

NB. This is a translation of the Danish original. In case of discrepancies between the Danish version and the English translation, the Danish version will prevail.

## Salary structure for academic staff employed in technical/administrative positions (AC-TAP) at DTU

### A. Prerequisites for use of the salary structure

The overall basis for the work with individual supplements for academic staff holding technical/administrative positions at DTU (academic staff employed outside the scientific job structure at DTU) is:

- This salary structure for academic staff employed in technical/administrative positions (AC-TAP)
- DTU's overall salary policy
- DTU's salary negotiation procedure
- Collective agreement with the Danish Confederation of Professional Associations (AC) for state-employed academics (the AC collective agreement)
- Circular on framework agreement on new salary systems

### B. Purpose of the salary structure

The intention with this salary structure is to create a simple and transparent structure for the employees covered by the salary structure, and its primary purpose is to lay down goal-oriented principles for the salaries of academic staff holding technical/administrative positions at DTU.

The salary structure fundamentally aims to recognize results and performance as well as a behaviour that supports DTU's values: innovative thinking, credibility, and commitment.

DTU wants its academic staff holding technical/administrative positions to possess—or acquire—knowledge, qualifications, and competences in relation to the criteria described in section F.

### C. Who are covered by the salary structure?

Academic staff holding technical/administrative positions at DTU (AC-TAP).

The employee must be employed under the AC collective agreement in the specific position at DTU, and the content of the position—as described in a job advertisement or in a job description—determines in which of the below positions the employee is employed.

**The salary structure operates with the following types of positions from the AC collective agreement:**

- Employees at the basic salary of the AC scale
- Employees at the basic salary of the AC scale with an attached availability supplement, including academic officers
- Senior officers
- Senior executive officers (without people management)

### D. When is the salary structure used?

The salary structure is used on one of the following five occasions:

- a) Recruitment and employment
- b) The annual salary negotiation
- c) Significant change in the content of a position
- d) Allocation of function supplements
- e) Allocation of one-time bonuses

### Regarding possibility of extra seniority on employment

Seniority may be added on the basic salary scale. This is done in accordance with the rules on this in the AC collective agreement.

### Regarding employment of new graduates

On employment, new graduates are usually expected to be graded at salary level 1 or salary level 2. It should be noted in connection with the annual salary negotiations that the collective agreement lays down the development in the basic salary for newly graduated academics in the early years of their careers.

### **Regarding employment as senior officer and senior executive officer:**

In principles, two different assessments are made in connection with the salary determination for the position:

1: Grading within the salary range stated in the collective agreement. The basic salary grading is done within the salary range laid down in the collective agreement. This is generally done based on the importance and complexity of the position, and can—in principle—take place before the prospective candidate is known.

2: Overall grading, i.e. the supplements which are to be granted in addition to the basic salary. Any supplements are granted on the basis of the criteria in section F of this salary structure.

## **E. Characterization of AC-TAP staff**

Academic staff holding technical/administrative positions at DTU (AC-TAP) are characterized in:

- That the group is generally not covered by a supplement structure agreed in the collective agreement
- That the group is very heterogeneous. Both responsibilities and work tasks cover a wide range in technology, administration, communication, laboratory work, IT, etc.

That the group comprises both generalists and specialists

Academic staff holding technical/administrative positions at DTU are expected to be able to grasp and contribute to solving problems at a high level and to be able to move from one field to another, possibly in connection with competence development.

Especially for employees at the basic salary of the AC scale, it is important to assess whether the position is a generalist position or a specialist position. This assessment will typically be done during the job analysis and before the job is advertised.

**A generalist position** is a general administrative position. A generalist position is a wide concept, and it will therefore always depend on a specific assessment based on job advertisement and job content. The employee's educational background can also be taken into account in the assessment of whether an administrative position is a generalist position.

To assess whether an availability supplement is to be attached to the position in accordance with Appendix 6 to the AC collective agreement, the content of the specific position must be evaluated. The tasks that qualify the position as a position with an attached availability supplement may, in particular, be tasks within administration/case handling, management/analysis or work of a political/strategic nature.

