

**SALARY AGREEMENT FOR AGRICULTURAL ASSISTANTS, GARDENER'S ASSISTANTS, GARDENERS, EXPERIMENT ASSISTANTS AND ANIMAL USERS (ANIMAL TECHNICIANS) INCL. TRAINEES (3F - THE UNITED FEDERATION OF DANISH WORKERS).**

**1. Persons covered**

This salary agreement covers agricultural assistants, gardener's assistants, gardeners, experiment assistants and animal users (animal technicians), including trainees employed at AU (including hourly paid) in accordance with the Circular on trade union agreements for agricultural assistants, gardener's assistants, gardeners and experiment assistants.

**2. Framework and objects**

The framework for this salary agreement is the university's staff policy adopted at the Main Liaison Committee/Main Occupational Health and Safety Committee (HSU/HAMU) meeting on 12 May 2016. The salary agreement is to function as a tool for achieving the university's staff policy goals.

In accordance with the staff policy, Aarhus University's goals are:

- to ensure employees' pay reflects their function, level of responsibility, effort and relevant competencies.
- to ensure that pay negotiations at AU take place in a fair and transparent manner.

**3. Pay system**

This salary agreement is based on the trade union agreement set out in the basic pay system.

The university and union representatives from 3F have noted the intention of the collective agreement parties for basic pay to be supplemented by a local supplement. The options for local supplements make it possible to use the pay instrument strategically, so that individual salaries better reflect employees' particular qualifications, functions and performance in relation to the institution's goals.

- Supplements may be granted as qualification supplements or supplements for responsibilities.
- Supplements are stated as the basic amounts (level 31.03.12) and given as either permanent or temporary supplements.
- Supplements are adjusted in relation to the employment rate.
- One-off bonuses may be agreed to remunerate an extraordinary effort.

Individual agreements on supplements for employees are concluded between the university director, the Dean, and union representatives at AU from 3F. The university director and the Dean, respectively, may delegate their competency in this respect.

The right to negotiate and the right to enter into agreements on pay may not be delegated to an organisational level lower than department head/deputy director level. Department heads/deputy directors have the option of engaging the assistance of managers at a lower organisational level in salary negotiations, but the right to negotiate and enter into salary agreements cannot be delegated to them. However, competency to negotiate may be delegated to a level below, provided this is agreed between management and employee representatives.

#### **4. General information on supplements and one-off bonuses**

A supplement consists of a minimum amount of DKK 7,000 per annum (level 31.03.12). Advancement to a higher pay group may be agreed without simultaneously granting a minimum amount.

- Permanent and temporary supplements are pensionable.
- Supplements are regulated by the general pay increases agreed in connection with the central collective agreement negotiations or which are implemented under the adjustment scheme.
- Supplements for responsibilities are generally temporary, as they are granted for as long as the function is performed and they lapse when the function is no longer performed.
- One-off bonuses consist of a minimum amount of DKK 10,000 (current level) and are generally non-pensionable.

##### Basic supplement for trainees:

Trainees who consistently work entirely satisfactorily and who consistently demonstrate good progress, are entitled to a pensionable basic supplement of DKK 26,500 per annum (level 31.03.12) on the third level of study.

Basic supplements are negotiated by the (joint) union representative on advancement to the third level of study, and cannot be granted to adult trainees. Additional supplements can be negotiated at the annual salary negotiations.

#### **5. Pay level**

AU's goal is to offer attractive terms of employment and to support a good work environment through a fair allocation of payroll funds.

AU wants to promote employees' motivation and well-being by ensuring that pay, function, level of responsibility and effort are commensurate. Particular emphasis is 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 organisational placement and the source of the payroll funds.

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

## **6. New employees**

The local union representative for the area in question is to be involved in the recruitment of hourly and monthly paid employees with respect to negotiating pay.

Negotiations during recruitment on pay level and any supplements take place between the relevant local union representative and the department head/deputy director, assisted by HR. Prior to the negotiations, the union representative and the manager, assisted by HR, assess the employee's competencies, pay and recruitment situation.

When management has approved a recommended appointment and offered the position to the recommended candidate, via HR and at the appropriate time, management will contact the local union representative with a view to salary negotiations in connection with the appointment.

The local union representative contacts the applicant to initiate salary negotiations. The salary negotiations are based on the salary level for the relevant job category.

Supplement agreements must be documented and they will form the basis for the final employment contract at AU. Every effort is made to ensure that pay conditions are agreed prior to the commencement of employment.

## **7. Negotiation procedure**

The annual salary negotiations, which affect employees under the new pay systems, are organised and carried out as a single, coherent process in the spring half-year. Supplements are agreed with effect from 1 April in the salary negotiation year. Supplements for responsibilities may, however, be agreed with a different date of commencement, but at the earliest from the commencement of the responsibilities. As far as possible, the annual salary negotiations should be concluded by the end of June.

With the assistance of HR, it is the responsibility of the local negotiating parties to organise the salary negotiations within the time frame to provide a constructive negotiation culture in which the discussion of pay, work effort and competencies are in focus.

Managers agree with the union representatives or the local liaison committee (LSU) how the end of the pay negotiations and the overall results are to be communicated to the individual employees who have applied, and to the entire unit.

Feedback on the outcome of the negotiations is immediately after the end of the salary negotiations.

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

Please refer to the guidelines on salary negotiations at AU.

### **8. Contracting parties**

The pay agreement enters into force on 1 November 2020 and applies to all appointments from this date. The pay agreement replaces all previous pay agreements at Aarhus University as a whole for agricultural assistants, gardener's assistants, gardeners and experiment assistants (3F - United Federation of Danish Workers).

The pay agreement may be terminated subject to three months' notice. The parties may agree on amendments to the agreement.

It has been agreed that the parties respect the decision regarding the disagreement between the central collective agreement parties regarding the calculation of trainees' salary seniority. If this decision leads to a different salary seniority calculation for trainees, the parties have agreed to amend the pay agreement in accordance with this in respect of the basic supplement that is paid to trainees at the third level of study.

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### **9. Rules**

- Circular on trade union agreement for agricultural assistants, gardener's assistants, gardeners and experiment assistants, Modst. no. 016-19.