



HÖGSKOLAN  
I BORÅS

## Local Villkorsavtal at the University of Borås

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Valid from 1 October 2013  
Replaces Local Villkorsavtal,  
Reg. no. 1141-22

## Contents

*The chapter division follows the chapter division of the central Villkorsavtal (the general salary and benefits agreement for government employees in Sweden). Where there is no corresponding chapter in this Local Villkorsavtal (the local salary and benefits agreement for employees of the University of Borås), the corresponding chapter in the central Villkorsavtal applies in full.*

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## Review:

This Local Villkorsavtal has been reviewed and revised on the following dates:

01/10/2013 RALS 2013: Chapter 3, 3.8.4 and 3.11

05/02/2014 Due to a change in the sick pay period in the central Villkorsavtal, a section reference has been changed in Chapter 7.

12/06/2014 Due to the new organisation, some terms have been changed. 3.3.3. has been deleted in its entirety and a footnote has been added in Chapter 4, 4.7.

18/12/2014 RALS 2014: Chapter 3, 3.8, 3.10 and 3.11, Chapter 4, 4.9 and 4.10. Chapter 3, 3.6, 3.7 and 3.7.1 have been amended due to the ongoing reorganisation.

11/12/2015 RALS 2015: Chapter 3: 3.2, 3.6, 3.8 (with subdivisions), 3.9.1, 3.9.6 (deleted), 3.11, 3.13 (new) Chapter 4: 4.9 (clarification), 4.11 (deleted)

14/12/2016 RALS 2016: Chapter 3: 3.8.1, 3.13, Chapter 4: 4.5, 4.6 (deleted), 4.9, 4.11 (new)

14/12/2017 RALS 2017: Chapter 3, 3.8.1, the term 'invigilator' has been removed. 3.8.4 new point Invigilator. Changed hourly rates to apply from 01/01/2018. 3.11 new salaries in the doctoral student pay scale to apply from 01/10/2017.

01/01/2018 4.11 Unsociable working hours for teaching staff. Chapter 7 'Pay during sick leave' is deleted in its entirety as this is all regulated in the central Villkorsavtal. 3.3 Remuneration of external members of department boards (deleted)

22/02/2018 3.2 Remuneration of student representatives is deleted. 3.5 Clarification regarding compensatory payment of managers for additional hours and overtime. 3.7 Adjustment supplement changed to '3.6 Conditions on the conclusion of managerial task' 3.7.1 Adjustment period changed to '3.6.1 Time period for return to normal duties'. Insert 3.6.2 'Cessation of supplement for managerial task'. 4.7 Overtime and additional hours – information concerning partial retirement added. 4.8 Outdated reference removed. 4.11 Unsociable working hours for teaching staff moved to 4.1. 5.1 Clarification that it is part of annual leave. 5.2 Separate document as teaching staff is removed.

18/12/2018 3.10 Pay structure – doctoral students. Changed salaries to apply from 01/10/2018.

4.9 Days in lieu addendum text and new days for 2019-2022. 5.2 Clarification of transitional provisions concerning annual leave days carried over.

29/08/2019 3.7.5 The Swedish Scholastic Aptitude Test: new roles and changed compensation levels, the wording on mileage allowance is removed, will be regulated in the *Riktlinjer för personal vid genomförande av högskoleprovet vid Högskolan i Borås* (Guiding principles for conducting the Swedish Scholastic Aptitude Test at the University of Borås). 3.9 Pay structure for teaching assistants: changed pay levels. 3.10 Pay structure for doctoral students: changed salaries to apply from 01/10/2019. Chapter 12 Reimbursement of healthcare expenses: deleted.

01/10/2020 3.7.4 Pay structure for invigilators. Changed hourly rates to apply from 01/10/2020.

08/04/2021 3.7 Hourly rates, new heading "3.7 Hourly rates and compensation when conducting the Swedish Scholastic Aptitude Test", pay in the form of hourly rates, compensation when conducting the Swedish Scholastic Aptitude Test, pay structure for teaching assistants and pay scale for doctoral studentships are moved to an appendix. The wording concerning individual assessment of pay for doctoral students is amended. New pay scale for doctoral studentships and new pay structure for teaching assistants to apply from 01/10/2020. New hourly rates and fees for external experts to apply from 01/05/2021. New fees to apply from 01/05/2021: Fees for external members of assessment panels reviewing self-evaluations of third-cycle study programmes (3.8.6) and fees for external members of assessment panels for reviewing self-evaluations of first- and second-cycle study programmes (3.8.7).

