

Translation of "Arbetstidsavtal för lärare vid Umeå universitet"

Working Hours Agreement for Teachers at Umeå University

Common points of departure

In the University's development programme for the period up to 2002, it was established that the staff is the most important resource. This is undoubtedly the case for salaried teachers. The work environment should be perceived as stimulating and creative, and sustainable systems for competence maintenance should be in place. The working hours agreement is an important instrument in reaching these goals.

It is a common task for the management organization on all levels, for salaried teachers, other staff and the unions to work towards a good work situation. However, through their direct staff management, the Departments have a special responsibility for these issues. Creating good working conditions ensures good, long-term learning conditions for the students, effective and competitive research, individual skills development and a well-adapted administration.

Good working conditions for the University's teachers are created through

- ensuring everyone is aware of the goals and direction of the activity
- clear formulation of responsibility and authority on all levels
- the organization of work resulting in a high level of personal responsibility, variation and stimulation
- the organization of work resulting in a high standard of research, development work and teaching, and the establishment of a close connection between different duties
- utilizing the individual teacher's unique ability with regard to teaching, research, development work, administration and coordination with local society. The working conditions shall be adapted to people's different physical and psychological attributes
- the working conditions entailing the possibility to continuously follow the development within the individual subject area
- providing employees with current information, conditions for continuous skills development and the possibility to participate in the formulation and change of the work and working conditions.

1 § General

The parties enter this agreement with the support of ALFA (General Salary and Benefit Agreement for State Employees) Chapter 1, Section 3 and Appendix 5. The agreement contains supplements to, and exceptions from, the provisions of ALFA. Unless otherwise stated, ALFA applies where appropriate.

2 § Area of application and validity period

This agreement applies to teachers at Umeå University, who are covered by ALFA. In addition, the agreement also covers doctoral studentships in applicable areas.

The term "teacher" refers to Professors, Associate Professors, Senior Lecturers, Associate Senior Lecturers, Lecturers, Associate Lecturers, Postdoctoral Research Fellows, Part-Time Lecturers and Visiting Lecturers, as well as foreign Lecturers in accordance with the provisional regulations of the Higher Education Ordinance. The agreement is effective from 01/07/1999 and has the same validity period as RALS 1998-2001 (Framework Agreement on Pay, etc. for State Employees).

3 § Teacher duties

Duties which may arise within the scope of a position as a teacher are specified in the provisions of the Higher Education Act, the Higher Education Ordinance and the General Agreement on Pay and Benefits for Government Employees - ALFA (Information, Paragraph 1).

4 § Working hours

Teachers' total working hours are 1,700 hours for employees with 35 days of annual leave, 1,732 hours for employees with 31 days of annual leave and 1,756 hours for employees with 28 days of annual leave (Information under Paragraph 2).

All teacher duties shall be carried out during working hours.

5 § Distribution of working hours among duties, operational planning, and staffing

Distribution of the teachers' working hours is regulated in ALFA. (See Information, Paragraph 3). In addition to the provisions of ALFA, the following applies to the distribution of teachers' working hours:

