



LUND
UNIVERSITY

DECISION

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24 April 2015

Reg. no STYR 2015/418

University Director

Guidelines on the remuneration for work at Lund University

Background

Lund University is *one* employer, and remuneration for work is to be paid through the University's payroll system. Occasionally, an employee of a particular unit will perform work for another unit. The following guidelines refer to how such work is to be planned and remunerated.

Remunerations may never be paid to employees' private businesses.

The collective agreements on salaries and benefits, as well as the agreements on working hours for teaching staff at Lund University, state that the planning of the annual working hours is to take place in consultation with the teaching staff member in question, based on the remit of the higher education institution, the requirements and financial conditions of the organisation, and on a holistic view of the work duties and work situation of the teaching staff member. The planning is to be documented in a duties plan. From a work environment and staff management perspective, it is important that the planning of working hours takes place also with regard to other positions.

Decision

The following guidelines shall apply when deciding on an employee performing work somewhere within the University other than at their usual place of work (organisational placement). 'Manager' refers to the head of department or equivalent official.

- 1) Any agreement must be preceded by a consultation between the involved managers and the employee. The agreement is to be documented.
- 2) The manager of the unit at which the employee holds their organisational placement determines if the work duties can be considered part of the already established plan or, if this is not the case, whether it will be sufficient to redistribute the work duties within the scope of the plan. For teaching staff, changes to the duties plan may become necessary and are to be made in consultation with the teaching staff member concerned. If it is not possible to redistribute the work duties, rules on additional hours/overtime can be applied. Additional hours and overtime are to be paid for by the department of the employee's organisational placement.
- 3) The manager of the unit/department at which the employee holds their organisational placement is responsible for the internal invoicing of the other unit/department, or for ensuring that a certain part of the appointment is paid for by the organisation at which the employee is performing temporary work.

This decision was made by the undersigned university director after a presentation by employment lawyer/assistant head of human resources Kristine Widlund, and replaces the decision of 2 July 2002, reg. no F1 847/02.

Susanne Kristensson

Kristine Widlund
(Human Resources)

Copy to
All faculties
All administrative divisions
Specialised centres (USV) via Anita Nilsson
Secretary of the University Director