



LUND UNIVERSITY

School of Economics and Management

Human Resources Unit, Dean's Office, LUSEM

Questions & Answers

1

Published: November 2014

Approved: October 2017

Revised: October 2016

For employees and heads of department/managers at LUSEM

Questions & Answers on Secondary Employment

Secondary employment.....	1
Reporting secondary employment	2
Limitations and responsibilities.....	3
The extended right to secondary employment for teachers.....	5
Assessment of secondary employment	6
Glossary	7

Secondary employment

1. *What is secondary/incidental employment (“bisyssla” in Swedish)?*

Answer: In principle, secondary/incidental employment (as in occupation, work, pursuit) is any kind of work that you carry out, temporarily or permanently, alongside your regular employment at LUSEM, whether or not you get paid. There is no requirement for the work/engagement to have a particular scope in order to be considered secondary employment and it is of no significance whether or not the secondary employment is gainful. Even extra work for Lund University, or for another government agency, can be considered as secondary employment.

For example: it is probably not considered secondary employment if you take care of your own pension funds, but if you are a day trader on your spare time, that might be considered secondary employment.

Voluntary work, like coaching your children's sports teams, or chairing of your housing association, is considered as secondary employment.

Secondary employment can be allowed or prohibited. Further reading in [“Regulations on secondary employment”](#) (STYR 2015/1015).

2. *Why do I need to report my secondary employment? Does it really matter what I do in my spare time?*

Answer: Well, that depends on the circumstances. Since Lund University (and thereby LUSEM) is a government agency, we as employees are under obligation to follow the specific laws that rule Swedish governance, where the Swedish principle of public access to official documents (Offentlighetsprincipen), is one of the most prominent. We are employed to serve the Swedish government and the citizens of Sweden, and we must earn and keep their trust in our work, research and education. Because of this we need to be transparent about our secondary employments, as well as other factors that can influence the outcome of LUSEM's activities. We want to show the public that we are trustworthy.

3. *So, does this mean I'm not allowed to have any secondary employment?*

Answer: You may very well have secondary employment, as long as you follow the rules and regulations. You have an obligation to know and follow the rules and regulations about secondary employment. You do need to make sure that your secondary employment is allowed.

If you are uncertain as to whether or not your secondary employment is allowed, please talk to your head of department/manager. If you need more support in the assessment of the secondary employment, do not hesitate to contact the HR unit at the Dean's Office, LUSEM. Further reading in "[Regulations on secondary employment](#)" (STYR 2015/1015).

Reporting secondary employment

4. *Do I need to report my secondary employment in Primula web?*

Answer: Yes, if you are a teacher (see [definition](#)) or a professor, you are obliged to report whether or not you have secondary employment, in [Primula web](#).

If you belong to any of the other occupation categories at LUSEM, you only need to report your secondary employment in Primula web if the employer (usually your head of department/manager) demands that you do. But you still need to make sure you follow the rules and regulations of secondary employment, and that there can be no doubt about its lawfulness.

5. *How do I report my secondary employment?*

Answer: Start by going to [Primula web](#), choose My page/Secondary employment. Choose "Confirm" to go to the form, where you choose "Secondary employment" in the drop down menu, and then "Confirm". Follow the instructions on the screen to submit the report for approval.

The screenshot shows the user interface of the Primula web system. At the top left is the Lunds Universitet logo and the text 'LUNDS UNIVERSITET'. Below this is a sidebar menu with 'My page' highlighted. The main content area displays a form titled 'Select secondary employment'. The form has a header bar with the title and three buttons: 'Create new 2014', 'Confirm', and 'Cancel'. To the right of the form, there is a help icon and text instructions: 'Click "Confirm" to access the form. If the "Select form" drop-down list appears, select "Secondary employment" and then "Confirm". View your already reported Secondary employment under "My cases".' A 'Log out' link is located at the top right of the page.

6. *After my report is registered, what happens next?*

Answer: Your head of department/manager will be notified that you have registered a report of secondary employment that needs approving. Your head of department/manager makes an objective assessment of the secondary employment, in consultation with the Dean. If the secondary employment is judged to be permissible, you will get a confirmed "Approval" in Primula web. If, on the other hand, your secondary employment is seen as prohibited or questionable, you and your head of department/manager will have to discuss what makes it so and how to handle the circumstances that makes it prohibited. Should you need more support; you are always welcome to contact the HR unit at the Dean's Office, LUSEM.