The framework for allocating availability supplements follows from the rules of the collective agreement, and it cannot be negotiated or opted out of by the employer or the employee.

In the administrative field, generalist positions are typically found in the central administration and in the administration in the departments.

**A specialist position** is typically a technically based position without general administrative tasks which most often presupposes a specific academic background. For example, the position may contain research-related tasks or tasks of a technical nature that form part of the research environments or tasks related to the dissemination of research results.

Remuneration of additional work for specialists follows from the provisions of the AC collective agreement.

**Employees in senior officer and senior executive officer positions** typically perform work at a particularly high professional level and/or work of a particularly demanding and highly specialized nature. An employee can be employed directly in a senior officer position, but DTU employees on the basic salary of the AC scale can also develop their position into a senior officer position.

In the administrative field, senior officer and senior executive officer positions are typically found in the central administration and in the administration in the departments. In the field of research, there are senior officer and senior executive officer positions in the relevant sections in the departments.

## **F. Competence and career development**

The career paths of academically educated staff employed in technical administrative positions at DTU cannot be described as linear paths up through the organization. A career in an administrative academic position can also progress by the employee developing in the job by acquiring new competences, and the employee can develop into other positions at the same level.

The criteria mentioned below are examples of competences and qualifications that may trigger supplements, and they are benchmarks in relation to competences that DTU values in its employees. The criteria are assessed to benefit DTU and therefore form the framework for career development for academic staff holding technical/administrative positions.

### **Criteria for supplements**

The employee's development according to these criteria determines the employee's remuneration, in addition to what has been agreed in the basic salary.

- a) Performance of technical and/or administrative tasks at a high professional level
- b) Special qualifications/competences in relation to teaching, education, innovation, or scientific advice
- c) Special work performance in relation to collaboration or knowledge sharing
- d) Work within the international aspects of DTU's activities
- e) Operational management at a high and secure level
- f) Special degree of flexibility and adaptability, including availability in relation to odd working hours
- g) High degree of overview, precision, efficiency, and/or focus in the performance of tasks
- h) Special contributions to and/or participation in the development of the organization (DTU/Department)
- i) Special work performance and/or skills in publication/dissemination and/or documentation of tasks, assignments, results, etc.
- j) High degree of innovation and innovative thinking in task management which promote, renew, or improve task performance, work processes, etc.
- k) Acquisition of new qualifications/competences that are necessary or advantageous for the performance of the work
- l) Landing of external funding
- m) Special social and collegial qualities that contribute to creating a good working environment in the workplace.

These criteria are used for allocation for supplements and grading at salary level. Supplements are granted based on the employee's professional experience, competences, qualifications, and the content of the job.

### **Career path**

A typical career path for an employee at the basic salary of the AC scale with an attached availability supplement under which the employee and the employee's position develop to senior officer level will normally go from salary level 4 to salary level 6. Employees at the basic salary of the AC scale without an availability supplement will normally go from salary level 5 to salary level 6.

## **G. Qualifications supplement for employees at the basic salary of the AC scale**

The supplement for employees at the basic salary of the AC scale is an annual amount of DKK 12,000 (31 March 2012 level) and cannot be halved.

Multiple concurrent supplements may be agreed for employees graded at salary levels 1-5.

### **Salary level 1: Does not include a qualifications supplement**

Employees at salary level 1 are primarily first and foremost employed at DTU based on the general level of qualifications and competences that they have acquired through their academic education, and they will not qualify for a qualifications supplement.

At this salary level, an AC-TAP position may entail an annual availability supplement from DKK 36,700 to DKK 57,000 (31 March 2012 level), depending on seniority.

### **Salary level 2: Annual supplement of DKK 12,000 or DKK 24,000 (31 March 2012 level)**

Employees at salary level 2 have basic knowledge, qualifications, and competences that enable them to perform tasks at an appropriate academic and independent level. Particular study programme specialization or attractive work experience/competence or the like can also result in grading at salary level 2.

Employees at salary level 2 also have knowledge of and interface with at least two of the criteria in section F.

