

Consultant Handbook



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School of applied technology

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1. The Consultancy Handbook

In this handbook we have gathered all the practical information that you will need during your time as a consultant at SALT. The handbook provides you with valuable tips and information about what is important in your role as a consultant and also about time reporting, salary, vacation and so on.

A very important factor for our success is you, our developers. We want professional, committed, motivated, passionate and creative developers who provide that little extra every day. We see you as a very important ambassador for SALT!

We hope you will enjoy your time as a consultant and developer at SALT!

2. To be a Consultant at </salt>

Being a SALT developer means, in addition to being professional, committed, motivated, passionate and creative, that we want you to have a consultancy behavior.

A consultancy behaviour means that you:

- are service oriented, socially adaptable, flexible and keeping what you promise.
- are in time for work. If you for some reason get delayed you inform your supervisor as soon as possible.
- minimize private matters/errands during work hours such as phone calls, looking at Instagram, Facebook etc. Use your lunch for that if needed.
- follow the company rules for meetings, work hours and so on.
- try to follow the company dress code and be physically well-groomed.
- always do that little extra and let your team and supervisor know you really want to be there.

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3. Your first weeks at the new placement

Wow!

You got the placement! Now you can relax a bit, but not for too long. After all, you want to give a good impression from day one. Starting at a new workplace can make you nervous. You don't really know how it will be, how the team will be and how your supervisors are. Just keep calm, everyone goes through it when they are new. Here you will get some tips that you can keep in mind!

Keep your eyes open

Your first days and weeks will be about learning both about the work tasks and the workplace. So pay attention and try to read between the lines. Who can you go to when you got a problem? What should you avoid doing and address? Try to get at good picture of the culture and the social standards that is available at the company.

Dare to ask!

You are not expected to know everything from scratch. Ask your coworkers or supervisor how things work. Ask both more practical things like how the coffee machine works, to broader questions about culture and work. Not only for your own sake, you also want to show your supervisor and team that you are motivated and willing to grow into your position.

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Be social

It may be difficult at first when you do not know anyone, but your first days will set the tone for the future. Engage during the coffee breaks and lunch, chat with your co-workers and participate on activities that are arranged.

Blend in but keep being yourself

Try to get a feel for the jargon at the company and adapt to it; like what tone you talk to each other, how much/what types of jokes are made, and what view you have on the supervisors. However, things like your hobbies and which football team you're rooting for is nothing you should change or make up. Just be the version of yourself that best fits into the company culture.

You are allowed to do mistakes as long as you learn from it

Everyone makes mistakes in the beginning of a new placement, it's human. Your colleagues have certainly done that and will have understanding. The most important thing is that you learn from them and develop. If you make the same mistake after three months, people will be less understanding, but in the beginning it's better to act and make mistakes than not doing anything at all.

4. Working hours

As a consultant you will be employed by SALT during your first year while working at one of our clients. This year is called a consultancy year and is not the same as a calendar year. This means your year as a consultant will be finished when you have worked 2024 billable working hours. Billable working hours is actual hours that you have worked, does not include hours/days when you're sick, on vacation or any other type of absence. For every absent day your end date will get postponed a day.

The working hours comprise 40 hours per week excluding lunch breaks. The client could demand that additional hours are worked from time to time. No compensation will be paid for such additional hours, but will count as billable hours. As long as these additional hours are approved by your supervisor.

If you experience that you are systematically being scheduled for overtime by your supervisor, contact your "Go to person" at SALT and we will have a dialogue with the supervisor.

You're not allowed to have any other type of part-time job or studies during your employment at SALT.

5. Time reporting

Time reporting will take place in **Timekeeper**. The timesheet is to be certified and is the basis for payroll and invoicing. Your timesheet shall take place on a regular basis, however, **weekly reporting** shall always be clearly reported by **Friday at 17:00**.

On the **last day of each month** your time reporting shall always take place **at the latest at 17:00 that day**.

The most important for SALT is that you work your 40 hours/week (100 %). You don't need to report your exact time everyday, for example if your working hours are between 08:00 and 17:00 with 1 hour lunch and you arrive to work at 08:15 and leave at 17:15 one day it is ok for us that you fill in 08:00-17:00 (8 working hours) everyday.

If there is a day that your company has a half day but isn't an official holiday you're mandatory to work. Ask your supervisor if you can do some remote work, or you can choose to use a vacation day for the whole day. But you can't report a half day, for ex. that you report 08.00-12.00 as working hours and then 13.00-17.00 as vacation. If you still want to have a half day, you can report those hours as "Tjänstledig" on Timekeeper, but those hours will be deducted from your salary.

6. Sickness

If you get sick and need to stay home, inform your supervisor as soon as possible so they can plan the work without you that day. Also send a slack message to your “Go to person” at SALT.

From the 8th day of sickness, a medical certificate must be given. You are responsible for sending a copy of the medical certificate to your “Go to person”, if not, you will not receive any sick pay. Then you send a copy of your medical certificate to Försäkringskassan. SALT will report you to Försäkringskassan from the 14th day of sickness if a medical certificate is shown.

Sick pay is paid according to the rules held by Försäkringskassan. The first sick day is a “Karensdag” and that day you get fully deducted (no salary). From day 2 and forward you receive 80 % of your original salary.

