

POLICY – Internal Work



Consensus

THE STUDENT UNION OF THE FACULTY
OF MEDICINE AND HEALTH SCIENCES

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Disclaimer

This document is translated from the Swedish version “Policy - Internt Arbete” and is not an official governing document. There might be translation errors and information may be lost in translation. In a situation where the translated version can be interpreted differently than the Swedish version, the Swedish version takes precedence.

Background

The purpose of this policy is to create a safer work environment and provide clarity for the work of those engaged in the union.

Remunerated Positions within Consensus

Being elected to a remunerated position within Consensus is an honorable and responsible assignment. In addition to managing the daily operations of Consensus, those engaged are expected to drive the organization forward and, in many contexts, represent all students at the faculty and sometimes all students at the university.

Being remunerated is not the same as being employed. This means, among other things, that one is not covered by collective agreements or other standard labor regulations such as working hours, vacation, etc. Consensus is built on student engagement, and it is important to provide the engaged members with the conditions to carry out their tasks in a sustained way.

Working hours

The work within the union varies in nature and timing. It can sometimes involve weekends, evenings, or other inconvenient hours. Certain times of the year, such as during the reception period, involve extra workload.

To ensure a reasonable work situation and avoid big variation in work load for the remunerated should full-time employers aim for 40-hour work weeks, and part-time employers for 6–10 hours per week. Weekends and evenings should, as far as possible, be kept free for full-time employers.

Union work is often flexible in terms of when and where it is performed, allowing members to manage their time independently and compensate for lost hours.

Sick Leave

In case of illness, work should be avoided to allow rest and fast recovery. Short-term absence should not require making up lost hours, as this can cause stress and potentially cause reluctance to stay home when sick due to the increased work load once the employer gets back to work. In cases of longer absence, the board should discuss how the tasks of the absent employer will be handled until they return. It may also be relevant to discuss the consequences of the absence with the Consensus Council in order to deviate from governing documents and avoid overburdening the other engaged members. The same rules apply for caring for sick children, except that remote work may be allowed if possible.



Remuneration

Those holding central positions within Consensus (the board, administrators, and Consensus Council) and student representatives which require personal responsibility receive remuneration based on workload and responsibility within the organization. Remuneration for student representatives in groups with personal responsibility is regulated by a Vice Chancellor's decision. The remuneration for full-time positions is paid monthly for the current month, while other remunerations are paid at the end of the semester. The payroll officer within the presidium must collect the information necessary for salary payment well in advance. Individuals who receive remuneration for individual meetings must report their attendance at remunerated meetings to the person responsible for student representatives no later than four weeks before the payment date.

Since the handover and introduction for newly elected full-time officers take place before the start of the operational year, compensation corresponding to half of a full-time remuneration shall be paid to the newly elected officers.

Physical and Psychological Work Environment

Those engaged in Consensus perform important work and deserve a good work environment during their time as engaged. The board has a shared responsibility to monitor how tasks and conditions affect the health of those engaged and to act when necessary. Each operational year, a safety representative is elected to receive information about any deficiencies.

Full-Time Officers

Availability

Full-time officers form the operational core of the unions ongoing operations. Full timers acts as contact persons for the university, sections, student representatives, etc. and are those with the greatest knowledge of the union's activities and positions. This means that there is a great need to be able to contact them for answers to questions or to discuss urgent matters. During office hours, the full-time officer must be available via work phone and email, as well as physically present at the office (alternating between Norrköping and Linköping) when not attending meetings or performing other duties. During evenings and weekends, the full-time officer is not required to be available unless there are special circumstances (such as a planned activity or crisis situation) or if otherwise agreed upon in advance. It is important that full-time officers have good conditions for a reasonable work situation and the opportunity to relax during their time off.

Vacation

Full-time officers are entitled to 25 days of paid leave during the operational year. The leave should be planned well in advance in consultation with the supervisor, and preferably also in coordination with the other full-time officers so that the absence affects the union's activities as little as possible. The leave should preferably be distributed between the autumn and spring semesters.