7. *I'm employed as a teacher, but I don't have any secondary employment. Do I need to put this into Primula web?*

Answer: Yes, you need to confirm in Primula web that you do not have any secondary employment. All teachers (please see [definition](#)) are **obliged** to either confirm they do not have one or register the necessary details about the one they have in Primula web. If you have already made a registration in Primula web, and nothing has changed since then, you do not need to do anything.

8. *I'm an adjunct senior lecturer/adjunct professor, do I have to report my secondary employment as well?*

Answer: Yes, you go by the same rules as all other teachers at the University. Make a registration in Primula web whether or not you have any secondary employment.

9. *I'm a manager at LUSEM, am I obliged to register my secondary employment?*

Answer: Well, if you are covered by the Manager's Agreement (Chefsavtalet), i.e. the Dean of LUSEM, you have the same obligation to report your secondary employment as teachers, but you send your report on paper directly to the Vice-Chancellors office.

All other managers/heads of department go by the same rules as their basic profession (teacher or other employees).

10. *I did report my secondary employment a few years ago. Isn't that enough?*

Answer: If you made your report in Primula web, and nothing has changed since then, you have fulfilled your obligation. If you recall sending your report on paper and not registering it in Primula web, you are obliged to renew the report in Primula web.

Make sure that you check the facts of your reported secondary employment at least once a year. Has anything changed since you made the initial report?

Conditions, factors and attitudes change over time, and we must always view our secondary employments from an objective and critical perspective.

11. *How often do I need to make this report?*

Answer: You need to send a new report as soon as anything changes regarding your secondary employment. Review your registered report once a year. The lawfulness of your secondary employment is **your responsibility**.

Limitations and responsibilities

12. *I have secondary employment that sometimes involves me reading e-mails on "university time". Someone told me that that is not allowed; is that true?*

Answer: Yes, it is true.

Since we all are employed by a government agency, there needs to be a very clear line between your employment at the University and your secondary employment, in order for your secondary employment to be viewed as such, but also to avoid undermining confidence in you and the University.

You are **not** allowed to work with your secondary employment on "university time". You may **not** use the University equipment, offices or resources to work with your secondary employment. Read more in "[Regulations on secondary employment](#)" (STYR 2015/1015).

13. *What is considered to be prohibited secondary employment?*
Answer: According to Section 7 in the (1994:260) Public Employment Act: “An employee may not have any employment or any assignment or exercise any activities that **may adversely affect confidence** in his or any other employee’s impartiality in the work or that **may harm the reputation** of the authority.” This is the basis for the assessment of all secondary employment. Secondary employment that is not permitted is traditionally divided into three categories: **work that undermines trust/confidence impairs the employee’s work** or **constitutes competition**. In addition to this, there may be other circumstances that render secondary employment not permissible. Secondary employment that undermines trust is prohibited by law. The prohibition on the other types of secondary employment is regulated in collective agreements.
14. *What is considered “work that undermines trust”?*
Answer: It is not possible to give a specific and defining example of what can be considered work that undermines trust. It varies depending on your position, what you are employed to do, what your responsibilities are, who you work with and so forth. It is a matter of judgment and it is advisable to test your thoughts on neutral parties to make sure you are not missing something.
15. *What do you mean by “impairs the employee’s work”?*
Answer: Any secondary employment that affects the work you are employed at the university to do, in a way that means you can’t fulfil your obligations to the University. Some examples: you can’t fulfil your supervision duties, due to circumstances that occur on account of your secondary employment, or you have too much work to do in your secondary employment and this makes you tired and less available in your primary employment or makes you ill.
16. *What constitutes competing secondary employment?*
Answer: Competing secondary employment can potentially affect both the economics and the confidence rate for the University.
 For example: a contract education service business outside the University realm is considered competing secondary employment, and whether the University employee is the owner of said business or employed by it, it is most likely prohibited. In a case like that, the secondary employment could be considered as both competition and work that undermines trust.
17. *Who is responsible regarding prohibited secondary employment?*
Answer: You are responsible for ensuring that your secondary employment is allowed, according to the rules and regulations, no matter what your position at the University. You, as a government employee, are obliged to know the rules and regulations on secondary employment, and to act accordingly. If you have questions, talk to your head of department/manager and discuss the issue. Should you need more support in the discussion on the secondary employment, contact the HR Unit at the Dean’s Office, LUSEM.

18. *Is it really my responsibility to keep track of whether my secondary employment is allowed or prohibited? It seems rather complicated and difficult to assess...*

Answer: Yes. You are obliged to make sure that your secondary employment is allowed, according to the rules and regulations.

If you need help in the assessment of your secondary employment ask your head of department/manager for support, and if you need additional support you can ask the Dean and also the HR unit at the Dean's Office, LUSEM.