At this salary level, an AC-TAP position may—in addition to a qualifications supplement—entail an annual availability supplement from DKK 36,700 to DKK 57,000 (31 March 2012 level), depending on seniority.

### **Salary level 3: Annual supplement of DKK 36,000 (31 March 2012 level)**

Employees at salary level 3 have some experience as well as knowledge, qualifications, and competences that enable them—independently and/or in collaboration with others—to perform their position at a fully satisfactory level.

Employees at salary level 3 also have competences and/or some experience in relation to two or more criteria in section F which qualify their performance of tasks to a higher level.

At this salary level, an AC-TAP position may—in addition to a qualifications supplement—entail an annual availability supplement from DKK 36,700 to DKK 57,000 (31 March 2012 level), depending on seniority.

**Salary level 4: Annual supplement of DKK 48,000, DKK 60,000, DKK 72,000, or 84,000 (31 March 2012 level)**

Employees at salary level 4 have considerable experience and are expected to possess a number of qualifications and much experience that enable them to perform their AC-TAP position at DTU independently and to address and perform academic tasks at a high-quality level.

Employees at salary level 4 also have considerable experience with a number of the criteria in section F.

At this salary level, an AC-TAP position may—in addition to a qualifications supplement—entail an annual availability supplement from DKK 36,700 to DKK 57,000 (31 March 2012 level), depending on seniority.

**Salary level 5: Annual supplement of DKK 96,000, DKK 108,000, DKK 120,000, or DKK 132,000 (31 March 2012 level)**

Employees at salary level 5 have solid experience and are expected to possess wide qualifications and experience that enable them to perform tasks at a high-quality level independently and by taking their own initiatives, for example function or project management as the highest level.

Employees at salary level 5 also have special competence in relation to several of the criteria in section F and are experts in at least one area.

At this salary level, an AC-TAP position may—in addition to a qualifications supplement—entail an annual availability supplement from DKK 36,700 to DKK 57,000 (31 March 2012 level), depending on seniority.

## **H. Qualifications supplement for senior officers and senior executive officers**

The annual supplement for a senior officer and a senior executive officer is DKK 24,000 (31 March 2012 level).

There may be cases where a salary improvement is desired for a senior officer or a senior executive officer, but where the size of a full supplement is not proportional to the development in the employee's competences and/or qualifications. In such case, half a supplement may be allocated as an exception.

**In connection with the allocation** of a full or half supplement to senior officers and senior executive officers at DTU, it is possible concurrently to agree an increase in the basic salary range.

Multiple concurrent supplements may be agreed for employees at salary levels 6 and 7.

**Salary level 6: Annual supplement of DKK 0, DKK 24,000, DKK 48,000, DKK 72,000, or DKK 96,000 (31 March 2012 level)**

Employees at salary level 6 are employed as senior officers and have solid experience from relevant work.

Employees at salary level 6 are expected to be able to handle technical, administrative, and/or dissemination tasks at a high and qualitative level. It is expected that many employees at this salary level have independent responsibility—also for large projects and/or significant functions/areas—and employees who receive the highest supplement at the salary level will be able to handle tasks of a professional managerial nature.

This salary level requires that the employee has solid experience and core competences that convincingly match several of the criteria in section F and that the employee is an expert in at least one criterion.

Newly appointed senior officers are normally graded in the lower part of the basic salary range without a qualifications supplement.

Newly employed senior officers can be graded in the upper part of the basic salary range if they are predominantly to work with important and large-scale projects and/or functions. They will typically have an independent responsibility for a strategically important area for the organization. See also section D on employment as senior officer.

**Salary level 7: Annual supplement of DKK 0, DKK 24,000, DKK 48,000, DKK 72,000, DKK 96,000, or DKK 120,000 (31 March 2012 level)**

Employees at salary level 7 are employed as senior executive officers and have solid and long experience from DTU or similar organizations.

Employees at salary level 7 have particularly extensive knowledge and qualifications/competences in technology, administration, communication and dissemination, international tasks, or the like. They are expected to be able to handle large and complicated work tasks—independently and securely—and possess a high degree of flexibility and adaptability. These will often be comprehensive tasks of a professional managerial nature, either in relation to functions or areas which may be of an extensive nature, or large-scale projects/work tasks.

