

Personel regulations

for the

University of Southeast Norway

FRA 20.01.2025

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The regulations were established in a negotiation meeting between the University of South-Eastern Norway (USN) and the staff unions on 01.07.2019 and adjusted in a negotiation meeting on 11.11.2019. The document was last revised 29.11.2023. Minor adjustments were made to the regulations on 20.01.25.

Chapter 1 – General

§ 1 Scope of the Regulations

These regulations apply to appointments, etc., to positions at the University of South-Eastern Norway (USN). The regulations are established pursuant to the Civil Service Act (statsansatteloven (sal.)), cf. § 2 fourth paragraph a), b), and c).

§ 2 Definitions, etc.

Appointment Authority

The committee (leader or organ) that, in a given case, has the authority to make an appointment.

Recommending Authority

The committee (leader or committee) that, in a given case, has the right to recommend to the appointment authority.

Operating Unit

Refers to the faculties and administrative common services with the administrative departments.

Civil Servant

"Civil servant" means in these regulations any employed worker in the organization.

§ 3 Exceptions to the Provisions of the Regulations

1. In the case of new appointments (employees who have not previously been employed at USN) for less than 12 months, the provisions of Chapters 2, 3, 4, and 5 of the regulations do not apply, cf. sal. § 7 no. 2. In these appointment cases, the requirements for advertisement, recommendation, and the qualification principle do not apply. The leader of the operating unit concerned is the recommending authority and the Director of Personnel and Organization is delegated the appointment authority. An extension of such an employment relationship, which then extends beyond 12 months, must be handled according to the usual rules of the regulations.

In the case of permanent or temporary position expansions for part-time employees, the leader of the operating unit concerned is the recommending authority and the Director of Personnel and Organization is the appointment authority, cf. sal. § 13 no. 1.

2. In the case of appointments to positions that are to perform assignments that are externally funded, assignment positions, exceptions can be made from the provisions of Chapters 2, 4, and 5

of the regulations, cf. regulation to sal. § 3 no. 3. This also applies to secondary positions that are externally funded. The leader of the operating unit concerned is the recommending authority and the Director of Personnel and Organization is delegated the appointment authority.

3. When special reasons justify it, the board can make appointments to teaching and research positions without prior advertisement. Such appointments cannot be made if more than one member of the board opposes it, cf. UH Act § 7-8. Special reasons require that at least one of the following conditions is met:
 - a. It is to achieve strategic goals and to fill the position as quickly as possible.
 - b. It is particularly desirable to associate a specific person with specific competence.
 - c. The position has been advertised several times without applicants meeting the position's competence requirements.

Chapter 2 – Advertisement

§ 4 Advertisement of Vacant Positions

1. Vacant positions at USN should normally be publicly advertised and filled through general competition, cf. sal. § 4. The union representatives have the opportunity to comment on the advertisement text in relation to the salary level for the position (salary level HTA 2.5.5) (discussed in appendix 1 to local salary policy) and matters concerning equality and gender balance (equality HA § 31).

The recommending authority sends a proposal/needs note for the advertisement text to the case handler in the Personnel and Organization Department (PO). The needs note from the leader and the proposal for the advertisement text are sent to the committee members in a parallel case flow in the case/archive system with a specified deadline of 3 working days for approval.

One or more members of the appointment committee may request that the case be discussed in a meeting of the appointment committee if there is a need to discuss the case.

2. The rector and the dean submit proposals for the advertisement text for positions where the USN board or faculty board is the appointment authority, cf. Chapter 4 § 16.
3. Public advertisement is done by posting vacant positions on the university's and NAV's websites and in other relevant media. The advertisement must be known for at least two weeks.

§ 5 Exceptions to Public Advertisement

1. The function of group leader, program manager/program coordinator, team coordinator, etc., can be advertised internally or appointed by the leader of the unit in consultation with the

dean/department director.

The position of deputy head of department in a 100% fixed-term position should generally be advertised externally.

