the University's efforts towards equality, to find the names of those involved in various working parties, or if you have ideas or questions, please contact the University's equal opportunities administrator, or visit the web page: www.lu.se/pers .

Since 1977, the University has had an Executive Committee for Equality comprised of representatives for the academic staff and postgraduate students, the administration, personnel organisations and students' unions, appointed by the Vice-chancellor. The chairman of this committee is the university's Deputy vice-chancellor. There are also groups engaged in issues of equality within the various faculties and departments.

Since 1979, the University has had an equal opportunities administrator whose task is to monitor and pursue work connected with issues concerning equality. The equal opportunities administrator, who is secretary to the Executive Committee for Equality, initiates, prepares and submits matters of equality pertinent to the whole University to the Executive Committee for Equality, helps the committee in its work, and ensures that its decisions are carried out.

Organisation and distribution of responsibilities

Issues connected with equality are handled in the same decentralised way as other issues within the University. The Vice-chancellor is generally responsible for ensuring that legislation and regulations are adhered to at various levels, and that target-oriented efforts are made in the question of equality. Those directly responsible for efforts connected with equality are the faculty deans (or equivalent), heads of department and directors of studies, as well as every unit head and supervisor in the University. These people are responsible for equal opportunity efforts and for ensuring that the University's policies are followed. Faculties and departments draw up plans with realistic objectives on a yearly basis, and must then ensure that these are realised and followed up.

Systematic reporting and follow-up

Since 1993, annual reports have been presented to the University Board regarding equality, centrally and in the various faculties and departments of the University, based on the University's policy of equality. The reports deal with the equality programmes of, and actual measures taken by, the faculties and departments in order to fulfil the goals set out to ensure equality between the sexes. The Executive Committee for Equality evaluates and follows up the efforts of the faculties. This is achieved through the contact person for each faculty, who may attend the meetings of the Executive Committee for Equality and present written reports on current equality measures in their own faculty.

Discrimination

Discrimination is defined as recurrent, reprehensible or adverse actions directed towards another employee in a derogatory way, which may lead to that person being excluded from the group at his or her place of work.

Efforts to prevent discrimination include making sure that no one is discriminated against because of their gender. This applies, for example, to

appointments, promotion, setting of salary, allocation of duties, notice of termination and redeployment.

Reasons for discrimination may be shortcomings in the way in which work is organised, in the way in which internal information is handled, how work is directed or the attitude of a boss towards an employee. Too much or too little work, or too high or too low demands can also contribute to discrimination, as can an individual's reactions.

The best conditions for a well-functioning and pleasant working atmosphere are created when those in authority provide a stable basis for open, mutual communication, and the will to tackle any problems that should arise. However, as we are all part of our working environment, it is up to each one of us to take responsibility for ensuring this.

The prevention and counteraction of sexual harassment

A working party has been formed to draw up a programme to combat discrimination and sexual harassment. The party includes representatives of the faculties and other units at the university, as well as representatives from the undergraduate and postgraduate students' unions. It is the task of the working party to assist in the investigation of alleged harassment.

- The employer is to work towards ensuring that no employee or student is subject to sexual harassment, or harassment following the reporting of sexual discrimination. Measures shall be taken immediately against all forms of harassment. See also www.lu.se/pers/Jamstalldhet/motverka_sextrak.htm (in Swedish).

Diversity

The University has adopted a plan with the aim of increasing diversity in ethnicity and social background among both employees and students (see www.lu.se/reaktor/pdf/mangfaldsplan02_04.pdf (in Swedish)).

Staff development

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

Most development takes place during normal work, for example, when an employee is given new duties. 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 initiative, making suggestions and for pointing out needs, while the head of department is responsible for deciding which steps best serve the needs of the organisation, and for initiating them. Both parties share the responsibility for the realisation and follow-up of ideas and plans.

Employee 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, sometimes in the form of his or her signature.

The department bears the expense involved in terms of working hours. Fees are sometimes charged for seminars and other activities outside one's own department. This is specified in the Calendar of events at Lund University and on the invitation to each event.

Courses and other activities are arranged by the Personnel Division's Staff Development Unit, PeU, and several of the faculties, either for all University employees or for those in a certain faculty. They also provide support and

assistance to units regarding personal development or development of the organisation. More information can be found on the Internet: www.lu.se/pers/ Personalutveckling (in Swedish). Here you will also find links to other units working with staff development.

