



Local collective agreement on cooperation for development at Umeå University

1 § Parties to the Agreement and its scope

The Agreement has been made between Umeå University and the local trade unions' central organisations, Saco-S, OFR/S and SEKO.

The Parties make local collective agreements under the central collective agreement of 22 September 1997 "Cooperation for development". The Agreement replaces previous local collective agreement on cooperation, ref. no. 300-4123-08, and the local work environment agreements, ref. no. 243-2306-06. This Agreement does not limit the rights and obligations that follow from MBL (Co-determination in the Workplace Act) and AML (Work Environment Act), which constitute the legal basis for the cooperation agreement. Central and local collective agreements and local usage/practice arising from these are not affected by this Agreement.

2 § Introduction

The aim of the agreement is that our workplaces will embody constructive dialogue, participation and a good work environment. Work environment and safety work, equality, equal treatment, skills supply, finance and operations planning are all examples of matters which must be dealt with systematically and coordinated within the framework of cooperation. This provides conditions for more involvement and responsibility, which increases the quality of activities and helps to make Umeå University to an attractive place to work.

In addition to the day-to-day dialogue, workplace meetings must be held regularly with all staff. The workplace meeting is a forum for employees' direct influence on activities and working conditions; a forum where suggestions for improvements are discussed and where everyone can be involved from idea to decision. The intention of this Agreement is that many issues are first discussed at the local workplace before being finally treated in a cooperation group.

Cooperation work at Umeå University must be characterised by openness, good information, constructive discussions, practical problem solving and a willingness to focus on activities.

3 § Contents

The employer is responsible for ensuring that issues are dealt with in the cooperation group before any decisions are taken. Processing in the cooperation group replaces negotiations pursuant to Section 11 in MBL and information in accordance with Section 19 in MBL if the conditions in Sections 5 and 6 are met. Cooperation includes most of the issues concerning the relationship between the employers and employees, questions about the development of activities and the consequences for staff policy and the work environment.

Information and cooperation on the employer's proposal for employment and conditions of employment shall take place at the faculty level or equivalent.

Typical party issues, such as collective agreement negotiations on conditions of employment and salaries, dispute negotiations and deliberations/negotiations in individual cases and issues related to

an individual employee's

personal circumstances are not covered by this Agreement. These issues are dealt with in accordance with the applicable laws and agreements.

4 § Forms of cooperation

Cooperation groups shall be at the department and faculty level, and at the central level for joint university issues. Cooperation shall normally take place at the level at which decisions are made, and in accordance with the applicable delegation order. Cooperation groups shall also be arranged in other types of units, such as university administration, the university library and so on. Changes within the cooperation organisation, covered by Appendix 7, shall be determined in the central cooperation group.

Work with the work environment, gender equality and equal treatment shall be a natural part of the planning and development of activities and shall be dealt with in workplace meetings and in cooperation groups at different levels.

Cooperation shall take place in the most appropriate forms possible, the intention being to deal with issues at the level where they arise and naturally belong. Cooperation includes workplace meetings, appraisal talks and joint cooperation groups in accordance with the instructions to this Agreement.

5 § Cooperation rules

Appraisal talks and workplace meetings shall be documented, for example in the form of a memorandum. Meetings of cooperation groups shall be documented in the form of approved minutes. The minutes must clearly state the Parties' standpoints and proposals, as well as decisions or measures taken on the matter. The trade union organisations shall be given adequate information and time to study any matters to be dealt with. The employer is responsible for drawing up an agenda and for providing the necessary information and supporting documents.

Participation in appraisal talks and workplace meetings is included in normal duties at work. Laws and agreements on shop stewards' position at the workplace apply for those registered as trade union representatives. Employees who have been notified to the Vice-Chancellor as elected trade union representatives participate in the cooperation group as part of their normal duties. Meetings must be planned and scheduled so that employees on parental leave and part-time employees are given the opportunity of participating.

Every employee has the right to participate in trade union information meetings that a local union has conferred during paid working hours, up to a maximum of five hours per year.