- 20/05/2021 3.5 Task supplement: new subheadings: 3.5.1 Managerial tasks and 3.5.2 Faculty tasks. 3.5.1 Managerial tasks: new task supplements, and amended task supplement for the Pro-Vice-Chancellor. 3.6 Conditions when fixed-term managerial tasks end: revised conditions when fixed-term managerial tasks end.
- 24/11/2021 3.10 Pay structure for doctoral students: amendment of conditions for increase in the doctoral student pay scale to apply from 01/01/2022. 4.9 Days in lieu: new days for 2023-2025. Appendix: New hourly rates to apply from 01/01/2022 and new levels in the pay scale for doctoral students to apply from 01/10/2021.
- 2022-12-15 3.8.6 External members of assessment panels reviewing self-evaluations of research: new heading 3.8.7 External members of assessment panels reviewing self-evaluations of education: new heading 3.10 Pay structure for doctoral students: change of conditions for salary supplements from 2023-01-01. 10.1 Domestic work travel: changed salary supplement.  
Appendix: New hourly salaries, introduction of an hourly salary for role players, as well as a change in the remuneration of assistants at the Swedish Scholastic Aptitude Test to apply from 2023-01-01. New salaries for teaching assistants, as well as new levels in the pay structure for doctoral students to apply from 2022-10-01.
- 2023-12-12 3.12 Salary exchange: deleted. 4.6 The organisation of working time in parts of the Campus Facilities and Sustainability Office as well as Student Centre: deletion of the wording on the Student Centre, change of working hours for Reception and the Porter's Office. 4.10 Provisions on scheduled evening and weekend work: change in calculation of remuneration. 10.2 Work travel abroad: change in reimbursement for the use of a private car for work travel abroad. Chapter 2, Reimbursement of medical expenses: amended wording on process. Appendix 1 Changed hourly salaries to apply from 2024-01-01. 3.9 New salaries for amanuenses to apply from 2023-10-01. 3.10 New levels in the salary ladder for doctoral positions to apply from 2023-10-01.

## **Chapter 1. Introductory provisions**

Pursuant to Chapter 1 Section 1a of the central Villkorsavtal, the parties agree to the following:

Employees who receive a retirement pension under state occupational pension provisions are covered by the Local Villkorsavtal in respect of annual leave.

## **Chapter 2. Negotiation procedures, etc.**

Pursuant to Chapter 2, Section 2, of the central Villkorsavtal and Villkorsavtal-T, the parties have concluded a local collective agreement called the *Local Villkorsavtal at the University of Borås*.

## **Chapter 3 Pay**

### **3.1 Fees paid to members of the Governing Board**

Fees for the chair and other members of the Governing Board of the University of Borås are decided by the Swedish Government, which also decides on compensatory payments for the Governing Board members who represent the students. No compensation is paid to the Vice-Chancellor or to the Governing Board members who are employed by the University and represent the teaching staff.

For teaching staff representatives on the Governing Board, an estimated time of 40 meeting hours x 2 (= 80 hours of total annual working hours for teaching staff) is required to be a member.

### **3.2 Remuneration for members of boards and faculty councils**

For external members who are not employed by the University of Borås or do not belong to the Student Union of Borås, it is possible to fix an annual fee of up to SEK 8,000. The Dean of Faculty determines the amount of the annual fee within this framework. The annual fee for an external chair may be SEK 12,000.

No fees are paid to employees of the University. Working hours for members are planned within the framework of their employment. These working hours are calculated as meeting time x 1.5 (for example 4 meetings/year of 3 hours x 1.5 = 18 hours of total annual working hours for teaching staff).

The faculties bear the costs of their own decision-making and consultative bodies.

### **3.3 Compensation for external members of the Disciplinary Board**

Qualified external members/deputy members of the University of Borås Disciplinary Board are paid SEK 1,000 per meeting they attend. This fee includes meeting hours and other work related to the task.

### **3.4 Compensation for external members of the Staff Disciplinary Board**

An external member of the University of Borås Staff Disciplinary Board is paid SEK 1,000 per meeting they attend. This fee includes meeting hours and other work related to the task.

### 3.5 Task supplements

An employee may only have one task supplement at a time.

#### 3.5.1 Managerial tasks

The task supplement for formal managerial tasks includes compensation for any additional hours or overtime. The managerial task may include education and research, and this is regulated in an individual agreement with the employee concerned. Otherwise, the University's salary policy must be taken into account.