Annual appraisal

The annual appraisal² provides a good opportunity for a systematic discussion of the developmental needs of the individual employee, as well as those of the organisation.

The head of department can use this opportunity to explain to the employee how the department is expected to develop in both the short and the long term. The employee can discuss his or her ideas and expectations, both personally and in connection with 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. Annual appraisal can also provide a good opportunity to follow up the results of previous actions or measures.

Material on annual appraisals, including hints and ideas, can be obtained from the personnel development unit or downloaded from the Internet: www.lu.se/pers/PeU/utvecklingssamtal.pdf (in Swedish).

Pedagogical development

All academic employees of the University, both new and existing ones, should continuously develop their approach to teaching and their ability to teach. On March 1, 2002 a new unit was established, following a decision made by the Vice-chancellor, to meet the increasing demands of the University's personnel. The unit is called the Learning and Teaching Development Centre (UCLU) and its mission is to help in the development of teaching at the University.

² At Lund University, this takes the form of a dialogue on mutual expectations, rather than a one-sided assessment of the employee's previous performance.

The UCLU offers a wide range of courses, from techniques for supervising postgraduates, voice training and PBL (problem-based learning) to courses in how one can best use technical aids in teaching. The UCLU also offers teaching staff seminars and other forms of consultation. Further information can be found on their homepage: www.uclu.lu.se/eng/. Other projects are in progress at the University, often in collaboration with the UCLU, to provide support for personnel regarding pedagogical development and training. The Lund Institute of Technology is currently engaged in a project called *Genombrottet* (The Breakthrough), the aim of which is to improve the quality of teaching, the degree of cooperation and level of teaching competence within the Institute. For further information, please see: www.lth.se/genombrottet/Default.html (in Swedish).

The Office of Medical Education

This office assists the Medical Faculty in issues connected with pedagogical development and quality assurance. Its activities include pedagogical training for lecturers in the form of courses, seminars and supervision.

Another of its tasks is to stimulate and coordinate quality assurance regarding the courses given by the Faculty of Medicine. The office monitors developments of importance for quality assurance at, for example, the Ministry of Education, the area of higher education and the Quality Council of Lund University. Contact between the National Agency for Higher Education and the Medical Faculty regarding evaluations is also handled by this office.

The Office of Medical Education has a small library containing journals, books, reports, government bills and other literature of interest for planning, realisation, evaluation and examination.

The office also has contacts with other faculties of medicine in Sweden and abroad, and follows the international development in medical teaching methods.

Special funding for technical and administrative staff

The Committee for Competence-Promoting Activities

This committee makes decisions regarding funds for technical and administrative staff for participation in seminars, attending conferences, pursuing studies, etc. The amount placed at its disposal each year determines the proportion of the requested funds granted and the number of requests granted. Applications concerning individuals are given priority. It is deemed to be the responsibility of the department or unit to ensure that its personnel enjoy social contact. For this reason, social activities are not afforded high priority.

The Committee meets 2 or 3 times per academic year, and consists of 6 members, three appointed by the University and three by the personnel organisations (unions). The secretary of the Committee can be found within the Personnel Division of the Central Administration.

Applications for funds are made to the Committee by the employee, and must be approved by the head of department. Applications must provide information on the possibility of financial support from other instances, e.g. the department or unit.

The application should contain the following:

- For studies: the curriculum, literature list and an estimate of the cost
- For visits, meetings, etc., the aims, programme and an estimate of the cost. If several members of the department are to take part, a list of participants should be enclosed.

Applications are to be addressed to: The Committee for Competence-Promoting Activities for Technical and Administrative Staff, Lund University, PO Box 117, 221 00 Lund (internal mail stop 31).

Payment is made following the receipt of a requisition, together with invoices (in the original), a list of participants and any other supplementary information, by the secretary of the Committee.

The Fund for Employee Development

The surplus from the 1997 Congress for Secretaries, held at Lund University, is administered by Lund University in a fund, the aim of which is to provide financing for improving the qualifications of administrators employed by the University. Examples of this are participation in congresses, conferences, meetings or seminars, in Sweden or abroad, with connections to their profession, or visits to other Swedish or foreign organisations. The programme must have connections with the administrator's work. Applications are to be approved by the head of department.

Funds are advertised twice each year; final dates for application being February 1 and September 15. Notification of grants will be given within one month.

Applications are evaluated by a committee consisting of the Personnel Director, two representatives from the project group for the 1997 Congress for Secretaries, and two representatives of the secretaries employed by the University. The Administrative Director makes decisions regarding grants based on the proposals of the committee.