- The Department's operational plan and operational assignment shall form the basis of the distribution of teacher duties. These specify the activities that, in accordance with the plans, shall be conducted and the goals that shall be reached during the financial year and within the financial framework. The operational plan shall cover all activities, irrespective of financing.
- The distribution of work shall take into consideration the university teacher's need for balance between the duties associated with the position. The need for both long and short-term skills development shall be observed and the duties distributed so as to promote the possibility of combining teaching and research/development work.
- All teachers shall during a 3-year period be afforded the opportunity to conduct research or artistic development work or to follow the research within the individual subject area, in addition to the provisions of the Higher Education Act, or to engage in another form of skills development. (See Information, Paragraph 1). Other forms of skills development include third-cycle studies, participation in scholarly, artistic, pedagogic or administrative development projects, participation in internal or external courses and conferences, and other activities aimed at staff development. Under normal circumstances, every teacher should have a skills development plan. This portion of the working hours shall amount to at least 20 per cent for Senior Lecturers and at least 10 per cent for Lecturers. In the long term, the portion of the working hours for Lecturers should be the same as for Senior Lecturers.
- Depending on the requirements of the University and the individual teacher's wishes, the duties relating to research or artistic development, following current research and other forms of skills development may be assigned to longer continuous periods or constitute an on-going process. The duties to be carried out within the specified timeframe shall be detailed in the staffing plan. Progress reports on the duties carried out shall be done in an appropriate manner.
- A planning period of 3 years should apply for the staffing plan.
- Checking and revising the teachers' skills development plans as well as follow-ups of general working conditions shall normally take place leading up to appraisals.
- When the individual teacher's teaching efforts have been established, consideration shall be given to what preparatory and additional work (including examination) is required, taking into account the style of the teaching and nature of the subject, the scheduling and methods of the teaching and the teacher's competence and experience of teaching in the course or area. Considering the wide variation in the nature of the teaching, a general basis for assessment cannot be established. A point of departure for establishing teaching efforts can, however, be that one hour of teaching, including preparation and any additional work, taking into account the range of variation, takes between two and seven hours. Teaching efforts that by nature are interactive, including giving advice etc., are naturally included in the normal working hours. For teachers whose working hours are mostly spent on teaching efforts, this portion shall not increase; rather, the aim shall be for it to decrease over time.

General protocol note:

For Professors appointed prior to 1 January 1999, working hours shall normally be spent primarily on research and third-cycle studies in accordance with previous regulations.

The appointment as a Postdoctoral Research Fellow is strategic for the long-term competence maintenance. The parties agree that a person appointed as Postdoctoral Research Fellow shall for the most part be able to use this time for individual research and only be engaged in teaching efforts to a limited extent.

6 § Advice and decisions on the planning of working hours

The employer's responsibility to consult the teacher concerning the planning of working hours is regulated in ALFA. (See Information, Paragraph 5).

Decisions on work plans are regulated in ALFA. (See Information, Paragraph 6).

In addition to the provisions of ALFA, the following applies to decisions on staffing plans.

- Guidelines for staffing plans and the estimation of teaching efforts are established by the Departmental Board following cooperative negotiations or other discussions between the Head of Department and union representatives. Where there is no Departmental Board, the Head of Department has the decision-making authority in the matter. In the staffing plan, time must be allocated for departmental duties. (See Information, Paragraph 1).
- The Department's staffing plan is established by the Head of Department once the concerned local unions have been notified. If the concerned union calls for a hearing on the matter within ten working days, the following applies: If the parties do not come to an agreement during the hearing or if a hearing is not requested within the specified time, the employer may make a decision on the matter. The employer's obligations to provide information and to negotiate replace the negotiation and information obligations in accordance with the Co-Determination in the Workplace Act.
- For each teacher, a work plan is drawn up that regulates the teacher's duties, i.e., the scope and scheduling of all duties. The plan normally covers one calendar year, academic year or financial year. Amendments or adaptations can be made during the year but should normally be made at least two weeks before they take effect.

7 § Presence in the workplace

Teachers shall be available in the workplace to the extent required by the activities and duties. However, if the duties allow and following the consent of the Head of Department (or equivalent), the work may be conducted at a location other than the normal workplace. This also applies during the students' free study periods.

8 § Overtime and additional hours

- All teacher duties should normally be carried out during working hours. Under normal circumstances, there should be no overtime/additional hours exceeding the standard working hours. The overtime provisions do not apply to teachers covered by the manager's agreement.
- If during the financial year there is a specific need for a teacher to complete additional duties - i.e., in addition to those planned within the scope of the standard working hours, the Head of Department has the right to request overtime/additional hours to be carried out. The maximum amount of overtime is 150 hours. Overtime exceeding 150 hours requires special reasons and consent from the Dean or equivalent. Overtime/additional hours shall in the first instance be allotted to employees who are willing to take on the extra work (See ALFA Chapter 4, Sections 18 and 19).
- Compensation for overtime/additional hours may either take the form of time off in lieu or financial remuneration. (See ALFA Chapter 4, Sections 9 and 20). Compensation for requested, completed additional hours/overtime will be paid for the actual number of hours worked, i.e., including any preparation and additional work.

