



AARHUS UNIVERSITY
HEALTH

Salary agreement catalogue for staff at Health

Applicable for the period 1 April 2018 - 31 March 2020

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1. Introduction

This salary agreement catalogue for the Faculty of Health at Aarhus University applies to both academic staff and technical and administrative staff whose salary and terms of employment are regulated by the collective agreement for academics employed by the state, the memorandum on job structure for academic staff at universities, other collective agreements and Aarhus University's technical and administrative staff salary agreements.

As part of the incentive structure, the objective of the catalogue is to ensure that local wage formation is based on known and transparent criteria in relation to the award of supplements.

The purpose of the salary agreement catalogue is:

- To seek to ensure that the employee salary within the given framework corresponds to the work performance of the individual employee.
- To create cohesion between strategy, personnel policy and salary.
- To support openness and visibility in the process, criteria and results in connection with pay formation.
- Emphasis is placed on equal treatment as employees with comparable functions and qualifications etc. must, as a rule, attain the same salary level, regardless of organisational placement and the source of the payroll funds.

The salary agreement catalogue builds on the principles of the framework agreement on new pay systems. The catalogue constitutes the framework for dialogue and negotiation between the department management team and the union organisations authorised to negotiate.

The salary agreement catalogue applies from 1 April 2018 until 31 March 2020, at which time the salary agreement catalogue will be renegotiated by the parties. Salary agreement supplements that are adjusted upwards in this catalogue are thus not applicable retrospectively, but only for agreements entered into after 1 April 2018.

All supplements are stated at the annual level as of 31 March 2012. As a general rule, the supplements relate to full-time employment and it will be clearly specified if this is not the case. For part-time employees, the supplements are reduced according to the same fraction as their level of employment is reduced in relation to full-time employment.

2. Overall pay structure

The starting point for the remuneration of employees at Health is the collective agreements entered into between the state and the trade unions. The individual employee's salary is determined in accordance with a centrally agreed base salary which can be supplemented by locally agreed supplements. These supplements are linked to special qualifications and functions of the employees. The supplements are negotiated locally and can be awarded in connection with the appointment of employees as well as during employment at the annual salary negotiations, at which time an increase in the previously awarded supplements is also possible. There is an additional possibility of awarding a one-off bonus in recognition of an extraordinary effort.

Below are descriptions of the various forms of remuneration and types of supplements which are included in the composition of pay packages for employees at Health:

- Base salary and position-related supplements (for academic positions determined in the academic job structure memorandum)
- Supplements for qualifications

- Supplement for responsibilities
- Recruitment and retention supplements
- Previously agreed supplements
- One-off bonuses
- Pension

The award of other supplements that are not covered by the salary agreement catalogue and which exceed the competence level of HR must be approved by the dean and communicated via HR.

Any supplements granted pursuant to this salary agreement catalogue will NOT be renegotiated when awarded – the union representatives are notified by email.

2.1. Base salary and position-related supplements

States the collective agreements in which the base salary is specified together with any specific position-related supplements which are awarded for a certain type of position. For several types of position, the base salary is dependent on the employee's seniority. The base salary and specific position-related supplements are therefore non-negotiable, as they are an expression of the given employee's educational background and seniority.

2.2. Supplements for qualifications for members of academic staff

Are based on the employee's individual qualifications and competences in relation to the requirements associated with the position. Supplements for qualifications are pensionable until a new level of position is reached. When a new level of position level is reached, the supplements for qualifications that have already been awarded are cancelled.

Supplements for qualifications for academic staff are awarded on the basis of a particular specified qualitative and quantitative effort within research, teaching, knowledge exchange and talent development that supports the overall strategy of the Faculty of Health including the individual departments.

For academic staff, the department head who has the authority to negotiate will be specified for each type of position. The maximum fixed negotiable amount will depend on the type of position. If the department head/head of school wishes to award a higher supplement for qualifications than the specified maximum amount, this must take place by recommendation to the dean via HR. Maximum amounts which the department head may recommend to the dean under each job category are also specified.

2.3. Supplements for qualifications for technical-administrative staff

For the technical and administrative staff the criteria for the award of supplements for qualifications, as well as the amounts, are specified in the respective salary agreements for the various employee groups at AU. See Section 9. "Salary agreements for technical and administrative staff".

2.4. Supplement for responsibilities

May be granted as supplements on account of extraordinary responsibilities that exceed the normal scope and responsibilities of the position and where no supplement for qualifications has already been granted as a result of the special contribution. The supplement for responsibilities is awarded for the period in

which the function is undertaken and the supplement thus ceases without further notice when the function is no longer performed by the employee. The supplement for responsibilities is pensionable.

The award of any supplement for responsibilities that does not appear in this salary agreement catalogue requires the approval of the dean. The department head recommends the request for a special supplement for responsibilities to the dean via HR.

Management and employees have a joint obligation to ensure that the supplement for responsibilities at all times follows the responsibilities and that information on its termination is given to HR via the employee registration system (in Danish: *Medarbejderstamkortstamkort*).

2.5 Recruitment and retention supplements

In special cases where the labour market necessitates such action, the department head may recommend to the dean via HR that a special supplement be agreed with a view to recruitment or retention. The dean may at any time determine the amount of special individual supplements in connection with recruitment and retention. A recruitment supplement may be granted as a one-off bonus. One-off bonuses are non-pensionable and are awarded at present value. As a general rule, retention supplements are awarded as supplements for qualifications and are pensionable.

2.6 Previously agreed supplements

These are special, previously agreed supplements in the form of e.g. authorisation supplements, specialist training supplements and special agreements for specific positions at the Department of Forensic Medicine. These supplements are specified in more detail in Sections 6, 7 and 8 "Previously agreed supplements".

HR ensures that all salary offers contain previously agreed supplements prior to sending these to employees and union representatives.

2.7 One-off bonuses

The department head may award a one-off bonus up to a maximum value of **DKK 30,000** for a very special effort that has not already been recognised with other supplements. The amount of the one-off bonus is dependent on the significance and scope of the effort and must always be agreed in relation to the specific circumstances. The one-off bonus may be awarded either at the annual salary negotiations or between salary negotiations. The one-off bonus is, however, taken from the same salary pool regardless of whether the one-off bonus is awarded at an annual salary negotiation or otherwise. The one-off bonus is not pensionable.

