



SALARY AGREEMENT FOR UNIVERSITY GRADUATES IN ADMINISTRATIVE POSITIONS (AC TAP)

1. Persons covered by the agreement

This salary agreement covers university graduates employed in administrative positions at AU in accordance with the circular on the collective agreement for university graduates employed by the Danish state (*Cirkulære om overenskomst for akademikere i staten*). This means these persons are covered by this salary agreement regardless of organisational reporting relationship.

For salary agreements for university graduates employed at the departments/schools in non-administrative positions, see the faculty salary catalogues:

Health: [Salary Agreement Catalogue for Health \(au.dk\)](#)

Nat-Tech: Salary Agreements

BSS: [Loenkatalog_2012_rev2019_rev_2021_ENG_2023_OPDATERET.pdf \(au.dk\)](#)

Arts: [Microsoft Word - 17209_EN_Lonaftale_Arts041012 \(au.dk\)](#)

2. Framework and purpose

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. This salary agreement is intended as a tool for achieving the university's staff policy goals.

In continuation of the staff policy, Aarhus University's goals are:

- for staff members' pay to reflect their function, level of responsibility, performance and relevant competencies
- for salary negotiations at AU take place in a fair and transparent manner
- to promote staff motivation and well-being by ensuring that individual employees' pay is consistent with their function, level of responsibility and performance and avoiding unwarranted differences in pay across the organisation.

3. The salary system

This salary agreement is based on the base salary system laid down in the collective agreement.

The university and union representatives from the Danish Confederation of Professional Associations (AC) have noted the intention of the parties to the collective agreement that the agreed base salaries will be supplemented by granting locally agreed supplements. The possibility of granting locally agreed supplements enables supplements to be deployed strategically, such that individual salaries to a higher degree reflect employees' specific qualifications, functions and performance in relation to the institution's goals.

- Supplements may be granted as qualification supplements or supplements for responsibilities.

- Supplements are expressed as base amounts (31 March 2012 level).
- Supplements are pensionable.
- Supplements are regulated along with the general pay increases agreed in connection with the central collective agreement negotiations or which are implemented under the adjustment scheme.
- Supplements are adjusted in relation to level of employment.
- One-off bonuses may be agreed to reward staff for an extraordinary contribution.

Individual agreements on supplements for employees are concluded between the university director/the dean and AC union representatives at AU. The university director/the dean may have delegated responsibility for negotiation and conclusion of such agreements and must comply with the applicable AU delegation plan with regard to local salary negotiations. See the guidelines for pay negotiations here:

[ENG Retningslinjer for afvikling af loenforhandling paa AU_010716.pdf](#)

4. On job categories, supplements and one-off bonuses

New hires:

New hires are assigned to a pay grade based on the contents of the position and the employee's seniority, qualifications and competencies. The amount of any supplements awarded is determined by negotiation with the union representative.

Generalist positions:

An availability supplement is granted to administrative officers (including graduates of Bachelor's degree programmes) in administrative generalist positions whose positions involve an availability requirement, cf. the circular on the collective agreement for university graduates employed by the Danish state.

Whether a position is considered an administrative generalist position depends on the nature of the work performed; typical examples of generalist tasks include case processing, analysis, development/strategic tasks, presentations, communication, administrative support for committees, memos and/or project management. The nature of the work performed determines whether an availability supplement can be granted. In many cases, but far from all, generalist positions can be filled by university graduates with different educational backgrounds.

Qualification supplements during employment:

Agreements may be made to grant supplements based on professional or personal qualifications, competency development, high performance, considerations of balance in salary level compared to similar positions in other organisations or with an eye to recruitment and retention. The university's aim is for staff to receive qualification supplements over the course of their

employment in line with a consistently and fully satisfactory performance and good professional development and work quality.

The parties to the agreement are aware of the expectations expressed in appendix 7 of the circular on the collective agreement for university graduates employed by the Danish state on qualification supplements and competency development, including the fact that competencies are not static, and that it is thus necessary for staff to maintain and develop their competencies over the entire course of their employment at AU.

- Qualification supplements amount to minimum DKK 12,000 annually at 31 March 2012 level.

Responsibility supplements during employment:

Responsibility supplements can be granted for the performance of particular job functions, for example functional management. The responsibility supplement will be granted as long as the function is performed.

- Responsibility supplements amount to minimum DKK 12,000 annually at 31 March 2012 level.

One-off bonuses:

One-off bonuses may be granted for exceptional efforts in connection with extraordinary tasks or events beyond what is normally expected of the employee in the position. The one-off bonus is granted on the background of a concrete individual assessment. One-off bonuses can be granted outside of the annual salary negotiations.

- The minimum amount for one-off bonuses is DKK 10,000 (current level), and as a rule, such bonuses are not pensionable.

5. Career paths

Classification as special or senior consultant:

- Before advertising a position, management must determine whether the position is classified as a special or senior consultant position. The content of the position determines the classification of the position.
- During an employee's career at AU, management may decide that the content of their position has become consistent with a special or senior consultant position classification, and the employee may be reclassified as such.
- For an employee to be classified as a special or senior consultant, the position must require a high level of professional expertise and experience as well as a high degree of

independence in the performance of tasks, and the employee must possess the necessary qualifications and competencies to achieve this.

- Salary classification as a special or senior consultant is governed by Appendix 4 of the circular on the collective agreement for university graduates employed by the Danish state and may take place without agreeing an accompanying salary increase. Qualification and qualification supplements may be granted, as well as/or one-off bonuses. The salary classification may either be negotiated with the employee or the employee's union representative if the employee so desires.

6. The negotiation procedure

Salary negotiations are conducted every year. See the university's guidelines for conducting salary negotiations here: [Pay negotiations at Aarhus University \(au.dk\)](#)

7. Contracting parties

The salary agreement comes into force on 12 February 2024.

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

Aarhus, 8 February 2024

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8. Legal framework

Circular on the collective agreement for university graduates employed by the Danish state, Medst. no. 050-21 (in Danish only: *Cirkulære om overenskomst for akademikere i staten*)