At the University of Borås, task supplements are received for the following managerial tasks:

Pro-Vice-Chancellor	SEK 12,500 per month
Deputy Vice-Chancellor	SEK 6,000 per month
Head of Department	SEK 11,500 per month
Assistant Head of Department	SEK 7,000 per month
Assistant Dean of Faculty	SEK 7,500 per month

#### 3.5.2 Faculty tasks

At the University of Borås, task supplements are paid for the following faculty tasks:

Chair of the Research and Education Board and Chair of the Artistic Research and Education Board	SEK 3,500 per month
Vice-Chair of the Research and Education Board and Vice-Chair of the Artistic Research and Education Board	SEK 1,500 per month

#### Board committees

Where the boards have appointed committees, the boards may decide that the time allocated for tasks as chair of a committee is equivalent to 10-20 per cent of working hours. These hours are charged to the board's budget.

### 3.6 Conditions when fixed-term managerial tasks end

This clause covers the conditions that normally apply to fixed-term tasks as a manager that included staff responsibilities: Dean of Faculty, Head of Department and Deputy Head of Department.

#### 3.6.1 Time period for return to normal duties for employees under the teaching staff working hours agreement

At the end of a task, an employee must be given time to re-adjust to their normal duties, provided that the employee continues to work at the University. Adjustment time means that

the manager is given a limited period of time, conditional on both operational needs and the needs of the individual, to focus on returning to teaching and research, for example.

After at least three years as a full-time manager, an employee is entitled to a two-month adjustment period. After an individual assessment, the manager and the employee may agree on a longer adjustment period.

The Dean of Faculty is involved in planning this period for all managerial tasks except for that of Dean of Faculty, which is done in consultation with the Vice-Chancellor.

### **3.6.2 Cessation of task supplement for managerial task**

If a manager has been receiving a special salary for a managerial task, the salary for their normal position must be regraded in accordance with the University's salary policy.

## **3.7 Hourly rates and compensation for conducting the Swedish Scholastic Aptitude Test**

For hourly rates and compensation for conducting the Swedish Scholastic Aptitude Test, see appendix.

Other matters concerning invigilators are regulated in *Riktlinjer för Tentamensvakter* (Guiding principles for invigilators).

For a more detailed description of what is included in each area of responsibility when conducting the Swedish Scholastic Aptitude Test, see *Riktlinjer för personal vid genomförandet av högskoleprovet vid Högskolan i Borås* (Guiding principles for conducting the Swedish Scholastic Aptitude Test at the University of Borås).

Salaried employees at the University who work with the Swedish Scholastic Aptitude Test are compensated in accordance with Chapter 4 Working hours and working hours-related compensation.

## **3.8 Fees for external experts and external reviewers**

No holiday bonus is paid for tasks as external experts and external reviewers.

### **3.8.1 Assessment in connection with the establishment of study programmes.**

The fee is based on one assessment, is a minimum of SEK 5,000 and is paid to external experts.

### **3.8.2 Assessment of senior lecturers and associate senior lecturers**

The fee depends on the number of applicants. A fee of SEK 5,000 is paid for the assessment of one applicant. SEK 2,000 is added for each additional applicant assessed.

### **3.8.3 Assessment of docents**

A fixed fee of SEK 7,000 is paid to an external expert for the assessment of a docent.

### **3.8.4 Assessment of professors and associate professors**

The fee depends on the number of applicants. A fee of SEK 7,000 is paid for the assessment of one applicant. SEK 3,000 is added for each additional applicant about whom the external expert has to give an opinion.



All fees include remuneration for the external expert's work and are also designed to cover minor expenses incurred by the external expert in connection with their work. The fee is paid as salary to the external expert (not to a sole proprietorship or company).

### **3.8.5 External reviewer**

The fee for an external reviewer at a doctoral thesis defence is SEK 8,000. The fee for an external reviewer at a licentiate thesis review is SEK 3,000. The fee for an external reviewer at a final seminar for a Degree of Doctor is SEK 3,000.

### **3.8.6 External members of assessment panels reviewing self-evaluations of research**

The chair of the assessment panel is paid a fee of SEK 8,000. Other external experts are paid a fee of SEK 6,000.

### **3.8.7 External members of assessment panels reviewing self-evaluations of education**

External experts are paid a fee of SEK 8,000.

## **3.9 Pay structure for teaching assistants**

The salary level of teaching assistants depends on results achieved in their undergraduate education. The salary level is increased according to the pay scale in the appendix.

To get a salary level increase, the teaching assistant must provide HR with documentation in the form of an extract of their results from LADOK. Salary changes are implemented from the month following the submission of this documentation.

