



LUND
UNIVERSITY

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Section Human Resources

New employees at Lund University

As a new employee at Lund University (LU), you are likely to need a lot of information. LU is a public authority and our organisation is governed by laws and regulations for the public sector, such as the principle of public access to official documents, the Administrative Procedure Act and the Public Employment Act. As an employer, the University is also bound by collective agreements, both national and local.

LU is also an education provider and is governed by legislation including the Higher Education Act and the Higher Education Ordinance.

Lund University's online Staff Pages contain information, support and tools for all LU employees: <https://www.staff.lu.se/>

Here are some of the most important points you will need to be aware of as a new employee at LU:

Employment as academic staff

LU's Appointment Rules describe the positions that are considered as academic staff at the University. You can find the Appointment Rules in the Rules and Regulations section of the [Staff Pages](#).

Academic staff refers to:

- professors, visiting professors, post-retirement professors and adjunct professors
- senior lecturers, associate senior lecturers and adjunct senior lecturers
- postdoctoral research fellows
- postdocs
- lecturers and adjunct lecturers

Academic staff have working hours that are regulated in a local agreement on working hours for academic staff.

Your total annual working hours as a member of academic staff are:

- 1 700 hours for employees with 35 days of annual leave (as of the year you turn 40),

- 1 732 hours for employees with 31 days of annual leave (as of the year you turn 30) and
- 1 756 hours for employees with 28 days of annual leave (up to and including the year you turn 29).

For more information on working hours for academic staff, please consult the Staff Pages (<https://www.staff.lu.se/employment/working-hours/working-hours-for-teaching-staff>).

Employment as a doctoral student

The first employment contract is to be valid for a maximum of one year, after which it may be extended for two years at a time. A person may be employed as a doctoral student over a total of eight years at the most, but the actual period of employment is not to be longer than a full-time four-year research studies programme.

Employment as a doctoral student is never valid for longer than one year after completion of a doctoral degree.

Employment as technical and administrative staff

The employment positions that are not included under the concept of academic staff largely fall into the category of technical and administrative staff and are covered by a local agreement on flexible working hours.

Pursuant to the local flexitime agreement, the normal working hours for a full-time employee are 8 hours for each working day Monday to Friday, or 40 hours on average per week.

Flexitime in the morning entails starting work between 07:00 and 9:00.

In the afternoon, flexitime entails leaving work between 15:00 and 19:00. You are to be at work between 9:00 and 15:00.

Read more about flexitime for technical and administrative staff on the Staff Pages (<https://www.staff.lu.se/employment/working-hours/flexitime-for-technical-and-administrative-staff>). There are exceptions to the flexitime agreement, depending on your main work duties or your position. In such cases, your working hours are covered by other local agreements that will be communicated by your manager.

Salaries

Salaries are paid out on the 25th of each month. If the date falls on a Saturday, Sunday or other statutory holiday, salaries are paid out on the closest working day.

In order to receive your salary directly into your bank account, if you have an account with a bank other than Nordea, you must provide Nordea with your bank account details. Read more on the Staff Pages.

Annual leave

Annual leave is calculated over the calendar year, from 1 January to 31 December. Annual leave is accrued in the same year as you can use it. If you are entitled to, and have accrued, more than twenty days of paid annual leave, you can save the days that exceed twenty days. For example, if you are entitled to 28 days, you must use 20 days and you may save the remaining 8. You cannot have more than 30 saved days of annual leave.

Pursuant to the public sector agreement on terms and conditions (Villkorsavtal/Villkorsavtal T), employees who have worked a whole calendar year are entitled to the following annual leave:

Up to and including the year the employee turns 29	As of the year the employee turns 30	As of the year the employee turns 40
28	31	35

Work duties

Your main work duties are usually stated in the vacancy announcement for your position. In addition, there may be further work duties allocated to you by your manager.

For academic staff, work duties are also regulated in the Higher Education Act (1992:1434), the Higher Education Ordinance (1993:100) and in collective agreements.

For postdocs, work duties are also regulated in a central agreement on fixed-term employment as a postdoctoral research fellow.

For doctoral students, lecturers and clinical assistants, work duties are also regulated by the Higher Education Ordinance (1993:100).

Termination of employment

Employment until further notice

The notice periods that apply to both employee and employer are regulated in the agreements on terms and conditions and, where applicable, also by the employment contract. You can find the agreements on the website of the Swedish Agency for Government Employers, <https://www.arbetsgivarverket.se/avtal--skrifter/>.

Fixed term employment – employment until further notice, although not beyond a certain date

When you have fixed term employment, i.e. until further notice although not beyond a certain date, the date of your last day of employment is stated in the decision on your appointment.

If you or your employer needs to terminate the employment before the last day of the contract, the same notice period applies as for employment until further notice.

Information concerning non-extension of fixed term employment is to be provided pursuant to Section 15(1982:80) of the Employment Protection Act (LAS).

Secondary employment

Obligation of academic staff to report secondary employment

As a member of academic staff, you have a legal obligation to report to your employer whether or not you have any secondary employment. It is your responsibility to ensure that your secondary employment is not prohibited (damaging to credibility, interfering with work or competing with LU interests). Secondary employment must always be kept strictly separate from your regular work and the University's resources are not to be used for your secondary employment.

Secondary employment for other staff

Employees that are not included in the academic staff category are responsible for ensuring that their secondary employment is not prohibited (damaging to credibility, interfering with work or competing with LU interests). Secondary employment is always to be kept strictly separate from your regular work and the University's resources are not to be used for your secondary employment.

All employees that are not teaching staff members have an obligation to report their secondary employment upon request.

Read more on the Staff Pages/terms of employment/secondary employment (<https://www.staff.lu.se/employment/terms-of-employment/secondary-employment>)

Benefits

As a Lund University employee, you are covered by several benefits, including those specified in the agreements on terms and conditions, but also local benefits. The number of days of paid annual leave is a benefit, as are the extra days of leave granted when a public holiday falls on a Tuesday or Thursday (known as "klämdagar" or "squeeze days"), the health promotion hour and prescription glasses for screen work.

Read more about what benefits apply now on the Staff Pages (<https://www.staff.lu.se/employment/salary-and-benefits/benefits>)