2.8 Pension

Pension contributions are paid on base salary and supplements in accordance with the specific collective agreement. For pensionable salary supplements, the pension is paid in accordance with the collective agreement. For public servants, a supplementary payment is made.

3. Salary determination and negotiation

Salary is determined and negotiated on employment and in connection with the annual pay negotiation. In the case of extensions in accordance with the Consolidation Act on Fixed-Term Employment and where significant changes to the position have taken place, or where new competences have been acquired for the purposes of the position etc., salary negotiations are

initiated. In connection with transfer from one position to another within AU and/or Health, or the transfer to another job category, new salary negotiations will take place and all previously negotiated supplements will thus be annulled. The dean authorises the department head to determine and negotiate the salary within the framework of applicable central agreements, as well as the locally determined authority to negotiate, and the framework specified in this salary agreement catalogue. The size of the amounts stated in the salary agreement catalogue specify a framework and criteria within which the department head can negotiate supplements. Salary determination and negotiation take place in collaboration with HR and the union organisation authorised to negotiate.

As a rule, the salary agreement is financed by the departments. In the case of external grants, the specific grant finances the salary agreement.

4. Types of position for academic staff

The appointment and salary level of PhD students is handled by Research and Talent, Health, while all other appointments and salary placements are handled by HR, Health.

4.1 PhD fellowships

Base salary: The AC collective agreement's appendix 5 (Entry on PhD fellows) link:
http://phd.au.dk/fileadmin/grads.au.dk/AR/Protokollat_2015_DK.pdf

Position-related supplement: PhD supplement of **DKK 14,900**.

The PhD programme's supplements for qualifications:

Supplement up to salary of research assistant (employed by the university)

Supplement A (identical for all seniority levels) **DKK 22,300**

Supplement B (identical for all seniority levels) **DKK 30,700**

General information about the PhD programme's supplements for qualifications:

Supplement A only compensates for the difference in salary between the positions of research assistant and PhD fellow, while supplement B compensates for the total difference in income (salary and pension) between the positions of research assistant and PhD fellow.

For the supplement to be awarded, the PhD student must be employed at Aarhus University.

Supplements are only awarded if there are external funds (not from the PhD programme but e.g. from the hospital, external AU projects or the department's ordinary funds) to pay them.

Supplements are awarded on the basis of a written recommendation sent by the principal supervisor to the department head, who signs the recommendation - which is in turn approved by the union representative authorised to negotiate.

Supplement for independent practice for medical doctors and dentists

For medical doctors and dentists who obtain authorisation for independent practice, an annual supplement for qualifications of **DKK 20,000** is awarded.

It is not possible to award both a supplement for qualifications up to research assistant and a supplement for independent practice, and therefore supplements for authorisation for independent practice will be deducted from any supplement for qualifications up to the salary of research assistant.

4.2 Research assistant

Basis grade:

Base salary: The AC collective agreement, IDA or DNO (MSc in Nursing).

Position-related supplement: Research assistant supplement of **DKK 37,200**.

Special qualifications may be subject to negotiation:

Supplements for qualifications:

The department head may negotiate a supplement for qualifications for research assistants up to a maximum of **DKK 30,000**.

In addition, and based on a recommendation from the department head, the dean may award a supplement for qualifications for research assistants of up to a maximum of **DKK 15,000**.

Overall supplements for qualifications for research assistants may be negotiated up to **DKK 45,000**.

4.3 Clinical assistant

Health no longer makes use of this job category in connection with the employment of academic staff at Health's departments.

4.4 Post.doc.

Basis grade:

Base salary: The AC collective agreement, IDA or DNO (MSc in Nursing).

Position-related supplement: Postdoc supplement of **DKK 49,300**.

Special qualifications may be subject to negotiation:

Supplements for qualifications:

The department head may negotiate a supplement for qualifications for postdocs up to a maximum of **DKK 40,000**.

In addition and based on a recommendation from the department head, the dean may award a supplement for qualifications for postdocs up to a maximum of **DKK 30,000**.

Overall, supplements for qualifications for a postdoc may be negotiated for a post.doc. of up to **DKK 7,000**.

4.5 Assistant professor

Basis grade:

Base salary: The AC collective agreement, IDA or DNO (MSc in Nursing).

Position-related supplement: Assistant professor supplement of **DKK 49,300**.

Special qualifications may be subject to negotiation:

Supplements for qualifications:

The department head may negotiate a supplement for qualifications for assistant professors up to a maximum of **DKK 40,000**.

In addition, and based on a recommendation from the department head, the dean may award a supplement for qualifications for assistant professors up to a maximum of **DKK 30,000**.

Overall supplements for qualifications for assistant professors may be negotiated up to **DKK 70,000**.

4.6. Associate professor

Basis grade:

Base salary: The AC collective agreement, IDA or DNO (MSc in Nursing).
Position-related supplement: Assistant professor supplement of **DKK 89,100.**
Previously agreed supplement: For special qualifications of **DKK 39,600.**

Special qualifications may be subject to negotiation:

Supplements for qualifications:

The department head may negotiate a supplement for qualifications for associate professors up to a maximum of **DKK 40,000.**

In addition, and based on a recommendation from the department head, the dean may award a supplement for qualifications for associate professors up to a maximum of **DKK 35,000.**

Overall supplements for qualifications for associate professors may be negotiated up to **DKK 75,000.**

4.7. Professor with special responsibilities (MSO)

The job category is used to attract and retain particularly talented researchers, as well as to develop a promising research area to an internationally recognised level of excellence. The total salary of a professor with special responsibilities (MSO) should be on a par with that of a professor in salary grade 37.

Basic pay grade:

Base salary: The AC collective agreement, IDA or DNO (MSc in Nursing)
Position-related supplement: Professor with special responsibilities (MSO) supplement of **DKK 171,700.**
Previously agreed supplement: Professor supplement of **DKK 51,400.**
Supplement for responsibilities: For the performance of the special responsibilities **13,600 DKK.**

Supplements for qualifications:

It is not possible to negotiate supplements for qualifications for the position of professor with special responsibilities (MSO).

