

Information about our terms and conditions

We are happy that you are interested in working for Save the Children Sweden. In this document you will find more information about us as an employer and what we offer our employees.

Save the Children is the world's largest independent child rights organization. With a focus on long-term sustainable efforts, we make immediate and lasting differences in children's lives. Our vision is to make the Convention on the Rights of the Child real for all children and we work to make the world a little better for children, every day.

We are a team of about 14,000 employees globally within Save the Children International and about 400 colleagues working within Save the Children in Sweden. In Sweden, there is also a popular membership movement with 64,000 members who work for and together with children.

Working for Save the children means that you'll both have rights and obligations. All employees need to know about, and act according to, our ethical guidelines, values and all relevant policies including Child Safeguarding and PSEA (Policy against Sexual Exploitation and Abuse). As it is important for us to be a safe organization for children and adults we have an process to make sure candidates live up to our high standards related to safeguarding. Part of the recruitment process include that candidates are asked to provide an extract from the Police's criminal records registry, we'll do a reference check and also ask you to provide copies of relevant certificates such as university degree or equivalent. When contacting references we want to get in touch with two prior managers and someone who works at your current organization.

We have five common values that guide us in our everyday work:

Accountability

We take personal responsibility for using our resources efficiently, achieving measurable results, and being accountable to supporters, partners and, most of all, children.

Ambition

We are demanding of ourselves and our colleagues, set high goals and are committed to improving the quality of everything we do for children.

Collaboration

We respect and value each other, thrive on our diversity, and work with partners to leverage our global strength in making a difference for children.

Creativity

We are open to new ideas, embrace change, and take disciplined risks to develop sustainable solutions for and with children.

Integrity

We aspire to live to the highest standards of personal honesty and behaviour; we never compromise our reputation and always act in the best interests of children





A summary of our terms and conditions

Employees at Save the Children Sweden are covered by the employment terms and conditions that applies to our Swedish operations. We have a collective labor agreement between Unionen/Akademikerföreningen and Fremia. A short summary of these conditions can be found below.

Working Hours

The majority of our employees have goal oriented working hours. This means that the employee has freedom to plan working time in accordance with the organization's demands and needs, in dialogue with their manager. Working hours for a full-time position is 37 hours/week. More information about goal oriented working hours can be found in the attachment of the employment agreement called "Goal oriented working hours".

Leave without Salary Deduction

The day after Ascension Day (Kristi Himmelfärdsdag), June 6, Midsummer-, Christmas-, and New Years Eve are workfree days. If June 6th (Swedish National Day) falls on a Saturday or Sunday, the Friday before is a workfree day. On Twelfth Night (Trettondagsafton), Maundy Thursday (Skärtorsdagen), Walpurgis Night (Valborgsmässoafton), the day before Ascension Day and the day before All Saint's day (Alla Helgons dag) the workday ends at 13.00. By agreement (instead of the non-working days described above) the same number of days can be set aside for other days during the year.

Doctor- and dentist appointments, maternal care appointments, physiotherapist- and psychotherapist appointments can be scheduled during working hours. One work free day can be granted in connection with the employee moving.

Vacation

The vacation year (1/4 – 31/3) coincides with the 'accrual year'. Vacation entitlement is longer than statutory requirements, and for employees up to 29 years of age it is 27 days, 30-39 years 30 days, and for employees

40 years and above 33 days. The majority of employees have goal oriented working hours, and will be compensated with additional vacation days instead of overtime compensation.

Parental Pay

This section is an extract from the collective labor agreement Fremia:

An employee on leave due to pregnancy or in connection with childbirth or adoption, have the right to parental pay from the employer provided the employee has been employed with the employer for minimum one consecutive year. The concept 'in connection with' translates to that leave must take place within 18 months starting from the child's day of birth or the welcoming day of an adopted child. Parental pay will only be granted if leave is for minimum one consecutive month.

The employee has the right to parental pay to the following extent:

Length of Service	Parental Pay
1 - 2 consecutive years	60 days
3 consecutive years or more	180 days

Leave with Temporary Parental Allowance

Save the Children Sweden pays 10 % of salary. Save the Children Sweden also compensates for salary up to 90 % for employees with a salary over ten price base amounts.

Health Care

Employees can turn to our occupational health care in connection with work related health care issues according to special directions. Save the Children Sweden reimburses other costs related to doctor's appointments up to the high-cost protection, and the amount will be taxed. Appointments to physiotherapists, naprapaths, etc., are subsidized by Save the Children Sweden.

Wellness Offerings

Save the Children Sweden encourage employees to exercise and work out, and employees have the opportunity to do so for 1 hour/week during working hours. The employees are also granted a health care allowance of 2500 SEK/year to be used for wellness related activities.

Insurances According to Law – financed by Save the Children Sweden through Employment Taxes

- Old-age pension
- Survivor's pension
- Health insurance
- Work injury insurance
- Unemployment insurance
- Parental allowance

Insurances According to Collective Labor Agreement - financed by Save the Children Sweden

- ITP – 'Industrins och handelns tilläggspension' (supplementary pension within Industrial and Trade sectors)
- ITPK - Complementary to ITP
- TGL - Occupational group life assurance
- TFA – 'Trygghetsförsäkring vid arbetsskada' (security insurance in case of work related injury)
- LFU – 'Läkekostnadsförsäkring vid utlandstjänstgöring' (medical cost insurance for assignments abroad)



- 'Kollektivavtalsstiftelsen TRR Trygghetsrådet - AGE-avgångsersättning' mm (TRR offer expert assistance and supplementary unemployment benefit (AGE) to redundant staff)

Occupational Group Life Insurance (TGL)

Occupational group life insurance (TGL) for employees is a life insurance that eventuates with a lump-sum payment if the insured would pass away. TGL might also eventuate if the insured's spouse/partner would pass away. What the TGL includes:

- Basic amount
- Child allowance

TGL is paid by the employer and valid for employees during employment, but starts at the earliest from the month after the employee has turned 18 years of age, and no longer than until retirement age. Employees working less than 8 hours/week, are not eligible for TGL. Information regarding size of the basic amount and child allowance can be provided by the HR department.

Pension

Save the Children Sweden provides pension conditions for all employees in accordance with the collective labor agreement.

Old-Age Pension (not regulated in Collective Labor Agreement)

Employees receive old-age pension from the 1st of the month they turn 65 years old. However, employees have the right to remain employed until the last date of the month they turn 67 years old.

ITP – Occupational Pension

Born 1978 or earlier? If so, the following is valid according to the collective labor agreement;

All employees born 1978 or earlier with employment for more than 3 months, are covered by the defined benefit plan ITP 2 – occupational pension. Visit [Pensionsmyndighetens website](#) for more information.

If covered by ITP 2, you are also covered by ITPK (where K stands for complementary). ITPK is a defined contribution part of your old-age pension. The employer's contribution corresponds to 2 % of your annual income up to an annually stipulated amount. It's for you to decide where to invest the accrued amount, you can choose traditional- or fund management and you will get the opportunity to add survivor's pension. You start to accrue ITPK from the age of 28.

For employees with an annual income over ten price base amounts, and who are part of the ITP 2-plan, an agreement can be made to change to a defined contribution ITP 1 plan or other defined contribution pension corresponding to ITP 1.

Born 1979 or later? If so, the following is valid according to the collective labor agreement;

All employees born 1979 or later, are covered by the defined contribution ITP 1 directly. It's for you to decide where to invest the accrued amount. You can choose traditional- or fund administration, but minimum 50 % must be placed in traditional administration.

