

INFORMATION FOR NEW EMPLOYEES AT MID SWEDEN UNIVERSITY

2012/2013



Mittuniversitetet
MID SWEDEN UNIVERSITY



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General information from the Division of Human Resources

This guideline is a short introduction to what we believe is the most important information about the employment and your rights duties at Mid Sweden University. You will find further information on the Human Resources website www.miun.se/staffnet. Some and information can also be found in: [Service and support](#) .

Your Human Resources contact person can answer questions regarding your employment. You can also call your HR payroll specialist.

Information about Mid Sweden University

If you visit www.miun.se you will find all the information you need about Mid Sweden University. There are campus maps under About us / Maps and Facts. There, you will also find some facts on the university. You can search for employees in the electronic list of staff, "Staff search" at the bottom of each website.

The Mid Sweden University organisation consists of the management, the university board, faculties and departments, the university library and administration. You will find the organisation chart here: www.miun.se/organisation.

Click on www.miun.se/Anstalld/for current information for employees. Please set this page as your start page or make sure you visit it often.

Strategic and central documents you should be familiar with can be found here: Anställd / [Strategiska dokument](#). You will find our policy documents on [Anstalld/Hjälp och stöd/Regelverk](#). All university forms are here: [Anstalld/ Hjälp och stöd/Blanketter och mallar](#). Information on the university crisis management can be found on Staffnet / [State of Crisis](#)

Addresses

Campus Härnösand, 871 88 Härnösand. Visitors: Universitetsbacken 1

Campus Sundsvall, 851 70 Sundsvall. Visitors: Holmgatan 10

Campus Östersund, 831 25 Östersund. Visitors: Kunskapens väg 8

The visiting adress in Örnsköldsvik is Järnvägsgatan 3, 891 18 Örnsköldsvik.

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1 Working hours for administrative personnel, technical personnel and teachers

Administrative and technical personnel

The general working hours are 40 hours and 50 minutes per week during the period September-May and 37 hours and 30 minutes per week during the period May-September.

Daily working hours:

08.00-17.10 (Sept-May) Monday-Friday

08.00-16.30 (May-Sept) Monday-Friday

Flextime is allowed in consultation with your superior.

See [Mittuniversitetet - Flextid/arbetstid m.m. för AT-personal](#)

Teachers

For teachers, the working hours are regulated as follows:

A full-time employed teacher has a yearly workload of

1 700 hours and 35 days of vacation

1 732 hours and 31 days of vacation

1 756 hours and 28 days of vacation

These hours contain all tasks and responsibilities, such as:

- Education (i.e. teaching, preparation, additional work)
- Research
- Administrative work

You will find further information on working hours in the local collective agreement (lokalt avtal) in [Arbetstid för lärare](#).

1.1 Reduction in working hours

Easter Day, Midsummer Eve, Christmas Eve, New Year's Day and Sweden's National Day are non-working days.

In accordance with the general ALFA agreement, the following days are to be reduced by the number of hours listed below:

The day before Epiphany	- 4 hours
Maundy Thursday	- 2 hours
30 April which falls on	
a) Monday-Thursday	- 2 hours
b) Friday	- 4 hours
The day before All Saints' Day	- 4 hours
23 December which falls on a Friday	- 4 hours

In the case of part-time work, the reduction in working hours is in proportion to the extent of work.

1.2 Overtime

To be considered overtime, the extra workload must be either ordered or approved by the Head of Department. Overtime should be limited whenever possible. The demand and duration should be controllable.

Overtime means work in addition to the general daily working hours. In the case of part-time work, overtime starts only after the general daily working hours for a certain day have been fulfilled. We also differ between *simple* and *double* overtime.

Compensation is given in the form of remuneration or time off. Time off is possible if the employee wants it and the employer considers it compatible with the demands of the current activities.

Overtime may not exceed 150 hours per calendar year and a maximum of 50 hours per month may be compensated. Overtime compensated by time off is not affected by this limit.