## **3.10 Pay structure for doctoral students**

The salary level for employees with doctoral studentships depends on the length of time that they have been active in their doctoral studies.

Levels 2, 3 and 4 are obtained after completing the first, second and third years, respectively, of their doctoral studies. This applies to active full-time doctoral studies. Where the individual study plan covers 5 years, the salary is increased to level 2 after 15 months, level 3 after 30 months and level 4 after 45 months. Where doctoral studies are being undertaken half-time according to the individual study plan, the salary is increased to level 2 after 24 months, level 3 after 48 months and level 4 after 72 months.

The head of department decides on the level obtained. Salary changes are implemented from the month following the submission of this documentation.

The employer is to complete an individual assessment when it comes to salary supplements, above the doctoral studentship pay scale in the appendix, prior to decisions about doctoral studentship employment. The assessment is to be based on the following grounds:

- relevant professional/research experience
- the scope and nature of the teaching component
- market reasons
- educational background.

For the pay scale for doctoral students, see appendix.

### **3.11 Change in salary when new qualifications acquired**

No increase in salary is granted for a Degree of Licentiate.

A salary increase of SEK 3,000 per month is granted on completion of a Degree of Doctor. The decision covers employed teaching staff who graduate during their employment at the University of Borås and who do not hold a position as senior lecturer or doctoral student.

To obtain the salary increase after gaining a Degree of Doctor, the teacher must submit documentation to HR in the form of a degree certificate or a copy of the minutes of the doctoral thesis defence. Salary changes are implemented from the month following the submission of this documentation.

On admission as a docent at the University of Borås, or another higher education institution, a salary increase of SEK 2,000 per month is obtained.

On admission as a docent at the University of Borås, the salary increase is obtained when the decision on admission as a docent has been made by the Research and Education Board. If qualification as a docent was gained at another higher education institution, the teacher must submit documentation of this qualification to HR. Salary changes are implemented from the month following the submission of this documentation.

## **Chapter 4 Working hours and working hours-related remuneration**

Under Chapter 2, Section 2 a, of the central Villkorsavtal, the parties have agreed the following:

### **4.1 Unsociable working hours for teaching staff**

For scheduled hours worked after 18:00 and for scheduled hours worked on Saturdays, Sundays and public holidays, remuneration is paid in addition to the salary at the rate of monthly salary/300.

### **4.2 Scope of application**

Chapters 4.2 to 4.10 apply to technical and administrative staff with the exception of:

- Employees on hourly rates
- Employees who enter into an individual agreement with the employer (Chapter 4 Section 16 of the central Villkorsavtal).

### **4.3 Normal working hours and accrual of compensatory leave**

For full-time employees, the average regular weekly working hours for a week without public holidays, Monday to Friday, is 40 hours.

Under Chapter 4 Section 6 of the central Villkorsavtal, the average normal weekly working hours for full-time employees is 39 hours and 45 minutes for a calendar week without public holidays other than Sunday. The difference is used for accruing days off in lieu. See 4.9 Days with reduced hours.

For part-time employees, weekly working hours are proportional to the weekly working hours of full-time employees.

### **4.4 Flexible working hours**

The University of Borås applies flexible working hours, which means that employees may, within given time frames and if activities permit, determine their own working hours during a working day.

In view of the need to adapt working hours to the requirements of the job, the employer may decide to exclude an employee or a group of employees from the flexitime system in which case their working hours are determined by separate agreement.

Flexible working hours require the adaptation of working hours to the requirements of the job. For all those with flexible working hours, the general rule is that work within the unit should be coordinated so that someone is on duty during normal working hours if this is deemed necessary. When employees are required to remain in the workplace at short notice beyond regular working hours and flexitime, this is remunerated at double overtime (double the employee's normal pay rate) under Chapter 4, Section 21 or 22, of the central Villkorsavtal.

