



UMEÅ UNIVERSITET

Local collective agreement on cooperation for development at Umeå University

Section 1 Parties to the Agreement and applicable areas

This Agreement is concluded between Umeå University and the local chapters of the central unions Saco-S, OFR/S and Seko.

The parties conclude a local collective agreement based on the central collective agreement of 1 January 2017 “Framework agreement on cooperation for development”. This Agreement replaces the previous local collective agreement on cooperation, Reg. no. FS 1.1-2040-17. This Agreement does not limit the rights and obligations that follow from the Co-determination in the Workplace Act (MBL) and the Work Environment Act (AML), which constitute the legal basis for the cooperation agreement. Central and local collective agreements and local usage/practices resulting from these agreements are also not affected by this Agreement.

Section 2 Introduction

The aim of this agreement is to ensure that our workplaces are characterised by dialogue, participation and a healthy work environment. Health and safety, equal opportunities (a collective term for active measures from an employer and education provider perspective and gender mainstreaming), talent acquisition, finances, and business planning are all examples of issues that must be dealt with systematically and in a coordinated manner within the framework of consultation between the employer and staff. This increases commitment and willingness to take responsibility, which in turn improves quality and contributes to making Umeå University an attractive workplace.

In addition to the daily interactions at the workplace, meetings with all staff should be held regularly. Workplace meetings are a forum for direct employee influence on the organisation and working conditions, where proposals for improvements are discussed and where the intention is for everyone to participate from idea to decision. It is the intention of this agreement that many issues, which will ultimately be discussed in a liaison group, are first discussed at the local workplace.

Consultation between Umeå University as an employer and employees is to be characterised by openness, thorough briefings, constructive discussions, practical problem solving and a willingness to put the needs of the organisation first.

Section 3 Scope

The employer is responsible for ensuring that issues are discussed in liaison groups before decisions are made. Consideration by a liaison group replaces negotiations as per Section 11 of the MBL and notification as per Section 19 of the MBL if the conditions in sections 5 and 6 are met. Consultation covers most issues related to the relationship between the employer and employees, advancement of the organisation and its implications for personnel policy and the work environment.

Briefing and consultation on employer proposals for hiring and terms of employment occur at faculty level or equivalent.

Typical counterparty issues, such as collective bargaining on terms and conditions of employment and salaries, dispute negotiations and deliberations/negotiations in individual cases and issues concerning an individual employee's personal circumstances are not covered by this Agreement. Such issues are handled as per applicable laws and agreements.

Section 4 Forms of consultation

Departments and faculties are to have liaison groups and university-wide issues are handled by a separate central liaison group. Consultation normally occurs at the level at which decisions are taken and in accordance with the applicable delegation of authority. Liaison groups are also found in other types of units, such as the University Administration and the University Library. Changes to the liaison organisation, Appendix 7, are approved by the Central Liaison Group.

Work environment and equal opportunities efforts are to be a natural part of the planning and development of the organisation and are to be dealt with at workplace meetings and in liaison groups at various levels.

Consultation is to take place in the most appropriate forms possible, seeking to address issues at the level where they arise and naturally belong. Consultation includes workplace meetings, development discussions and joint liaison groups as per the instructions to this Agreement.

Section 5 Consultation procedure

Job development talks and workplace meetings are documented, such as in the form of meeting minutes. The meetings of liaison groups are documented in the form of approved minutes. These minutes are to clearly state the positions and proposals of the parties and the decision or action taken in the matter. The unions are to be given sufficient information and time to familiarise themselves with the issues to be addressed. The employer is responsible for drawing up the agenda and for providing the necessary information and documentation.

Participation in development discussions and workplace meetings is part of regular duties. Laws and agreements on the status of union representatives at the workplace apply to those who are registered as union representatives. For employees chosen as union representatives and for whom notice has been given to the Vice-Chancellor about their union duties, participation in liaison groups is part of their regular duties. Meetings should be planned and organised in such a way as to allow staff on parental leave and part-time employees to participate.

