

Information to field workers at CEC 2021

The coordinator's administrative responsibilities:

It is necessary to plan well ahead of time! Consider all the points in this document and decide what you need to do in order for the fieldwork to be successful. Be sure to act in time, whether it is contracting staff, making purchases, hiring cars, contacting CEC-administrators for assistance or what else that may apply.

- Ensure that employment, bookings and purchases are made in accordance with the regulations.
- You will need to make both a **risk assessment** and a **COVID-19 risk analysis for workplace-based activities**, more information below

Risk assessment

Make a risk assessment regarding the field work. A form for risk assessment will be found on CEC:s webpage: <https://www.cec.lu.se/staff-pages/field-work>

-Hand in the risk assessment to your line manager for approval. If more than one line manager is responsible for the staff involved, they all have to sign.

COVID-19 risk analysis for workplace-based activities

To conduct field work you will also need an exemption for necessary work tasks that need to be done on site. This requires a *COVID-19 risk analysis for workplace-based activities*, in which you describe how risks are minimized during transportation and at the place where fieldwork is conducted (e.g. minimizing number of people, wearing protective gear in field cars).

A form for the Covid-19 risk analysis will be found on CEC:s webpage: <https://www.cec.lu.se/staff-pages/field-work>

-Hand in the risk analysis to your line manager for approval. If more than one line manager is responsible for the staff involved, they all have to sign.

The field workers administrative responsibilities:

Read and follow the instructions in an e-mail along with login details to Primula.

- Log their hours, trips and expenses.
- Save all receipts for expenses and fuel.
- Report hours, trips and expenses in Primula.

Field plan

The coordinator should write a concise field plan, which can be used as a verification for travel bills and invoices.

It shall contain the following information:

- Which job to do
- Where to do the job
- Which time period
- Who is involved in the work
- If rental cars are needed and if so what type of car
- If materials need to be purchased from parties other than contracted suppliers and if so what it will be used for

HR administration: Select/employ coordinator and field assistants

- Information about coordinator for the fieldwork and hourly employed field assistants *shall* be given to HR administrator **at least one week** before the fieldwork begins. If an employee does not have a Swedish personal number or is not an EU citizen, the processing time could be several months. Fill out all the information in the intended form and email it to the human resources administrator: The form "Field and student employees" will be found on CEC:s webpage: <https://www.cec.lu.se/staff-pages/field-work>
- Inform the assistants about current rules and regulations and their own responsibilities.
- Check each assistant's time sheet and expense report so that they are accurate both in terms of time, expense and coding and that supporting documents confirming that the expenses are work-related are attached. If the reports are not correctly coded, the payment of the salary/compensation will be delayed!
- Certify time reports and expenses on request from administrator.
- The administrators of travel bills and time reports need to know *who approves the reports during which weeks*, in order for the fieldworkers to get paid on time. There will be a spreadsheet to fill out for each project.
Time reports are due at the latest on the 3rd of each month. After this date there will only be a few days for the coordinators to approve of the reports, sent by mail from HR-administration. They will have to be approved **before** the last day for approval in Primula (below).
In the final stage the attestant will approve in Primula. In 2021 the last days for approval of time reports in Primula are Friday April 9th, Friday May 7th, Thursday June 10th, Friday July 9th, Wednesday August 11th, Thursday September 9th.

Working time

- The work shall as far as possible be carried out Monday to Friday, between 7 am and 7 pm.
- The work is limited to 8 hours per day.
- Anyone who *chooses* to do the work at *another time*, receives salary for the hours but *no compensation for inconvenient working hours*.
- If work at an *inconvenient* time is *ordered*, compensation for this will be paid.
- Anyone who works *more than 8 h/day*, receives ordinary salary for the extra hours.
- You can read more at the LU HR-pages: <https://www.hr-webben.lu.se/anstallning/arbetstid/overtid-och-mertid-0/overtid>

Report of working hours

The assistant shall report her or his hours in **Primula**.

