

göta studentkår

Göta studentkår's fulltimerpolicy.





Type of governing document: Policy

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Background

The purpose with this policy is to ensure a safe environment to work in and for creating a clarity within the work of a fulltimer. To be a fulltimer is not the same as being a employee, therefor there aren't any collective agreements or other labor-related rules, that may include vacation etc, applied to this form of position. It's therefor of great importance that Göta studentkår has a policy for the fulltimers working conditions and prerequisites.

Fulltimer

A person that's elected with the purpose of doing the mission at fulltime at Göta studentkår is called a fulltimer. The fee's size, that's received by the fulltimer, is based on the expected work effort and responsibilities within the operations.

Beyond the daily work as a fulltimer at Göta studentkår he or she is supposed to urge on the organization onwards and representing our members and students towards the university and other actors.

Working environment

Göta studentkår should aspire to achieve a good work environment for the it's fulltimer. The union delegation and the union board shall always take into account how the mission and the work environment affect the fulltimers physical and psychosocial health. When the operation is planned this should be taken into account as well.

The union board are, according to the order of the delegation, responsible for the fulltimers work environment within Göta studentkår. The work environment act delegates the responsibility that the employer and employee has, but it doesn't cover the fulltimer-mission. For this organization and it's fulltimers the rules that's stated in the act are used as though they would apply.

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Time and availability

The mission as a fulltimer is varied, to the character as well as when it needs to be performed. This sometimes include working at weekends, evenings and other uncomfortable hours. Different times of the year could therefore include extra assignments that affect the workload.

Göta studentkår's union delegation demand that the fulltimers are present during the time when they discuss the fulltimerreport at the union delegation meeting. The fulltimer is expected to, as far as possible, answer questions that relates to the fulltimers own fulltimerreport.

When it comes to the amount of counting hours he fulltimer should aim for the amount of 36, 25 hours a week to have a good working situation. This number is based on the average amount of hours that the employees at Göta studentkår works per week.

The union board and the union delegation shall not oblige the fulltimer to do more activities than what's reasonably fits in the frame of that kind of week. In those cases where the workload rises above 36,5 hours a week, the fulltimer should be provided with compensatory leave within the next four weeks.

To be able to perform the mission in the best possible way most of the time should be performed during normal office-hours, however the character of the mission should be considered.

Sometimes the fulltimer should be reachable during non-office-hours as well as the work situation should be reasonable. The fulltimer should also be able to shut down the different communication-channels that's used during workhours so they can rest and reload.

During office hours the fulltimer should be available at the provided work phone and e-mail. The physical place where the work is supposed to be performed is at the office. If there are special reasons, it could be possible to work from home or a different location. If this occurs the coworkers should be notified.

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Sick-leave

If a fulltimer gets sick the accountable person in the union management should be notified as well as other coworkers and employees. If a fulltimer needs help to prioritize among the duties as well as getting more duties assigned to him or her the accountable person in the union management should be notified.

If the fulltimer have more than five separate sick days reported per semester the fulltimer has to report a reason for the sick-leave to the accountable person in the union management. The fulltimer and the accountable person should make a rehab-plan in order to reduce the sick-leave henceforth.

If the fulltimer has repetitive issues there has to be a medical certificate in place.

If the sick-leave reaches longer than seven days in a row a medical certificate is needed. If the fulltimer have a fulltime or part time absence related to sickness that's more than fourteen days the union board should be notified and the board should notify the union delegation. If the reason for the sick-leave is sensitive for a public discussion, a group including the head of the union, the accountable person in the union management, the activity auditor and a member of the sick fulltimers board, meet up and discuss the matter. This group should provide a solution that can be accepted by the union board. If the union board therefore chooses to provide the organization with a substitute person that person should be elected by the union delegation, if the timeline exceeds or is believed to exceed one month.

Parental leave

Absence related to parental-leave Göta studentkår covers up to 33% of the fulltimers fee in the maximum timeline of three months. The fulltimer or the future fulltimer should inform the employer about any planned parental-leave that occurs in accession to the missions start or as soon as possible.

The same principles that's stated about sick-leave also applies to the care of a child.

Vacation

Fulltimers at Göta studentkår has the right to have 20 days payed vacation, beyond vacation during Christmas, during the period. The Christmas vacation is decided by the presidium. The vacation should be planned within a reasonable timeline in consultation with the presidium and other fulltimers so that the absence does affect the unions

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activities to the minimum extent possible. Because of this it is reasonable that the vacation aren't able to occur coherent. The vacation should not occur so it affects the handover between the fulltimers in a negative way.

Dismissal

At dismissal connected to the mission that occurs to that the fulltimer him- or herself resigns, the fee for the mission should stop being payed. By dismissal occurring to other reasons than the fulltimers own resign, the fulltimer gets one more month of the fee as most until the end of the determine date that's set for the mission

Other engagements

Göta studentkår's fulltimers should always act with good judgement in mind and represent the organization in a way that doesn't risk the organizations independence and trust. The fulltimer that has other assignments or mission, as other work or trust based missions in other organizations, should inform the election committee before the election is made. The fulltimer should also inform the presidium about it before the decision about fee is made. If the mission occurs within the missions timeline this should be approved by the presidium.

Remaining circumstances

In a case where the fulltimer has occurred in a report- or sueing situation the union board should have a dialogue with the union delegation and the fulltimer about eventual costs. Every case should be looked into by the union board.

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