Faculty of Social Sciences

HANDBOOK FOR NEW EMPLOYEES
Welcome to the Faculty of Social Sciences!

The Faculty of Social Sciences, which in terms of the number of students is one of the largest faculties at Lund University, comprises the subjects pertaining to social and behavioural sciences. Our faculty offers a creative academic environment with enthusiastic students and researchers. In addition to a wide range of subjects, we offer professional training programmes for psychologists, social workers and psychotherapists. Our main mission is to develop and convey knowledge of society, people and organisations. Our researchers work with developing knowledge that generates social innovation, competitiveness and socially sustainable development.

You are now a part of this work and your effort is important. We are mindful that the faculty should be a stimulating and safe working environment. I hope you will enjoy working with us.

Ann-Katrin Bäcklund, Dean
Information about Lund University

Lund University have been a seat of learning and innovation ever since 1666. We are a comprehensive university that, with our diversity and strong environments, can take on complex problems of an academic nature as well as global challenges.

We educate and conduct research within the following fields:
- economics and management
- humanities and theology
- law
- art, music and theatre
- medicine
- natural sciences
- social sciences
- engineering

47 000 students and 7 200 employees from all over the world are active primarily in Lund, Malmö and Helsingborg. The University’s turnover is about SEK 7 billion, of which research accounts for two thirds and education for one third. We have a clear international profile and cooperate with 680 partner universities in more than 50 countries.

For several years, Lund University has been ranked as one of the top 100 universities in the world, among a total of circa 17 000.
The Faculty of Social Sciences

The Faculty of Social Sciences at Lund University is active in both Lund and Helsingborg. The faculty has roughly 5700 FTE students and just over 600 employees. There are ten departments and one library within the faculty, of which all are devoted to education and research.

- Department of Gender Studies
- Department of Communication and Media
- Department of Human Geography
- Department of Psychology
- Department of Service Management and Service Studies
- Department of Strategic Communication
- Department of Sociology of Law
- School of Social Work
- Department of Sociology
- Department of Political Science
- Social Sciences Faculty Library

At the Social Sciences Faculty website, www.sam.lu.se, you can find information on the faculty and its activities as well as resources for our staff.

ORGANISATION OF THE FACULTY OF SOCIAL SCIENCES

The Faculty of Social Sciences’ board is responsible for overall guidelines and decisions that concern the operations of the faculty. The Dean is the chair of the faculty board. The Dean and Pro-Dean are elected by the faculty staff after proposals made by the nominating committee. The Vice Dean is appointed by the Dean. Faculty management comprises the Dean, Pro-Dean, Vice Dean and the head of the faculty office. Some of the faculty’s work duties are prepared by committees and advisory boards who work on delegation from the faculty board. The faculty office is responsible for providing qualified administrative support within human resources administration, finance, education and research for the departments as well as administrative support to the faculty board, faculty management and faculty committees and advisory boards.

Some of the shared services in the faculty are also performed by the office.
- Department service which handles financial work and human resources for small departments
- Graduate School which handles the administration of the faculty’s common international courses and three Master’s programmes.

More information on the organisation of the faculty can be found on the website: www.sam.lu.se/en/about-the-faculty/organisation
For new employees

The university’s human resources division has compiled introduction material for new employees of Lund University. You can find this material at the University’s staff pages: www.staff.lu.se/employment/for-new-employees

Staff pages contains a lot of information about terms and conditions of employment, for example, parental leave and annual leave but also information on gender equality, human resources development and the working environment.

The website also contains maps, a chart of the structure of the central administration, policy documents and other useful information and links for new employees.

The University organises an introduction day for new employees twice a year. Information about the welcoming days can be found on the website.