#### **Organisation of working hours – flexitime**

**Fixed hours** 09:00-15:00 Monday to Friday.

**Normal working hours** 08:00-16:45, i.e., 8 hours per working day, excluding a 45-minute lunch break.

<b>Flexitime framework</b>	06:00-22:00 Monday to Friday. Working hours during a working day may not exceed 12 hours.
<b>Flexitime balances</b>	May be no more than +50 hours and no less than -20 hours. If the negative balance exceeds -20 hours, this may be settled by means of a pay deduction in consultation between the employee and the manager. Salary is not paid for hours in excess of + 50. Instead, this time must be promptly taken as leave. Flexitime balances are reconciled on the last day of each month. In consultation with their immediate manager, employees have the option to take leave as part of a day or a full day within their accrued flexitime balance.
<b>Flexitime balances on termination of employment</b>	Any outstanding plus balance is paid in the month following termination of employment. A minus balance exceeding 8 hours must be repaid. The hourly rate is calculated by dividing the monthly salary by 165.
<b>Lunch break</b>	Should normally be taken between 11:30 and 13:30 and may amount to no more than 1 hour 30 minutes and must be at least 30 minutes. The normal lunch break is 45 minutes, which is recorded if there is no manual registration of a different time. The lunch break should be taken at a point to avoid working continuously for over 5 hours.
<b>Reporting</b>	Working hours are reporting in the system provided by the employer for time reporting.

#### **4.5 Organisation of working hours at the University Library**

At the University Library, hours may be worked on Monday to Thursday between 08:00 and 20:00, Friday between 08:00 and 18:00 and Saturday and Sunday between 11:00 and 16:00 on days that are not public holidays.

During unsociable working hours, the University Library is primarily staffed by students employed on an hourly rate and secondarily by regular staff, for whom the Library Director schedules the working hours. The schedule is established four weeks before it applies.

For part-time employees, the employer decides on the organisation of working hours, following consultation with the employee concerned, within the framework set out above. See also 4.10.

#### **4.6 Organisation of working hours at parts of the Campus Facilities and Sustainability Office**

Reception and the Porter's Office are part of the Campus Facilities and Sustainability Office.

The working hours for Reception and the Porter's Office may be scheduled on Monday to Friday between 7:30 and 17:00 on days that are not public holidays.

For part-time employees, the employer decides on the organisation of working hours, following consultation with the employee concerned, within the framework set out above.

## 4.7 Overtime and additional hours

Overtime and additional hours must be ordered in advance<sup>1</sup>. Hours worked will only be accepted as overtime or additional hours retrospectively in exceptional cases, where there are exceptional reasons. Overtime and additional hours ordered must be reported in the following month at the latest.

Employees who have worked overtime or additional hours following a decision by the employer are entitled to remuneration for this. Remuneration is paid in the form of money (overtime or additional hours supplement) or leave (compensatory leave). Compensatory leave must be granted on condition that the employee requests it and the employer assessed that it is possible given operational requirements.

## 4.8 Official duties and work travel

Time spent travelling on official duties ordered by the employer, referred to as work travel, is counted as working hours for the part of the journey and official duties that coincides with normal working hours. No payment is normally made for overtime or additional hours in connection with official duties.

## 4.9 Days in lieu

These calculations involve a 40-hour working week. Days in lieu replace days with reduced hours in the central Villkorsavtal.

### 2022

'Bridge day' after Epiphany, Friday, 7 January, 8 hours  
'Bridge day' after Ascension Day, Friday, 27 May, 8 hours  
Day before All Saints' Day, Friday, 4 November, 8 hours  
Day before Christmas Eve, Friday, 23 December, 8 hours

### 2023

'Bridge day' after Ascension Day, Friday, 19 May, 8 hours  
Day before All Saints' Day, Friday, 3 November, 8 hours

### 2024

'Bridge day' after Ascension Day, Friday, 10 May, 8 hours  
Day before All Saints' Day, Friday, 1 November, 8 hours  
Day before Christmas Eve, Monday, 23 December, 8 hours

### 2025

'Bridge day' after 1 May, Friday, 2 May, 8 hours  
'Bridge day' after Ascension Day, Friday, 30 May, 8 hours  
Day before All Saints' Day, Friday, 31 October, 8 hours  
Day before Christmas Eve, Tuesday, 23 December, 8 hours

The above days are included in the normal working hours. ~~The basis for calculation for 2019 is based on 2018—2019 and 2020—2022 (adjustment).~~ 6 June is included in the basis for the calculation.

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<sup>1</sup> Overtime and additional hours may not be ordered for an employee who is on partial sick leave or partial statutory leave or at home caring for a sick child (Chapter 4 Sections 9 and 18 of Villkorsavtal-T). The employer may request additional hours of work from an employee on partial retirement leave for a maximum of 25 hours per calendar year.

The University is normally open on these days and employees who are ordered to work then will be given equivalent compensatory leave on other working days subject to an agreement with their manager.

Saturdays, Sundays, public holidays, Midsummer Eve, Christmas Eve and New Year's Eve are non-working days. For part-time employees, working hours are reduced proportionally in relation to full-time working hours.

