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INFORMATION FOR EMPLOYEES A-Z

This document has been compiled to give new and old employees a survey of the terms of employment, benefits and obligations effective at Karlstad University. More information is available at the inserted links in the text to Inslaget, Karlstad University’s Intranet. Inslaget also includes information about your contact person and news concerning the employment area. If you have questions about the terms of your employment or need further information about a certain issue do not hesitate to contact us at the Human Resources Office.
Address
Visiting address: Universitetsgatan 2
Mailing address: Karlstads universitet
651 88 KARLSTAD
Phone switchboard: 054-700 1000
Web address: www.kau.se
Intranet: www.intra.kau.se

Additional parents’ allowance
Additional parents’ allowance is paid out at a sum equivalent to 10% of the daily pay for the days that parents’ allowance is beyond the guaranteed level. In order to receive the additional allowance, the certificate of payment from the Social Insurance Agency must be turned in to the salary officer.

Alcohol and drugs
The University is an alcohol and drug free workplace. This means that employees must not be under the influence of alcohol or drugs during working hours. The current policy is available under the on the HR web page.

Annual income statement
The salary specification for December also serves as the income and preliminary tax statement for the whole year. The annual income statement can be printed out from the employee self-reporting programme.

Change of address
Change of address and name should be reported to the respective department secretary, to the switchboard and to the HR Office by way of the self-reporting system.

Computer glasses
Employees who suffer from eyesight problems when working with computers are provided with special glasses on request. Protective glasses for laboratory work are also provided. Contact HR for requisition and information.

Doctoral students
According to the Higher Education Ordinance doctoral students do not belong to the teacher category. Some employment terms are, however, identical. Doctoral students’ wage rates are not individually set but work according to a local agreement of a four-step ladder. Doctoral students’ working time is not regulated but based on an annual workload, as for teachers. Vacation rules are also the same as for teachers, i.e. vacation normally starts on the first Monday after Midsummer. Doctoral students are not required to report their vacation via the web-based employee self-reporting system. For more information, go to the HR web page.

Karlstad University makes use of a self-reporting system. To access the program go to the university’s intranet. There you will also find a manual with instructions for the user. Employees log in to the program with their CAS (NetID) and password. If you do not know your log in contact the IT department.
HUMAN RESOURCES

The following should be reported in the self-reporting system:

- Application for leave of absence
- Application for vacation (non-teaching staff)
- Reporting absence (for no longer than 7 sick days)
- Official journey (domestic and abroad)

Employment benefits
As an employee at Karlstad University, you can take advantage of a range of benefits from fitness training to glasses for work. In the menu at Inslaget, you will find the various benefits you are entitled to, together with information on how to claim them.

Glasses for work
There are two different types of glasses which you as an employee are entitled to:

Terminal glasses
Under the ordinances of the Swedish Work Environment Authority [Afs 1998:5], employers are to ensure that employees who normally work in front of a monitor or screen for more than an hour during the course of a working day receive terminal glasses. Requisition order forms are available from the personnel office, but you need to make an appointment yourself with the optician, who must in turn have an agreement with the University. Before your appointment, you will need to measure your normal sitting distance from the screen. The agreement with the optician allows for standard frames. Should you choose a dearer frame or want treated lenses (such as, for example, an ant reflective coating), you will need to cover the difference yourself.

Protective glasses
If you work in a laboratory or undertake grinding/polishing of any sort, including dental work, then you should use protective goggles. In certain cases, it may even be necessary to have goggles with specially made lenses. The same arrangement and routines apply as for terminal glasses.

Lunchtime on-campus exercise classes
The university offers free lunchtime exercise classes on campus through KAUIF. Participation requires neither booking nor any particular sporting skill. The classes are designed so that each person can exercise according to his or her ability.

Massage
KAUIF offers a half-hour classic office massage for SEK 150. These massages are for the back and neck and are not intended to be any form of treatment. If you have back or neck pain as a result of work, you may turn to our occupational health care provider, Previa. Employees should not undertake massages when they should be at work and may not count massages in their allotted health and fitness hour.

Massages are held in room 1B 231. To book a time for a massage, go to Bokningslistorna (booking lists). New booking lists are released every Monday at noon and give times for the following week. Payment is made directly.

If you cannot make your appointment, you must cancel it by 12 noon the working day before to avoid being charged for the session. You may send your cancellation notice to david@kauif.se

In case of illness, a massage booking may be transferred to a colleague. KAUIF does not handle such transfers; these must be organized directly by those involved.
Employment security
Karlstad University follows the regulations on employment security stipulated in laws, ordinances and agreements. Contact the HR Office if you have questions, or go to Inslaget for information.

