

# Local Collective Agreement on Working Hours and Compensation for Teaching Staff at Dalarna University

## 1. Introduction

The purpose of this agreement for teaching staff at Dalarna University is that the University will be able to meet its obligations and goals in an efficient manner and in accordance with laws, agreements and regulations, as well as its vision. In addition, this agreement aims to create the conditions for a healthy work environment and a fair distribution of work duties for teaching staff throughout the year using available resources.

## 2. Scope and period of validity

This agreement applies to the categories of teaching staff that are specified in the document titled *Appointment Procedures for Teaching Staff at Dalarna University*. This agreement references Villkorsavtalen, Chapter 4, Section 25, and also Appendix 2 and Appendix 5. In addition, the Higher Education Act and the Higher Education Ordinance talk about the work of teachers within higher education. Doctoral students who teach are covered in the part about teaching in the local collective agreement on working hours for doctoral students and teaching assistants titled *Lokalt kollektivavtal om arbetstid för doktorander och amanuenser* (HDA 1.1-2016/773).

This agreement is valid from and including 1 January 2024 and has the same period of validity as Villkorsavtal/Villkorsavtal-T, the period of validity of which is until further notice with a three-month notice of termination.

## 3. Annual working hours

Annual working hours are regulated in the Villkorsavtal, Appendix 5, Section 3 Årsarbetstid. The total number of annual working hours for employees covered by the agreement are as follows:

- 1700 hours for employees with 35 days of annual leave (from the year the employee turns 40)
- 1732 hours for employees with 31 days of annual leave (from the year the employee turns 30)
- 1756 hours for employees with 28 days of annual leave (from the year the employee turns 29)

There must be enough time for all work duties within the number of annual working hours.

## 4. Work duties of teachers

Chapter 1, Section 2 of the Higher Education Act states that it is the mandate of a higher education institution to provide “courses and study programmes based on scholarship or artistic practice and on proven experience, and research and artistic research as well as development work”. The same paragraph also states that “the mandate of higher education shall include collaboration for mutual exchanges with the surrounding community, as well as ensuring that the knowledge and expertise found at the higher education institution bring benefit to society.”

Chapter 3, Section 1 of the Higher Education Act defines a teacher’s duties as follows: “The duties assigned to teaching staff may comprise educational responsibilities or research and also administrative tasks. Teachers are also responsible for keeping abreast of developments within their own subject areas and developments in the wider community that are significant for their teaching roles in higher education.” (SFS 2013:119)

Based on this, the University defines a teacher’s work duties according to the following:

### *Education*

This includes preparation, implementation (teaching or supervision), assessment and follow-up as well as administration of courses/programmes according to current rules and guidelines. It also includes course and programme development, evaluation work, external educational collaboration and pedagogical development work. Education also encompasses contract education (*uppdragsutbildning*). The role of teacher can include such academic roles as that of head of subject (*ämnesföreträdare*), programme director (*programansvarig*) and course coordinator (*kursansvarig*).

### *Research*

This includes research or artistic development work and supervision of doctoral students. It also includes planning, leading, conducting and coordinating research; contributing to research funding; and conveying research results to students and colleagues, to the research community and to society as a whole. It also includes reviewing research applications and research reports; taking part in evaluation work and competence assessment; acting as opponent, examining committee member or expert; and having a leadership role in research.

### *Professional development*

This includes teachers' professional development, such as following research and development in their subject area and also developments within society relevant to their discipline, as well as other professional development of significance for their work at the University. Other professional development may be in the areas of teaching expertise, language skills, ability to collaborate with the surrounding community, leadership skills and professional development as part of their employment, as well as involvement in research or doctoral education. As part of their professional development, teaching staff who do not hold a doctoral degree should be encouraged to be involved with research activities, to take courses that prepare them for research and to apply for doctoral studies.

### *Collaboration*

An important element of the above duties is collaboration with the surrounding community. According to Chapter 1, Section 2 of the Higher Education Act, the purpose of collaboration is to create a mutual exchange and ensure that the knowledge and expertise available at the University benefit society. In addition to collaboration, it is central at Dalarna University both to co-create education and research with different external stakeholders, the objective being mutual benefit, and also to be a voice in the public debate. The work in this area thus includes establishing, maintaining and developing contacts within society so as to facilitate collaboration and co-creation that can contribute to the development of both the University and society as a whole.