- The name of the coordinator must be on the report.
- One report per every month and one report per cost center. If this is not reported accordingly, the time report will be sent in return to the employee.
- Hours have to be reported by the 3:rd at the latest, in order to get wages by the end of that month.
- Correct accounting: cost center – activity – area of activity (check with your coordinator).
- Half an hour's lunch should be deducted if the working time exceeds six hours.
- No compensation is paid for overtime or inconvenient working hours (if work is not ordered by supervisor), but only ordinary hourly wage. Talk to your HR administrator about reporting this in Primula!
- Assistants who share a car must state the same number of hours worked for that day.
- Hours worked outside of fieldwork should be explained (e.g. reporting, registration, etc.).

Insurance

Everyone who is employed by LU is covered by a workplace insurance – also in the field.

Staying in the fields

When you perform your fieldwork in *another place situated far from Lund*, you may be forced to stay there for a period. The hotel is then regarded as “work/Ecology building” and all your trips to the locals is made on working time. Trips to and from this place are paid by the university.

Extra trips to your home while in field are regarded as private. They have to be paid privately and must be carried out outside of working hours.

Ordered home trips, f ex in the period between two fieldwork periods, are paid by the employer.

Reimbursement of expenses

Car trips: Use the expenses/car allowance form in Primula and always attach a supporting document, which shows that the trip is work-related and not private. We must do this to counter corruption and to prevent anyone from being subsequently accused of cheating or wrongdoing.

Verifications/supporting documents should be a *short field work description*, where the project leader describes and approves rental cars, purchasing of material, trips and accommodations etc. You can attach your field plan to your reimbursement registration.

Other expenses:

Attach documentation to rental cars, paid for in private.

If purchases have been made from a non-contractual supplier, please state a reason for this.

Travel bill

All business trips must be reported in Primula.

Allowance is paid for travel if both of the following conditions are met:

- An overnight stay is included (> 50 km from home or workplace)
- Destination > 50 km from home and workplace

Allowance for one-day business is paid if the following conditions are met:

- Working day longer than 6 hours
- Destination > 50 km from home and workplace

Meal deductions on the allowance must be made when a free meal has been obtained (paid by CEC).

Rental cars

Check well in advance if the contracted suppliers can offer ***suitable cars for our purposes*** (that is cars that are allowed to get dirty inside and be driven on bad roads). First and foremost a car should be rented from the contracted suppliers, but if the likelihood of the car getting dirty or damaged during the field work is high, then this is an *acceptable reason* to rent a less delicate car from another car company. Please note that the car must be *as environmentally friendly as possible!* We have tough demands on our contracted suppliers and basically the same requirements apply if you hire from another company.

Procurement of rental cars for a longer period

If none of our contractors have a car that fits our purpose, then you can rent from another company of your choice. In the case of long-term leasing, *a direct procurement must be made* with the competitive exposure of three companies. Ask Rebecca Malmström for help with this!

Also, keep in mind that that process takes a little extra time!

Please note that *bypassing contracted suppliers without cause can have legal consequences*.
Avoiding procurement can also mean punishment from the Swedish Competition Authority.

If a finer car is rented from the contracted suppliers and *there is a bigger risk of dirt or damage internally*, then we must buy a special insurance for any damage inside the car! At Hertz you can get the PAI “personlig olycksfallsförsäkring” and the interior will be covered. At present Sixt does not have an insurance for the interior, neither does Europcar.

Short time rental:

E-mail your request about a suitable car **in turn** to supplier no 1, 2 and 3.

- 1) First Rent A Car AB (Hertz)
- 2) Nordic MasterCar (Sixt)
- 3) Europeisk biluthyrning AB (Europcar)

Select the supplier that is highest up in the list. Unfortunately it is not allowed to rent from another just because they have a lower price.

If none of our contracted companies have a suitable car, then you can rent from another optional company.

