Guidelines for remote work for technical and administrative staff

Approved by the vice-chancellor 2 May 2019

Section 1. Definitions

Remote work
Remote work refers to work that is carried out regularly on one or several days per week in the home or other agreed upon location outside the ordinary place of work. Remote work requires a written agreement.¹

Flexible workplace
A flexible workplace refers to the possibility for employees at Lund University, if the work duties and requirements allow it, to temporarily work in a location other than the ordinary place of work, for example from home. Working in a flexible workplace requires verbal agreement from your line manager.

Section 2. General
Remote work shall be used restrictively as it carries with it difficulties for the University as an employer to fulfil its work environment responsibilities. However, remote work may take place if it is in the interest of the organisation and the employee.

To work remotely is never an obligation; however, it is not a right either. Remote work shall be seen as an option if the nature and requirements of the work duties allow it and the employee has a legitimate interest in working this way.

Section 3. Implementation and limitation

¹ In accordance with the current template “Agreement on remote work”. 
These guidelines apply to employees at Lund University with the exception of employees covered by a local agreement on working hours for teaching staff or a local agreement for managers. Temporary remote work (flexible workplace) and business travel are not covered by sections 4-14 of these guidelines.

**Section 4. Delegation**
Individual agreements on remote work may be approved by the dean or equivalent or the university director, with the possibility to sub-delegate to an individual with suitable expertise and responsibility.

**Section 5. Work duties**
The employer and employee shall jointly define the work duties that are appropriate for remote work and the goals for these as well as reach an agreement on how the work is to be reported and followed up. It is the employer who takes the final decision on which work duties can be carried out remotely. Work duties that involve specific risks may not be carried out remotely.

**Section 6. Working hours and availability**
Working hours are regulated in accordance with the current working hours agreement. When working remotely, the employee must be available via telephone and email, unless otherwise agreed.

**Section 7. Extent**
Remote work should not take place more than one day per week and is to be scheduled so that the employee can attend meetings in the workplace.

**Section 8. Equipment and costs**
The employer is responsible for any necessary installation, technical support and insurance of equipment needed for work and damage or loss of equipment or other items belonging to the employer. However, the employer is not responsible for any additional costs that arise as the result of working remotely. For example, this means the employer is responsible for ordinary telephone costs that arise as the result of work-related telephone calls but not associated costs such as, for example, broadband or wear and tear.

**Section 9. Work environment**
The employer and the employee are jointly responsible for the work environment in the remote workplace in accordance with the current work environment act and work environment regulations. The employee is responsible for ensuring the design of the remote workplace is satisfactory and compliant with current regulations.

**Section 10. Access**
When necessary, the employer and the health and safety organisation shall be given access to the remote workplace for inspection of the design of the workplace.

**Section 11. Insurance**
The employer and the employee are jointly responsible for ensuring there is sufficient insurance covering remote work. Among other things, this means that the employee is insured for workplace injury and it is the employee’s responsibility to ensure that there is sufficient home insurance.

Section 12. Security and confidentiality
The employee is responsible for the management of data security in accordance with the University’s guidelines and that the level of security in the remote workplace is equivalent to that at the ordinary workplace.

Section 13. Follow-up
Remote work is to be continually followed up, in conjunction with staff appraisals between the employer and employee, and in cases where a new agreement on remote work is drawn up.

Section 14. Entry into force
These guidelines enter into force on 2 May 2019 and replaces the decision on working from home/remote work (Reg. no IF9 432/2001).