The specific special responsibilities supplement and the professor supplements cease to apply to those professors with special responsibilities who transfer to employment and remuneration as associate professors after the expiry of the term of employment as MSO professor. If the professor with special responsibilities reverts to an associate professorship, the supplement will be negotiated locally. The starting point for the negotiation is that the employee will maintain the supplements that were awarded prior to the appointment as professor with special responsibilities (MSO).

4.8. Professor

Basis grade:

Base salary: The AC collective agreement pay grade 37 or DNO (MSc in Nursing - pension 18%).
Position-related supplement: **DKK 51,400.**
Previously agreed supplement: **DKK 13,600.**

Special qualifications may be subject to negotiation:

Supplements for qualifications:

The department head may negotiate a supplement for qualifications for professors up to a maximum of DKK 45,000.

In addition, and based on a recommendation from the department head, the dean may award a supplement for qualifications to professors on the basis of a specific individual assessment that takes as its starting point that the professor is expected to deliver an exceptional performance within research, education, talent development and knowledge exchange.

Professors in pay grade 37 have the authority to negotiate pay on their own behalf.

4.9. LR37

If the appointment takes place in an administrative LR37 position, an application for a job number must be made to the Agency for the Modernisation of Public Administration. Very few administrative LR37 positions are approved by the Agency for the Modernisation of Public Administration.

4.10. Professors in pay grade 38

The position of professor in salary grade 38 (LR 38) is regulated by the Ministry of Finance, which monitors the number of positions in pay grade 37 and above in the state sector. At present Health has twelve pay grade 38 positions at its disposal. For a department head to recommend a professor for pay grade 38, the professor must meet the following criteria:

- He/she has established him/herself internationally as a leader in his/her field.
- He/she has a strong international list of research publications.
- He/she has contributed a particularly strong effort as a research director.
- He/she has significantly contributed to the development of the faculty/school within research, education, knowledge exchange and talent development.

Pay grade 38 positions are awarded by recommendation by the department head to the dean via HR.

Basic pay grade:

Base salary:	The AC collective agreement pay grade 38 or DNO (MSc in Nursing.)
Position-related supplement:	Professor supplement of DKK 51,400.
Previously agreed supplement:	For professors DKK 13,600.

Special qualifications may be subject to negotiation:

Supplements for qualifications:

The department head may negotiate a supplement for qualifications for professors up to a maximum of **DKK 45,000.**

In addition, and based on a recommendation from the department head, the dean may award a supplement for qualifications to professors on the basis of a specific individual assessment that takes as its starting point that the professor is expected to deliver an exceptional performance within research, education, talent development and knowledge exchange.

Professors in pay grade 38 have the authority to negotiate pay on their own behalf.

5. Supplement for responsibilities

All supplements for responsibilities are stated at the annual level of 31 March 2012 and are as a rule pensionable.

5.1. Deputy department head

A supplement for responsibilities is granted for performance of the function of deputy department head and for performing the function of professor, centre chair, as these persons simultaneously function as deputy department heads at the Department of Clinical Medicine.

The supplement for responsibilities depends on the size of the department:

At the Department of Forensic Medicine a supplement of **DKK 10,000** is awarded.

At the Department of Public Health and the Department of Dentistry and Oral Health a supplement of **DKK 45,000** is awarded.

At the Department of Biomedicine and the Department of Clinical Medicine a supplement of **DKK 86,400** is awarded.

5.2. Centre director

A supplement may be awarded for performing the function of centre director based on an individual assessment, in which special emphasis is placed on finances, external grants and the number of employees. The amount of the supplement is negotiated with the dean.

5.3. Head of section

The head of section function is performed by a member of academic staff to whom the department head delegates personnel responsibility for a group of employees. In addition to the delegated management responsibility, which typically includes SDD responsibility, the head of section undertakes a number of clearly specified administrative tasks at the departmental level after agreement with the department head. The head of section reports to the department head.

A supplement for responsibilities is awarded for performing the function of head of section that depends on the scope of personnel responsibility involved.

For personnel responsibility for up to ten employees a supplement for responsibilities of **DKK 20,000** is awarded.

For personnel responsibility for 11-25 employees a supplement for responsibilities of **DKK 40,000** is awarded.

For personnel responsibility for more than 25 employees a supplement for responsibilities of **DKK 50,000** is awarded.

5.4. Buildings manager

The function of buildings manager is performed by a member of administrative staff to whom the department head delegates personnel responsibility for a group of employees. In addition to the delegated managerial responsibility, which typically includes SDD responsibility, the buildings manager performs a number of clearly specified administrative tasks at the departmental level after agreement with the department head. The buildings manager reports to the department head.

A supplement for responsibilities is awarded for performing the function of buildings manager depending on the scope of personnel responsibility involved.

For personnel responsibility for up to ten employees a supplement for responsibilities of **DKK 30,000** is awarded.

For personnel responsibility for 11-20 employees a supplement for responsibilities of **DKK 50,000** is awarded.

5.5. Director of studies

The aim is for the director of studies to teach on the degree programme as part of his/her responsibilities on a regular basis.

A supplement for responsibilities is awarded for performing the function of director of studies for the degree programmes at Health. The size of the supplement is determined according to the number of student FTEs (Full Time Equivalents) on the basis of the rates in the collective agreement.

Up to 150 student FTEs:	DKK 38,600
151-599 student FTEs	DKK 46,600
600-1,199 student FTEs	DKK 61,100
More than 1,200 FTEs:	DKK 87,300

It is possible for an employee to act as director of studies for more than one study programme. A supplement for responsibilities is awarded regardless of the number of director of studies functions. If an employee performs multiple director of studies functions, the amount of the supplement for responsibilities is based on the total of student FTEs. A director of studies who performs this function at several departments is awarded a supplement by the department at which he/she is employed.

If the function of chair of the board of studies is also performed, a separate chair of the board of studies supplement is awarded (see below).