The extended right to secondary employment for teachers

19. *Lots of people are referred to as teachers, even though they have different titles. Who is considered to be a teacher at Lund University? And what does TA staff mean?*

Answer: According to the definition stated in the Lund University Appointments Procedure (Reg. no STYR 2014/676), "teacher" refers to the titles: *Professor, Visiting Professor, Adjunct Professor, Senior Professor, Senior Lecturer, Adjunct Senior Lecturer, Associate Senior Lecturer, Postdoctoral Research Fellow, Post-doctoral position, Lecturer and Adjunct Lecturer*. The translation refers to the Swedish titles in the document "[Lunds universitets anställningsordning](#)", Reg. no STYR 2014/676, and does not in any way replace the meaning of the Swedish original document.

So even if you sometimes work with the educational parts of the University, you are not automatically considered a teacher. If you are employed as researcher (forskare), policy officer (utredare) or developer (utvecklare), you belong to the personnel category of Technical/Administrative staff (TA). Different rules and agreements apply to the different personnel categories, with regard to aspects such as procedures for annual leave, extension of temporary employment and so forth.

20. *I'm a teacher and I'm thinking of starting up a business, based on my research. Am I allowed to do that, while I work at the University?*

Answer: Yes, as long as you are a teacher according to the definition in the Lund University Appointments Procedure, you are allowed to start up secondary employment regarding research or development within the subject area of your post, as long as you follow the rules and regulations on permitted and prohibited secondary employment.

It is important that you really make sure that your secondary employment and your work as an employee at the University are clearly separated, and of course that your secondary employment is allowed, according to the rules and regulations. The Swedish Higher Education Act (1992:1434), chapter 3, section 7 states:

"In parallel with their teaching posts, teachers at higher education institutions may undertake employment or assignments or pursue activities relating to research and development work within the subject area of their posts, if in doing so they do not undermine the confidence of the general public in the higher education institution. Such secondary occupations shall be kept clearly separate from the tasks assigned to them within their posts."

21. *Does this mean that I can teach, as secondary employment?*

Answer: Well, not really. The extended right to secondary employment concerns only research and development, within the subject area of your university position. On the other hand, you are allowed to teach as secondary employment, based on the Public Employment Act, as long as the activity is assessed as lawful, and not prohibited according to the rules and regulations. Every case has to be assessed, on the basis of the circumstances at hand.

Assessment of secondary employment

22. *Who's responsible for the lawfulness of my secondary employment?*

Answer: You are responsible for the lawfulness of your secondary employment. If you have any doubts about your secondary employment, talk to your head of department/ manager and the Dean. You may also get additional support from the HR unit at the Dean's Office, LUSEM. Further reading in "[Regulations on secondary employment](#)" (STYR 2015/1015).

23. *I think it is difficult to assess the lawfulness of my secondary employment. Can I get some help?*

Answer: Yes, of course you can! Start by talking to your head of department/manager. If you need additional support, you can involve the Dean and the HR Unit at the Dean's Office, LUSEM.

Glossary

Swedish	English equivalent/meaning
Bisyssla	Secondary employment or Incidental employment
EHL – Ekonomihögskolan vid Lunds universitet	LUSEM – Lund University School of Economics and Management
Föreskrifter om bisysslor , Lunds universitet	Regulations on secondary employment (STYR 2015/1015), at Lund University
Lagen om offentlig anställning	Public Employment Act, (1994:260)
Lärare – enligt definitionen i Lunds universitets anställningsordning	In this context, as defined by the Lund University Appointments Procedure (Reg. no STYR 2014/676), “teacher” refers to: <i>Professor, Visiting Professor, Adjunct Professor, Senior Professor, Senior Lecturer, Adjunct Senior Lecturer, Associate Senior Lecturer, Postdoctoral Research Fellow, Post-doctoral position, Lecturer and Adjunct Lecturer</i> . The translation refers to the Swedish titles in the document “ Lunds universitets anställningsordning ”, Reg. no STYR 2014/676, and does not in any way replace the meaning of the Swedish original document. The source of the translated titles is based on the Swedish-English Higher Education Glossary , administered by the Swedish Council for Higher Education
Offentlighetsprincipen	The Swedish principle of public access to official documents , based on the Public Access to Information and Secrecy Act, 2009:400 – short version
Personalfunktionen Kansli EHL	Human Resources (HR) Unit at the Dean’s Office, LUSEM
Primula web	Primula web – an electronic report/administrations tool at Lund University
Universitets- och högskolerådet (UHR)	The Swedish Council for Higher Education