Applications are to be made on a designated form (available on the Internet in pdf format) and five copies are to be sent to the Registrar, Lund University, P O Box 117, 221 00 Lund (internal mail stop 31).

Payment is made following the receipt of a requisition, together with invoices (in the original), a list of participants and any other supplementary information, by the secretary of the Committee at the Personnel Division.

See also: www.medfak.lu.se/lusek/medel.html (in Swedish).

Stipends

Stipends and contributions from donations and other funds are administered by the unit for Endowment Funds at the Division of Finances. Information and application forms can be found at the University's stipend portal: www.eken.lu.se/stipendier/ .

Stipends set up by the University are governed by special regulations, see www.lu.se/pers/Regler/stipendium.pdf (in Swedish).

Salary

Payment of salary

Salaries are paid out on the 25th of each month. If the 25th is a Saturday, payment is made on the Friday (24th). If the 25th is a Sunday, payment is made on the Monday (26th).

Exceptions: Payment of salary for December will be made, at the earliest, on December 21st. If the 21st is a Saturday, payment will be made on the 23rd. If the 21st is a Sunday, payment will be made on the 22nd.

Salaries are paid to the Nordea Bank. If you do not have an account at this bank, or have not supplied them with information on a forwarding account, they will send you a letter enquiring which account you would like your salary paid into.

A specification of your salary will be sent to you at least one day before payment is made.

The salary received is preliminary, and can be corrected at a later date if, for example, an application for leave or a report on sick leave has been received too late to be taken into account for that month.

You need submit your preliminary income-tax demand note (*preliminär skattsedel*) only once, at the time of appointment. Any notification of tax adjustment (*jämkningsbesked*) during the course of the year should be sent to your salary officer.

Benefits

A brief summary is given here regarding the regulation of benefits. If you have questions to which you cannot find the answers here, please consult the person in your department or unit who has access to the current agreement. This is usually the departmental secretary. You may also contact your salary officer.

Benefits are usually regulated by the General Salary and Benefit Agreement for Government Employees (ALFA), made between the National Swedish Agency for Government Employers and the main organisations for government employees, and a local agreement (ALFA-LU), between Lund University and personnel organisations (unions). Corresponding regulations can be found for medical staff in the Salary and Benefit Agreement for State-Employed Doctors. A copy of the current agreement is usually available at every department. The local agreement (ALFA-LU) can be found via the Personnel Division's homepage: www.lu.se/pers/ (in Swedish).

Benefits include your salary and other benefits, such as:

- annual leave and holiday bonus
- compensation for overtime
- health-care benefits
- compensation for certain costs (e.g. travelling expenses)

Your salary is determined through negotiations between your employer and the personnel organisations, according to the salary policy of Lund University (www.lu.se/pers/Loner-skatt/lpolicy.pdf in Swedish). Your head of department can provide more information on the nature of these negotiations.

Illness and Rehabilitation

Illness

A summary of information concerning illness can be found on the website: http://www.lu.se/pers/Arbetsmiljo_halsa/rutiner_sjuk_rehab.pdf. (In Swedish.)

If you are ill and must stay at home, this should be reported immediately to the person responsible for this at your place of work. When you return to work, you must hand in a written declaration, to the same person, that you have not been able to work, at all or part-time, due to illness.

After 7 days' sick leave, a doctor's certificate (*sjukintyg*) is required. If you send this directly to the salary office, you must inform your place of work of the extent and length of your sick leave. The salary office will report your sick leave to the social insurance authorities after your sick leave and will send in your doctor's certificate.

For further information on sick pay (*sjuklön*) from your employer, we recommend that you contact your salary officer.

Other information

Recurrence of illness

If you should become ill again within 5 days of the end of your previous period of sick leave, this is regarded as a continuation of sick leave and you will not be subject to the qualifying period before sickness allowance is paid out.

High frequency of illness – *general high-risk insurance*

If you have been subject to 10 qualifying periods (10 *karensdagar*) during the past 12 months, and fall ill again, the deduction for sickness from the first day of illness will be 20%, as for the rest of the sick-pay period.

Chronic diseases – *special high-risk insurance*

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

Medical care

If you are ill and have to visit a doctor you can receive compensation (a maximum of SEK 95 per visit) per visit. Apart from the receipt from the doctor, you must also, when appropriate, send in a copy of your “high-cost card for health care” (*högkostnadskort* – obtainable at the doctor’s surgery), to your salary officer to receive compensation.

