

Employment Agreement: Working Hours for Teaching Staff at Dalarna University - SACO

HÖGSKOLAN DALARNA 1999-04-16 D.nr 38.48-432/99

Employment Agreement on Working Hours for Teaching Staff at Dalarna University

Parties:

Dalarna University

SACO-S

1. Background

Dalarna University has finalized an agreement on working hours that will allow it to make best use of available resources so that it is better able to achieve its strategic goals. The agreement will ensure that there is a balance when it comes to the various work duties of teaching staff.

2. Agreement Period

The agreement will be valid from 1999-07-01 – 2000-06-30 with an exception for annual working hours (see point 3), which are regulated by a central agreement (from 1999-01-01).

The employer will initiate an evaluation of this agreement by 2000-01-01 at the latest.

The agreement will be extended one year at a time unless it is terminated in writing by one of the parties at the latest three months before the end of its period of validity. If one of the parties decides to terminate this agreement, then it is the responsibility of the employer to commence discussion on a new agreement within 14 days thereafter.

Pending any new agreement between the parties, the conditions of the previous agreement will apply.

3. Annual Working Hours

The total number of working hours for teaching staff is in accordance with the central agreement from 1999-01-01:

1700 hours for employees who have 35 holiday days per annum (from the year that the employee turns 40 years of age)

1732 hours for employees who have 31 holiday days per annum (from the year that the employee turns 30 years of age)

1756 hours for an employee who have 28 holiday days per annum (until the year that the employee turns 29 years of age)

The change in age categorization occurs in the calendar year.

4. Division of Working Hours

The matrix below shows how working hours are allotted for teachers' various duties; it also provides a framework for annual working hours for the different categories of teacher.

Category	Work Duties	Professor	Senior Lecturer/Lecturer
Group 1	Teaching	Min 25%	25-90%
Group 2	Research and development Professional development		5-70%
Group 3	Staff meetings Subject meetings School/faculty meetings Administrative duties Board member Head of department Head of subject Programme coordinator Development of a new course Project work Participation in a working groups Community work Union work/representation Negotiation		5-50%

Comments:

A senior lecturer/lecturer will normally devote a maximum of 80% of his/her time to teaching.

Professional development for a senior lecturer/lecturer will constitute 5% of his/her annual working hours.

Planning of professional development will take place during performance review with a head of department or, equivalent.

For a senior lecturer/lecturer, obligatory work duties, staff meetings, subject meetings, school/faculty meetings, and administrative duties shall constitute 5% of his/her annual working hours. If these duties exceed 5% of the annual working hours, then they, along with other work-related assignment from group 3, must be fully described in a time allocation plan (TGS).

The Higher Education Ordinance regulates the distribution of working hours for doctoral students and postdoctoral research fellows.

5. Planning Working Hours

The teacher and head of department, or equivalent, shall together plan the teacher's annual working hours in accordance with the needs of the organization and with a comprehensive view of the teacher's work duties and work situation.

The planning of the TGS must always be documented. A TGS form for completion is attached as an appendix to this agreement.

The following system is used to plan annual working hours, specifically teaching:

Lecture - 60 students or more	5 clock hours (<i>klocktimmar</i>)
Lecture	4 "
Lecture in parallel groups	3 "
Seminar, laboratory work, practical exercise	3 "

Seminar, laboratory work, practical exercise in parallel group	2 "
Laboratory work, teaching assistant	2 "
Travel time for teaching at a location that is not the regular workplace	Actual time
Other work	Actual time

Examination, other forms of teaching, and teaching in another language are regulated at a local level.

6. Holiday Days

Holiday days must be taken consecutively during the summer months (June, July, and August), normally for a period of at least 6 weeks or the number of days that the individual has accrued, unless the employer and employee have, in writing, agreed otherwise.

Any decision to save annual leave or take out annual leave will either increase or decrease the working hours of that current year.

7. Absence from Work (Sick Leave or Other Authorised Leave)

In the case of formally registered absence, the number of annual working hours is reduced by 8 hours per day.

In the event of absence (illness, childcare, leave of absence, etc.) that occurs when teachers have scheduled duties (teaching, etc.) that cannot be covered without difficulty, head of school or equivalent, must first try to arrange for another member of staff to take over the work duties.

If planned duties must be completed at a later date by the teacher who has been absent, a reasonable time must be allotted in the first instance by reallocating hours. In the second instance, time can be allotted by allowing for overtime. The assessment of reasonable time to complete the duties must be made in agreement between the director of subject, or equivalent, and the teacher after consultation with the head of department.

8. Overtime

Overtime can be considered only when all other viable options to redistribute duties have been exhausted.

Overtime must be planned and must be in writing according to an agreement on working hours between the head of school, or equivalent and the teacher.

A maximum of 100 *klocktimmar* can be approved for overtime in any one year. Any additional overtime must be approved by way of a written agreement with the individual member of staff.

Compensation for overtime is calculated at 1/94 of an individual's monthly salary hourly rate for the first 100 *klocktimmar* and 1/140 of an individual's monthly salary hourly rate for any hours over the initial 100 *klocktimmar*.

Compensation includes holiday pay and holiday bonus.

9. Additional Hours (*Mertid*)

Additional hours is regarded as the time that part-time employees work over their part-time working hours, and up to full-time working hours.

Additional hours can be considered only when all other viable options to reallocate duties have been exhausted

Additional hours must be planned and must be in writing according to an agreement on working hours between the director of department or equivalent, and the teacher. Compensation for extra time is calculated at 1/165 of an individual's monthly salary hourly rate and includes holiday pay and holiday bonus.

10. Time Off in Lieu

An individual teacher can choose to convert pay for overtime to time off in lieu in the following ways:

Time off in lieu is calculated at 1.5 hours off work for every 1 hour of overtime worked for the first 100 hours; for every overtime hour after that, the individual will receive 1 hour off work.

Time off in lieu is calculated as 1 hour off work for every hour of extra time worked.

Time off in lieu is capped at 10% of an individual's annual working hours.

11. Compensation for Evening and Weekend Work

For teachers who teach Monday, Tuesday, Wednesday or Thursdays after 18.00, there is a wage supplement of 73 kronor per teaching hour.

For teachers who teach on Friday after 18.00 and/or during weekends, there is a wage supplement of 149 kronor per teaching hour.

12. Presence at the Workplace

Teaching staff can work from a place other than the regular workplace as long as this does not interfere with work duties, and as long as they have informed their employer of this.

If a teacher resides for a long period of time at an address other than their main home address, the employer must be informed as to the alternate address.

For Högskolan Dalarna:
Leif Borgert, Vice-Chancellor
Falun 1999-04-20

For SACO-S:
Lars-Åke Bernblad
Falun 1999-04-22