6 § Disputes

The intention of the Parties through the Agreement is that issues shall be dealt with at the local workplace, which requires everyone's commitment and contribution. Issues on which consensus cannot be reached can be taken up to the next cooperation level as follows.

If there is a dispute in a local cooperation group at the department level (LCG), one of the Parties may request that the matter is passed on to a cooperation group at the faculty level (FCG) or directly to the central cooperation group (CCG). In the case of disagreement in the FCG, a Party may either request that the matter is passed on to the CCG or request for negotiations under the Co-determination in the Workplace Act (MBL negotiations). The employer is responsible for the matter being passed on to the relevant cooperation level. In the event of disagreement in the CCG, a matter can be passed on for MBL negotiations.

7 § Training, implementation and follow-up

The attached instructions are a part of this Agreement and describe how cooperation work shall be conducted at Umeå University. The central cooperation group (CCG) is responsible for the instructions being continuously monitored and revised as necessary with experience, without the Agreement needing to be changed.

The Parties agree to arrange ongoing training and follow-up of cooperation work. The CCG is responsible for planning, implementation and follow-up taking place in consultation with the faculties or equivalent.

8 § Period of validity and notice

The Agreement applies from 1 July 2013 inclusive until further notice, with a mutual period of notice of three months. If the central agreement, "Cooperation for development" ceases to be valid, this Agreement shall also cease to be valid.

For Umeå University For Saco-S

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Appendices to the local collective agreement on cooperation for development at Umeå University

Introduction

Umeå University and the local trade unions' central organisations Saco-S, OFR/S and SEKO, have signed a local collective agreement on cooperation for development that covers the whole university organisation.

Cooperation is a way of combining the Co-determination in the Workplace Act's (MBL) requirements on information and negotiation with the employer's need for good decision data and good support and participation from employees. The Work Environment Act's (AML) requirements are also met in this way, since issues are taken up in cooperation at both local and central levels. The Agreement will contribute to developing leadership characterised by delegation, coordination and justification, as well as professional development of employees.

The instructions are part of the local collective agreement and are aimed at making cooperation work successful at Umeå University. In cases where the instructions give frameworks, local solutions can be agreed between parties, such as the frequency of meetings and the number of members.

Workplace meetings in the Agreement and instructions refer to regular meetings with all employees or groups of employees/teams, depending on the size of the unit or department. Workplace meetings act as a forum for dialogue. Discussions on improvements based on conditions in the organisation will lead to developments. Workplace meetings do not replace party cooperation in local cooperation groups (LCG), or the need for an exchange of information between managers and employees. The trade union organisations shall be given adequate information and time to study any matters to be dealt with in the cooperation group. The more complex the issue, the more important is forward planning.

Normally there is a local cooperation group (LCG) at each department, but there are exceptions depending on size, for example. Refer to the list of cooperation groups in Appendix 7.

When the cooperation group deals with issues that directly affect students, student representatives shall be given the opportunity of participating. One alternative to this is to arrange separate meetings with student representatives.

Head of department is the most common manager designation at Umeå University, so it is widely used in this document; however, it also refers to persons with corresponding levels of responsibility. In the same way, department or faculty are used to designate different employer levels.

The concepts of work environment committee, work environment representative etc. correspond to the concepts of safety committee, safety representatives etc., with the tasks and rights described in Ch. 6 in the Work Environment Act (AML) and the Work Environment Ordinance (AMF).

Cooperation with students is regulated in accordance with the agreements drawn up between the university and each student union.

This document consists of the following

Appendices: Appendix 1: **Instructions for appraisal talks** Appendix 2: **Instructions for workplace meetings**

Appendix 3: **Instructions for local cooperation groups at the department level (LCG)**

Appendix 4: **Instructions for cooperation groups at the faculty level (FCG)**

Appendix 5: **Instructions for the central cooperation group (CCG)**

Appendix 6: **Work environment organisation**

Appendix 7: **List of cooperation groups**

Instructions for appraisal talks

Appraisal talks are structured and planned dialogues between a manager, or other delegated person, and an employee and shall be seen as the basis for cooperation.