Equality and Diversity
The vice-chancellor has the overall responsibility for policies and efforts concerning equality and diversity with delegation to the faculty deans, the university administration and central services and the library director.

The deans and the administrative management are responsible for pursuing goal-oriented and systematic activities to promote equality and diversity in their domains. All efforts take place in conjunction with the employee unions and the student union.

Fire protection
Every employee should know
- where the nearest fire extinguisher is placed and how to use it
- where the nearest evacuation plan is displayed
- evacuation routes
- measures to be taken in case of fire
- how evacuation is organised
- the assembly point in case of evacuation

Students should be informed of the evacuation plans at course introductions.

Fixed-term employment
Employment that is not permanent is fixed-term employment (also hourly paid employment) and has a fixed final date. The employment is terminated without the need of the standard notice from either party. Fixed-term employment, however, can also be renewed/prolonged.

Most local agreements and policies also apply to fixed-term employees.

The HR Office can answer all your questions on the labour law regulations pertaining to fixed-term employment, or go to Inslaget.
Health promotion

Through its health promotion policy, Karlstad University aims to encourage its entire staff to participate in healthy activities. We do this by offering a free gym hour during lunch three days a week, subsidising health activity costs and for staff with fixed working hours, providing one hour of health promotion a week. For more information about the options you are offered as an employee, see the health promotion at Inslaget. Health promotion

Employees are free to choose where to do their physical activities and the University will subsidise 50% of the cost of a training card at an optional facility. The subsidy’s maximum amount is 1500 SEK per calendar year and does not apply to membership fees of clubs or societies. To claim the subsidy you send a written receipt and copy of your training card to your salary officer.

Many sport facilities have decided to offer university staff reduced fees. KMTI, SATS, Livskraft, KAUIF and nJoy are just some of them. In order to receive a price reduction, bring a form signed by the HR office to the gym that verifies that you are employed. This form is to be found on Inslaget.

Health care services

Karlstad University has a health care partnership agreement with Clarahälsan in Karlstad and Avonova Hälsa in Arvika, on medical, technical and psychosocial health care services. They offer the services of doctors, nurses, physiotherapists, behavioural scientists and safety engineers. Clarahälsan is to focus on preventive efforts relating to risks in the working environment. Staff is referred to public health care institutions for treatment of non-work related illnesses. Every employee is free to contact Clarahälsan. The nearest supervisor should be informed about your health care needs. Requests to Clarahälsan for major efforts or working environment surveys must be made by a head of department or the HR director.

Fifty-five plus health profile check-up

Employees older than 55 are offered one opportunity for a health profile check-up. The check-up includes several medical tests and a questionnaire on work, health and lifestyle. The results will form the basis of an individual action plan.
Clarahälsan Karlstad
Visiting address: Regementsgatan 19 653 40 Karlstad
Nurse Lena Pallin: Phone 054-22 17 16
Switchboard: 054-22 17 00

Avonova Hälsa Arvika (via Clarahälsan)
Visiting address: Kyrkogatan 14A 671 32 Arvika
Nurse Helene Bolinder Hansson
Phone: 0570-74 77 43
Switchboard: 0570-74 77 40

Insurance
Staff at Karlstad University is covered by the insurance policies listed below.

Occupational accident insurance
If you are injured at work or travelling to or from work, you are entitled to reimbursement under the occupational accident insurance. The insurance covers all employees. Note that this insurance and the PSA insurance below do not cover accidents or injuries during holidays or compensatory leaves.

Occupational injury insurance (PSA)
The occupational injury insurance PSA applies to all employees in the public sector who are injured at work. PSA can reimburse costs during the duration of the illness and if the injury causes permanent invalidity.

Business travel accident insurance
Employees at the university or persons commissioned by the university are covered by the Swedish State Business Travel Insurance for domestic and international travel. For international travel on official duties the insurance also applies during interruption of travel due to vacation or leaves of absence at a place other than the traveler’s regular place of activity. The university has an agreement with the Chamber of Commerce regarding travel insurance. Contact the Chamber of Commerce for details about insurance terms. Salary consultants issue the Insurance Card.

Always take your insurance card with you on international travels! It is particularly important to have the card when travelling outside of the Nordic countries and the EU. Make sure that the card is valid.
The European Health Insurance Card issued by Försäkringskassan facilitates healthcare provision within the EU.