5.6. Chair of board of studies

For undertaking the responsibilities of chair of the board of studies a supplement for responsibilities of **DKK 25,000** is awarded. The chair of the board of studies is elected for a three-year period.

5.7. Trainee responsible

An annual supplement for responsibilities of **DKK 10,000** is awarded to a trainee responsible person (one trainee responsible per group) for the performance of the function.

5.8. Chair of PhD committee

The chair of the PhD Association is annually awarded a supplement for responsibilities of **DKK 10,000** for the performance and coordination of the function.

5.9. Coordinator supplement (HE Administrative Centre)

As the person responsible for the coordination of tasks, a supplement for responsibilities of **DKK 15,000** is awarded.

The task of coordinator does not include personnel responsibility.

5.10. Union representative

An annual pensionable supplement for responsibilities is awarded to union representatives representing five or more members, and is adjusted according to the number of employees represented.

The following is awarded for representation of:

Five or more members	DKK 7,000
Twenty or more members	DKK 14,000
Fifty or more members	DKK 22,000
One hundred or more members	DKK 25,000
Three hundred or more members	DKK 30,000
One thousand or more members	DKK 40,000
Two thousand or more members	DKK 50,000

Allocation of the supplement for responsibilities takes place from HE HR. Following notification from the trade union, they award the supplement for as long as the period as the union representative is undertaken.

The supplement for responsibilities is thus only awarded to union representatives who are registered as union representatives authorised to negotiate.

The supplement for responsibilities is paid in full regardless of employment rate.

5.11. Joint union representative for junior doctors (YL)

For the joint union representative for junior doctors (YL), a supplement for responsibilities of **DKK 30,000** is awarded.

Allocation of the supplement for responsibilities takes place from HE HR following notification from the trade union. The supplement for responsibilities is awarded for as long as the responsibilities are undertaken.

The supplement for responsibilities is thus only awarded to the joint union representative for junior doctors (YL) who is registered as the union representative authorised to negotiate.

6. Previously agreed supplements for qualifications

The agreement covers all employees at the Faculty of Health at Aarhus University who are subject to a collective agreement. The previously agreed supplements for qualifications are awarded when the employee can document that they have attained the authorisation, education etc.

The supplements for qualifications are awarded from the next first of the month following the submission of the documentation. Thus supplements for qualifications are not made retroactively.

All supplements are stated at the annual level of 31 March 2012 and are as a general rule pensionable.

Pharmacists

Upon employment, pharmacists are granted a supplement for qualifications of **DKK 9,300** in accordance with the collective agreement.

6.1. Authorisation supplements

The supplement is awarded from the next first of the month after the employee has informed that the authorisation has been obtained and recorded in the authorisation registry, and in so far as it is relevant for carrying out the position in question.

All authorisation supplements cease upon transfer to full professorship level.

Independent practice

For medical doctors who obtain authorisation for independent practice, a supplement for qualifications of **DKK 20,000** is awarded.

The supplement cannot be implemented for introduction research fellows, as they are employed as research assistants while writing their protocol. Even though the appointment may be made within the medical doctor field, it does not mean that the authorisation is a condition for preparing the protocol.

Psychologists

For psychologists who have obtained approval for independent practice, a supplement for qualifications of **DKK 43,800** is awarded in so far as the authorisation is relevant for the position.

Veterinarians

For veterinarians who obtain authorisation for independent practice, a supplement for qualifications of **DKK 15,000** is awarded.

6.2. Specialist programmes

Upon the completion of the following specialist programmes, a supplement for qualifications is awarded in so far as it is relevant for the position. The supplement is awarded at the ordinary annual pay negotiations through documentation. All pensionable supplements for qualifications cease upon transfer to full professorship level.

Medical specialists

For an approved and registered (the authorisation registry) specialist medical qualification, a supplement for qualifications of **DKK 20,000** is awarded.

Specialist veterinarians/ animal specific veterinarians

For an approved and registered (the authorisation registry) veterinary specialist or animal specific veterinarian qualification, a supplement for qualifications of **DKK 20,000** is awarded.

Diploma degree programme for laboratory technicians under HK (the National Union of Commercial and Clerical Employees)

For the documented completion of a diploma degree programme for HK laboratory technicians, a supplement for qualifications of **DKK 15,000** is awarded in so far as the programme is relevant for the position.

Diploma degree programme for the HK office personnel, dental assistants and graphical personnel

For the documented completion of a diploma degree programme for HK office personnel, dental surgery assistant and graphical personnel, a supplement for qualifications of **DKK 15,000** is awarded in so far as the programme is relevant for the position.

Good Clinical Practice coordinators (GCP)

GCP is an internationally recognised quality standard for clinical trials in humans. For the documented completion of continuing education within GCP coordination qualification, a supplement for qualifications of **DKK 30,000** is awarded.

Master of Public Health

For a continuing education as Master of Public Health which has been completed and documented following the Master's degree, a supplement for qualifications of **DKK 15,000** is awarded.

Biostatistician

In connection with new employment for appointments under the Danish Confederation of Professional Association's (AC) collective agreement for technical and administrative staff as a biostatistician, a supplement for qualifications of **DKK 30,000** is awarded.

6.3. Higher doctoral degree

For attainment of a higher doctoral degree, a supplement for qualifications of **DKK 20,000** is awarded. Supplements for the higher doctoral degree cease upon transfer to full professorship level.

6.4. Committee positions

A supplement for responsibilities is awarded for holding the following committee positions:

Day-to-day occupational health and safety manager at departmental level (LAMU)

In case of delegation from the department head for the performance of the duty of day-to-day occupational health and safety manager at departmental level (LAMU), a supplement for responsibilities of **DKK 20,000** is awarded.

7. DEPARTMENT OF DENTISTRY AND ORAL HEALTH

Principal dentist

Basis grade:

Base salary: The AC collective agreement.

Position-related supplement: Principal dentist supplement of **DKK 75,500**.

Special qualifications may be subject to negotiation:

Supplements for qualifications:

The head of school may negotiate a supplement for qualifications for principal dentists up to a maximum of **DKK 40,000**.

