### PAY AGREEMENT FOR AGRICULTURAL ASSISTANTS, GARDENER’S ASSISTANTS, GARDENERS, EXPERIMENTAL ASSISTANTS AND ANIMAL TECHNICIAN ASSISTANTS (ANIMAL TECHNICIANS), INCLUDING APPRENTICES (THE UNITED FEDERATION OF DANISH WORKERS (3F))

#### 1. Persons covered

The pay agreement covers agricultural assistants, gardener’s assistants, gardeners, experimental assistants and animal technician assistants (animal technicians), including apprentices, employed with Aarhus University (including hourly-paid staff) in accordance with the circular on the trade union agreement for agricultural assistants, gardener’s assistants, gardeners and experimental assistants.

#### 2. Framework and purpose

The framework for the pay agreement is Aarhus University’s staff policy adopted at a Main Liaison Committee (HSU)/Main Occupational Health and Safety Committee (HAMU) meeting on 12 May 2016. The pay agreement is a tool for realising the objectives of Aarhus University’s staff policy.

As set out in the staff policy, Aarhus University’s goals are:

- to ensure that each employee’s pay reflects his or her function, level of responsibility, efforts and relevant competencies
- to ensure that pay negotiations at Aarhus University take place in a fair and transparent manner.

#### 3. Pay system

The pay agreement is based on the base pay system outlined in the trade union agreement.

Aarhus University and the 3F union representatives have noted the intention of the parties to the collective agreement that the base salaries be supplemented with the introduction of local supplements. Through the introduction of local supplements, the pay instrument can be used strategically to ensure that each employee’s pay to a higher degree reflects his or her special qualifications, functions and results achieved in relation to the institution’s objectives.

- Supplements may be awarded as supplements for qualifications or as supplements for responsibilities.
- Supplements are stated in basic amounts (31 March 2012 level) and are awarded as permanent or temporary supplements.
- Supplements are adjusted in relation to the employee’s employment rate.
- One-off bonuses may be awarded for extraordinary work efforts.
Individual agreements concerning supplements for employees are concluded between the university director, or the dean, and the 3F union representatives at Aarhus University. The university director, or the dean, may have delegated this authority.

The right to negotiate and the right to conclude pay agreements may not be delegated to an organisational level below that of head of department (Aarhus BSS, HE and ST)/head of school (Arts)/deputy director. Heads of departments/heads of schools/deputy directors may request the assistance of lower-level managers in connection with the negotiations, but the right to negotiate and the right to conclude pay agreements may not be delegated any further. However, subject to agreement between management and employee representatives, the authority to negotiate may be delegated to a lower level.

4. General information on supplements and one-off bonuses

Supplements consist of a minimum amount of DKK 7,000 per year (31 March 2012 level). Advancement to a higher pay group may be agreed without the simultaneous award of a minimum amount.

- Permanent and temporary supplements are pensionable.
- Supplements are adjusted in line with the general pay increases agreed through central collective bargaining or implemented in the pay adjustment scheme.
- Supplements for responsibilities are generally temporary, with such supplements being paid only for as long as the responsibilities are being undertaken and ceasing once the responsibilities are no longer undertaken.
- One-off bonuses consist of a minimum amount of DKK 10,000 (current level) and are generally non-pensionable.

**Basic supplements for apprentices:**
Apprentices demonstrating a consistently fully satisfactory performance and a consistently positive development are awarded a pensionable basic supplement of DKK 26,500 per year (31 March 2012 level) during the third and fourth year of their training. During the fourth year of training, the basic supplement may thus total DKK 53,000 (31 March 2012 level).

Basic supplements are negotiated by the joint union representative when apprentices advance to the third and fourth year of training, respectively. Basic supplements cannot be awarded to adult apprentices. Additional supplements may be negotiated at the annual pay negotiations.

