Uppsala University regulations regarding employees’ outside activities

With the support of Section 4 of the Governmental Authority Ordinance, the Vice Chancellor adopts the following regulations regarding outside activities at Uppsala University:

• Handling of issues regarding outside activities shall be characterised by openness and the possibility of insight but with respect for the integrity of the individual.

• All work done by a University employee is done within the framework of his/her employment. Remuneration is made in the form of salary or overtime compensation. It is prohibited to take compensation for regular work in the form of consulting fees for an employee’s own company.

• An outside activity must not take so much time and involvement that it interferes with work at the University. No routine reduction in the total work hours to carry out an outside activity may be granted. If the outside activity cannot be carried out entirely in leisure time, the employee must apply for a leave of absence for private business.

• An employee is not allowed to have an outside activity that competes with the University’s contract operations without permission from the Government.

• An employee who has permissible outside activities must keep them clearly distinct from his/her activities at the University. This means that the department’s resources in the form of personnel, machines, premises, consumable supplies, etc. may not be used to carry out outside activities unless a special agreement has been made.

• It is not permissible for an employee to carry out an activity as an outside activity in such a way that it jeopardises the public trust in Uppsala University or otherwise gives the impression that the University is involved in the activity, authorises the activity, or in any other way guarantees its content. The Uppsala University seal, logotype, or other insignia of the University may not be used in connection with any other activity pursued by as an outside activity by a University employee. Nor may an employee take part in advertising and marketing of a particular teaching material in such a way that it could be thought that Uppsala University backs the teaching material or recommends it. Nor is marketing of outside activities via home pages or e-mail on the University computer network allowed.

• An outside activity shall normally not entail business transactions between the University and a University employee or his/her company. If such transactions take place for special reasons, they must without exception be approved at a decision-making level superior to the employee within the University.
• Teaching within the University is carried out by personnel who are employed for this purpose, and only in exceptional cases via juridical persons. (Permission from the Legal Affairs Division is required in each individual case of making use of juridical persons. Such permission is granted only in cases where it is not possible to make use of requisite personnel in another way.)

• The regulation in the Higher Education Act regarding the right to subject-related outside activity applies only to teachers. This means that employees other than teachers, such as researchers, do not have to have a right to so-called R&D outside activity within the sphere of activity of their employment.

• Services rendered on assignment from another department or unit within the University are not regarded as outside activities if the assignment is either planned within the framework of regular work time or, by agreement between the departments, takes place in the form of so-called extra hours or overtime. Compensation for such assignments shall normally accrue to the mother department or be paid out as compensation for extra hours or overtime to the employee via the mother department.

• On their own initiative, in compliance with regulations stated in the Vice Chancellor’s decision, teachers at Uppsala University must report their current outside activities related to the subject area of their employment. This applies regardless of whether the outside activity is pursued in the form of employment, assignment, or in the employee’s own company or that of a close associate. Changes must be reported continuously. Reports must also be submitted by teachers who do not have any outside activities.

• At the behest of the Vice Chancellor, all employees at Uppsala University must without delay report all current outside activities in accordance with what is stated above.

• On their own initiative, managers covered by the Managers’ Agreement must (under the Managers’ Agreement) must report all outside activities in accordance with what is stated above.

• Heads of departments/equivalent are responsible for continuously informing employees at their department/equivalent about current regulations and information about outside activities and the obligations of employees in pursuing outside activities. Information must also be provided in connection with hiring new employees.

The Vice Chancellor will fulfil his oversight obligation by calling at regular intervals for audits of all outside activities at Uppsala University.

Governmental Authority Ordinance (2007:515)