Each employee has the right to attend union information meetings called by the local employee organisation during paid working hours, for a maximum of five hours per year.

Section 6 Disputes

The parties' intention with the agreement is for issues to be dealt with at the local workplace, which requires everyone's involvement and contribution. Issues where consensus cannot be reached can be raised to the next level of consultation as follows.

In the event of a disagreement in the local liaison group at departmental level, either party may request that the matter be referred to the faculty liaison group or directly to the central liaison group. In the event of a disagreement in the faculty liaison group, either party can request that the matter be referred to the central liaison group or call for an MBL negotiation. It is the employer's responsibility to ensure that the matter is referred to the relevant level of consultation. If disagreement arises in the central liaison group, the matter can, on request, be referred to an MBL negotiation.

Section 7 Training, implementation and follow-up

The attached instructions are part of this agreement and describe how to conduct employer-employee consultative processes (liaison work) at Umeå University. The central liaison group is responsible for ensuring that the instructions are continuously followed up and revised as needed and in line with experience gained, without changing the agreement.

The parties agree to provide training on and follow-up of the liaison work on an ongoing basis. The central liaison group is responsible for ensuring that planning, implementation and follow-up are conducted in consultation with the faculties or equivalent.

Section 8 Period of validity and notice

This agreement is valid from 1 January 2024 and until further notice, with a mutual notice period of three months. If the central agreement "Cooperation for Development" is terminated or expires, this agreement will also terminate.

For Umeå University

For Saco-S

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University Director

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Appendices for the local collective agreement on cooperation for development at Umeå University

Introduction

Umeå University and the local chapters of the central unions Saco-S, OFR/S and Seko have concluded a local collective agreement on cooperation for development that covers the entire university organisation.

This consultive cooperation is a way of reconciling the MBL's requirements for briefing and negotiation with the employer's need for making decisions based on the best available information and for good support and participation among employees. The requirements of the Work Environment Act are also met in this way by integrating these issues into the consultation at both local and central levels. This Agreement supports development of leadership characterised by delegation, coordination, explanation of reasoning and development of staff.

The instructions are part of the local collective agreement and aim to ensure the success of employer-employee consultation processes at Umeå University. Where the instructions provide a framework, the parties can agree on local variations, such as the frequency of meetings and the number of members.

In agreements and instructions, workplace meetings refer to regular meetings with all employees or groups of employees/teams depending on the size of the department or unit. Workplace meetings should serve as a forum for discussions. Discussions on how to achieve improvements should be based on the needs and potential of the organisation. Workplace meetings are not a substitute for cooperation between the parties in the local liaison groups or for managers and employees needing to share information. The unions are to be given sufficient information and time to familiarise themselves with the issues to be addressed. The more complex the issue, the more important it is to plan ahead.

Normally there is one local liaison group in each department, but there are exceptions, e.g. depending on the size. See the list of liaison groups in Appendix 7.

When the liaison group is dealing with issues that directly affect students, student representatives should be given the opportunity to participate. An alternative to this is to organise separate meetings.

Head of department is the most common managerial title at Umeå University and this document uses this title, but the title also refers to individuals with equivalent responsibilities. Similarly, department and faculty are used to denote different employer levels.

The concepts of Work Environment and Equal Opportunities Committee (ALV committee)/work environment representative correspond to the concepts of safety committee/safety representative. Their tasks and rights that are defined in Chapter 6 of the Work Environment Act, the Work Environment Ordinance (AMF) and the Discrimination Act (DL).

Liaison efforts with students is governed by the agreements established between the University and each student unions.

This document consists of the following appendices:

Appendix 1: **Instructions for development discussions**

Appendix 2: **Instructions for workplace meetings**

Appendix 3: **Instructions for department local liaison groups**

Appendix 4: **Instructions for faculty liaison groups**

Appendix 5: **Instructions for the central liaison group**

Appendix 6: **Work environment and equal opportunities**

Appendix 7: **List of liaison groups**



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Appendix 1 - Instructions for development discussions

Employee development discussions are structured and planned discussions between the head of department (or other delegated person) and the employee and should be seen as the basis for consultation.

