INFORMATION ON REPORTING OUTSIDE ACTIVITIES

The Vice Chancellor decided on 2011-07-05 that all employees at Uppsala University must report whether they have any outside activities (secondary employment, assignments, or non-hobby activities) or not and that this reporting is to be done in the Primula Web (UFV 2011/1066).

Procedural rules are stated in the Vice Chancellor’s decision. More detailed information about the practical procedure is provided here. More detailed instructions for employee reporting and how managers are to deal with reports will be provided in Primula.

1. Employee reporting
Employees register Outside activity/No outside activity in Primula Web, “My page/Outside activity” and then submit the information. https://primulaweb.uadm.uu.se

The report goes to the relevant manager, who in this context is the head of department/equivalent. Those who will receive reports to be dealt with in Primula are heads of departments, directors, superintendents, the Chief Librarian, and, in University Administration, division directors.

2. Managers’ decisions and statements
The above managers receive reports from their employees in Primula Web, “Administer/Outside activity”.

If an employee reports that he/she does not have any outside activity, the manager is to submit the matter, which will go to the Human Resources Division and be received by Bo Waerme.

If an employee reports one or more outside activities, the manager must, on the one hand, decide whether or not the activity interferes with the employee's work and, on the other hand, make a statement regarding any erosion of public trust and/or competition and thereafter submit the matter to the review group at the Legal Affairs Division and the Human Resources Division. The matter will be received by Bo Waerme at the Human Resources Division.

3. Managers’ own reporting

Reports go to the immediate superior manager, which means:
- head of department to dean in the Disciplinary Domain of Humanities and Social Sciences
- head of department to vice rector of the Disciplinary Domain of Medicine and Pharmacy and the Disciplinary Domain of Science and Technology
- section dean in the Disciplinary Domain of Science and Technology to the head of department
- director of unit under a faculty board to dean or vice rector in accordance with what applies to heads of departments above
- director of unit under a department to head of department
• director of unit in music and museums to unit director at the Planning Division
• division director in University Administration to University Director
• superintendent also employed as a teacher to head of department
• area director at BMC to Vice Rector of the Disciplinary Domain of Medicine and Pharmacy
• Deans report Outside activity/No outside activity in Primula Web as above. Reports go to the respective vice rector. This applies to all disciplinary domains.

4. Superior managers’ decisions and statements
The above superior managers receive reports from heads of departments, directors, and division directors in Primula Web, “Administer/Outside activity”.

If an employee reports that he/she does not have any outside activity, the manager is to submit the matter, which will go to the Human Resources Division and be received by Bo Waerme.

If an employee reports one or more outside activities, the manager must, on the one hand, decide whether or not the activity interferes with the employee's work and, on the other hand, make a statement regarding any erosion of public trust and/or competition and thereafter submit the matter to the review group at the Legal Affairs Division and the Human Resources Division. The matter will be received by Bo Waerme at the Human Resources Division.

5. Superior managers’ reporting
The Deputy Vice Chancellor, vice rectors, University Director, Chief Librarian, and directors of units under the Vice Chancellor report Outside activity/No outside activity in Primula as above and submit the information. The report goes to the Human Resources Division/review group, which reports the information to the Vice Chancellor on paper.

Information on and regulations for outside activities can be found at http://regler.uu.se and as a link in Primula.

Questions about reporting and handling of reports will be answered by:
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