In the case of other forms of health care, for example physiotherapy, you may receive maximum compensation of SEK 55 per treatment session, provided that you have been referred by your doctor and the physiotherapist is registered.

In the case of psychological treatment, you may receive SEK 95 per treatment session. You must have been referred by your doctor, and the treatment must be given by a qualified psychiatrist, a qualified psychologist or a qualified psychotherapist.

Compensation may be claimed for prescription medicines covered by the “high-cost card for medicine” (*högkostnadskort* – obtainable at the chemist). Send the receipt for your medicine, from the dispensary, 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 such costs, send the invoice together with the *original receipt* of payment to your salary officer. The maximum compensation for hospital care is SEK 70 per day.

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

Rehabilitation

If you have been on sick-leave for longer than 4 weeks, the University is obliged to evaluate whether measures should be taken for your rehabilitation and, if so, which measures should be taken 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 it should prove necessary, the University Occupational Health Care Service and/or the Personnel Division may also be involved. If rehabilitation is found to be necessary, the social insurance authorities may make a decision to this effect, and you will receive a rehabilitation allowance instead of sickness allowance.

For more information, see the personnel division's homepage: www.lu.se/pers . (In Swedish)

Occupational Injuries

Occupational injuries are to be reported on a specific form, which is sent to: The Registrar, Lund University, PO Box 117, 221 00 Lund or internal mail stop 31.

The term “occupational injury” includes not only accidents at work, but also injuries sustained on the way to and from work, and while travelling on University business. Long-term effects leading to injury or illness at a later date are also classified as occupational injury. Forms for reporting occupational injury should be available at each department, and are filled in by the employee. The local safety representative and environmental representative co-sign the report. The head of department then sends the report to the Division of Buildings. If you have any questions or would like help regarding occupational injuries, 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. Inform the head of department of the incident, who will then report it to the Division of Buildings at the Central Administration.

The social insurance authorities decide whether an injury is to be classified as an occupational injury or not. It is possible to obtain further compensation for pain and suffering or incapacity and any other form of permanent disability, through the Agreement on Personal Injury Compensation. You will receive more information on this when your claim is processed.

Forms and more information are available on the personnel division's homepage: www.lu.se/pers . (In Swedish)

The Working and External Environment

The environment naturally varies from one workplace to another, and we may be affected by factors in our working environment of which we are not even 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 the psychosocial working environments. This does not mean that these are separate entities, but are part of the whole environment on which the Occupational Safety and Health Act is based.

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

The organisation of environmental activities

The Vice-chancellor has the overall responsibility for the University's working environment and effects on the external environment, while day-to-day environmental activities are the responsibility of the heads of department. Important tasks associated with the environment may be delegated to planners or administrators.

Matters associated with your working environment should primarily be discussed with your head of department, or head of section. You can also discuss the matter with the safety representative at your workplace. The name of the safety representative should be posted on the notice board.

You can also contact the personnel division regarding issues associated with your psychosocial working environment. The personnel department has a personnel director, personnel consultant, a legal advisor and an equality opportunities administrator who may be of assistance. In matters related to the working environment, the occupational health care service may also be of use (see page 51).

The Division of Buildings is responsible for matters associated with the external environment, safety and the physical working environment. Apart from the environmental manager and environmental coordinator, occupational safety engineers, industrial-hygiene engineers and radiation safety physicists are available. A research engineer is also available who is responsible for taking care of chemical waste and has the role of safety consultant regarding the transport of hazardous goods.

The 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 colleagues, cooperation and job satisfaction are also important factors (the Occupational Safety and Health 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 with other colleagues. You can also turn to the University Occupational Health Care Service, which is neutral in such matters, or to the Personnel Division.

Further information on the psychosocial working environment can be found on the University's website: www.lu.se/pers/psyksoc/index.html (in Swedish).

The physical environment

According to the Occupational Safety and Health Act,

- work is to be organised such that it can be carried out in a healthy and safe environment and
- the area in which the work is to be carried out must be designed and equipped so that it is suitable from a working environment point of view.

This means that offices, laboratories and workshops etc. must be designed and equipped such 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.

A good working environment places demands on the cooperation of all involved. All the employees at Lund University are responsible for reporting irregularities or risks. Instructions, regulations and routines are to be followed, and shortcomings reported to the person responsible for the working environment.