URA-insurance
This insurance is for employees stationed abroad. An “Agreement on overseas contracts and guidelines for employment conditions for service abroad” (URA) is always signed by the employer before the URA insurance is taken out by the agency for government employees. It applies all over the world. Contact the Chamber of Commerce for details about insurance terms.
Health care insurance for non-Swedish citizens (GIF)
Karlstad University has taken out health care insurance for non-Swedish citizens (GIF) for the following categories: international guest teachers, guest researchers, employees, scholarship visitors, admitted international students and PhD students from a country without healthcare agreement with Sweden. Contact the Chamber of Commerce for details about insurance terms.

Intranet/Inslaget
Karlstad University gives information to all its employees via the Intranet called Inslaget, accessed at www.intra.kau.se.

Keys and access card
Keys and access cards are issued by Janitorial Services at their reception in 1A 352. Their staff can be reached at the e-mail address ts@kau.se. Access cards for entry and exit after closing are issued by the Faculty on request.

Leave of absence
In addition to taking a leave for vacation, parental leave etc. employees are permitted to go on leave for other reasons.

Among the types of unpaid permitted leave that are granted to all employees on the labour market are study leave, leave for employee union representatives, dependant care leave, and the right for immigrants to attend Swedish language instruction. Leave of absence can sometimes qualify for social insurance benefit.

Employees are granted permission to go to a Doctor’s appointment and to the dentist for emergency treatment on paid time as well as to attend a next-of-kin’s funeral, to move house, to graduate, or to sit an exam.

Unpaid leave can be granted also for other reasons.

At Karlstad University the types of leave are divided into four different categories:
- Parental leave
- Vacation leave
- Sick leave
- Other leave

Remember that leaves must be reported in the Egenrapporteringen/Primula [Self-reporting system]. The form Semester- och ledighetsansökan [Request for vacation and leave of absence] can be used if you are on leave without access to Self-reporting/Primula.
Notice
Notice of termination of employment must be written. The following minimum periods of notice apply to employees with permanent appointments.

Employer notice period
The period of notice depends on the length of employment, for instance, 1 month if the employment period is less than 1 year. The period of notice can be extended up to 12 months if the notice was given due to shortage of work.

Employee notice period
Length of employment Minimum notice period
Up till 1 year 1 month
More than 1 year 2 months

Occupational injury and incidents
If you are injured at the workplace or on the way to or from work you can receive compensation from the occupational injury insurance. Read more about it at forsakringskassan.se Occupational injuries should be reported as soon as possible to the nearest supervisor and to HR. The required forms are available on Inslaget.

Also incidents should be reported. An incident is an event that, at worst, can lead to illness or accident with personal injuries. Special forms for making an accident and incident claim are on Inslaget.

Parking
Parking areas are located south and east of building 21, outside and north of building 11 towards Frödingshöjd. Note that most parking areas are subject to charge. Monthly and weekly parking cards can be purchased in the parking meter for the parking lot east of building 21. Parking outside the marked parking slots will be penalized. Cars can be parked outside a building for loading and unloading (max 15 minutes).

Pay policy
The university practices individual pay-setting. Guidelines for pay-setting are specified in Karlstad University Pay Policy as are pay-setting criteria and the dialogues required in the process. For more information on pay policy and other documents, go to Inslaget / Employment /Salary.

Pay increase on formal promotion of teaching staff
The Licentiate and Doctor's degrees and promotion to Associate Professor/Fellow/Docent are considered significant steps in the teacher's academic development. That is why Karlstad University has a local agreement on pay raise for teachers with a standard sum from the month subsequent to the issue date of the degree or promotion decision. The new salary will be paid when the certificate or promotion decision has been presented to the salary officer at the HR Office.
Rehabilitation
Karlstad University carries the main responsibility for occupational rehabilitation aiming at reinstating the employee. This applies irrespective of whether the cause of the illness or injury is due to work or not. In accordance with work environment legislation and the National Board of Occupational Health and Safety, the employer must offer organised adjustment and rehabilitation activities at the workplace. Karlstad University has an obligation to invest in early and active rehabilitation.

