



**LUNDS**  
UNIVERSITET

HR Division

## **Answers to chat questions from the Managers' Forum on 6 October 2021** **Theme: Information about LU's updated guidelines on remote work for TA staff.**

### **Where are the answers to these chat questions published?**

[FAQ for managers, relating to the Covid-19 pandemic \(Staff pages\)](#)

### **Will a relevant information package be produced to be passed on to employees?**

Yes, there is now a PPT presentation for the employee target group, which can be downloaded from the righthand column on the webpage below. The presentation will shortly be translated into English.

[Return to the workplace in autumn 2021 | Staff Pages \(lu.se\)](#)

### **I have staff who would like to work from home, whereas the core activities would prefer us to be on site all day every day. Is the ambition for us to offer remote working to be trendy or should the organisation's needs take precedence?**

In his decision, the vice-chancellor writes that "With the experience of working from home during the pandemic and considering the European framework agreement on telework and the central collective agreement on remote work, the employer wishes to encourage the development of remote work to combine flexibility and security while increasing the quality of work so as to make the most of the opportunities offered by the information society."

The guidelines emphasise that the organisation's needs are to govern the conditions for remote work.

## **WORKING IN ANOTHER COUNTRY**

### **Regarding remote workplaces: many LU employees live in Denmark. Can they not work from home?**

No, they cannot; because Lund University is a public authority, its employees are civil servants who are thereby only permitted to work in Sweden.

**Is it correct that fieldwork is a research trip and not remote work?** From a labour law perspective, there are only two staff categories: TA staff and teaching staff.

Work can be conducted in the form of business travel, which is distinct from remote work. The guidelines for remote work do not apply to business travel.

## **INSURANCE**

**As I understand it, an ordinary home insurance policy provides sufficient insurance coverage. Is that correct?**

An employee who is to work remotely from home and signs a written agreement on this with LU is responsible for ensuring that they have full insurance coverage. It is therefore advisable for the employee to contact their insurance provider to ensure that any damage or injury is covered by their current policy.

**What about holiday homes? They are usually covered by holiday home insurance rather than full home insurance.**

The individual employee is to contact their insurance provider and make sure their coverage is sufficient.

**If the employee is working from home temporarily (waiting for a tradesperson), what rules apply regarding insurance?**

The same rules apply to insurance regardless of whether it is temporary work from home or remote working. The only difference is that no written agreement is required for a “temporary workplace”.

**Does the employer’s insurance apply to hypothetical damage or injury in the home workplace (at the desk)?**

The employer’s personal injury insurance applies to injuries sustained while carrying out the work. When the employee is in the main workplace, all events that occur on site are considered as happening in the context of work. When the employee is working elsewhere, the insurance provider will conduct an assessment as to whether the damage or injury occurred in the exercise of work duties, which implies a stricter interpretation. The insurance provider takes the decision on insurance claim settlements in case of damage or injury and the employer cannot influence this decision.

**Do employees need to be registered as resident in their remote workplace, or can their manager approve them working regularly in someone else’s home?**

Being registered as resident in the remote workplace is not a requirement, but it can be difficult to obtain complete insurance coverage without being resident at the address. Insurance coverage is the essential factor.

**TEMPORARY WORKPLACE**

**How long can a “temporary workplace” be considered temporary?**

Temporary means sporadic single days, due to visits by tradesmen, parent-teacher meetings at school, healthcare appointments. Light cold symptoms also justify a temporary workplace and may concern more than one day.

**If an employee has light symptoms indicative of Covid-19 and therefore wants to work from home, that would be temporary but could still last several days. Is the situation covered by the principle of a “temporary workplace”?**

Yes.

**SCOPE**

**What special circumstances could justify working remotely for more than 40 per cent of total working hours?**

That is a question that each unit must answer. The guidelines are designed to cover all activities within the entire University. For this reason, there must be a margin for making exceptions. The main principle is formulated as it is because Lund University is campus-based.

**"May refer to hours or days" – is it not sufficient to state a percentage in the agreement?**

A stated percentage is sufficient, but there may be an organisational need to specify how it is distributed.

**Up to 40 per cent (= 16 hours): does that mean that an employee can work a shorter day at the office (e.g. 5 hours at the office, 3 hours at home?)**

As the scope is stated in a percentage, an individual scheduling of the hours is possible.

**How long do you recommend that the agreement should apply before being up for renewal? What is a reasonable period of application for an agreement?**

Our recommendation is 12 months. Then the agreement can, for example, be followed up in connection with the annual staff appraisal.

**Must the employee work set hours/days in the workplace or at home, e.g. Mondays and Wednesdays remotely every week, or can they schedule flexible hours that vary from one week to the next?**

The individual agreement is set between the manager responsible and the employee and, the organisation's needs permitting, the schedule may be flexible.

