



HHGS Remuneration Policy

Introduction

HHGS Remuneration Policy is adopted by HHGS Annual Meeting.

This policy aims to clarify the conditions that will apply to the remunerated board members in the Student Union at the School of Business, Economics and Law in Gothenburg (HHGS), in terms of working hours and working conditions.

Chapter 1 Working time and organization of work

- § 1 For the remunerated board members, according to HHGS statutes, the expected working time amounts to an average of 40 hours per week during the operational year. It is expected of the remunerated board members to be on site in the office monday to friday every week, during a normal operational year.
- § 2 The remunerated board members must describe in the internal policy documents what time the Student Union office should be opened. The opening hours of the union office should be clear to HHGS members.

Chapter 2 Employment benefits

- § 1 Remunerated board members are entitled to use work computers during working hours. The benefit should only be used for work-related tasks. After the end of the operational year, the computers are passed onto the next remunerated board members.



- § 2 The Student Union president is entitled to a work cellphone during the operational year. The benefit should only be used for work-related tasks. At the end of the operational year, the cellphone is passed on to the next President of the Student Union.
- § 3 If more remunerated board members need a work mobile, the question should be raised with the Student Union Board, who decide on the matter.

Chapter 3 Vacation

- § 1 Remunerated board members are entitled to 25 paid vacation days per year. Vacation days should be used during periods of lower workload and their use should be coordinated with other remunerated board members in order to not compromise HHGS operations.
- § 2 Vacation days should be documented and made available to HHGS members at their request.
- § 3 As a rule, remunerated board members are expected to use their vacation during the year and only in special exceptional cases may vacation days remain after completion of the operational year. In such exceptional cases where vacation days remain after the end of the assignment, it is a matter for the annual meeting to decide whether compensation should be paid to the remunerated board members in question.
- § 4 The payment is calculated as follows:
(Remuneration level according to HHGS Statutes Chapter 4, § 11) / 21 x (Number of remaining vacation days).



Chapter 4 Sick leave

- §1 The remunerated board members are entitled to sick leave for two weeks without a medical certificate. After two weeks, a medical certificate is required for reimbursement.
- § 2 Salary during sick leave is paid by HHGS and amounts to the full remuneration level according to the HHGS statutes.
- § 3 “Karensdag” does not apply on remunerated board members.
- § 4 Sick leave should be documented and made available to HHGS members at their request.

Chapter 5 Early termination of remunerated board member

- § 1 If a remunerated board member is terminated prematurely for any reason, the remuneration should continue for a transitional period to ensure that the remunerated board member has the opportunity to prepare to obtain a reasonable income in another way. This decision is taken by the Student Union Board. The transitional period can be a maximum of 3 months.
- § 2 If a remunerated board member resigns as a result of a vote of no confidence in accordance with Chapter 12 of the HHGS Statutes, the annual meeting should also decide on the issue of transitional remuneration.

Responsible

The Vice President of the HHGS Board is responsible for updating and following-up this policy. If you have any questions about this policy, contact the Vice President of HHGS Board.