



AARHUS UNIVERSITY
HEALTH

Salary agreement catalogue for staff at Health

Applicable for the period 1 April 2023 - 31 March 2026

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1. Introduction

This salary agreement catalogue, the salary agreements for technical/administrative staff (TAP) concluded at Aarhus University (AU), and the attached local agreements at Health (HE), as well as relevant centrally negotiated agreements and legislation, constitute the overall basis for salary negotiation at HE. The salary agreements cover all staff at the faculty.

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 granting supplements.

The purpose of the salary agreement catalogue is:

- To seek to ensure that employees' 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
- To emphasise equal treatment, as, in general, employees with comparable functions and qualifications, etc. should have 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 and the union organisations authorised to negotiate.

2. Overall pay structure

The starting point for remuneration of employees at HE 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 centrally and locally agreed supplements, see [Section 3](#). These supplements are linked to the particular qualifications and functions of employees. The supplements are negotiated locally and can be granted in connection with the appointment of employees as well as during employment at the annual salary negotiations, at which time an increase in previously granted supplements is also possible. There is an additional possibility to grant a one-off bonus in recognition of an exceptional 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 HE:

- Base salary and other pay elements laid down in relevant legislation and collective agreements
- Supplement for qualifications
- Supplement for responsibilities
- Recruitment and retention supplements
- Previously agreed supplements
- One-off bonuses
- Pension

In exceptional cases, it is possible to negotiate supplements that are not covered by the salary agreement catalogue and which exceed the head of department's mandate. These supplements are recommended by the head of department to the dean. The recommendation for approval by the dean is communicated by HR.

Supplements are negotiated in accordance with the relevant collective agreement and, thus, generally by the union representative (except personally negotiated agreements and employees on individual contracts because they are not linked to a collective agreement etc.), cf. [Section 3](#).

The criteria for allocating a pay supplement, as well as the amount, are specified under the respective salary agreements for the different types of appointment and the different collective agreement groups.

Individually negotiated supplements should be divisible by DKK 5,000 if possible.

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 granted 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

Are based on the employee's individual qualifications and competences in relation to the requirements associated with the position. Supplements for qualifications are pensionable, unless otherwise stated in the relevant collective agreement.

Supplements for qualifications are granted on the basis of employees' qualifications, competencies, and efforts, particularly within research, teaching, knowledge exchange and talent development, that support the overall strategy of HE, including the individual departments. Supplements are also granted on the basis of current agreements, including salary agreements for technical and administrative staff (TAP). Supplements are negotiated in accordance with the relevant collective agreement and, thus, generally by the union representative (except personally negotiated agreements and employees on individual contracts because they are not linked to a collective agreement etc.), see more in Section 3.

2.3. Supplements for responsibilities

May be granted 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 due to the additional responsibilities. The supplement for responsibilities is granted 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 generally pensionable.

Granting any supplement for responsibilities that does not appear in this salary agreement catalogue requires the approval of the dean. The department head submits the request for a 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.

2.4 Recruitment and retention supplement

In exceptional cases, when 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 and/or

retention. The dean may at any time determine the amount of special individual supplements in connection with recruitment and/or retention.

Supplements and one-off bonuses are negotiated in accordance with the relevant collective agreement, and thus generally by the union representative (except personally negotiated agreements and employees on individual contracts because they are not linked to a collective agreement, etc.), cf. [Section 3](#).

2.4.1 Recruitment bonuses

Recruitment bonuses are granted as one-off bonuses. One-off bonuses are non-pensionable and are granted at present value.

2.4.2 Retention supplements

As a general rule, retention supplements are granted as supplements for qualifications and they are usually pensionable.

2.5. Previously agreed supplements covered by this salary agreement catalogue

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

The salary agreement catalogue applies from and including 1 April 2023. Pay supplements that are adjusted upwards in this catalogue and newly agreed supplements are therefore not applicable retrospectively, but only for agreements entered into after 1 April 2023.

All supplements are stated at annual 31.3.2012 level and are generally pensionable in accordance with the relevant collective agreement, unless otherwise stated. In general, the supplement amounts stated are for full-time employment. In the case of part-time employment, supplements are generally reduced by the same fraction as the level of employment in relation to full-time employment.

Any supplements granted pursuant to this salary agreement catalogue will not be renegotiated when granted. Relevant union representatives and/or trade unions will be notified by email from HR.

2.6. One-off bonuses

After negotiation, the department head may grant a one-off bonus up to a maximum of **DKK 30,000** for very special efforts, or in connection with extraordinary tasks or events that go beyond what can normally be expected of the employee in the position. The one-off bonus is awarded on the basis of a specific and individual assessment. The one-off bonus is generally granted during the annual salary negotiations, and is paid from this salary pool. One-off bonuses are agreed and paid at the current level (present-day kroner) and are not normally pensionable.

Supplements and one-off bonuses are negotiated in accordance with the relevant collective agreement, and thus generally by the union representative (except personally negotiated agreements and employees on individual contracts because they are not linked to a collective agreement, etc.), cf. [Section 3](#).

2.7. Pensions

Pension contributions are paid on the basis of base salary and supplements in accordance with legislation and relevant central and local agreements.

3. Salary determination and negotiation

Salaries are determined and negotiated on employment and in connection with annual pay negotiations. Negotiations are conducted in accordance with legislation, collective agreements and other agreements. By far the majority of negotiations are by the union representative (except personally negotiated agreements and employees on individual contracts because they are not linked to a collective agreement, etc.).

In the event of extensions with significant changes to the position, a salary negotiation will be initiated by the management via HR.

In the event of extensions without significant changes to the position, the salary will continue unchanged unless the union representative/personal negotiator initiates a salary negotiation.

When transferring from one position to another at Aarhus University, salary negotiations will be initiated by the management.

During salary negotiations, previously granted supplements will lapse unless otherwise agreed.

The dean has authorised the head of department to set and negotiate salaries for the department's employees in accordance with the relevant agreements. The relevant agreements are described under each job type. The mandate of the head of department is stated in "individually negotiated supplements for special qualifications" or in the TAP salary agreements.

If the department head wants to grant a higher supplement than the specified maximum amount, a recommendation must be submitted to the dean via HR.

Together with/on behalf of the head of department, HR is responsible for salary negotiations in accordance with the procedures described in this salary agreement catalogue, relevant collective agreements/other agreements and/or legislation.

4. Academic staff (VIP)

The appointment and salary level of PhD students is handled by the PhD and Talent Administration for Health, Natural Sciences and Technical Sciences, while all other appointments and salary placements are handled by HR, HE.

4.1. PhD fellowships

Supplements are granted and paid by the unit where the individual PhD student is employed. Authorisation supplements for doctors, veterinarians and dentists are awarded on the basis of documentation. Whether the individual PhD student is granted supplement A is determined by individual negotiations between the trade union and the department management team, similar to the negotiations for other supplements for qualifications. The head of department will consult with the principal supervisor prior to the negotiations.