Systematic working environment measures

The regulations AFS 2001:1, "Systematic Working Environment Measures", describe how work associated with the working environment is to be carried out in order to live up to the intentions of the Occupational Safety and Health Act. The head of department is responsible for ensuring that this work is carried out satisfactorily, in cooperation with the employees and the safety representative at the department.

If you experience any kind of problem in your physical environment, you can turn to the Division of Buildings. They can provide help in measuring the lighting, noise level and indoor climate, and give advice regarding the handling of chemicals and risk assessment etc.

The external environment

Work was initiated in 1996 to survey the effects on the environment of the activities carried out at Lund University. In 1998, the University Board made two important decisions: firstly, the adoption of a general environmental policy, and secondly, a decision regarding environmental goals for the period 1998 – 2005.

One of the environmental goals is that a system for environmental management be introduced at every department or unit. The aim of this is to identify areas of responsibility and to define routines for the integration of environmental thinking into daily activities, such as purchasing. Preventive measures, the exercise of caution and a principle of the replacement of

hazardous compounds are some of the concepts that should be used to influence routines and instructions.

Other environmental goals are concerned with, for example, the handling of chemicals, waste sorting, transportation, purchasing and building construction.

The University's environmental manager and environmental coordinator both work at the Division of Buildings, and their task is to ensure that the University's environmental goals are achieved.

You can read more about the University's environmental policy and goals on the website: <http://www.lu.se/bygg/miljo.html> (in Swedish), and the Division of Buildings' homepage www.lu.se/bygg (in Swedish).

The Safety Committee

The Safety Committee handles general working environmental matters and is responsible for monitoring and following up the implementation of working and external environmental measures, and for the development of a common policy for the whole of Lund University (Lund University Local Working Environment Agreement). The Safety Committee has the task, prescribed by law, of ensuring that rehabilitation and adaptation are implemented as laid down in the legislation. The University Occupational Health Care Service thus works closely with the Safety Committee.

Other issues associated with the working environment and the external environment are dealt with by each faculty's Safety Committee or the HMS Committee (HMS stands for *Hälsa, Miljö och Säkerhet*, health, environment and safety).

You may report working environment matters to your safety representative. These will then be discussed by the HMS Committee.

Occupational health care

Lund University has its own occupational health care service. This is a professional and independent resource, active in the areas of working environment, occupational injuries and rehabilitation. The service is available to employers, employees, postgraduate students and, in some cases, undergraduate students. The occupational health care 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:

- help to individual employees, e.g. examinations and counselling aimed at preventing occupational injury, ill health and breakdown
- statutory examinations
- collaboration in rehabilitation
- specification of the connection between working conditions, productivity and health
- assistance in assessment of the risk of ill health or injury due to working methods, organisation, etc.,
- participation in the changes made in the University's organisation through advice and suggestions
- information and training.

See their homepage: www.fhv.lu.se (in Swedish).

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 who work more than one hour per day at terminals shall have regular eye tests. This can be done at the occupational health care service. If necessary, employees may visit an optician for further

tests and fitting of spectacles. The University applies a national agreement with two opticians (currently Synsam and Synoptik).

The occupational health care service can answer your questions on spectacles for work.

Keep-fit activities

Lund University encourages its employees to be more aware of health-related issues, and makes provision for its employees to participate in health-promoting activities through its keep-fit policy. The aim of this policy to improve the feeling of well-being at work, reduce leave due to sickness, and prevent and reduce the number of occupational accidents.

You will be reimbursed for the cost of membership of a gym for a whole year or 6 months. This applies to less advanced and less expensive kinds of activities such as gymnastics, weight training and swimming. This is a personal fringe benefit available to all employees of Lund University, and cannot be exchanged for cash or goods.

The policy and current rates of reimbursement can be found on the website: www.lu.se/pers/Arbetsmiljo_halsa/friskvpolicy.pdf (in Swedish).

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 travelling information, please see: www.lu.se/resor (in Swedish).

Special regulations apply for travelling expenses. In order for compensation to be paid, an employee must be instructed to make the trip, or the trip must be approved afterwards by the head of department.

Compensation may be paid for travelling costs, i.e. tickets, car mileage allowance, parking fees, etc., and for accommodation, i.e. hotel rooms, when staying away from home, as well as expenses to cover meals, etc. Part of this compensation is exempt from tax, while the other part is subject to taxation. Compensation is thus paid out together with your salary.

Upon returning from a business trip, claims for travelling expenses are made using the program Tur & Retur. You will find this program at www.lu.se/pers/res (in Swedish).