2. In the case of temporary positions and other fixed-term appointments for one year or less when it is necessary to make an appointment, cf. sal. § 7 (2). As far as possible, an interview/trial lecture should be conducted before the appointment (cf. § 11 and § 12 below). The appointment is made administratively by the Director of Personnel and Organization under delegation.
3. In the case of employment relationships with working hours of less than 15 hours per week, the legal rules on recommendation and appointment authority can be waived – but not the legal rules on public advertisement of the position.

§ 6 Content of the Advertisement and Determination of the Advertisement Text

1. The advertisement shall include:
 - a. A description of the current work area and title of the position.
 - b. Qualification requirements.
 - c. Information about when the position is available.
 - d. Information on whether it is a permanent, temporary, or assignment position, and whether it is a full-time or part-time position. If another position is expected to become vacant because the advertised position is filled by an internal applicant, and it is relevant to hire for this position at the same time, this should be stated in the advertisement, so that it is also possible to include this position in the application.
 - e. Information about the main workplace at the time.
 - f. Information that a trial lecture or similar will be conducted for positions where it is relevant.
 - g. Information that the position holder is required to undergo training.
 - h. Information that the workforce should reflect the diversity of the population, including age, gender, and immigrant background, cf. UH Act § 7-1.
 - i. Information that a background check may be conducted.
 - j. Information that security clearance may be conducted.
 - k. Information about salary conditions and any contributions to the Norwegian Public Service Pension Fund.
 - l. Information about the application deadline, which must not be shorter than two weeks from the advertisement.
 - m. Information about who can provide further information about the position.
 - n. Information about the appointment authority.
2. Internal advertisement can be simplified by omitting information that can be considered known to the applicant pool, cf. exception provisions.

3. Advertisement of all positions is determined by the appointment authority for the relevant position, as described above.

§ 7 Conditions for Re-advertisement

A position shall be re-advertised if there are not a sufficient number of qualified applicants, and it is expected that a new advertisement can change this situation.

If the appointment authority wishes to deviate from the qualification requirements in the announcement, the position shall be processed by the appointment committee before it is re-advertised. The same applies if an unreasonable amount of time has passed since the position was advertised, or when conditions have changed significantly.

Chapter 3 - Processing of Applications

§ 8 Applicant Lists

1. After the application deadline has expired, a list of applicants (extended applicant list) shall be prepared as soon as possible, containing the applicants' names, ages, and complete information about their education and experience in both public and private sectors, cf. regulation to the Public Administration Act § 15.
2. A public applicant list shall also be prepared as soon as possible, containing the applicants' names, ages, positions or job titles, and residential or work municipalities, cf. Public Access to Information Act § 25, second paragraph. Information about an applicant may be exempt from public disclosure if the applicant requests this. The applicant list shall indicate the number of applicants for the position and the gender of the applicants.

§ 9 Background Check

In accordance with current legislation, the recruiter shall assess the need for a background check for the position. A background check includes, among other things, identity verification, searches in open sources, verification of education and work experience, police certificate, conduct certificate, or credit check if it is relevant to the position to safeguard USN's values.

A background check can only be performed if the applicant has given written consent. If the applicant does not consent to the background check, the reason for this should be clarified. The applicant shall be given the opportunity to comment on the information obtained in a background check.

§ 10 Expert Evaluation

Appointments to academic positions shall be made based on a recommendation. The recommendation is made from an expert evaluation based on the job description given in the advertisement. The appointment authority may in special cases decide that the requirement for expert evaluation can be waived for academic positions that are not associate professorships or professorships, cf. UH Act § 7-2, third paragraph.

Reference is also made to the current regulations for appointment and promotion in teaching and research positions § 3-11 regarding the composition of the expert committee.

In addition to the regulations for appointment and promotion in teaching and research positions, for the appointment of research fellows, the dean shall appoint two representatives, both of whom have competence at the associate professor level. As a general rule, at least one should be external, and these form the expert committee for this job category.

When appointing an expert committee, questions of impartiality must be considered. The usual rules for impartiality according to the Public Administration Act § 6 apply. A member of an expert committee shall be considered disqualified if professional collaboration with one of the applicants is included in the evaluation basis or if the member has been a supervisor for an applicant's master's thesis or doctoral dissertation. The issue of impartiality must be particularly considered if there are internal applicants for the position.

