

POLICY - CONSENSUS' DEVOTEES



Consensus

MEDICINSKA FAKULTETENS
STUDENTKÅR

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Background

The purpose of this policy is to create a safer workplace environment for, and create clarity regarding the work of the devotees.

The remunerated positions of Consensus

Being remunerated by Consensus is a honourable duty filled with responsibilities. The remunerated individuals are not only responsible for the daily duties of Consensus but also for the progress and growth of the organisation and take part in several groups and committees at the university representing students.

Being remunerated is not the same thing as being employed, meaning that they are not covered by a labour contract and other common labour laws concerning working hours, vacation, etc.. Therefore, it's important that Consensus keeps a policy for their devotees' work-related conditions.

Consensus stands by their devotees through thick and thin and it is important to provide them the right conditions to accomplish their duties in a desirable manner without the feeling of overwhelming pressure.

Working hours

The work within the union is varied, both by character and requirements of deadlines. This can at times include work during weekends, evenings or other inconvenient working hours. The burden of tasks varies throughout the year, i.e. during the reception.

To give the remunerated positions a reasonable working situation and avoid large fluctuations in workload to negatively affect the workplace environment, the full-time and part-time remunerated positions should strive to work approximately 40 and 8 hours a week respectively. Weekends and evenings should, to a great extent, be free of workload.

The work done for the union is at most times flexible regarding when and how tasks should be done. This gives individuals working for the union the opportunity to self-regulate their hours and either catch up on work or proactively complete tasks. If there's a need to complete one's tasks outside of working hours, it should be communicated to the people who are involved in said tasks as soon as possible to plan for compensatory time free.

Sick leave

In case of illness, work should be avoided to encourage rest and recovery. A short absence should not create a demand to catch up on lost working hours as it would create stress and potentially cause one to abstain from staying home in fear of increased demand upon return to work. During longer periods of absence, the union should discuss how the absent individual's tasks should be dealt with until their return to work, as well if there's a need to revise the business plan or other actions not to overwhelm the other devotees at Consensus.



The same rules are applied for absence due to childcare as they are for illness, with the exception of the possibility to complete tasks from home.

Commissions

The devotees of Consensus (the union, administration and boardman dubbelkolla om det är rätt term) and the student representatives that carry personal responsibility get paid for their work. The size of the pay is based on the expected work and responsibility within the union. A full-time employee has a monthly pay corresponding to 35.5% of a fixed price base. The rest of the union members and administrators get a pay corresponding to 18% of a fixed base amount. The council presidium members get a pay each term corresponding to 7% of a fixed price base amount. Pay for student representatives in groups with personal responsibility is regulated through the Principles orders. Tax deduction is formed according to chart guidelines if no other preference is state.

The pay for full-time employees is paid monthly for the current month, while the other salaries are paid at the end of each term. The presidium's Salary Coordinator is to collect the information needed for payment in advance, as well as knowing whether or not the devotee would like to collect their salary in December or January, or May or June. The person receiving payment for single meetings is to report their presence at paid meetings to the Salary Coordinator 4 weeks before preferred date of payment.

Compensation is granted if the period of exchange and introduction of newly elected full-time employees carries over the normal mandate period.

Physical and psychological workplace environment

The devotees within Consensus are carrying out an important duty, therefore they deserve a good workplace environment. Together, the union carries a responsibility to monitor how the tasks and the workplace environment is affecting the devotees' health, as well as taking measures to prevent issues.

Full-time remunerated positions

The full-time remunerated positions are the central devotees that drive the union's continuous work forward, acts as contact persons for the university, committees, student representatives etc., as well as being the most knowledgeable about the union's business and opinions. Therefore, there is a clear necessity to be able to communicate with said devotees concerning questions or discussing errands, which means that they may have to be on-call around-the-clock to satisfy everyone's needs. To let the full-time remunerated positions have a reasonable working situation and hours, as well as getting their time to relax and not run the risk to be overworked and burn out, they must be able to turn off their channels of communication and have leisure time. The full-time remunerated positions should during working hours be able to be reached through their work cellphone, mail and be present at the office (depending on location; Norrköping or Linköping) when said devotee is not attending meetings or other errands. Neither do they have to be available during evening hours and weekends except during certain circumstances (i.e. planned activities or crisis-situations) or if other terms have been made in advance.



