



UMEÅ UNIVERSITET

Rules for reporting secondary employment for teaching staff and employees covered by the Manager Agreement

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1. Description

This rule provides a comprehensive description of the conditions for holding, reporting and reviewing secondary employment at Umeå University. The rule describes how the University is to fulfil its obligation as per Chapter 4, Section 15 of the Higher Education Ordinance (1993:100) to document and monitor secondary employment.

The rule applies to reporting responsibilities for teaching staff and employees covered by the Manager Agreement.

2. Background

Secondary employment is an important part of collaboration with third parties. At the same time, secondary employment must be handled in such a way that there is no risk of losing the public's confidence. The public needs to be confident that teachers in their professional role and professional practice are not affected by their secondary employment. This is why secondary employment needs to be dealt with transparently and clearly separate from regular duties at the University.

Employee categories required to report secondary employment:

- Teaching staff. Regulated in Chapter 4, Section 15 of the Higher Education Ordinance and the Appointments Procedure for Teachers at Umeå University and referred to in this document as Appointments Procedure at Umeå University.
- Employees covered by the "Chefsavtalet" (Manager Agreement). Regulated in Section 9 of the 2010 "Chefsavtalet" (Manager Agreement) and in the local manager agreement "Lokalt kollektivavtal – arbetstagare som omfattas av Chefsavtalet (Employees covered by the Manager Agreement).

The reporting obligation is part of efforts to build confidence in and transparency for managing secondary employment at the University.

According to the ordinance and collective agreement, teachers and employees covered by the Manager Agreement are required to report their secondary employment or their plans to undertake secondary employment in the coming year. The University is tasked with reviewing reported secondary employment to determine whether they could damage confidence, prevent the performance of duties or compete with the employee's professional role at the University.



3. What is secondary employment?

In principle, any other employment or activity that an employee has in addition to their University employment and that is not related to the employee's private life is secondary employment. This is true regardless of whether the secondary employment is temporary or permanent. It does not matter whether the secondary employment provides financial compensation or if the company to which the secondary employment is connected is dormant or not.

This means that employment, assignments or commitments that an employee has or fulfils with another employer or contractor, or as part of their own company, is considered secondary employment.

3.1 What is not secondary employment?

Activities typically belonging to an employee's private life are not considered secondary employment. For example, it is not secondary employment to pursue a hobby or to look after one's and the family's property and private affairs. Nor is it secondary employment to hold a board position in your local housing association or take on responsibilities in your children's sports club.

For university teachers, academic assignments where compensation is paid, such as external reviewer and external expert, serving as a member of examining committees, and less extensive assignments for research councils and scientific journals, are also not considered secondary employment because this is work within the framework of employment at the University. Clinical practice associated with joint and combined positions at a healthcare unit are also not considered secondary employment.

4. Which secondary employment is to be reported?

4.1 Teaching staff

Teaching staff are to report the secondary employment *related to their employment's subject area* and that is external to their employment at Umeå University. This means secondary employment related to the subject area that takes place at another employer or contractor or is part of your own company.

This can include subject-related secondary employment, such as:

- Teaching assignment or participation in teaching;
- Research or development assignments or clinical activities;



- Business operations or board assignments;
- Other types of secondary employment.

For example, “related to their employment’s subject area” means that a teacher who owns forest or agricultural property must report their holding as secondary employment if the teacher works at the University with a subject area related to forestry or agriculture. The opposite applies when there is no connection to the main employment’s subject area. In that case, ownership of forest or agricultural property is not reported as secondary employment.

Company commitments related to the subject area of the main employment are to be reported as secondary employment, even if the company is dormant or if no business is conducted in the company.

In the report, state the estimated financial return in the form of salary or remuneration. That is to say, the estimated compensation received in exchange for the work from the secondary employment.

With ownership of a business, the estimated compensation or income received by the company in exchange for work done for the company is reported and not the profit in the company or your salary from the company.

The report is to list the secondary employments the employee has at the time of reporting and any secondary employment that is planned to be taken on in the coming year.

If reasons exist, the employer can also require reporting and review secondary employment which teaching staff are not normally required to report.

4.2 Employees covered by the Manager Agreement

Employees who are covered by the Manager Agreement are required to report *all* secondary employment, both subject-related and non-subject-related.

Company commitments are to be reported as secondary employment even if the company is dormant or if no business is conducted in the company.

In the report, state the estimated financial return in the form of salary or remuneration. That is to say, the estimated compensation received in exchange for the work from the secondary employment.

With ownership of a business, the estimated compensation or income received by the company in exchange for work done for the company is reported and not the profit in the company or your salary from the company.



The report is to list the secondary employments the employee has at the time of reporting and any secondary employment that is planned to be taken on in the coming year.

4.3 Adjunct teaching staff and guest lecturers

Adjunct teaching staff and guest lecturers have their main employment with an employer other than Umeå University. This means that their employment at Umeå University would normally be secondary employment to the teacher's main employment with the other employer, and conversely, the main employment constitutes secondary employment at Umeå University.