Without authorisation supplements

Salary	Amount of supplement
Base salary	Pay scale according to appendix 5 of the Collective Agreement for State-Employed Academics

	(<i>Overenskomst for Akademikere i Staten</i>) (Protocol on PhD fellows)
PhD supplement, the supplement is not pensionable	DKK 14,900
Individually negotiated supplement A (identical for all seniority levels)*	DKK 24,500

With authorisation supplement: doctors, veterinarians and dentists

Salary	Amount of supplement
Base salary	Pay scale according to appendix 5 of the Collective Agreement for State-Employed Academics (<i>Overenskomst for Akademikere i Staten</i>) (Protocol on PhD fellows)
PhD supplement. The supplement is not pensionable	DKK 14,900
Individually negotiated supplement A (identical for all seniority levels)*	DKK 4,500
Authorisation supplement for the right to pursue activities as self-employed persons (doctors and dentists), and authorisation supplement (veterinarians)	DKK 20,000

The amount of the supplement depends on whether the possibility of granting an authorisation supplement also exists.

Supplement A can only be awarded going forward, and therefore not retroactively.

Supplement A (and any supplement for authorisation) compensates for the total difference in pay between the position as a research assistant and PhD fellow.

4.2. Research assistant

Salary	Amount of supplement
Base salary	Pay scale according to the Collective Agreement for State-Employed Academics (<i>Overenskomst for Akademikere i Staten</i>) or the Danish Nurses' Organization (DNO)*
Position-related supplement	DKK 37,200
Individually negotiated supplement for special qualifications	Up to DKK 30,000

In addition, it is possible to obtain additional individually negotiated supplements (dean), cf. [Section 2](#).

*[Cirkulære om organisationsaftale for kandidatuddannede sygeplejersker og radiografer med forsknings- og undervisningsopgaver ved universiteter](#)

(Circular on the trade union agreement for MSc nurses and radiographers with research and teaching assignments at universities)

4.3. Postdoc

Salary	Amount of supplement
Base salary	Pay scale according to the Collective Agreement for State-Employed Academics or DNO*
Position-related supplement	DKK 49,300
Individually negotiated supplement for special qualifications	Up to DKK 40,000

In addition, it is possible to obtain additional individually negotiated supplements (dean), cf. [Section 2](#).

*[Cirkulære om organisationsaftale for kandidatuddannede sygeplejersker og radiografer med forsknings- og undervisningsopgaver ved universiteter](#)

(Circular on the trade union agreement for MSc nurses and radiographers with research and teaching assignments at universities)

4.4. Assistant professor (researcher)

Salary	Amount of supplement
Base salary	Pay scale according to the Collective Agreement for State-Employed Academics or DNO*
Position-related supplement	DKK 49,300
Individually negotiated supplement for special qualifications	Up to DKK 40,000

In addition, it is possible to obtain additional individually negotiated supplements (dean), cf. [Section 2](#).

*[Cirkulære om organisationsaftale for kandidatuddannede sygeplejersker og radiografer med forsknings- og undervisningsopgaver ved universiteter](#)

(Circular on the trade union agreement for MSc nurses and radiographers with research and teaching assignments at universities)

4.5. Tenure track (assistant professor)

Salary	Amount of supplement
Base salary	Pay scale according to the Collective Agreement for State-Employed Academics or DNO*
Position-related supplement	DKK 49,300
Individually negotiated supplement for special qualifications	Up to DKK 40,000

In addition, it is possible to obtain additional individually negotiated supplements (dean), cf. [Section 2](#).

*[Cirkulære om organisationsaftale for kandidatuddannede sygeplejersker og radiografer med forsknings- og undervisningsopgaver ved universiteter](#)

(Circular on the trade union agreement for MSc nurses and radiographers with research and teaching assignments at universities)

4.6. Associate professor

Salary	Amount of supplement
Base salary	Pay scale according to the Collective Agreement for State-Employed Academics or DNO*
Position-related supplement	DKK 91,282
Previously agreed supplement (associate professor supplement)	DKK 40,000
Individually negotiated supplement for special qualifications	Up to DKK 40,000

In addition, it is possible to obtain additional individually negotiated supplements (dean), cf. [Section 2](#).

*[Cirkulære om organisationsaftale for kandidatuddannede sygeplejersker og radiografer med forsknings- og undervisningsopgaver ved universiteter](#)

(Circular on the trade union agreement for MSc nurses and radiographers with research and teaching assignments at universities)

4.6.1 Associate professor in promotion programme

For associate professors who are part of a promotion programme, an additional supplement of DKK 45,437 is granted.

4.7. Professor in salary grade 37

Salary	Amount of supplement
Base salary	Collective Agreement for State-Employed Academics, salary grade 37, or DNO*
Position-related supplement	DKK 51,400
Previously agreed supplement (professor supplement)	DKK 15,000
Individually negotiated supplements for special qualifications.	Up to DKK 45,000

In addition, it is possible to obtain additional individually negotiated supplements (dean), cf. [Section 2](#).

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

*[Cirkulære om organisationsaftale for kandidatuddannede sygeplejersker og radiografer med forsknings- og undervisningsopgaver ved universiteter](#)

(Circular on the trade union agreement for MSc nurses and radiographers with research and teaching assignments at universities)

4.8. Professor in salary grade 38

Salary	Amount of supplement
Base salary	Collective Agreement for State-Employed Academics, salary grade 38, or DNO*
Position-related supplement	DKK 51,400
Previously agreed supplement (professor supplement)	DKK 15,000

Individually negotiated supplement for special qualifications	Up to DKK 45,000
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In addition, it is possible to obtain additional individually negotiated supplements (dean), cf. [Section 2](#).

The position of professor in salary grade 38 is regulated by the Ministry of Finance. HE currently has 12 salary grades and 38 positions. For a department head to recommend a professor for salary 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.

Salary grade 38 positions are granted by recommendation by the department head to the dean via HR.

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

*[Cirkulære om organisationsaftale for kandidatuddannede sygeplejersker og radiografer med forsknings- og undervisningsopgaver ved universiteter](#)

(Circular on the trade union agreement for MSc nurses and radiographers with research and teaching assignments at universities)

4.9. Teaching assistant professor

Salary	Amount of supplement
Base salary	Pay scale according to the Collective Agreement for State-Employed Academics or DNO*
Position-related supplement 1st-2nd year*	DKK 34,100
Position-related supplement 3rd year+*	DKK 43,900
Individually negotiated supplements for special qualifications.	Up to DKK 40,000

* Either position-related supplement 1st-2nd year is given, or position-related supplement 3rd year+.

In addition, it is possible to obtain additional individually negotiated supplements (dean), cf. [Section 2](#).

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

*[Cirkulære om organisationsaftale for kandidatuddannede sygeplejersker og radiografer med forsknings- og undervisningsopgaver ved universiteter](#)

(Circular on the trade union agreement for MSc nurses and radiographers with research and teaching assignments at universities)

4.10. Teaching associate professor

Salary	Amount of supplement
Base salary	Pay scale according to the Collective Agreement for State-Employed Academics or DNO*
Position-related supplement	DKK 71,800

Individually negotiated supplements for special qualifications.	Up to DKK 40,000
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In addition, it is possible to obtain additional individually negotiated supplements (dean), cf. [Section 2](#).