The purpose of development discussions is to improve consultation and participation to make Umeå University an attractive and creative workplace where everyone participates. These discussions are intended to develop both the individual employees and the workplace. Ultimately, development discussions are about jointly evaluating, planning and taking action to achieve good job performance and job satisfaction.

Topics are to include the organisation's objectives and results, your own performance, health, skills development, etc. The meetings should also be used as a development tool where all employees are expected to contribute to developing, adjusting and improving their own work.

They should be documented and result in a written personal development plan. Individual development discussions can be combined with group discussions that focus on the group's working methods, values and goals. Group discussions can improve participation and help the group take greater responsibility for its improvement.

The extent and frequency of development discussions are as needed, depending on the nature of the work, but they should be held at least once a year. Local organisation and frequency can be defined in the Local Liaison Group.

Salary discussions

Development and salary discussions should be held separately.

Salary discussions are regular meetings between the head of department and the staff member with a particular focus on issues that are relevant to the staff member's performance, development and salary.



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Appendix 2 – Instructions for workplace meetings

Workplace meetings are a forum for dialogue and consultation between employers and employees that allow them to work together to develop, plan and follow up the work of their organisation. The meetings are to be characterised by an open and trusting climate with constructive discussions.

The purpose of workplace meetings is to increase participation in one's own organisation and enable greater influence and contribution. For managers, workplace meetings can harness the commitment, knowledge and skills of staff to work together to develop and improve the organisation.

The head of department and staff attend these meetings. A large workplace may need to divide staff into different groups based on their jobs and thereby hold multiple parallel workplace meetings. The number of participants in a workplace meeting should be limited to ensure that everyone has the opportunity to contribute to the discussion. This means that a department can have both information meetings for all staff on some occasions and workplace meetings with smaller groups of staff at other times. Workplace meetings are not a substitute for local liaison groups or for the need of managers and employees to share information.

Meetings should be held regularly and according to an agreed schedule and should normally take place at least once a month, except during holidays.

The agenda of a workplace meeting should include the following:

- workplace-wide issues, such as objectives, planning, strategy and follow-up
- regular budget and financial reviews
- organisational matters
- professional development and talent acquisition
- human resource planning
- workplace health and safety
- equal opportunities
- questions to and from local liaison groups
- other issues, such as questions/suggestions/ideas from staff

Workplace meetings can also address other issues related to the workplace or issues related to other departments or the University in general. Workplace improvements can sometimes benefit from appointing one or more smaller working groups to examine an issue in greater detail. A working group can be appointed on a temporary or permanent basis depending on the nature of the task.

It is important that there is continuous communication between the respective workplace meeting/team and the local liaison group. For example, workplace meetings can be used to provide a well-developed basis for decision-making by having the participants present their views, ideas and thoughts to the local liaison group.

All employees are expected to participate in workplace meetings, and participation is part of their regular duties. Staff on parental leave and those on sick leave are also to be

informed of the topics, discussion and decisions from workplace meetings. Minutes are taken, shared with employees and saved after each workplace meeting. They are also made available to staff who were unable to attend.

For privacy reasons, sensitive individual cases are not included in the minutes.



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Appendix 3 – Instructions for department local liaison groups

Representation is exercised at a department through the local liaison group. This is where discussions between the executive head of the department and unions occur that allow the parties to jointly participate in planning and decision-making process and to contribute to follow-up of the organisation's goals. The work of the local liaison group is characterised by a holistic approach where personnel policy, work environment, professional development and equal opportunities are integrated into operational issues.

The group is led by a chair (the head of department) with the option of appointing a vice chair (e.g. deputy head of department). The group consist of an employer representative, a work environment representative, management support for equal opportunities and representatives for the local chapters of the central unions (Saco-S, OFR/S and Seko).

When dealing with matters that concern students, the local liaison group is extended to include a student representative. The local liaison group may invite or co-opt external individuals as needed.