§ 11 Interview

1. When appointing to managerial positions and technical-administrative positions, the applicants who, according to the recommending authority's assessment, seem to be the best qualified, shall be invited to an interview.
2. When appointing to academic positions, the applicants who, according to any expert evaluation and the recommending authority's assessment, seem to be the best qualified, shall be invited to an interview.
3. In the interview, the immediate manager of the person to be appointed or the person acting on the manager's behalf in their absence shall participate. An employee representative, appointed jointly by the staff unions, shall participate. In addition, another representative from the employer and an employee from the Personnel and Organization Department may participate.
4. For positions where the recommendation is to be made by a recommendation committee, the recommendation committee constitutes the interview committee. In other cases, the leader of the unit makes the recommendation.

§ 12 Trial Lecture or Similar

Before a recommendation for appointment to academic positions at the USN is prepared, a trial lecture or similar of at least 15 minutes over a topic within the subject area of the position being advertised must generally be conducted.

§ 13 References

For recommended candidates, statements from one or more reference persons shall be obtained. Only stated reference persons shall be contacted. If more references are desired, this shall be discussed with the applicant.

§ 14 Applications Received After the Deadline

The recommending authority may include applicants who have missed the deadline if it finds reason to do so. In such cases, all applicants who have applied after the deadline must be included and listed on the applicant list.

Chapter 4 - Recommendation

§ 15 General Rules for Recommendations

1. Before processing an appointment case in the appointment committee, a recommendation must be made according to the rules in this chapter, cf. UH Act § 7-2, second paragraph, and Sal. § 5.
2. If there are several qualified applicants, a reasoned recommendation for up to three applicants should usually be made, listed in the order they should be considered, cf. Sal. § 5 no. 3.
3. If the person making the recommendation is a member of the appointment committee, a proposal for appointment, and not a formal recommendation, is presented, cf. Sal. § 3 no. 2.
4. The period between the recommendation or proposal for appointment for all job categories and the decision on appointment should be at least one week.

§ 16 Recommending Authority

1. When appointing a rector, pro-rector/vice-rectors, deans, vice-deans, and heads of departments, the recommendation shall be made by a recommendation committee appointed by the board, cf. UH Act § 7-4, second paragraph, and board decision 16/05552- 2 or the faculty board.
2. When appointing to other managerial positions, the recommendation shall be made by the immediate manager according to the current organizational chart at USN, cf. Sal. § 5 no. 1.
3. When appointing to academic positions, research fellow positions, postdoctoral positions, and engineer positions directly linked to academic activities, the recommendation shall be made by the head of the department, cf. Sal. § 5 no. 1.
4. When appointing to other positions, the recommendation shall be made by the immediate manager according to the current organizational chart at USN, cf. Sal. § 5 no. 1.

§ 17 Right of Access

Applicants' (parties') right of access to a formal recommendation is regulated by the regulation to the Public Administration Act. Applicants shall have the same right of access to a proposal for appointment.

Chapter 5 - Appointment

§ 18 Appointment Authority

1. The board is the appointment authority for the following positions:
 - a. Rector, cf. UH Act § 4-5
 - b. Pro- and vice-rectors
 - c. Director of Administrative Services (level 2)
 - d. Deans/Vice-Deans

Based on UH Act § 7-2, fourth paragraph, and the board's decision on delegation of authority to subordinate committees, cf. board decision 17/00393-1, the appointment authority is as follows:

2. The Appointment Committee for Technical and Administrative Positions (TUT) is the appointment authority for technical and administrative positions, as well as managerial positions not mentioned in point 1, except for the head of the department.
3. The Faculty Board is the appointment authority for the head of the department.
4. The Appointment Committee for Teaching and Research Positions (TUF) is the appointment authority for positions in this job category.
5. The Appointment Committee for Research Fellow Positions (TUS) is the appointment authority for research fellows.

§ 19 Composition of the Appointment Committees

There shall be one appointment committee for technical/administrative positions and two appointment committees for academic positions. The appointment committees are quorate when three members (including the chair) or more are present. Both genders should be approximately equally represented in the committees.