*[Cirkulære om organisationsaftale for kandidatuddannede sygeplejersker og radiografer med forsknings- og undervisningsopgaver ved universiteter](#)

(Circular on the trade union agreement for MSc nurses and radiographers with research and teaching assignments at universities)

5. Technical and administrative staff (TAP)

5.1. Negotiation mandate

In connection with TAP appointments, the administrative centre manager/department head may negotiate:

Individually negotiated supplements for special qualifications.	Up to DKK 30,000
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In addition, it is possible to obtain additional individually negotiated supplements (dean), cf. [Section 2](#).

5.2. TAP salary agreements

TAP salary agreements are negotiated for the whole of AU, and therefore also apply to HE. This salary agreement catalogue is a supplement to these central TAP salary agreements. In the event of any discrepancy between this salary agreement catalogue and the TAP salary agreements, the TAP salary agreements shall take precedence.

The TAP salary agreements are framework agreements that define the minimum amounts of supplements and one-off bonuses.

The following is a summary of all TAP salary agreements, and these should be referred to in connection with negotiations on any supplements arising from them.

The AC-TAP salary agreement expired on 1 January 2023. If a new agreement is entered into in this area, it will be incorporated into the current salary agreement catalogue.

AU joint TAP salary agreements	Amounts
Bilingual/trilingual secretaries (KS) (Union of Communication and Language Professionals, Denmark)	<ul style="list-style-type: none"> • Supplement for qualifications, minimum DKK 15,000 (2012 level) • One-off bonus, minimum DKK 10,000 (current level) • For appointment as a bilingual secretary: Bilingual secretary supplement I: supplement for qualifications DKK 20,000 (2012 level) Bilingual secretary supplement II: supplement for qualifications DKK 20,000 (2012 level)
DBIO (Danish Association of Biomedical Laboratory Scientists)	<ul style="list-style-type: none"> • Pay supplement, minimum DKK 10,000 (2012 level) • One-off bonus, minimum DKK 10,000 (current level)

	<ul style="list-style-type: none"> • Advancement to biomedical laboratory scientist with specialist or consultant responsibilities may be agreed without a simultaneous grant of a minimum amount.
PROSA (Danish Association of IT Professionals)	<ul style="list-style-type: none"> • Pay supplement minimum DKK 10,000 unless otherwise agreed (2012 level) • One-off bonus, minimum DKK 10,000, unless otherwise agreed (current level)
Metal Assistant engineers	<ul style="list-style-type: none"> • Pay supplement minimum DKK 7,000 unless otherwise agreed (2012 level) • One-off bonus, minimum DKK 10,000 (current level), unless otherwise agreed • Local agreement for autopsy supplement replaces agreement on dirty work supplement
Skilled tradespersons, dental technicians, etc. Metal etc.	<ul style="list-style-type: none"> • Pay supplement minimum DKK 7,000 unless otherwise agreed (2012 level) • One-off bonus, minimum DKK 10,000, unless otherwise agreed (current level) • Local agreement for autopsy supplement replaces agreement on the dirty work supplement.
HK laboratory technicians	<ul style="list-style-type: none"> • Pay supplement minimum DKK 10,000 unless otherwise agreed (2012 level) • One-off bonus, minimum DKK 10,000, unless otherwise agreed (current level) • Advancement to a higher pay group may be agreed without simultaneously granting a minimum amount.
HK office personnel, dental assistants and graphic designers	<ul style="list-style-type: none"> • Pay supplement minimum DKK 10,000 unless otherwise agreed (2012 level) • One-off bonus, minimum DKK 10,000, unless otherwise agreed (current level) • Advancement to a higher pay group may be agreed without simultaneously granting a minimum amount.
TL Technical designers	<ul style="list-style-type: none"> • Pay supplement minimum DKK 7,000 unless otherwise agreed (2012 level) • One-off bonus, minimum DKK 10,000, unless otherwise agreed (current level)
3F (United Federation of Danish Workers), cleaning assistants	<ul style="list-style-type: none"> • Pay supplement minimum DKK 7,000 unless otherwise agreed (2012 level) • One-off bonus, minimum DKK 10,000, unless otherwise agreed (current level)
3F green (United Federation of Danish Workers)	<ul style="list-style-type: none"> • Pay supplement minimum DKK 7,000 unless otherwise agreed (2012 level) • One-off bonus, minimum DKK 10,000, unless otherwise agreed (current level) • Advancement to a higher pay group may be agreed without simultaneously granting a minimum amount.
VSL cleaners	<ul style="list-style-type: none"> • Pay supplement minimum DKK 7,000 unless otherwise agreed (2012 level) • One-off bonus, minimum DKK 10,000, unless otherwise agreed (current level) • Advancement to a higher pay group may be agreed without simultaneously granting a minimum amount.

The following salary agreements for technical and administrative (TAP) staff apply to the Faculty of Health.

- [Salary agreement for biomedical laboratory scientists \(D-Bio\)](#)
- [Salary agreement for bilingual/trilingual secretaries](#)
- [Salary agreement for IT staff \(PROSA\)](#)
- [Salary agreement for administrative officers, dental surgery assistants and graphic designers \(HK\)](#)
- [Salary agreement for laboratory technicians \(HK\)](#)
- [Salary agreement for gardeners and animal technicians, incl. students \(3F\)](#)
- [Salary agreement for cleaning assistants and property service technicians etc. \(3F\)](#)
- [Salary agreement for skilled tradespersons and dental technicians, etc. \(3F\)](#)
- [Salary agreement for assistant engineers and research technicians](#)
- [Salary agreement for technical designers, etc. \(Teknisk Landsforbund\)](#)
- [Salary agreement for the Danish Federation of Salaried Employees in Service Trades – Guard and Security Employees \(VSL\)](#)
- [Salary agreement for cleaning assistants \(Serviceforbundet\)](#)
- [Salary agreement for employees with civil servant/civil servant-like status \(TAT/FFT\)](#)
- [Salary agreement for agricultural technologists, etc. \(JID\)](#)
- [Salary agreement for professional photographers \(Serviceforbundet\)](#)

5.3. Academically educated technical administrative employees

Salary	Amount of supplement
Base salary	Pay scale according to the Collective Agreement for State-Employed Academics (<i>Overenskomst for Akademikere i Staten</i>) or DNO (MSc in Nursing)
Individually negotiated supplements for special qualifications.	Up to DKK 30,000

In addition, it is possible to obtain additional individually negotiated supplements (dean), cf. [Section 2](#).

5.4. Administrative officer

Salary	Amount of supplement
Base salary	Pay scale according to the Collective Agreement for State-Employed Academics (<i>Overenskomst for Akademikere i Staten</i>) or DNO (MSc in Nursing)
Individually negotiated supplements for special qualifications.	Up to DKK 30,000

In addition, it is possible to obtain additional individually negotiated supplements (dean), cf. [Section 2](#).