Retirement
The normal age of retirement is 65, but employees also have the right to stay on till they are 67. The pension consists of three parts: public pension, income pension and private savings. The Pensions Agency guarantees by law a basic protection, the public pension. Your employment provides supplementary protection in the form of income pension. The National Government Employee Pensions Board (SPV) administers the income pension, Kåpan and other benefits in the public sector. You can also choose to increase your pension through private insurance, e.g. Kåpan plus. The agreement on part pension plans applies to all public employees and stipulates that you can draw part pension from the age of 61 under certain circumstances. The employer must approve such a request. The application should be submitted to the HR Office six months prior to the retirement date. Read more about pensions at www.spv.se.

Salary payment
The salary is paid monthly to a private Nordea account. The money is available on the 25th of every month at the earliest with some exceptions connected to holidays. Advance payment of salary is not practised. Salary specification is available via the self-reporting system a day or two before the day of payment. Money transfer to another bank or account can be arranged by the banks concerned on the employee’s own request. Karlstad University cannot arrange money transfer. Nordea Internet customers can receive their salary specification electronically if requested. All the information for payment such as overtime, leave, tax reduction etc must have reached the HR Office no later than the 10th of every month for payment on the 25th of the same month.

Sick-listing
Employees are obligated to report sick leave immediately to the appropriate person in the department. The contact person notifies HR, the switchboard and the immediate supervisor. Sick-listing not exceeding 7 days should be reported in the employee self-reporting system on return to work. Sick-listing exceeding 7 days requires a Doctor’s certificate, which is turned in to the HR salary officer.
When an employee has been sick-listed for more than two weeks, the employer reports this to the Försäkringskassan. From day 15, the Försäkringskassan pays sick benefit.
Sickness benefits
Employees are reimbursed for medical care, physiotherapy, hospital care and pharmaceutical products in the following cases:

- medical care – only sick care (not preventive measures such as health examinations or vaccinations)
- hospital care
- physiotherapy – administered by a licensed physiotherapist in public healthcare
- pharmaceutical products—only discount prescription drugs are reimbursed; the pharmacy receipt displays your actual expenses.

Sideline occupation
Sideline occupation refers to professional activities pursued in addition to employment at Karlstad University. The additional work can be other employment, a commission, or private business. Karlstad University takes a positive attitude to sideline occupations relating to research and development projects or appointments that for some reason cannot be incorporated into its organisation, on the condition that the sideline activity is pursued in accordance with current regulations and the university policy on sideline occupation.

The employees must, on their own initiative, report sideline occupations to the employer in the self reporting system.

Sideline occupations are not permitted in three cases:

- the sideline obstructs work (work-obstructing sideline)
- the sideline competes with the university’s activities (competitive sideline)
- the sideline can affect public trust in the university (trust-undermining sideline)

Societies
The University Arts Society: Johanne-Sophie Selmer, president ext. 1736

Tax sheet
New employees must hand in a preliminary tax sheet to the HR Office. Persons employed by the university prior to 1 November of the previous year are not required to hand in a tax sheet since this information is then available via a central register. Special notification of tax reduction received during the year must be handed in to the HR Office.
Trade unions
Karlstad University has collective agreements with three employee unions:

- OFR Tony Ingemarsson (Lärarförbundet) contact person LF ext 1404
- Denita Gustavsson (ST-ATF), chairperson ST ext. 1434
- SACO Mats Nilsson, chairperson ext. 2188
- SEKO Joakim Carlsson, ombudsman SEKO Örebro

Travel
Karlstad University strives to maintain and establish national and international contacts, which means that travelling is an integral part of university activities.

Employees are reimbursed for costs incurred on official business travelling. Salary supplements and parts of the expense allowance are taxable. Travelling expenses should be claimed and account-coded via the employee self-reporting system/Primula; any receipts should be scanned and sent directly to your salary officer. The travel expense report is then sent digitally to your supervisor for authorisation.

Travel booking
Karlstad University has an agreement with the travel agency VIA Egencia.
Phone: 08-555 23 760
Opening hours: weekdays 08-17
24-hour service: 08-555 23 760
Homepage: VIA Egencia

Vacation
The calendar year is the basis for accrued vacation and vacation leave must be taken in that year.

The number of days that employees are entitled to varies with age.

Number of vacation days
Up to and including the year in which the employee turns 29 28 days
From the year in which the employee turns 30 31 days
From the year in which the employee turns 40 35 days

Working environment
The Rector has the overriding responsibility for the work environment, but it has been delegated to the respective heads of the faculties, the university administration and library. There is also a work environment committee at the university, which initiates, develops and monitors the work environment efforts. For more information, go to working environment efforts on Inslaget.

