

Rules for teleworking

Applies from 1 april 2018



**Karolinska
Institutet**

Rules for teleworking

Dnr 1-254/2018

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Decision : University director		Type of document: Rules	
Handled by HR-office		Preparation: vice president/administrative council, AC Solna network	
Revision concerning: Agreement on teleworking 1997			

Scope of application

These rules apply to teleworking, which refers to situations where an employee is working on a regular basis at a different location than at KI's premises. Teleworking should not be confused with temporary work outside the workplace occasionally.

Teleworking is not a right and may only occur if the employer estimates that it is beneficial to the business. Successful business requires essentially that employees collaborate in the workplace and are available to all stakeholders. The employer must have sufficient opportunity to take responsibility for employee well-being and for an acceptable work environment. Hence, teleworking will only be applied in exceptional cases.

The primary workplace is official workplace (tjänsteställe) in accordance with the Income Tax Act (Inkomstskattelag (1999:1229)).

Extent

Teleworking may occur during part of working hours. The main part of the work shall be performed at the official workplace.

Agreement

Teleworking requires a written agreement between the responsible manager and the current employee. The attached form must be used (appendix). The agreement shall include details of when and where the work is to be performed and any special employment conditions to be applied. The agreement shall have a mutual notice period of seven calendar days. The employer shall, at the request of the local unions, report which members who have an agreement on teleworking.

Terms of employment

For teleworking, the same terms and conditions shall apply as for work at the official workplace. The employee's working hours shall be stated in the agreement. It should also be stated within what limits it is possible to redistribute the working hours.

Availability

The agreement shall state how and when the employee is reached, for example, by external contacts or by colleagues. Any sick leave, care of sick children and other vacancies must be reported in accordance with standard procedures. Documents should be handled so that the public's ability to share them is not complicated.

Telework location

The telework location belongs organically to KI, i.e. the department or equivalent that is the official workplace. The telework location is only the place agreed between the manager and the employee and must be clearly defined. Work space should be stated if possible. If changes to the telework location occur, a new agreement must be established. The employer (responsible manager) decides which tasks are to be carried out on teleworking. Certain tasks such as personal visits by students and the public may not take place at the telework location. Neither can such tasks be carried out which imply special risks from a working environment point of view such as laboratory work.

As far as possible, only the employee shall have access to the telework location and associated equipment. This to avoid damage to the equipment or person.

Working environment

The employer is responsible for the work environment, according to current work environment legislation, regardless of where the employee works. Requirements of work environment must be designed in regard to where the work is carried out.

The employee shall notify the managing director in the event that there are risks in the work environment at the telework location. If necessary, the employer and the safety organization must have access to the telework location to ensure, for example, that equipment installation and safety are adequate.

Equipment

Equipment and work materials must be reliable in terms of safety and ergonomics. The equipment provided by KI belongs to KI and is to be inventory recorded. The equipment shall be returned when the teleworking ends. KI is responsible for installation and required service of the work equipment. The equipment may only be used by the employee for current duties. Work materials and equipment shall be handled in such a way that unauthorized persons do not have access to this.

The employer is responsible for designing the direct workplace such as work table, work chair, spotlight, telephone and computer equipment. Mainly, only additional costs are reimbursed. For example, internet connection will not be reimbursed if the employee already has such without restriction.

Insurance

The occupational injury insurance also applies to teleworking. For the evidence it is important that there is an agreement on teleworking, otherwise it can be difficult to get an injury that the employee achieved at the telework location, approved as occupational injury. The Personal Injury Agreement (PSA) also applies to teleworking.

KI is responsible for damage to or loss of equipment and other property belonging to KI. The employer's insurance, which includes liability to third parties, applies regardless of where the workplace is. Prior to teleworking, the employee must ensure that there are sufficient insurance coverage.

KI is responsible for employee's deductible if the equipment causes fire or other damage. Repair / remuneration is paid by the employee's insurance.

IT security and privacy issues

The same level of IT security that applies at the official workplace should be guaranteed for teleworking. Unauthorized persons shall not be able to use the equipment. Confidential documents shall be kept under surveillance or locked.

Agreement on teleworking

Telework location, address, space etc:

Official workplace, institution:

1. The agreement is valid for the period from and until further notice with a mutual notice period of seven calendar days.

2. Teleworking is carried out at the following times per week

3. Work is carried out according to the manager's instructions.

4. The employee must be available by phone, e-mail etc. during teleworking.

5. Terms of employment are governed by collective agreements and other regulations for teleworking.

6. Any equipment listed in the attached list has been receipted by the employee and placed at the telework location.

7. The employee is responsible for the absence of unauthorized access to the location and associated equipment.

In addition to what has been stated above, what is stated in the current rules for teleworking applies.

This agreement has been drawn up in two similar copies, of which the parties have received one.

Stockholm

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Manager

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Employee