A collection of links to websites that are often used by employees can also be found on the Staff pages: www.staff.lu.se

Working hours

Technical and administrative staff should adhere to the local agreement on flexible working hours. Flexitime for full-time employees is between 07:00–09:00 in the morning and between 15:00–19:00 in the afternoon/evening. Flexitime for lunch is between 11:30–13:30. At www.staff.lu.se you can find a link to the flexitime report sheet as well as instructions on how to report your flexitime.

The total number of working hours for teaching staff and PhD students is:
- 1 700 hours for employees with 35 days paid annual leave.
- 1 732 hours for employees with 31 days paid annual leave.
- 1 756 hours for employees with 28 days paid annual leave.

Find out more about agreements on working hours and flexitime at www.staff.lu.se

There is a local agreement on working hours for teaching staff and PhD students at Lund University. Teaching staff refers to professors and guest professors, adjunct professors, senior lecturers, adjunct senior lecturers, associate senior lecturers, research fellows, post-doctoral positions as well as lecturers and adjunct lecturers. Senior professors are also included here.
Working environment

HEALTH AND WELLNESS
As part of Lund University’s commitment to health and wellness, all employees are entitled to reimbursement for the cost of a gym membership card (up to an amount of SEK 1 900 per calendar year), which you purchase yourself. You are entitled to reimbursement for other activities as well. Consult your human resources officer for more information.

Technical/administrative staff within Lund University are also entitled to a health promotion hour every week. This may include training or walking for an hour during flexitime. Employees are allowed to divide the hour up into shorter sessions if they so wish.

Find out more about Lund University’s health promotion policy and health promotion hour at [www.staff.lu.se](http://www.staff.lu.se)

OCCUPATIONAL HEALTH SERVICE
The Occupational Health Service (Företagshälsovården or FHV) is an independent resource for employers and employees within Lund University.

All employees can turn to FHV when in need of help concerning the working environment, rehabilitation and work-related ill health. You do not need the approval of your line manager in order to consult with FHV. The operation is financed by the University and is free of charge.

Find out more about the Occupational Health Service at [www.staff.lu.se](http://www.staff.lu.se)

GLASSES FOR COMPUTER WORK
Are you in need of glasses for computer work? See Staff Pages for more information. Go to “Employment” and then “Work environment and health”.

Salary

Salaries are paid via Nordea on the 25th of every month or the weekday closest to the 25th. Salaries are paid to personal accounts at Nordea or in accordance with transfer orders to other banks. If Nordea does not have access to the personal details of the employee, the first payment will be made by postal giro.

Transfer order forms for other Swedish banks are available for download at [www.staff.lu.se](http://www.staff.lu.se)

Salary slips are no longer sent via post. Instead, they can be retrieved from the administrative system, Primula webb ([primweb.adm.lu.se](http://primweb.adm.lu.se)) where you log in with your LUCAT password.

In order for the correct tax amount to be deducted from your salary, you will need to contact the Tax Agency (Skatteverket).
Leave

ANNUAL LEAVE
Annual leave for a complete calendar year is fixed at the number of days stated below:

- Up until the age of 29 years: 28 days
- Up until the age of 30 years: 31 days
- From the age of 40 years: 35 days

If you are not employed for an entire calendar year, the amount of annual leave will be reduced to correspond to the number of days you have been employed. Annual leave for part-time employees is calculated in the same way as it is for other employees, that is, all week days in the period are counted as annual leave. Annual leave will be scheduled in such a way that employees are off work for a period of at least four weeks between June and August. The employer is ultimately responsible for the scheduling of annual leave.

The objective with annual leave is to provide employees with an opportunity for rest and recreation at the expense of their employers. Sick leave should not be exchanged for annual leave as this defeats the purpose.

Annual leave for teaching staff
Annual leave is scheduled from the first Monday after Midsummer, in a succession. If employees wish to schedule their annual leave at another time, they must report this to their employer no later than 30 April. Employees can apply for annual leave via Primula webb.

Annual leave for PhD students
Annual leave for PhD students is included in their four-year employment. PhD students should apply for annual leave via Primula webb.