5.4.1. Availability supplement

Where relevant, an availability supplement is granted with reference to relevant collective agreements.

5.5. Special consultants

Salary	Amount of supplement
Base salary	Base salary for special consultants, lower, according to the Collective Agreement for State-Employed Academics (<i>Overenskomst for Akademikere i Staten</i>)
Individually negotiated supplements for special qualifications.	Up to DKK 40,000

In addition, it is possible to obtain additional individually negotiated supplements (dean), cf. [Section 2](#).

Special consultants have the authority to negotiate pay on their own behalf.

5.6. Senior consultants without personnel responsibility

Salary	Amount of supplement
Base salary	Base salary for senior consultants (without personnel responsibility), lower, according to the Collective Agreement for State-Employed Academics (<i>Overenskomst for Akademikere i Staten</i>)
Individually negotiated supplements for special qualifications.	Up to DKK 40,000

In addition, it is possible to obtain additional individually negotiated supplements (dean), cf. [Section 2](#).

Senior consultants without personnel responsibility have the authority to negotiate pay on their own behalf.

5.7. Senior consultants with personnel responsibility

This job category applies for line managers, AC staff, secretariat managers, team leaders and similar with direct personnel responsibility, who are not managers covered by the framework agreement on contract appointment of managers. I.e. positions with personnel responsibility in salary grades 35 and 36 which have previously been covered by appendix 3 of the AC (Danish Confederation of Professional Associations) collective agreement (under salary grade 37/pay group 1) and positions with personnel responsibility such as special or senior consultants which have previously been covered by appendix 4 of the AC (Danish Confederation of Professional Associations) collective agreement. This job category came into force with effect from 1 October 2018. There are no longer any procedural requirements for setting up the position.

Salary	Amount of supplement
Base salary	Base salary for senior consultants with personnel responsibility under the Collective Agreement for State-Employed Academics (<i>Overenskomst for Akademikere i Staten</i>)
Individually negotiated supplements for special qualifications.	Up to DKK 40,000

In addition, it is possible to obtain additional individually negotiated supplements (dean), cf. [Section 2](#).

A supplement for qualifications or performance of special functions may furthermore be agreed with the employee, although it is not possible to negotiate a supplement for responsibilities for personnel responsibility.

Senior consultants with personnel responsibility have the authority to negotiate pay on their own behalf.

5.8 Technical and administrative personnel - salary grade 37

If the appointment is in an administrative position in salary grade 37, an application for a position number must be submitted to *Medarbejder- og Kompetencestyrelsen* (Personnel and Competencies Agency). There are only few administrative positions in salary grade 37 that have to be approved by *Medarbejder- og Kompetencestyrelsen* (Personnel and Competencies Agency).

5.9 Journalists

Salary	Amount of supplement
Base salary	Pay scale according to the Collective Agreement for State-Employed Journalists
Individually negotiated supplements for special qualifications.	Up to DKK 80,000.

In addition, it is possible to obtain additional individually negotiated supplements (dean), cf. [Section 2](#).

5.10 Supplements

5.10.1. PhD supplement

If a pay supplement is negotiated for a PhD degree which is deemed to be relevant for the position, an individually negotiated supplement of DKK 15,000 for qualifications is granted for a PhD degree. The supplement may be granted to persons who are remunerated as AC-TAP staff, special consultants or senior consultants with or without personnel responsibility.

6. Supplement for responsibilities

This section applies to both academic staff (VIP) and technical/administrative staff (TAP).

All supplements for responsibilities are stated at an annual 31.03.2012 level. They are generally pensionable, and supplements are reduced proportionately in relation to the level of employment.

6.1. Coordinator supplement

A person responsible for coordinating assignments will be remunerated separately with a supplement for responsibilities of up to **DKK 15,000** as assessed by the head of department/administrative centre manager.

The task of coordinator does not include personnel responsibility.

6.2. Deputy head of department

A supplement for responsibilities is granted to deputy heads of department. The supplement for responsibilities depends on the size of the department:

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

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

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

Note, however, that the supplement is not granted to employees employed as senior consultants with personnel responsibilities under the Collective Agreement for State-Employed Academics (*Overenskomst for Akademikere i Staten*).

6.3. Centre director

A supplement may be granted for performing the function of centre director based on an individual assessment, in which special emphasis is laid on finances, external grants and the number of employees. The amount of these supplements is recommended by the head of department to the dean. The recommendation for approval by the dean is communicated by HR.

It is possible to agree that the centre director supplement is granted in full, regardless of the level of employment.

Note, however, that the supplement is not granted to employees employed as senior consultants with personnel responsibilities under the Collective Agreement for State-Employed Academics (*Overenskomst for Akademikere i Staten*).

6.4. Head of section

The head of section function is performed by a member of the 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 head of department.

A supplement for responsibilities is granted 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 granted.

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

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

Note, however, that the supplement is not granted to employees employed as senior consultants with personnel responsibilities under the Collective Agreement for State-Employed Academics (*Overenskomst for Akademikere i Staten*).

6.5. 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 granted 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 granted.

For personnel responsibility for 11 or more employees a supplement for responsibilities of **DKK 50,000** is granted.

Note, however, that the supplement is not granted to employees employed as senior consultants with personnel responsibilities under the Collective Agreement for State-Employed Academics (*Overenskomst for Akademikere i Staten*).

Pay supplements for the function of buildings manager at the Department of Forensic Medicine are paid according to section [12.8](#), and the supplements described in this section 6.5 are thus not paid.

6.6. 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 granted 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 student 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 granted 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 granted 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 granted (see below).

6.7. Chair of the board of studies

For undertaking the responsibilities of chair of the board of studies a supplement for responsibilities of **DKK 25,000** is granted. The chair of the board of studies is appointed for a one-year period.

6.8. Trainee responsible

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

6.9. Chair of the PhD association

The form of remuneration depends on the employee's terms of employment.

If the chair is an employee of Aarhus University:

The chair of the PhD Association is granted a supplement for responsibilities of DKK 10,000 per year for performing the duties of the chair.

If the chair is not an employee of Aarhus University:

The chair of the PhD Association receives a fee of DKK 5,000 per election period (6 months) for performing the duties of the chair. The fee is paid proportionally if the chair does not hold the position for the entire election period.

Note that the fee is subject to tax.

6.10. Union representatives (and joint union representatives)

A supplement for responsibilities is granted to union representatives representing five or more members, and is adjusted according to the number of employees represented.

The following is granted for representation of:

5 or more members	DKK 7,000
20 or more members	DKK 14,000
50 or more members	DKK 22,000
100 or more members	DKK 25,000
300 or more members	DKK 30,000
1,000 or more members	DKK 40,000
2,000 or more members	DKK 50,000

Allocation of the supplement for responsibilities is from HE HR. Following notification from the trade union, the supplement is granted for as long as the union representative function is undertaken by the employee.