1. *The Appointment Committee for Technical/Administrative Positions (TUT) shall have the following composition:*
 - a. Director of Personnel and Organization
 - b. Director of Finance
 - c. The leader of the operating unit to which the case belongs, or their delegate.
 - d. Two representatives from the staff unions who, as far as possible, belong to the job category to which the case applies.

As a general rule, the Director of Personnel and Organization chairs the appointment committee.

In cases where a new department director is to be appointed as the head of one of the administrative departments, the rector steps in as the chair of the appointment committee.

If the Director of Personnel and Organization or the leader of the operating unit is absent, their deputy will attend.

The representatives from the staff unions shall each have a deputy.

In the event of a tie, the chair's vote shall be decisive/the chair has a casting vote.

2. *The Appointment Committee for Teaching and Research Positions (TUF) shall have the following composition, cf. board decision 17/00393-1:*

- a. Rector (chair) or their delegate
- b. Dean of the faculty to which the case belongs
- c. Two employee representatives who belong to the teaching and research staff, one with associate professor competence and one with professor competence
- d. One student representative

3. *The Appointment Committee for Research Fellows (TUS) shall have the following composition, cf. board decision 17/00393-1:*

- a. Vice-Rector for Research, Sustainability, and Innovation (chair)
- b. Dean of the faculty to which the case belongs
- c. Two employee representatives with a doctorate who belong to the teaching and research staff
- d. One representative for the job category (research fellow)

4. The Appointment Committee for the appointment of the head of the department is the faculty board, and it is quorate when two-thirds of the members are present.

For both the TUS and TUF appointment committees, the head of the department is the recommending authority, and the Director of Personnel and Organization is responsible for the secretarial function.

It is desirable that the employee representatives have different campus affiliations within USN.

If the chair or dean is absent, their deputy will attend.

Following a recommendation from the staff representatives at USN, the rector appoints the employee representatives to the committees for two years at a time. The employee representatives should preferably represent both genders.

Both the employee representatives and the research fellow representative shall each have a deputy.

§ 20 Appointment of Employee Representatives to the Appointment Committee for Technical/Administrative Positions

1. The employee representatives in the appointment committee shall, as far as possible, belong to the same job category to which the case applies, cf. § 19 no. 1d) of the regulations.
2. For the Appointment Committee for Technical/Administrative Positions, the following division into job categories applies:
 - a. Managers, caseworkers/advisors, project managers, and office positions
 - b. Librarian positions

- c. Engineer positions
 - d. Positions within technical operations and cleaning
3. The staff union that organizes civil servants in the relevant job category and that either itself or through affiliation with a main association is entitled to negotiate under the Main Agreement in the state, appoints employee representatives with personal deputies. If there are several negotiating staff unions with members in the relevant job category, the staff unions jointly appoint employee representatives with personal deputies to the appointment committees.
 4. The employee representatives are appointed for two years at a time. As far as possible, the terms of office should be set so that they do not expire simultaneously for both employee representatives within the same job category. If the staff unions cannot agree on who should be appointed, two employee representatives with deputies are appointed according to the following rules:
 - a. For a staff union to appoint representatives according to the rules below, it must have at least 25% of the members of the organized civil servants in the civil servant group.
 - b. Primary organizations under the same main association can combine their membership numbers concerning the rules in this paragraph.
 - c. If two or more staff unions organize civil servants in the relevant job category, the two staff unions with the largest membership numbers within the group appoint each their representative with a deputy.
 5. The employee representatives do not represent their own staff union once they are appointed but safeguard the interests of all applicants.

§ 21 Appointment of Student Representatives

The student representatives in the appointment committees for academic positions are appointed by the rector based on proposals from the Student Organization at USN for one year at a time from August 1 of the relevant year.

§ 22 Processing in the Appointment Committee

1. The processing in TUT and TUF shall take place in a meeting. The meetings are held digitally unless otherwise agreed.
2. Exceptionally, the processing in the appointment committee can take place by sending the case electronically on circulation to the members. For this arrangement, decisions must be made unanimously, with all members actively agreeing to the decision proposal. If there is dissent that cannot be resolved with a new decision proposal, the appointment committee must convene in a meeting. The appointment committee must always convene in a meeting if one member requests it.

