



Sveriges lantbruksuniversitet
Swedish University of Agricultural Sciences

SLU

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Appendix to: Vice-chancellor's decision on guidelines for working remotely, 18 May 2022

Guidelines for remote working

SLU wants to enable and contribute to greater flexibility regarding how and where its employees carry out their work. The university wants to take advantage of the digital workplace while creating attractive work environments and sustainable working life.

These guidelines aim to clarify the employer's approach towards enabling employees with office-hours agreements to work remotely.

The guidelines provide support for employers and employees when discussing when – and how – flexibility can benefit both the organisation and the individual. Furthermore, they clarify the expectations of managers and employees concerning working remotely.

Remote working is when tasks that are usually carried out in the primary workplace are instead frequently conducted elsewhere. Working from home on occasion is not the same as remote working and can continue to take place without a remote working agreement.

The guidelines are based upon the central collective agreement for remote working between the Swedish Agency for Government Employers, Saco-S, OFR affiliated unions for public sector negotiation and Seko (agreement 15 December 2005 based on the European teleworking framework agreement (framework agreement 16 July 2002)).

Definitions

Primary workplace

As a rule, the primary workplace refers to somewhere on SLU's premises. It is where the majority of an employee's work is conducted.

Remote workplace

The remote workplace refers to the workplace within Sweden's borders where an employee may carry out their tasks once a remote working agreement has been reached.

Remote working

Remote working refers to the tasks that are regularly carried out from the remote workplace one or more days per week.

Temporarily working from home

Temporarily working from home refers to the employee occasionally working from where they live. This is not considered remote working and can continue without a remote working agreement.

Business travel and assignments (fieldwork, collecting samples and similar) is not considered remote working.

Conditions for remote working

Remote working builds upon a mutual trust between the employer and the employee. It is to be seen as a possibility if the nature and requirements of the tasks permit and if it meets the interests and needs of both SLU and the employee. Remote working is neither an obligation nor a right. If an employee is to be able to regularly work remotely, managers and employee must reach an individual remote working agreement as per the SLU template.

The needs and requirements of the organisation determine where the work is to take place. The tasks, responsibilities and conditions of the employee and the workgroup determine whether some work may be remote. Before a manager and their employee enter into a remote working agreement, there must be a consensus on the conditions for working remotely:

- The same employment conditions apply for remote work as those for the regular workplace. The university's policies, decisions, guidelines and collective agreements always apply, regardless of where work is carried out.
- Employees who work remotely must be accessible based on the needs of the organisation and their work tasks. Employees must always be prepared to work in their regular workplace if the organisation requires them to do so, regardless of whether their remote working is scheduled for a set day.

- Notification of illness, care of an ill child and other leave must be submitted as per the applicable procedures.

If an employee's tasks are unsuitable for remote work, or if remote working is unsuccessful, work must be conducted on SLU's premises. The same applies if the work environment is unsuitable in the remote workplace.

Scope

The head of division from the administrative support, head of department or equivalent is responsible for coordinating how remote work takes place in their organisation.

- As a rule, written agreements on remote working must not exceed two days per week over time, or 40 per cent of the employee's working hours.
- A written agreement enabling employees to work remotely for more than 40 per cent or two days per week can be made after consulting with the human resources director.
- Remote working days cannot be saved and carried over to be used at a later date.

Work environment

The employer is responsible for their employees' work environment, regardless of where the work takes place. Therefore it is important that managers are familiar with the remote workplace.

Employees and managers are jointly responsible for maintaining regular and successful dialogues about the remote work and work environment.

Employees must work in accordance with the applicable laws, provisions and internal governing documents concerning the work environment. Employees must also inform their manager if there is a risk that work environment problems may arise. Managers must maintain a dialogue with their employees to ensure that the physical, organisational and social work environments are suitable.

Equipment

Generally, SLU will only equip the primary workplace. Before taking any equipment to the remote workplace, this must be agreed with the manager.

Unauthorised persons must not use SLU equipment. Costs incurred as a result of remote working will be reimbursed in exceptional cases and upon advance agreement with the manager.

Insurance

Employees working remotely are covered by the occupational injury insurance. However, injuries incurred in the home do not have the same clear link to work. This means that the accident must be directly related to work and that the employee was injured while carrying out their work tasks. Generally speaking, occupational injury insurance does not cover injuries incurred in the home, even if they arise during fixed working hours.

The employer is liable for damage or loss of equipment and other property that belongs to the employer. The employer does not have any insurance policy that covers the remote workplace. One condition for remote working is that the employee has adequate insurance protection.

An employee who is affected by a work-related incident, accident or occupational illness must report this using the university's incident reporting system. This applies regardless of whether the accident or occupational illness occurred in the workplace or during remote working.

Security and secrecy

The IT and information security requirements that apply on SLU premises also apply when working from home. Unauthorised persons may not use the university's technical equipment. It is important to remember that sensitive cases and tasks (e.g., privacy, secrecy, quality) should not be processed anywhere outside of SLU's premises.

Follow up

Managers and employees must continually follow up on the success of working remotely to ensure that positive results have been attained and a good work environment maintained.

Validity for remote working agreements

A remote working agreement is valid until further notice. There is a mutual notice period of one month. The individual agreement may be withdrawn immediately if the conditions for a successful remote work environment changes.