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

The supplement for responsibilities is granted in full, regardless of the level of employment, if the employee in question is employed for 18½ hours per week or more.

Only one supplement for responsibilities may be earned as a union representative.

See also the Framework Agreement on granting supplements for responsibilities for union representatives.

6.11. Joint union representative for junior doctors (YL)

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

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

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

6.12. Autopsy supplement

A local agreement on autopsy supplements has been entered into for forensic technicians at the Department of Forensic Medicine and for conservators at the Department of Biomedicine ([appendix 16.10](#)). On appointment as a forensic technician and as a conservator at the departments mentioned above, a supplement of DKK 40,000 for responsibilities is granted for work on autopsies.

6.13. The faculty's co-ordinating occupational health and safety manager (KAL)

The faculty's coordinating occupational health and safety manager is granted a supplement for responsibilities of **DKK 30,000**. This supplement is granted in addition to any supplement for acting as occupational health and safety manager in a department or administrative centre.

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

On delegation by the department head for the performance of the duties of day-to-day occupational health and safety manager at departmental level (LAMU), a supplement for responsibilities of **DKK 20,000** is granted.

7. Previously agreed supplements for qualifications

This section applies to both academic staff (VIP) and technical/administrative staff (TAP). The previously agreed supplements for qualifications are granted when the employee can document that they have attained the authorisation, education, etc.

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

7.1. Authorisation supplement

The supplement is granted 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. Authorisation supplements are pensionable and as a rule calculated as part of salary.

All authorisation supplements cease upon transfer to full professorship level.

7.1.1. Doctors

Medical doctor

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

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.

Medical specialist

For medical doctors who obtain authorisation as a medical specialist, a supplement for qualifications of **DKK 20,000** is granted.

Authorised medical specialists with the right to work independently are granted two supplements for qualifications of DKK 20,000. Employed PhD students cannot obtain the supplement.

7.1.3. Veterinarians

Veterinarian

Veterinarians who obtain authorisation for independent practice are granted a supplement for qualifications of **DKK 20,000**.

Specialist veterinarian/ animal-specific veterinarian

Veterinarians who obtain authorisation as specialist veterinarians or animal-specific veterinarians are granted a supplement for qualifications of **DKK 20,000**.

Authorised specialist veterinarians/animal-specific veterinarians are thus paid two supplements for qualifications of DKK 20,000.

Employed PhD students cannot obtain the supplement.

7.1.4. Dentists

Dentist

For dentists who possess authorisation for and the right to independent practice, a supplement for qualifications of **DKK 20,000** is granted.

The supplement **cannot** be paid to dentists in training as specialists in orthodontics.

Dental specialist

For dental specialists who obtain authorisation as a dental specialist, a supplement for qualifications of **DKK 20,000** is granted.

Authorised dental specialists are thus paid two supplements for qualifications of DKK 20,000.

Employed PhD students cannot obtain the supplement.

7.1.5. Clinical dental technicians

Clinical dental technician

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

7.2. Psychologists

Supplements for psychologists

The supplements are awarded if they are relevant to the performance of the post.

Supplement A: A supplement for qualifications of DKK 20,000 is granted to psychologists who, after obtaining a Master's degree, have completed at least two years of clinical work as a psychologist. Documentary proof of this must be submitted. In the case of any future collectively-agreed supplements for clinical work for psychologists, this supplement for qualifications will cease to apply, but any difference will be retained as a personal supplement which will be offset against future supplements for qualifications.

Supplement B: A supplement for qualifications of DKK 20,000 is granted to psychologists who have completed supplementary training of at least two years' duration which is relevant and to a significant degree utilised in the post. Documentary proof of this must be submitted.

Supplement A and Supplement B are granted independently of each other.

7.3. Specialist programmes

Supplements for qualifications are granted from the earliest first of the month after the employee has announced that the degree programme has been completed and been finalised. Supplements are only granted if the degree programme is relevant for performance of the position in question.

All supplements granted pursuant to this section will be discontinued on transition to professor level.

7.3.1. Diploma degree programme for HK office staff, dental assistants, graphics personnel, HK laboratory technicians and biomedical laboratory scientists

For the documented completion of a diploma degree programme for the above, a supplement for qualifications of **DKK 15,000** is granted insofar as the programme is relevant for the position.

7.3.2. Dental hygienist with full diploma degree programme

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

7.3.3. Good Clinical Practice coordinator (GCP)

On completion of and passing the GCP diploma degree programme or a similar theoretical GCP programme, a supplement for qualifications of **DKK 15,000** is granted (note: this applies regardless of whether the degree programme is in the form of employment or is acquired during employment).

GCP coordinators who are able to carry out independent monitoring are granted a supplement for qualifications of **DKK 15,000** for the function of GCP coordinator. The supplement is granted on

employment to employees who can document at least one year of experience of independent monitoring. Alternatively, the supplement may be granted after one year of employment, and after completing and passing a GCP diploma degree programme or a similar theoretical GCP degree programme.

7.3.4. Master of Public Health (MPH)

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 granted.

7.4. Higher doctoral degree

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

7.5 Pharmacist

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

In Denmark, the title 'pharmacist' (cand.pharm.) may only be used by persons who have completed a Master's degree in pharmacy or a Master's degree in pharmaceutical science at a Danish university, and who have completed a study period at a Danish pharmacy. In addition, the title 'pharmacist' may be used by persons with a foreign qualification who have obtained authorisation from the Danish Medicines Agency to use the title. The pharmacist's supplement can therefore only be paid to employees with a foreign qualification if they have obtained authorisation from the Danish Medicines Agency to call themselves pharmacists.

In accordance with the AC collective agreement, PhD fellows are not covered by the supplement.

7.6 Position for psychology graduate

On employment in a position for a psychology graduate (MSc in Psychology), the psychologist is granted a supplement for qualifications of **DKK 34,100** in accordance with the collective agreement. Employees in PhD fellowship positions cannot obtain the supplement.

7.7. Biostatistician and statistician

In connection with new employment of academic staff in administrative positions as biostatisticians and/or statisticians, a supplement for qualifications of **DKK 30,000** is granted.

7.8. Bioinformatician

In connection with new employment of academic staff in administrative positions as bioinformaticians, a supplement for qualifications of **DKK 30,000** is granted.

8. Relocation expenses

8.1. Relocation expenses on submission of invoices

As there may be considerable costs associated with relocation across national borders, in exceptional cases, expenses related to such relocation may be reimbursed.

Following a special grant provision in the Finance Act, AU may, after consulting the relevant head of department, in exceptional circumstances in connection with posting employed academic staff as well as in connection with the appointment of academic staff recruited abroad, reimburse documented and reasonable travelling and moving expenses, etc. for the employee in question and, to a limited extent, his or her accompanying family.

Otherwise, reimbursement of relocation expenses is not possible.

8.2. One-off payments for relocation expenses

In exceptional cases, after recruitment abroad and posting, it may be decided that a one-off payment be granted to cover establishment costs. These supplements are recommended by the head of department to the dean. The recommendation for approval by the dean is communicated by HR.

