

Checklist for new union representatives

1. Report to the employer

- The employer, for example the HR manager, needs to be informed that you have been elected/appointed as a union representative so that the Trade Unions Representatives Act (FML) applies.
- It is advisable that you inform your immediate supervisor and that your employer has a dialogue with your supervisor on how the union time is to be managed (see under point 3 below).

2. Report to the trade unions

For you to have access to trade union training, newsletters and other support, we need to know your elected representatives and up-to-date contact details.

- Notify us via email at fortroendevald@akavia.se and for the private sector at fortroendevald@sverigesingenjorer.se
- If you are a member of a Saco union other than Akavia, you also need to notify your own Saco union.

3. Meeting with the employer

Book a meeting with your employer as soon as possible, where you can go over the conditions for you as a trade union representative together without preconditions, with the help of the points below.

Union time

Agree with the employer on the scope and organisation of the trade union period. The Trade Unions Representatives Act, together with sector-specific agreements, sets the framework:

- Fair and reasonable with regard to conditions at the workplace
- Should also include time to prepare for negotiations or collaborations
- Should also include any travel time to and from training and/or negotiations.

Practical and structural issues concerning trade union time

Where in the organisation should the cost of the union time be taken?

The union time should be charged/taken outside the department/team to which the elected representative belongs, preferably as high up in the organisation as possible, for example in HR.

If you have overtime pay, how should it be handled?

How will your goals be adapted based on your ordinary work tasks?

This also applies to targets for the teams or groups in which you participate to achieve bonuses and the like.

Chargeable/Non-chargeable time

It is important that you, as an elected representative, are not put at a disadvantage due to your trade union assignment. The question is important if you are a consultant or have another position with external debiting.

4. Inform the members

Members should be informed that union representatives are now appointed at the workplace.

5. Inform other trade unions in the workplace

If there are locally elected representatives of other trade unions at your workplace, contact them and tell them that you are a newly elected representative for the Saco union. It is common for all unions to cooperate locally.

6. Trade union training

As a newly elected representative, it is advisable to attend the trade union courses offered by Akavia. Visit akavia.se to see which courses are available to you as an elected representative

Don't hesitate to contact us at Akavia if you need assistance. No question is too small. You can reach us by phone, email or by contacting our member advisory service.

Good luck to you!