Even though the position at Umeå University is the secondary employment, the University needs to be able to ensure that these teachers also do not have secondary employment that could damage confidence. When hiring adjunct teachers or guest lecturers, the University needs to ensure that the person's main employment does not risk damaging confidence in the work done at the University and that the main employer is open to the adjunct or guest employment.

Once this is established, adjunct teachers only report secondary employment outside their adjunct position, not their main employment.

This also applies for guest lecturers.

5. Who reports secondary employment, to whom are these submitted and when?

At Umeå University, teaching staff and employees covered by the Manager Agreement self-report their secondary employment on their own initiative. The report and how it is submitted differs for the two groups.

5.1 Teaching staff

As per Chapter 4, Section 15 of the Higher Education Ordinance, teachers are required to keep the higher education institution informed of any secondary employment that is linked to the subject area of their employment.

The employee categories defined as teachers at Umeå University and thus required to report secondary employment annually are specified in the Appointments Procedure at Umeå University.

The secondary employment reporting requirement applies to all teachers, regardless of whether a teacher has or does not have secondary employment. The same applies to teachers who are fully or partially on leave.



Secondary employment reports are to be submitted to the head of department or director once a year, but **no later than 28 February**, unless the faculty has specified another date.

Reports are submitted digitally in Pass. More information about how to use Pass can be found on the intranet's pages on secondary employment.

Individuals with teaching posts that are covered by the Manager Agreement are to submit a report on their secondary employment as specified in the Manager Agreement.

5.2 Employees covered by the Manager Agreement

According to the central collective agreement (Manager Agreement, Section 9, Item 2), employees covered by the Manager Agreement are required to provide the employer with information on and the extent of any secondary employment or any secondary employment they intend to undertake.

The Local Manager Agreement regulates who at Umeå University is covered by the central Manager Agreement. Individuals employed as teachers and covered by the Local Manager Agreement are to submit a report on their secondary employment as specified in the central Manager Agreement.

The secondary employment reporting requirement applies to everyone covered by the Manager Agreement, regardless of whether the person has or does not have secondary employment. The same applies to individuals who are fully or partially on leave.

Secondary employment is reported digitally in Pass and submitted to the Vice-Chancellor once a year, **no later than 31 March**. More information about how to use Pass can be found on the intranet's pages on secondary employment.

6. Division of responsibilities and timeframes

6.1 Head of department or director

The head of department or director is responsible for collecting and managing secondary employment reports for all teachers in their department or unit. *This includes reviewing all reports and commenting on whether any of secondary employment can be considered damaging to confidence, prevent performance of duties or competing with the University's activities* and thus should be examined more closely. For more information about this review, see section 8 Review of secondary employment. More information about how to use Pass can be found on the intranet's pages on secondary employment.



The head of department or director submit a compilation of all the department's or unit's secondary employment to the head of faculty office **no later than 31 March** each year, unless another date has been agreed upon at the faculty. This compilation is used to produce a report in the report generator in Pass.

In the compilation to the faculty office, *the head of department or director is to state if any reports are missing or should be examined more closely. Reasons for any missing reports or for examining reports more closely are to be provided.* This information is submitted to the report produced in Pass.

If there is a conflict of interest between the head of department and an employed teacher at the department, the dean manages and reviews the individual teacher's report. For example, if a head of department and their brother are employed at the same department, the brother's report is to be handled and reviewed by the dean.

The head of department or director report their own secondary employment to the dean, **no later than 28 February** each year, unless otherwise agreed at the faculty.

6.2 Deans and the library director

Deans are responsible for reviewing the secondary employment of their faculty's teachers based on the information submitted by the heads of department in their reports. Deans also review other secondary employment beyond those noted by heads of department if there are reasons to do so.

In this review, deans

- review whether secondary employment can be considered damaging to confidence, prevent performance of duties or compete with the work done at the University;
- review whether an employee's total amount of secondary employment at the faculty can be considered damaging to confidence, prevent performance of duties or compete with the work done at the University;
- closely review any secondary employment that has been objected to by a head of department.

For more information about reviews, see section 8, Review of secondary employment.

After completing the review, the dean writes a report about the results of the review. This report needs to state whether there were any objections about the reported secondary employments.

As supervisor of the faculty's heads of department, the dean also manages the heads of departments' own reports on secondary employment. This is done so in Pass.



If there is a conflict of interest between the dean and a teacher at the faculty, the Vice-Chancellor manages and reviews the individual teacher's report. For example, if a dean and their brother are employed at the same faculty, the brother's report is to be handled and reviewed by the Vice-Chancellor.

The library director has the equivalent responsibility and duties as a dean but for director and teachers employed at the Centre for Educational Development.

The dean and library director report their own secondary employment the Vice-Chancellor since they are covered by the Manager Agreement.

6.3 Head of Faculty Office and administrative manager at Umeå University Library

The Head of the Faculty Office is responsible for submitting the compiled report from the department and unit reports and the dean's report every year after the faculty's review has been completed. The documents are submitted digitally to the registrar **no later than 31 May** each year.