If an employee is required to work on a day in lieu, that day is exchanged for another day off. The daily schedule is then changed in the time reporting system.

#### **4.10 Provisions concerning scheduled unsociable working hours**

For scheduled work after 18:00 and for scheduled work on Saturdays and Sundays, compensation is paid in addition to salary at the rate of one month's pay/300.

## **Chapter 5 Annual leave**

Based on Chapter 5 Sections 12 and Section 13 of the Villkorsavtal, the parties agree the following.

### **5.1 Standardised annual leave**

Those who are covered by the University's teaching hours agreement have 'standardised annual leave'.

The current year's annual leave is planned from the Monday after Midsummer. If there are reasons for doing so, part of the annual leave may be planned at a different time by agreement between the immediate manager and the employee. This should then be adjusted in the working hours planning.

### **5.2 Saved annual leave**

Anyone whose employment begins on or after 1 September may save one or more days of annual leave for a later annual leave year. Employees covered by the teaching hours agreement adjust annual leave in the working hours planning

*Transitional provisions in the central Villkorsavtal:*

*Employees who have more than 30 days of annual leave saved on 1 January 2018 may take the excess days over a five-year period so that they have no more than 30 days of annual leave saved on 31 December 2022.*

## Chapter 8 Pay during parental leave

Under Chapter 2 Section 2 of the Villkorsavtal, the parties agree on parental pay.

*Chapter 8 Section 1 of the Villkorsavtal is replaced with the following wording:*

An employee who is on leave for the birth of a child or the care of an adopted child is entitled to parental pay. A child received into the home for the purpose of adoption is deemed the equivalent of an adopted child.

Parental pay is paid per childbirth for 360 days of parental leave, but not after the child reaches 18 months.

Employees who are on parental leave for three quarters, half or one quarter of the day receive parental pay proportionally.

*Chapter 8 Section 2 of the Villkorsavtal is replaced with the following wording:*

Parental pay is 10 per cent of pay per calendar day for salary components up to the basic amount ceiling. For salary components exceeding the basic amount ceiling, parental pay is 90 per cent of pay per calendar day.

*Chapter 8 Section 3 (2) of the Villkorsavtal is replaced with the following:*

Parental leave for days on which parental pay is paid.

*Chapter 5 Section 7 (2) 2 is replaced with the following:*

Parental leave for days on which parental pay is paid.

If this agreement is terminated, the number of days of leave taken with parental pay for employees who are on leave for the birth of a child or the care of an adopted child under Sweden's Parental Leave Act (1995:584) are deducted per childbirth from the number of days for which this employee is entitled to the parental benefit supplement under the Villkorsavtal.



## **Chapter 10 Compensation for work travel and official duties**

Under Chapter 2 Section 2 of the Villkorsavtal, the parties agree on compensation in addition to the statutory compensation payable under Sweden's *Income Tax Act* for work travel.

### **10.1 Domestic work travel**

#### **One-day official duties**

No per diem is paid for one-day official duties. However, a taxable salary supplement is paid for work travel lasting for 6 hours or more. The location of the official duties must be outside the boundaries of both the workplace and the place of residence of the employee for the salary supplement to be paid.

SEK 200 is paid as the salary supplement.

#### **Official duties over several days**

The location of the official duties must be more than 50 km from both the workplace and the place of residence of the employee for the per diem allowance under the Income Tax Act (1999:1229) and the salary supplement to be paid.

Taxable salary supplements are paid as follows:

Day of departure SEK 90

Intermediate days SEK 180/day

Day of return SEK 90

Night SEK 300 (when the employee is responsible for their accommodation costs)

The salary supplement is paid only during the first three months of the period of absence from the workplace and place of residence.

If the University pays for all meals, this salary supplement is not paid.

#### **Mileage allowance**

For travellers who use their own car for domestic work travel, a salary supplement of SEK 15 per 10 km is paid in addition to the allowance payable under the Income Tax Act (1999:1229).

This amount includes other travel expenses such as allowance for passengers and heavy loads. Special consent to use their own car is not required.

### **10.2 Work travel abroad**

#### **One-day official duties**

For one-day official duties abroad, an allowance is paid at the Swedish Tax Agency's standard rate for the country in question.

#### **Official duties over several days**

For official duties over several days abroad, a daily allowance is paid at the Swedish Tax Agency's standard rate for the country in question. For stays abroad in the same location for more than three consecutive months, *URA Avtal om utlandskontrakt och riktlinjer för anställningsvillkor vid tjänstgöring utomlands* (URA agreement governing contracts abroad and guidelines for terms and conditions of employment when working abroad) applies.

