

GOVERNING DOCUMENT

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Annex to: Vice-chancellor's decision, 9 June 2025, on rules on secondary employment

Rules on secondary employment

Summary

Secondary employment is any work carried out alongside an employee's regular employment at SLU. It could be another job, an assignment, duties in an organisation or your own business. It does not matter how much time the employee spends on this and whether it is paid or unpaid work – it still counts as secondary employment. Some activities are permitted, others not, depending on their nature.

1. Secondary employment must not adversely affect SLU's image or the public's trust in SLU.
2. Secondary employment must not compete with SLU's commercial activities.
3. Secondary employment must not prevent the employee from performing their regular duties or affect them negatively.

Target group and purpose

This rule is aimed at all employees at SLU and is intended to clarify the principles and rules that apply to secondary employment, as well as provide guidance for assessing whether secondary employment should be allowed. The purpose of this rule is to ensure that secondary employment is carried out and managed in accordance with applicable rules for state employees, including those on conflict of interest, and that the integrity and impartiality of the university, as well as the public's trust in it, are maintained.

What is secondary employment?

Secondary employment is work that an employee performs in addition to their duties at SLU. This applies regardless of whether the secondary employment is

permanent or temporary, paid or unpaid. The type of secondary employment determines whether it is allowed or not. Extra work on SLU's behalf, or another authority, may also be regarded as secondary employment.

Why is secondary employment regulated?

SLU is a public authority and must ensure that the public has confidence in the university and its staff. The public must never doubt the objectivity and impartiality of the university's staff.

It is important for SLU as an employer that its employees perform satisfactorily and devote their energies to the work they are paid to do. Also, the university should not have to compete with its own staff.

Secondary employment is regulated by laws and regulations as well as by collective agreements. These state whether and to what extent employees may engage in secondary employment.¹

The main rule is that secondary employment is allowed. However, it must not undermine public trust in SLU or compete with the university's activities, or prevent the employee from performing their duties at SLU. For civil servants, there is a specific obligation to ensure that any secondary employment they engage in is allowed. This means that upon the employer's request, or if an employee is unsure whether secondary employment is allowed, they must report it for assessment. Teachers and managers have an extended duty to report secondary employment, regardless of whether they have a secondary employment or not.

The handling of questions on secondary employment must be characterised by transparency and respect for personal integrity. All secondary employment that is reported must undergo a comprehensive overall assessment.

¹ Provisions on secondary employment:
Public Employment Act (1994:260) Sections 7–7 d; Higher Education Act (1992:1434) Chapter 3 Section 7; Higher Education Ordinance (1993:100), Chapter 4, Sections 14–15; Employment Ordinance (1994:373), Section 11, and the Terms and Conditions Agreement-T between the Swedish Agency for Government Employers and SACO/OFR/SEKO, Chapter 13, Sections 10 and 11.

Unless the head of department/equivalent decides otherwise, the line manager with personnel responsibility decides whether secondary employment is allowed or not. If in doubt about how a specific secondary employment should be assessed, the manager can contact the Division of Human Resources for support. To help with the assessment of secondary employment, support material is available on the staff web.

Secondary employment that is allowed

Secondary employment that is normally allowed:

- political, state and municipal posts
- positions in scientific societies
- trade union posts
- elected office in non-profit organisations such as housing associations and associations with no links to employment at SLU.

Secondary employment that is not allowed

Impermissible secondary employment falls into three categories:

- integrity-damaging secondary employment
- competitive secondary employment
- work-impeding secondary employment

Integrity-damaging secondary employment

Conducting an activity in such a way as to give the impression that the university is involved in the activity, authorises it or otherwise guarantees its content is not allowed. Secondary employment is considered to be integrity-damaging if it may in any way affect the public's trust in the impartiality of the university.

The SLU logo or resources in the form of premises, equipment, personnel, consumables, etc., may not be used in secondary employment. The secondary employment must also be clearly separated from the employee's tasks as an SLU employee. For example, the computer, email account, address and telephone number that the employee has access to as an SLU employee may not be used. The same applies to digital communication and meeting tools, such as Teams and Zoom.

What is the risk of damaging integrity, and what degree of risk is justifiable?