The purpose of appraisal talks is to reinforce cooperation and participation in order to make Umeå University an attractive and constructive workplace. Talks shall help in development among employees and at the workplace. Ultimately, appraisal talks are there to jointly evaluate, plan and take measures to achieve good results at work and provide job satisfaction for employees.

Appraisal talks shall be based on the organisation's objectives and results and the employee's own work, health, CPD and so on. The talks shall also be used as a development tool, in which all employees are expected to contribute to their own development, change and improvement.

Appraisal talks shall be documented and lead to a written individual development plan. Individual appraisal talks can be combined with group dialogues where the group's working methods, values and objectives are focused on. Group dialogues can lead to increased participation and the group taking greater responsibility for its own development.

Appraisal talks should be carried out with sufficient scope and frequency, depending on the nature of work, but at least once a year. The local application of this rule concerning scheduling and frequency of appraisal talks can be decided in the local cooperation group.

Salary talks

Appraisal talks and salary talks must be separate from each other.

Salary talks are a regular, recurrent dialogue between manager and employee with a special focus on those issues which are important for the employee's results, development and salary.

Instructions for workplace meetings

Workplace meetings are a forum for dialogue and cooperation between employers and employees to work together with development, planning and follow-up of activities at their own workplace. The meetings should have an open, trusting atmosphere and constructive discussions.

Workplace meetings are intended to increase participation in individuals' own activities and provide space for more influence and constructiveness. For managers, workplace meetings are a way of benefiting from employees' engagement, knowledge and skills and to jointly develop and improve activities.

Participants in workplace meetings are heads of department and staff. A large workplace may need to divide up employees into smaller working groups, creating several parallel workplace meetings. The number of participants in a workplace meeting should not be so large that it hinders anyone from contributing to the dialogue and taking part in the discussion. This means that a department can have information meetings/large meetings for all the staff on some occasions, as well as workplace meetings in between with fewer staff. Workplace meetings do not replace cooperation between parties in local cooperation groups (LCG), or the need for a general exchange of information between manager and employee.

The meetings must be held regularly according to an established schedule. Normally this should be at least once a month, with the exception of holiday periods.

Items on the agenda of a workplace meeting shall be:

- joint workplace issues, such as objectives, planning, strategy and follow-up
- current budgetary and financial follow-up
- organisational issues
- CPD and skills supply issues
- personnel planning issues
- work environment issues
- gender equality issues
- equal treatment issues
- questions to and from the department's cooperation group (LCG)
- other issues such as questions/suggestions/ideas from employees

Workplace meetings may also address other issues that affect the person's own workplace or issues that concern other departments or the university in general. In order to develop the workplace, it may sometimes be useful to arrange one or more smaller working groups to prepare an issue. A working group may be appointed temporarily or permanently, depending on the nature of the issue.

It is important that there are continuous communications between each workplace meeting/work team and the LCG. For example, workplace meetings may be used to obtain well-prepared decision data by the participants giving their comments, ideas and thoughts to prior to an LCG meeting.

For reasons of personal integrity, sensitive individual cases are not discussed.

It is assumed that all employees will participate in workplace meetings and they are included in ordinary duties. Staff on parental leave and sick leave shall also be informed of the content of workplace meetings. Memos are to be written, communicated to employees and saved after every workplace meeting. They must also be made available to employees who were not able to attend.

Instructions for local cooperation groups at the department level (LCG)

Representative influence is exercised on a department through the local cooperation group, LCG. In this case the dialogue is between the decision-making head of department and the trade union organisations, which allows the parties to jointly participate in the planning and decision-making process and to participate in following up the organisation's goals. The work of the cooperation group shall have a holistic approach in which personnel policy, work environment, CPD, gender equality, equal treatment and diversity are all integrated within the organisational issues.