The meetings are held regularly according to an agreed schedule and normally take place at least once a month, except during holidays. The employer is responsible for drawing up the agenda and for providing the necessary information and documentation.

Local liaison groups deal with:

- departmental questions, such as goals, specialisations, strategy, budget, planning and follow-up
- regular budget and financial reviews
- changes to the organisation and its activities
- workplace health and safety
- equal opportunities
- planning and starting or concluding projects
- professional development and talent acquisition
- proposals to begin recruitment procedures for teachers as per the appointments procedure
- proposals for staffing plans and duty rosters
- planning for hiring technical and administrative staff
- other issues initiated by either party and questions raised by or addressed to workplace meetings

Work environment and equal opportunities issues addressed in the local liaison group:

- initiate and follow up risk analyses and impact assessments of changes/reorganisations
- action plan for systematic work environment management and for work with active measures
- use of substances, processes and work plans that could potentially cause illness or accidents

- information and training on the physical, psychological, social and organisational work environment, the environment, and equal opportunities
- safety and fire safety
- questions raised by workplace and health and safety representatives
- questions raised by management support for equal opportunities

The employer is responsible for ensuring meetings are documented in the form of approved minutes. These minutes are to clearly state the positions and proposals of the parties and the decision or action taken in the matter.

If the parties in the local liaison group cannot reach a consensus on an issue, this must be clearly stated in the minutes. If any party requests that the case be transferred to another level of employer/union consultation, this should also be clearly stated in the minutes.

It is the employer's responsibility to ensure that the matter is referred to the relevant level of consultation.

For privacy reasons, sensitive individual cases are not included in the minutes.



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Appendix 4 – Instructions for faculty/equivalent local liaison groups

Representation is exercised at a faculty in faculty liaison groups. This is where discussions between the dean and unions occur that allow the parties to jointly participate in planning and decision-making process and to contribute to follow-up of the organisation's goals. The work of this liaison group is characterised by a holistic approach where personnel policy, work environment, professional development/talent acquisition, and equal opportunities are integrated into operational issues.

Faculty liaison groups handle faculty-wide issues, questions related to multiple departments and cases referred to from local liaison groups.

The work is led by a chair (the Dean) and the faculty liaison group can appoint a vice chair if they wish. The group consists of an employer representative and representatives for the local chapters of the central unions (Saco-S, OFR/S and Seko).

The faculty liaison group may invite or co-opt additional individuals as appropriate.

Meetings should be held regularly and according to an agreed schedule and should normally take place at least once a month, except during holidays. The employer is responsible for drawing up the agenda and for providing the necessary information and documentation.

Faculty liaison groups deal with:

- interfaculty questions, such as goals, specialisations, strategy, budget, planning and follow-up
- regular budget and financial reviews
- more significant organisational changes that impact multiple departments
- supporting documentation and recommendations to the Dean and the Faculty Board
- information about proposals from heads of department about employing technical and administrative staff
- organisational matters and matters on more significant operational changes which involve initiating and following up risk analyses and consequences of changes
- overarching staff policy questions, follow-up and analyses
- workplace health and safety
- equal opportunities
- planning and starting or concluding projects
- questions referred from local liaison groups
- other issues initiated by either party

The work environment and equal opportunities specifically are to be addressed on at least two occasions per calendar year, one of which is to be in connection with the planning process. When the liaison group deals with these topics, student representatives within the faculty and the main work environment representative and the faculty's management support for work environment and equal opportunities are to be invited

to attend the meetings. If there is a special work environment representative within the faculty, this person is also to be invited.

Work environment and equal opportunities issues addressed in the faculty liaison group:

- initiate and follow up risk analyses and impact assessments of changes/reorganisations initiated by the faculty or administration
- follow up of the departments' action plans for systematic work environment management and active measures
- the faculty's action plan for systematic work environment management and active measures
- follow-up of sick absences within the faculty
- follow-up of employee satisfaction surveys, results and measures
- questions initiated by the main work environment representative and other work environment representatives.
- questions initiated by the faculty's management support for the work environment and equal opportunities

The employer is responsible for ensuring meetings are documented in the form of approved minutes. These minutes are to clearly state the positions and proposals of the parties and the decision or action taken in the matter.