During their working hours, teachers are also expected to contribute to the development of university activities beyond their own subject area. This applies to development of both the academic environment and the work environment. This can include, for example, taking part in joint meetings and staff days. Teachers should also be encouraged to be available for management and collegial assignments (for example, position as board member or subject representative) and to take part in international exchanges and other internationalisation work that promotes university activities. In addition to the above, various managerial and leadership assignments may also constitute work duties.

## 5. Planning and distribution of work duties

The basis for the distribution of teachers' working hours is that available resources for the University are used in the best possible way while aiming to achieve a good balance between teachers' work duties and also between different categories of teachers (Villkorsavtal/Villkorsavtal T). The University is also responsible for making best use of teachers' skills and opportunities for development.

At the annual employee appraisal meeting with the individual teacher, a multi-year plan (suggestion, three years) for the teacher's work duties and professional development should be drawn up. In addition, during the meeting, there should be follow-up of previously planned and completed work duties and professional development.

Before each new operational year, an overall work plan must be drawn up for the individual teacher that covers the entire working year. The immediate manager decides on the planned annual working hours in dialogue with the teacher, based on the needs and requirements of the University, the financial situation and an overview of the teacher's work situation. The objective is to create balance in the distribution of working hours over the year. The planning should result in a work duties plan for the upcoming year.

When determining the volume of teaching for the individual teacher, consideration must be given to preparation and follow-up, the difficulty/level of the course, the type of teaching and subject, the structure and method of teaching, and the teacher's competence and experience of teaching in that particular field.

Allocated resources for a course set the guidelines for planning. As a basis for planning the number of working hours for education, each planned teaching hour should normally generate 4 hours of work time, which includes time for preparation, course development and follow-up. The time allotted for one teaching hour varies depending on the content and form of the teaching (including the re-use of pre-recorded teaching) and differences between fields of study, subjects, courses and teaching groups. However, the amount of work time must be no less than 2 hours per teaching hour. Adequate time must be set aside for administrative duties.

Time must also be set aside for representing the subject/main field of study, for programme responsibility, and for course and programme development. As well, time must be set aside for those who are tasked with representing the University on the various university boards and councils and other such groups or for work duties that involve collaboration with the surrounding community.

After a work duties plan has been drawn up or revised, the union concerned must have the opportunity to negotiate with the employer. If no negotiation is requested, the work duties plan is approved by the immediate manager ten days after notification was given to the union. The work duties plan must be signed by the individual teacher and the immediate manager. If necessary, during the academic year, the work duties plan is revised if the needs of the University change and if there are other university-related factors to consider. The immediate manager is responsible for ensuring that changes are made only after consultation with the individual teacher and with as much advanced notice as possible. A revised work duties plan must be signed by the individual teacher and the immediate manager. In the event of disagreement, there will be consultation with the immediate manager (*överordnad*) and the head of subject (*ämnesföreträdare*). If there is still disagreement, the Villkorsavtal-T, Appendix 5 applies.

## **6. Work duties by teacher category**

### *Professor*

A professor is expected to devote most of their working hours to planning, leading, developing and participating actively in research and education, as well as to contributing to external research funding in their field. The basic principle is that at least 30% of annual work time should be spent on research, professional development, collaboration and administration of their own work. Distribution of hours within the School depends on the needs and priorities of the University. The amount of time spent on research activities may increase depending on the individual's ability to attract external funding. Teaching should amount to at least 20% of annual work time over a multi-year period; however, exceptions are possible in the event of collegial assignments (for example, position as board member or subject representative). Decisions on the distribution of working hours are made by the immediate manager after consultation with the teacher.

