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Local Cooperation Agreement for KI

1 § Cooperation for development

The central agreement, Cooperation for Development, describes the points of departure, purpose and orientation underlying KI's local cooperation agreement.

Cooperation is the basis of KI's development activities, both in regard to day-to-day questions and in regard to its long-term development. The aim is to create the conditions for a working climate that is characterised by openness, participation and efficiency. This is achieved through the employees having a genuine say in matters.

Cooperation entails management and employees having an all-round view, where influence, personnel policy, the work environment and aspects of gender equality are integrated into business issues.

Cooperation takes place through consultation, where information, dialogue and discussion occur at an early stage before all decisions. This presupposes a positive contribution on the part of management, employees and employee organisations. The management has a special responsibility for providing the necessary foundation for the cooperation process. In order for information, dialogue and discussion to come into play at an early stage, prior to the discussion of issues by the cooperation group, they must be initiated by employer and employees. This can be done through department boards, workplace meetings etc.

Through greater involvement of the employees and by taking advantage of knowledge and expertise, opportunities are created for developing the business of KI in a way that benefits both employer and employees.

2 § Cooperation at KI

What issues are covered by cooperation?

Cooperation shall take place in matters which are covered by the obligation to provide information and conduct negotiations set out in the Codetermination Act (MBL) and thereby replaces the obligations of the employer under sections 11, 12 and 19 of MBL, with the exceptions shown in paragraph 5 of this agreement.

Cooperation groups

Cooperation is pursued at departments or the equivalent in local cooperation groups and at an official level in the central cooperation group.

Cooperation groups shall meet at least once a month in term time.

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Convening meetings

Notice of a meeting, together with an agenda, is sent out not later than five days in advance. If there are no representatives of a personnel organisation, the chairman of the organisation is notified.

Written material and proposals for the text of advertisements, the budget etc. shall accompany the notification. Items concerning appointments and salary setting may take place in a different order by written agreement. The parties are agreed that IT should be used as far as possible in communications between the parties.

Information and dialogue

Information and dialogue are prerequisites for cooperation. Dialogue in connection with workplace meets and appraisal interviews is important, since on these occasions matters are discussed which are closest to day-to-day operations and give all employees an opportunity to take part. Appraisal interviews shall be held with each employees at least once a year. See also KI's personnel policy programme.

3 § Cooperation at official level

The central cooperation group has an overall, coordinating function for business matters concerning KI as a whole. Cooperation shall take place prior to decisions by the President and by the Senate. The matters to be taken up by the central cooperation group are shown in Appendix 1. The university director is responsible for matters of cooperation at official level in the central cooperation group.

Composition

The central cooperation group is made up of three employer representatives, including the university director, who chairs the group and appoints the other two, of whom one is the group's secretary. The employee organisations SACO, OFR and SEKO each appoint two representatives.

Minutes

Cooperation is documented in signed minutes, which shall be posted not later than fourteen days after the meeting on KI's noticeboard and on KI's website. Minutes for meetings of the Senate shall be enclosed with the notice convening the meeting of the Senate.

Note: At official level central cooperation also takes place in the Environmental and Health Board, the Council for Equality and Diversity and the Influence Council, all of which are bodies made up from the parties involved.

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4 § Cooperation at the level of the department/the library/the administration

Local cooperation groups focus on matters that concern the activities of the department/library/administration and, in particular, on issues that affect the employees. Matters to be taken up by the local cooperation group are shown in Appendix 2, while flowcharts for cooperation and negotiation appear in Appendices 3 and 4.

Responsibilities/delegation

The head of the department has the main responsibility for matters of cooperation internally. In matters of cooperation affecting the department as a whole and focusing on operations, the head of department is the chairman. In matters of a more administrative nature, the head of department can delegate cooperation to an administration manager, deputy head of department or the equivalent. Delegation may be made to an administration manager, the deputy head of department or the equivalent in matters that the head of department or the equivalent has delegated.

Composition

The cooperation group is made up of three employer representatives. The employee organisations SACO, OFR and SEKO each appoint two representatives, if possible. If the department does not have a separate work environment group/safety committee, at least one safety representative shall be a member of the cooperation group. The same applies to the university administration and the library.

Minutes

Cooperation is documented in signed minutes. The minutes shall be posted not later than fourteen days after the meeting on KI's noticeboard and on KI's website and copies sent to a special official at the university administration and to the employee organisations for follow-up.

5 § Cooperation through negotiations under section 11 of MBL

Irrespective of what has been previously stated about cooperation, negotiations under MBL s.11 shall take place between the employer and the relevant employee organisation before decisions are made in the following matters:

- questions concerning the working and employment conditions of individuals, excluding recruitment (departmental level)
- the establishment of a shortage of work and local questions prior to such establishment (departmental level with the help of representatives at central level of both the employer and the employees)
- a decision to serve notice of redundancy on the grounds of a shortage of work, including the establishment of priority lists for redundancy, the order of selection therein and the employer's duty of redeployment (official level).

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Negotiations shall be convened by the university director/head of department or by someone authorised by him/her and shall take place not later than five working days before a decision. Notification, together with an agenda, is sent not later than five working days before the meeting.

A flowchart for the negotiation procedure is shown in Appendix 3.

6 § Failure to agree and negotiation procedure

If agreement cannot be reached in the local/central cooperation group, the employee organisations can request local negotiations (MBL s.12) to take place no later than five working days after the day on which the item was verified.

The negotiations take place locally at the department or equivalent location. The employer may be supported by a representative from the personnel department and the employee organisation by another suitable representative.

In the event of a failure to agree in local negotiations, the employee organisation can request central negotiations (MBL s.14) to take place no later than five working days after the day on which the item was verified.

A request for negotiations shall be made in writing and the employer shall immediately confirm in writing that the request for negotiations has been received and arrange for notification of a meeting and the minutes.

The negotiations take place centrally at KI's administration. The employer is represented by the head of personnel/university director, while the employee organisation is represented by a union representative.

If the employee organisations have not requested negotiations in accordance with the above, the employer is free to take and implement a decision.

A flowchart for cooperation and the negotiation procedure is shown in Appendix 4.

7 § Cooperation regarding work environment issues

Cooperation regarding the work environment takes place at official level in the Environment and Health Board, which acts as a safety committee according to the Work Environment Act, and at local level in the local cooperation and/or work environment groups.

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8 § Confidentiality and ethics in connection with cooperation

With regard to special questions or information, the employer and the employee organisations can request that confidentiality should apply. The members of the employee organisations may pass on material to members of their respective boards, and these members are also bound by the duty of confidentiality.

Ethical considerations in relation to the work of cooperation are based on matters being handled with mutual trust and on respect for existing laws and agreements. If private individuals are concerned, they shall be involved in and informed about what takes place and what is discussed in the cooperation process. Matters shall be dealt with frankly in relation to the individual concerned, but must not be revealed to other persons than those who need to be aware of the matter in order for a decision to be taken.

9 § If cooperation at departmental level fails

In order to monitor how questions of influence are dealt with by departments and other units with the aim of promoting participation and influence, the president has established a so-called influence council. This shall include representatives of the employer, employees and students and be chaired by the president. Questions about the failure of cooperation may be raised in the influence council.

10 § Validity

This agreement applies from 16 June 2004 until further notice, in accordance with the central agreement.

11 § Notice of termination

Either party may terminate this agreement at three months' notice.