



UMEÅ UNIVERSITY

RULE FOR INTERMITTENT EMPLOYMENT WITH HOURLY WAGE

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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.



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1. Description

This policy document describes how Umeå University handles intermittent employment with hourly wage.

2. Background

Against the background of changes in the Employment Protection Act (1982:80) (known as LAS in Swedish), the Rule for applying intermittent employment at Umeå University and the Rule for employment with hourly rates have been reviewed and replaced with the Rule for intermittent employment with hourly wage.

The rule aims to ensure that the University fulfils the requirements of the Employment Protection Act and that the handling of intermittent employment with hourly wage at Umeå University is clear and consistent.

Intermittent employment with hourly wage refers to employment entered into with an individual to address the employer's need to hire temporary staff for a period.

3. Intermittent employment

Work at Umeå University is primarily to be carried out by staff permanently employed at the University.

According to the Public Employment Act (known as LOA in Swedish) and the Instrument of Government (known as RF in Swedish), individuals are to be employed after an assessment of merits and skills. For this reason, open positions are to be advertised. Not least due to the requirement to advertise open positions, it is important that positions do not inadvertently automatically convert to permanent positions.

At times, it can be expedient, efficient and necessary to supplement University's staff by hiring temporary staff. This type of need can be met by entering into intermittent employment.

Intermittent employment with hourly wage can be used

- when an urgent need for staff arises; or
- when a particular skill is needed for a limited period or for additional support due to the special nature of the organisation or to meet availability requirements.

Intermittent employment is characterised by the employee only working certain days of the week or during certain periods, and then by agreement with the relevant manager.

Each day or occasion within an intermittent employment period at which the employee conducts work is considered a new employment, and the employee has the right to decline each individual work offer.



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Each occasion the employee conducts work is to be registered in Primula and the employment is regarded as a fixed-term employment, see Section 5 of the Employment Protection Act (1982:80), LAS.

The head of department or equivalent manager is responsible for ensuring that procedures are in place at the department or equivalent so that the LAS time for intermittent employees is followed up regularly.

The hours reported must correspond to actual time worked per day. For this reason, it is important that the relevant manager clearly informs which days the work is to be done.

3.1 Agreement on intermittent employment

When the employer needs temporary staff, an agreement on intermittent employment for a fixed period is to be signed.

The head of department or equivalent manager is responsible for ensuring that the University's procedures for intermittent employment are followed at the department or equivalent. Current procedures can be found on the staff website.

Agreements between employees and heads of department or equivalent managers are drawn up on the relevant form for intermittent employment, see the staff website.

3.2 Hourly wage

The hourly wage is set on an individual basis and is to be based on Umeå University's salary policy and on the degree of difficulty of the work and expected performance. The hourly wage is calculated based on a monthly wage divided by 165. In addition, holiday pay, 12 per cent of the hourly wage, is added.

The wage is paid by the hour, normally the month after the work was performed, provided that a complete and authorised hour form has been submitted to payroll administration in time for the payroll run.

Hours worked are reported according to applicable procedures, see the staff website.

4. Conversion of intermittent employment

Intermittent employment converts, i.e. becomes a permanent position, as defined by the conditions stipulated in the Employment Protection Act.

In case of conversion to permanent employment, the extent of employment and organisational placement on the date of conversion apply.