

PAY AGREEMENT FOR ACADEMIC STAFF IN ADMINISTRATIVE POSITIONS (THE DANISH ASSOCIATION OF MASTERS AND PHDS (*DM*), THE DANISH ASSOCIATION OF LAWYERS AND ECONOMISTS (*DJØF*), THE UNION OF COMMUNICATION AND LANGUAGE PROFESSIONALS, DENMARK (*KS*), THE DANISH UNION OF LIBRARIANS (*BF*))

1. Target group

The pay agreement covers academic staff in administrative positions, including Bachelors, employed with Aarhus University in accordance with the circular on the collective agreement for state-employed academics.

2. Framework and purpose

As agreed at the Main Liaison Committee (*HSU*) meeting on 18 January 2011, Aarhus University's HR policy constitutes the framework for the pay agreement, the pay agreement being a tool for achieving the university's HR policy goals.

Aarhus University wants to:

- Use the payroll funds in a targeted and strategic manner
- Ensure the right balance between competencies, performance and pay

3. Pay system

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

Aarhus University and the union representatives of the Danish Confederation of Professional Associations (*AC*) have noted the intention of the parties to the collective agreement that employees' pay should develop in step with the individual employee's professional development as well as the parties' assumption that the base pay should be supplemented with the introduction of local supplements.

- Supplements may be awarded as qualification supplements or responsibility supplements.
- Supplements are stated in basic amounts (31 March 2012 level) and awarded as permanent or temporary pensionable supplements.
- Supplements are adjusted in line with the general pay increases agreed through central collective bargaining or implemented in the pay adjustment scheme.
- 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 union representatives of the Danish Confederation of Professional Associations 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/deputy director area. Heads of department/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.

4. General information on supplements and one-off bonuses

The initial qualification supplement awarded to **administrators and librarians** consists of a minimum amount of DKK 20,000 per year (31 March 2012 level). Subsequent supplement increases consist of a minimum amount of DKK 15,000 per year (31 March 2012 level).

- Availability supplements are awarded to administrators and library-educated staff in generalist positions who assume an availability obligation, see the circular on the collective agreement for state-employed academics.
- Qualification supplements may be negotiated for librarians in specialist positions (without availability supplements).
- Responsibility supplements consist of a minimum amount of DKK 15,000 per year (31 March 2012 level) and are generally temporary, with such supplements being paid for as long as the relevant responsibilities are undertaken. See annex 1 concerning the library area.
- Academic coordinators who are in charge of academic management and coordination and who do not have independent personnel and budget responsibilities may be awarded a responsibility supplement of a maximum amount of DKK 25,000 per year (31 March 2012 level).
- One-off bonuses consist of a minimum amount of DKK 12,000 (current level) and are generally non-pensionable.

In accordance with the principles on pay composition, the pay agreement must support the development of all employees' competencies, insight and commitment. Consequently, the aim is for administrators and librarians to be awarded qualification supplements in step with a continued fully satisfactory performance and a positive development. On this basis, it is expected that administrators and librarians with 15 years of seniority can be awarded a qualification supplement and two supplement increases.

Positions may be upgraded to **special consultant and senior consultant positions**. Whether the employee is to receive pay at special consultant or senior consultant level is agreed between the local management and the union representative. The decision as to whether the position is a special consultant or senior

consultant position is based, among other things, on the academic content. Advancement to the pay grade of special consultant and senior consultant may be agreed without the simultaneous award of a minimum amount.

Qualification supplements awarded to special consultants and senior consultants consist of a minimum amount of DKK 15,000 per year (31 March 2012 level).

- Responsibility supplements consist of a minimum amount of DKK 15,000 per year (31 March 2012 level) and are generally temporary, with such supplements being paid for as long as the relevant responsibilities are undertaken.
- Special consultants who are academic coordinators and who are in charge of academic management and coordination, but who do not have independent personnel and budget responsibilities, may be awarded a responsibility supplement of a maximum amount of DKK 25,000 per year (31 March 2012 level).
- One-off bonuses consist of a minimum amount of DKK 12,000 (current level) and are generally non-pensionable.

5. Pay level

It is the university's goal that the pay of all employees should reflect the responsibilities involved and expertise required for a given position as well as the education, expert knowledge, experience and personal competencies required of the holder of the position.

6. New employees

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

The HR partner provides assistance throughout the negotiation process, for example by procuring relevant pay information and other data.

Negotiations concerning supplements in connection with recruitment are conducted by the relevant local union representative and the HR partner, subject to agreement with the head of department/deputy director.

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

The local union representative contacts the applicant about the pay negotiations. The pay negotiations are

based on the pay level and the job category applicable to similar positions at Aarhus University.

Any agreement concerning supplement(s) must be formalised using an agreement template, which must be signed by the parties authorised to sign such an agreement and which forms the basis of the final offer of employment with Aarhus University.

7. Negotiation procedure

Pay negotiations for employees are conducted each year. The annual pay negotiations take place in March, April, May and June, with the possibility of agreeing on permanent/temporary supplements to take effect retrospectively from 1 April. Responsibility supplements are normally also awarded with effect from 1 April; however, with effect from the date on which the responsibilities are undertaken at the earliest.

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

The pay negotiations for 2012 will be held in September, October and November. However, the negotiations in 2012 will take effect retrospectively from 1 January 2012.

Transitional provisions concerning the pay agreement of 15 June 2005 for administrative staff employed under the agreement with the Danish Confederation of Professional Associations:

Employees who, pursuant to the previous pay agreement of 15 June 2005, meet the criteria for the award of basic supplements in the period 1 April 2012 to 31 March 2013, will be entitled to basic supplements under a transitional scheme. The transitional scheme expires as of 1 April 2013. Subsequently, it will not be possible to award basic supplements.

The pay level for employees who are transferred to AU Administration in connection with the academic development process will be assessed, taking into account the principles set out in the pay agreement of 15 June 2005.

8. Contracting parties

The pay agreement is applicable from the pay negotiations for 2012 and replaces all previous pay agreements at Aarhus University as a whole for academic staff in administrative positions (the Danish Association of Masters and PhDs, the Danish Association of Lawyers and Economists, the Union of Communication and Language Professionals, Denmark and the Danish Union of Librarians).

The pay agreement may be terminated subject to three months' notice; however, by 31 December 2012 at

the earliest. Subject to agreement between the parties, both parties may request adjustments on an ongoing basis.

Aarhus, ___ September 2012

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9. Regulations

- Circular on the collective agreement for state-employed academics (*Cirkulære om overenskomst for akademikere i staten*); the Agency for the Modernisation of Public Administration's circular no. 013-12.

Annex 1 – Library area

As the organisation of AU Library is still ongoing, it is not as yet possible to set out special criteria for responsibility supplements, for example for validation in PURE or for special teaching assignments.

It has been agreed, however, that this will be negotiated once the organisation of AU Library has been completed; however, no later than before the pay negotiations in spring 2013.