Hello and welcome!

PRACTICAL INFORMATION FOR NEW EMPLOYEES | FACULTY OF SCIENCE
Welcome to your new workplace!

The natural sciences can in many ways be said to constitute the very foundation for the activities of a large, research-intensive university, and the ambition of the Faculty of Science is to act as a motor for both education and research. In order to achieve this, we are completely dependent on skilled and dedicated staff at all levels and in all posts, and we have no doubt that our employees are our most important resource. We hope that you will appreciate the creative and constructive atmosphere that characterises work at the faculty and that you will find it inspiring to work with your colleagues towards shared objectives.

A warm welcome to the Faculty of Science!

Dean of the Faculty of Science

Olav Sterner

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Faculty of Science

UNDERSTANDS, EXPLAINS AND IMPROVES
At the Faculty of Science at Lund University, we study and describe the physical world. Our education and research activities are carried out at a number of departments in the fields of astronomy, biology, physics, geology, chemistry, mathematics, medical radiation physics, environmental science, molecular biology, physical geography & ecosystem science and theoretical physics. In addition to these, we have activities at the MAX IV Laboratory, where research with synchrotron radiation is conducted.

Our degree programmes (undergraduate, Master’s and PhD levels) aim both to satisfy our students’ burning interest in science and to supply the needs of society for skilled science graduates.

Engagement with society – sometimes referred to as ‘third-stream activities’ – is also integrated into our two core areas of activity, research and education. Every year we put on a range of events, for audiences including school classes and the public, in order to illustrate science and our research in an accessible way. These activities include our action-packed science shows, popular science lectures for upper secondary school pupils, and Naturvetarstråket (Science Highway) on Kulturmatt (Culture Night) in Lund, when we arrange activities for a wide audience. There are also many more examples not mentioned here.

Internally, we have many different methods of exchanging information and knowledge between all staff categories and encouraging development. In addition to all that takes place at your department, there are also faculty-wide activities that you can take part in. Insidan is our internal newsletter that is sent to all staff every two weeks. Every year we organise a Summer Party with food, entertainment and a chance to mingle. Teaching staff can apply for the Teaching Academy and achieve the Excellent Teaching Practitioner (ETP) designation. These are just some examples of what’s going on.

OUR EMPLOYEES AND CORE VALUES

The faculty’s staff, students and doctoral students are to have a sense of pride, job satisfaction and participation. We encourage free searching for new knowledge and cross-boundary collaboration. Establishing collaborations produces better results and greater job satisfaction than competition between colleagues, and is therefore a better incentive.

The above is a quote from the faculty’s Strategic Plan 2014–2017. In it you can read more about our visions and values. The document can be found on the Faculty’s website under Mission, vision and values.
**Work environment**

An important goal for the University and the Faculty of Science is to offer all employees and students a secure and dynamic working environment that everyone can influence. Both the physical and the psychosocial environment should be ethical. The psychosocial work environment relates to the relationship between the individual and the physical, organisational and social work environment. Important factors that influence the perception of the psychosocial work environment are stimulus, work-load, degree of control over one’s work, management and interaction with colleagues.

The Vice-Chancellor of Lund University has overall responsibility for the work environment within the whole University and the deans have the same responsibility for the employees and students at the faculty level. The head of the department is responsible for the current work environment management and these aspects should always be a part of the organisation. It is also the responsibility of the head of department to make sure that the work is carried out in line with the intentions of occupational safety legislation so that no employee or student is injured or harmed at the workplace.

If you have any questions, or want to report flaws in your work environment, you should turn to your head of department, your safety representative or HSE committee. HSE committees are in charge of coordinating and following up the university’s and the faculty’s general policies in the field of health, safety and the environment (HSE). Operational responsibility for HSE matters lies with department management teams.

**Gender equality and equal opportunities**

Activities at Lund University are founded on principles of gender equality, equal treatment and diversity – together with the strategic plan and the Discrimination Act. This means that employees and students, as well as job applicants and potential students at Lund University are to be treated and assessed without inappropriate consideration of sex, gender identity or expressions, ethnicity, religion or other belief, disability, sexual orientation or age.

Within the university there is zero tolerance of discrimination. Treatment that gives each individual the chance to develop on the basis of his/her own experiences is also required. Respect and consideration apply to all relationships, as does joint accountability in terms of the university’s core values, tasks and targets.

The Faculty of Science works actively towards gender equality and equal opportunities. There is a committee with representatives from each department which draws up an annual action plan for the work on these issues. Every year, the action plan is evaluated in a gender equality report, which then forms the basis for the following year’s action plan. This method of working helps emphasise the systematic nature of the process – planning, execution, follow-up and development.