It is sufficient that there is a risk that SLU's impartiality may be questioned. The assessment must take into account the duties the employee has at SLU, the type of activities conducted by SLU and the nature of the secondary employment.

Competitive secondary employment

An employee at SLU may not have assignments or carry out activities in areas where the university conducts business.

Examples of assessment factors:

- Is it commissioned research or commissioned education that SLU can/could deliver?
- Would the employee be able to perform the duties of the secondary employment within the framework of their employment (position and working hours)?
- The scope and nature of the secondary employment
- The employee's duties at SLU
- Geographical proximity (in the case of competing activities)

Work-impeding secondary employment

An employee may not engage in secondary employment to the extent that they cannot perform their regular duties satisfactorily. Factors that may indicate that a secondary employment impedes work include recurrent or unreported absences, low-quality work performance or the time it takes to complete a task.

An example of work-impeding secondary employment is when a teacher has a secondary employment in their subject area and regularly takes on assignments during working hours. As a result, teaching sessions are cancelled, student supervision is delayed, internal deadlines are not met, or the teacher declines an assignment within the department, citing their secondary employment as the reason.

Veterinary activities

Employees at SLU with the competence to provide veterinary care and who have other veterinary activities as a secondary employment need to take into account that such activities can be seen as damaging to trust, competing or impeding work.

This applies in particular if the secondary employment is carried out within the University Animal Hospital's catchment area (mainly the counties of Uppsala, Stockholm, Västmanland and Gävleborg). The concept of *geographical proximity* may have a broader definition than that, but the catchment area can provide a guide for assessment.

Consequently, participation in other clinical veterinary activities, or self-employment in this field, is not necessarily allowed. The employee's line manager, in dialogue with the head of department, makes an individual assessment based on the impact of the secondary employment on the work at SLU and the interests of the organisation.

Secondary employment for university teachers

Compared to other state employees, university teachers have an extended and statutory right to engage in secondary employment in research and development (R&D).

‘Teachers’ refer to the following categories, as defined in SLU's appointment procedures:²

- professor and visiting professor
- adjunct professor
- senior lecturer
- adjunct senior lecturer
- associate senior lecturer
- postdoctor
- lecturer
- adjunct lecturer.

To ensure that the knowledge and skills of the university benefit society, university teachers have wider opportunities to engage in certain kinds of secondary employment. The secondary employment must relate to research or development in the teacher's subject area. This only applies to teachers and other research staff at the university. This opportunity also comes with an extended obligation to report secondary employment.

Examples of R&D activities that are allowed:

- Advise on a scientific issue or have a limited consultancy role in the teacher's subject area.
- Activities based on inventions in the subject area or on production methods developed by the teacher.
- Being a board member of a company whose activities are related to the teacher's subject area.

As with all secondary employment, R&D secondary employment must not adversely affect trust in SLU, impede work or compete with the university and the research conducted at SLU. The secondary employment must also be clearly separated from the employment at SLU. Teaching is not a form of R&D activity that is allowed.

² Appointment procedures for teachers at SLU.

Remunerated work that is not considered secondary employment

A university teacher may have paid academic activities and assignments that do not count as secondary employment. This includes the following types of assignments, which are considered work within the framework of employment:

- external reviewer and expert assignments
- member of an examining committee
- less extensive assignments for, for example, research councils and scientific journals.

Business transactions and board memberships

All work performed by an employee for SLU takes place within the framework of the employment and may only be remunerated by salary. SLU cannot pay remuneration to an employee in the form of consultancy fees to a company that they run.

All consultancy assignments within SLU must comply with the procurement rules.

A secondary employment, even if previously allowed, must normally not lead to any form of business transaction between SLU and an employee or an employee's company.

If the client at SLU (department or equivalent) nevertheless considers that such a transaction is justified, it must be approved in advance, in writing, by the SLU Board, the vice-chancellor, the chief operating officer or a dean.

- For internal audit staff, the SLU Board authorises transactions.
- For employees directly subordinate to the vice-chancellor, the vice-chancellor decides.
- For university administration and library staff, the decision is made by the chief operating officer or by the person to whom the chief operating officer has delegated this authority.
- For departments and units under a faculty, including the University Animal Hospital, the dean of the respective faculty authorises such transactions.

