



Remote working for TA staff
INFORMATION FOR EMPLOYEES

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Working from home – and remote working

Working from home during the pandemic (up to and including 31 October 2021):

- During the pandemic, public sector employees – on behalf of the government – worked from home to prevent the spread of infection in their workplaces. Working from home during this period did not require a written agreement with the employer (the manager).
- At Lund University, a gradual and adapted return to work with no restrictions relating to the pandemic is underway between 16 September and 31 October. By 1 November, the return to work without any restrictions is to be complete.

Remote working once restrictions have been lifted (as of 1 November 2021):

- As of 1 November, a written agreement with the employer is required for remote working.

LU guidelines for remote working for technical and administrative staff (TA)

- The pandemic has made it necessary to review the conditions for remote working – to meet new needs on the basis of greater experience with working from home.
- On 30 September 2021, the vice-chancellor approved updated guidelines on remote working for technical and administrative staff. The guidelines apply as of 1 October 2021 and replace previous guidelines from 2019.

[The guidelines are available under Rules and Regulations on the Staff Pages](#)

Starting points for the guidelines

- EU framework agreement on telework (2002), central collective agreement on remote working (2005) and vice-chancellor's decision (30 September 2021).
- Lund University is a campus university – education and research are mainly conducted on campus.
- Remote working is neither a right nor an obligation.
- The organisation's needs govern the possibility of remote work.
- The guidelines do not apply to employees covered by the agreement on working hours for teaching staff or managers covered by a local managers' agreement.
- The guidelines do not apply to business travel or temporary workplaces.
- A written agreement on remote working is required between the employee and their line manager with employer responsibility.

Definitions of the workplace

- “Main workplace” – physical workplace on Lund University premises.
- “Remote workplace” – other permanent workplace in Sweden, with complete insurance coverage. Requires a written agreement with Lund University.
- “Temporary workplace” – another workplace for temporary work, e.g. in connection with repairs being carried out in the home, healthcare visits or other similar irregularly occurring circumstances. Requires verbal agreement with the line manager on each separate occasion.

Scope and decision/delegation

- The structure and scope of remote working is decided on the basis of the organisation's needs.
- No more than 40 per cent of working hours. Can be expressed as hours or days (however, does not need to apply to specific days of the week).
- Higher scope is decided by the manager's immediate superior, in exceptional cases.

Written agreement

- Agreements on remote working can be signed and enter into force before 1 November (When the return to activities with no pandemic-related restrictions is to be completed at Lund University).
- One recommendation is that the agreement should apply for 12 months. It can then be followed up at the annual staff appraisal, for example.
- The notice period is one month, for both parties, if the organisation's needs should change, for example.
- The agreement can also be terminated with immediate effect, if it is not adhered to.

[A template for agreement on remote working is available among the forms on the Staff Pages.](#)

Working hours, availability and equipment

- The employee and their line manager are to define together which work duties could be suitable for remote work. Work duties that entail particular risks are not to be conducted remotely. The manager decides, based on the organisation's needs .
- The flexitime agreement applies.
- The same requirements for availability apply as in the main workplace.
- Lund University covers the cost of work equipment (laptop and mobile phone) and is responsible for its insurance.
- Lund Univeristy does not cover the cost of things like broadband connection, its upgrade or wear and tear.

Work environment

- The manager is responsible for the work environment even in the case of remote work (this applies both to technical and administrative staff and to teaching staff).
- The employee must contribute information on their work situation.
- The employee is responsible for ensuring that the remote workplace is functional and ergonomic. In case of problems, the employee is always welcome to return to their main workplace at Lund University.
- The manager and employee are to discuss how to minimise the risks relating to the physical, organisational and social work environment in the remote workplace.
- The manager and the health and safety organisation have the right to access the remote workplace, if there is a particular reason to do so.

Insurance

- Lund University is responsible for insurance against occupational injury.
- Lund University is responsible for insuring equipment (laptop and mobile phone).
- The employee is responsible for ensuring sufficient home insurance coverage. Employees are advised to contact their insurance companies to check what their home insurance covers in the case of remote working using the employer's equipment.
- The above applies both to TA staff and to teaching staff.

Information security

- For remote working, only information-bearing technical equipment provided by Lund University may be used (e.g. laptop, tablet, mobile telephone).
- VPN connection is always to be used.
- Sensitive information is not to be accessible to unauthorised persons.
- Lund University's usual rules and recommendations on IT security also apply to remote working.
- The above applies to both TA staff and teaching staff.

Do you want the opportunity to work part of your hours remotely?

If you are interested in the opportunity for remote work, read the guidelines on remote working and contact your line manager to discuss what opportunities there might be in your workplace.



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