

Monday meeting

21 November 2022

held by Viktoria Arwinge

- The salary review process is slowly coming to an end at SU and according to the SU personnel dep, the new salaries will be paid out in December, retroactive from October this year. The salaries for doctoral students are not individually set. Instead there are three wage levels (depending on where you are in the PhD process and these levels have been adjusted from 1 of October 2022. The current salary agreement on a central level will last until the end of September 2023. From 1 of October 2023 – a new salary agreement will be effective at SU. .
- The IGV Christmas lunch will take place the 14th of December at 13h00 in the lunch area on the fourth floor. All staff are welcome. If you still haven't registered and want to attend, please send Alasdair an email right away.
- Last year IGV arranged a lecture about stress management for all staff at IGV. It was a psychologist from the SU health care company FeelGood who gave the lecture. We were about 15 staff attending the lecture and it was much appreciated. The presentation contained knowledge about the importance of achieving a sustainable work balance, symptoms to be aware of when affected by long term stress and tools in order to prevent sickness due to stress. We are now planning to arrange another lecture on this topic in February/March next year. We will inform you about the date of the presentation when it is all settled. I would like to encourage all staff at IGV to attend the next lecture on this topic since we are all effected by stress to some extent from time to time
- Regarding health care support that staff can get from SU:
 - All full time working staff are entitled to 1 hour health care activity each week during work hours (gym/going for a walk)
 - All staff are entitled to a health care activity contribution from SU (Friskvårdsbidrag). You can get reimbursement of max 3000 kr including tax – if you have been employed a full year, 1 of January–31 of December. You register your health activity claim in Primula and attach the receipt in Primula and hand in the original receipt to Johanna Stub in order to get reimbursement.
 - 4 of December is deadline for registering health care activity claims for 2022.
- About rehabilitation/Sick leave prevention at IGV: Viktoria is responsible for the rehabilitation process at IGV when an employee is not well or needs to be on sick leave for some work related reason. Don't hesitate to contact Viktoria if you don't feel well and it affects your work at IGV. It

could be symptoms of stress or something else. From experience, the sooner we ask for help – the faster we recover. We can get support from the SU health care company FeelGood, where we can meet with doctors and therapists.

- According to regulations all lecturers within SU need to register side jobs in primula, every year. You need to register if you have or if you have not any side job. This is a mandatory request by SU. Unfortunately this routine does not work well in general at SU – the overall reporting % of sidejobs amounts to just 35% at SU. The university has received remarks in this regard from the Swedish national audit. In order for SU to improve our routines in this regard, the personnel dep will implement a closer follow up routine with departments from 2023. Please, if you are a lecturer at IGV and still haven't reported if you have/have not sidejobs in primula, please do so right away. It needs to be done before the end of December each year.
- SU will start up two new procurement processes that are of huge interest for IGV. (All public authorities need to buy services and goods from procured suppliers (main rule) and these procurements needs to be renewed every fourth year, according to regulations).
 - Procurement of a new recruitment system. The current system, Reach me, works very well, and I hope the result from this procurement process is that we will continue to have Reach me. If you have any feedback of using this system, please send me an email no later than 3rd of December.
 - The other procurement is of a new travel agency. Our current travel Agency is Egencia. If you have any input regarding Egencia, what works/what doesn't work -please send me an email with specified feedback no later than the 3rd of Decembe. I will make sure the feedback is forwarded to the persons responsible for these procurements at SU.
- Regarding the SU employee survey where deadline was the 13th of November – according to the SU personnel dep, the managers at each department will receive the results from this survey in the beginning of December. As mentioned before – we plan to arrange workshops based on the survey results at the IGV conference during the spring.
- It has now been decided that the rental costs at SU will increase with another 10% next year. For IGV, this will mean that we will increase our rental costs with approx. 1,2 mkr, going from 11,6 mkr to approx. 12,8 mkr. We can conclude that the rental costs keep on draining the budget for our core activities within the university (education and research). This will affect our department budget for 2023.
- The recruitment of a new manager to the personnel dep and the real estate department is final. The new manager at the personnel dep has worked at SU before and have experience from SU which is positive..
- The faculty has announced the possibility of applying for sabbatical 2023/2024. A sabbatical means that you get financial support from SU if you wish to do your research during at least five month at a university abroad. This opportunity is for lecturers, teachers and professors, permanently employed at SU. Last day of application: 27 January 2023.

Head of Economy and personnel administrator