**If I work a certain amount of time from home now during the month of return to work, do I need to sign this agreement now?**

No, during the period of return to work up to and including 31 October, you do not need to complete and sign an agreement.

## **EQUIPMENT**

**"The same requirements for availability"; does that mean that TA staff must forward their work phone calls to their home landline, or should they really have a mobile work phone (which may constitute an additional cost)?**

The employer is to provide the equipment required to carry out the work. It may be possible to ensure availability by enabling digital contact. Private telephone numbers are not to be used, either for direct telephone calls or for forwarded calls.

**Does the employer equip both the main workplace and the home workplace in case of remote working (i.e. extra screen, chair, printer, lighting, etc.)?**

No, the employer has no obligation to provide double equipment. A fully equipped workplace is offered on University premises.

**Will LU decide to provide mobile phones to all employees and remove all landlines? Or are Teams calls sufficient to ensure the same availability? This is not the case for external calls.**

This is a matter for each organisational unit to address.

**For example, study advisors who have official telephone contact hours and want to be available even outside those hours cannot be reached by students via Teams, so they need a telephone.**

The organisation's needs determine what equipment is necessary, and thereby the organisational unit must respond to this type of question.

## **WORKING HOURS**

**Is there any discussion about increasing the range of the flexitime agreement to enable employees to take public transport outside of rush hour traffic?**

In order to enable TA staff who must work on campus to have greater chances of avoiding the rush hour on public transport, the University and the employee organisations agreed in 2020 to offer these employees the opportunity, in dialogue with their line manager, to agree on different working hours to those specified in the flexitime agreement. This agreement applies throughout 2021 and is based on the increased risk of infection associated with taking public transport during the rush hour.

- [Read more about working hours at the Staff pages.](#)

## **INFORMATION SECURITY**

**Why are we to use the VPN connection during every work session?**

That is the instruction that applies to any work outside the internal network.

**Although the remote working agreement states that employees are to protect their computer and ensure that sensitive information is not accessible to unauthorised persons, is it an additional advantage to have a confidentiality agreement?**

The same rules apply in the main workplace and to remote working. A confidentiality agreement will make no difference, as it is a question of unauthorised persons potentially having access to the remote workplace in a way that does not occur at the main workplace, and that employees therefore assume a greater responsibility.

## **SICK LEAVE AND AT-RISK GROUPS**

**What applies to employees who are on partial sick leave?**

The guidelines apply to all TA staff. It is difficult to give a general answer to this question, for example if some special adaptation would be needed for the work environment of an employee on partial sick leave. Contact your local human resources coordinator for support in each specific case.

**If you belong to an at-risk group and your doctor recommends that you work from home due to the risk of infection, do you still have to use the written agreement?**

Yes.

## **THE REMOTE WORK ENVIRONMENT**

**Does this mean that it is compulsory for the agreement to be followed by a documented risk and impact assessment?**

A risk and impact assessment is always to be conducted before any change, but also in ongoing activities, e.g. individual work duties, laboratory exercises, equipment or when an incident or accident has occurred. It is part

of the systematic work environment management and the manager in charge of human resources is responsible for ensuring it is done, together with the health and safety representative.

- [Read more about work environment risks on the HR website.](#)

### **Is the risk and impact assessment to be registered every time it is updated? Or only the first time?**

A risk assessment is not a static document but must be regularly revised to be kept up to date. The risk and impact assessment is also an official document and must thus be registered. The situation is to determine for example whether the updated measures in the action plan are so extensive that a new document is to be entered into the registry.

### **All the documents to be written and registered form an enormous workload – has anyone run a risk assessment on that? Workload is after all the main cause of illness in the workplace.**

No risk assessment has been conducted on what will happen if we do not comply with the Work Environment Act. The LU-wide risk assessment conducted before return to campus in autumn 2021 highlighted the risk of unreasonably heavy workloads for managers and support functions.

- [Read more on the HR website about how to conduct a risk assessment](#)
- [Read more about Systematic Work Environment Management \(AFS 2001:1Eng\), provisions – on the Swedish Work Environment Authority's website](#)

## **WRITTEN AGREEMENT ON REMOTE WORK**

### **Is there a template for agreements on remote work?**

The template is available on the Staff pages, among the pages for HR forms and templates:

- [Staff forms and templates | Staff Pages \(lu.se\)](#)

### **How is the agreement to be registered?**

Agreements on remote work are to be registered in the P series, case type 2.2.2.3. Use the categorisation template “Remote work (agreement)”. Remember to enter the employee as the counterparty to the agreement. One case per individual and agreement is to be registered. Thus the case can be closed as soon as the agreement is registered in the case. Use the document type “Agreements”. Any notice given on an agreement on remote work is to be registered in a new case in the same series and case type. Use the categorisation template “Remote work (termination of agreement)”.