- Overtime and additional hours are calculated on the basis of the work carried out. Checks and balances can be performed each term if required by the activities or for other reasons.
- Financial remuneration is paid at the standard overtime and additional hours rates respectively, in accordance with ALFA. The remuneration is paid within two months following completion of these hours or following another check.
- Time off in lieu shall be granted under the condition that the teacher requests this and that the Departmental Board considers it practical with consideration for the requirements of the departmental activities. Time off in lieu is granted at the rate of 1.5 hours per hour of overtime. For additional hours, the ratio is 1 to 1. (See ALFA Chapter 4, Sections 11 and 22)
- Rates for unsociable hours For scheduled teaching for which at least half of the hours are worked after 18.00 or on Saturday/Sunday, a special rate of pay according to the local agreement is paid out.

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APPENDIX

Information (not included in the agreement)

1 duties

* Higher Education Act Chapter 3, § 1

Teacher duties may include being in charge of teaching, research and artistic development work as well as administrative work. Teacher duties also include following the development in the teacher's subject area as well as other societal development which may be of importance to the teacher's work at the University.

* Higher Education Act Chapter 3, § 2

Professor duties shall normally include both teaching and research.

* Higher Education Ordinance Chapter 4, § 3

A university shall decide the extent to which the teachers at the university shall be in charge of teaching, research or artistic development work and administrative work. The university shall therein strive to have all teachers from all categories teaching to some extent within first-cycle studies. Postdoctoral Research Fellows, however, shall primarily conduct research.

* ALFA Appendix 5, 4 §

In addition to the teaching duties, there should be opportunities for research, artistic development, following research and engaging in other forms of skills development.

* Government bill 1996/97: 141

Considering the links between teaching and research, it is important that professors participate in first-cycle studies to a greater extent than at present. In the same way, other teachers with scholarly expertise should participate to a greater extent in research/third-cycle studies. Through a change in the Higher Education Act, which came into effect on 1 January 1997, the Government authorities emphasized that, in addition to teaching and research, universities should collaborate with the outside society to a greater extent, "The Third Assignment". The Government's perception is that an equivalent world perspective should be detectable in the description of the duties to be carried out by university teachers. The Government therefore proposes that Chapter 3, Section 1 of the

Higher Education Act is supplemented with the following: that teachers at universities should not only follow the development within their own subject areas; they should also follow wider societal developments that is of importance to the teacher's work at the university.

*** Clarification of teacher duties**

Duties that may normally form part of a position as a teacher are:

Teaching

Different forms of teaching and the related preparation, within first and third-cycle studies and continuing professional development. The teaching may take different forms such as lectures, classes, group and one-to-one tutorials, practical work, exercises and excursions. Different forms of examination, course and programme development and pedagogic development work are also included in the area of educational work. The duties may be carried out either in direct contact with the students or by distance learning.

Research

Personal participation in research and development work and keeping up-to-date on current research.

Administrative work

Management assignments within the university. Membership of various bodies, committees and working groups inside and outside of the university. Coordination and development assignments for various matters. Administration and Departmental work.

*** Other**

Follow the development within the relevant subject area and the societal development that is of importance to the teacher's work at the university, and participate in other relevant skills development.

2 Annual working hours

*** ALFA Appendix 5: § 3**

The total standard working hours for teachers is
1,700 hours for teachers with 35 days annual leave
1,732 hours for teachers with 31 days annual leave
1,756 hours for teachers with 28 days annual leave

3 Distribution of working hours

*** ALFA Appendix 5: § 4**

Distribution of teachers' yearly working hours shall be established in local agreements. The basis for the local negotiations shall be to utilize the available resources in the best possible way with consideration for the University, to create a good balance between a teacher's various duties and between different categories of teachers. Distribution shall be based on a period of several years, where the scope of various duties can vary over time. In addition to the teaching duties, there should be opportunities for research, artistic development, following research and engaging in other forms of skills development. Special consideration should further be given to management duties with regard to teaching and research, within the subject and otherwise. The same applies to chief responsibility for the supervision of Doctoral students.