If the parties in the faculty liaison group cannot reach a consensus on an issue, this must be clearly stated in the minutes. If any party requests that the case be transferred to another level of employer/union consultation, this should also be clearly stated in the minutes.

It is the employer's responsibility to ensure that the matter is referred to the relevant level of consultation. Alternatively, a co-determination in the workplace (MBL) hearing is called.

For privacy reasons, sensitive individual cases are not included in the minutes.



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Appendix 5 – Instructions for the central liaison group

The Central Liaison Group (CSG) deals with university-wide issues and issues that affect several organisations. The CSG also deals with matters referred by local liaison groups and faculty liaison groups and is responsible for conducting centralised MBL negotiations in accordance with the University's negotiation procedure.

The work of the CSG is led by a chair (University Director) and a vice chair (Human Resources Director). The local chapters of the central unions (Saco-S, OFR/S and Seko) appoint their representatives.

The CSG holds regularly scheduled meetings. The meeting schedule is determined in advance for at least one semester at a time. The employer is responsible for drawing up the agenda and for providing the necessary information and documentation well in advance.

CSG deals with:

- university-wide questions, such as goals, specialisations, strategy, budget, planning and follow-up
- supporting documentation and recommendations for decisions by the Vice-Chancellor and the University Board
- organisational matters and matters on more significant operational changes, including initiating and following up risk analyses and consequences of changes
- the question of establishing or disbanding liaison groups
- personnel policy issues
- work environment
- equal opportunities
- local agreements
- questions related to multiple liaison groups
- matters referred from local liaison groups, faculty liaison groups or the ALV Committee
- appointments of managers
- other issues initiated by either party

The employer is responsible for ensuring meetings are documented in the form of approved minutes. If the parties in the CSG cannot reach agreement on a matter and if any party so requests, the matter is referred to MBL negotiations as per the University's negotiation procedure.

For privacy reasons, sensitive individual cases are not included in the minutes.

The Work Environment and Equal Opportunities Committee (referred to by its Swedish acronym ALV in this and other university documents) is part of the University's liaison organisation. Appendix 6 defines the committee's organisation and composition.

The ALV Committee deals with:

- occupational health
- action plans
- planning of new or repurposed facilities, work processes, work methods and of the work organisation
- planning the use of substances that may cause ill health or accidents
- training and information on the work environment
- job adaptation and rehabilitation activities at the workplace
- equal opportunities

Health and safety representatives, health and safety and equal opportunities management support and equal opportunities management support may refer questions to the ALV Committee.

Information from the Sustainable Working Life and Sustainable Student Life coordination groups is provided in the ALV Committee.

The employer is responsible for ensuring meetings are documented in the form of approved minutes.

For privacy reasons, sensitive individual cases are not included in the minutes.



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Appendix 6 - Work environment and equal opportunities

The Vice-Chancellor is ultimately responsible for the University's work environment and equal opportunities. The delegation of tasks and powers clarifies the division of responsibilities in work environment and equal opportunities matters. The University has three defined employer levels. The Vice-Chancellor is responsible for the overall planning, management and monitoring of the University's work environment and equal opportunities management. Deans have similar responsibilities in their respective areas. Heads of department are responsible for ensuring that work environment and equal opportunities management is conducted and coordinated in their department.

At the university-wide level, there are support resources in the areas of physical, psychological, social and organisational work environment and equal opportunities. Support resources are also available for chemical issues, biosafety and radiation protection.

Work environment and equal opportunities management is conducted systematically in accordance with laws and regulations. Allocation of work environment and equal opportunities-related tasks are to be clear and documented.

The ALV committee participates in planning and provides guidelines for systematic work environment management, active measures and other efforts that lead to fulfilment of the work environment and equal opportunities goals. The Committee's mission also includes monitoring and analysing the results of taken measures.