### *Senior lecturer (universitetslektor)*

The basic principle is that at least 20% of the annual work time of a senior lecturer should be spent on research, skills development, collaboration and administration of their own work. Distribution of hours within the School depends on the needs and priorities of the University. The amount of time can increase depending on the individual's ability to attract external funding. Teaching should amount to at least 30% of annual work time over a multi-year period; however, exceptions are possible in the event of collegial assignments (for example, position as board member or subject representative). Decisions on the distribution of working hours are made by the immediate manager after consultation with the teacher.

### *Lecturer (universitetsadjunkt)*

The basic principle is that at least 15% of the annual work time of a lecturer should be spent on professional development, collaboration and administration of their own work. Distribution of hours within the School depends on the needs and priorities of the University. The amount of time spent on non-teaching activities can increase depending on the individual's ability to attract external funding. Teaching must comprise at least 50% of annual work time over a multi-year period; however, exceptions are possible in the event of collegial assignments (for example, position as board member or subject representative). Decisions on the distribution of working hours are made by the immediate manager in consultation with the employee.

## **7. Compensation for additional hours and overtime**

A teacher's work duties must be planned in such a way that they can be completed within the number of annual working hours. Normally, there should be no additional hours (*mertid*)/overtime (*övertid*). Where there is a specific need for certain unplanned tasks, there should be a redistribution of work duties. A request for work in excess of the planned annual working hours must be made in writing. Research cannot generate additional hours/overtime.

The employer has the right to request that a part-time teacher works additional hours (*mertid*) of 175 hours per calendar year and a full-time teacher overtime (*övertid*) of 150 hours per calendar year. During a calendar year, the total of additional hours and overtime combined that are taken by a part-time teacher may not exceed 200 hours.

Teachers who have taken partial retirement (*delpension*) are allowed to work a maximum of 25 hours of additional hours/overtime per calendar year.

Teachers who are on partial sick leave, partial statutory leave or childcare leave may not work additional hours/overtime.

Additional hours/overtime is regulated at least once per calendar year in conjunction with the annual financial report but should be checked at the end of the spring semester in case measures need to be taken ahead of the autumn semester. Compensation for overtime is in the form of either money or compensatory leave (time in lieu). Compensatory leave is granted if this is what the teacher wants and if the immediate manager deems it possible considering the needs of the University.

Compensatory leave is calculated at the rate of 1.5 hours off per overtime hour worked for the first 100 hours and 1 hour off per overtime hour worked for any subsequent overtime hours. Overtime is calculated at 1/94 of an employee's monthly salary per hour for the first 100 working hours and at 1/140 of an employee's monthly salary per hour for overtime exceeding 100 working hours. The compensation includes vacation pay and vacation supplement.

Additional hours (*mertid*) are calculated at 1/165 of the employee's monthly salary per hour and includes vacation pay and vacation supplement. Compensatory leave in the case of additional hours is allowed at the rate of 1 hour off per additional hour (*mertid*) worked.

## **8. Evening and weekend teaching**

For teaching and examinations that the teacher and their immediate manager agree will be carried out after 18.00 Monday – Thursday, a salary supplement is paid per hour based on the teacher's monthly salary divided by 300.

For teaching and assessment/examinations that the teacher and their immediate manager agree will be carried out on Friday after 18.00 and on a Saturday, a Sunday or a public holiday, a salary supplement is paid based on the teacher's monthly salary divided by 200.

## **9. Presence at the workplace**

To the extent that the University allows, the employee can choose where and when to work. To establish a good working environment, it is important that staff also attend and are involved in non-compulsory meetings and meetings that take place at the University.

## **10. Vacation (annual leave)**

Teachers are expected to take their vacation (annual leave) at the same time as students are off or at other times when there is no teaching. After consultation with the immediate manager, vacation may be taken at other times where the University allows.

When drawing up a work duties plan, the number of vacation days that the teacher plans to take during the year must be taken into account. The number of vacation days that a teacher saves for a following year increases their annual working hours by 8 hours per saved vacation day; in the same way, the number of saved vacation days that the teacher takes reduces their number of annual working hours by the corresponding number of hours.

## **11. Sick leave and leave of absence**

In the event of full sick leave and leave of absence, annual working hours are reduced by eight hours per workday in the case of full-time employment. Otherwise, annual working hours are reduced in relation to sick leave and the extent of the leave of absence.