You are responsible for reporting your sick days in **Timekeeper**.

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7. Doctors appointment

If you need to go to the doctor or dentist, **always try to book a time that interferes the least with your working hours**. If it is possible to book the appointment before or after working hours, we recommend you to do that.

If there are situations when you can't decide the time for a doctor or dentist appointment, inform your supervisor as soon as possible.

You are responsible for reporting your time away from work in **Timekeeper**.

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8. Salary

The salary is paid out on the 25th (if occur on a weekday) and is paid in **arrears** before the expiry of each calendar month. For example, if you get employed January 1st, you will receive your salary on February 25th.

Any deductions for sick days, for example, are made in the current month.

Your payslips will be available in the app **Hogia MyPayslip** and you are able to see how many vacation days you have.



9. Expenses

If you for some reason is obligated to have an expense related to your work, f.ex. travel, lunches or conferences. Any reimbursements other than your salary shall be separately decided in writing between the client and SALT. This means you cannot come with expenses to SALT that has not been approved beforehand between SALT and the client.

10. Vacation (1)

You're entitled to 25 days paid vacation per yearly period of service. The vacation year runs from January 1st until December 31st. You are **only entitled to use earned vacation days during the yearly period of service**. You earn around 2 days each month so for example if your employment starts in January you will by the end of July have earned 15 days.

Your vacations shall be adapted to your work situation, usually taken out during less labor intensive periods as for example in July and around Christmas unless otherwise agreed. You always have to get an approval for your vacation days from your supervisor and from SALT. Notice your request to use vacation days at latest 2 weeks ahead by sending a Slack message to your **"Go to person"** from **People & Talent**.

Important to highlight is also that you are only entitled to save **5 paid vacation** days each year and take them with you to the next year. Our advice is therefore that you plan your vacation wisely during the year.

In conjunction with the expiry of employment, SALT are entitled to do a deduct from the final salary for vacation days that has been taken but not yet earned.

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10. Vacation (2)

You can see on your payslip how many vacation days you have.

1. Betalda semesterdagar = Paid vacation days
2. Obetalda semesterdagar = Unpaid vacation
3. Sparad semester = Saved paid vacation days from last year

Example - If it looks like this in your payslip:

Betalda semester: 5,00

Obetalda semester: 20,00

Sparad semester: 2,00

This means that you have 27 vacation days in total to use, but only 7 are paid vacation days. You don't need to use your unpaid vacation days, but you have the possibility to do so.

If you use unpaid vacation days, it means that you get a deduction in your salary for each day.

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11. Leave of absence

Leave of absence is a short leave, with retained salary for a few days. Leave of absence is given for close relative's serious illness, death or funeral. You can be absent for 5 days with retained salary for close relatives such as spouses, cohabitants, children, grandchildren, siblings, parents and one day with retained salary for grandparents. You always need to get an approval for your permission both from your supervisor and from your "Go to person" from People & Talent.

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12. Parental leave

You have the right to use parental leave until your child reaches the age of 8 years. You can divide your parental leave in **three longer coherent periods** per calendar year. If you want to use parental leave you have to inform and **send a request** at latest two weeks ahead to your Go-to Person and always inform as soon as you can to your supervisor regarding your absence. For more information about parental leave, visit **Försäkringskassans** website.

13. Check in meetings

During your time as a consultant you will have scheduled check in meetings together with your Go-to person. Your first check-in will be after 14 days and the second one after 2-3 months. The last check-in will be scheduled after 8-9 months. The purpose with the meetings is to make sure everything is working out well for you at the client.

Our Sales & Partnership persons will also have check-in meetings with you to check such as if there might be any needs of hiring more developers at the client you're placed at. They will also have check-ins with the client to make sure they are satisfied with your performance.

Your "Go to person" from People & Talent is also available over Slack or phone if you have any questions or concerns during your time as a consultant. SALT values your well-being, don't hesitate to contact your Go-to person if you have any concerns.

14. In case of a terminated placement

This does not happen a lot, but if it does we do want you to know the importance of handling the off-boarding in the best possible way. **First of all it's very important that you continue to do your best as long as you work at the client, even during the off-boarding.** Below you have some bullets with things to think about during the off-boarding period.

What to do and what to think about:

- Ask your supervisor about the off-boarding plan and make sure you know who is taking over your work tasks
- If possible do a checklist of what you have to do before your last day and make sure to prepare a pedagogic handover
- On your last day return the things that belongs to the client, such as hardware and access card etc, to your supervisor or the one who is responsible for it

15. Your health

It is important for SALT that you feel well and have the right energy both at work and on your free time. As a SALT Developer it is therefore important that you take care of yourself and your health.

If you feel that your work situation has become too tough and you're not feeling well don't ever hesitate to contact SALT as soon as possible. We are here for you and your health is very important for us.

16. Who to contact

Notification of sickness: call your supervisor and send a slack message to your “Go to person” from People & Talent at SALT.

Medical certificate: you get your medical certificate from a doctor, send a copy to your Go-To Person and upload this to www.forsakringskassan.se

Salary or Vacation: if you have questions regarding your salary or vacation days send a slack message to your “Go to person”

Changes at the workplace: send a Slack message to the responsible sales person

Other questions and concerns: send a Slack message to the “Go to person” from People & Talent.

Good luck!



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