



PM FOR THS WORK GUIDELINES

Translated from PM för THS Arbetsprinciper, last changed 11 november 2016

1 Formalin

1.1 Summary

The Work guidelines describes what it means to be a Trustee in the student union, the obligations and benefits that comes with it and THS obligations towards Trustee.

1.2 Purpose

The purpose of the guidelines is to provide guidance on what is included within the scope of the XX, and the obligations and responsibilities of the trustee. The guidelines are important partly to provide clear expectations and to provide and partly to provide the trustees at the student union a safe environment. If exceptions should be made from these guidelines they should be accepted by those in charge of THS Management team.

1.3 Scope

This PM applies to all elected representatives who are trustees for THS central.

2 Guidelines for trustees

"Working at the Union" usually means that you are trustee in THS Management team or other central assembly's and committees. As trustee full time, or in some cases part time, work is done to move the Union forward and take care of everything that needs to be done. Members give the student union board mandate to make decisions about certain things during the year, and THS Management team and other trustee work to carry out the tasks in the Operational plan. To be trustee is an important trustee. In order to perform the task in the operational plan, full-time trustee students receive a salary so that it is not needed to work or study at the same time to earn a living. Other trustee receives a salary which reflects their post expenditure of time so that no assignment must be given a lower priority for economic reasons from the student's side.

Getting involved as trustee is a fantastic way to get personal development, influence, try out the work life, make contacts, learn to work with political influence and, above all, improve the situation for all students at KTH.

2.1 Trustee Undertakens

Working hours for full-time trustee corresponds to about 40 hours a week and consists of task that is either clearly included in the post description or is written in the operational plan. While networking, meeting with representatives, lunch meetings, common tasks, visits to board meeting and some team building included in the working hours.

For full-time trustee it is pursued to work office hours. This is because the unions trustee should be available to students and other staff in the building. Whatever the full or part time, some posts have an uneven workload during the year and working as described here is therefore mainly considered as guidelines. To compensate for the high workload should flex-time and compensatory leave to some extent be taken in consultation with the head of the management team. President and Vice President charge flex-time and compensatory leave in consultation with each other.



In a position of trust some amount of voluntary work outside of office hours is included. How much depends on how much time the trustee is willing and able to put down. As voluntary work included tasks which are not clearly included in the job description or not in the operational plan but still relate to the THS and its development.

THS stance is that salaries are paid as a condition for the trustee -to be able to do their job, not as a wage for hours worked. If you are trustee on a full-time post, it is not appropriate to study in parallel to any significant extent, or have too much work other than the trustee. Work other than the trustee shall not affect the job as trustee in the union. Since the president and vice president oversees THS Management team, they are the ones who determine if the work outside of THS have a negative impact on the trustee.

Ways of Communication. trustee in THS Management team is to turn to the president or vice president on work-related issues. When these has work-related issues, they turn to the Board. Other trustee should contact their nearest supervisor in work-related issues.

Remunerated to know and work for THS core values: Fellowship, progress and joy.

When booking travel and accommodation cost should try to be kept low. However, travel and accommodation will not cause inconvenience, such as deadlines to meet or long route. People should not be forced to share a room. For business travel outside Stockholm, compensation for actual and reasonable expenses for food and the like up to a maximum of equivalent to full- and half-time allowance according to current instructions from the Tax Agency, of which alcohol may represent a maximum 33% of the amount. Compensation is only payable against receipts.

At local trips at work, public transport, or private car use. Taxi fares are only acceptable in exceptional cases where the work schedule or transport requirements dictate.

For travel by car paid tax free mileage according to the Tax Agency set amount.

Rules for eve. mobile phone services and Eurocard specified in internal documents.

Dismissal of the trustee. An elected trustee resigns automatically when the term expires. If an elected official has the desire to resign during the term of office shall notify the Board his/her wish to resign as soon as possible so that the process of finding a replacement can begin. President and vice President must resign at the next Student Union Council. Elected representatives who are appointed by the council is accountable to the same until a possible dismissal prematurely is granted.



2.2 THS Undertaking

The remuneration is not a job. There is one important difference: the remunerated has been entrusted to perform a task, and receive financial compensation for doing so. However, there is no job security, which is important to know about. If man remunerated lose trust you lose the mission, and thus the right to compensation. If this happens, you are entitled to compensation equivalent to one month's full remuneration from the date of dismissal.

To make it easier for those beginning their year, full-time or part-time, funds should be allocated in the budget for the handover so that they can work in parallel with the outgoing remunerated during the period.

The fee is paid monthly current month and its amount is determined by THS Statutes. Fees paid for the term of office of all months and handover period.

Full-time trustee posts on THS has 25 days of leave during the term of office, which should be taken out. The leave will be charged with respect to the business, and in consultation with the president. Weekend days should be seen primarily as the days and hours will therefore try to avoid these days.

If disease strikes, this is evaluated in each case based on the trustee in relation to a reasonable degree will be able to meet its commitments. If a person has been absent due to illness and unable to meet their commitments in the 15 days of entry into the Social Insurance sickness benefits. For the insurance agency (Försäkringskassan) to do this requires a doctor's certificate of absence from the eighth sick day.

THS shall ensure that the trustee is insured against accidents during the time they perform tasks for THS behalf.

THS will offer THS Management team medical and health-care contributions of 100 or per full-time month in each person's term of office. The premium paid by the next payday when outlays form is submitted with the receipt from the authorized purposes. If last salary payment for the term of office has already been so, it is too late to seek the grant. Permissible purpose is something that is tax exempt under tax agency rules. It is such as gym memberships, swimming cards, etc., but not accessories such as clothing, shoes and equipment.

2.3 Benefits

In gratitude and encouragement for their involvement in the union has remunerated the following benefits:

- Mecenatkort despite dropout.
- The same benefits THS student members for payment of the membership fee.
- waiting list and the opportunity to stay in the SSSB properties despite dropout.

2.4 Representation

At all times when THS pay for the representation there must be a clear purpose. trustee at THS may partly represent as manager in some areas, or represent the whole THS in some other cases. In cases where the entire THS is being represented this is decided by the president and its vice. It is also those that preferably should participate in such occasions.

Remunerated representing THS at various events are primarily representative of the THS and not their self. A representative behavior is an absolute requirement for all such events.

THS participation at conferences, meetings with partner organizations and the like to be controlled by the utility for THS and members. Participation can only be justified if there is a clear purpose and a clear agenda that deal with relevant areas, or if there is an opportunity for THS to push their own agenda, or whether it is possible to relevant networking experience.



Celebrations and similar events. THS pay generally two tickets per event or events.

2.5 Teambuilding

Teambuilding organized within the framework of THS Central to follow certain guidelines. The guidelines are intended to ensure that THS money is used wisely and that teambuilding benefit all those who are present. The following are the guidelines:

- during teambuilding where alcohol is present, responsible drinking shall prevail.
- Any travel and accommodation will be a cheap option, unless there are special reasons. Reasons must then be justified to and approved by president and vice president.