See "[Lokalt avtal om arbetstid och arbetstidsberoende ersättningar för lärare vid Mittuniversitetet](#)"

Doctoral students and teaching assistants cannot be ordered to work overtime.

1.3 Extra hours

For a part-time employee, time up to the normal full-time period of work are called extra hours.

Compensation may be given in the form of remuneration or time off.

Extra hours may not exceed 175 hours per calendar year and the total number of compensation may not exceed 200 hours per calendar year.

2 Salary

2.1 Salary payment

Salaries are paid via the bank "Nordea" on the 25th of every month. The money will be at your disposal at the earliest on the 25th with some exceptions due to holidays. The payslip is printed and sent to you by Nordea and you will normally receive it the day before the payment. If you are a registered user of Egenrapportering, you print your own payslip in ER. Should you want to transfer your salary to another bank, please contact your bank to inform it about the account the salary is to be paid to. Salaries cannot be anticipated.

2.2 Payroll-related documents

Payroll-related documents (regarding overtime, leave, tax adjustment, travel expenses etc.) must have reached Human Resources at the latest on the 5th of every month to be included in the salary payment on the 25th.

2.3 Doctoral ladder

Doctoral students are not a part of the teacher category, according to the Higher Education ordinance, but some rules are the same. The salaries for doctoral students are based on a "ladder", in four steps, the doctoral students also have working hours based on mutual trust and the holiday regulation is also the same as for the teachers, i.e. holiday is normally taken from the first Monday after Midsummer.

Table valid from 1 October, 2011

Commencing wages	23 200
60 credits	23 950
120 credits	25 200
180 credits	26 800

A pay rise of 500 crowns is paid when you pass your exam.

If you pass a first cycle educational course (7,5 credits) or a course equivalent to this, the amount rises with an additional 500 crowns.

If certain criteria are met, a doctoral student can also receive a special pay rise. More information can be found here: [Lönefrågor/Löner för doktorander/motsvarande](#).

The new salary is paid at the earliest the month after the payrise was reported to the payroll specialists at HR.

3 Holiday

The calendar year is the qualifying time for holiday. You receive paid holiday for the time that corresponds to your working days during the calendar year. The number of paid days is calculated accordingly:

(Number of days employed) divided by 365 and multiplied by the amount of annual holiday

The length of your holiday depends on your age.

Age

Until the year you turn 29 28 days

From the year you turn 30 31 days

From the year you turn 40 35 days

Saturday and Sundays as well as public holidays are not counted as holidays. Nor are the Swedish National Day, Midsummer's Eve, Christmas Eve and New Year's Eve.

In accordance with the Compulsory Holidays Act, at least a minimum of a four-week continuous holiday must be taken between June and August.

If an employee works concentrated part time, the holiday quota is calculated.

3.1 Holiday for teachers

For teachers and doctoral students, the entire holiday is taken during the students' summer break, starting the first Monday after Midsummer. An application in Egenrapportering is not necessary, this will be done automatically.

Should the holiday be taken any other time of year, because of summer courses, illness or a special agreement, an application in Egenrapportering must be filled in no later than June 5. Any additional number of paid days will be distributed by Human Resources in accordance with the above mentioned rules.

3.2 Holiday pay

A supplementary allowance of 0.44% of an employee's normal salary is paid for each day's holiday taken.

3.3 Saving up holiday

The employer has a duty to ensure that employees (who are employed the entire year) take at least 20 days holiday a given year. If you are paid for 20 days holiday or more, you are entitled to save days in excess of this for a later holiday year. Up to 35 days can be saved.

If you are ill or need to take care of sick children during your holiday, it is possible to exchange your holiday for absence because of illness or absence to look after a sick child.

4 Illness and healthcare

4.1 Illness

The workplace shall be notified the same day of illness. Please also call the main switchboard, who will notify HR. In the event of illness lasting more than 7 calendar days, a doctor's certificate must be sent to the workplace.

