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Human Resources

For new employees – terms and conditions of employment

As a new member of staff at Södertörn University, you may have questions about your new job. This document contains the information we believe to be the most important for you to know, as well as your rights and obligations as a member of staff.

Website

Södertörn University's website, www.sh.se, provides general information about the university. The "Personalhandboken" [staff handbook], for university employees, is available on the staff intranet, Medarbetarwebben. It has a great deal of information and governing documents that regulate employees' activities.

Human resource management system

Primula is the university's human resource management system. This allows you to apply to take holiday and other leave directly via the web. You can also download your salary statements. More information and a short guide to Primula can be found on Medarbetarwebben, below the Verktyg [tools] tab. Log in via <https://primula.sh.se> or Medarbetarwebben.

Work environment

The vice-chancellor has the overall responsibility for the work environment. Tasks relating to the work environment have been delegated to heads of school and unit directors. The university has a Health and Safety Committee that deals with issues related to the work environment. Its members are from the university's academic and administrative units; the chairperson is the chief administrative officer. The committee meets three times per semester. The university's work environment policy states that work shall be conducted in an environment that is good for both students and employees. This means, for example, that people in the organisation must have the possibility to participate in and influence their work situation.

Routines and Actions in Cases of Discrimination, Harassment and Victimisation

The university has routines and actions for combating harassment/discrimination and/or victimisation due to sex, transgender identity or expression, ethnicity, religion or other belief, disability, sexual orientation, or age. The purpose of these is to prevent harassment and to emphasise that the university will not tolerate discrimination against students or employees. They can be found in the staff handbook.

Induction

At least once every semester the university has an induction day where new members of staff are welcomed and are given a general presentation about Södertörn University. Your line manager is responsible for providing you with an individually-adapted induction and organising a mentor/contact person for you.

During your induction you will become acquainted with the routines, regulations, values, people, premises and other factors that will influence your time at Södertörn University. The induction should create the right basis for your employment being as rewarding as possible, both for the university and for you.

Public sector employment

Employment at Södertörn University means that you work at a public authority. The terms and conditions of your employment are regulated via agreements between the trade union organisations SACO, OFR-S, and SEKO-civil, and the Swedish Agency for Government Employers (AgV). The current collective agreements are "Villkorsavtalen". There are also a number of local agreements between Södertörn University and the three local union organisations SACO-S/Södertörn, ST-ATF, and SEKO.

Employment contract

Once you are employed, you receive an employment contract that contains information about your salary, scope and period of employment. You may either be employed until further notice or for a fixed term. A six-month probationary period may be applied if your position is until further notice. If you have a fixed-term position, your employment contract states which provision of the Higher Education Ordinance or the Employment Protection Act this is based on.

Salary

Your salary is determined on an individual basis and is decided by your manager, head of school or equivalent when you are appointed and then at local salary negotiations that take place at regular intervals. The factors involved when setting a salary are the level of difficulty of the work and the development, competence, and performance of the employee. Further details can be found in the salary policy in the staff handbook. If you are a doctoral student or equivalent your salary follows a locally agreed salary scale. There are special regulations about salary increments for academic staff when they are awarded a doctorate or appointed as a senior lecturer.

Salary payments – registering your bank account

Your salary is normally paid retroactively on the 25th of each month. You collect your payslip via the web in the Primula HR system. Södertörn University pays salaries via Danske Bank from March 2017. You must report your bank account details to Danske Bank using e-legitimation/mobile bank ID. Information about what you should do and a link to Danske Banks website is on Medarbetarwebben. We would appreciate it if you can report your bank account details yourself, both to ensure they are correct and to avoid unnecessary administration. If DB does not have your bank details, your salary will be paid via a credit slip that will be sent home to you. This slip can then be cashed, for a fee, at a bank. If you do not have a Swedish personal ID number or coordination number, and therefore cannot have e-legitimation/mobile bank ID, you may register your bank details via a form. Completed forms should be sent to payroll: Lönegruppen/MA8. The form is available on Medarbetarwebben.

Tax deductions

Once you are employed, you should immediately send in an abstract from the Swedish Tax Agency's register (your *skattsedel*) and any adjustment to the tax to be deducted to your payroll officer. If we do not receive information about your tax status, we are obliged to deduct tax in accordance with Huddinge's taxation rate plus 10 per cent. You can order your *skattsedel* from the Tax Agency's website: Skatteverket, or call them on: 0771-56 75 67.

Working hours

Södertörn University has local collective agreements on working hours.

- **Working hours for technical and administrative staff:** If you work full-time, your average number of working hours per week, Monday to Friday, are ordinarily 40 hours, which is equivalent to 8 hours per day. If you work part-time, your working hours are calculated pro-rata. Working time includes working in the hours for any leave taken on a day that falls between two public holidays or between a public holiday and a weekend. You are normally allowed to work flexitime. More details can be found under the heading *Arbetsid och ledigheter* in the staff handbook on Medarbetarwebben.
- **Working hours for academic staff:** Your annual number of working hours is determined by the length of the annual holiday period, among other things. If you have a holiday entitlement of 35 days, your annual number of working hours is 1,700; if your holiday entitlement is 31 days then your annual number of working hours is 1,732; if your holiday entitlement is 28 days then your annual number of working hours is 1,756.

Overtime and extra time

Full-time employees may be ordered to work overtime – but to a maximum of 150 hours per year. You receive overtime compensation as either money (overtime pay) or as time off (time in lieu). Overtime that is compensated with time off is not included in the total overtime per year.