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

When travelling abroad it is important to 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 a premium for this insurance. This scheme also affords some degree of protection to your spouse or 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 there are, and their ages at the time. It is important that you inform your family of the existence of this 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 Lund University. The agreement covers medical and pharmaceutical costs, loss of luggage (to some degree), as well as liability, attack and legal protection. Further details can be found on the Personnel Division's homepage: www.lu.se/pers (in Swedish).

Who is covered?

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

Exceptions: even if they fulfil the criteria described above, *undergraduate students* are *not covered* by this agreement.

If the execution of official duties requires you work somewhere other than your normal place of work, you are also covered by this agreement when you are travelling between your own workplace and another University department or unit. You are *not* insured when travelling to or from work.

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

Baggage loss

A maximum of SEK 25,000 is normally paid for *loss or damage to personal property* in connection with business trips. Lund University has, however, decided to increase this compensation to a maximum of one *base amount* (SEK 37,900 in 2002 and SEK 38,600 in 2003). The maximum compensation for loss of cash is SEK 5,000. Business travel insurance does not cover loss of, or damage to, University property taken on the trip.

Cover still applies if you should decide to take a holiday in combination with a business trip, for example, to see something of the country. You may also take leave during the journey to or from the location of the meeting, conference, etc., even if this means a change in the route. The length of your holiday must not exceed the length of the business trip.

Supplementary insurance for accompanying persons

Many home insurance policies cover travel for a period of up to 45 days. For longer periods, for example, a period of research abroad, it can be expensive to provide extra insurance for accompanying family members. It is possible to insure a spouse, partner or children through the University at a cost of SEK 10 per person per day.

Visiting scientists and lecturers

Business travel insurance also includes a collective supplementary insurance agreement for visiting professors, scientists, lecturers, or anyone working at a University department or unit. The agreement covers necessary, reasonable costs in connection with acute health care or dental care resulting from illness or accident, and the cost of transport home in the case of serious illness or accident. Accompanying family members are also covered by the agreement for a maximum of 365 days.

Voluntary group insurance

Employees of Lund University, permanent or temporary (but for a reasonably long period), may take out insurance through *BOX spara och försäkra*. This is voluntary, and the premium is paid by the employee. The agreement covers child insurance, health insurance, life insurance, accident insurance and protection for your family.

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

Pensions

It is important that you and your family are conversant with University pension benefits. You will still receive these benefits, even if you resign from the University. You should contact the pensions officer at the Personnel Division, when the need arises.

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

A pension consists of two parts:

- a retirement pension based on contributions made
- a retirement pension based on salary and additional payments received

Regarding the retirement *pension based on contributions made*, the contribution is equivalent to 2.3% of your monthly salary. You may decide if 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)*. This pension may be collected as a life-long or a temporary pension. If you wish, you may make extra payments to a voluntary pension (*KÅPAN Plus*).

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

The normal retirement age in Sweden is 65, and retirement commences from the end of the month preceding that in which you will have your 65th birthday. Employees are, however, not required to retire until the end of the month in which they are 67 years old.

Transitional regulations apply to those who were employed on 1 April 1991, and who were 28 years or older on 31 December 1991, and who are entitled to retire earlier than 65, according to the previous agreement.

Those granted sickness benefit by the regional 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 a partner) who was living with the employee at the time of his/her death, and to children entitled to an inheritance that are not yet 20 years of age. Survivor annuity is paid, at most, for the first six years following death, or until the month the deceased would have reached 75 years of age.

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 upon the approval of the employer.

Services

Telephone service

You should acquaint yourself with the workings of the telephone system as soon as possible. Information is available in the form of brochures. You should learn how to program your telephone so that the correct information can be given when you are at a meeting, on a business trip, on holiday, at lunch etc. This helps the exchange to help you and those who call you. More information can be found at www.lu.se/SerE/tele/.

Postal service

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

All departments and units in Lund, Malmö and Helsingborg have 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 per 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 obtained by both internal and external users, adapted to requirements. Please call: (046-22)270 73. Packing of material and labelling by machine are other services offered by the postal service.

Further information on the University postal service can be found on the web: www.se.lu.se (in Swedish).

University bicycles

University bicycles are available at some workplaces. These can be used by employees in matters of business. The head of administration can tell you if university bicycles are available at your workplace.

Parking

All car parks in Lund belonging to the University are subject to a charge.

