

Summary of Meeting in the Committee for Cooperation and the Working Environment (SAMU) (2014-01)

Date: Tuesday 18 March, 2014, kl. 12.30-15.30

Location: SL300 room 0.2.15

Agenda:

1. Messages from committee members
2. Economy
3. Holiday policy (two enclosures)
4. Hours registration, including administration norms (enclosure)
5. Physical and psychological working environment
6. Stress and work load, including enforcement notice from the Danish Working Environment Authority (enclosure)
7. Environment
8. Other business
9. Meeting evaluation

Participants:

SAMU: Safety representatives: Ulla Øland, Jiri Srba and management representative Rene Rydhof

Hansen

B-side: Henriette Frahm, Lene Even, Hans Hüttel, Christian Thomsen

A-side: Kristian G. Olesen, Helle Westmark

Secretary: Mette Kaufmann Andersen (today HW)

Minutes:

ad 1 Messages from committee members

Kristian: Presented the new rector Per Michael Johansen, who has met with representatives at different management levels.

HR department has registered all members of the Committee for Cooperation and the Working Environment with their formal duties.

Ulla: The fire drill in the beginning of March revealed that the alarm is inaudible in some areas of our building. Vests were used and the employees who could hear the alarm left the building. An organizational change in the Environment Committee has required 8 new members. I16 has not volunteered this time.

Henriette: The Main Joint Consultation Committee has worked on a new standard order of business for Working Committees and is updating the new Working Committee agreement compliant with the new 2013-agreement. Next week, Hef is participating in a conference about the psychological working environment. Management and VIP representatives are invited. The Main Joint Consultation Committee has discussed the parking situation; generally there are too few parking lots at campus. HeF has informed the Committee about the need for signs to increase awareness of new parking lots.

Jiri: Has participated in meeting about the new Working Committee agreement. One noticeable change is that employees are to be more involved in meetings in order to strengthen collaboration between management and employees.

Hans: The curriculum group for Computer Science and Software has discussed drop-out rates. There may be a relation between math grades and drop-out rate.

Helle: An employee from the TAP-group resigns from 30 July, 2014, after this date the position will be reoccupied. HW announces that the work load is heavy in general, and particularly the economic team is under constant heavy work load. Henriette Frahm is appointed as group secretary until the position is reoccupied.

ad 2 Economy

The outcome for 2013 was a deficit at 4,3 mio kr compared to a budgeted deficit at 2,4mio kr. The deviation is mainly caused by a failed expected funding at 1,1 mio kr. and by deviations on projects, including lacking phasing of expenditures – three entries of 800,000 kr (two negative and one positive)

It is requested that an agreement on extraordinary redeeming is met within the existing budget.

Future tasks:

1 May 2014 is deadline for re-budget 2014. Fictitious reassignment of time will be replaced by real savings.

Completion of detailed budget model (item for discussion at the meeting in May)

Multiple year budgets

ad 3 Holiday policy

The department's policy is that the five weeks of ordinary holiday must be spent, whereas the special holidays can be paid out by request. If the special holidays are paid out, the teaching norm will be increased by 37 hours. In order to enforce this policy, it is necessary to send out holiday notice. In the future, holiday must be announced before being spent. This measure will ensure better control in case of insurance questions, hours registration and replacement of holiday.

It is questioned whether it is fair to require 37 hours of teaching when the special holidays are paid out. Economically, the arrangement is neutral for the department. However, activities are moved from research to teaching in accordance with the economic framework conditions.

Presumably, it will be possible to apply for concurrent holiday, which will facilitate spending holidays for our foreign employees.

ad 4 Hours registration, including administration norms

Payment of administrative tasks at the department. There will be an annual service check to make sure payment corresponds to the effort.

The Committee is informed that sometimes an employee has been asked to prepare teaching jobs, which are annulled after the job has been done, but before the activity has begun. UPU (the Teaching Planning Committee) has discussed whether the allocation of supervisors can be changed, but it has not been possible to find a solution as formation of groups is made after semester start.

ad 5 Physical and psychological working environment

The Danish Working Environment Authority has noticed the problem with smoke from cigarettes near the auditorium at 1. Study year and it seems that the problem is being addressed.

ad 6 Stress and work load, including enforcement notice from the Danish Working Environment Authority (DWEA)

The enforcement notice concerning too heavy work load in the TAP-group is being dealt with. KGO has addressed the people recommended by the DWEA and has suggested that the head of security chair the meetings.

The situation is a department matter, and at the moment the department receives input from the stakeholders. Experts from HR have been asked for guidance on how to address this sort of problems. The department has accepted that more interviews with the involved employees are being conducted in order to gain more knowledge about the current situation.

UØ participates in a working environment network and wonders why the University as a whole does not profit by the enforcement notices given. The departments could learn from other situations. This will be discussed at the next meeting in the committee.

Stress policy. The Committee discussed whether the existing policy should be revised and re-written. The contents are still valid. The mentor/mentee arrangement was discussed – does it work? The Committee will look into this question and choose relevant themes for discussion at future meetings in the Committee. At the next meeting, the Committee will discuss the AAU stress policy: <http://www.aauhaandbog.aau.dk/faces/viewDocument/464>
Group leaders are asked to look into the mentor arrangement and encouraged to appoint mentor for new employees.

It was remarked that having to deal with stress constantly may cause even more stress.

ad 7 Environment

UØ announces that the University has hired a head of environment, starting 1 April 2014. UØ has participated in a network meeting in order to make a report on environment improving initiatives in the departments. An A4-sized flyer will be produced to present the sustainable festival in Aalborg. A conference only for students will be established via big screen. UØ believes it is possible to choose one semester, where sustainability should be implemented. More focus on sustainability is requested.

The reason why we don't have solar cells at all buildings at campus is that the Danish Building Research Institute finds solar cells ugly. New buildings will be constructed with solar cells, but older buildings will not have solar cells installed. Selma Lagerlöfs Vej is not incorporated in the Sustainability Plan as the premises are rented.

Please contact UØ if you have suggestions for sustainable initiatives for the department.

ad 8 Other business

In the future, there will be served coffee at meetings

ad 9 Meeting evaluation

No loose ends – the meeting was held in a good atmosphere.

Meeting ended 15.17.

Next meeting is 14 May 2014

Minutes taker: HW (translation: MKA)