Working hours
Teaching staff and administrative/technical staff have different working hours agreements, see the information below for respective categories. All agreements are available on Inslaget.
Administrative and technical staff
Working hours for administrative and technical staff are regulated in a local flex-time agreement. Regular working time is 39 hours and 45 minutes per week, usually taking place from 8.00-16.27 with a 30-minute lunch break. For employees in cleaning services the work hours are usually from 5.30-13.57.

Midsummer Eve, Christmas Eve and New Year’s Eve are holidays. When the national holiday falls on a Saturday or Sunday, staff are given a day off which can be taken during any time of the year in agreement with their supervisor.

Working time is reduced on certain days by the number of hours:
- 4 hours Twelfth night
- 2 hours Maundy Thursday
- 4 hours All Saint’s Eve
- 4 hours the day before Christmas Eve

Administrative and technical staff may exercise flexitime, which means that employees can choose when to set up their work hours based on the demands of their work in the period of 6.00-20.00. The core hours are from 9.00-15.00. A departure from the time period can be agreed upon with your supervisor.

Your flex hour account cannot be more than 50 hours on the plus side and 20 hours on the minus side.

Teachers, doctoral students and assistant instructors
The working time of teaching staff is not regulated in the same way as for non-teaching staff. The following employment types belong to the teaching staff category: professor, senior lecturer, associate senior lecturer, postdoctoral research fellow, adjunct professor, adjunct teacher, lecturer, postdoctoral researcher, visiting researcher and visiting professor. A full-time teacher has an annual workload of 1700-1756 hours (depending on age) for duties such as:

- Education (i.e. teaching, preparation and examination)
- Research
- Administration
- Professional training
The annual number of working hours for a teacher is based on age and vacation entitlement.
1 756 hours for employees entitled to 28 vacation days/until age 29.
1 732 hours for employees entitled to 31 vacation days/from age 30.
1 700 hours for employees entitled to 35 vacation days/from age 40.

There is a local agreement on teaching evenings or weekends. The agreement stipulates that the employee gets paid extra for every teaching hour of which at least 30 minutes take place after 18.00 on Monday–Thursday. Teaching taking place between Friday at 17.00 and Sunday at 24.00 is paid somewhat more.

Local Working Time Agreement for Teaching Staff at Karlstads University

Part-time
Part-time overtime (mertid) is the extra time worked exceeding the terms of part-time employment up till full-time. For administrative and technical part-time staff this means that the right to overtime compensation rates only applies once the daily working hours exceed the normal full-time working hours. Compensation for part-time overtime is in the form of pay for teachers and in the form of time off or payment for administrative and technical staff. The time off period should correspond to the time of the extra time worked. The pay is in the form of cash reimbursement of 1/142 of full-time salary. The employee is free to choose the form of reimbursement unless the employer has special reasons to decide otherwise.

Overtime
For administrative and technical staff, overtime is defined as work beyond the normal working hours a day. Part-time staff may only be paid overtime rates once the normal full time working hours have been exceeded. Overtime is either simple or qualified. Only work requested by the supervisor may count as overtime. As far as possible, overtime should be restricted. The need for and duration of overtime must be possible to check and control.

Administrative and technical staff
Qualified overtime is overtime hours worked between

- 19.00 Friday and 07.00 Monday,
- 19.00 the day before Twelfth Night, First of May, Ascension Day or 6 June and 07.00 the day of the earliest following working-day,
- 19.00 Maundy Thursday and 07.00 the day after Easter Monday,
- 19.00 the day before Midsummer Eve, Christmas Eve or New Year's Eve and 07.00 the day of the earliest following working-day,
- and all other times between 22.00 and 06.00.

Other overtime is simple overtime.

Reimbursement is in the form of payment (compensatory pay) or time off (compensatory leave). Compensatory leave shall be given provided that the employee so wishes and the employer finds that circumstances permit leave.
Induction of new employees
It is very important to get off to a good start when starting a new job, and the induction process of new employee’s matters. A positive experience of induction can make employees feel part of the university, which increases enjoyment and quality of work.
To achieve a good start, the university has developed an induction program to be used when welcoming new employees to non-fixed term or long fixed term employment. Parts of the program can also serve as a guide to welcoming temporary employees. It is important to keep in mind that colleagues who are returning from a long leave of absence or who are relocating to a new department also need to be informed and introduced to people.
The HR Office has compiled an overview of the employment terms, benefits and obligations pertaining to employees at Karlstad University.

Welcome to Karlstad’s University!