3. The processing in TUS takes place by sending the cases electronically on circulation to the members. The cases are sent continuously after approval from the Vice-Rector for Research, Sustainability, and Innovation. Decisions must be made unanimously, with all members actively agreeing to the decision proposal. If there is dissent that cannot be resolved with a new decision proposal, the appointment committee must convene in a meeting. The appointment committee must always convene in a meeting if one member requests it.
4. In the civil service, participation in, among other things, appointment committees is generally a service duty. Members of the committee cannot prevent decisions by being absent from the processing. If, nevertheless, some members of the committee do not participate in the processing of a case, the committee is quorate if at least half of the members participate.
5. Minutes shall be kept from the meetings of the appointment committees. The minutes shall state the time and place of the meeting, who participated, any absences, the original decision proposal, any proposals made at the meeting, the voting results, and any minutes notes or vote explanations. The minutes are sent electronically to the members of the appointment committee as soon as possible after the meeting for approval.
6. If a member of an appointment committee or board wishes to appoint an applicant who has not been recommended, a written assessment of the applicant shall be obtained from the person making the recommendation, cf. Sal. § 6 no. 3. This does not apply to proposals for appointment. After receiving the written assessment, the appointment committee makes its decision by majority decision.
7. The final appointment decision is recorded in minutes approved by the representatives of the appointment committee.
8. The principles of equality and inclusion shall be emphasized when hiring in all job categories. Reference is also made to the regulation to Sal. § 6 regarding applicants with disabilities.

§ 23 Notification of Appointment

1. The employee is given written notification of the appointment, cf. Sal. § 6 no. 5. The employment contract shall include information about the laws, instructions, and regulations currently applicable to the position, as well as any probationary period and special conditions.
2. The person appointed shall have a response deadline of at least one week.
3. A written employment contract shall be entered into for both permanent and temporary employment relationships, cf. the Working Environment Act (aml.) § 14-5 and 14-6.
4. All applicants shall be notified that the position has been filled once the employee has confirmed acceptance of the position, cf. the Public Administration Act § 27, first paragraph. The notification shall include the name of the person appointed to the position.

Chapter 6 - Calculation Rules, Disciplinary Action, Dismissal, Suspension, Discharge, and Appeal

§ 24 Calculation of Employment Time

When calculating employment time in relation to Sal. § 23, all continuous service within the organization is considered. This also includes services at the former institutions that are part of USN.

§ 25 Deletion of Disciplinary Action

Disciplinary actions under Sal. § 25 no. 4, are deleted after 5 years.

§ 26 Decision-making Committee in Cases of Disciplinary Action, Dismissal, Suspension, Discharge, and Appeal

1. Decisions that an employee shall be subject to disciplinary action, dismissed, suspended, or discharged are made by the appointment authority.
2. If the case requires a particularly rapid decision, a decision on suspension or transfer to another less trusted position under Sal. § 30 no. 2 can be made by the rector for cases where the board is the appointment authority, and by the Director of Personnel and Organization for cases where one of the appointment committees is the appointment authority.

§ 27 Procedural Rules, Appeal

1. Appeals against decisions on disciplinary action, dismissal, suspension, or discharge are decided by the board when the decision is made by the appointment body, and by the relevant ministry when the decision is made by the board, cf. UH Act § 7-10. The appeal must be submitted in writing to the decision-making body.
2. The appeal deadline is three weeks from the time the notification of the decision is received by the concerned party, cf. Public Administration Act § 29.

Chapter 7 - Leave of Absence

§ 28 Welfare Leave

Welfare leave can be granted in accordance with the common provisions of the main collective agreement and the State's personnel handbook by the immediate supervisor.

§ 29 Leave in Connection with Training, Transition to Another Position, etc.

1. Leave should, as far as service permits, be granted to those who wish to undertake education or perform work that is significant for their further professional development in the state service.

Unpaid educational leave is a right regulated by the Working Environment Act § 12-11.