The regulations about overtime do not apply to doctoral students or the equivalent. In the same way, part-time employees may be required to work extra hours. This is called extra time until you have worked the same number of hours as a person in full-time employment. After this, you work overtime. Extra time may not total more than 175 hours per year. In total, you may not work overtime and extra time more than 200 hours per year.

Annual leave

As a state employee, you are entitled to 28 days' annual leave up to and including the year you turn 29; this is then 31 days from the year in which you turn 30, and 35 days from the year in which you turn 40. Annual leave is calculated per calendar year and is taken in the same year that it is accrued. If you are not employed for the entire year, your annual leave is reduced accordingly.

If you have more than 20 days of annual leave, you carry over 1 – 15 days to a following year. However, you may never save more than a total of 35 days. You may not carry over annual leave to a following year if you have not accrued more than 20 days of annual leave. This may be the case in your first year of employment. Saved annual leave must be taken before you end your employment. You may not accrue annual leave in the year your employment ends.

Södertörn University has a local collective agreement regarding the timing of annual leave for academic staff, including doctoral students. This means that academic staff must normally take their entire annual leave during the summer.

If you have a fixed-term contract and choose to save your annual leave, your accrued leave must be used in full before the end of your period of employment. You must apply for annual leave in good time before the end of your period of employment; if you do not apply for this yourself, the employer is entitled to schedule your accrued leave during the year in which your employment ends. You are not entitled to accrue annual leave in the year in which your employment ends.

Leave

If you need time off work, you must apply well in advance to your head of school/department/unit. You are entitled to time off work with no deduction in pay in order to visit a doctor/hospital, the occupational health service, prenatal and antenatal examinations and to donate blood. This also applies to emergency dental treatment and examinations to which you have been referred by a dentist or a doctor. It may also be possible to take time off with no deduction in pay when relatives are seriously ill and when moving home.

You are **legally entitled** to time off in certain situations e.g. for study and parental leave. If you have children under the age of eight or who have not yet finished their first year at school and are not receiving parental pay, you are entitled to a reduction of up to 25 per cent of your working hours to enable you to take care of them. You may also be entitled to time off to take care of close relatives or friends. In addition, it is **possible** to apply for time off (if your work permits it) to look after children (partial reduction of working hours until a child is 12) and to undertake a probationary period of employment elsewhere.

If you wish to take a substantial period of parental leave, you must apply for time off no later than two months in advance. If you wish to receive maternity pay, paternity pay or any other type of parental pay, you must apply directly to Försäkringskassan.

Illness

If you are ill, you must notify your school/unit, and report it in Primula. From the eighth day, you must be able to produce a medical certificate to confirm your illness. You receive no pay for the first day of illness, referred to as the qualifying period. For days 2 - 14 of your illness, you receive 80% sick pay from the university. After this you receive sickness benefit from Försäkringskassan.

Compensation for health care and medication

You may be entitled to reimbursement for certain costs for medical care, physiotherapy, hospital stays and medication. To claim compensation for these expenses, you must submit the **original receipt** to your payroll officer. To receive compensation for medicines, ask the pharmacy to give you a **receipt for your prescription**.

The compensation above is subject to tax. However, no tax is payable on compensation for medical treatment from a private physician that is not financed through the sickness insurance scheme or other forms of public funding.

Preventive healthcare and occupational health

You are entitled to one hour of preventive healthcare activities each week (if you work full-time) during working hours, when work permits. Examples of these activities include walking, jogging, strength training, swimming, or massage at the university or externally.

Södertörn University has signed an occupational health contract with **Avonova**. Employees may contact Avonova about issues relating to their work, and receive advice and support for physical and psychosocial work-related issues. Occupational health services are free of charge.

Information about Avonova is available from your unit/school, from HR, or from their website: avonova.se.

Insurance and pensions

The state sector has a **group life insurance policy** that comes into force on the first day of your employment. You are also insured against occupational injury, through the **occupational injury insurance scheme** and the **Compensation for Personal Injury Agreement (PSA)**.

During work-related travel, you are insured via **Swedish state business travel insurance**.

You are also covered by the **government service pension agreement**, which not only supplements the general pension scheme but also provides some financial safeguards if you become ill, and support for your survivors in the event of death.

Termination of employment

You may choose resign from your position, or your employer may terminate your employment. In both cases, the notification of termination must be made in writing. If you choose to resign, you have a period of notice of 1 month if you have been employed less than 1 year. If you have been employed more than 1 year, your period of notice is 2 months.

If you are employed on a probationary period you can terminate your employment at any time; there is no formal requirement to observe any period of notice. If the university does not wish your probationary period to become a permanent job at the end of the period, or wishes to end the probationary period earlier than agreed, you must receive two weeks' notice.

Specific employment terms and conditions for people with a manager contract (circular 2001:A7) Minutes no. 35/04 (Office of the Vice-Chancellor) state that all managers with HR responsibility who report directly to the vice-chancellor and chief administrative officer of the university must be included in the management salary group and have terms and conditions of employment in accordance with the management salary agreement. However, working hours for the heads of school will continue to be regulated according to valid working hours agreement for academic staff.

Working hours, manager contract:

Employees in the local management group will have non-regulated working hours unless the employer and employee agree otherwise.

Period of notice, manager contract:

Employees with employment until further notice have a mutual period of notice of six months (Section 9 of the manager contract). The employer may allow an employee to end his or her employment after a shorter period of notice. It is assumed that the employer will permit a shorter period of notice if activities allow.