In addition, and based on a recommendation from the head of the school, the dean may award a supplement for qualifications to a principal dentist up to a maximum of **DKK 35,000**.

Overall supplements for qualifications for principal dentists may be negotiated up to **DKK 75,000**.

7.1 Authorisation supplements

The supplement is awarded upon notification from the employee stating that the authorisation has been obtained and recorded in the authorisation registry, and in so far as it is relevant for carrying out the position in question.

All authorisation supplements cease upon transfer to full professorship level.

Dentist

For dentists who obtain authorisation for independent practice, a supplement for qualifications of **DKK 15,000** is awarded.

The supplement **cannot** be awarded to dentists in further education positions.

Clinical dental technicians

For clinical dental technicians who obtain authorisation for independent practice, a supplement for qualifications of **DKK 15,000** is awarded.

Dental hygienists:

A supplement for qualifications of **DKK 15,000** is awarded to dental hygienists in so far as it is relevant for carrying out the position in question.

7.2. Specialist programmes

Upon the completion of the following specialist programmes, a supplement for qualifications is awarded in so far as it is relevant for the position. The supplement is awarded at the ordinary annual pay negotiations through documentation. Supplements for specialist programmes cease upon transfer to full professorship level.

Dental specialist

For an approved and registered (with the authorisation registry) dental specialist qualification, a supplement for qualifications of **DKK 20,000** is awarded.

Dental hygienists with full diploma degree programme

For dental hygienists with the two-and-a-half-year dental hygienist diploma who document completion of the full diploma degree programme, a supplement for qualifications of **DKK 15,000** is awarded.

Diploma degree programme for the HK office personnel, dental assistants and graphical personnel

For the documented completion of a diploma degree programme for HK office personnel, dental surgery assistant and graphical personnel, a supplement for qualifications of **DKK 15,000** is awarded in so far as the programme is relevant for the position.

7.3 Specialist teachers

A supplement for responsibilities for the coordinator function of **DKK 15,000** may be awarded to specialist teachers at SKT when minimum the following criteria are met:

- In the case of coordination of a significant area (such as e.g. student guidance, timetabling, within the x-ray field, educational coordinator and also further education) and after-further agreement between the management at SKT and the union representative for the area of employment in question.
- Coordination of tasks between colleagues – on behalf of the manager.
- The coordinator has joint responsibility for providing new knowledge in the area (e.g. new rules and guidelines, best practices from other locations etc.).

7.4 Teaching assistants

Teaching assistants are always placed in pay scale 2 if the employee has up to one year's work experience.

A supplement for responsibilities for the coordinator function of **DKK 15,000** may be awarded to teaching assistants at SKT when the following minimum criteria are met:

- In the case of coordination of a significant area (such as e.g. student guidance, timetabling, within the x-ray field, educational coordinator and also further education) and after-further agreement between the management at SKT and the union representative for the area of employment in question.
- Coordination of tasks between colleagues – on behalf of the manager.
- The coordinator has joint responsibility for providing new knowledge in the area (e.g. new rules and guidelines, best practices from other locations etc.).

7.5 Teaching staff – AC

Teaching assistant professors and teaching associate professors are awarded a position-related supplement:

Teaching assistant professor **DKK 43,900**

Teaching associate professor **DKK 71,800**

8. DEPARTMENT OF CLINICAL MEDICINE

International employees

When recruiting international employees, qualification and recruitment supplements may be negotiated in connection with the recruitment. In total, these supplements may not exceed the department head's authority to negotiate.

8.1. Academic coordinator (Department of Clinical Medicine)

An academic coordinator is generally employed as twenty per cent associate professor. In special cases, the academic coordinator may be appointed as twenty per cent professor. Alternatively, an academic coordinator may be appointed by the department head from among the regional hospital's existing academic staff. The appointment is for a five-year period. The function is compensated as a starting point with an annual supplement for responsibilities of DKK **60,000** regardless of the person's other terms of employment and employment rates.

Basis grade:

Base salary:	The AC collective agreement, IDA or DNO (MSc in Nursing).
Position-related supplement:	Assistant professor supplement of DKK 89,100 .
Previously agreed supplement:	For special qualifications of DKK 39,600 .
Supplements for responsibilities:	For the function of academic coordinator of DKK 60,000 (<i>regardless that the employment rate is twenty per cent for this type of position</i>).

Special qualifications may be subject to negotiation:

Supplements for qualifications:

The department head may negotiate a supplement for qualifications for academic coordinators up to a maximum of **DKK 30,000**.

In addition, and based on a recommendation from the department head, the dean may award a supplement for qualifications for academic coordinators up to a maximum **DKK 45,000**.

Overall supplements for qualifications for academic coordinators may be negotiated up to **DKK 75,000**.

8.2 Course director professor

For a course director at the Department of Clinical Medicine, a supplement for responsibilities of **DKK 124,500** is awarded irrespective of employment rate for the performance of the following tasks:

- Ongoing teaching coordination and development as well as lecturing on the semester courses at the Master's degree programme in medicine. Including updating of course descriptions, planning of exams, course evaluation etc.
- Further development and quality assurance of the semester courses in collaboration with the director of studies, department head, professor and chair, and clinical associate professor.
- Development of form of instructions to promote the integration of theory and practice.

Appointment as course manager presupposes that the course manager is qualified as an associate professor or professor and that the appointment will correspondingly take place as twenty per cent associate professor or twenty per cent professor, in accordance with qualifications and prior assessment at the time of appointment.

Pay composition, course manager at professor level:

Base salary, associate professor:	The AC (Danish Confederation of Professional Associations) collective agreement or the DNO (Danish Nurses' Organisation) collective agreement (MSc in Nursing)
Position-related supplement, associate professor:	Associate professor supplement DKK 89,100 .

Previously agreed supplement:
Supplements for responsibilities:
employment rate.

For associate professors of **DKK 39,600**.
Course director of **DKK 124,500** regardless of

Pay composition, course manager at professor level:

Base salary, professor:	AC collective agreement pay grade 37 or DNO (MSc in Nursing).
Position-related supplement, professor:	Professor supplement of DKK 51,400 .
Previously agreed supplement:	For professors DKK 13,600 .
Supplements for responsibilities:	Course director of DKK 124,500 regardless of employment rate.