4.2 Sick leave

From and including the 2nd day of absence to the 14th day, 20% is deducted. The amount is calculated on the basis of the number of working days sick leave and is paid by the employer. From and including the 15th day to the 90th day of the same period of sick leave, 90% is deducted. From and including day 91, 100% is deducted. Note that from the 15th day of a period of sick-leave sickness benefit is paid out by the social insurance office.

The deduction is calculated as follows:

Day 1 = "karensdag", a qualifying day before benefit may be claimed	100% deduction
Day 2-14	20% deduction
Day 15-90	90% deduction
Day 91-	100% deduction

After any absence due to illness you are required to fill in a form ("Assurance of Illness Statement") and submit the form to the Human Resources Office.

If an employee falls ill again within 5 calendar days of the end of a previous period of illness, this is considered a part of the first period.

4.3 Healthcare benefits

In order to be reimbursed for costs incurred on account of certain medical treatment, in accordance with the local agreement, you are required to hand in receipts in the original, as well as a copy of your "högstkostnadskort", a patient's one-year limit cost ceiling, to the Human Resources Office.

Medical treatment means:

- Examination and treatment by a practitioner registered with the National Swedish Board of Health and Welfare
- Doctor's certificate for the employer
- Oral surgery at a hospital is reimbursed
- In some cases, you will be reimbursed a maximum of SEK 95 for the **psychiatric treatment** you require. You must be referred to a psychiatrist by a doctor in order to be reimbursed.
- The maximum reimbursement for the cost of **physiotherapy** is SEK 60 per treatment session, unless it is registered on your cost ceiling card, in that case all costs will be reimbursed.
- **Hospital treatment** is reimbursed at a rate of max. SEK 70 for each day you are in hospital.

Medicine

You are entitled to reimbursement for medication that, in accordance with the law, is subject to a patient's cost ceiling within a one-year limit for medical care and medicine under the health service. Make sure you get a receipt at the chemist's and that they register the purchase on your cost ceiling card. All costs for medical treatment should also be registered on the cost ceiling card. Then send a copy together with the form "[Sjukvårdsförmåner](#)" to your payroll specialist at HR.

5 Leave

The employer can grant you leave for certain reasons. You are entitled to some leave of absence, others are at the discretion of the employer with regard to the university activities. The leave of absence you are legally entitled to are: for study, certain parental leave, to provide healthcare to your immediate family, pressing family circumstances and if you are posted abroad. Other leaves of absence can be granted if it does not cause any inconvenience to the university.

If you have a permanent position at the university, you can be granted a leave of absence if you are given a temporary position by another state employer. Ordinarily, this should not exceed three years. If you want to try out another job, you can be granted leave of absence for up to six months.

5.1 Parental leave

For current rules regarding parental leave, see <http://www.forsakringskassan.se>

Please notify the regional social insurance office ("Försäkringskassan") that you are going to be on parental leave. Inform your supervisor about the time you are planning to take off, at least two months before you intend to leave. Please fill in the form ("[föräldraledighet och närståendevård](#)") and submit it to your superior.

In addition to the legal parental leave that you are entitled to, as a civil servants you have the right to have your working hours reduced in accordance with the decree of Leave of Absence (1984:111) ("Tjänstledighetsförordningen") to care for your child until he or she reaches the age of 12. As a prerequisite for this, you must have been employed for the last six months or a total of 12 months in the last two years.

In addition to parental allowance from the regional social insurance office, the university pays 10% extra, a so-called parental wage. Parental wage is 10 % of wages by the day up to the maximum basic amount. For salaries above to the maximum basic amount the parental wage is 90 % of wages by the day. Parental benefit supplement is paid for such days during the parental leave when the employee receives parental benefit at the basic level or above that level. Parental wage will be out in accordance with the amount of the parental leave. Please send a copy of the notification from the regional social insurance office ("Försäkringskassan") to your payroll specialist. Parental benefit supplement is paid for at most 360 days per child.

