

# To be employed by the government

## YOU WORK IN THE SERVICE OF THE CITIZENS

You have as a government employee both rights and responsibilities and special benefits. Here you will be informed which these are.

To work in the government's service mean that we perform an activity that apply the laws and regulations decided by the Swedish government and parliament. Each government body operates from a regulatory letter.

In the annual regulatory letter, the Government states the tasks that it wants Lund University to perform, and the financing of activities for the coming year.

## Core Values

There are common core values for the entire public sector that is based on laws and regulations. The common core value system for government employees is based on six principles:

- Democracy: All public power emanates from the people.
- Legality: The public power is exercised under the law.
- Objectivity, impartiality and equal treatment: All are equal before the law. Authorities and courts shall treat everyone equally.
- Freedom of opinion: The Swedish democracy is based on freedom of opinion.
- Respect: Public power shall be exercised with respect for human freedom and equality.
- Efficiency and Service: Operations shall be conducted as cost efficiently and with as high quality as possible with given resources.

## The principle of public access to official records

The principle of public access to official records applies in government administration. It means that the general public and the media have a right to be able to access official documents, with the exception of classified information.

As a government employee, you have freedom of speech and freedom to disclose information. Your freedom of speech means that you have the right to speak about the activities to journalists and others as long as it does not involve classified information. The freedom to disclose information means that the authority cannot inquire who provided information to the media.

## Legally certain exercise of authority

Legal certainty is fundamental for all Government activity. Citizens must be able to trust that the decisions taken by the authorities are based on the laws that apply. They also need to be sure that everyone is treated equally before the law and that authorities are objective and impartial in their judgments and decisions.

You are therefore obliged to follow rules regarding conflicts of interest and rules of secondary employment.

## Conflict of Interest rules

Conflict of Interest rules ensure that the handling of the authority is characterized by impartiality and objectivity. You are disqualified to handle a case if for example; the case concerns yourself or a loved person.

Another example of Conflict of Interest is if the output can be expected to bring extreme advantage or injury to yourself or someone close to you. There are other occasions when you may be disqualified.

## Secondary Employment

Terms of Secondary Employment exist in

- the Public Employment Act ('LOA'),
- the Employment Ordinance ('AF'),
- the Higher Education Act and in
- other regulations applicable to government employees.

In addition, there are rules in government collective agreements. If you are a teacher, you are always required to report secondary employment. Other employees are only required to report secondary employment if the employer requests it.

# Government Employee Rights

## Vacation

You have the right to paid vacation already the first year you are working within the authority. Your age determines how many vacation days you have. Remember to check with your manager before you apply for your vacation.

## Leave

You can make doctor visits and emergency dental appointments during paid working hours. It is also possible to take leave with pay at some other occasions. It could for example involve a close relative's funeral. Remember to check with your manager when you need to be vacant.

## Parental leave, parental allowance, care for sick children

You may as government employee, receive an additional reimbursement from the authority - so-called parental leave supplements - for a maximum of 360 days when you withdraw the parental allowance. This means that you can receive compensation equivalent to 90 per cent of your salary.

When you need to be on leave for care of children, you may as a government employee, if you earn above the Social insurance ceiling, receive an additional allowance on the income that is above the insurance ceiling for 10 days per year.

## Illness

If you are on a medical leave for an extended period, you can get an additional Government employee compensation in addition to sickness benefit. Authority supplements sickness benefits from the Social insurance on day 15-365 for about 90 per cent of the income.

You may also receive compensation in connection with illness, such as some compensation for

- doctor visits,
- visits to the physiotherapist or
- If you are hospitalized.

You may also receive compensation for certain drugs covered by the high-cost protection system.

## Work injury

You as a government employee may be entitled to compensation from the insurance if you are injured to and from work and during working hours.

Government employees also have additional compensation through an Agreement on compensation for personal injury, 'PSA', via the 'AFA' insurance. It may apply to loss of income, pain and suffering, medical expenses, disability as well as case of death.

## Insurance

As a government employee you are covered by Work injury insurance and Occupational group life insurance. If you are traveling on behalf of the University, you are covered by a Travel insurance service. When stationed abroad with 'URA' contract you are covered by a special international insurance ('URA' insurance).

## Occupational pension

It is your employer that makes payments for your state pension (Pension agreement PA 03). The State occupational pension consists of three parts:

- defined benefit retirement pension,
- supplementary retirement pension ('Kåpan Tjänste') and
- individual retirement pension.

## Conversion agreement

An employment may be terminated for a variety of reasons. If you lose your job due to activity about to be reduced the Conversion agreement for government employees is valid. In some cases, you have the right to support and aid also if your fixed-term employment is terminated.

## For zealous and devoted service to the government

The tradition began in 1803 as an award for government employees who had been zealous and devoted. The award in the form of a medal, watches in gold or engraved glass, you can receive after working in government service for 30 years.

You may have worked at various jobs, as long as they are government. Special rules apply if you, for example, would retire before you worked in government service for 30 years - then it's 25 years that applies to receive the award.