Supplements for qualifications:

Based on a recommendation from the department head, the dean may award a supplement for qualifications to associate professors and professors on the basis of a specific individual assessment that takes as its starting point that the professor is expected to deliver an exceptional performance within research, education, talent development and knowledge exchange.

8.3. Clinical professor/Clinical professor and chair

Primarily at the Department of Clinical Medicine. Appointment as clinical professor or clinical professor and chair typically takes place with the employee being appointed as consultant at the university hospital or another medical institution with employment in a professorship on a fee basis at the Faculty of Health.

Clinical professor

The clinical professor is director of his/her own field of research and also has co-responsibility for undergraduate teaching as well as for the development of the clinical function within the department. The clinical professor is furthermore the responsible specialist consultant in the clinical department.

Basic pay grade:

Base salary: Appointment as consultant in the region. Fee basis for clinical professorship **DKK 172,700**.

Clinical professor and chair

The clinical professor and chair is the leading professor within an area of medical specialisation and has the overall responsibility for research and undergraduate teaching within the medical speciality with a special co-responsibility for the academic development of the medical speciality. The professor is also responsible for the medical speciality in the clinical department. The position of clinical professor and chair is either permanent or for a fixed term of **five years**.

Basic pay grade:

Base salary: Appointment as consultant in the region. Fee basis for clinical professorship **DKK 172,700**.

Special qualifications may be subject to negotiation:

Supplements for qualifications:

The department head may negotiate a supplement for qualifications for a clinical professor/clinical professor and chair up to a maximum of **DKK 45,000**.

In addition, and based on a recommendation from the department head, the dean may award a supplement for qualifications to a clinical professor/a clinical professor and chair on the basis of a specific individual assessment that takes as its starting point that the clinical professor/clinical professor and chair is expected to deliver an exceptional performance within research, education, talent development and knowledge exchange.

8.4 Coordinating clinical professor and chair

The Department of Clinical Medicine has six coordinating clinical professors and chairs – one at each of the five centres at Aarhus University Hospital. The coordinating clinical professor and chair is an appointed clinical professor and chair who must work closely with the management of the centre and who has an interdisciplinary coordinating function with respect to research and undergraduate education at the centre in question.

The coordinating clinical professor and chair is also deputy department head. The appointment as coordinating clinical professor and chair is either permanent or for a term of five years with the possibility of an extension of up to a further **five years**.

Basic pay grade:

Base salary: Appointment as consultant in the region. Fee basis for clinical professorship **DKK 172,700**.

Special qualifications may be subject to negotiation:

Supplements for qualifications:

The department head may negotiate a supplement for qualifications for a coordinating clinical professor and chair up to a maximum of **DKK 45,000**.

In addition, and based on a recommendation from the department head, the dean may award a supplement for qualifications to a clinical professor/a clinical professor and chair on the basis of a specific individual assessment that takes as its starting point that the clinical professor/clinical professor and chair is expected to deliver an exceptional performance within research, education, talent development and knowledge exchange.

8.5. Academic coordinator (Department of Clinical Medicine)

For an academic coordinator, a supplement for responsibilities of **DKK 60,000** is awarded regardless of employment rate for the performance of the following tasks:

- Overall facilitation and coordination of the research activities at the regional hospitals.
- Strategic consultancy for departmental and hospital management in regard to research activities
- Consultancy on the hospital research budget.
- Fostering the research environment (together with the project coordinator).
- Establishing and strengthening research networks in the region, nationally and internationally.
- Contributing to ongoing development of the hospital's research unit.
- Supervising PhD students and undergraduate research students.
- Coordination tasks in relation to students.

9. DEPARTMENT OF PUBLIC HEALTH

9.1. Teaching assistant professor (only in connection with Sport Science)

Basis grade:

Base salary: The AC collective agreement.

Position-related supplement:

1st-2nd year **DKK 34,100.**

3rd + year **DKK 43,900.**

Special qualifications may be subject to negotiation:

Supplements for qualifications:

The department head may negotiate a supplement for qualifications for teaching assistant professors up to a maximum of **DKK 40,000.**

In addition, and based on a recommendation from the department head, the dean may award a supplement for qualifications for teaching assistant professors up to a maximum of **DKK 30,000.**

Overall supplements for qualifications for teaching assistant professors may be negotiated up to **DKK 70,000.**

Supplements awarded during employment as teaching assistant are automatically included in the study teaching associate professor position without renegotiation.

9.2. Teaching associate professor (only for Sport Science)

Basis grade:

Base salary: The AC collective agreement.

Position-related supplement: Teaching associate professor supplement of **DKK 71,800.**

Special qualifications may be subject to negotiation:

Supplements for qualifications:

The department head may negotiate a supplement for qualifications for teaching associate professors up to a maximum of **DKK 40,000.**

In addition, and based on a recommendation from the department head, the dean may award a supplement for qualifications for teaching associate professors up to a maximum of **DKK 35,000.**

Overall supplements for qualifications for teaching associate professors may be negotiated up to **DKK 75,000.**

9.3. Degree programme director (Department of Public Health)

The degree programme director undertakes coordination and administrative tasks in relation to specific degree programmes at the department. The degree programme director reports to the department head, while the function is undertaken in collaboration with the director of studies.

For the performance of the function of degree programme director a supplement for responsibilities is awarded. This is determined in increments of **DKK 5,000**. A maximum supplement of **DKK 20,000** per subject may be made to a degree programme director.

10. DEPARTMENT OF FORENSIC MEDICINE

Positions at the Department of Forensic Medicine comprise a special employment category. The composition of pay packages reflects the particular challenges faced in recruitment to these positions.

In case of transfer from one of the positions below to a position in the academic job structure at Aarhus University – regardless of whether it may be at the Department of Forensic Medicine or another of the university's or Health's departments, the salary will be renegotiated on the basis of the academic job structure.