Establishment/posting supplement in the form of a non-pensionable one-off payment for staff recruited/posted abroad to cover relocation expenses to and from Denmark	Up to DKK 50,000
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9. Specific to the Department of Dentistry and Oral Health (DENT)

9.1. Principal dentists

Salary	Amount of supplement
Base salary	Pay scale according to the Collective Agreement for State-Employed Academics (<i>Overenskomst for Akademikere i Staten</i>)
Position-related supplement (principal dentist)	DKK 75,500
Individually negotiated supplements for special qualifications.	Up to DKK 40,000

In addition, it is possible to obtain additional individually negotiated supplements (dean), cf. [Section 2](#).

9.2. Specialist teachers

Specialist teachers employed to teach on the dental assistant degree programme.

Salary	Amount of supplement
Base salary	Pay scale according to trade union agreement for specialist teachers employed at the School for Dental Assistants, Hygienists and Clinical Technicians (SKT)
Position-related supplement base pay scale 1-5*	DKK 16,850
Position-related supplement base pay scale 6-7*	DKK 22,950

Individually negotiated supplements for special qualifications	Up to DKK 30,000
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* Either position-related supplement base pay scale 1-5 or position-related supplement base pay scale 6-7.

In addition, it is possible to obtain additional individually negotiated supplements (dean), cf. [Section 2](#).

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

- 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 agreement between the department head 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.)

9.3. Teaching assistants

Teaching assistants employed to teach on the dental hygienist degree programme.

Salary	Amount of supplement
Base salary	Pay scale according to trade union agreement for teaching assistants employed at the School for Dental Assistants, Hygienists and Clinical Technicians (SKT).
Position-related supplement	DKK 24,450
Individually negotiated supplements for special qualifications.	Up to DKK 30,000

In addition, it is possible to obtain additional individually negotiated supplements (dean), cf. [Section 2](#).

Teaching assistants are placed as a minimum at pay scale 2, if the employee has up to one year of relevant work experience. All pay scales are 1 yearly.

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

- 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 agreement between the department head 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.)

9.4. Dental hygienists

Salary	Amount of supplement
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Base salary	Pay scale according to the agreement for dental hygienists at Aarhus University dated 11 November 2008
Pre-agreed allowance for competencies acquired through authorisation as dental hygienist	DKK 15,000
Individually negotiated supplements for special qualifications	Up to DKK 30,000

A pre-agreed supplement for qualifications of DKK 15,000 is granted to teaching assistants who have acquired competencies through an authorisation as dental hygienist.

In addition, it is possible to obtain additional individually negotiated supplements (dean), cf. [Section 2](#).

9.5. Dental surgery assistants

Salary	Amount of supplement
Base salary	Pay scale according to the trade union agreement for office employees, laboratory technicians and IT employees (HK)
Individually negotiated supplements for special qualifications.	Up to DKK 30,000

Dental surgery assistants are placed at a minimum at pay scale 3.1.

In addition, it is possible to obtain additional individually negotiated supplements (dean), cf. [Section 2](#).

9.6. Academic teaching staff

Academic teaching staff who teach in the dental hygienist, clinical dental technician, dental surgery assistant or laboratory dental technician degree programmes, and who are employed either as academic staff or as a teaching dentist, are granted one of the following supplements. The head of department and the union representative negotiate the supplement.

Salary	Amount of supplement
Base salary	Pay scale according to the Collective Agreement for State-Employed Academics (<i>Overenskomst for Akademikere i Staten</i>)
Position-related supplement A*	DKK 43,900
Position-related supplement B*	DKK 71,800
Individually negotiated supplements for special qualifications.	Up to DKK 40,000

* Position-related supplement A is granted to academic teachers who have a relevant Master's degree.

** Position-related supplement B is granted to academic teachers with substantial practical teaching experience and proven pedagogical-didactic competencies in the form of a university teaching qualification or the equivalent.

In addition, it is possible to obtain additional individually negotiated supplements (dean), cf. [Section 2](#).

9.7. Dental technicians

Salary	Amount of supplement
Base salary	Pay scale according to the trade union agreement for craftspersons and technicians.
Individually negotiated supplements for special qualifications.	Up to DKK 30,000

In addition, it is possible to obtain additional individually negotiated supplements (dean), cf. [Section 2](#).

9.8. Further education student

Students in further education are employed in accordance with the Executive Order on the training of specialist dentists for a three-year period.

Salary	Amount of supplement
Base salary	Pay scale according to the Collective Agreement for State-Employed Academics (<i>Overenskomst for Akademikere i Staten</i>)

No authorisation supplement is granted to further education students, and salary negotiation does not take place on recruitment.

9.9. Clinical instructors

Clinical instructors are employed to teach dental students.

Salary	Amount of supplement
Base salary	Pay scale according to the Collective Agreement for State-Employed Academics (<i>Overenskomst for Akademikere i Staten</i>), Dentists employed part-time in dental teaching.
Individually negotiated supplements for special qualifications.	Up to DKK 30,000

In addition, it is possible to obtain additional individually negotiated supplements (dean), cf. [Section 2](#).

9.10. Senior clinical instructor of dentistry

Senior clinical instructors of dentistry are employed to teach dental students.

Salary	Amount of supplement
Base salary	Pay scale according to the Collective Agreement for State-Employed Academics (<i>Overenskomst for Akademikere i Staten</i>) for dentists employed part-time in the dental degree programmes.
Individually negotiated supplements for special qualifications.	Up to DKK 30,000

In addition, it is possible to obtain additional individually negotiated supplements (dean), cf. [Section 2](#).

10. Specific to the Department of Clinical Medicine (IKM)

10.1. Academic coordinator

An academic coordinator is generally employed as a twenty per cent associate professor. In exceptional cases, the academic coordinator may be appointed as a 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 remunerated as a starting point with an annual supplement for responsibilities of **DKK 60,000** regardless of the person's other terms of employment or level of employment.

Salary (example on associate professor pay scale)	Amount of supplement
Base salary	Pay scale according to the Collective Agreement for State-Employed Academics (<i>Overenskomst for Akademikere i Staten</i>) or DNO (Danish Nurses' Organization) (MSc in Nursing)
Position-related supplement (associate professor)	DKK 91,282
Previously agreed supplement	DKK 40,000
Supplement for responsibilities (academic coordinator)	DKK 60,000 (irrespective of level of employment)
Individually negotiated supplements for special qualifications.	Up to DKK 40,000

In addition, it is possible to obtain additional individually negotiated supplements (dean), cf. [Section 2](#).

For an academic coordinator, a supplement for responsibilities of **DKK 60,000** is granted regardless of level of employment.

10.2. Course manager

For a course manager at the Department of Clinical Medicine, a supplement for responsibilities of **DKK 124,500** is granted irrespective of level of employment.

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

10.3 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 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.