There are also gender equality and equal opportunities committees at departmental level that work on these issues. Each department is encouraged to have at least three activities a year in its action plan.

On the Faculty of Science website you can find details of contact person for questions regarding discrimination. This person will not act without your consent!

You can read more in the Action plan for gender equality and equal opportunities on the Faculty’s web.
Working hours

Your working hours depend on the staff category to which you belong. Academic staff posts are professor, visiting professor, adjunct professor, senior professor, senior lecturer, associate senior lecturer, adjunct senior lecturer, lecturer, adjunct lecturer, postdoctoral fellow and doctoral student. Technical and administrative staff are those who work in support roles or in administration. Researchers are also included.

ACADEMIC STAFF AND PHD STUDENTS
Academic staff and PhD students at Lund University have a separate local agreement regulating working hours. The total annual working hours are:

- 1 700 hours for employees with 35 days’ annual leave
- 1 732 hours for employees with 31 days’ annual leave
- 1 756 hours for employees with 28 days’ annual leave

TECHNICAL AND ADMINISTRATIVE STAFF (TA)
For technical and administrative staff there is a local agreement on flexible working hours. For full-time employees the flexible hours are between 7–9 am and 3–7 pm. At lunchtime the flexible hours are between 11.30 am–1.30 pm.

PUBLISCHOLIDAYS AND OTHER DAYS OFF
All employees at Lund University, who are included in the local agreement on flexible working hours (all staff excluding teaching staff, PhD students and cleaning staff) are free on any Monday to Friday between two work-free days that is not a public holiday (‘squeeze days’). Doctoral students who intend to take a day off on a ‘squeeze day’ should register annual leave in Primula Web.

For more information about the working time agreement, flextime and other matters relating to working hours, see LU international website, Staff Pages.

Secondary employment of staff

All academic staff must report secondary employment in Primula Web. Academic staff who do not have secondary employment must register that as well. Other employees must report secondary employment if requested to do so. Read more about secondary employment on the Staff Pages or speak to the contact person at the Faculty Office.

Salary and benefits

Salary is paid on the 25th of each month or, if that date is a Saturday or Sunday, the closest weekday. Lund University cooperates with Nordea bank for salary payments. The salary is paid to the employees account in Nordea or through Nordea to another bank. If Nordea do not have account information for an employee, the salary payment will be sent by post as a cheque that can be cashed at the bank. The form for registration of bank information is found on the Staff Pages.

Your salary statement can be down loaded from the administrative system Primula Web, where you logon with your Lucat-ID. On the Faculty of Science website you can find a manual for using Primula Web (human resources).

HEALTH PROMOTION
All employees can, as a part of Lund University’s health promotion, get a contribution for different types of health promoting activities such as gym membership. The gym membership, which you pay yourself, is reimbursed up to an approximate SEK 1900 per calendar year. The amount is revised each year. To get the maximum amount reimbursed you have to be employed for more than six months of the calendar year.

All employees can use one hour per week of work time to exercise or go for a walk. That hour can be divided into several shorter occasions per week. The hour has to be taken between 11 am and 2 pm and cannot be taken at the end of the work day. More information can be found on the Staff Pages.

REIMBURSEMENT FOR DOCTOR’S VISITS AND PRESCRIPTION MEDICINE
Reimbursement for doctor’s visits can be paid to all employees, up to SEK 95 per visit, and for visits at a physiotherapist with a maximum of SEK 55 per visit. Hospital care is reimbursed up to a maximum of SEK 70 per day.

You can be reimbursed for medicine, prescribed by a doctor if the medicine is classed as a benefit (you can see this on the receipt from the pharmacy). The reimbursement is a taxable benefit and will be paid together with your salary.

OCCUPATIONAL HEALTH SERVICE
The occupational health service (FHV) is an independent resource for all employees. All employees can turn to FHV when they need support or help with issues regarding work environment, rehabilitation and work-related illness. You don’t need the consent of your manager to go to FHV. Advice from or visits to FHV is free of charge. You will find more information on their website (www.fhv.lu.se).

Annual leave

How many days paid annual leave you have depend on your age:

- 28 days up until the year you turn 30
- 31 days from the year you turn 30
- 35 days from the year you turn 40

If you are not employed during the entire calendar year your annual leave will decrease so that it corresponds to the length of your employment. All employees who are entitled to more than 20 days annual leave are allowed to save one or more of the exceeding days to another year. An employee can save a maximum of 35 days. You can see how many days annual leave you have in Primula Web.