*** Government bill 1996/97: 141**

An underlying ambition must be to make full use of every teacher's pedagogic, scholarly, artistic or other ability and expertise and for the teacher to be able to develop on all of this expertise within the scope of their position. Duties related to management and development of the university's activities and collaboration with the outside society should be distributed among all teachers, taking into consideration each teacher's individual qualifications.

4 Working hours following promotion

*** ALFA Appendix 5: § 4 protocol note**

The parties agree that for teachers promoted on the basis of an assessment of competence, the teaching portion of their working hours shall not automatically change in relation to the general regulations that applied to the position held by the teacher before the promotion.

5 Consultation with the individual teacher

*** ALFA Appendix 5: § 5**

Planning of the working hours must be done in consultation with the concerned teacher based on the requirements of the activities and an overall view of the teacher's duties and work situation. The consultation shall result in an overall plan for the scope and scheduling of the teaching that allows room for individual research or artistic development work, to follow research in the teacher's subject area, other forms of skills development and other work, such as collaboration with the outside society.

As a basis for establishing the number of teaching hours, this portion should not to any significant extent be increased long-term in relation to the general regulations that previously applied to the individual teacher's position.

6 Presence in the workplace

*** ALFA Appendix 5: § 6**

The teacher's work schedule/plan is established by the employer.

Before the employer makes a decision on the work schedule/plan, the concerned local union shall be notified. If a concerned union calls for a hearing on the matter within five working days, the following applies: If the parties do not come to an agreement during the hearing in accordance with this paragraph or if a hearing is not requested within the specified time, the employer may make a decision on the matter.

The employer's obligations to negotiate and to provide information replace the negotiation and information obligations in accordance with the Co-Determination in the Workplace Act.

7 Doctoral Students

*** Higher Education Ordinance Chapter 5, § 2**

A person appointed as a Doctoral Student shall primarily devote their time to their own third-cycle studies. However, an appointee may work with teaching, research and administration to a limited extent. Such work may not, before completion of the Doctoral Degree, constitute more than 20 per cent of the total working hours.

*** ALFA Appendix 5: § 4**

Provisions on overtime in accordance with Chapter 4 of ALFA do not apply to Doctoral Students, Assistants with Doctoral Grants or Teaching Assistants.

Supplementary Guidelines for Application of the Working Hours Agreement for Teachers 17/11/2003

1 Background

The parties entering the Agreement, the University, SACO and OFR/S have, in accordance with the Agreement reached in 1999, followed up on the application of the Agreement on a departmental level with a questionnaire directed at all Departmental Boards, partly through surveys with one select Department per Faculty. The follow-up has been conducted by a joint working party composed of Staffan Uvell, Johnny Karlsson and Stig Bäckström from the University, as well as Tomas Petterson, SULF and Roland Persson, OFR/S.

Based on these surveys, the following Supplementary Guidelines are issued for the implementation of the Working Hours Agreement for Teachers within areas where the working group found that the implementation does not entirely match the intentions of the Agreement.

2 Guidelines

Section 5, § 3

For teachers who conduct research or engage in another form of skills development for more than 10 per cent (for Lecturers) or more than 20 per cent of their working hours, the related requirements in the Agreement have been met. The long-term goal is to increase this portion of the working hours to 20 per cent for Lecturers.

Notes: A direct enquiry on the application of this part of the Agreement will be done through the respective Faculty.

Section 5, § 5

The planning period of three years is a target. Checks and revision of this should occur on a regular basis and should be followed up during employee appraisals and on other occasions.

Notes: The employee cannot 'owe' working hours or be owed time by the Department on grounds of illness, leave of absence or other planning. It is rather a matter of revising the individual's work plan based on the outstanding working hours. This also applies if the teacher transfers to a teaching position in another Department. If there is any uncertainty over this, the concerned Staff Coordinator at the respective Faculty must be contacted. See the attached example.

Section 5 General protocol note.

Notes: Follow-up of Postdoctoral Research Fellows' volume of teaching will be carried out by the respective Faculty in the autumn.

