



DECISION

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STYR 2021/1945

30 September 2021

Vice-Chancellor

Guidelines for remote work for technical and administrative staff

Approved by the vice-chancellor on 30 September 2021 with support of the central collective agreement on remote work, which is based on the European Framework Agreement on Telework.

1. General

Lund University is a campus university, which means that education and research are mainly conducted on campus. Remote work can contribute to efficiency based on the needs of the organisation and employees. It is a possibility for employees that may be applied if it benefits the organisation, when the nature of the duties and the needs of the organisation allow it.

Remote working is neither a right nor an obligation.

2. Definitions

Main workplace

Main workplace refers to the physical workplace at a Lund University building.

Remote work

Remote work refers to work regularly carried out at home, or at another agreed location outside the main workplace, with

satisfactory insurance cover, one or more days per week, within Sweden's borders. Remote work requires a written agreement.¹

Temporary workplace

Work at a temporary workplace refers to the possibility for employees at Lund University to temporarily work at a location other than the main workplace, if the nature of the duties and the needs of the organisation allow it. Temporary workplace is taken to mean the home, or other agreed location, with satisfactory insurance cover.

Oral consent from the line manager is a precondition for a temporary workplace.

3. Application and delimitation

These guidelines apply to employees at Lund University with the exception of those employees included in the current working hours agreement for teaching staff or the local manager agreement.

Temporary work at another location (temporary workplace) and business trips are not covered by sections 4–14 of these guidelines.

4. Scope

The employee is to be present at the main workplace to the extent required by the organisation and duties. Remote work is to be conducted based on the needs of the organisation. The main rule is that remote work is to account for no more than 40% of working hours. If there is a need for a greater scope, this is handled according to a specific delegation procedure.

¹ According to the current template "Remote work agreement".

5. Delegation

Special agreements on remote work may be made by the line manager. Agreements on remote work comprising more than 40% of working hours are made by the line manager's superior.

6. Duties

The employer and the employee are to jointly define the duties that are appropriate for remote work and reach an agreement about how the work is to be reported and followed up. The employer ultimately decides which duties can be carried out remotely, based on the organisation's needs. Duties that entail specific risks are not to be carried out remotely.

7. Working hours and accessibility

Working hours are regulated according to the current flexitime agreement.

Regarding remote work, regardless of where the duties are carried out, the employee is to be accessible during working hours by answering the phone, communicating via email, participating in digital meetings and by otherwise contributing to the facilitation of contacts between colleagues and stakeholders.

8. Equipment and costs

The employer is responsible for technical support and insurance relating to work equipment as well as for damage or loss of equipment and other property belonging to the employer.

However, the employer does not pay for any extra costs that arise as a result of remote work.

This means, for example, that the employer pays for customary costs regarding a business telephone, but not associated costs such as electricity, broadband or wear and tear.

9. Work environment

Remote work sets special requirements on both the manager and employee in order to fulfil responsibilities for the work environment.

The manager is responsible for the work environment relating to the remote workplace according to current work environment legislation and work environment regulations. In order for the employer to fulfil the responsibilities, the employee must share information about the work situation and participate in its management.

The employee is responsible for ensuring the remote workplace is functional, in both physical and psychosocial terms. The remote workplace must also be ergonomic. The design is to be in accordance with the current rules and regulations.

10. Access

If a special reason has arisen, the manager and health and safety organisation are to be granted access to the remote workplace in order to check the design of the workplace in more detail.

11. Insurance

The manager and the employee are jointly responsible for ensuring adequate insurance cover is in place for remote work. The employer is responsible for ensuring the employee is insured against occupational injury. The employer's responsibility for insuring equipment is covered in point 8. The employee is responsible for ensuring adequate home insurance is in place.

12. Security and confidentiality

In remote work, only the tools and communication channels provided by the employer are to be used. A VPN connection is always to be used. The computer is to be protected and it must be ensured that sensitive information is not accessible to outsiders.

The University's rules and recommendations also apply to remote work.

13. Follow-up

Remote work is followed up continuously, in connection with staff appraisals between manager and employee, and in the case of a new agreement on remote working.