



**LUNDS**  
UNIVERSITET

Vice-Chancellor

## **Lund University's regulations on secondary employment**

*Approved by the vice-chancellor on 10 January 2019*

With the support of chapter 2, section 5 of the Higher Education Act (1992:1434), Lund University adheres to the following regulations.

### ***Background***

Secondary employment is any assignment, employment or other occupation that an employee engages in alongside their regular employment at the University. The main rule is that employees dispose of their leisure time as they wish and that secondary employment is permitted. However, pursuant to legislation and collective agreements, some types of secondary employment are prohibited on the grounds that they damage credibility, interfere with work duties or represent competition. Regarding universities and higher education institutions there are special rules on secondary employment involving research and development (R&D). These rules exist to increase the University teaching staff's opportunities for external engagement to the benefit of society. However, the secondary employment is not to be such that it might compromise the credibility, scope or quality of the public authority's activities. Secondary employment is to be assessed in accordance with these regulations. Memoranda and checklists are available on the University website as support in the assessment of whether secondary employment is permitted or not. Secondary employment is always to be clearly separate from the work carried out as an employee.

### ***Regulations***

#### ***Overall assignment***

Human Resources is responsible for providing support material for the assessment of secondary employment. Human Resources is also responsible for ensuring that information is available on the obligation to report secondary employment as well as the reporting process for employees. Human Resources issues a reminder via newsletter/equivalent on the obligation to report secondary employment. Human Resources is responsible for following up to ensure that secondary employment is reported in accordance with the relevant rules and regulations.

#### ***Information***

In connection with a new appointment the line manager is to provide information on the regulations concerning secondary employment. An annual reminder on the obligation to report is to be issued, preferably in connection with the staff appraisal.

#### ***Reporting***

All teaching staff and managers covered by the local agreement on managers are to annually report on whether or not they are engaged in secondary employment. Any

secondary employment is to be described in such a way that enables an assessment to be made on whether or not it is permitted. A new report is to be made as soon as the employee plans to accept or accepts new secondary employment or when the scope or nature of reported and approved secondary employment changes.

Other employees only need to report secondary employment if requested to do so by their manager. In such cases, there must be a reason for the request, either with reference to the way in which the employee carries out their regular work duties or if the requirement for objectivity and impartiality is particularly important in the exercise of their work duties. This can be the case if working with procurement or in other situations where there is close cooperation between the employee and suppliers of goods or services. The employee is responsible for not having secondary employment that damages credibility.

All reports relating to secondary employment are to be registered in the stipulated support system.

#### *Assessment*

The following officials are responsible for the assessment of secondary employment.

The vice-chancellor assesses secondary employment that is reported by the managers covered by the local agreement on managers, pro-deans appointed by the vice-chancellor and officials reporting directly to the vice-chancellor.

The person appointed by the vice-chancellor to assume responsibility for the University's specialised centres (USV) assesses secondary employment reported by heads/equivalent within USV as well Lund University's cultural and public centres (LUKOM).

At the faculties, the department heads assess secondary employment reported by department employees in consultation with the dean. The dean assesses secondary employment reported by the faculty's department heads, vice dean/s and by the head of the faculty office. The head of the faculty office assesses secondary employment reported by faculty office staff.

At USV, LUKOM and MAX IV, the head/equivalent assesses reported secondary employment in consultation with the respective chair of the board/ equivalent.

Within the central administration, the division manager/equivalent assesses secondary employment reported by employees within the respective division in consultation with the HR director. The university director or deputy university director assesses secondary employment reported by the division managers who are not covered by the local agreement on managers.

Each assessment of secondary employment is to be justified. The assessment is always to be objective, which is why the person responsible prior to each assessment is to take into account the Administrative Procedures Act's regulations on conflict of interest. If there is a risk of conflict of interest, the assessment is to be conducted by a superior function. In the assessment of secondary employment, the employee's need for integrity is to be taken into account, which means that information requirements are restricted to what is necessary for a correct assessment.

The assignment of assessing secondary employment cannot be further delegated.

*Appointment of contact persons*

Each faculty/equivalent is responsible for appointing a contact person who is to assist the managers in the handling of employee's secondary employment. The contact persons' names are to be registered with Human Resources.

*Decision on the cessation of secondary employment*

In those cases where secondary employment is judged to be prohibited *and* the employee has not responded to the request to cease their secondary employment, the manager responsible<sup>1</sup> is to make a decision in writing that the employee is to cease their secondary employment. The faculty's contact person for secondary employment is to be consulted before such a decision is made. Any negotiation obligations pursuant to the Employment (Co-Determination in the Workplace) Act are to be taken into account.

*Entry into force*

These regulations enter into force on 1 February 2019 when the previous regulations (reg. no STYR 2015/1015) cease to apply.

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<sup>1</sup> See regulations on allocation of decision-making powers and the right to sign agreements at Lund University.