2. Leave to take on another temporary position internally within the university or externally outside the university, can be granted for up to one year. Leave can be granted when taking on a permanent position outside the university, provided that the work is professionally related to the area of work from which the person is taking leave, for a period of up to one year. Leave is not granted when taking on a permanent position internally within the university.
3. The condition for granting leave according to point 2 is that the person has had at least three years of continuous service at the university, calculated from the date of commencement to the last working day before the leave begins.
4. Leave for limited service in an educational position can, as far as service permits, be granted for the period necessary for the purpose.
5. Leave can be granted to employees appointed to a fixed-term position at the University of South-Eastern Norway (USN). The length of the leave corresponds to the appointment period in the fixed-term position.
6. Leave cases mentioned in points 6.1 – 6.6 are decided by the Director of Personnel and Organization by delegation from the appointment authority to which the position belongs. A recommendation is obtained from the immediate supervisor before the decision is made. If the employee is not granted their application in the recommendation, the case is presented to the relevant appointment committee for a final decision.
 - 6.1. The appointment authority in cases concerning applications to remain in the position **beyond the retirement age** is delegated to the Director of Personnel and Organization. The outcome of the application is decided after an assessment of the recommending authority's evaluation of the case.
 - 6.2. The appointment authority in cases concerning applications for leave of more than one year for **health reasons** is delegated to the Director of Personnel and Organization.
 - 6.3. The appointment authority in cases concerning applications for leave for the **transition to another position**, both internally and externally, is delegated to the Director of Personnel and Organization.
 - 6.4. The appointment authority in cases concerning applications for **unpaid educational leave** is delegated to the Director of Personnel and Organization.
 - 6.5. The appointment authority in cases concerning applications for **educational leave with full or partial pay** is delegated to the Director of Personnel and Organization.
 - 6.6. **Leave of shorter duration** – up to 2 months – can be granted administratively by the Director of Personnel and Organization in accordance with management rights.

Chapter 8 – Other Provisions

§ 30 Working Hours, etc.

Regarding working hours, etc., reference is made to the applicable laws and agreements for the state tariff area.

§ 31 Impartiality

Impartiality is practiced in accordance with the Public Administration Act §§ 6 and 8. A member of the appointment committee must withdraw from the processing of a case when they are disqualified. As far as possible, the deputy representative should be called in and participate in the processing of the relevant case. The appointment committee decides whether a member is disqualified. The person concerned does not participate in this decision. Members are obligated on their own initiative to inform the appointment committee of circumstances that may be relevant to the issue of disqualification.

§ 32 Confidentiality

Confidentiality is practiced in accordance with the Public Administration Act § 13. Members of the appointment committee and others participating in the appointment process are bound by confidentiality regarding personal information and personal evaluations they become aware of during the appointment process, including the processing in the appointment committee.

§ 33 Vacation Lists

Rules on the determination of vacation time and the timing of vacations are regulated by the Vacation Act, cf. §§ 6 and 7 of this Act.

If a vacation is not agreed upon, the vacation is administratively set at five weeks from the first Monday in July.

The leader of each operating unit is responsible for ensuring that vacation lists are prepared as early as possible, primarily by May 1. Adequate staff coverage must be ensured at all times.

§ 34 Certificate of Employment

A civil servant who resigns from their position after giving notice or being dismissed, or who requests it, has the right to receive a written certificate of employment, cf. the Working Environment Act § 15-15.

The certificate shall include the civil servant's name, date of birth, the position(s) held, and the dates of commencement and, if applicable, termination of the position(s). In addition, the certificate shall provide information about the work areas the civil servant has had.

The certificate may also include an assessment of the civil servant and the performance of their work, if this is requested by the civil servant themselves.

§ 35 Entry into Force and Revision

These personnel regulations have been negotiated between the management of the organization and the staff unions at USN that have the right to negotiate under the Civil Servant Disputes Act. The personnel regulations encompass the matters established as negotiation subjects in sal., and are in accordance with the requirements of § 2 no. 4 of the Act.

The revised personnel regulations enter into force on 01.12.2023 in accordance with the agreement of the parties, cf. sal. § 2 no. 1 and the Main Agreement § 19 no. 2 letter d.

Each of the parties in the organization can at any time request that the regulations be taken up for revision, cf. sal. § 2 no. 5.