

Guidelines for Remote Work at the University of Borås

Introduction

These guidelines for remote work are being formally adopted on the basis of the central collective agreement on remote work which itself is based on the European Framework Agreement on remote work¹¹. Employees are to initiate a dialogue on remote work agreements with their immediate manager.

Purpose

The University of Borås wants to promote sustainability when it comes to employees' work lives and thus wants to grant employees flexibility regarding where they perform their work. The opportunity to work outside university premises can contribute to efficiency from both the university's and the employees' perspectives. It is also part of the university's desire to be an attractive employer.

The purpose of these guidelines is to clarify the rules for and approaches to remote work for employees at the University of Borås. These guidelines are intended constitute support and clarify the areas of responsibility for the employer and the employee, as well as to clarify conditions that relate to remote work that can, among other things, have consequences for insurance coverage and the work environment.

Definition

The term remote work refers to work carried out regularly at an agreed upon location outside the regular workplace. Remote work in this regard is carried out within Sweden's borders. Work performed elsewhere without any regularity is not to be regarded as remote work. Therefore, a written agreement on remote work is not required in these cases. However, the immediate manager must give approval for this.

The University of Borås is the employee's principal workplace. The principal location is stated in each employee's employment contract.

Application

These guidelines apply to all employees, both employees with and without regulated working hours. The university's collective agreement ("Kollektivavtal"), its local conditions agreement ("Lokalt Villkorsavtal") and its working time agreement for teachers ("Arbetstidsavtal för Lärare") apply in their entirety. This means that teachers will continue

¹¹<https://www.arbetsgivarverket.se/ledare-i-staten/arbetsgivarguiden/pagaende-anstallning/distansarbete/>¹ Remote work (arbetsgivarverket.se)

to work in accordance with the regulations in the working time agreement for teachers. Teachers who so wish can raise the issue of an agreement on remote work with their manager.

Remote work depends on mutual trust between managers, employees, and colleagues who together are responsible for ensuring dialogue works well and continues.

Remote work may only occur if your employer determines that your department and work tasks allow this. An employee who does not have work tasks suitable for remote work, or does not have personal and/or work environment conditions for remote work, are to work on the university's premises.

Regardless of where the work tasks are performed, the employee is to be available to the manager, colleagues, and other contacts in the same way as at the main workplace.

Collective agreements, rules and other guidelines are applied in the same way regardless of where the work is carried out.

Agreement

A prerequisite for remote work is that the manager and employees enter into a written agreement on remote work ([link](#)). The agreement requires, where appropriate, good collaboration between the relevant departments ²².

The employer can, with short notice, but no later than 15:00 the day before, require the employee to come to the workplace. When agreeing on fixed days for remote work, the manager can announce deviations from these if necessary, such as for participation in meetings, staff development days, or the like.

The agreement may be for a limited period or for an indefinite period and may be terminated by either party with 14 calendar days' notice. If the agreement is not complied with, it may be terminated at any time with immediate effect.

Duties

The work tasks that the employee is to conduct remotely are normally to be of the same kind as those usually performed at the regular workplace and/or tasks that the employer, employee, and colleagues jointly define and which are suitable for remote work. The ability to perform work tasks remotely differs among employees depending on the assignment.

Work tasks that cannot be carried out in compliance with applicable regulations or confidentiality agreements may not be done remotely. The same applies if the work is deemed to involve risks.

²² For example, between Professional Services and the Faculties, Faculties and Research and Innovation, or between Faculties.

Scope

The needs of the university guide what is possible regarding remote work. The employer can give employees the opportunity to work from home no more than two days per week, however with a maximum of 40% of working time.

Absence

In case of absence due to illness, care of children, holidays, etc., the rules and procedures are the same as when working at the main workplace.

Work environment when working remotely

Both the employer and the employee are responsible for a good work environment when working remotely.

The employee's obligation is to ensure that the work is carried out in accordance with applicable laws and regulations, such as to ensure and maintain a good work environment, and to notify the manager if there are risks regarding the work environment. The manager's obligation is to continuously engage in dialogue with the employee to ensure that remote work is working well, for example by ensuring that there are no ergonomic problems, but also regarding the psychosocial aspect as well as ensuring that the employee can work undisturbed and limit their work in line with the agreed upon working hours. A prerequisite for the employer to be able to ensure that the work environment is overall satisfactory is that the manager and employees have a well-functioning dialogue about the work environment when working remotely. This is a shared responsibility.

A prerequisite for an agreement on remote work is that the employer and the protection organisation, if necessary, have access to the remote workplace to ensure a good work environment, as the employer has primary responsibility for the work environment. If the employer does not believe that the workplace meets the requirements for a good and safe workplace, the individual agreement can be terminated.

Remote workplace's form and furnishings

An agreement on remote work is voluntary, both for the employer and for the employee, which means that an employee does not have the right to require certain equipment. As long as the equipment needed by the employee is present at the main workplace, the employer's offer of remote work may require that the employees themselves assume responsibility that the remote workplace is formed and furnished for a suitable work environment.

The employer provides the technical equipment needed for the work, however not in the form of duplicate equipment. In special cases, the employer can loan out equipment. The equipment provided by the university belongs to the university and must be inventoried. The equipment may only be used by the employee for current work tasks. The employee is responsible for ensuring that work materials and equipment are kept in such a way that unauthorised persons cannot access it or its contents. Equipment is to be returned when remote work ceases.

The employer is not responsible for any additional costs incurred as a result of remote work, such as electricity, broadband, or wear and tear.

Insurance

All employees are protected by occupational injury insurance, which also applies to remote work. However, occupational injury insurance only applies in the event of an accident related to work. This means that employees are responsible for having adequate home insurance and accident insurance to cover any damage that may occur and that is not related to work.

Validity period

These guidelines are valid from 2023-03-01 and until further notice.

These guidelines for remote work were formally adopted by the Vice-Chancellor on 13 February 2023.