This work is headed by a chair (head of department) with the option of a vice-chair (e.g. assistant head of department). The group consists of employer representatives, work environment representatives, equal treatment representatives and representatives from the local trade unions' central organisations Saco-S, OFR/S and SEKO.

When issues concerning students are taken up, the LCG has a student representative in addition. The LCG can invite or appoint persons if necessary.

The meetings must be held regularly according to an established schedule. Normally this will be at least once a month, with the exception of holiday periods. The employer is responsible for drawing up an agenda and for providing the necessary information and supporting documents.

The LCG deals with:

- joint department issues such as objectives, strategic direction, strategy, budget, planning and follow-up
- current budgetary and financial follow-up
- changes to the organisation and activities
- work environment issues
- gender equality issues
- equal treatment issues
- planning and the start or completion of a project
- CPD and skills supply issues
- proposals to start the appointment procedure for teachers in accordance with the employment order
- proposals for staffing plans and work schedules
- preparation of employment issues for technical and administrative staff
- other matters taken up by one of the parties and questions to and from the workplace meeting

Work environment issues dealt with in the LCG:

- initiate and follow up risk analyses and impact assessment of changes/reorganisation
- action plans for systematic work environment management
- the use of substances, processes and work organisation that may cause ill-health or accidents
- information and training related to the environment and the work environment
- safety and fire prevention issues
- issues initiated by a representative

Gender equality and equal treatment issues dealt with in the LCG:

- action plans for gender equality and equal treatment
- information and training relating to gender equality and equal treatment
- work against harassment, insulting behaviour and discrimination
- issues initiated by representatives for equal treatment or students

The employer is responsible for ensuring that the meeting is documented in the form of approved minutes. The minutes must clearly state the Parties' standpoints and proposals, as well as decisions or measures taken on the matter.

If the parties in the LCG cannot reach consensus on an issue, this must be clearly stated in the minutes. If any Party requests that an issue be passed on to another cooperation level, this must be clearly stated in the minutes.

The employer is responsible for the matter being passed on to the relevant cooperation level.

For reasons of personal integrity, sensitive individual cases are not discussed.

Instructions for the faculty cooperation group and university administration (FCG)

Representative influence is exercised in the faculties through the faculty cooperation group (FCG). In this respect the university administration is equal to the faculty. In the FCG, the dialogue is between the decision-making dean/faculty board/administration manager and the trade union organisations, which allows the parties to jointly participate in the planning and decision-making process and to participate in following up the organisation's goals. The work of the cooperation group shall have a holistic approach in which personnel policy, work environment, CPD, gender equality, equal treatment and diversity are all integrated within the organisational issues.

In FCG, faculty and joint administration issues and issues relating to several departments/administration units are dealt with, as well as issues which are referred there from the LCG.

This work is headed by a chair (dean/administration manager) with the option for FCG to appoint a vice-chair. The group consists of employer representatives and representatives from the local trade unions' central organisations Saco-S, OFR/S and SEKO.

The FCG can invite or appoint persons if necessary.

The meetings must be held regularly according to an established schedule. Normally this should be at least once a month, with the exception of holiday periods. The employer is responsible for drawing up an agenda and for providing the necessary information and supporting documents.

The FCG deals with:

- joint faculty issues such as objectives, strategic direction, strategy, budget, planning and follow-up
- current budgetary and financial follow-up
- major changes to activities affecting several departments
- supporting documents and proposals for decisions by the dean and the faculty board
- information on proposals from the head of department regarding the employment of technical and administrative staff
- organisational issues and issues of major changes to activities, including the initiation and follow-up of risk analyses and impact of changes
- joint personnel policy issues, follow-up and analysis
- work environment issues
- equality issues
- equal treatment issues
- planning and the start or completion of major projects
- issues referred by LCG
- other matters initiated by one of the parties

The work environment, equality and equal treatment shall be specifically addressed on at least two occasions per calendar year, of which one is in conjunction with the planning process. When the cooperation group addresses these areas, student representatives from the faculty and the chief work environment representative and coordinator for equal treatment at the faculty or university administration must be convened. If there are special work environment representatives in the faculty, they must also be convened.

