Instructions for digital service plans for teaching staff

LiU’s working hours agreement for teaching staff states that the number of hours worked over the course of a year must be planned in discussion between the relevant member of teaching staff and his or her head of department, or the head of department to whom this task has been delegated.

Working hours should be planned on the basis of LiU’s commission, operational requirements, financial circumstances and an overall view of the member of teaching staff’s work tasks and employment situation.

All educational activities carried out at the department in question should be counted in hours and established at departmental level.

Work tasks should be allocated across several years (two to three years), within which the allocation between work tasks can vary over time.

Teaching staff’s working hours should be planned during the planning period in such a way that all work tasks are included within the scope of hours worked over the course of a year. There should not normally be overtime over and above the total number of hours worked over the course of a year. If a specific need arises to carry out certain work tasks that have not been planned, work tasks should be reprioritised in the first instance.

Planning should be documented in a service plan. The service plan:

- States the conditions for planning, monitoring and control
- Provides clarity
- Takes into account and shows all work tasks for each individual member of teaching staff
- Ensures dialogue – planning is carried out and documented in discussion between the member of teaching staff and his or her manager
- Provides the conditions for long-term planning (over the course of two to three years)

Instructions for digital service plans:

- LiU’s working hours agreement can be found on the Human Resources website, http://www.liu.se/insidan/personalfragar/avtal. The information explains e.g. which work tasks are included in research, education and administrative work.
- The planning period can cover the calendar year, academic year or semester.
- All times are stated as a percentage of full-time.
- For the previous year, the planned allocation is shown month by month according to information entered in the HR system. The planning according to the previous service plan is then shown. These fields are locked to prevent editing. Information about the outcome of the allocation should then be provided to ensure that the planned time agrees with the actual time spent working.
- For the current year, the planned allocation is shown on average over the course of the year according to information entered in the HR system. The planned time for the period should then be entered. The values from the previous service plan are pre-filled, but can be edited. The planned time should also be entered for the next year and the year after that. The values are pre-filled with details from the previously completed service plan, but can be edited.
The date of planning between the member of teaching staff and his or her manager should be documented on the form. It should also be stated whether the planning resulted in agreement or disagreement.

Information about the work involved with service plans and where the service plans are stored should be submitted to the local collaboration group.

The final date for providing information to the local collaboration group about service plans is 28 February for the calendar year/spring semester and 30 September for the academic year/autumn semester.