Working from home/remote work

Employees sometimes, for various reasons, carry out their work elsewhere than at the University, above all in their homes. Such work can be organised in two ways: as ‘working from home’ and as ‘remote work’.

‘Working from home’ means that an employee may be given occasional permission to bring work home and perform it there.

‘Remote work’ refers to work, dependent on communication technology, that an employee regularly carries out for the University on one or several days a week in his or her home or in another location as agreed from case to case. For work to be deemed to constitute remote work, there must be a written agreement between the employee and the University.

The employer is responsible for occupational health and safety at the place of remote work, including for example the organisation of work, the design of the workplace, insurance cover and data security.

Teaching staff as defined in Chapter 4, Section 1, of the Higher Education Ordinance are covered by the ‘Local agreement on working hours for teachers at Lund University’.

Section 8 of that agreement lays down rules relating to presence at the place of work: ‘Teachers who will be absent from their place of work during a time for which their duties are not included on a work schedule shall inform the head of their department of the address at which they can be contacted, if they cannot be contacted at their regular residential address’. This means that teachers may allocate, on their own responsibility, part of their working hours outside their regular place of work. This will not be deemed to constitute remote work.

By reference to the above and after consulting the Safety Committee, Lund University decides the following as regards technical/administrative staff:

- An employee may occasionally ‘work from home’ subject to the permission of the head of department or equivalent;
Remote work will be permitted only on very strict conditions, considering the difficulty of fulfilling the employer’s far-reaching responsibility for occupational health and safety in the case of remote work. However, one reason to grant permission may be to make it easier for both women and men to combine parenthood and gainful employment.

Permission to engage in remote work is granted by the Head of Human Resources.

The decision in this matter was made by the undersigned Head of the University Administration subsequent to a presentation by Head of Human Resources Staffan Svensson.

Peter Honeth

Staffan Svensson