



Guideline for remuneration

Reviewed June 2023.



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Guideline for remuneration

Background

Stockholm University's student union (hereafter SUS) needs to continue to develop and strengthen its relationship with both associations, councils and its members, so that more students can be active co-creators on a vibrant campus both at individual and group level. Part of the resources available to SUS to do this is the opportunity to remunerate students who carry out efforts within the structure of student influence, in the context of associations or in other parts of SUS's activities.

Aim

These guidelines clarify the basic conditions for how members can take part in Stockholm University's student union, SUS' allocated funds for Resources to the Campus through remuneration for various types of assignments within SUS's operations.

Support for quality assurance in the assignment

In order to give SUS elected officials the best possible conditions and tools to carry out their tasks, SUS works continuously to create forums and meeting places for knowledge transfer and exchange of experience. Here, the resources available at SUS's office, in the form of, for example, competence and experience, are shared with students and PhD students who are active in one of SUS's areas of activity. This support can be designed with voluntary or compulsory participation, or as a combination of both these forms of participation.

SUS offers, among other things:

- Training before and during an assignment
- Network to give students the opportunity to meet other students who have similar assignments
- Individual support for those active in specific assignments

Revision

Revision of the current routine is prepared in the management group and decided during the weekly meeting with SUS presidium.

Meeting remuneration

Students, and in some individual cases PhD students, who get involved in student influence through involvement in faculty councils (including the Linjerådet), the Central Student Council (hereafter CSR) and the Central PhD Student Council (hereafter CDR) can seek remuneration for the meetings in which they participate. PhD students are primarily compensated for their involvement in councils via the extension

of employment, previously known as prolongation. Remuneration from SUS can only be applied for where an extension of employment is not granted.

Students who are involved in the club pub can apply for meeting remuneration for the time they worked.

Who can apply for a meeting remuneration and how much can they apply for?

Presidium of Faculty Council, CSR and CDR

The chair, vice-chair and secretary of a faculty council or central council can apply for a meeting remuneration of SEK 500 per council meeting that they participated in. If someone in the SUS presidium has been selected for one of the assignments in the above-mentioned council, no remuneration is paid. Remuneration can be requested if the applicant has participated for at least 75% of the meeting time.

If a student is both a representative from a council and elected to a role within the council's board, remuneration is paid only for the latter. If, for example, one is elected as a representative in the faculty council from a student council and as chair of the faculty council, remuneration is only paid for the role of chair. In order to be entitled to remuneration, it is required that the student is a regular member of SUS and carries out the assignments in accordance with the requirement specification for the assignment in question.

Member of a faculty council, CSR and CDR

The fee for a member of a faculty council, CSR and/or CDR is SEK 250 per council meeting. Only one member representative per student council who has participated in a faculty council meeting can apply for remuneration. In cases where several representatives from a student council participated, remuneration is paid to the person who participated as a regular representative. Remuneration can be requested if the applicant has participated for at least 75% of the meeting time.

If a student is both a representative from a council and elected to a role within the council's board, remuneration is paid only for the latter. If, for example, one is elected as a representative in the faculty council from a student council and as chair of the faculty council, remuneration is only paid for the role of chair. In order to be entitled to remuneration, it is required that the student is a regular member of SUS and carries out the assignments in accordance with the requirement specification for the assignment in question.

Pub Team member

A student who has worked for an entire shift in the union pub can apply for remuneration of SEK 500/occasion. In order to be entitled to remuneration, it is required that the student is a regular member of SUS and carries out assignments in accordance with the requirements specification for the assignment in question.

To work in the student union pub, one must sign the conditions that apply for the assignment before their first shift. Before the first pass, the person in charge at the SUS office will inform the student about this.

What does the assignment entail?

See Appendix 1 for a description of the assignment and requirement specification.

Application and processing time

To apply for remuneration, the student must be registered in SUS Admin on an assignment with authorization to apply for remuneration. If the student is authorized to apply for remuneration, a icon will appear on the student's personal page in SUS Admin. Remuneration to foreign bank accounts are handled outside SUS Admin according to a separate routine.

Remuneration are paid at the end of each month. In order for remuneration to be paid the following month, the application must be registered by the student in SUS Admin no later than the last day of the month before the payment month.

Term remuneration

Who can apply for a term remuneration and how much can they apply for?

The chair of the student council can apply for a term remuneration of SEK 450 per semester. The term in this case is counted between 1/1--10/6 and 1/7--31/12. In order to be entitled to remuneration, it is required that the student is a regular member of SUS and carries out assignments in accordance with the requirement specification for the assignment in question.

What does the assignment entail?

See Appendix 1 for a description of the assignment.

Application and processing time

To apply for a remuneration, the student must be registered in SUS Admin on an assignment with authorization to apply for remuneration. If the student is authorized to apply, a icon will appear on the student's personal page in SUS Admin. Remuneration to foreign bank accounts are handled outside SUS Admin according to a separate routine.

Fees are paid at the end of each month. In order for a remuneration to be paid the following month, the fee application must be registered by the student in SUS Admin no later than the last day of the month before the payment month.

Hourly remuneration

Who can be remunerated and how much?

There are two assignments that can be remunerated by an hourly rate.

1. Anyone who is an Event team member on behalf of SUS is paid SEK 100/h
2. Anyone who is a Campaign team member on behalf of SUS is paid SEK 150/h

In order to be paid an hourly rate, it is required that the student wears the SUS brand during the assignment and is a regular member of SUS.

What does the assignment entail?

See Appendix 1 for a description of the assignment.

