

Guidelines for involving personnel in organizational changes



1. Background and purpose

The University of Copenhagen emphasizes the importance of safe working conditions in a good working environment that provides the flexibility for professional development and involves individual employees in the way their work is organized.

Organizational changes may mean there is the need to reassign employees to other duties. In such cases, the University stresses the importance of keeping employees fully briefed on issues and decisions that relate to their employment, work and careers.

2. Target group

The guidelines apply to all employees of the University regardless of the nature of their employment, source of funding and the area they work in.

3. Managers' role

The manager is responsible for informing and involving the employees concerned at such an early stage that they have the opportunity to take a new situation into consideration, to provide their reactions and make proposals for dealing with their future duties.

Notice in accordance with the appropriate rules may need to be given for major and significant job changes. Decisions should follow a specific assessment by the manager. Giving notice of changes is also up to management.

4. Role of the coordination committee

If there are to be organisational changes which lead to significant changes in the duties of several employees, the coordination committee is to discuss the changes and the process before a decision is made on implementation.

5. Validity and termination

The guidelines take effect on adoption by HSU.

Termination must comply with the rules in the coordination committee's circular according to which either of the parties can give three months notice of termination of the established guidelines. Before termination, the coordination committee is to endeavour to amend the present guidelines so as to make them satisfactory for the parties in the coordination committee.

Considered and adopted at the HSU meeting on 24 June 2009.



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