



**LUNDS**  
UNIVERSITET

University Director

DECISION

15 October 2019

STYR 2019/1646

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**Procedure for the annual reporting of secondary employment for teaching staff and for managers covered by the local agreement on key management positions**

**Approved by the university director on 15 October 2019.**

According to Lund University's regulations on secondary employment, all teaching staff as well as managers covered by the local agreement on key management positions are annually to submit a report on whether or not they have secondary employment.

Each case of secondary employment is to be reported and assessed separately. If the employee has more than one position, every case of secondary employment is to be reported to each manager.

*Report*

All teaching staff<sup>1</sup> and managers<sup>2</sup> shall during the first quarter of each year, on request from the faculty/equivalent, report on whether or not they have secondary employment. Each case of secondary employment is to be described in a way that makes it possible to assess the activity. The same applies to secondary employment that the employee intends to engage in during the year. The report is to be registered by *31 March* every year.

Changes in previously reported secondary employment or newly acquired secondary employment are to be reported *as soon as possible*.

All newly employed teaching staff and managers are to submit a report at the earliest opportunity, but no later *than one month* after taking up the position.

*Assessment and decision*

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<sup>1</sup> Lund University's teaching staff categories are stated in the current Lund University Appointment Rules.

<sup>2</sup> These procedures refer to the managers covered by the local agreement on key management positions. This currently comprises the deputy vice-chancellor, pro vice-chancellors, university director, head of human resources, head of finance and the deans of the faculties.

All secondary employment covered in the annual procedure for teaching staff and managers is to be assessed<sup>3</sup> by 30 April. Any decision that an employee is to discontinue secondary employment is also to have been taken during this period.<sup>4</sup> The faculty/equivalent is to have clear procedures for prompt assessment and decision-making concerning discontinuation within the timeframe.

In accordance with the regulations, the assessment of reported secondary employment is to be made by the line manager in consultation with the supervising manager. The consultation is to ensure that the faculty/equivalent has assessed the reported secondary employment in accordance with the University's regulations, which aim to maintain the general public's confidence in the public authority. The faculty/equivalent can determine the consultation procedure to be followed and if the head of department is to be given the authority to assess, for example, uncomplicated cases. The completion of the consultation procedure is to be certified by each department/equivalent drawing up a *Sideline* report in Primula, which is signed by those with responsibility for the assessment by 30 June and 31 December respectively.

#### *Annual follow up*

The faculty/equivalent is to follow up that teaching staff report secondary employment and that all reported secondary employment is assessed objectively with a justification and that the procedures above are followed.

Each year in the second quarter, Human Resources is to produce a register of all teaching staff and managers who have not fulfilled their duty to report. Human Resources is also to carry out spot checks and the results of conducted spot checks as well as the above-mentioned register are to be submitted to the university director.

The university director proposes, after a dialogue with the central administration's management group and the vice-chancellor, the measures that need to be taken due to the results of the follow up.

This decision was taken by the undersigned university director after consultation with a representative of Lund University's students' unions and after a presentation by Viktoria Järnegren. Kristine Widlund also participated in the processing of this matter.

Susanne Kristensson

Viktoria Järnegren  
Human Resources

Copies to:  
All faculties  
All divisions  
USV, LUKOM, MAX IV  
Secretary to the university director

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<sup>3</sup> Lund University's regulations on secondary employment state who is to conduct the assessment.

<sup>4</sup> Lund University's rules on the allocation of decision-making powers state who is to make such decisions.