Base pay grade:

Base salary: No pay is disbursed by Aarhus University, but remuneration is paid as the employment is as a senior hospital physician in the Region.

The remuneration for a clinical professorship is **DKK 172,700** regardless of the level of employment/scope of the assignment.

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. As a point of departure, the position of clinical professor and chair is permanent.

Base pay grade:

Base salary: No pay is disbursed by Aarhus University, but remuneration is paid as the employment is as a senior hospital physician in the Region.

The remuneration for a clinical professorship is **DKK 172,700** regardless of the level of employment/scope of the assignment.

Special qualifications may be subject to negotiation:

The department head may, regardless of the level of employment for the employee, negotiate a supplement for qualifications for a clinical professor/clinical professor and chair up to a maximum of **DKK 45,000**. The supplement is granted in full regardless of the degree of affiliation at AU.

10.4. Acting head of research

For an acting head of research at the Department of Clinical Medicine, a supplement for responsibilities of DKK 20,000 - DKK 40,000 is granted irrespective of the level of employment. The size of the supplement for responsibilities varies according to the scope of the task and the size of the department.

An acting head of research is typically appointed in a major research environment or clinical specialty where there is no chair or senior professor. The acting head of research will thus have a special management role within the extended management group of the department.

11. Specific to the Department of Public Health (IFS)

11.1. 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 function is performed in collaboration with the director of studies, as he/she has delegated part of the director of studies' tasks to the degree programme director. In 2014, the Dean's Office approved this delegation.

For the performance of the function of degree programme director, a supplement for responsibilities is granted which is determined taking into account the scope of the task (number of subjects, students, teachers, etc.), and is awarded in increments of **DKK 5,000**. A maximum supplement of **DKK 30,000** per programme may be granted to a degree programme director.

12. Specific to the Department of Forensic Medicine (IFR)

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.

PhD supplement

For all of the following technical/administrative staff positions at the Department of Forensic Medicine, a supplement for qualifications of **DKK 15,000** is granted at the time of obtaining a PhD degree.

Authorisation supplements

Note in particular that [Section 7.1.](#), regarding authorisation supplements, applies to all of HE, including the Department of Forensic Medicine.

12.1. Forensic chemist/analytical chemist (AC-TAP)

Salary	Amount of supplement
Base salary	Pay scale according to the Collective Agreement for State-Employed Academics (<i>Overenskomst for Akademikere i Staten</i>)
Position-related supplement (low rate):	DKK 50,000
Position-related supplement (high rate)	DKK 83,000
Individually negotiated supplements for special qualifications.	Up to DKK 30,000

In addition, it is possible to obtain additional individually negotiated supplements (dean), cf. [Section 2.](#)

For new appointments of forensic chemists and analytical chemists, either the low rate or the high rate of position-related supplement is granted on the basis of the following criteria:

Position-related supplement (low rate):	DKK 50,000 for chemists with competences/qualifications in relation to the work of a forensic chemist
Position-related supplement (high rate):	DKK 83,000 for chemists with significant competences/qualifications in relation to the work of a forensic chemist

12.2. Junior doctor

Junior doctors may be employed in an introductory position or as a medical doctor in an unclassified position (AC-TAP). As a rule this will apply to fixed-term positions.

12.2.1 Medical doctor in introductory position/unclassified position (AC-TAP)

Salary	Amount of supplement
Base salary	Pay scale according to the Collective Agreement for State-Employed Academics (<i>Overenskomst for Akademikere i Staten</i>)
Previously agreed supplement 1st-2nd year of seniority	DKK 39,800
Previously agreed supplement 3rd-4th year of seniority	DKK 44,800

Previously agreed supplement 5th+ year of seniority	DKK 59,900
On-duty doctor supplement for responsibilities (appendix 16.9)	DKK 21,000
Individually negotiated supplements for special qualifications.	Up to DKK 30,000

In addition, it is possible to obtain additional individually negotiated supplements (dean), cf. [Section 2](#).

12.3. Medical doctor in main speciality training position (AC-TAP)

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

Salary	Amount of supplement
Base salary	Pay scale according to the Collective Agreement for State-Employed Academics (<i>Overenskomst for Akademikere i Staten</i>)
Previously agreed supplement	DKK 59,900
On-duty doctor supplement for responsibilities (appendix 16.9)	DKK 21,000
Individually negotiated supplements for special qualifications.	Up to DKK 30,000

In addition, it is possible to obtain additional individually negotiated supplements (dean), cf. [Section 2](#).

12.4. Medical specialist in forensic medicine (AC-TAP)

Salary	Amount of supplement
Base salary	Special consultant, lower, according to the Collective Agreement for State-Employed Academics (<i>Overenskomst for Akademikere i Staten</i>)
Pre-agreed supplement for qualifications (doctor)	DKK 114,100
On-duty doctor supplement for responsibilities (appendix 16.9)	DKK 21,000
Individually negotiated supplements for special qualifications.	Up to DKK 40,000, however at least DKK 15,000

In addition, it is possible to obtain additional individually negotiated supplements (dean), cf. [Section 2](#).

12.4.1 Supervisor supplement

Medical specialists in forensic medicine are granted a supplement for qualifications of **DKK 20,000** on attaining supervisor competencies.

The prerequisite for supervisor competencies is at least three years of seniority after completing specialist training (full-time employment as a doctor serving the public authorities in a forensic department). In addition, the specialist must have completed the supervisor training plan and be approved by the state forensic pathologist.

12.5. Specialist in forensic medicine who obtains an associate professor assessment (and is allocated associate professor duties) (AC-TAP)

Salary	Amount of supplement
Base salary	Special consultant, lower, according to the Collective Agreement for State-Employed Academics (<i>Overenskomst for Akademikere i Staten</i>)
Supplement for qualifications for associate professor qualifications	DKK 91,282
Pre-agreed supplement for qualifications (doctor)	DKK 114,100
On-duty doctor supplement for responsibilities (appendix 16.9)	DKK 21,000
Individually negotiated supplements for special qualifications.	Up to DKK 40,000

In addition, it is possible to obtain additional individually negotiated supplements (dean), cf. [Section 2](#).

12.5.1 Supervisor supplement

Medical specialists in forensic medicine are granted a supplement for qualifications of **DKK 20,000** on attaining supervisor competencies.

The prerequisite for supervisor competencies is at least three years of seniority after completing specialist training (full-time employment as a doctor serving the public authorities in a forensic department). In addition, the specialist must have completed the supervisor training plan and be approved by the state forensic pathologist.

12.6. Deputy state forensic pathologist (academic staff)

Employment as a deputy state 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.

After appointment based on positive assessment as associate professor:

Salary	Amount of supplement
Base salary	Pay scale according to the Collective Agreement for State-Employed Academics (<i>Overenskomst for Akademikere i Staten</i>)
Position-related supplement	DKK 91,282
Previously agreed supplement	DKK 40,000
Deputy state forensic pathologist (pension in accordance with circular)	DKK 208,215
Pre-agreed supplement for qualifications (doctor)	DKK 114,100
Individually negotiated supplements for special qualifications.	Up to DKK 40,000

In addition, it is possible to obtain additional individually negotiated supplements (dean), cf. [Section 2](#).