The annual leave has to be planned so that you have a minimum of 4 weeks during the period from June to August. Lund University is responsible for making sure that your annual leave is registered and that it is really taken. The purpose of annual leave is that you should have the opportunity for rest and recreation at the expense of the employer. Sick days cannot be registered as annual leave since the purpose of the annual leave would be lost.

ANNUAL LEAVE FOR ACADEMIC STAFF
The main rule is that all annual leave is automatically registered consecutively starting on the first Monday after Midsummer’s Eve (midsommarafton). If you want to take your annual leave at another time you have to notify the employer no later than 30 April. If the annual leave is taken at another time the application for this should be made in Primula Web before 30 April.

ANNUAL LEAVE FOR PHD STUDENTS
Annual leave is included in the four-year appointment and should be applied for using Primula Web. The annual leave should be planned in consultation with and approved by the PhD supervisor.

ANNUAL LEAVE FOR TA-STAFF
The annual leave should be planned together with your manager and registered in Primula Web.

Leave of absence

LEAVE OF ABSENCE WITH PAY
Application for leave of absence is made on a separate form that you find on the Staff Pages. In some cases you are entitled to leave of absence with pay, for example when visiting the doctor or when moving. You can get leave of absence with pay for a maximum of 10 days per calendar year as a result of deaths, funerals or estate inventory proceedings among your own family or closest relatives.

PARENTAL LEAVE
You can find current regulations regarding parental leave on the Försäkringskassan (Swedish Social Insurance Agency) website. You report your leave to Försäkringskassan but you also have to apply for leave from the University. The leave can be distributed over three periods per calendar year according to the Parental Leave Act (föräldraledighetslagen). Talk to your manager well ahead of time before your leave and apply no later than two months in advance.

PARENTAL ALLOWANCE SUPPLEMENT
If you are on leave for the birth of a child or for the care of an adopted child you are entitled to a parental allowance supplement from your employer. The supplement is paid for the days during your parental leave for which you receive parental allowance at the basic level or above and is paid out for a maximum period of 360 days for each child. The period of leave can begin at the earliest 60 days before the child’s expected date of birth and end at the latest when the child is 8 years old. The parental allowance supplement from the employer constitutes 10 % of the daily salary on salaries up to a ceiling of 10 times the base amount and 90 % of the part of the daily salary that exceeds that ceiling. The supplement is paid out once your salary office has received a certificate from the social insurance office confirming that parental allowance has been paid out.

TEMPORARY PARENTAL ALLOWANCE
When you take so called ’10-days’ (for the other parent to take in connection with the child’s birth) or when you take care of your sick child (temporary parental benefit) you should report this to Försäkringskassan. When you return from your leave you register it in Primula Web and a deduction will be made from your next salary. You can read more about parental allowance in the folder Becoming a parent! You can download it at the Faculty’s webpage for employees.
Sick leave

If you fall ill you must notify your manager and the person who is the contact person for sick leave at your department or unit. When you are back at work from a short period of sick leave (no more than 7 calendar days) you must register your sick leave in Primula Web. If you are ill for more than 7 calendar days you have to get a doctors’ certificate that you give to your manager. The first day of sick leave is unpaid and thereafter Lund University pays 80 % of your salary up till day 15 of your sick leave. From day 15, Försäkringskassan will pay you for your sick leave. More information can be found on the Staff Pages.

Rehabilitation

If you have an illness or injury that affects your ability to work, your employer is bound by law to make adjustments and initiate a rehabilitation process. The purpose of this is to make sure that you can come back to work as soon as possible or come back to another job after your sick leave.

Different actors in the rehabilitation process

Employees have a responsibility to take an active part in planning and carrying out their own rehabilitation. Head of department or equivalent has an important role in detecting early signs of illness and as soon as possible planning, executing and documenting the adjustments and rehabilitation measures taken. The human resources coordinators at Faculty of Science assist the heads of department in this. The occupational health service (FHV) is also a resource that is contacted in cases of work-related illness and when needed in other cases.

Försäkringskassan coordinates the rehabilitation measures, plans them together with the employee and the manager and coordinates meetings. The work ability of the employee and his or her right to sickness benefits are assessed (by Försäkringskassan) differently depending on the length of the sick leave. The union representatives can provide support to the employee in the rehabilitation process and it is up to the employee to contact the union representative.

More information regarding the routines for rehabilitation can be found on the Staff Pages. You are welcome to contact your human resources coordinator at the faculty for support and advice.

Administrative systems

PRIMULA WEB
Primula is the HR administration system used by Lund University. In the web-based Primula Web employees can change their address, get salary statements, apply for annual leave, report sick leave and leave to care for sick children, register travels expenses etc. You logon to Primula Web with your Lucat-ID.