ANNUAL LEAVE FOR TECHNICAL/ADMINISTRATIVE STAFF
Discuss your group’s holiday plans with your line manager. After this, register your application for annual leave in Primula webb. Here you can also find out how many days annual leave you have.

Days off and reduced working hours
Employees of Lund University who have flexible working hours (applies to all members of staff with the exception of teaching staff, PhD students and cleaning staff) are off work on any Monday to Friday between two work-free days that is not a public holiday (“klämdagar”). Information on “klämdagar” can be found at www.staff.lu.se

PARENTAL LEAVE
Current rules and regulations for parental leave under the Swedish Social Insurance Agency (Försäkringskassan) can be found at www.fk.se. You need to personally report the period during which you will be on parental leave to Försäkringskassan. Pursuant to the Parental Leave Act, leave can only be divided up into three periods per calendar year. Notify your line manager at least two months in advance as to when you will take parental leave. Once you have notified your line manager, you should fill in an application form for parental leave and give it to your line manager. The application form can be downloaded at www.staff.lu.se

PARENTAL ALLOWANCE SUPPLEMENT
If you are off work due to child birth or the care of an adopted child you may be eligible for parental allowance supplement from your employer. You can receive parental allowance supplement for the days you are on parental
leave and for which you receive parental allowance at a basic rate or more. The supplement is paid during a period of no more than 360 days for each child birth. Leave can begin no earlier than 60 days before the estimated time of birth and end no later than the time of when the child turns 8 years old. Parental allowance supplement from your employer is calculated at 10% of your daily salary and can be received once Försäkringskassan has sent a certificate to the salary office. Find out more at www.staff.lu.se

LEAVE DURING CHILD BIRTH AND CARE OF A SICK CHILD
In the case of child birth or adoption, the other parent has the right to be at home for a period of ten days. This should be reported personally to Försäkringskassan. Once you have returned to work you will need to register your absence in Primula webb. This also applies if you are absent from work due to caring for a sick child.

PAID LEAVE
In some cases you are eligible for paid leave. Such cases include when you are ill and need to see the doctor and when you are moving house, which entitles you to one day of paid leave. In cases of serious illness, death, funerals and such, you are eligible for paid leave up to ten days per calendar year. Contact your human resources officer for more information or visit www.staff.lu.se

Notification of illness and recovery/rehabilitation

NOTIFICATION OF ILLNESS AND RECOVERY
When you are unable to attend work due to illness, you will need to notify the contact person at your place of work. Once you have returned to work after a short illness period, you will need to report your illness and recovery in Primula webb. Your report will subsequently be sent to your line manager for information.

If you are absent from work for a period of longer than seven days due to illness, you will need to submit a doctor’s certificate to your place of work. You can send the doctor’s certificate directly to the salary officer but you should also inform your place of work of the extent and length of your sick leave. The salary office will subsequently report the matter to Försäkringskassan after the 15th day of illness. Even longer illness periods should be reported in Primula webb.

REHABILITATION
If an employee suffers an illness or injury that affects his/her ability to work, the employer is obliged under working environment legislation to make adaptation and rehabilitation efforts. Such efforts are made so that the employee may continue working or return to his/her place of work after sick leave. Different actors have different roles in the rehabilitation process:

As an employee it is your responsibility to actively participate in the planning and carrying out of your own rehabilitation.

Head of Department/equivalent has the
important role of detecting signs of illness at an early stage and immediately planning, making and documenting active adaptation and rehabilitation efforts. FHV is a significant resource in terms of work-related ill health and for general help.

The employee organisations can, if the employee so wishes, act as a means of support during the rehabilitation process. For further information on rehabilitation, contact your human resources officer.