#### **Mileage allowance**

For travellers who use their own car for work travel abroad, reimbursement is based on the Swedish Tax Agency's standard rate.

## **Chapter 12 Reimbursement of medical expenses**

Under Chapter 12, Section 7 of the Villkorsavtal, the parties agree as follows: Reimbursement for medications may be paid on several occasions during a year. Prescription receipts from pharmacies are not to be accepted, rather extracts from the high-cost database must be attached.

## **Chapter 15 Payment**

Under Chapter 15 Section 1 c) of the central Villkorsavtal, the parties agree the following:

Salary is paid on 22 December. If 22 December falls on a Saturday, salary is paid on 21 December, and if 22 December falls on a Sunday, salary is paid on 23 December.

## **Chapter 16 Period of validity, etc.**

The Local Villkorsavtal at the University of Borås entered into force on 1 October 2013 until further notice with the notice period as specified in Chapter 2 Section 5 of the central Villkorsavtal. The Local Villkorsavtal is reviewed in connection with a salary review.

## **Appendix 1. Payments**

### **3.7 Hourly rates and payments when conducting the Swedish Scholastic Aptitude Test**

All hourly rates exclude holiday bonus.

#### **3.7.1 Student Assistant/Student Ambassador**

Daytime hours SEK 135/hour

Weekdays after 18:00 SEK 140/hour

Saturdays and public holidays SEK 160/hour

#### **3.7.2 Note-taking support and student supervision**

Note-taking support SEK 100/hour

Student supervision SEK 135/hour

#### **3.7.3 Other technical and administrative staff**

The hourly rate is determined by the manager based on the task, minimum rate SEK 135/hour

#### **3.7.4 Invigilator and role player**

Daytime hours SEK 150/hour

Weekdays after 18:00 SEK 170/hour

Saturdays and public holidays SEK 195/hour

#### **3.7.5 Swedish Scholastic Aptitude Test**

Head test supervisor SEK 4,000

Test supervisor SEK 3,500

Material coordinator SEK 3,000

Assistant SEK 1,900

### **3.9 Pay structure for teaching assistants**

First cycle (undergraduate, Bachelor's) SEK 24,000

Second cycle (advanced, Master's) SEK 25,000

### **3.10 Pay structure for doctoral students**

#### **Pay scale for doctoral studentships**

Level 1, Starting salary SEK 30,700

Level 2, one year of full-time active doctoral studies or equivalent SEK 31,700

Level 3, two years of full-time active doctoral studies or equivalent SEK 33,800

Level 4, three years of full-time active doctoral studies or equivalent SEK 34,800

Completed Degree of Doctor SEK 36,200

Appendix to the Local Villkorsavtal.

Appendix to the Local Villkorsavtal.

Appendix to the Local Villkorsavtal.

## Appendix 2. Revisions

This Local Villkorsavtal has been reviewed and revised on the following dates:

- 01/10/2013 RALS 2013: Chapter 3, 3.8.4 and 3.11
- 05/02/2014 Due to a change in the sick pay period in the central Villkorsavtal, a section reference has been changed in Chapter 7.
- 12/06/2014 Due to the new organisation, some terms have been changed. 3.3.3. has been deleted in its entirety and a footnote has been added in Chapter 4, 4.7.
- 18/12/2014 RALS 2014: Chapter 3, 3.8, 3.10 and 3.11, Chapter 4, 4.9 and 4.10. Chapter 3, 3.6, 3.7 and 3.7.1 have been amended due to the ongoing reorganisation.
- 11/12/2015 RALS 2015: Chapter 3: 3.2, 3.6, 3.8 (with subdivisions), 3.9.1, 3.9.6 (deleted), 3.11, 3.13 (new) Chapter 4: 4.9 (clarification), 4.11 (deleted)
- 14/12/2016 RALS 2016: Chapter 3: 3.8.1, 3.13, Chapter 4: 4.5, 4.6 (deleted), 4.9, 4.11 (new)
- 14/12/2017 RALS 2017: Chapter 3, 3.8.1, the term 'invigilator' has been removed. 3.8.4 new point Invigilator. Changed hourly rates to apply from 01/01/2018. 3.11 new salaries in the doctoral student pay scale to apply from 01/10/2017.
- 01/01/2018 4.11 Unsociable working hours for teaching staff. Chapter 7 'Pay during sick leave' is deleted in its entirety as this is all regulated in the central Villkorsavtal. 3.3 Remuneration of external members of department boards (deleted)
- 22/02/2018 3.2 Remuneration of student representatives is deleted. 3.5 Clarification regarding compensatory payment of managers for additional hours and overtime. 3.7 Adjustment supplement changed to '3.6 Conditions on the conclusion of managerial task' 3.7.1 Adjustment period changed to '3.6.1 Time period for return to normal duties'. Insert 3.6.2 'Cessation of supplement for managerial task'. 4.7 Overtime and additional hours – information concerning partial retirement added. 4.8 Outdated reference removed. 4.11 Unsociable working hours for teaching staff moved to 4.1. 5.1 Clarification that it is part of annual leave. 5.2 Separate document as teaching staff is removed.
- 18/12/2018 3.10 Pay structure – doctoral students. Changed salaries to apply from 01/10/2018. 4.9 Days in lieu addendum text and new days for 2019-2022. 5.2 Clarification of transitional provisions concerning annual leave days carried over.
- 29/08/2019 3.7.5 The Swedish Scholastic Aptitude Test: new roles and changed compensation levels, the wording on mileage allowance is removed, will be regulated in the *Riktlinjer för personal vid genomförande av högskoleprovet vid Högskolan i Borås* (Guiding principles for conducting the Swedish Scholastic Aptitude Test at the University of Borås). 3.9 Pay structure for teaching assistants: changed pay levels. 3.10 Pay structure for doctoral students: changed salaries to apply from 01/10/2019. Chapter 12 Reimbursement of healthcare expenses: deleted.
- 01/10/2020 3.7.4 Pay structure for invigilators. Changed hourly rates to apply from 01/10/2020.
- 08/04/2021 3.7 Hourly rates, new heading "3.7 Hourly rates and compensation when conducting the Swedish Scholastic Aptitude Test", pay in the form of hourly rates, compensation when conducting the Swedish Scholastic Aptitude Test, pay structure for teaching assistants and pay scale for doctoral studentships are moved to an appendix. The wording concerning individual assessment of pay for doctoral students is amended. New pay scale for doctoral studentships and new pay structure for teaching assistants to apply from 01/10/2020. New hourly

rates and fees for external experts to apply from 01/05/2021. New fees to apply from 01/05/2021: Fees for external members of assessment panels reviewing self-evaluations of third-cycle study programmes (3.8.6) and fees for external members of assessment panels for reviewing self-evaluations of first- and second-cycle study programmes (3.8.7).

- 20/05/2021 3.5 Task supplement: new subheadings: 3.5.1 Managerial tasks and 3.5.2 Faculty tasks. 3.5.1 Managerial tasks: new task supplements, and amended task supplement for the Pro-Vice-Chancellor. 3.6 Conditions when fixed-term managerial tasks end: revised conditions when fixed-term managerial tasks end.
- 24/11/2021 3.10 Pay structure for doctoral students: amendment of conditions for increase in the doctoral student pay scale to apply from 01/01/2022. 4.9 Days in lieu: new days for 2023-2025. Appendix: New hourly rates to apply from 01/01/2022 and new levels in the pay scale for doctoral students to apply from 01/10/2021.
- 2022-12-15 3.8.6 External members of assessment panels reviewing self-evaluations of research: new heading 3.8.7 External members of assessment panels reviewing self-evaluations of education: new heading 3.10 Pay structure for doctoral students: change of conditions for salary supplements from 2023-01-01. 10.1 Domestic work travel: changed salary supplement.  
Appendix: New hourly salaries, introduction of an hourly salary for role players, as well as a change in the remuneration of assistants at the Swedish Scholastic Aptitude Test to apply from 2023-01-01. New salaries for teaching assistants, as well as new levels in the pay structure for doctoral students to apply from 2022-10-01.
- 2023-12-12 3.12 Salary exchange: deleted. 4.6 The organisation of working time in parts of the Campus Facilities and Sustainability Office as well as Student Centre: deletion of the wording on the Student Centre, change of working hours for Reception and the Porter's Office. 4.10 Provisions on scheduled evening and weekend work: change in calculation of remuneration. 10.2 Work travel abroad: change in reimbursement for the use of a private car for work travel abroad. Chapter 2, Reimbursement of medical expenses: amended wording on process. Appendix 1 Changed hourly salaries to apply from 2024-01-01. 3.9 New salaries for amanuenses to apply from 2023-10-01. 3.10 New levels in the salary ladder for doctoral positions to apply from 2023-10-01.