

Agreement  
29 Nov. 2013  
Ref.no. C2013/850

Parties  
Employer Karlstad University

Employees SACO-S  
OFR/S

## **Local Working Time Agreement for Teaching Staff at Karlstad University**

### **1. Authorisation**

This agreement is entered into pursuant to the agreements on conditions of appointment of teaching staff, attachment 5.

### **2. Area of application**

This agreement applies to the teacher categories specified in the University's appointment regulations.

This agreement does not apply to teachers with assignments as head/leader that qualify for a period of 'sabbatical' leave on completion of the assignment, under local agreement or decision by the employer. When the teacher resigns from the assignment and returns to the teaching position, this agreement applies taking into account the decision on granting the sabbatical leave to upgrade their disciplinary knowledge.

For teachers who for a long time have spent the majority of their working time on administrative duties and management assignments that are not covered by the agreement regarding decision on granting sabbatical leave, section 9 applies instead of section 6 regarding professional development time.

### **3. Definitions**

The term employer normally refers to the immediate supervisor (head). This requires a decision on delegation from the superior head.

The term real working time refers to working time under section 4 reduced by leave of absence and sick leave.

### **4. Scope of working time**

The agreements on conditions state that a full-time teacher has an annual workload as follows:

1 700 hours for employees entitled to 35 vacation days  
1 732 hours for employees entitled to 31 vacation days  
1 756 hours for employees entitled to 28 vacation days

All the responsibilities of the appointment shall be included in the annual workload.

## **5. Responsibilities**

Teaching means instruction in various forms, including preparation and follow-ups, at all levels of university education, as well as programme and course development, course responsibility, and other pedagogical development initiatives. Forms of instruction include lectures, seminars, supervision at all levels of university education, laboratory work, distance education, commissioned education, placement visits, excursions, examination, scheduled contact hours and other hours spent with a student. Preparation in the form of reading current course literature is included in the duties of teaching.

**Research** means research and scholarly-based development and related administrative tasks and information, for example, applying for research funding or participating in research seminars. For teachers in artistic disciplines research may mean artistic development initiatives.

**Administrative duties** may mean meetings with a generally administrative and planning character and current administration related to the appointment. Administrative duties may also refer to assignments as head of department, director of study, director of study programme, membership on boards and committees, and participation in work groups and investigations.

**Cooperation** with external partners and the community may refer to different types of collaboration in research and education, for example, participation in external national and international networks, information exchange or assignments and commissions.

**Professional development** may involve pursuing research or doctoral level studies, keeping abreast with the development and research in the area of the teaching appointment, training for supervision, undergoing training for teaching and learning in higher education, and to take part of on-going development and research projects in the area of higher education pedagogy. It may also involve other activities aimed to enhance, adjust, or adapt competence to current or future duties.

## **6. Normal allocation of duties**

### **Professor**

A professor shall participate in education in first-, second-, and third-cycle education and pursue research. A professor is further expected to engage in cooperation, apply for research funding and participate in development and management work. Administrative tasks are part of the duties. Normally, a professor shall devote the majority of working time to research and teaching at doctoral level, provided this in the interest of the university's circumstances and needs.

**Senior lecturer**

A senior lecturer shall normally engage in both education and research, and in cooperation and administrative tasks. A senior lecturer shall normally have the opportunity to pursue professional development for 20% of the real working time.

**Lecturer**

A lecturer shall normally engage in education for most of the working time. Administrative tasks are included in the appointment. A lecturer shall normally have the opportunity to pursue professional development for 10- 20% of the real working time.

**Assistant senior lecturer and postdoctoral research fellow**

An assistant senior lecturer and a postdoctoral research fellow shall normally pursue research for at least 75% of the real working time. The rest of the time may be devoted to other teaching or administrative duties.

**Adjunct teacher**

An adjunct teacher shall normally participate in both research and education. Under §5 may other tasks be included. The needs of the University and the purpose of the appointment shall determine the planning and allocation of duties.

**Visiting researcher**

The duties of a visiting researcher normally only involve research, development, cooperation and related administrative tasks. Teaching is not normally expected but may occur in certain cases on a limited basis.

**Postdoctoral research fellow**

A postdoctoral research fellow shall mainly pursue research. Teaching may be included in duties, but not exceeding 20% of the working time.

**7. Annual duties allocation**

Every teacher shall have an individual, documented plan of duties in which all the duties as provided under section 5 are considered and planned. The planning shall take place in consultation with the teacher concerned upon which the employer makes a decision. The plan regulates the time allocation of all the teacher's planned duties. The assignment of duties shall be carried out in consideration of the mission, objectives and needs, economic situation, quality aspects and the resolve to maintain a good working environment. The teacher's competence and ability to perform the duties, achieve the individual objectives agreed on and the professional development targets shall be considered in the planning.

