

Local agreement on permanent recurring remote working for technical-administrative employees at SDU

Circular on Remote Working for the State

The University's technical and administrative employees (TAP) are covered by the circular on remote working for the State from 2005. This means that permanent recurring remote working can only be agreed within the framework of a local agreement reached between management and organisations entitled to negotiate on behalf of employees.

Introduction

SDU has entered into the current local agreement on remote working for technical and administrative employees (TAP) at SDU, which enables managers and employees to enter into individual agreements on permanent recurring remote working.

Manager and employee can base their agreement on SDU's [template for individual agreements on permanent recurring remote working](#) when there is a mutual desire from a manager and an employee to make an agreement about permanent recurring remote working.

The local agreement and the use of the template for individual agreements between manager and employee ensure that SDU meets the requirements of the circular on Remote Working for the State and aims to make it easy and legal for managers and employees to enter into agreements about permanent recurring remote working when this is desired.

Local agreement

Parties

This local agreement on permanent recurring remote working has been discussed in the Central Liaison Committee and entered into by the University of Southern Denmark (SDU) and negotiating professional organisations for TAP in accordance with Section 7 of the framework agreement on remote working from the Ministry of Finance and the Central Federation of State Employees' Organisations.

Section 2. The local agreement applies to the individual employee if an individual agreement has been entered into between the management and the individual employee, cf. Section 8 of the framework agreement on remote working. The local agreement does not bring into effect the right or obligation to enter into an individual agreement.

Scope and definition

This local agreement covers technical and administrative employees (TAP) at SDU. Teachers (VIP) are not covered by the agreement.

Section 2. This local agreement concerns permanent recurring remote working covered by the framework agreement on remote working, cf. Section 3 of the framework agreement.

Permanent recurring remote working follows a pre-agreed pattern, e.g. specific days of the week, days in a month or periods during a year. The employer's approval prior to each specific remote working day is not a prerequisite when a fixed agreement is in place. It is the regularity of the remote working, rather than its frequency or duration, which determines whether it is permanently recurring.

An individual, written agreement is entered into between the manager and the employee. Appendix 1 contains an agreement template. The agreement must address the following points:

- Agreement parties
- The geographical location of the remote working
- The time frame for remote working, including time during which the employee can be contacted
- Equipment
- Change of an agreed remote working day
- Working hours and flexitime
- Working environment
- Termination.

The agreement is recorded in the personnel file

Equipment

SDU will provide suitable equipment/furniture so that the work can be carried out safely at the remote workplace. SDU is responsible for insuring the equipment.

Change of an agreed remote working day

Management may decide that the employee must be physically present at the workplace on an agreed remote working day. The employee is not entitled to another remote working day, but the manager and employee can agree on another distance working day on an ad hoc basis.

Management will notify the employee of changes to an agreed remote working day as soon as possible.

Section 2. The employee can choose to work at the usual workplace on an agreed remote working day.

Working hours

The rules governing working time in the workplace and the organisation of these also apply to permanent recurring remote working.

Working environment

Employees who enter into an individual agreement on permanent recurring remote working agree to compliance with the health and safety regulations for the remote workplace(s). This includes participation in training and instruction regarding remote working as well as dialogue with the health and safety manager and health and safety representative about ensuring a healthy and safe working environment at the remote workplace.

The Danish Working Environment Authority does not normally carry out inspections on ordinary remote working. If, in exceptional cases, the Danish Working Environment Authority finds that there is a need to carry out inspections of remote working, this will happen after the employer has been approached.

Entry into force, trial period, renegotiation and termination

The local agreement has been discussed in the Central Liaison Committee on 9th November 2022 and endorsed by the negotiating organisations.

The local agreement enters into force on 1st January 2023.

In the event of conflicts regarding the implementation of the agreement, the matter should be discussed between the relevant union representative(s) and management.

Section 2. The local agreement is evaluated one year after entry into force and every second year thereafter.

Section 3. The local agreement can be renegotiated if changes in relevant legislation or technology so require.

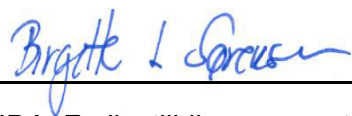
Section 4. The local agreement can be terminated with 3 months' notice.

Signature:



Rector

Union representative/organisations entitled to negotiate on behalf of TAP employees:



IDA, Fællestillidsrepræsentant
Birgitte Lilholt Sørensen



AC, Fællestillidsrepræsentant
Christian Bilde Dannevang



DM, Biblioteket Kamilla Jensen Husen



Forbundet Kultur og Information,
Anja Pedersen



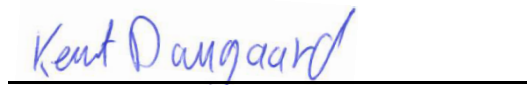
Dansk Journalistforbund, Marianne Lie Becker



Danske Bioanalytikere, Annette Jensen



Forbundet Kommunikation og Sprog,
Marek Bang Poulsen



Dansk Metal, Kent Daugaard



HK/kontor, Fællestillidsrepræsentant
Lone Mikkelsen



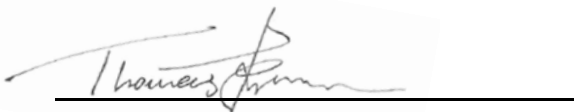
Prosa, Martin Gotfredsen



HK/laboranter sund, Birgitte Damby Sørensen



3F, Maiken Lyhne Kristensen



Konstruktørforeningen,
Thomas Kromann Jacobsen



Serviceforbundet, Christina Kaae Holst