Welcome!

• **We ask you to**
  - Put your microphone on **mute**
  - Write your **name** in your window
  - Submit your questions in the **chat**, we will answer as many as possible on the HR webb.
  - The presentation will be published on the HR webb.
Welcome!
Marie Härstedt, HR Director

Background revised guidelines for remote work
Susanne Kristensson, Head of Administration

The revised guidelines for remote work for TA staff
Henriette Karling, legal counsel on labour law, Section HR

Time for questions

Thank you for today
Background revised guidelines for remote work

• The pandemic has highlighted new issues relating to work and work environment
• The vice-chancellor has made it very clear that LU is and will be a campus university
• Various support functions that can assist in the dialogue where required
• Dialogue important
• The Future Workplace project
• New guidelines will apply from 1 October 2021
Legal basis

• EU Framework Agreement on Telework, 2002
• Central collective agreement on remote working, 2005
• Vice-chancellor’s decision on 30 September 2021.

Applications and delimitations

• Applies to TA staff
  • not employees covered by the working hours agreement for teaching staff
  • not managers covered by the local agreement for managers Central collective agreement on remote working, 2005
• Sections 4–14 of the guidelines do not apply
  • temporary workplaces
  • business travel.
General

• Campus university – education and research are mainly conducted on campus
• Remote working – based on the needs of the organisation
• Neither a right nor an obligation

Definitions

• Main workplace – the physical workplace on LU’s premises
• Remote workplace – another permanent workplace in Sweden, with insurance cover, requires a written agreement
• Temporary workplace – another workplace on a temporary basis, e.g. due to building work taking place at home, healthcare appointments or similar irregular circumstances
Scope and delegation

- the requirements of the organisation and duties determine the scope
- the needs of the organisation are the basis for organising remote working
- with the responsibility as an employer, the line manager makes a written agreement with the individual, up to a maximum of 40% of working hours
- the scope is expressed as a percentage; the agreement may therefore refer to hours or days and is based on the needs of the organisation
- it is possible to increase the scope beyond 40%, however, the decision-making level is then escalated to the line manager’s superior
- template
Remote work agreement

Employer

Employee

Main workplace and remote workplace

Duties

Scope of remote work

Call-up time

Working conditions and other arrangements

Insurance

Remote work-related expenses

Compensation for travel expenses

Guidelines and policy documents

List of equipment loaned out by the employer

Date

48 Days

Template
The Work

• Duties
  - needs of the organisation
  - jointly define
  - employer’s decision
  - duties that entail specific risks CANNOT be conducted remotely

• Working hours and accessibility
  - the flexitime agreement applies
  - the same accessibility requirement as working at the main workplace

• Equipment and costs
  - the employer covers the cost of work equipment and is also responsible for insuring it
  - the employer is not responsible for expenses related to electricity, broadband, upgrading broadband and wear and tear, for example
Work environment

- the employer is also responsible for the remote work environment (TA and teaching staff)
- employees must share information regarding the work situation
- the employee is responsible for ensuring that the remote workplace is functional and ergonomic
  - physically
  - psychosocially
- the employer and the health and safety organisation have access rights where warranted
Insurance (TA and teaching staff)

• The employer is responsible for insuring against occupational injuries
• The employer is responsible for insuring equipment
• The employee is responsible for adequate home insurance cover
• NB! There is a risk that damage to the employer’s equipment, which entails consequential damage to private property, is not covered by the home insurance cover. As this cannot be resolved through insurance, it is handled in the legal process for damages claims.
Information security (TA and teaching staff)

• only technical equipment for remote working provided by the employer may be used
• a VPN connection must always be used
• sensitive information must not be accessible to people outside the organisation
• LU’s rules and recommendations regarding IT security also apply to remote working
Termination of agreement

• one month’s notice
  - for example, changing needs of the organisation

• terminated with immediate effect
  - failure to comply with the agreement
Support/read more

- PowerPoint from today’s meeting and answers to chat questions: HR web page > FAQ for managers
- Information for managers in light of Covid-19: HR web page > FAQ for managers
- Read more about how to carry out a risk and impact assessment: HR web page
- Information for staff in light of Covid-19: Staff Pages
- Questions are addressed to corona@lu.se
- Contact your immediate HR officer/staff coordinator/work environment coordinator
- Health and safety representative, principal health and safety representative, chief health and safety representative
- Occupational Health Service: foretagshalsovarden@fhv.lu.se
Thank you for your participation!