



Registration number 1.1.3/2019:266

## Local Agreement on Working Hours, etc. at the Royal Institute of Art

### Section 1 Background

This agreement regulates the working hours of all employees at the Royal Institute of Art:

- Teaching and research staff with annual working hours under Annex 5 of the Terms and Conditions Agreement “Special provisions for certain employees at higher education institutions.”
- Technical and administrative staff with regulated office working hours under the Terms and Conditions Agreements.

The Terms and Conditions Agreements, including Annex 5, require local collective agreements on working hours.

The Royal Institute of Art, Saco-S and OFR/S (the parties) conclude the following agreement, supported by the provisions of the Terms and Conditions Agreement, Section 2(2) of the Terms and Conditions Agreement-T and Annex 5 of the Agreements “Special provisions for certain employees at higher education institutions.”

### Section 2 Common guidelines

The scheduling of working hours shall allow activities to be run efficiently and to high quality standards, while ensuring a good working environment. This will create the conditions for a good working and study climate in a creative learning and research environment.

#### Flexible activity adaptation

Allocating annual working hours to teaching staff and flexible working hours to technical and administrative staff provides the conditions for the activity adaptation of working hours, while taking into account the interests of the employee.

### Section 3 Scope

The agreement covers employees at the Royal Institute of Art, other than managers reporting directly to the Vice-Chancellor, who comply with the Manager’s Agreement.

### Section 4 Regular working hours

For teaching staff, the total annual working hours, under Annex 5 for full-time teachers, are 1980 hours, including holidays. Excluding holidays this represents:

1700 hours for employees with 35 vacation days (from the year they turn 40).

1732 hours for employees with 31 vacation days (from the year they turn 30).

1756 hours for employees with 28 vacation days (until the year they turn 29).

For full-time technical and administrative staff with regulated working hours, the average regular weekly working hours are 39h45min. At 40 working hours per week, there is a particular introduction of 15 minutes per week. This allows for an extension to be made of the reduced working hours, as set out in the Terms and Conditions Agreements. <sup>1</sup>

## Section 5 Allocation of working hours

The starting point for the allocation of working hours is for the organisation to make the most of available resources. Working hours shall be planned over time, to allow for the development of own skills, and the knowledge transfer to / sharing with colleagues, for operational benefit.

### Teaching staff

For teachers with annual working hours under Annex 5, the allocation of time shall be determined in a work schedule. The schedule is typically produced before the start of each academic year<sup>2</sup>. Annual working hours are generally allocated to allow leave to be taken during out-of-term periods.

A teacher's duties typically include:

- **Teaching**, including preparatory and follow-up work, planning and development of courses, admission, field trips, exhibitions and administration. For certain categories of teachers, examination is also included.
- **Internal meetings and KKH-wide tasks**, such as participation in various decision-making bodies, committees and working groups at different levels within and outside KKH (for example, the Board of Education and Research, Academic Appointments Board, University Board, Working Environment and Equal Opportunities Council).
- **Development time** for skills development, artistic development work and teaching development. The artistic development work shall be presented to enable other employees and students at the Royal Institute of Art and the surrounding community to benefit from it.
- **Research** is funded through research grants or grant resources and shall have a specific project plan and budget. The research shall be presented to enable other employees and students at the Royal Institute of Art and the surrounding community to benefit from it.

The following set-up typically applies. Any exceptions can be found in the developed work schedule. The research period may increase for professors, senior lecturers and adjunct professors, if grants have been awarded from external donors or by obtaining internally granted funding for artistic research.

	<b>Professor</b>	<b>Senior Lecturer</b>	<b>Lecturer</b>
Teaching	40%	60%	70%
Internal meetings and KKH-wide tasks	15%	10%	10%

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<sup>1</sup> See Section 7

<sup>2</sup> See Section 5.2 on work schedule

Development time	20%	20%	20%
Research	25%	10%	-

For those who are hired for the purpose of replacing lost teaching time for teachers tasked with other activities (e.g. management tasks, area responsibilities, etc.), time for research is typically not included. However, time for KKH-wide tasks and development time is included. If the employment need is longer than 6 months, the allocation in the above table applies.

In particular cases, exceptions can be made.

### Section 5.1 Employees with regulated working hours

For technical and administrative staff, regular weekly working hours shall fall on non-Bank-Holiday Mondays-Fridays, and be based on office working hours. The average weekly working hours at the Royal Institute of Art (KKH) is 40h / week<sup>3</sup>. The working hours may vary based on the staffing needs of KKH. In that case, the employees concerned shall be notified of the new organisation of working hours at least two weeks before its applicability.

At KKH, flexible working hours are applied, which allows employees to adjust their working hours within certain limits, see Annex 1.

