

Local collective agreement on working hours for associate senior lecturers

Section 1 Authorisation

This agreement is concluded on the basis of Chapter 4 Section 25 of the General Agreement on Pay and Benefits (Villkorsavtal/Villkorsavtal-T) and its Appendix 2.

Section 2 Area of application

This agreement applies to associate senior lecturers employed after 1 June 2013.

Section 3 Annual working hours (per calendar year)

The total number of working hours is:

1700 hours for employees with 35 days' annual leave (as of the year in which the lecturer turns 40)

1732 hours for employees with 31 days' annual leave (as of the year in which the lecturer turns 30)

1756 hours for employees with 28 days' annual leave (lecturers up to the age of 29)

Section 4 Presence in the workplace

Associate senior lecturers are to be present in the workplace to the extent required by the organisation and their own work duties. The availability of the associate senior lecturer to other employees and to students is also to be considered. In order to contribute to the development of the organisation, to a good work environment and good study conditions for students, associate senior lecturers are to participate actively in meetings and activities organised or implemented by the department/equivalent.

Associate senior lecturers who are to be absent from the workplace at other times must notify the head of department of the address where they can be reached, if they are not reachable at their regular home address.

Section 5 Overtime and additional hours

An associate senior lecturer's work duties are to be planned in such a way as to allow all work duties to be completed within the annual working hours. Additional hours or overtime beyond the total annual working hours should not normally occur. Additional hours or overtime are to be ordered or approved retroactively by the head of department/equivalent.

If special needs arise to carry out certain unplanned work duties, a reallocation of work duties is to be done first. If, during the calendar year, special needs arise for associate senior lecturers to carry out work duties beyond those planned within the framework of regular working hours, the head of department has the right to request additional working hours up to a maximum of 175 hours, or overtime up to a maximum of 150 hours, per calendar year. The maximum number of hours of additional work time and overtime is calculated per calendar year. In any calendar year, the additional hours and overtime done by a lecturer must not exceed 200 hours.

The total additional hours and/or overtime are normally fixed once a year in connection with the annual financial reporting procedure, but should be checked at the end of the spring semester in case measures need to be taken before the autumn semester.

Associate senior lecturers who are on partial sick leave, partial statutory leave or leave for the care of a child are not obliged to work additional hours or overtime.

For working hours for research or professional development, which are at the disposal of the associate senior lecturer, no remuneration is paid for overtime or additional hours.

Remuneration for overtime is paid in the form of money (overtime supplement) or in the form of leave (compensatory leave) at the latest within the next calendar year. Compensatory leave is granted if the associate senior lecturer wishes and the head of department considers it possible in relation to the needs of the organisation.

For calculations of additional hours supplement/overtime supplement and compensatory leave, the rules in the General Agreement on Pay and Benefits (Villkorsavtal/Villkorsavtal-T), Chapter 4 Sections 10-12 and 21-22 apply.

Section 6 Teaching on evenings and weekends

For teaching after 18:00 and for teaching on Saturdays and Sundays, a salary supplement is applied pursuant to the local agreement on fees for hourly teaching and for teaching on evenings and weekends.

Section 7 Scheduling annual leave

In addition to the provisions in the Annual Leave Act, the following is to apply to the scheduling of annual leave.

The main annual leave is to be scheduled consecutively in the summer starting on the Monday following the Midsummer weekend, unless other provisions have been agreed upon in writing between the head of department and the individual employee in good time ahead of the start of the leave period.

Section 8 Annual working hours in case of absence due to illness and authorised leave

In case of absence due to illness or authorised leave, the annual working hours are reduced in relation to the extent of the employee's period of absence.

Section 9 Period of validity

The present agreement applies as of 1 July 2013 and until further notice under the period of validity of the General Agreement on Pay and Benefits (Villkorsavtal/Villkorsavtal-T), with a notice period of three months.

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