ISP and PhD employment

Irina Radulescu,
HR manager EES
ISP – PhD time - PhD salary

• Your individual study plan has consequences for the PhD time & PhD salary.

• Admission date = start of your time-limited PhD employment

• “Achievements so far, percentage of total degree requirements” - important for the salary level
PhD salary - Yearly salary review

- An annual salary review for all employees, as per central agreements between employer representatives and union representatives.

- Revised salary from the 1st of October each year, often paid retroactively due to negotiation time.

- Revised "sallary seps" for PhD students as by KTH local collective agreement.
## PhD salary agreement and “salary steps”

<table>
<thead>
<tr>
<th>Basic salary</th>
<th>30%</th>
<th>50%</th>
<th>80%</th>
</tr>
</thead>
<tbody>
<tr>
<td>28 100</td>
<td>28 800</td>
<td>30 600</td>
<td>32 800</td>
</tr>
</tbody>
</table>

The agreement was signed 2015-11-10.

### “Salary steps”

The levels are reached after 30%, 50% and 80% of planned effective study time, when progressing in accordance to the ISP. Any discrepancy should be motivated by the supervisor.

Your supervisor informs the administrator when it’s time for salary increase.
PhD studies time and leave of absence

According to Swedish Higher Education Ordinance (Högskoleförordningen).

PhD studies shall be fulfilled within 4 years fulltime studies (e.g. 5 years when 20% department duty).

Leave of absence allowed only for specific reasons:
- illness
- military service
- assignments within labor union or student union
- parental leave

You have the right to extended your PhD employment with a period equivalent to the leave of absence on the grounds above.

Leave of absence for other reasons is therefore extremely uncommon.
Leave of absence for illness

- Sick leave to be registered in the Self-Reporting System, especially for longer illness periods.

- Doctor certificate for absence longer than 1 week

- Inform your supervisor/manager or administrator from the first day when you take sick leave

- Occupational health care Avonova may assess if your health issue is work related.
PhD employment and the Joint Consultative Group

- Verifies that each employment contract follows regulations and agreements about employment conditions and salary setting
- Meets once per month

Joint Consultative Group (samverkansgruppern) at EE School
- Stefan Östlund, dean
- Lise-Lotte Wahlberg, head of administration
- Irina Radulescu, HR-manager
- Hans Edin (Electromagnetic Engineering Dept.), SACO
- Håkan Ferm (Fusion Plasma Physics Dept.), ST
- Karin Karlsson Eklund (Automatic Control Dept.), ST
Information for employees

Brief information regarding employment conditions, benefits and KTH’s selfreporting system.

**Employee survey 2016**

Now it is time to answer this year’s employee survey. The more answers we receive, the more material KTH will have to evaluate and improve our working environment. You can read more about why we offer an employee survey and what earlier surveys has resulted in here.
Questions?

Thank you for your time!

Contact: Irina Radulescu, irinar@kth.se, 08-7906321