Professional development

Lund University offers a range of education within leadership, law, finance and communication. Information on all in-service training can be found on the website: www.staff.lu.se/employment/professional-development

Administrative systems

**PRIMULA**
Primula webb is the human resources and administrative system used within Lund University.

The following data should be registered in Primula webb:
- Travel expenses/outlays
- Applying for annual leave
- Reporting of illness and recovery
- Reporting of leave such as caring for a sick child and paternity leave
- Change of home address
- Reporting of secondary employment if you are a member of teaching staff

You log in with your Lucat user name and password (see description of Lucat below) via primweb.adm.lu.se

**LUCAT**
Lucat is Lund University’s electronic directory where you can find contact information for all employees of the University. You can also search for departments, divisions and other units. You can run a search in Lucat via www.staff.lu.se

Contact information for the management, faculty, heads of department and faculty office of the Faculty of Social Sciences can be found at: www.sam.lu.se/en/contact

Secondary employment

At Lund University, all teaching staff should report secondary employment via Primula
webb, including teaching staff who do not have any secondary employment. The reporting of secondary employment for other members of staff should be made upon special request. If you have any questions about secondary employment, contact the human resources manager at the faculty.

Who do I turn to?

HUMAN RESOURCES QUERIES
For queries concerning your employment, contact the human resources officer at your department or the faculty human resources manager. You can find up-to-date contact information at www.sam.lu.se/en/contact

SALARY QUESTIONS
For queries concerning your salary, contact your salary officer at the salary office by running a search for ‘salary’ on the Staff pages. Internal post is sent to: Salary office, internal mail code 23.

INSURANCE
For queries concerning insurance, please contact your human resources officer or visit www.staff.lu.se

KEYS, ACCESS CARD, COMPUTER AND TELEPHONE
Check with the human resources officer at the department.

PARKING PERMIT
In order to park within LU, you will need to purchase a daily or weekly ticket from the parking meter. Parking permits for the entire semester can also be purchased by contacting the parking office at LU, extension 27096, 8:00–9:00 or 14:00–15:00.

FAMILY CONTACT INFORMATION
It is important to add your family’s contact information to the family contact list at the department so that they may be contacted in the case of serious illness.

POST
All places of work within Lund, Malmö and Helsingborg have areas where internal and external post can be collected and delivered. All post to and from Campus Helsingborg is sent as external post.

IT SUPPORT
The majority of the faculty’s departments are connected to Lund University’s own IT provider, LDC. For error reports or IT support, contact LDC via telephone 29000 or via servicedesk@lu.se

If you are unsure of how IT support works for your particular department, talk to your human resources officer.

LIBRARY
The faculty library is responsible for the provision of all social sciences information at Lund University. The library provides printed and electronic sources of information, study areas and computer work stations. Courses in information management for the faculty’s students and researchers, and special services for students with reading difficulties are offered. The Faculty of Social Sciences library comprises two library divisions, the Faculty of Social Sciences library and the library at Campus
Helsingborg. For further information, visit www.sambib.lu.se/en or www.ch.lu.se/english/library

SCHOLARSHIPS AND GRANTS
Information on scholarships and grants that are intended for all employees of Lund University can be found at www.staff.lu.se

MEDIA CONTACT
Media contact is generally positive. We are keen to spread the news of our research and education. However, if it concerns a tricky question and you are unsure as to whether you are the most suitable person to provide an answer, you can buy some time by politely saying that you will call the person back at a more convenient time. This will allow you time to brush up on your facts and check with the person/s responsible. Always call back if you have promised to do so. Feel free to contact the faculty’s information officer or the University’s communications division for support and advice. See www.sam.lu.se/en/contact or www.staff.lu.se

INFORMATION TO EMPLOYEES
The Staff Pages should be used as a primary resource for questions regarding your employment: www.staff.lu.se

The university’s staff magazine, LUM, is distributed to all employees ten times a year: www.lum.lu.se/in-english

The Faculty of Social Sciences’ information channels for employees:
• Letter from the Dean, electronic management letter, about once a month.
• Faculty info, electronic newsletter with brief points of information, once or twice a month.