### Section 5.2 Teaching and research staff

For teachers complying with Annex 5, the allocation of annual working hours shall be planned with the Line Manager and result in a work schedule for each academic year. The starting point for the work schedule is the overall operational plan. Important starting points for the allocation of working hours are KKH's tasks and financial conditions, and that artistic development work and research are allowed for. The development work and research shall contribute to KKH's overall target achievement. The teacher shall also be accorded subject and skills development, based on the needs and available resources of the teacher and KKH.

#### About the work schedule

The natural starting point for the work schedule is the operational needs. Based on current operational plans and budget, the manager and teacher engage in dialogue on ways to organise the work. Where, for example, a teacher is engaged for summer courses, it should be part of the planning of the respective year to guarantee annual leave.

The times referred to in section 5.1 are average frameworks from a multiannual perspective and may vary over each year, due to the work and research situation.

#### Dialogue / consultation employee – manager

Employee and manager engage in dialogue on the allocation of working hours. The starting points are the operational plan, the budget and the Co-determination at Work Act-negotiated conversion factors that specify general calculation bases for the duration of different kinds of teaching.

The result is recorded in a work schedule that is continuously monitored to create flexibility and enable change as needs change. The monitoring shall also ensure that the workload is reasonable and stays within the scope of the annual working hours.

#### Co-determination at Work Act / Collaboration

The conversion factors are negotiated before the dialogue.

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<sup>3</sup> Includes some introduction – see below

Following the dialogue, the work schedule is determined by the responsible manager. Where the manager and employee do not entirely agree, the local trade union is notified, which then may call for negotiations within five working days. If the parties cannot agree, the employer's decision applies.

### Overtime

All a teacher's tasks shall be accommodated within the annual working hours. If special needs arise to carry out certain unplanned duties, a reallocation of duties is to be done first. Where this is impossible, all additional working hours or overtime shall be requested in advance by the Line Manager. The overtime may not exceed 150 hours per year. Compensation is paid for both teachers and technical and administrative staff under the Terms and Conditions Agreements, see Annex 1 for further details on flexible working hours for technical and administrative staff.

### Section 6 Work place attendance

Employees at the Royal Institute of Art shall be present at the workplace to the extent required by activities and tasks. By agreement with the Line Manager, the employee may be allowed to work elsewhere.

### Section 7 Shortened working days for employees not covered by Annex 5

According to Section 7(4) of the Terms and Conditions Agreements, the regular working hours for working days preceding holidays, shall in some cases be reduced. This applies to:

- Epiphany Eve - shortened by 4h
- Holy Thursday - shortened by 2h
- 30 April if it falls on Monday to Thursday - shortened by 2h, if it falls on a Friday - shortened by 4h
- Day before All Saints' Day - shortened by 4h
- 23 December if it falls on a Friday - shortened by 4h

For technical and administrative staff with *regulated* working hours at the Royal Institute of Art, the following reduction in working hours also applies due to introduction:

- The "bridge day" that falls between Ascension Day and the next weekend is a day off.
- The Holy Thursday working hours are shortened by 4h.
- The working hours on 30 April are shortened by 4h, no matter what day it falls on.

### Section 8 Available authority

Authorities are required to be available to the public,<sup>4</sup> even on days off, under the Terms and Conditions Agreements and local agreements. This implies the need for staff, who can receive and register public documents, and to be able to receive requests to access public documents held by the authority. However, this does not apply on Midsummer Eve, Christmas Eve or New Year's Eve ([Section 5\(3\) of the Administrative Code](#)).

Staffing must be planned based on the possibility of receiving, disclosing, examining the confidentiality of and assessing such documents. For employees who, for such operational reasons, cannot take full days off on these occasions, the following compensation shall be paid:

3h work      A full day off may be taken on another occasion soon after the day in question.

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>3h work Full day off on another occasion, as mentioned above, and compensation according to overtime rules for requested work exceeding 3h.

### Section 9 National Day

When the National Day, on 6 June, falls on a Saturday or Sunday, it is compensated for with working hour compensation (Section 7(4) of the Terms and Conditions Agreement). The time off shall be taken soon after 6 June, as agreed with the Line Manager.

### Section 10 Validity

The agreement applies as of 1 January 2020 and until further notice during the duration of the Terms and Conditions Agreements. The agreement may be terminated by either party and the notice period is three months.

This Agreement replaces the following Agreements:

- Local collective agreement on working hours and working hour dependent compensation for teachers, Registration number 503/239/99.
- Working hours agreement for teachers with regulated working hours, including Annex 1 Working hours agreement for staff with regulated working hours, Registration number 53.254/07 (sets out rules for flexitime).
- Agreement on working hour compensation for 6 June that falls on a Saturday or Sunday.

Stockholm on .... / ..... 2019

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Annex 1 Flexitime – definitions and times