Work environment issues dealt with in the FCG:

- Initiate and follow up risk analyses and impact assessment of changes/reorganisations initiated by the faculty or the administration management

- follow-up of systematic work environment management (action plans) in the departments under the faculty or units within the university administration

- analysis and summary of the faculty's or the university administration's joint measures (action plan)
- follow-up of sickness absence
- follow-up of employee surveys, results and measures
- issues initiated by a representative

Gender equality and equal treatment issues dealt with in the FCG:

- follow-up of action plans for equality and equal treatment in the departments under the faculty or units within the university administration
- the faculty's or the university administration's work for improved equality and equal treatment
- work against harassment, insulting behaviour and discrimination
- issues initiated by the coordinator for equal treatment

The employer is responsible for ensuring that the meeting is documented in the form of approved minutes. The minutes must clearly state the Parties' standpoints and proposals, as well as decisions or measures taken on the matter.

If the parties in the FCG cannot reach consensus on an issue, this must be clearly stated in the minutes. If any Party requests that the matter is passed on to any other synergies level must also be made clear in the protocol.

The employer is responsible for the matter being passed on to the relevant cooperation level. Alternatively, negotiations under the Co-determination in the Workplace Act (MBL) must be called for.

For reasons of personal integrity, sensitive individual cases are not discussed.

Instructions for the central cooperation group (CCG)

The central cooperation group, CCG, addresses joint university issues and questions relating to several organisations. CCG also deals with issues that are referred from FCG and is responsible for the implementation of central MBL negotiations in accordance with the university's negotiation order.

The work of the CCG is led by a chair (university director) and a vice-chair (HR manager). The local main trade union organisations Saco-S, OFR/S and SEKO appoint their representatives.

CCG will meet according to the plan established at least one term in advance. The employer is responsible for drawing up a draft agenda and for providing the necessary information and supporting documents in good time.

The CCG deals with:

- joint university issues such as objectives, strategic direction, strategy, budget, planning and follow-up
- supporting documents and proposals for decisions by the Vice-Chancellor and the university board
- organisational issues and issues of major changes to activities, including the initiation and follow-up of risk analyses and impact of changes
- the issue of establishing or phasing out of the cooperation group
- staff policy issues
- work environment issues
- gender equality issues
- equal treatment issues
- local agreements
- issues that affect several cooperation groups
- matters which are referred by the LCG, FCG or the Equal Treatment Council
- appointment of managers
- other matters initiated by one of the parties

For reasons of personal integrity, sensitive individual cases are not discussed.

The employer is responsible for ensuring that the meeting is documented in the form of approved minutes. If the parties in the CCG cannot reach consensus on an issue and if one of the Parties so requests, the issue will be referred for MBL negotiations in accordance with the university's negotiation order.

The Work Environment Committee forms part of the university's cooperation organisation and meets six times per year. The composition of the Work Environment Committee is stated in Appendix 6.

The Work Environment Committee deals with:

- Occupational healthcare issues
- Action Plans
- Planning of new or modified premises, equipment, work processes, working methods and work organisation
- Planning of the use of substances that can cause ill-health or accidents
- Training and information relating to the work environment
- Staff adjustment and rehabilitation activities at the workplace

The work environment representative or equivalent has the right to raise questions in the Work Environment Committee.

For reasons of personal integrity, sensitive individual cases are not discussed.

The employer is responsible for ensuring that the meeting is documented in the form of approved

minutes.

Work environment organisation

The vice-chancellor is ultimately responsible for the university's work environment. By delegating tasks and powers, the division of responsibility for issues relating to the work environment is made clear. The university has three defined employer levels. The Vice-Chancellor's responsibility is in general terms to plan, lead and follow up the university's work environment management. The dean and university director have a similar responsibility within their areas. The head of department, principal or head of unit at university administration is responsible for ensuring that work environment management is carried out and coordinated at his/her department or unit.