The full-time remunerated should distinguish clearly when and where they're available or not available during office hours, preferably through having this posted by the office or on their webpage.

Leave

During their year with Consensus, the full-time remunerated positions have the right to 25 days of paid leave. The leave should be planned well in advance together with the other full-time remunerated positions so that the absence impacts the union's work to the smallest degree possible.

The leave should be split between at least two periods during the year.

Wellness

The full-time remunerated positions have the right to access a wellness grant consisting of up to 1500 SEK per year.

Part-time remunerated positions

Studies should be prioritized before work. The people who serve part-time at Consensus are a major contributor to Consensus continuous work as well as important individuals for carrying out the continuous work and being student representatives in several contexts. Although, it is important to keep in mind that their engagement in the union is second to their studies and their work within the union should not affect their studies in a negative way. This implies that the devotee and their colleagues should, to the greatest extent possible, adjust their workload, tasks, meetings and other parts of their work so that it doesn't interfere with their studies.

Handover

To the new Union

A thorough exchange of the union is fundamental to give the newly elected union the best opportunities possible to get a head start and be able to do a good job during their year of duty. This should be done as soon as possible after these members have been elected to give them the opportunity of an introduction to the union's business, purpose, union work and a fundamental way of thinking to cope with stress and other issues that might present during their year. All the members of the new union should also be given the opportunity to discuss their roles' duties with their predecessor during the reshuffle.

New members during the year

There is a need for a process of introduction in the event of new members being elected to Consensus, as they have not taken part of the regular reshuffle. As much as possible should be done beforehand to prioritize the introduction of these new members.



Censure / Dismissal

If an elected representative is apparently unfit for their duties they should be dismissed through censure and dismissal in Consensus' council. The representative in question must be informed about the problem and be given an opportunity to commit to correction before expression of censure is made. The elected representative is immediately dismissed from their duty if censure is made through the council. Salary is paid for one month after the censure has been ruled.

An elected representative can ask to be dismissed from their duties. This should be done in a good time before the person in question wants to leave their duty.

Other elected student representatives

Elections and mandate periods

The board of the union, or the one that the union appoints, carries the right to add student representatives in a number of different groups, boards and forums at the faculty and university. Many of the seats in the constellations are occupied by Consensus' devotees, but the union may also assign a person that isn't an elected representative within Consensus. These student representatives must be members in Consensus.

The board may add student representatives for their year of office and can only give mandate for a longer time, i.e. in workgroups at the university where there's an expressed need that the one and same student is to be in said group during its whole time of operation.

Commitments of the student representative

The student commits to represent the student's opinions in the matters raised in the given forum and be prepared to raise questions on behalf of the board of Consensus eller or own their own accord if appropriate.

The opinions expressed by the student representatives must be in line with Consensus regulations and core values. The student representative should receive guidance primarily by their contact person in the board if Consensus doesn't have a formulated opinion on a matter. If it's unfeasible to express their opinion due to time or practicality, the student representatives should prioritize the needs and conditions of the student of the faculty in their statement before expressing opinions based on their personal interest.

Student representatives will have continuous check-ups and report to their contact person within the board of the union.

The union of the board's responsibility towards student representatives

The union of the board must make sure that the individual appointed as student representative receives the opportunity to complete their duty. This means that the student representative receives an introduction to the given forum that they will be a part of, as well



as Consensus business, opinions and other relevant information. Student representatives must also be appointed a contact person within the board.

All student representatives must be informed about changes in Consensus' regulating documents to let them complete their duties.

The head of Educational Affairs is responsible for ensuring that the forum which the representative is attending is informed about the representative and provides them with contact information to said representative.

Student representative contract

Upon receiving the role as student representative a contract is made between the representative-to-be and the board, where the mandate period as well as both parties responsibilities and commitments is regulated.

Delegation of student representative to committees

Responsibilities and mandate to appoint student representatives on the level of programs within the faculty is delegated to each respective program's committee.