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

After appointment based on positive assessment as professor:

Salary	Amount of supplement
Base salary	Collective Agreement for State-Employed Academics (<i>Overenskomst for Akademikere i Staten</i>), salary grade 37
Position-related supplement	DKK 51,400
Previously agreed supplement	DKK 15,000
Deputy state forensic pathologist (pension in accordance with circular)	DKK 208,215
Pre-agreed supplement for qualifications (doctor)	DKK 114,100
Individually negotiated supplements for special qualifications.	Up to DKK 45,000

In addition, it is possible to obtain additional individually negotiated supplements (dean), cf. [Section 2](#).

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

12.7. State forensic pathologist (academic staff)

Employment as a state forensic pathologist 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.

Salary	Amount of supplement
Base salary	Salary grade 37 according to the Collective Agreement for State-Employed Academics (<i>Overenskomst for Akademikere i Staten</i>)
Position-related supplement	DKK 51,400
Previously agreed supplement	DKK 15,000
State forensic pathologist supplement (pension in accordance with circular)	DKK 317,731.50
Pre-agreed supplement for qualifications (doctor)	DKK 114,100
Individually negotiated supplements for special qualifications.	Up to DKK 45,000

In addition, it is possible to obtain additional individually negotiated supplements (dean), cf. [Section 2](#).

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

12.8. Supplement for responsibilities

Buildings manager/head of section

A supplement for responsibilities may be granted to a head of section or a buildings manager of an independent unit. In addition to personnel responsibility, the buildings manager or head of section also has budgetary responsibility.

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

As a buildings manager or head of section with personnel responsibility for 11-20 employees, a pensionable supplement for responsibilities of **DKK 50,000** is granted.

Note, however, that the supplement is not granted to employees employed as senior consultants with personnel responsibilities under the Collective Agreement for State-Employed Academics (*Overenskomst for Akademikere i Staten*).

Training co-ordinator

For undertaking the responsibilities of training co-ordinator, a supplement for responsibilities of DKK 15,000 is granted.

Autopsies

Forensic technicians receive an [autopsy supplement](#).

Autopsies on the Faroe Islands and in Greenland

Doctors who participate in the scheme described in appendix 16.6 and 16.7 receive supplements and special remuneration for this in accordance with the agreement attached as appendix 16.6 and 16.7.

13. Specific to the Department of Biomedicine (BioMed)

13.1. Study visits to the preparation collections

A supplement for responsibilities of DKK 7,000 is granted for guidance, preparation and tidying up during study visits to the preparation collections at the Department.

14. Entry into force and termination

This salary agreement catalogue comes into force on 1 April 2023 and runs until 31 March 2026.

If necessary, parts of the salary agreement catalogue may be amended, deleted or new supplements agreed, without this being deemed to be a termination of the total salary agreement catalogue.

A salary agreement may be terminated by either party giving three months' notice to expire at the end of a month. If a single party terminates the agreement, the agreement is deemed to have been terminated for all parties.

If, in the event of collective agreement negotiations, supplements covered by this salary agreement are agreed, the affected parts of the salary agreement will lapse without notice, and the pay supplement will be replaced by the centrally agreed supplement.

14.1. Renegotiation

The salary agreement catalogue will be renegotiated, with a new entry into force on 1 April 2026.

15. Signatures

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

- Agnete Larsen
- Bertha Beck Mortensen
- Malene Hvid
- Søren K. Kjærgaard
- Thomas G. Jensen, Department Head, Department of Biomedicine

- Siri Beier Jensen, Department Head, Department of Dentistry and Oral Health

Date / 2023

Anne-Mette Hvas, Dean

The following signatories are collectively authorised to sign on behalf of the following organisations:

Organisations belonging to the Danish Confederation of Professional Associations (AC), the Danish Nurses' Organization (DNO) and organisations that are contracting parties to the technical and administrative staff salary agreements (see [Section 5.1](#)).

Date / 2023

Agnete Larsen

Søren K. Kjærgaard

Bertha Beck Mortensen

Malene Hvid

16. Appendix

A number of local agreements have been concluded for one or more departments at HE, which, together with other agreements, regulate employment and salary conditions for employees at HE.

16.1. Working clothes regulation, animal technicians HE

Agreement on working clothes regulation at the Faculty of Health, Aarhus University.

16.2. Weekend work etc., animal technicians at BioMed

Agreement on working hours and remuneration of work by animal technicians (agricultural employees, gardener's assistants and experimental assistants), including working on Saturday/Sunday and on public holidays in laboratory animal facilities

- experiment facilities at the Department of Biomedicine, Aarhus University

16.3. Pain relief, etc., animal technicians, Department of Clinical Medicine (CLIN)

Agreement on remuneration for pain-relief tasks carried out by animal technicians (agricultural employees, animal technicians and experimental assistants), as well as other medical treatments of animals including welfare scores of animals at times outside normal working hours at Påskehøjgaard – the experimental facility at the Department of Clinical Medicine, Aarhus University.

16.4. Flexitime agreement for laboratory dental technicians, DENT

Agreement and practice description and flexitime, applicable to laboratory dental technicians, Central Laboratory, Department of Dentistry and Oral Health, Aarhus University with appendices.

16.5. Dental hygienists HE

Agreement for dental hygienists employed at Aarhus University

16.6. Autopsies in the Faroe Islands and Greenland, medical doctors, Department of Forensic Medicine

Agreement on remuneration, etc. of forensic pathologists at forensic medicine departments at the University of Copenhagen, University of Southern Denmark and Aarhus University for the performance of autopsies on the Faroe Islands and in Greenland. Agreement with the Danish Association of Medical Specialists (FAS)

16.7. Autopsies in the Faroe Islands and Greenland, medical doctors, Department of Forensic Medicine

Agreement on remuneration, etc. of forensic pathologists at forensic medicine departments at the University of Copenhagen, University of Southern Denmark and Aarhus University for the performance of autopsies on the Faroe Islands and in Greenland. Agreement with the Danish Association of Junior Hospital Doctors (YL)

16.8. Availability and on-call, craftsmen, Department of Forensic Medicine

Agreement of 15 December 2015 between Aarhus University and the Danish Metalworkers' Union on availability and being on-call for craftsmen at the Department of Forensic Medicine.

16.9. Duty doctor, medical doctors, Department of Forensic Medicine

Agreement between junior doctors and Aarhus University, Department of Forensic Medicine, on remuneration for duty doctors (on-call time).

16.10. Autopsy supplement, technicians and conservators, Department of Forensic Medicine and BioMed

Local agreement for forensic medicine technicians, Department of Forensic Medicine and conservators, Department of Biomedicine.

16.11. On-call medical specialists

Agreement between the Danish Association of Junior Hospital Doctors (YL) and Aarhus University, Department of Forensic Medicine, on remuneration of duty medical specialists (on-call time).