The plan shall be drawn up in advance of each semester, academic year or other relevant time period. The plan shall have a multiannual perspective, normally three years, in terms of foreseeable parts, in consideration of circumstances and the need of professional development. Taking circumstances and the teacher's preferences into account, the duty of research or professional development can be spread out during the planned period or be concentrated in time. Long-term planning can offer opportunities of a longer continuous period. To assure the implementation and follow-up of multiannual planning this must be appropriately documented.

Before the employer decides on the plan of duties, the employment union concerned must be informed. The teacher's plan of duties is sent electronically to the union concerned. If the union requests a negotiation within five days of notification, the employer shall negotiate with the union before making a decision.

Follow-up shall be made once in the academic year or when the employer, the teacher or the union so request.

If the plan needs to be changed in the course of the academic year, this must be done in consultation between the employer and the teacher concerned. The unions shall be notified when major changes are planned according to the same routines that apply to the drawing up of the plan.

## **8. Planning, following-up, and reporting of professional development**

Professional development shall contribute to the objectives of the university. It shall therefore be planned, documented, reported and followed up annually in the performance appraisal discussion. The allocation of development time according to this agreement requires the drawing up of a professional development plan.

## **9. Teacher with mainly administrative duties**

A teacher who has mainly performed administrative tasks corresponding to an administrative employment, for a long time shall be given opportunities to professional development related to the current duties. As a consequence, the scope of professional development time shall not be allocated pursuant to this agreement.

## **10. Time estimation of tasks**

The need of time for teaching duties shall be based on the nature of the education, which may vary between different university sectors. Consideration shall also be given to the workload of the individual and the individual's background in terms of experience and qualifications. All the elements of teaching shall be included in the time estimate.<sup>1</sup> What is included in the teaching duties is provided in section 5 of this agreement.

The allocation of different teaching components is done in consultation between the employer and the teacher when the plan of duties is drawn up.

## **11. Workplace attendance**

The teacher shall be available in the workplace to the extent required by activities and duties. The workplace location is contingent on the nature of the tasks and the needs of students, colleagues and other employees to reach the teacher.

To promote participation and a good working environment the teacher shall attend the meetings that the department arranges.

If activities and duties allow, a teacher's duties can be located elsewhere. This requires the approval of the immediate supervisor.

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<sup>1</sup> The estimate should be in the 1-7 hour interval per lesson.

Normally, a teacher shall be present at the workplace on weekdays during regular work hours. If the teacher works off campus she/he must be available. The teacher is responsible for providing contact information.

## **12. Overtime and part-time overtime**

A teacher's duties shall all be included in the annual working time. Normally, work exceeding the annual working time should not occur.

Owing to unforeseen events there may arise needs that require a teacher to do over-time, for example, a colleague being sick-listed or going on leave, or additional courses or temporary assignments.

The unforeseen needs should primarily be solved through re-planning and re-prioritising of duties.

If re-planning is not sufficient, the employee may plan overtime/part-time overtime as follows:

- In the first place the teacher who is willing to take on overtime/part-time overtime should be assigned the task.
- Overtime/part-time overtime shall normally be planned in advance by the employer in consultation with the teacher and be entered into the teacher's plan of duties.
- Work that is not assigned is not defined as overtime or part-time overtime.

A follow-up of the plan of duties shall take place after a period of part-time overtime/overtime.

Before the end of the calendar year, the plan of duties shall be reviewed and the extent of any overtime/part-time overtime be established. Compensation is normally paid out at the end of the calendar year. If there is special reason, the employer can approve payment of overtime before the completion of the annual working time. Only in exceptional cases may excess work hours be deducted from the working time allocated for the next planning period.

## **13. Time estimation of absence**

The annual working time shall be reduced by 8 hours per workday Monday-Friday when a full-time teacher is absent for a whole day, and reduced proportionally for part-time employees.

On return to work, the plan of duties shall be revised. The duties must be reviewed and re-planned to avoid exceeding the reduced annual working time. The revision shall be made in consultation in accordance with section 7.

Salary deduction and salary addition occasioned by absence are based on regular working time in accordance with agreements on conditions.

## **14. Vacation**

According to local agreement, the accumulated vacation days of the current year should be concentrated and start on the first Monday after Midsummer. The teacher and the employer may reach a different agreement on a suitable time for vacation if this is requested and

provided that this does not hinder or in any way complicates university operations. The immediate supervisor shall notify the union concerned and the HR Office. The agreement must be documented.

### **15. Validity period**

This agreement is effective from 1 January 2014 and has the same period of validity as the agreements on conditions. The notice period for this agreement is three months.

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