

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.

## **B. Requirements for employees in the PROSA area at DTU:**

Employees in positions within the PROSA area at DTU are expected to possess the following competences:

- Cooperative skills
- Stability and efficiency
- Sense of responsibility, service-mindedness, and self-management ability
- Loyalty in relation to the work.

## **C. Grading in salary groups (determination of basic salary)**

Grading in salary group 1, 2, 3, or 4 is determined by the organizational agreement for IT employees (PROSA) in the service of the state.

The size of the basic salary is specified in the organizational agreement, and no other basic salary can be agreed.

## **D. Supplements**

All supplements in the salary structure are stated at March 2012 level exclusive of pension contributions. The current level is found by multiplying the amount by the current adjustment percentage (see the Danish Ministry of Finance's latest salary overview). The size of the pension contribution is stipulated in the organizational agreement.

Supplements to the basic salary are determined by individual competences and functions.

### **Qualifications supplement**

A qualifications supplement is granted on the basis of the employee's special qualifications and is granted as a permanent, pensionable supplement in accordance with DTU's salary structures. Qualifications supplements are negotiated between the immediate manager/departmental management and the relevant union representative/organization.

### **Function supplement**

A function supplement is granted for special functions that fall outside the normal scope of the position, and for which the employee is not remunerated via the basic salary and any qualifications supplements, and it 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.

### **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 self-negotiators, see the collective agreement, 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.

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

### **Recruitment supplement**

At the time of employment, recruitment supplements may be granted to employees if, exceptionally, their grading in the current salary structure is not consistent with the salary level at which the employee in question is to be remunerated. A recruitment supplement is allocated as a pensionable supplement.

The employee is graded in the salary structure according to his/her qualifications. The difference between the annual salary stated in the salary structure and the agreed annual salary can then be granted as a recruitment 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.

### **E. Salary negotiation during the employment period**

At DTU, negotiations will be conducted on salary adjustments for all staff groups at the annual salary negotiation round.

An employee who has not received a salary adjustment for two years can request an interview with his or her immediate manager. At this interview, the manager must inform the employee about the reason why he or she has not achieved a salary increase in the 2-year period and what it will take to trigger such an increase.

### **F. What competences are required for employees employed in accordance with the organizational agreement for IT employees (PROSA) in the service of the state at DTU to obtain a qualifications supplement?**

A characteristic feature of employees in the PROSA area is that they are qualified or will be qualified for the job in a number of different ways. There are consequently skilled IT staff who are 'self-taught' and thus have no formal education or training, employees who have pieced together an education by attending courses and programmes, and graduates from the University, who thus formally have an MSc.

It does not seem possible to deduce **general** criteria for what **vocational and academic** competences the employees must possess to be eligible for supplements. There are consequently no fixed criteria for each salary grade in the salary grade structure, section G. The possibility of granting a supplement must therefore be evaluated on the basis of:

- The criteria in section F,
  - The notes in the organizational agreement for each salary group, as well as
  - The current salary statistics for the PROSA area (available on the Portal)
- 1) The most important criterion for granting a qualifications supplement is the employee's skills and competences in relation to the content of the **specific** position. The size of the

supplement is inextricably linked to the strategic importance of the job content; meaning that the highest supplements can only be granted to the few per cent of the employees who work with tasks of great strategic importance to the whole of DTU.

- 2) Furthermore, DTU's salary policy regarding the determination of 'the right salary' is an important guide in determining the size of supplements:
  - The employee's education and training, experience, and special competences
  - The employee's performance and results
  - Job content and area of responsibility
  - The salary that colleagues in comparable positions receive
  - The salary given in comparable positions outside DTU
  - Labour market supply and demand for the competence in question
  
- 3) Other examples of competences that make the individual employee a valuable team player and which can be included in the justification for granting a qualifications supplement are:
  - Performance of technical and/or administrative tasks at a high professional level
  - Operational management at a high and secure level
  - Special degree of flexibility and adaptability, including availability in relation to odd working hours
  - High degree of innovation and innovative thinking in task management which promote, renew, or improve task performance, work processes, etc.
  - Independent acquisition of new qualifications/competences that are necessary or advantageous for the performance of the work
  - Special social and collegial qualities that contribute to creating a good working environment in the workplace.
  - Recruitment in relation to the general market situation in general and key employees/core competences in particular
  - Special qualifications in relation to teaching, collaboration, or knowledge sharing.
  - Provides support and guidance at a highly qualified and pedagogically understandable level.
  - (Core) competences in relevant products and/or procedures, including programming languages.
  - Domain specific knowledge/Business understanding
  - Particular focus on security both internally and externally.
  