10.1. Forensic chemists/analytical chemists (member of technical/administrative staff)

Basic pay grade:

Base salary:	The AC collective agreement.
Position-related supplement (small):	DKK 50,000 for chemists with competences/qualifications in relation to the work of forensic chemist.
Position-related supplement (large):	DKK 83,000 for chemists with significant competences/qualifications in relation to the work of forensic chemist.

Special qualifications may be subject to negotiation of supplements for qualifications: Supplements for qualifications:

The possibility of awarding supplements for qualifications is in compliance with the rules for other employees at the Faculty of Health employed under the Danish Confederation of Professional Association's (AC) collective agreement for technical and administrative staff.

10.2 Junior doctors

May be employed in an introductory position or as a medical doctor in an unclassified position (member of technical/administrative staff). As a rule, this will apply to fixed-term positions.

10.3 Medical doctor in introductory position/unclassified position

Basic pay grade:

Base salary:	The AC collective agreement.
Previously agreed supplement	
1st-2nd year of seniority	DKK 39,800.
3rd-4th year of seniority	DKK 44,800.
5th + year of seniority	DKK 59,900.
On duty doctor supplement for responsibilities:	DKK 21,000.

Independent practice

For medical doctors who obtain authorisation for independent practice, a supplement for qualifications of **DKK 20,000** is awarded.

Special qualifications may be subject to negotiation of supplements for qualifications: Supplements for qualifications:

The department head may negotiate supplements for qualifications for medical doctors in introductory positions/unclassified positions up to a maximum of **DKK 20,000**.

In addition, and based on a recommendation from the department head, the dean may award supplements for qualifications for medical doctors in introductory positions/unclassified positions up to a maximum of **DKK 15,000**.

Overall supplements for qualifications for medical doctors in introductory positions/unclassified positions may be negotiated up to **DKK 35,000**.

10.4 Medical doctors in main speciality training positions*

*salary and job advertisements are determined by the regional councils for postgraduate medical training.

Basic pay grade:

Base salary	The AC collective agreement.
Previously agreed supplement	DKK 59,900.
On duty doctor supplement for responsibilities:	DKK 21,000.

Independent practice

For medical doctors who obtain authorisation for independent practice, a supplement for qualifications of **DKK 20,000** is awarded.

As a rule, supplements for qualifications are not awarded to medical doctors in main speciality training positions.

10.5 Medical specialist in forensic medicine (member of technical/administrative staff)

Basic pay grade:

Base salary:	The AC collective agreement, special consultant (lower).
Previously agreed supplement:	DKK 114,100.
On duty doctor supplement for responsibilities:	DKK 21,000.

Independent practice

For medical doctors who obtain authorisation for independent practice, a supplement for qualifications of **DKK 20,000** is awarded.

Medical specialist authorisation

For an approved medical specialist training, a supplement for qualifications of **DKK 20,000** is awarded.

10.6 Specialist in forensic medicine who obtains an associate professor assessment (and undertakes associate professor obligations)

Basic pay grade:

Base salary:	The AC collective agreement, special consultant (lower).
Supplements for qualifications:	For associate professor qualifications DKK 89,100
Previously agreed supplement, medical doctor:	DKK 114,100.
On duty doctor supplement for responsibilities:	DKK 21,000.

Independent practice

For medical doctors who obtain authorisation for independent practice, a supplement for qualifications of **DKK 20,000** is awarded.

Medical specialist authorisation

For an approved medical specialist training, a supplement for qualifications of **DKK 20,000** is awarded.

PhD supplement

For attainment of a PhD degree, a supplement for qualifications of **DKK 15,000** is awarded.

Deputy state-appointed forensic pathologist (member of academic staff)*

*employment as deputy state-appointed forensic pathologist is conditional on positive assessment at a minimum of associate professor level and can only take place after approval of the job advertisement and appointment by the Danish Ministry of Justice.

Basic pay grade:

Base salary:

The AC collective agreement.

Deputy state-appointed forensic pathologist (non-pensionable):

DKK 208,215.

Supplement for responsibilities, medical doctor:

DKK 114,100.

After appointment based on positive assessment as professor:

Base salary:

The AC collective agreement pay grade 37.

Position-related supplement:

Professor supplement of **DKK 51,400.**

Previously agreed supplement:

For professors of **DKK 13,600.**

Upon appointment as deputy state-appointed forensic pathologist, the supplement for authorisation for independent work and the supplement for medical specialist authorisation will cease.

Special qualifications may be subject to negotiation of supplements for qualifications:

Supplements for qualifications for deputy state-appointed forensic pathologists who are qualified as associate professors:

The department head may negotiate supplements for qualifications for deputy state-appointed forensic pathologists who are qualified as associate professors up to a maximum of **DKK 30,000.**

In addition, and based on a recommendation from the department head, the dean may allocate supplements for qualifications for deputy state-appointed forensic pathologists who are qualified as associate professors up to a maximum of **DKK 45,000.**

Overall a supplement for qualifications for deputy state-appointed forensic pathologists who are qualified as associate professors may be negotiated up to **DKK 75,000.**

State-appointed forensic pathologist (member of academic staff)*

*employment which is conditional on positive professor assessment and can only take place after approval of the job advertisement and appointment by the Danish Ministry of Justice.

Basic pay grade:

Base salary:

The AC collective agreement pay grade 37.

Position-related supplement:

Professor supplement of **DKK 51,400.**

Previously agreed supplement:

For professors of **DKK 13,600.**

Deputy state-appointed forensic pathologist (non-pensionable):

DKK 317,731,50

Supplement for responsibilities, medical doctor.

DKK 114,100.

Special qualifications may be subject to negotiation of supplements for qualifications:

Supplements for qualifications:

The department head may negotiate a supplement for qualifications for professors up to a maximum of **DKK 45,000.**

In addition, and based on a recommendation from the department head, the dean may award a supplement for qualifications to professors on the basis of a specific individual assessment that takes as

its starting point that the professor is expected to deliver an exceptional performance within research, education, talent development and knowledge exchange.

Professors in pay grade 37 have the authority to negotiate pay on their own behalf.

10.8. Supplement for responsibilities

Buildings manager/head of section/head of hospital department

Buildings manager supplements may be awarded to the head of a hospital department, a division manager or the buildings manager of an independent unit. In addition to personnel responsibility, the buildings manager also has budgetary responsibility.

