

PLAN OF ACTION

Department: Department of Health Science and Technology

APV year: 2021

AMiU members: Erika G. Spaich, Jacek Lichota, Thomas Kronborg Larsen, René Børge Korsgaard Brund, Shellie Boudreau, Kim Dremstrup og Debbie Pedersen

Working environment representatives (not members of AMiU): Ásgerdur Arna Pálsdóttir, Brita Holst Serup, Dan Stieper Karbing, Mark de Zee, Carsten Dahl Mørch og Knud Larsen

Approved by: Head of department Kim Dremstrup

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Shared with staff via: HST Intranet and mail

Nr	Status	Focus area/challenge to be solved	Action/activity	Timeline	Responsible	Follow-up/criteria for success
1	Udført	Data and statements from APV dialogues and AAU well-being barometer indicate a need for taking a common overall stance on e.g. mail and calendar culture, respect for the need for "concentration time", different working hours, prevent bullying, etc. Differences across employee groups and individual employees should be acknowledged.	Develop an "HST code of conduct" which - in a simple and overall form - will motivate a common culture and consideration for each other. Develop an overall HST code of conduct based on topics from APV dialogues and AAU Well-being Barometer (e.g. email and calendar culture, respect for the need for time to concentrate, different working hours, prevent bullying, etc.). Select and write overall points which will motivate common culture and consideration for each other at HST.	Fall 2021 and winter 2021/2022	AMiU and a group of selected colleagues	* A poster listing max. 10 behavioral, intentional, and motivational sentences in bulletpoints * Implementation and communication of code of conduct - sharing via email and intranet, physical posters, HST committee meeting' agendas, team meetings etc.

2	I gang	Career planning and employment - scientific staff: Employees have expressed a lack of transparency in specific requirements for promotion - this brings out a feeling of insecurity in employees.	Discuss and develop guidelines for promotion which support the planning of a scientific career.	Fall 2021 and winter 2021/2022 --> transferred to Plan of Action 2022	Department Council and HST Management	<ul style="list-style-type: none"> * Specific guidelines for promotion which support the planning of the scientific career. * Communication of the guidelines in the organization <p><i>Notat: Meriteringsrammen godkendt af Akademisk råd den 6./6/2023</i></p>
3	Udført	Distribution of workload - scientific staff: Employees have expressed that administrative work and fund applications are time consuming tasks which are not really acknowledged.	Make the various components of a scientific position visible: research, teaching, innovation, funding and administration. For this purpose a task force will be set up to clarify the problems and suggest solutions.	End of June 2022	Relevant working environment representatives, a group of HST staff members, and HST Management	<ul style="list-style-type: none"> * Specific proposals for solutions * Communication of the challenges and possible solutions <p><i>Note: Minutes of AMiU meeting 20./12/2022: results transfer to #2: Carrier planing and employment</i></p>
4	Udført	Distribution of workload - TAP: Employees have expressed that they experience significant challenges in finding coherent time and space for full concentration that many major tasks require.	<p>Create and ensure the necessary time and a quiet space for tasks which requires full concentration - this via inspiration from HST's upcoming "code of conduct" (see above), physical arrangement of the workplace, etc.</p> <p>Separation of service time and "concentration time" - and acknowledgement of this: Better quality in solving major tasks and greater service when the major tasks are completed.</p>	<p>Fall 2021/winter 2021 og 2022</p> <p>The effort continues as part of the action plan for 2022 due to moving to a new physical location.</p>	Relevant working environment representatives, administrative leaders, and HST Management	<ul style="list-style-type: none"> * Step 1: Relevant work environment representatives will arrange an introductory meeting with administrative managers. the purpose of this meeting is to clarify how we can create the necessary time and space for concentration * Step 2: Administrative staff will be involved in the process of finding specific solutions. * Step 3: Solutions are presented to HST Management

5	Udført	<p>Work/life balance - TAP: Working from home has proven that tasks can be solved sufficiently - some tasks even better. However, in order to ensure coherence with colleagues and at HST in general, it is important that this is planned accordingly.</p>	<p>Organization of more flexible working hours with increased possibility of working from home - to an extent matching the individual employee as well as his or her tasks and responsibilities at the department.</p>	Summer/fall 2021	Administrative leaders and HST Management	<p>New guidelines have been made: From August 2021 TAP are allowed to work from home one day per week. Agreements must be made with his/hers immediate team leader. An employee might also be allowed an extra day of working from home. However, only on the basis of particularly demanding tasks. The guidelines have been announced to TAP via mail. The agreement is valid until the summer of 2022 after which the effect will be evaluated.</p>
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