

**PAY AGREEMENT FOR THE FEDERATION OF EMPLOYEES IN THE SERVICE TRADE (THE GUARD AND SECURITY EMPLOYEES TRADE UNION) (*SERVICEFORBUNDET (VSL)*)**

**1. Target group**

The pay agreement covers caretakers employed with Aarhus University in accordance with the circular on the trade union agreement for state-employed caretakers etc.

**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 Federation of Employees in the Service Trade 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 Federation of Employees in the Service Trade 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 7,000 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. The amount may, at the employee's discretion, be contributed to a pension plan under Organisations of Public Employees – Denmark (OAO).

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 Federation of Employees in the Service Trade 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 the management may introduce measures to improve the individual employee's qualifications. The parties have a common appreciation of the value of experience gained in different work areas and workplaces.

The parties agree that advancement from pay group 1 to pay group 2 is a natural step if the sum of the pay in pay group 1 and of the agreed supplements will exceed the pay in pay group 2. The parties also agree that advancement, if any, to pay group 3 (the highest level) may take place according to a specific assessment.

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.

Pay negotiations 2012 (the period from 1 April 2011 to 31 March 2012) will take place 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 caretakers (the Federation of Employees in the Service Trade (the Guard and Security Employees Trade Union)).

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, 14 September 2012

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Union representative of the Federation of Employees in the Service Trade, the Guard and Security Employees Trade Union

### **9. Regulations**

- Circular on the trade union agreement for state-employed caretakers etc. (*Cirkulære om organisationsaftale for vagtfunktionærer i staten mv.*); the Agency for the Modernisation of Public Administration's circular no. 015-11.

## EXAMPLES OF CRITERIA FOR THE AWARD OF SUPPLEMENTS

### 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
- Specially qualified task performance (use of the employee's special qualifications over and above the tasks specified in the job description)
- Work-related knowledge, including work experience relevant to performing the job
- Flexibility/sense of responsibility
- Renewal and strategic thinking
- Commitment in the daily work
- Contribution to increased work quality
- Servicemindedness
- Ability to work independently
- Social responsibility
- Individual results
- Balance in relation to similar positions in the rest of the labour market
- Recruitment and retention.
- Insight into relevant special legislation

### 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.

- Specialist functions
- Managerial competencies, including HR management
- Independent decision-making authority
- Performance of complex tasks based on competencies gained in previous jobs
- Planning tasks and/or coordination tasks
- Transition and development tasks
- Budget and financial responsibilities

- Training or education responsibilities
- IT user responsibility/advanced IT functions
- Project participation
  
- Special inconvenience compensation
- Language responsibilities
- Teaching responsibilities

**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 workloads
- Special contributions in connection with temporary performance of managerial duties.

**Social values:**

Values expected at the time of employment

- Collaborative skills
- Stability
- Efficiency
- Sense of responsibility
- Loyal/good colleague

Weight is also attached to the following values:

- Readiness to change
- Performance characterised by quality and creativity
- Overview
- Good oral/written communication skills
- Organisational skills

- Dynamic/committed