Section 6, § 3 and 4

The term "staffing plan" refers to the common documentation that describes all teachers' work during a financial year or in certain cases during a three-year period.

The term "work plan" refers to the documentation that describes the individual teacher's work during a financial year or in certain cases during a three-year period.

Notes: Note that the guidelines and the staffing plan require collaboration with the employees' union representatives in the Department or, where not available, representatives at Faculty level.

Section 8, § 1-2

Any increase in the amount of overtime must be monitored continuously with consideration for the provisions of the Working Hours Act and for work environment reasons, and shall normally only occur to a very limited extent.

Annual working hours and illness

Calculation of remaining working hours in connection with sick leave, parental leave, etc.

Basis:

Age	Annual working hours	Holiday	Total
> 40	1,700 hours	35 days x 8 hours	1,980 hours
> 30	1,732 hours	31 days x 8 hours	1,980 hours
< 30	1,756 hours	28 days x 8 hours	1,980 hours

1 day = 8 hours.

Number of hours worked per month: 1,980 hours : 12 = 165 hours

Minus: leave of absence and holiday

Formula for calculation:

1,980 hours - (leave of absence in per cent x number of months x 165 hours) - hours holiday = remaining annual working hours

Example 1:

A person who is 32 years old has been on sick leave for 2 months. How many remaining annual working hours do they have?

$1,980 \text{ hours} - (100 \% \times 2 \text{ months} \times 165 \text{ hours}) - (31 \text{ days} \times 8 \text{ hours}) = 1,980 - 330 - 248 = 1,402 \text{ hours}.$

Example 2:

A person who is 29 years old has been on parental leave with parental benefit (förlädräpennning), working at 30 % for 5 months. How many remaining annual working hours do they have?

$1,980 \text{ hours} - (30\% \times 5 \text{ months} \times 165 \text{ hours}) - (28 \text{ days} \times 8 \text{ hours}) = 1,980 - 248 - 224 = 1,508 \text{ hours}.$

Example 3:

A person has been on sick leave for more than 6 months. In order to calculate this person's remaining annual working hours, contact should be made with the Staff Coordinator.

Summary:

1. Consideration shall be given to the person's age, part-time percentage (%) and the length and nature of the leave of absence (sick leave, parental leave, military service, etc.).

2. If the nature of the leave of absence is sick leave and it exceeds 6 months, the Staff Coordinator should be contacted when calculating the remaining annual working hours.

3. In order for this to be done neutrally, the revision of the work plan shall concern all duties included in the teacher's position.

Working Hours Agreement for Technical and Administrative Staff at Umeå University

The standard number of hours for a full-time position is 7 hours and 57 minutes per day. Standard working hours are 08.00 to 16.27. Lunch shall constitute a break of at least 30 minutes and shall be taken no later than 5 hours after the start of work. Lunch is not included in the working hours.

For part-time employees, the working hours are reduced in proportion to the part-time percentage. The standard number of hours per week for full and part-time employment follows:

working hours schedule 2011

working hours schedule 2012

If the working hours are scheduled so that the number of working days in the week is less than five (concentrated part-time work), the quotients given in the table for calculating working hours in the event of absence apply.

Flexitime is when the employee may organize their daily working hours themselves, within certain limits. Registration of working hours shall be done on the form 'Flexitidsmall TA-personal', 'Flexitime Template Technical and Admin Staff'. Sunday is treated as a public holiday. Other public holidays include Easter Eve, Whitsun Eve, Midsummer Eve, Christmas Eve and New Year's Eve.

Included in the standard working hours is compensatory leave for all working days between a holiday and a weekend, known as "**klämdagar**". In 2012, this applies to 30 April and 18 May. If the activities require it, the Head of Department or equivalent can instruct an employee to work these days.

For the following days, working hours are reduced by the stated number of hours when they fall on a working day:

The Eve of Epiphany	4 hours
Maundy Thursday	2 hours
<i>30 April, when on</i>	
a) Monday - Thursday	2 hours
b) Friday	4 hours
The day before All Saints' Day	4 hours
23 December when this falls on a Friday	4 hours

The teacher has set annual working hours and therefore does not have any other reduction of working hours