Long time rental:

E-mail the car request to supplier no 1, 2 and 3.

- First Rent A Car AB (Hertz)
- Nordic MasterCar (Sixt)
- Europeisk biluthyrning AB (Europcar)

Choose the supplier whose car and price suit you best.

If none of our contractors have a car that fits, then you can rent from another optional company.

Transport vehicles – a simpler, not delicate passenger car, minibus, light truck, pick-up, van and similar

There is currently no agreement about this but both Sixt and Europcar have transport vehicles and minibuses.

Fuel

Contracted suppliers are

- 1) Circle K
- 2) Ok-Q8
- 3) Preem

We have three business cards for OK-Q8 and one account at Circle K. The cards are stored at Rebecca Malmström’s office (we can order more, if needed).

At **OK-Q8** you refuel as usual and pay with the card.

At **Circle K** you have to tell the cashier that there is a card stored at the station and state your cost center when paying. The card is linked to the Small Biotop project at Biology. Contact Björn Klatt at the Department of Biology about your receipts and invoices.

Note that *every receipt must be saved* for reconciliation of the invoice!

IF you can’t get hold of a business card or have an unreasonably long way (ca 10 km) to the nearest OK/Circle K or Preem station, you can refuel at any gas station. Just save the receipt and report as an expense.

Documentation for the invoice shall be a short field plan, where the coordinator has approved of rental car use, housing etc.

Parking ticket

Ask Rebecca Malmström to order the parking ticket for the project from LU-park.

Private car

If someone is driving their own car, that person must note which routes he or she has driven and the total distance.

If your own car was *the only vehicle alternative* – *Note that the coordinator must approve of this!* - you can request full mileage afterwards, i.e. both tax-free and taxable part, of 36 kr /mileage.

If the use of your own car was **not** necessary, only half the compensation, the tax-free portion, of 18 kr/mileage, will be paid.

Accident, damage, parking ticket

- In case of damage to the rental car (e.g., in the event of a puncture), the rental company should be contacted. They will then recommend a workshop and the repair will be invoiced through the rental car company.
- Be aware! If you happen to damage your *private car*, the *insurance deductible must be paid privately*. The university is not allowed to pay a private deductible even if the car is used during work so there will be no reimbursement of the cost.
- Any *parking fines* must also be paid privately.

Materials

When purchasing materials, primarily *contracted companies in Proceedo* should be used. The consequence of breaking this rule is that the contracting companies can sue Lund University for breach of contract, which can be expensive. If you don't find what you need in Proceedo, you are free to purchase from any vendor but bear in mind that you need offers from three different suppliers before buying.

If the amount of the purchase exceeds 100 000 SEK, contact Rebecca Malmström.

Insurance of equipment

All equipment is insured at Kammarkollegiet (Swedish Chamber of Commerce).

The insurance's deductible is at least 47 300 kr.

Payment (invoice, credit card, private)

Contracted suppliers always send an electronic invoice to Proceedo (a condition of the agreement).

If you shop via the internet, you should ask for e-invoice (statutory for public sector in the EU).

If you need to make a larger purchase in a store, you can get a requisition from Rebecca Malmström, so that the cost hopefully can be invoiced.

CEC has a credit account (like a card) and Rebecca Malmström can help you pay in an online store if needed.

This option is only in cases where the supplier cannot send an invoice.

The last option is to shop in a store and pay privately and get compensation later by making an expense bill in Primula.

Other

In order to increase the visibility and reduce the risk of misunderstanding during field work, we recommend that all field workers use decals and clothing that distinguish us from others.

Magnetic stickers with LU logo should be put on all car doors. Decals can be found at Rebecca Malmström's office or ordered from MediaTryck.

Caps or T-shirts with LU logo can be purchased in the university's profile shop on behalf of the department.

Weather-resistant CEC-labels to make clear that the field equipment belongs to LU/CEC, are available from Rebecca Malmström.