This salary level requires that the employee has solid experience and core competences that convincingly match most of the criteria in section F and that the employee is an expert in at least one area.

Newly appointed senior executive officers are normally graded in the lower part of the basic salary range without a qualifications supplement.

Newly employed senior executive officers may be graded in the upper part of the basic salary range if they predominantly work at the strategic level and often in collaboration with the top management levels in the organization. For example, the tasks may be secretarial service, advice and sparring at a high professional level, or professional responsibility for strategic projects. See also section D on employment as senior officer.

## **I. Function supplement**

A function supplement is granted for special functions falling outside the normal scope of the position, and for which the employee is not remunerated via the basic salary and any qualifications supplement. The supplement is granted as a pensionable supplement. A function supplement is granted as long as the function is being undertaken and terminates when the function ceases, as agreed in the letter of allocation. In the absence of any such agreement, the function supplement terminates at three months' notice. An accurate description of the function and a specific reason are therefore important as this is a fixed-term supplement. Function supplements are negotiated between the immediate manager/departmental management and the relevant union representative/organization.

For senior officers and senior executive officers, a function supplement is fixed by the management following negotiation with the individual employee. After the negotiation, DTU informs the relevant union representative/organization about the function and supplement.

### **Examples of functions for which a function supplement can be agreed:**

- Project management/coordination (of large-scale tasks, projects)
- Responsibility for academic management
- Use of special core competences in relation to performance of specific work tasks/functions
- Temporary people management (assessed individually on the basis of the content of the function in question and with consideration of the levels of the executive salary structure). In case of long-term people management, the employee is moved to DTU's salary structure for managers.

To a great extent, the functions are a local matter for the individual unit, and the list is consequently not exhaustive.

A function supplement can be agreed outside the annual salary negotiation as mentioned in section D.

In the event of an agreement within the annual salary negotiation, the function supplement is not deducted from the framework amount.

## **J. Availability supplement**

Availability supplements follow Appendix 6 to the AC collective agreement.

The tasks handled in the position determine whether the position is an academic officer position. The supplement is given to academic staff generalists and the assessment of whether the tasks in the position entitle the employee to an availability supplement is based on a specific evaluation (see section E).

It follows from Appendix 6 to the AC collective agreement that special provisions apply to certain other availability services under which an availability supplement can be obtained.

### **Availability obligation**

The availability obligation means that the employee can be ordered to work outside normal working hours, for example during a particularly busy period in the workplace or in connection with start-up or conclusion of a project. As a general rule, the obligation covers the need for the employee's performance of work for unplanned or unforeseen tasks.

See also section E for comments on generalist and specialist positions.

### **K. Recruitment supplement**

In exceptional cases, a recruitment supplement may be allocated to employees on their employment if the grading at a salary level and supplements in the salary structure cannot cover the salary with which the employee in question is to be remunerated.

A recruitment supplement is allocated as a pensionable supplement.

The recruitment supplement is converted on the first allocation of a qualifications supplement or in connection with a change of positions and/or career development and is thus offset in the agreed new supplement.

### **L. One-time bonuses**

A one-time bonus is typically granted in recognition of an individual performance and results achieved.

It will be agreed separately whether a one-time bonus is to be a pensionable supplement. A one-time bonus is negotiated between the immediate manager/departmental management and the relevant union representative/organization.

For senior officers and senior executive officers, a one-time bonus is fixed by the management following negotiation with the individual employee. After the negotiation, DTU informs the relevant union representative/organization about the supplement.

A one-time bonus may be agreed outside the annual salary negotiation as mentioned in section D.

A one-time bonus amounts to minimum DKK 10,000 and should amount to maximum DKK 30,000 (current level).

### **M. Conclusion and termination of the structure**

This agreement on salary structure has been entered into between DTU's management and the representatives of the organizations who have the right to negotiate, it has been approved by the Executive Board, and discussed in the Cooperation and Joint Consultation Committee on 28 September 2021. The agreement is valid until another salary structure is adopted or it is terminated by either party at three months' notice.