

PAY AGREEMENT FOR BILINGUAL AND TRILINGUAL SECRETARIES (THE UNION OF COMMUNICATION AND LANGUAGE PROFESSIONALS, DENMARK (KS))

1. Target group

The pay agreement covers bilingual and trilingual secretaries employed with Aarhus University in accordance with the circular on the trade union agreement for state-employed bilingual and trilingual secretaries.

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 Union of Communication and Language Professionals, 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 Communication and Language Professionals, 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

Qualification supplements consist of a minimum amount of DKK 15,000 per year (31 March 2012 level).

- 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.

Bilingual/trilingual supplement I:

A newly appointed bilingual/trilingual secretary may be awarded a pensionable qualification supplement of DKK 20,000 per year (31 March 2012 level) when the bilingual/trilingual secretary's work experience (min. three years) is assessed to be relevant for handling the job.

Bilingual/trilingual supplement II:

A newly appointed bilingual/trilingual secretary may – in addition to bilingual/trilingual supplement I – be awarded a pensionable qualification supplement of DKK 20,000 per year (31 March 2012 level) when the bilingual/trilingual secretary's work experience (min. six years) is assessed to be relevant for handling the job.

Additional qualification supplements are negotiated with new employees and in connection with subsequent pay negotiations based on the minimum amount of DKK 15,000 per year (31 March 2012 level).

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.

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 bilingual and trilingual secretaries.

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

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9. Regulations

- Circular on the trade union agreement for state-employed bilingual and trilingual secretaries (*Cirkulære om overenskomst for Korrespondenter i staten*); the Agency for the Modernisation of Public Administration's circular no. 020-12.

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