5.2 Paid leave

An employee may take paid leave in the following cases:

Move	1 working day
Examination or test	up to 5 working days per calendar year
Union representation	up to 10 working days per calendar year
In the event of serious illness (i.e. deathbed), death, funeral, estate inventory proceedings or distribution of an estate within one's family or closest relatives	up to 10 working days per calendar year

Regarding funerals, your family or closest relatives is understood to mean: spouse, partner who is registered at the same address as the employee, registered partner, children, parents, grandparents, in-laws, uncles and aunts.

Visit to the dentist in case of an emergency.

5.3 Unpaid leave

Basically, every employee has a legal right to unpaid leave for studies. Nevertheless, the employer may adjourn it.

Reason	Salary deduction
Personal reason	100% deduction
Study	100% deduction
Care of a close relative	100% deduction

6 Health promotion

All employees at Mid Sweden University have the right to one hour of fitness activities every week during working hours (in the case of part-time work, in proportion to the extent of work.)

This hour is not part of your daily work.

Health promotion is to stay healthy through good habits, such as healthy food, exercise, recreation and avoiding drugs. Our lifestyle as well as the responsibility of the individual plays a major role. Health promotion means striving for physical, mental and social health.

The employer grants a sum which amounts to 75% of your costs for health and fitness activities (up to 1 500 crowns per calendar year). You will find further details here:

[Personalfrågor/arbetsmiljö/Friskvard/](#)

7 Travel

When travelling on official business, the employee is entitled to travel expenses and a pay supplement. Travel expenses, pay supplement or compensation are determined by the actual means of transport and the time away from the office, home or where the business trip begins and ends. Reimbursement for travel on official business will be paid following the submission of a travel expenses claim signed by your superior to your payroll specialist.

For further information, see the local agreement of the university: "[Rese- och traktamentsavtal](#)" Travel expense policy and internal regulations can be found here: [Anställd/ Gemensamma funktioner / Ekonomifrågor / Resor.](#)

8 Miscellaneous

8.1 Dismissal by employer and resignation

Dismissal by employer:

The employer is required to give one month's notice if the position has been held for no longer than one year and three months' notice for positions held longer than one year. Should the occasion arise, however, the longer period of notice is always applicable according to 10 § job security agreement (TA) and in accordance with paragraph 2, 11 § (LAS).

Resignation:

The employee must give two months' notice if he or she has been continuously employed for more than one year and one month's notice if employed for one year.

8.2 Termination of temporary employment

A temporary position is terminated automatically on the last day of the stated period of employment. If the employment period is not extended, and if the employee has been employed for more than twelve months during the last three years, the employer sends out a warning to the local personnel organisations and a written notice to the employee that the temporary position is not to be extended no later than one month before the contract is terminated. The written notice will clarify if the employee has preferential claim to reemployment.

8.3 Collective ALFA Agreement

The [ALFA](#) agreement applies to all employees of the Swedish governmental bodies.

8.4 Insurance

Group life insurance coverage

All employees who work 8 hours per week or more are covered by a governmental group life insurance. In the event of death, a tax free insurance amount is paid out. More information can be found on the website of the National Government Employee Pensions Board (SPV):

<http://www.spv.se/en/>

Business travel insurance

The university has signed a business travel insurance. Should you travel to a country with which Sweden does not have an agreement, you need a Business Travel Insurance Certificate. Please contact Human Resources. Make sure you order your European Health Insurance Card from the regional social insurance office [Försäkringskassan](#) when you are travelling to an EU/EES country.

8.5 Unions

At the university, there are representatives of three main unions:

Saco	Union leader Alexander Rad	Phone extension -8405
ORF	Union ST	
	Union leader Lollo Ljuslin	Phone extension -5714
	Swedish Teachers' Union	
	Ulla Lavesson	Phone extension -6039

You will find further information here: [Personalfrågor/Personalföreningar och fackförbund.](#)

Partnership agreement

The employer and the staff unions have entered into a partnership agreement, [samverkansavtal](#), with the ambition to work together on development through different forms of cooperation within Mid Sweden University. The agreement is based on the Swedish Co-determination in the workplace law and Occupational health law, as well as the central agreement "Cooperation for development". The idea is to let the employees take a greater part in planning, regulation and review in both activity and policy matters.



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