When assessing a board membership as secondary employment, special consideration must be given to the risk of damage to trust competitive relations, disqualification or conflict of interest, in particular in situations where the assignment may influence decisions in the employee's regular work.

The examples below will help those applying for a board membership as secondary employment to better understand the risks considered when the application is assessed.

Damage to trust

A member of staff has a board position in an organisation that engages in activities or advocacy that are in direct conflict with SLU's values, mission or policies. This can damage confidence in SLU's impartiality and credibility.

Competing activities

A member of staff sits on the board of a company that offers similar products or services to SLU, which may give the company a competitive advantage through insights into SLU's strategies, customers or business development.

Disqualification in procurement

An employee has a board position in a company that submits a tender when SLU procures a product or service. This can create a conflict of interest where the employee could directly or indirectly influence the decision in favour of the company on whose board they serve.

Conflict of interest related to grants or funding

A staff member who administers grants or subsidies sits on the board of an organisation applying for funding from SLU. This can create a conflict of interest where the employee could favour the organisation on whose board they serve.

Undue financial gain

A staff member holds a board position in an organisation that receives financial support from SLU, at the same time as they receive remuneration or other financial benefits from this organisation. This may lead to suspicions that SLU funds are being used in a way that favours the employee personally.

If necessary, SLU may request an account of the scope and financial terms of the assignment to ensure that it does not affect SLU's interests.

Reporting secondary employment

Employees must report secondary employment in Primula self-service. The notification must describe the secondary employment in such a way that it is possible for the employee's line manager to decide whether it is allowed or not.

If an employee wishes to take up a new secondary employment during the year, it must be reported so that the employee's manager can assess it. This must be done before the employee takes up the new secondary employment.

If the scope, nature, character or content of a secondary employment that has already been approved changes, the employee must report it in Primula for a new assessment by their line manager. Notification must be made as soon as the employee takes up/intends to take up the new secondary employment.

The same applies if the employee takes up a new position at SLU, as changed conditions may affect how an ongoing secondary employment is assessed.

New employees must declare any secondary employment within one month of starting work.

More information on when to report and instructions on how to report secondary employment in Primula are available on the staff web.

Teachers

According to the Higher Education Ordinance, university teachers have an extended obligation to report secondary employment. According to SLU's appointment procedures, all teachers must report whether they engage in secondary employment; this must be done in Primula no later than 31 March each year.

Managers

Managers at the central level at SLU also have an extended obligation to report and, like teachers, must report whether they have secondary employment by 31 March each year.

The following posts are managers at the central level³:

- deputy vice-chancellor
- pro vice-chancellors
- deans
- vice-deans
- chief operating officer
- chief librarian
- head of the University Animal Hospital⁴
- head of Internal Audit
- head of the Division of Human Resources⁵
- head of negotiations.

Other employees

Other employees are obliged to report secondary employment if the manager requests it, or if the employee is unsure whether the secondary employment is allowed and wants it to be assessed.

³ SLU 2016.2.5.1-4994.

⁴ This position has been eliminated, replaced by head of the Department of Clinical Sciences.

⁵ This position has been eliminated, replaced by director of human resources.

What happens if an employee has secondary employment that is not allowed?

If the assessment concludes that a previously approved secondary employment should cease in whole or in part, the employee must, after discussion, receive a written and reasoned decision. Before deciding to terminate the secondary employment, the employee's manager must consult with the Division of Human Resources.

A decision requiring the employee to cease secondary employment that is detrimental to trust in SLU must take effect immediately. If the secondary employment is not allowed under the rules on competition or impeding work, the decision must be preceded by negotiations in accordance with Sections 11–14 of the Co-Determination Act (MBL).

Failure to comply with the employer's decision may result in disciplinary action (warning or reduction of salary). If the employee still fails to comply with the employer's decision, they may be dismissed or given notice.

Follow-up

The head of department/equivalent carries out an annual follow-up of employees' secondary employment to ensure compliance with current regulations and to identify any changes that may affect whether secondary employment is allowed.

Follow-up of supplier payments in relation to secondary employment that has been reported is carried out annually according to the procedure described on the staff web.