- 4) The fundamental objective of the salary structure is to recognize the behaviour that supports DTU's values:

- Innovative thinking
- Credibility
- Commitment.

**G. Supplement amounts under salary groups 1-4:**

A qualifications supplement to the basic salary can be negotiated on the basis of the comments in **sections D and F**.

Grading in the individual salary groups is based on the criteria described in the Trade union agreement for IT employees (PROSA) in the service of the state.

**Grading structure:**

There are four salary groups:

Salary group 1	Salary group 2	Salary group 3	Salary group 4
Supplement levels: DKK 0 DKK 12,000 DKK 24,000 DKK 36,000	Supplement levels: DKK 48,000 DKK 60,000 DKK 72,000	Supplement levels: DKK 84,000 DKK 96,000 DKK 108,000	Supplement levels: DKK 120,000 DKK 132,000 DKK 144,000 DKK 156,000 DKK 168,000

**Salary group 1**

Salary group 1 comprises employees who have no or limited IT experience. The employee may be either newly qualified or have limited experience in the IT PROSA area. The employee will work with tasks that are to be performed with in the area covered by the collective agreement, and the employee is expected to be able to plan and handle an independent portfolio of tasks after a brief period of training.

For employees at this level, the annual supplement may be either DKK 0, DKK 12,000, DKK 24,000, or DKK 36,000 (31 March 2012 level), depending on qualifications.

**Salary group 2**

Salary group 2 comprises employees who—on the basis of their education and training and/or work experience—have basic knowledge and use this knowledge in combination with their task performance, so that they are expected to be able to handle and perform more complicated work tasks at a higher qualification level. The employee can perform tasks at both the theoretical level and the practical level—such as system development and processing of research results—and thus

both relieve and assist academic staff.

In addition, the employee must be able to handle functions in teaching/instruction and peer training.

For employees at this level, the annual supplement may be either DKK 48.000, DKK 60,000, or DKK 72,000 (31 March 2012 level), depending on qualifications.

### **Salary group 3**

Salary group 3 comprises employees who have long experience in the area covered by the salary structure and are therefore expected to be able to handle and perform large and complicated work tasks at a high competence and qualification level. The employee has documented specific competence at a high level in the form of education and training, work-related courses, and/or further education and training. The employee has great flexibility and adaptability. In addition, the employee works independently and competently within one or more particularly specialized areas/special technologies, and contributes with important practice-oriented knowledge in relation to the research. The employee can handle special tasks and can instruct his or her colleagues in the performance of such special work tasks and is thus an important resource for the department/unit.

The employee must be able to represent the unit and independently present the area in external contexts.

For employees at this level, the annual supplement may be either DKK 84.000, DKK 96,000, or DKK 108,000 (31 March 2012 level), depending on qualifications.

### **Salary group 4**

Salary group 4 comprises employees who have long experience and specialist knowledge, as well as vocational competency within the area covered by the salary structure. The employee has documented specific competence at a high level—in the form of education and training, work-related courses, and/or other work-relevant qualifications—and use this competence in his or her performance of tasks. The employee's knowledge is so specific and so extensive that the employee can perform all work tasks within his or her vocational and professional field at an extremely high level.

It is expected that the employee can support and promote innovative strategic disciplines for the development of research results. At the same time, the employee shows a flexibility and an adaptability which mean that the employee can enter into all work functions straight away and thus step in and assist the scientific staff and other staff to ensure that the work is performed at a highly qualified level. The employee is expected to be able independently to participate in new tasks and propose new initiatives in relation to innovative thinking, commitment, adaptability, knowledge sharing, and professionalism. The employee is thus expected to have proficiency in English at an appropriate level for this purpose.

In order to achieve grading in the top two supplement levels in salary group 4, the employee must also be regarded as a key employee and make highly extraordinary contributions based on many years of unique special knowledge.

For employees at this level, the supplement may be either DKK 120,000, DKK 132,000, DKK 144,000, DKK 156,000, or DKK 168,000 per year (31 March 2012 level) depending on their qualifications

## **H. Special provisions:**

In connection with a change from one salary grade to a higher salary grade, any supplement at a previous grade will terminate concurrently with the granting of the higher qualifications supplement. Previously granted qualifications supplements will terminate in connection with grading in the salary structure, and it will especially be assessed whether a function supplement will continue after the grading in this salary structure.

#### **I. 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.