For the reports submitted by teachers employed at the Centre for Educational Development, the administrative manager of the University Library has the same responsibility as the head of Faculty Office.

The head of Faculty Office and administrative manager at Umeå University Library are to digitally submit the following to the registrar:

- compiled report from Pass with all secondary employment reports from teachers employed at the faculty or university library, sorted alphabetical by department and unit;
- the dean's or library director's report on the results of the review.

6.4 Vice-Chancellor

The Vice-Chancellor is responsible for the reviewing and assessing reports from employees covered by the Manager Agreement.

After completing the review, the Vice-Chancellor writes a report on the review results. This report needs to state whether there were any objections about the reported secondary employments.

The Vice-Chancellor reports their own secondary employment on their own initiative and as per the Government's instructions.



6.5 Archivist

The archivist is responsible for informing the senior legal officer once all documents have been received from the year's report of secondary employment. These documents are:

- the faculty's compilation of the reports from the departments and units;
- report of the results of the dean's review;
- the Vice-Chancellor's report and compilation.

Compilation and reporting for teachers employed by the Centre for Educational Development (CED) is handled in the same way as those submitted by faculties.

6.6 Senior legal officer

In consultation with the head of the Human Resources Office, the senior legal officer reviews the secondary employments that the dean and Vice-Chancellor have made objections to in their reports. This review is also to consider other circumstances that may lead to further measures, for example the total number of secondary employments at the University.

The senior legal officer also writes a report on their review. This report describes whether further measures will be taken as a result of the review. This report is submitted to the registrar for registration.

The senior legal officer administers the Vice-Chancellor handling of secondary employment for employees covered by the Manager Agreement. The senior legal officer is responsible for annually submitting the Vice-Chancellor's compiled report and the Vice-Chancellor's report after completion of the Vice-Chancellor's review. These documents are submitted digitally to the registrar **no later than 31 May** each year.

7. Registration and archiving of documents related to secondary employment

Registration and archiving are handled as per the current retention and deletion plan.

8. Review of secondary employment

Review of secondary employment is to focus on determining whether specific secondary employment or all secondary employment in total can damage confidence, compete with university work or prevent performance of duties at the main employment.



If it is unclear whether secondary employment is permitted or not, the head of department, director, library director or dean is to consult with the Legal Affairs Office.

More information is available on the intranet's pages for secondary employment.

8.1 Secondary employment that damages confidence

The ban on secondary employment that damages confidence is aimed at the relationship between the public authority and the public. An employee may not have employment or assignments or in other way conduct any activities that may adversely affect confidence in their or any other employee's impartiality in their work or that may harm the reputation of the authority. This means that an employee may not take on secondary employment that risks leading to conflicts of interest or other situations where the employee's impartiality and objectivity can be challenged.

Simply having a reason for the public to question the objectivity of the authority or an employee is sufficient to classify secondary employment as damaging confidence. A *potential* risk of damaging the reputation of the University because of the existence of secondary employment is also sufficient.

Both the type of secondary employment and its scope are of significance in the assessment.

Confidence damaging secondary employment is considered to exist when

- the secondary employment causes the employee to risk being in conflict of interests when performing their duties at the University.
- the secondary employment risks impacting the public's confidence in the research activities conducted at the University.
- holding secondary employment gives the impression that the University is involved in or authorised the secondary employment.

8.2 Competing secondary employment

Competing secondary employment is secondary employment that competes with the contract work conducted by Umeå University. An employee may not hold secondary employment that competes with Umeå University's contracted work. The University can give permission for this type of secondary employment. Any such permission is to be in writing.

For example,

- when a teacher holds a course in the same subject and specialisation conducted by or is considered to be conducted by Umeå University's contract education.



8.3 Secondary employment that prevents performance of duties

An employee may not have secondary employment that can prevent the performance of their duties at their main employment. This rule is intended to prevent an employee's secondary employment to impact their work negatively. This includes impact on time, such as duties that cannot be completed within specified timeframes, and if the secondary employment in any other way impacts the employer's ability to lead and assign work.

For example,

- when a teacher has reported a secondary employment that has such a scope or is planned in such a way that the employee cannot fully perform their duties at Umeå University.
- when the scope of the employee's secondary employment(s) results in the employee not reserving time for necessary daily and weekly rest for the work conducted at the University.

9. Ending secondary employment

The Vice-Chancellor decides whether an employee is to end or not take secondary employment that can *damage confidence*. This decision is provided in writing to the employee.

If the University decides that secondary employment prevents the *performance of duties* or *competes with the University's activities*, the employee is first given guidance on their secondary employment. If this does not help, the University may decide that the employee is to completely or in part end the secondary employment. This decision is made by the most immediate manager with staff responsibilities.

10. Assessment and written decisions

For reviews of secondary employment, the University only notes if it has or does not have any objections at the time of the review.

The employee can request a written decision on whether the University judges secondary employment to damage confidence. This decision is provided by the University Director. Note that these written decisions are only given for a judgement on damage of confidence, not for judgements on preventing performance of duties or competing with the University's activities.