LUPIN
Lupin is the University's electronic purchasing and invoice management system. More information can be found on the website of the Division of Finance (sektionen ekonomi). If you have questions about purchasing or invoices please contact your department.

LADOK
LADOK is the University’s system for handling documentation of studies. All results for students and PhD students are reported in this system.

LUCRIS
Lucr is Lund University’s new research information system. It is a registration interface for scholarly publications and other research information. These are just some examples. More info is on the LU web.

Professional development

Lund University provides a range of training courses in areas including management, law, finance and communication. Good professional development enables Lund University’s staff to help us achieve the university’s vision of being a world-class university. Employees of Lund University are to be given the conditions to perform their duties efficiently, with flexibility and to a high standard in a good working environment.

Whom do I contact?

HUMAN RESOURCES
The human resources administrator at your department can answer questions about your terms of employment, leave, benefits, etc.

SALARY
If you have questions about your salary, please contact your payroll officer at the Salary and Benefits Office. Contact details can be obtained from the human resources administrator at your department. Internal mail should be sent to Lönkon- toret, hämtställe 23 (Salary & Benefits Office, internal mail code 23).

INSURANCE AND TAX
Your human resources administrator can help you with questions concerning insurance and tax registration.

KEYS, ACCESS CARDS, COMPUTERS AND TELEPHONES
These are the responsibility of your line manager.

PARKING PERMIT
In order to park at LU, you must purchase a daily or weekly ticket from the ticket machines. It is also possible to buy a semester parking disc from the LU Parking Office. You can find more information and opening hours under LU Service on Staff Pages.

NEXT OF KIN
It is important to submit details of your next of kin to the department so that they know whom to contact in the event of an emergency.

You will find more useful information on the Staff Pages.
Lund University

Finally, a very brief overview of Lund University. Since 1666, Lund University (LU) has been a centre for education and new ideas. This is still the case today. At LU, we do our utmost to continue being a world-class university that works to understand, explain and improve our world and the human condition.

For a number of years, Lund University has been among the top 100 universities (of around 17 000 institutions) in the most important global rankings. Some of the factors taken into account in the rankings are quality of education, research, teaching, innovations and internationalisation.

There are a number of reasons for LU's good reputation. We have strong research in many fields and the close links between education and research encourage innovation on a scholarly foundation. Education and research take place in Lund, Malmö, Helsingborg and Ljungbyhed.

There are eight faculties at Lund University:

- Economics and Management
- Engineering
- Fine and Performing Arts
- Humanities and Theology
- Law
- Medicine
- Science
- Social Sciences

Besides the faculties, LU also has several large research centres including the MAX IV Laboratory, the International Institute for Industrial Environmental Economics (IIIEE) and the Raoul Wallenberg Institute for Human Rights, to name but a few.

LU has a turnover of approximately SEK 7.5 billion, of which two thirds goes to research and one third to education. We have a clear international profile, with 680 partner universities in over 50 countries. By engaging with wider society, we ensure that knowledge and innovations benefit society.

ORGANISATION
The University Board has overall responsibility for LU’s operations. The board comprises representatives of academic staff and students, as well as external representatives. The Vice-Chancellor leads the university’s operations and appoints a Deputy Vice-Chancellor and two Pro Vice-Chancellors.

On the LU website, Staff Pages, you will find information of interest for new employees at Lund University. The website provides information about your employment conditions, such as annual leave and parental leave, as well as information relevant to your work, for example information about rules and regulations and administrative systems.

Warmly welcome! Hope you will feel at home among us!

LUND UNIVERSITY IN BRIEF

| FOUNDED         | 1666, inaugurated 1668                          |
| MOTTO           | *Ad utrumque paratus* (prepared for both)        |
| VISION          | A world-class university that works to understand, explain and improve our world and the human condition. |
| GOAL            | Highest quality in education, research, innovation and interaction with society. The goal shall be achieved through the following strategies: |
|                 | • Cross-boundary collaboration                   |
|                 | • Internationalisation                           |
|                 | • Quality enhancement                            |
|                 | • Leader, teacher and employee excellence        |
| STUDENTS        | Individuals (total over year), whereof          |
|                 | international                                    |
|                 | 41 000                                           |
|                 | 6 150                                            |
| PROGRAMMES AND COURSES |
| Free-standing courses | 2 000                         |
| Study programmes       | 300                                          |
| Master’s degree programmes | 100                        |
| Free-standing courses in English | 700             |
| EMPLOYEES        | Total (average of year), whereof                |
|                 | professors                                      |
|                 | 7 500                                           |
|                 | 800                                             |
|                 | teaching staff, researchers and PhD students    |
|                 | 4 200                                           |
|                 | technical and administrative staff              |
|                 | 2 500                                           |