Support resources are available from the physical work environment, the organisational and social work environment, and consultants for chemical issues, biosafety and radiation protection.

Work environment management is to be carried out in a systematic way in accordance with the regulations. The division of responsibilities must be clear, with documentation of how responsibilities in the area of the work environment have been allocated.

The task of the work environment committee is to participate in planning and to provide guidelines for systematic work environment management and other initiatives that lead to the environmental objectives being met, and to monitor and analyse the results of measures taken.

The university's work environment committee shall meet at least six times per calendar year. On these occasions, the employer is represented by: the university director and chair, the HR manager and deputy chair, plus two additional representatives of the employer. The employees are represented by one representative from each of the trade unions in the agreement and two chief work environment representatives. Under the Work Environment Act (AML) students have the right to be represented by at least two representatives.

At two of the work environment committee meetings per calendar year, one representative from occupational healthcare and one representative from student healthcare are convened. If necessary, other people can be invited.

The Work Environment Committee shall establish a list of work environment areas. There must be at least one work environment representative within each area, with a replacement. Work environment representatives are nominated by the employees within each work environment area. The head of department then notifies the elected representatives of the trade unions, who register the elected work environment representatives as trade union representatives to the employer. The employer shall keep a list of work environment representatives and their work environment areas. The duties of the work environment representatives and need for training shall be taken into consideration when staffing plans or service plans are drawn up.

The chief work environment representatives shall coordinate the work environment representatives' activities within their specific areas. Chief work environment representatives are elected by the work environment representatives and are appointed by the trade union organisations. Their areas of activity are determined by the Work Environment Committee. The chief work environment representatives' duties shall be taken into consideration when staffing plans or service plans are drawn up.

The department's additional costs for the chief work environment representatives' environment-related work outside the department and costs for training required for such duties will be funded through joint appropriations.

The students' participation will be established in a special regulation between the authority and the student unions.

List of cooperation groups at Umeå University

There must be Local Cooperation Groups (LCG) within the faculty of arts and humanities in the

- Department of Creative Studies
- Department of Historical, Philosophical and Religious Studies
- Department of Culture and Media Studies
- Department of Language Studies

There must be Local Cooperation Groups (LCG) in the faculty of medicine in the

- Department of Pharmacology and Clinical Neuroscience
- Department of Public Health and Clinical Medicine
- Department of Integrative Medical Biology
- Department of Surgical and Perioperative Sciences
- Department of Clinical Microbiology
- Department of Clinical Sciences
- Department of Medical Biosciences
- Department of Medical Biochemistry and Biophysics
- Department of Molecular Biology
- Department of Odontology
- Department of Nursing
- Department of Community Medicine and Rehabilitation
- Department of Radiation Sciences

There must be Local Cooperation Groups (LCG) in the faculty of social sciences in the

- Department of Applied Educational Science
- Department of Informatics
- Department of Food and Nutrition
- Department of Geography and Economic History
- Umeå School of Business and Economics
- Department of Psychology
- Department for Social Work
- Department of Law
- Department of Education
- Department of Sociology
- Department of Political Science
- EDÅ/CEDAR

There must be Local Cooperation Groups (LCG) within the faculty of science and technology in the

- Department of Computing Science
- Umeå Institute of Design
- Department of Ecology and Environmental Science (EMG)
- Department of Physics
- Department of Plant Physiology
- The Department of Chemistry
- The Department of Mathematics and Mathematical Statistics
- Department of Science and Mathematics Education
- Department of Applied Physics and Electronics
- Umeå Marine Sciences Centre
- Umeå School of Architecture

Cooperation groups in other organisations

- The University Library
- ICT Services and System Development (ITS)
- Service Office
- Communications Office
- Umeå School of Education
- Centre for Educational Development (UPL)

There must be a Faculty Cooperation Group (FCG) in the

- Faculty of Arts and Humanities
- Faculty of Medicine
- Faculty of Social Sciences
- Faculty of Science and Technology
- University Administration
- Student Services

The Central Cooperation Group (CCG) at the joint university level