



Appendix 5. Working hours and work-dependent compensation for teachers at Karolinska Institutet

Authorisation

The parties enter into this agreement in accordance with Term Agreement and Term Agreement-T, Section 3, Appendix 5. The agreement includes additions or exceptions from the provisions of Term Agreement and Term Agreement-T. Unless otherwise stated, Term Agreement and Term Agreement-T apply where relevant.

Section 1 Work duties for teachers

The work duties of a teacher include

- Education (teaching including supervision and assessment in first, second and third-cycle education, contract education and professional skills development, lab work, examination, local admission, production of teaching materials, other development work),
- Research including composing applications and research reports and assessing applications and research reports of others, research information to the public and other researchers, and other development work,
- Keeping abreast of developments within their specific subject area and other developments in society that are of importance to the teacher's work at the higher education institution,
- Other work duties, such as membership in various central bodies within KI, membership in committees and work groups on a faculty or department level for, e.g., programme/course development and pedagogical development work. A teacher's work duties may also include supervision of operations and staff, such as duties as Head of Department, Director of Studies or labour union representative.
- For positions that combine being a teacher at KI with a clinical or administrative position at the County Council or a government agency, the approximate division of labour between the two employers should be 2/3 KI and 1/3 for the other employer.

Section 2 Annual working hours

The total annual working hours for teachers, excluding vacation, is
1,700 hours for employees with 35 vacation days
1,732 hours for employees with 31 vacation days
1,756 hours for employees with 28 vacation days.

The annual working hours include all work duties above.

For employees with more vacation days than what is stated in the agreement, the working hours are reduced by the corresponding amount.

Section 3 The Head of Department's responsibility as employer



The Head of Department is the supervisor and is responsible for work scheduling. The Head of Department's duties include the long-term planning of work schedules.

The scheduling of teachers' working hours are regulated by Term Agreement and Term Agreement T



In addition to what is stated in Term Agreement and Term Agreement T, the following guidelines are provided.

The scheduling shall be based on the conditions at the department and adjustments shall be made based on the objectives and guidelines that are established in the department's operational planning and on the department's education and research duties.

The work duties should be scheduled to promote teachers' ability to combine research and education. The extent and nature of the teachers' different work duties may therefore vary over time so that all teachers are given opportunity for recurring, extended periods of research and development work, taking into consideration the preconditions of each respective department.

When scheduling work duties, all teachers should be guaranteed time for their own professional skills development. To do this, the department's operations and the teachers' work duties need to be planned from a perspective of several years. A long-term plan for the teachers' professional skills development shall be designed during planning discussions held between the Head of Department and each respective teacher.

Section 4 Scheduling of work duties

When scheduling work duties, Section 1 states that the objective shall be for education (including preparation and follow-up work), research, collaboration with the surrounding society, other work duties and the teacher's professional skills development to be distributed over time in accordance with the lower and upper percentage of annual work hours specified below.

If special grounds exist, deviations may be made from the agreement when it comes to scheduling teachers' work duties in accordance with directions that may be provided by the President. Information about this and negotiations with the relevant employee organisation must be arranged.

All teachers must spend at least 10 per cent of their annual working hours on professional skills development.

4.1.1 Professor and Senior Lecturer

- Education 10% - 70%
- Research or subject development, 20% - 80%
- social development and professional skills development
- Other work duties at least 10%

Professors should normally spend the majority of their working hours on research
Senior Lecturers should normally both carry out research and education during their working hours.

4.1.2 Lecturer and Clinical Assistant

- Education 20% - 80%
- Research or subject development, 10% - 70%
- social development and professional skills development
- Other work duties at least 10%



Lecturers and Clinical Assistants should normally spend the majority of their working hours on education.



4.1.3 Research Assistant

Research Assistants should primarily conduct research but should also contribute to first and second-cycle education in order to gain pedagogical experience. Normally, the working hours of research assistants should include 80 per cent research, 10 per cent teaching and 10 per cent other work duties.

4.1.4 Clinical work for teachers in odontological subjects

Professors, Senior Lecturers, Lecturers and Clinical Assistants in odontological subjects with clinical elements may, within the framework of the total working hours, be tasked with completing clinical service, meaning individual patient treatment in addition to that which is included in education or research. Such operations may constitute up to 1/3 of the total working hours within the framework of KI's dental care.