Car parks are divided into four zones: A, B, C and the budget zone. Signs at the entrances provide information on the zone. The charge depends on how close the car park is to the city centre. Parking fees may be paid per term (*terminsdekal*) or per day. Daily tickets are available from the University's ticket machines. Infringements of the parking regulations lead to a fine.

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

Parking regulations and a map can be found on the University website: www.se.lu.se/parkering.

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

The University webshop

This webshop is run by Wackes AB, see: www.lu.se, under *Anställd/Lunds universitets webbshop* (in Swedish). Products can be bought here on behalf of your department or workplace. Private purchases can be made at *Studentinfo* in the main Students' Union Building, *AF*, Sandgatan 2 (see www.af.lu.se under *Studentinfo*) (in Swedish).

LDC – Lunds datacentral – an IT centre at Lund University

The LDC Helpdesk (ext. 290 00) can provide help in many kinds of IT-related matters. The Helpdesk is also a central component in the support organisation for the Network University (*Nätuniversitet*).

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 e-mail. Every employee has an e-mail account and an identity created from LUCAT (the University's personnel database), and can therefore use services such as web-based e-mail.

LDC is also responsible for the running of 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's PC consultants can provide help in, for example, installing computers and fault-finding, in the first place, at departments who have contracts covering this service. Some parts of the University have adopted a standardised computer environment, which is administered by LDC.

Examples of other services offered by LDC are: backups, thin-client-server services, Internet services, supply of software within the framework of the University's agreements, system development, courses and consulting in the area of IT.

LDC is regarded 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 are charged. LDC receives no central funding from the University.

For more information, please see: www.ldc.lu.se (in Swedish).

The library network

Lund University Libraries (LUB) is a network organisation consisting of a central unit for management and support, the Head Office, the University Library and faculty libraries. The goal of Lund University Libraries is to provide high-quality information for the University's teachers, researchers and students. The development of digital information services is prioritised and particular attention is paid to the needs of students.

The basis of information provision lies with the various faculty and institutional libraries. These provide for the main demands on library services in their respective subject areas. The network libraries are financed by faculties and institutions and are managed by their boards.

The University Library's (UB) collections cover all subjects and languages. UB is a national depository library. This means that at least one copy of all Swedish books, journals, reports, newspapers etc. is held by the library. UB also houses the manuscript section, serves as a depository for UN material and offers a wide range of courses in information retrieval aimed at different target groups.

The Head Office runs the library system and the electronic library, develops activities, policies and standards, and runs skills development and project activities in various areas.

The Director of Libraries directs the Head Office and is responsible for implementing major decisions and policies adopted by the University Board, vice-chancellor and the Lund University Library Board.

Lund University Library Board has overall responsibility for Lund University Libraries, managing their development, setting quality goals, direction, scope and levels of service. It is also responsible for evaluation and quality control. The Library Board is also the board of the Head Office.

Instruction is available to academic staff in information management, individually or in groups, at their own library. Some libraries give dedicated courses for postgraduate students and lecturers.

Other Important Information

Change of name or address

LUCAT is the University's personnel name and address database. If you change your name or address, you should notify the person at your department or unit who is in charge of LUCAT, and your salary officer. You can change your address and home telephone number yourself by clicking on *Internt* in the University's homepage, and then *Uppdatera personuppgifter*.

Lund University magazine, LUM

The University magazine, LUM (*Lunds Universitet Meddelar*), is issued 10 times per year. LUM contains articles on research and courses at the University, as well as information on the University's activities, new employees, vacant positions and research grants. You are welcome to write letters to the editor, or suggest subjects of interest. The editorial office can be contacted by telephone: (046-22)295 24, or by e-mail: LUM@info.lu.se.

Lund University's corporate image

During the autumn of 1998, a corporate image (graphic profile) was developed for the University, including a seal, colours, typeface, etc., which is to be used in all contexts when presenting the University (correspondence, brochures, websites, signs, etc.). For more information on regulations, and templates, please consult the website, <http://aktuellt.info.lu.se/default.asp?sida=2&text=910>, or contact the Information Office, which is responsible for this matter, tel. (046-22)273 21.

Procurement

There are a number of important regulations governing the procurement of materials and services which you should become acquainted with.

The Lund University Procurement Policy has been in effect since December 12, 2002, and can be found at: www.upphandling.lu.se (in Swedish). Here you will also find regulations governing the application of the policy, such as instructions stating that each department must designate a person responsible for procurement, and describing that person's tasks, financial limits on purchases made by the department, and regulations governing the procurement of products above the financial limit. Current framework agreements should be used for procurement; government agreements or Lund University agreements. You can find a list of these agreements at: www.upphandling.lu.se . (In Swedish)

Personnel organisations

The following personnel organisations (unions) are represented at Lund University.