Registration of assignments

In connection with a student being interested in an assignment within either the Campaign team, Event team or Pub team, the student is informed of the conditions for being remunerated at SUS, these conditions include:

1. Amount of the remuneration
2. What is expected of the student
3. How the student applies for the remuneration

When the student leaves their name and date of birth (not the last four digits) to the responsible official at SUS via email or physically on occasion (for example information meeting or start-up meeting), the student is considered to have taken note of the terms of the assignment. When the personal data is received, the student is added to their assignment in SUS Admin.

Application and processing time

To apply for a remuneration, the student must be registered in SUS Admin on an assignment with authorization to apply for a remuneration. If the student is authorized to apply for remuneration, a icon will appear on the student's personal page in SUS Admin. Remuneration to foreign bank accounts are handled outside SUS Admin according to a separate routine.

Remuneration can be requested at any time during the semester but must be requested before 10/6 of the current financial year.

Remuneration are paid at the end of each month. In order for remuneration to be paid the following month, the application must be registered by the student in SUS Admin no later than the last day of the month before the payment month.

Editorial supervision and production at Stockholm University

Based on SUS's main purpose - to monitor and participate in the development of education and the conditions for studies at Stockholm University - the organization runs the digital student newspaper Studietid. The editorial production is politically and religiously unbound and characterized by professionalism, objectivity and a striving towards objectivity.

What does the assignment entail?

The task is to produce journalistic material for Studietid with the support of the editor-in-chief/reporter.

How are the prerequisites and conditions for a remunerated assignment regulated?

In order to be remunerated for editorial coverage and production, one must be a regular member of SUS. As assignments within editorial coverage and production differ both in scope and frequency, local agreements on remuneration are made for each individual assignment. The compensation is based on a standard amount of a daily rate of SEK 803.

The student reporter's assignment, remuneration for the assignment and special handling of intellectual property rights are regulated in "Regulations regarding assignment as remunerated representative student reporter for Studietid, financial year 20--/20--". The appointment is signed by the student reporter, Studietid's editor-in-chief and SUS' operations manager in connection with the power of attorney decision on the current fiduciary assignment.

The power of attorney decisions is continuously submitted to the union board as a notification matter.

Other remuneration

Who can be remunerated and how much?

SUS offers remuneration for assignments that are not managed in SUS Admin. These are, for example:

- The person assigned the assignment as chief marshal is remunerated (normally SEK 3,000/month) during the assignment period, which lasts approximately 9 months
- The person assigned the task of project manager for the Lucia Ball
- The person assigned the mission as SNNC General

- The person assigned the task of club master at SUS Kårpub
- The person assigned the task of chair of the SUS election board
- The person assigned the task as SUS talman (SEK 1000/meeting)
- Those who carry out a lecture on behalf of SUS are paid SEK 900/lecture unless a special agreement is established

What does the assignment entail?

See the current assignment description or instruction.

Authorization decision

Remunerated assignments and the scope of the assignment as well as compensation for the assignment are documented in an "appointment regarding assignment as a remunerated elected representative". The appointment is signed by the student, alternatively reports a group of students and is signed by a representative of SUS in connection with the power of attorney decision on the current assignment.

Power of attorney decisions are continuously submitted to the union board as a notification matter.

Application and payment

The handling of the remuneration above take place through a special routine. Remuneration are paid at the end of each month.

Appendix 1 Description of assignment

Chair

- Responsible for ensuring that instructions for the council are followed
- Together with the vice chair, a contact person for the university, the SUS office and other relevant actors
- Works, together with the vice chair and the SUS office, to ensure that the council fills the representation places that the council must appoint
- Responsible, together with the vice chair, for sending meeting notices and for drawing up and sending out the agenda
- Works, together with the vice chair, to ensure that the work, discussion climate, workload and work environment in the council function well

Vice Chair

- Ready to act as chair of the council when needed
- Together with the chair, is a contact person for the university, the SUS office and other relevant actors
- Responsible, together with the chair, for sending meeting notices and for drawing up and sending out the agenda
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- Works, together with the chair, to ensure that the work, discussion climate, workload and work environment in the council function well

Secretary

- Attends all meetings with the council
- Responsible for meeting minutes being taken and minutes being signed
- Publish the minutes and send them out to members and the SUS office

Member

- Report from the council that appointed the member
- Report back to the council that appointed the member

Pub team member

As a non-profit, remunerated elected union pub volunteer, one participates in meetings where planning for the union pub and for other events takes place. One also contributes with active efforts, such as preparing and working during pub evenings according to dialogue with the pub manager.

Being a non-profit committed, remunerated union pub volunteer means that you have a fiduciary duty to SUS. According to the student union statutes (chapter 10. § 1), an

elected representative must be a union member. The assignment is a fiduciary assignment and is not covered by a collective agreement.

The assignment as elected representative includes following the governing documents adopted by SUS's council, board and/or management.

Campaign team member

The SUS Campaign Team carries out efforts in, among other things, member recruitment and information campaigns. This means that a student who wants to participate in activities for the Campaign Team must always undergo training to be able to carry out their assignment.

Furthermore, it is required that the student wears the SUS brand (or other specified clothing) during the assignment and is a regular member of SUS. The person in charge at SUS schedules the student and checks that the assignment is carried out. Alternatively, this is delegated to a representative with a fixed fee.

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The assignment as elected representative includes following the governing documents adopted by SUS's council, board and/or management.

Event team member

The SUS Event Team is responsible for performing simpler tasks during SUS events. It could, for example, be about helping at a event, the Student union breakfast or in connection with the Lucia Ball.

A student who is paid within the SUS Event Team does not need to attend any special training, but is expected to follow the instructions given on site.

Furthermore, it is required that the student wears the SUS brand (or other specified clothing) during the assignment and is a regular member of SUS. The person in charge at SUS schedules the student and checks that the assignment is carried out. Alternatively, this is delegated to a representative with a fixed fee.

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The assignment as elected representative includes following the governing documents adopted by SUS's council, board and/or management.