4.2 Conversion factors

The parties understand the variations in the nature of the teaching that exist between different educational fields and that terms such as "teaching" can have different meanings in different parts of the operations, and that different teachers may need varying amounts of time to prepare. One consequence of this is that no general basis can be established for calculating the time needed for various types of teaching. The following factors shall be used as guidelines when converting a teaching hour into actual time for education including preparation and follow-up, but excluding technical preparation work:

- Lectures: Factor 2 – 4 (in special cases factor 5 may also be used.)
- Seminars, themed days, oral examination: Factor 2 – 4
- Lab work, group assignments, study visits: Factor 2 – 4

For technical preparations and preparation of lab work, demonstrations and other practical elements as well as clinical supervision, examination including preparation, composing, invigilation, marking and assessment of exams, the actual spent time is considered teaching time.

For individual project work and degree projects, the time estimate is 2–5 hours per higher education credit.

Section 5 Consultation with individual teachers

The employer's obligation to consult with teachers regarding the planning of their annual working hours is regulated in Team Agreement and Term Agreement T, Chapter 4, Section 5, Appendix 5

Decisions regarding work schedules/plans are regulated in the central agreement on salary and employment benefits (Term Agreement and Term Agreement T, Section 6, Appendix 5).

In addition to what is stated in the central agreement, the decision-making is also regulated as follows.

The teacher's work plan shall include their work duties, i.e. the scope and scheduling of teaching, research and other work duties mentioned above. When establishing the scope of the teaching including preparation and follow-up, and conversion factors as specified above, consideration should be shown towards the subject and teaching's character, the layout and method of the



teaching, the difficulty and level of the course, the size of the student group and the teacher's experience of teaching in the specific field.

Work plans shall be established for the course, term, academic year or other relevant time period for each respective teacher. This shall regulate the work duties, i.e. the scope and scheduling of all of the affected teacher's duties (education/teaching, research, development work, professional skills development and other work duties).

Before deciding on a work plan, the Head of Department shall inform the relevant employee organisation about the planned decision. If the employee organisation calls for negotiations in the matter within five work days, the following applies: If they parties do not reach an agreement during negotiations in accordance with this section, or if negotiations have not been requested within the specified time period, the Head of Department may decide on the matter.

This replaces KI's information and negotiation liability in accordance with the Employment (Co-Determination in the Workplace) Act (MBL).

The Head of Department shall annually, in connection with the planning discussion, follow up on the long-time planning of the work plan and the scheduling of work duties and make adjustments where appropriate.

Section 6 Overtime and unsocial working hours

All of a teacher's work duties shall be included in their annual working hours. Overtime in addition to the total annual working hours shall normally not exist. If overtime is deemed necessary, this shall be agreed upon in advance.

The Head of Department may order overtime of no more than 150 hours during over an operational year.

If special demands arise for a teacher to fulfil work duties in addition to what is planned within their annual working hours due to unforeseen events such as illness, a balancing of working hours should be done in connection with the annual consultation. If it is noted that overtime has arisen due to the Head of Department increasing the work beyond the general regulations that have previously applied for the individual teacher, the overtime shall be compensated in accordance with the provisions of Term Agreement and Term Agreement T.

If teaching is done during unsocial working hours, special agreements may be made with the individual teacher.

Section 7 Workplace attendance

According to the Higher Education Ordinance, teachers shall be available in the workplace to the extent required by the school's operations and their work duties. However, the work may take place at another location than the regular workplace, if the duties allow it and after consultation with the Head of Department.

Teachers are obliged to work during periods when students have no lectures scheduled, unless vacation or other leave has been approved.



Business trips shall be approved by the Head of Department ahead of time.

Section 8 Vacation extension

In addition to what is stated in the Annual Leave Act regarding the extension of vacation, the following applies.

Vacation for teachers is normally assumed to be scheduled during the students' summer holiday or other periods with no scheduled teaching. If nothing else is agreed, the annually earned vacation should be considered to have been scheduled during June, July and August.