



# the Saco-S association at Lnu March -23

## Workload, working hours, duty plans and Retendo



1



### Working conditions and workload

A report from SULF 2019:  
*The academic vice - about IT stress and all other pressures*

Raises questions about stress and increased workload

*"The heavy workload means that there is not enough time, and university teachers and researchers solve it all by working extra hours for free."*

This report was written before the pandemic, when we had to solve many problems and develop new ways of working.

<https://s3.eu-west-1.amazonaws.com/sulf.se/app/uploads/2019/06/it-stress-rapport-slutlig-webb.pdf>

2

## Working conditions and workload



"The academic vice" - summary

### Measures to stop the erosion of resources

- The government must increase the compensation for education.
- The productivity deduction of must be removed. (The productivity is required to increase by 0.6% per year. Therefore, the grants per student are reduced by the same amount)

### Measures for reduced workload

- The employer must ensure that the duties in the duty plan are realistic.

### Actions to solve technology problems and improve IT support

- Users must be involved in the selection and design of software and equipment and also receive sufficient training to be able to use the tools in the best way.
- There must be a dialogue between the IT support and the users so that the users get efficient help when problems arise.

### Actions regarding expectations of availability

- The employer must clarify which rules and procedures apply to accessibility and service level.

3

## Working conditions and workload



Another report from SULF 2021, reflecting the pandemic

### Now that's enough! About the boundless, unpaid work in academia

- Raises questions about limitless and unpaid work
- Highlights that annual working hours means that overtime is not noticed until the end of the year. (Whereas with weekly working hours, overtime is obvious at the end of the week.)
- Says that there are major flaws in the application of the working hours agreements where members often are required to work more than the regular working hours.
- 3 out of 4 teachers have worked more than regular working hours and more than 75% of those who have worked beyond regular working hours have NOT received compensation for it.
- States that "Universities need to do better in following up on how much teachers, researchers and doctoral students work to ensure a good working environment and avoid ill-health.

[https://s3.eu-west-1.amazonaws.com/sulf.se/app/uploads/2021/10/Rapport-nufardetvaranog\\_6okt\\_webb.pdf](https://s3.eu-west-1.amazonaws.com/sulf.se/app/uploads/2021/10/Rapport-nufardetvaranog_6okt_webb.pdf)

4

## Saco-s actions at Inu in matters relating to the working hours agreement and duty planning and Retendo



- Meeting with the employer regarding the need for training of managers in matters of duty planning and Retendo, related to the local working hours agreement for teachers
- Local dispute negotiation at a department where only 2.5% of the working hours is planned for administrative duties while the agreement specifies 5% or more (85-100 h/year)
- Local dispute negotiation on violation of the local working hours agreement for teachers (explained in the next slides)

5

## LOCAL DISPUTE NEGOTIATION



- violation of local working hours agreement.

### From the local working hours agreement for teachers (210316):

#### **§ 5 Consultation with the individual teacher**

*Planning of the annual working hours shall be done in consultation with the teacher concerned, and documented and followed up. When duties are changed, the teacher's wishes shall be taken into account.*

6

## LOCAL DISPUTE NEGOTIATION



- violation of local working hours agreement.

### From the local working hours agreement for teachers (210316):

#### • § 6 *Decision on duty plan*

*Before the employer announces a decision on the upcoming duty plan, the local employee organization shall be notified. If there is a need to re-prioritize the duty plan during the year, the head of department (or equivalent) can, after consultation with the teacher concerned change an established annual duty plan.*

7

## LOCAL DISPUTE NEGOTIATION



- violation of local working hours agreement.

The unions claim that Linnaeus University has violated the local collective agreement on three points in the agreement:

- Consultation with the teacher shall take place when composing or changing the duty plan
- Establishing of duty plans shall take place on a calendar year basis
- The original duty plan shall be documented and the local employee organization shall be notified before it is established.

8

## What is your view?



- How does duty planning work at your department?
- what responsibility does the head of department take?
- how does consultation of duty plans work?
- how are changes of plans communicated?
- how do you perceive Retendo?
- how does duty planning look today compared to a few years ago?
- are there imbalances in duty plans over semesters/year?
- what does the content of duty plans look like in relation to competence?
- how is it handled when time over plan occurs in duty plans?
- which tasks should be included in administrative time?

