



Guidelines on Employeeship

Summary

Well-developed employeeship and leadership are preconditions for functioning operations. These guidelines outline the requirements and expectations KTH has of its employees and others, and the rights and obligations of everyone who works at KTH, regardless of their role in the organization. Employees at KTH are defined as everyone employed at the university, as well as everyone involved in activities such as Professors Emeriti, affiliates, adjuncts, scholarship-holders and consultants.

The employeeship is based on the KTH value platform, which in turn is based on the common value platform for all state employees. In addition to being a technical university, KTH is also a government agency which means that legislation, ordinances and regulations that the Riksdag, government and other authorities have established, must be applied in a legally secure and effective manner.

Being an active employee

Competition in the globalised environment that KTH operates in increases the need for employees to be aware of, and contribute to, the common objectives stated for KTH at all levels, including schools and departments levels.

At KTH, responsibility and powers is carried out as far as possible into the organization in order to achieve the greatest possible participation, dedication and creativity. This requires that KTH has well-developed leadership and active employees.

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Being active employees implies appropriate to daily duties, employers, managers and colleagues. The starting point for active employees is their own responsibility and their ability to influence their work, their work situation and their own development. This creates commitment and job satisfaction, which in turn generates good performances and results.

We are each other's work environment and this impacts our approach when we interact and communicate with each other at the workplace. As an employee you are responsible for how you work and contribute to a positive work environment in the workplace.

Being an active employee impacts the professional role and is founded in interaction and dialogue with managers and colleagues. As an employee you are responsible for establishing good relationships with your manager and everyone else you are in contact with in your professional roles.

Being an active employee you take control over your working life-

- Your role – impacts your responsibilities,
- Your commitment – impacted by your driving forces,
- Your contribution – shown in your results,
- Your loyalty – impacted by your choices.

Other issues important for employees to be aware of can be found in the Guidelines on work environment and in the KTH Code of Conduct.

Employees must:

- Possess a good level of knowledge of operational goals and work in a committed and initiative-rich spirit with the aim of influencing their own and the organization's ability to achieve these goals.
- Treat all colleagues, employees and students, internally and externally, with consideration and respect based on the KTH Value Platform and contribute to a work environment where different opinions are welcomed.
- Contribute to, and take responsibility for, a gender-equal, positive and including work environment with equal conditions for all employees and show to unwelcome behaviour.
- Understand and respect the importance of working with the immediate manager/leader and be aware that he/she bears the ultimate responsibility for leading and distributing work.¹
- In cooperation with the immediate manager, take responsibility for one's own development of the job role, its contents, responsibilities and expectations.
- Take responsibility for one's own work and its quality, and continuously evaluate and change it based on results.

It is vital for employees to be aware of and comply with:

- What it means to be a government employee and the implications of the employment contract.
- The contents of the collective agreements² that regulate employment conditions.
- Development and salary/salary setting dialogues (SACO-S) with immediate manager
- Regulations concerning reporting of additional employment outside KTH.
- Regulations for reporting of absence/presence
- Staff collaboration for development at KTH

¹ Guidelines on management and leadership V-2018-0151

² Villkorsavtal 2014