TCO-OFR/S

The Swedish Confederation of Professional Employees
PO Box 1143
Bredgatan 4
221 03 Lund
tel. (046-22)293 62, (046-22)293 63
Mail stop: 29
www.st-atf.lu.se

SACO

The Swedish Confederation of Professional Associations at Lund University
PO Box 1575
Bredgatan 4
221 01 Lund

tel. (046-22)293 65

Mail stop: 29

www.saco.lu.se

SEKO

The Union for Service and Communication Employees

Bredgatan 4

222 21 Lund

tel. (046-22)293 66

Mail stop: 29

Members of personnel organisations automatically become members of the unemployment benefit fund.

Checklist for the Introduction of New Personnel

Suggestions for the first year of employment

Background

The performance of, and job satisfaction experienced by, a new employee is affected by how they are received at their new place of work. Their reception may, in fact, determine whether they remain in their new job or not.

New employees have the right to 5 days' introduction to their place of work, according to an agreement between the University and personnel organisations (1981). Of these five days, 2 should be set aside for a general introduction to Lund University, under the auspices of the Personnel Division/Personnel Development Unit. This two-day introduction is usually given once per term. Information on the next introduction can be obtained from the Personnel Development Unit (ext. 208 52). Inform the Personnel Development Unit about new employees, and they will automatically be sent an invitation to attend the next introduction.

Responsibility

The head of department/superior and the new employee both bear responsibility for making the best of this introduction. The head of department may, however, appoint someone else to be responsible for this in certain cases.

Before the new employee arrives

- Make the appointment in good time before the employee arrives.
- Appoint someone to be responsible for the introduction of the new employee.
- The head of department and the above-appointed person should plan the introduction of the new employee together.
- The head of department and the person responsible for the introduction of the new employee decide together with the new employee when and where they are to meet on the first day of employment.

- Send information to the new employee that may be of help in advance.
- Prepare his/her office or working place with a nameplate, arrange a telephone number and e-mail address.
- Order an Introduction Folder from the Personnel Development Unit.
- Arrange other material that may be of use to the new employee.

On the first day

- This is how we work
 - Remember the small details – put flowers in the room, or take the new employee to lunch, or do something else to enhance the atmosphere.
 - Introduce the head of department, closest colleagues, other colleagues and perhaps a mentor
 - Provide information about coffee breaks, lunch and meetings, etc.
 - Give information on rules regarding the working environment, safety aspects, etc.
- Practical information
 - Show the new employee around: lecture theatres, labs, offices, the post and copying room, the entrance, library, car park, etc.
 - Go through the most important conditions of employment, e.g. working hours, flexitime, attendance at work, salary, leave, reporting sick, etc.
- Mutual expectations
 - The new employee and head of department discuss their expectations and the tasks to be performed.
 - Plan the introduction together.
 - Take up any questions that may have arisen during the first day at work.
- Time for reflection

- Give the new employee time to digest all the information he/she has been given.

The next few days

- Provide insight into the work and local organisation:
 - main activities associated with teaching and research
 - the size of the department in terms of employees, number of students, annual turnover
 - the distribution of work, who is responsible for what, who makes the decisions
 - other departments/units of importance for the new employee (cooperation, contacts, etc.)
 - the task and members of the departmental board, and who represents the personnel on the board
 - representatives of the various personnel organisations

The coming weeks

- Give the new employee the opportunity to:
 - go around and talk to those in charge, and those in other areas, e.g. the head of department, the director of studies, lecturers, researchers, student counsellors, technical and administrative staff,
 - take part in work typical for the department, e.g. teaching, a board meeting, planning meetings,
 - get to know more about parts of Lund University that are of importance for him or her.
- The head of department/superior should talk to the new employee to ascertain how he or she feels about the new situation and to identify any further needs with regard to introduction or other matters.

After a few months

- Provide the new employee with the opportunity to attend the general 2-day introduction to Lund University.
- The head of department/superior should talk to the new employee in order to:
 - obtain an idea of how he/she feels about his/her working situation,
 - obtain an idea of possible further needs for support and development,
 - obtain an idea of how the employee is getting on with his/her work.

During the coming year

- The head of department/superior should conduct an annual appraisal with the now, not so new, employee.

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