Wellness Allowance

Full-time officers are entitled to a wellness allowance.



Part Time Officers

Studies take precedence over union work. Those who engage part-time within Consensus are a valuable resource and play an important role, not least in maintaining the organization's continuous operations and representing the union in various contexts. However, it is important to always keep in mind that this engagement is secondary to one's studies, and that union work should not negatively affect academic performance. This means that the engaged member, together with colleagues, should to the greatest extent possible adapt workload, assignments, meeting times, and other aspects of the work so that it interferes with studies as little as possible.

Handover

To the new board

To give the newly elected board the best possible conditions to start early and perform well during its operational year, they should receive a thorough handover. During the handover, everyone should have the opportunity to be introduced to the union's purpose and operations, board work, and basic approaches for managing stress and other challenges that may arise during the year. All incoming members should also have the opportunity to discuss the responsibilities of their position with their predecessor during the handover.

New members during the operational year

In the event of by-elections or other occasions when new elected representatives join Consensus, there is a need for an introduction, as the person in question has not participated in the regular handover. The introduction of new representatives should be prioritized by the other engaged members.

Vote of No Confidence / Dismissal

If an elected representative is deemed clearly unsuitable for their position, they may be removed from it through a vote of no confidence and dismissal by the Consensus Council. Before a vote of no confidence is initiated, the person in question must have been made aware of the issues and given the opportunity to respond to the criticism. In the event of a successful vote of no confidence, the representative is dismissed from their position with immediate effect. Remuneration is then paid for one month following the approval of the vote of no confidence.

An elected representative may also request to be relieved of their duties, which should be done well in advance of the intended resignation date. In connection with the dismissal, the Consensus Council decides how long remuneration will continue to be paid.

Student Representatives beyond Consensus' Elected Officials

Elections and Terms of Office

The Union Board, or a person appointed by the board, has the right to appoint student representatives to various groups, boards, and forums at the faculty and university. Many of these positions are filled by Consensus' elected officials, but the board may also appoint individuals who do not hold an elected position within Consensus. These student representatives must be members of Consensus.



The board appoints student representatives for its operational year and may only in exceptional cases grant a longer mandate, for example in university working groups where there is an explicit request for the same student to serve for the entire duration of the group's activity.

Responsibilities of the Student Representative

The student representative undertakes to represent the students' opinions on the issues discussed in the respective forum and to be prepared to raise matters either on behalf of the Consensus Board or on their own initiative when appropriate.

The opinions expressed by the student representative must align with Consensus' governing documents and core values. If Consensus has no established position on a matter, the student representative should strive to consider the circumstances and needs of all students within the faculty in their statements. When needed, the student representative may seek guidance from their designated contact person within the Union Board.

The student representative shall have regular check-ins with, and report to, their contact person within the Union Board.

The Union Board's Responsibility toward the Student Representative

The Union Board must ensure that each appointed student representative is given the necessary conditions to fulfill their assignment. This means that the student representative should receive an introduction to the forum they will be part of, as well as to Consensus' operations, opinions, and other relevant information. The student representative should also be assigned a contact person within the board.

All student representatives must be informed of any changes to Consensus' governing documents so that they can adhere to them in their duties.

The board member responsible for student representatives is also responsible for ensuring that the forum's contact person is informed of who the student representative is and for providing their contact details.

Student Representative Agreement

When a student representative assumes their position, an agreement is established between them and the Union Board, specifying the term of office as well as the commitments and responsibilities of each party.

Delegation of Student Representatives to Sections

The responsibility and authority to appoint student representatives at the program level within the faculty are delegated to the respective program sections.

The responsibility and authority to appoint student representatives to the faculty's Academic Appointment Board, the Research Education Committee, and the doctoral student representative on the Faculty Board, as well as one position on the Department boards, are delegated to DOMFIL.

