

1

The department informs the Central HR Office (HR)

The Central HR Office can then provide information on the various stages (up to 18 months long process).

2

It is the department's responsibility to:

1. inform the members of the staff who will be directly or indirectly affected by the shortage of work
2. investigate reassignment possibilities and/or order of priority investigation within the Department or associated operations
3. inform about the situation that has arisen at the Departmental collaboration committee (carry out an analysis of operation before this as a support and then add that the case has been collaborated)

The following documents are sent to central HR office:

- **Analysis of operation**, there is a template available from central HR office
 - should be clear
 - avoid names of employees
 - include a list of applications of funds and when responses are expected
- Request an up-to-date **CV** (KI:s Qualifications portfolio for teachers and researchers if relevant to the employment) from member of staff directly affected as well as a possible list of **publications**
- The Department draws up a **list of the job responsibilities** of the directly affected member of staff in a bullet list (what we as an employer expects the member of staff to do, not what the member of staff *wants* to do)

3

Decision by the HR-director to instigate negotiations regarding shortage of work.

4

Central HR Office sets up negotiations **Co-Determination in the workplace Act section - shortage of work**

Representatives of the department participates in the negotiation and prefers the case.

5

Reassignment investigation (5 working days after negotiation)

Central HR office sends out an enquiry to all the departments (response time 10 working days). Dialogue with the employee and other departments regarding possible reassignment solutions.

Order of priority investigation (5 working days after negotiation)

Central HR sends out an enquiry to all the departments in the affected location (response time 10 working days). Investigation of reassignment and order of priority are send out simultaneously.

The process may end here by reassignment and possible negotiation

6

Central HR sets up a negotiation **Co-Determination in the Workplace Act section 11 – Reassignment and order of priority**

The employer provides information on the result of the reassignment and order of priority investigations.

7

Central HR prepares termination documentation.

8

The head of the department, or the person the head of the department appoints (often HR and immediate supervisor) serves notice (no earlier than five working days after negotiation), template to Job Security Foundation, Public Employment Service and gives information about right of priority to re-employment. The documents are sent back to central HR.

9

Central HR informs Job Security Foundation, Public Employment Service and the payroll unit.