

Instruction for action in case of failure to report secondary occupation or erroneous reporting

All employees must report secondary occupations upon being asked to do so, to their respective Head of Department. Reporting secondary occupations occurs annually via the PA – web. Even if you do not have any secondary occupation, you need to report this.

Teachers are obliged at their own initiative, to keep the higher education institution informed of any secondary occupations that they have which are related to the subject area of their position. The same applies for all managers with specific agreements.

If there is any doubt regarding the nature of the secondary occupation, be it competitive or a breach of confidentiality, or hindering ones work in any way, the employee must consult with his or her superior.

The Head of Department is responsible to prohibit, by written accord, any secondary occupation that is assessed as a hindrance to the employees work, a possible breach of confidentiality, or in direct competition to activities of KI. The employer must prohibit all secondary occupations that breach confidentiality. Please see KI.s rules regarding secondary occupations for further instruction.

In cases where the employee fails to report a secondary occupation the following process applies:

- A reminder is sent out 2 weeks after the reporting deadline.
- If no statement has been submitted, a further reminder will be sent out 4 weeks after the deadline.

If no statement has been registered one week after the final reminder, the Head of Department will summon a meeting with the employee, issuing a written reminder of the terms of the employment contract (please see attachment).

If an employer has submitted insufficient or incorrect reporting, the Head of Department will bring this to the employers' attention.

The employer then has three weeks to submit a full report, after which the Head of Department will issue a second written reminder of the terms of the employment contract (please see attachment).

In case of the employee not complying with the terms presented at this meeting, the central HR administration must be contacted.

Reminder of the terms of employment contract

An employment contract contains obligations and rights for both parties correspondingly. In order for the contract to be valid, both parties must honor their obligations. The contract also implies that certain behavior is unacceptable.

An employee must report secondary occupation upon the request of the employer. Teachers are obliged to keep the higher education institution informed of any secondary occupations they may related to their field. The same applies for managers or heads of departments under specific contracts. The obligation incorporates both new secondary occupations as well as any alterations to existing secondary occupations.

The secondary occupations must be reported in such a way that allows for accurate judgement as a base for deciding if they can be allowed or not. Please see KI's regulations for secondary occupations for further information.

In the role of employer, Karolinska Institutet has noticed a breach in your obligations through one or more of the ff.

- Failure to report secondary occupation despite reminders.
- Insufficient information in your report.
- Incorrect reporting of secondary occupation.

This reminder is to clarify your obligations in case of misunderstandings or lack of sufficient information. It is now understood that you will comply with the regulations from now on.

This reminder is not a disciplinary action, however it is important to note that a breach of employee contract may be grounds for disciplinary actions in accordance with law (1994:260), and result in contract termination according to law (1982:80).

Signature

I have received this reminder

Date/Location

Date/Location

Signature, employer representative

Signature employee