As buildings manager with personnel responsibility for up to ten employees, a pensionable supplement for responsibilities of **DKK 30,000** is awarded.

As buildings manager with personnel responsibility for between 11-20 employees, a pensionable supplement for responsibilities of **DKK 50,000** is awarded.

Coordinator supplement

As the person responsible for the coordination of tasks, a supplement for responsibilities of **DKK 15,000** is awarded.

The task of coordinator does not include personnel responsibility.

11. Salary agreements for technical and administrative staff

The salary agreements for technical and administrative staff build on the principles of 'Ny løn' (the new pay pool) regarding increased decentralisation and individualisation of local pay formation. Salary negotiation takes place at the individual departments/centres/schools and units at the Faculty of Health, based on the employee's competences, qualifications and functions.

The salary agreements support AU's personnel policy and help to ensure the quality of the performance of AU's and thus Health's core activities. At the same time, the salary agreements help to ensure coherence at Health as a strategic tool to support recruitment, motivation and retention of highly qualified staff. The salary agreements cover all technical and administrative staff employed at the Faculty of Health at Aarhus University, and they constitute the framework for dialogue and negotiation between management representatives and the union organisations authorised to negotiate, in collaboration with the HR department.

The salary agreements are prepared within the framework of the central salary agreements that have been entered into between AU and the union organisations authorised to negotiate, together with the collective agreements that apply to the various groups of technical and administrative staff at the Faculty of Health.

The central salary agreements are framework agreements which define the minimum amounts of supplements and one-off bonuses. Together with the collective agreements, these salary agreements provide the framework for the Faculty of Health's salary catalogue for members of technical and administrative staff.

The salary agreements for technical and administrative (TAP) staff listed below apply to the Faculty of Health. The individual agreements can be accessed at:

<http://medarbejdere.au.dk/administration/hr/lonadm/loenaftaler-tap/>

- Salary agreement for the Danish Federation of Salaried Employees in Service Trades – Guard and Security Employees (VSL).
- Salary agreement for Technical Designers etc. (The Danish Association of Professional Technicians).
- Salary agreement for assistant engineers (*Dansk Metal* - the Danish Metalworkers' Union/*3F* - the United Federation of Danish Workers/skilled workmen) and research technicians (*TL* - the Danish Association of Professional Technicians).
- Salary agreement for skilled workmen (*Dansk Metal* - the Danish Metalworkers' Union /*3F* - The United Federation of Danish Workers, skilled workmen/*Dansk El-Forbund* - The Danish Union of Electricians /*Serviceforbundet* – The Danish Federation of Salaried Employees in Service Trades, Dental Technicians).
- Salary agreement for cleaning assistants and property service technicians, *3F* (The United Federation of Danish Workers).
- Salary agreement for agricultural assistants, gardener's assistants, gardeners, experimental assistants and animal technician assistants (animal technicians) incl. trainees (*3F* - The United Federation of Danish Workers).
- Salary agreement for laboratory technicians (*HK* - The National Union of Commercial and Clerical Employees).
- Salary agreement for IT staff (*PROSA* - The Danish Association of IT Professionals)
- Salary agreement for bilingual/trilingual secretaries (*KS* - The Union of Communication and Language Professionals, Denmark).
- Salary agreement for Administrative Officers and Surgery Assistants (*HK* - The National Union of Commercial and Clerical Employees).
- Salary agreement for Biomedical Laboratory Scientists (*D-BIO* - The Danish Association of Biomedical Laboratory Assistants).
- Salary agreement for Public Servants/staff with public servant status (The Danish Association of Technical and Administrative Public Servants/The Danish Union of Public Servants with The Ministry of Food, Agriculture and Fisheries and the Ministry of Education etc. (*TAT/FFT*)).
- Salary agreement for graphic designers (*HK* - the National Union of Commercial and Clerical Employees).
- Salary agreement for academic staff in administrative positions (AC TAP).

- Salary agreement for cleaning assistants (*Serviceforbundet* – The Danish Federation of Salaried Employees in Service Trades).

12. Entry into force and termination

The agreement enters into force on 1 April 2018. The salary agreement catalogue will thereafter apply until 31 March 2020 unless it is amended by a new agreement or terminated by one of the parties. Termination of the agreement must take place with three months' notice. If terminated by one of the parties, the agreement is terminated for all parties.

12.1 Renegotiation

The agreement will be renegotiated and the renegotiated agreement will come into effect on 1 April 2020.

13. Signatures

Prior to the negotiation of this salary agreement catalogue, a sparring group was appointed comprising the following members:

- Helle Damkier, Joint union representative at AU for FAS (Danish Association of Medical Specialists).
- Aase Pedersen, Joint union rep. at AU for technical and administrative staff.
- Steffen Junker, Joint union rep. at Health for DM (The Danish Association of Masters and PhDs).
- Thomas G. Jensen, department head, Department of Biomedicine.
- Christian Lindholst, department head, Department of Forensic Medicine.
- Lotte Westerby and Dagmar Brøndt Kjær, HR Health.

The sparring group has engaged in an ongoing dialogue with all union representatives and other relevant forums together with the remaining department and school management teams concerning their wishes for the salary agreement catalogue.

Signatories Helle Damkier, Steffen Junker and Aase Pedersen are jointly authorised by their union representative colleagues to sign the agreement on behalf of the following organisations:

The Danish Confederation of Professional Associations ((*Akademikerne*), FAS (The Danish Association of Medical Specialists), The Danish Dental Association, The Danish Association of Masters and PhDs (DM), Junior Doctors (YL), The Danish Association of Pharmaconomists, The Danish Association of Lawyers and Economists (DJØF), The Danish Nurses' Organisation (DNO), as well as the organisations that fall within the salary catalogues for members of technical and administrative staff.

On behalf of the above-named;

_____ Aase Pedersen, Joint union rep. for technical and administrative staff

Date / 2018

_____ Lars Bo Nielsen, dean

_____ Steffen Junker, Joint union rep. for DM

_____ Helle Damkier, Joint union rep. for FTR