The University's ALV Committee has at least seven meetings per calendar year (five regular meetings and two strategy meetings). On these occasions, the employer is represented by the University Director (who serves as the chair), the Human Resource Director (who serves as the deputy chair), a work environment coordinator for the physical work environment, and three work environment and equal opportunities coordinators, of which one represents the educational provider perspective. A representative from each of the trade unions (Saco-S, OFR/S and Seko) and two chief work environment representatives represent employees. As per the Work Environment Act, students have a right to have two representatives.

Representatives from the occupational health service and the student health service are invited to attend two of the ALV Committee's regular meetings. When necessary, other individuals can be invited to attend.

The strategy meetings are also attended by the Vice-Chancellor (chair), one representative per faculty management and the University Library with knowledge of work environment management and equal opportunities, and the chairs of the coordinating groups for Sustainable Working Life and Sustainable Student Life. The strategy meetings serve as a forum for strategic discussions, sharing experience and coordinating different parts of the University's organisation. The purpose of the strategy meetings is also to follow up and develop the university-wide and long-term work environment and equal opportunities management, both from an employer and an education provider perspective.

The ALV Committee is to adopt a list of work environment areas. Each area is to have at least one work environment representative and a deputy. The head of department calls a meeting for staff to nominate work environment representatives. Work environment representatives are to be a member of one of the employee organisations (Saco-S, OFR/S and Seko). The head of department informs the employee organisations about the nomination, which then appoint the work environment representatives. The employer keeps a list of representatives and their areas. The role of work environment representatives and their training needs are to be considered when planning staffing and making assignments.

In their areas, the chief work environment representative coordinates the activities of the work environment representatives. Chief work environment representatives are elected by work environment representatives and appointed by each employee organisation. Their areas of responsibility are defined by the ALV Committee. The work of the chief work environment representative is considered when planning staffing and assignment of tasks.

The department's additional costs for the chief work environment representative's work outside the department and costs for necessary training for the assignment are financed through joint appropriations.



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Appendix 7 - List of liaison groups at Umeå University

The following departments at the Faculty of Arts and Humanities are to have a local liaison group:

- Department of Creative Studies
- Department of Historical, Philosophical and Religious Studies
- Department of Culture and Media Studies
- Department of Language Studies

The following departments at the Faculty of Medicine are to have a local liaison group:

- Department of Diagnostics and Intervention
- Department of Public Health and Clinical Medicine
- Department of Medical and Translational Biology
- Department of Clinical Microbiology
- Department of Clinical Sciences
- Department of Medical Biosciences
- Department of Medical Biochemistry and Biophysics
- Department of Molecular Biology
- Department of Odontology
- Department of Nursing
- Department of Community Medicine and Rehabilitation
- Department of Epidemiology and Global Health

The following departments/units at the Faculty of Social Sciences are to have a local liaison group:

- Department of Applied Educational Science
- Department of Informatics
- Department of Food, Nutrition and Culinary Science
- Department of Geography
- School of Business, Economics and Law
- Department of Psychology
- Department of Social Work
- Department of Law
- Department of Education
- Department of Sociology
- Department of Political Science
- EDÅ/CEDAR
- Unit of Economic History

The following departments/units at the Faculty of Science and Technology are to have a local liaison group:

- Department of Computing Science
- Umeå Institute of Design
- Department of Ecology and Environmental Science

- Department of Physics
- Department of Plant Physiology
- Department of Chemistry
- Department of Mathematics and Mathematical Statistics
- Department of Science and Mathematics Education
- Department of Applied physical and Electronics
- Umeå Marine Sciences Centre
- Umeå School of Architecture

Cooperation groups for other activities

- University Library
- Unit for IT Support and System Development
- Service Office
- Communications Office
- Umeå School of Education
- Centre for Educational Development
- Student Services

The following are to have a faculty liaison group:

- Faculty of Arts and Humanities
- Faculty of Medicine
- Faculty of Social Sciences
- Faculty of Science and Technology
- University Administration

Central liaison group at university-wide level