9

## From the local working hour agreement If you work more than stated in the duty plan:

*"Work beyond the established plan always refers to actual time worked...Time beyond the fixed schedule must always be ordered in advance."*

When you realize that you cannot follow the plan, you talk to your manager, i.e. the head of department, who decides whether to work beyond the established plan or not. The manager can decide that the work shall not be done or that someone else shall do it.

The working hours agreement states that ability must be taken into account, and the Working Environment Act and the OSA regulations §9 state that the work may not cause ill health.

Equal requirements for everyone therefore only apply when it does not lead to ill health.

10



### From the local working hours agreement

*"If there is a need to do certain unplanned tasks, duties must first be re-prioritised.*

*Work above the duty plan shall be reported per hour and replaced with the monthly salary/110.*

*Work above the duty plan shall be compensated at the latest at **the turn of the calendar year.**"*

11

### From the Working Hours Act (1982:673)



- 13§** Employees shall have at least eleven consecutive hours of leave during each period of twenty-four hours
- 14§** Employees shall have at least thirty-six consecutive hours of leave during every period of seven days
- 8§** When there is a special need for increased working hours, overtime may be taken at a maximum of 48 hours per employee during a period of four weeks or 50 hours during a calendar month, however with a maximum of 200 hours during a calendar year.
- 11§** Employers must keep records of on-call time and overtime.
- 10b§** The working hours during seven days may amount to a maximum of 48 hours on average, over four months. (= 837 hours)
- 15§** The breaks must be arranged so that the employees do not work for more than five consecutive hours

12

**STAFF**
<https://lnu.se/en/medarbetare/employed-at-lnu/working-hours-vacation-and-leave-of-absence/working-hours/>

## Lnu.se \ STAFF \ Working hours

### Working hours

**Working hours for teachers**  
 Agreement on working hours at Linnaeus University, see appendix below.

Pursuant to decisions made by the Vice-Chancellor, the annual working hours for all teachers are planned per calendar year, see appendix.

A collective agreement regarding inconvenient working hours for teachers and postdocs, see appendix.

[Local agreement on working hours for teachers at Linnaeus University](#) (PDF file, 45.55 Kb)

[Local agreement regarding inconvenient working hours for teachers and postdocs](#) (PDF file, 88.85 Kb)

[Decision regarding annual scheduling teacher working hours \(pdf\), available only in Swedish](#) (PDF file, 33.48 Kb)

## Template for time registration (excel)

<https://lnu.se/globalassets/dokument---gemensamma/personalavdelningen/arbetstid-sem-ledigheter/mall-tidregistrering-larare.xls>

13

dag	kom	gick	tid	anm	månad.....år.....

on paper

## Or make your own time registration system

	2021	2022	2023
jan	258,8	197,3	160,5
feb	159,8	184,8	173,0
mar	206,0	187,0	
apr	160,3	146,0	
maj	165,3	186,8	
jun	140,3	101,3	
jul	0,0	20,0	
aug	88,8	79,3	
sep	188,8	110,3	
okt	180,0	182,0	
nov	227,8	188,3	
dec	219,8	144,3	
Σ	1995,3	1727,0	333,5
mertid	295,3	27,0	-1366,5

in excel

14

## From the university's annual reports: Working conditions and workload



	2016	2017	2018	2019	2020	2021	2022
Total number of full-year students	14 016	14 124	13 550	14 330	16 383	16180	15 640
Total number of teachers (annual workloads)	927	944	943	921	940	977	910
<b>Number of students per teacher</b>	<b>15,2</b>	<b>15,0</b>	<b>14,4</b>	<b>15,6</b>	<b>17,4</b>	<b>16,6</b>	<b>17,2</b>

These changes have taken place within prevailing local working hours agreements and duty plans.

15

## Working conditions and workload - statutory and actual working hours...



- 1920 – 8 hour work day and 48 hour work week
- 1970 – 8 hour work day and 40 hour work week
- 2020 – XX hour work day and YY hour work week

16



## Articles and reports on working hours and workload



-Kalm, About academic kitchenwork...

<http://du.diva-portal.org/smash/get/diva2:1302038/FULLTEXT01.pdf>

-Linnaeus University, Internal audit of work environment for teachers (oct 13, 2022)

-Linnaeus University, Report on teachers' administrative tasks (jan 18, 2019)

-SULF, The academic vice - about IT stress and all other pressure

<https://sulf.se/app/uploads/2019/06/it-stress-rapport-slutlig-webb.pdf>

-SULF, Now that will be enough! About the limitless, unpaid work in academia

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