



UMEÅ UNIVERSITY

RULE – REMUNERATION AND COMPENSATION FOR THE UNIVERSITY’S STEERING COMMITTEES, COMMITTEES, COUNCILS AND BOARDS

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¹ This document has been translated from Swedish into English. If the English version differs from the original, the Swedish version takes precedence.



UMEÅ UNIVERSITY

Table of contents

| | |
|--|---|
| Rule – remuneration and compensation for the University’s steering committees, committees, councils and boards | 1 |
| 1. Description | 3 |
| 2. Background | 3 |
| 3. Rules | 3 |
| 3.1. Definitions | 3 |
| 3.2. Fundamental regulations..... | 3 |
| 3.3. Remuneration categories for external members | 5 |



UMEÅ UNIVERSITY

1. Description

These rules are intended to establish levels and conditions for payments to participants in various University bodies. They apply to both internal and external members.

2. Background

On 12 December 2017, the Vice-Chancellor approved the *Rules for remuneration and compensation for the University's boards, committees and councils*, (FS 1.1-1892-17), for a three-year period until 31 December 2021. These rules intend to clarify which groups are entitled to remuneration and compensation and the levels that apply.

Due to the nature and content of this document, the following perspectives have not been included: student, work environment, collaboration, sustainability, accessibility, and international. This document is regarded to increase gender equality at Umeå University as when levels of remuneration are the same throughout the University, equal treatment is guaranteed within the organisation.

The following rules replace previous versions and apply until 30 June 2025.

3. Rules

3.1. Definitions

Body

Steering committees, committees, councils, and boards at Umeå University appointed by the University Board, the Vice-Chancellor, or faculty or equivalent.

Compensation

Financial reimbursement for departments or equivalent for lost working time as a result of an employee's position on one of Umeå University's bodies.

Remuneration

Financial payment to an external member for their position on one of Umeå University's bodies.

3.2. Fundamental regulations

As a rule, employees of Umeå University do not receive remuneration for their role on the University's committees, councils, and boards. Each faculty, and the Umeå School of Education, can decide whether to pay out compensation to departments or equivalent for faculty-level bodies, if the loss of working time is significant for the department. Any compensation to be paid to a department or equivalent is decided upon appointing the member.



UMEÅ UNIVERSITY

Exceptions to the main rule may be made for internal chairs whose duties relating to this role are particularly demanding or comprehensive. In these instances, remuneration is to be paid out as per Category G of Section 3.3. Decisions in favour of such an exception are to be taken by the establishing body for the relevant board, committee, council or equivalent.

Employees of Umeå University will not be remunerated for their duties with external bodies in which the University is a party and is entitled to appoint representatives. Exceptions can be made for the chair, in the event of demanding and comprehensive work efforts. In these cases, remuneration is to be paid out in accordance with Section 3.3.

External members can receive remuneration; this is determined when each body is established. Remuneration includes compensation for all work conducted in conjunction with the body convening as well as preparatory and supplementary work.

If a body instructs external members to conduct additional work beyond their regular duties, they can receive reasonable compensation beyond what is stipulated in this rule. The person appointing the body's members will take the decision to issue compensation.

External members or substitutes are entitled to reimbursement of their travel costs and a subsistence allowance, equivalent to business travel, as per the local travel agreement.

In addition to the remuneration for external members outlined in Section 3.3, external members may also be compensated for any loss of earnings provided they can prove the salary deduction.

The remuneration can only be paid to a natural person, not a juridical person.

Each body must cover their own costs and is responsible for administration and payment of remuneration. When collaborating with other parties, each party must cover their own costs.

To be entitled to remuneration, the members must have been present during at least half of the meetings that take place each year. In other cases, half of the remuneration is paid. No remuneration is paid to members who fail to participate in any meeting.

External substitutes may only receive a maximum of half the amount which a regular member would receive.

No remuneration is paid to members of the Faculty of Medicine bodies who represent a medical region or municipality.

Remuneration is not paid to student representatives other than those who are members of the University Board. The university-wide agreement between Umeå University and the student unions (FS 1.1-1467-15) provides compensation to the student unions for student influence.

Exceptions to these rules are determined by the Vice-Chancellor following application from the relevant faculty or equivalent.



UMEÅ UNIVERSITY

3.3. Remuneration categories for external members

When appointing members for, or establishing, steering committees, committees, councils, or boards at Umeå University, the decision must stipulate which of the following remuneration categories its members belong to. This also applies for decisions on steering committees or equivalent for national research projects for which Umeå University is responsible.

Remuneration for external members is paid for the period of 1 January 2022 to 30 June 2025 with the following sum per year:

| Category | Body | Chair | Other members |
|-----------------|---|--|----------------------|
| A | The University Board | As per Ordinance (1992:1299) and Government decision | |
| B | Disciplinary Board | - | SEK 24,000 |
| C | Faculty Board | - | SEK 15,000 |
| D | Organisational entity with delegation from the Vice-Chancellor | SEK 18,000 | SEK 12,000 |
| E | Both centres and the Centre for Demographic and Ageing Research at Umeå University (CEDAR) | SEK 15,000 | SEK 10,000 |
| F | Units | SEK 12,000 | SEK 8,000 |
| G | Permanent steering committee or equivalent appointed by the Vice-Chancellor, dean, or faculty board | SEK 9,000 | SEK 6,000 |