**Example of calculation of supplements during the third and fourth year of training:**
Apprentice with an apprenticeship of 3 years and 8 months (including school-based part of the programme):

The apprentice receives base pay during the first 8 months (first year of training), then base pay for 12
months (second year of training), then base pay + basic supplement for 12 months (third year of training) and finally base pay + basic supplement for 12 months (fourth year of training).

The fourth year of training thus always covers a full 12 months, as the seniority must be calculated as from the date of the completion of the programme. If the duration of the apprenticeship is reduced, the reduction is deemed to have taken place at the beginning of the apprenticeship. During the apprenticeship, school-based parts of the programme are included in the total programme.

5. Pay level

Aarhus University’s goal is to offer attractive terms of employment and to support a good work environment through the fair allocation of payroll funds.

Aarhus University wishes to promote employee motivation and well-being among other things by ensuring that the individual employee’s pay, function, level of responsibility and effort are commensurate. Special emphasis is placed on equal treatment. As a general rule, employees with comparable functions and qualifications etc. must be able to attain the same pay level, regardless of their organisational placement and the source of the payroll funds.

Payroll funds may be used to attract and retain particularly qualified employees.

6. New employees

When recruiting hourly paid and salaried staff, the local union representative for the relevant area is involved in the negotiation of pay.

The negotiation of pay level and any supplements in connection with recruitment takes place between the relevant local union representative and the head of department (Aarhus BSS, HE and ST)/head of school (Arts)/deputy director assisted by HR.

Prior to the negotiations, the union representative and the manager, assisted by HR, assess the employee’s competencies, pay level and recruitment situation.

Once management has approved a recommendation regarding an appointment and has offered the position to the recommended candidate, management – via HR – contacts the local union representative to arrange the negotiation of the candidate’s pay in due course.

The local union representative contacts the applicant about the pay negotiations. The pay negotiations are based on the pay level for the relevant job category.

Any agreement concerning supplement(s) must be documented and forms the basis of the final contract of
employment with Aarhus University. As far as possible, the terms of pay applying to the employment should be agreed prior to the commencement of the employment.

7. Negotiation procedure

The annual pay negotiations for employees under the new pay systems are organised and carried out as a single process in the first six months of the year. Supplements are agreed with effect from 1 April of the pay negotiation year. Supplements for responsibilities may, however, be agreed from another effective date, but no earlier than from the commencement of the function. As far as possible, the annual pay negotiations should be concluded by the end of June.

With the assistance of HR, the local negotiating parties are responsible for organising the pay negotiations within this time frame and in a way that ensures a constructive negotiation culture with focus on the discussion of pay, performance and competencies.

The managers agree with the union representatives or the local liaison committees (LSU) how the conclusion of the pay negotiations and the overall results of the negotiations should be communicated to the individual employees having applied for a pay increase as well as to the entire unit.

Information about the results of the negotiations is provided immediately after the conclusion of the pay negotiations.

In addition, proposals for extraordinary payments or increased supplements for employees may be made at any time by both management and the union representative. The aim is for the consideration of such proposals to take no longer than one month.

Reference is made to Guidelines for the pay negotiation process at Aarhus University.

8. Contracting parties

The pay agreement enters into force on 1 February 2017 and replaces all previous pay agreements at Aarhus University as a whole for agricultural assistants, gardener’s assistants, gardeners, experimental assistants and animal technician assistants (animal technicians), including apprentices (the United Federation of Danish Workers (3F)).

The pay agreement may be terminated subject to three months’ notice; however, by 31 March 2018 at the earliest. Any amendments are subject to agreement by the parties.
Aarhus, 13.01.2017

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9. Rules

- Circular on the trade union agreement for agricultural assistants, gardener’s assistants, gardeners and experimental assistants (Cirkulære om organisationsaftale for Landbrugsarbejdere, gartneriarbejdere, gartnere og forsøgsmedarbejdere); the Agency for the Modernisation of Public Administration’s circular no. 030-13.