

PAY AGREEMENT FOR ADMINISTRATIVE OFFICERS AND SURGERY ASSISTANTS (THE UNION OF COMMERCIAL AND CLERICAL EMPLOYEES IN DENMARK (HK))

1. Target group

The pay agreement covers administrative officers and surgery assistants employed with Aarhus University in accordance with the circular on the trade union agreement for clerical staff, laboratory technicians and IT employees (the Union of Commercial and Clerical Employees in Denmark).

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 trade union agreement.

Aarhus University and the union representatives of the Union of Commercial and Clerical Employees in Denmark 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 supplements.
- 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 Union of Commercial and Clerical Employees in Denmark 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

Supplements consist of a minimum amount of DKK 10,000 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.
- Responsibility supplements are generally temporary, as they are paid for as long as the relevant responsibilities are undertaken.
- One-off bonuses consist of a minimum amount of DKK 10,000 (current level) and are generally non-pensionable.

An annex to the pay agreement lists a number of examples of criteria which may form the basis of negotiations between the management and the union representatives of the Union of Commercial and Clerical Employees in Denmark concerning the payment of qualification supplements, recruitment supplements, retention supplements or responsibility supplements. The lists are not exhaustive.

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.

The parties agree that advancement to a higher pay grade is a natural step if the sum of the pay at the current pay grade and of the agreed supplements will exceed the pay for the higher pay group.

Transition, if any, to employment in pay group 4 takes place according to a special assessment in the specific case.

In connection with advancement to a higher pay group, the future pay structure is based on negotiations between the management and the union representative.

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.

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 administrative officers and surgery assistants (the Union of Commercial and Clerical Employees in Denmark).

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, 13 September 2012

Birgit Roesen
Personnel Legal Manager

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Union representative of the Union of Commercial and Clerical Employees in Denmark

9. Regulations

- Circular on the trade union agreement for clerical staff, laboratory technicians and IT employees (the Union of Commercial and Clerical Employees in Denmark) (*Cirkulære om organisationsaftale for kontorfunktionærer, laboranter og it-medarbejdere (HK)*); the Agency for the Modernisation of Public Administration's circular no. 054-11.

EXAMPLES OF CRITERIA FOR THE AWARD OF SUPPLEMENTS TO ADMINISTRATIVE OFFICERS

Qualification supplements:

The following criteria are examples of criteria which may form the basis of the award of qualification supplements if the qualifications have not already been considered in connection with the pay group placement. The list is not exhaustive.

- Project Management
- Continuing/further education
- Work-related knowledge, including work experience relevant to performing the job
- Flexibility
- Servicemindedness
- Ability to work independently
- Social responsibility
- Contribution to fulfilling objectives and strategies, e.g. development contract, action plans etc.
- Balance in relation to similar positions in the rest of the labour market
- Recruitment and retention
- Insight into relevant special legislation
- Communication skills
- Specialist functions
- HR management
- Budget and financial responsibilities
- Independent decision-making authority
- Independent case handling
- Training and/or educational responsibilities
- Project participation
- Super user
- Special inconvenience compensation
- Language responsibilities
- Teaching responsibilities
- EU administration
- Managerial competencies, including HR management

Responsibility supplements:

The following criteria are examples of criteria which may form the basis of the award of responsibility supplements if the responsibilities have not already been considered in connection with the pay group placement. The list is not exhaustive.

- Budget and financial responsibilities
- Training and/or educational responsibilities
- Super user
- EU administration

One-off bonuses:

The following criteria are examples of criteria which may form the basis of the award of one-off bonuses. The list is not exhaustive:

- Special contributions in connection with project participation
- Special contributions in connection with organising and holding conferences, congresses etc.
- Special contributions in connection with restructuring
- Special contributions in connection with relocation, renovation etc.
- Special contributions in connection with introduction of new systems
- Special contributions in connection with extra workload

Social values:

- Collaborative skills
- Stability
- Efficiency
- Sense of responsibility
- Networking skills
- Loyal/good colleague
- Readiness to change
- Performance characterised by quality and creativity
- Overview
- Organisational skills
- Dynamic/committed

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EXAMPLES OF CRITERIA FOR THE AWARD OF SUPPLEMENTS TO SURGERY ASSISTANTS

Qualification supplements:

The following criteria are examples of criteria which may form the basis of the award of qualification supplements if the qualifications have not already been considered in connection with the pay group placement. The list is not exhaustive.

- Continuing/further education
- Special responsibilities
- Work-related knowledge, including work experience relevant to performing the job
- Teaching/training and study-related responsibilities
- Organisational skills
- Clinic-related responsibilities
- User contact
- Insight into relevant special legislation
- Recruitment and retention
- Ability to work independently
- Flexibility
- Commitment
- Social responsibility
- Balance in relation to similar positions in the rest of the labour market

Responsibility supplements:

The following criteria are examples of criteria which may form the basis of the award of responsibility supplements if the responsibilities have not already been considered in connection with the pay group placement. The list is not exhaustive.

- Managerial competencies, including HR management

- Account and budget responsibilities
- Special inconvenience compensation
- Transition and development tasks

One-off bonuses:

The following criteria are examples of criteria which may form the basis of the award of one-off bonuses.
The list is not exhaustive:

- Special contributions in connection with relocation, renovation etc.
- Special contributions in connection with restructuring
- Special contributions in connection with introduction of new systems
- Special contributions in connection with extra workloads

Social values:

- Collaborative skills
- Stability
- Efficiency
- Sense of responsibility