

September 2021

Adopted at the Cooperation and Joint Consultation Committee meeting held on 28 September 2021

Salary structure for employees in the service area* at DTU

*That is employees employed in accordance with the following organizational agreements:

- Property services employees at a number of state institutions (PKAT 224)
- Vocationally trained kitchen staff (PKAT 251-28, 266)
- Kitchen assistants in the service of the state (PKAT 221, 721)
- Warehouse and trade staff in the Greater Copenhagen area (PKAT 136)
- Agricultural workers, nursery workers, gardeners, and trial employees (PKAT 114, 138, 139, 140 and 147)
- Cleaning assistants and specialized workers et al. in the state (3F) (PKAT 200, 247, 248, 603, 747, 917)
- Security guards in the state, etc. (PKAT 252)

Prerequisites for use of the salary structure

The overall basis for working with individual supplements for employees in the service area* at DTU is:

- The present salary structure for employees in the service area* at DTU
- DTU's overall salary policy
- DTU's salary negotiation procedure
- The organizational agreements for employees in the service area* at DTU and the framework agreement on the 'new salary system'.

A precondition for the granting of supplements at a given level is compliance with the criteria at the given level or corresponding competences.

A. Purpose

The purpose of this salary structure is to create a simple and transparent structure for the employees concerned. It is not a job structure, but a directional salary structure for grading of employees in the right salary grade.

Furthermore, the salary structure must be operational and thereby contribute to:

- fair treatment of employees and providing a clear picture of DTU's salary structure as well as avoiding arbitrariness
- using salary as a strategic tool
- highlighting the principles behind and the criteria for local salary formation
- creating coherence between work performance, results, quality, and resources
- supporting the implementation of new tasks and development initiatives
- ensuring consistency between salary, results, job content and responsibilities
- supporting the implementation of new tasks and development initiatives
- contributing to employees and managers being able to align their expectations prior to specific negotiations.

Managers and union representatives share responsibility for ensuring that efforts are made to exploit the possibilities inherent in the salary structure.

B. Requirements for employees in the service area* at DTU

For positions within the technicians area, DTU expects future employees 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
- Basic IT skills (the level is determined in relation to the specific job)
- Proficiency in written and oral Danish (the level is determined in relation to the specific job)
- Proficiency in written and oral English (the level is determined in relation to the specific job)

C. Basic salary

The basic salary is determined in the organizational agreement, and the parties cannot agree a basic salary that differs from the basic salary specified in the agreement.

D. Supplements

All supplements in this salary structure are stated at March 12 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 individual 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. Adopted at the Cooperation and Joint Consultation Committee meeting held on 16 November 2012

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.

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

In exceptional cases, a recruitment supplement may be granted 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.

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. Individual competences required of employees in the service area* at DTU

Below are examples of individual competences that must be present to varying degrees—depending on the position in which the employee is/will be employed—and in which DTU salary group (see section G) the employee in question will be graded:

→ A DTU specific competence is a skill/expertise acquired at DTU through the handling of a specific work area, for example:

- Use of special technologies
- Project participation
- Coordination
- Special knowledge of and performance of tasks in relation to DTU's organization, strategy, and objectives

→ 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:

- Being proactive
- Being active and self-motivated (showing a special degree of productivity)
- Assuming a responsibility for maintenance in and around the workplace
- Being independent
- Having focus on optimization of work processes (efficiency)
- Being good at planning
- Having good work ethics (for example stability, reliability)
- Being able to deliver quality 'on time'
- Being able to share knowledge about the performance of tasks
- Having the will and desire to 'talk' to everyone
- Being curious and inquisitive
- Being creative in the performance of tasks
- Being easy to get along with
- Showing responsibility
- Having the ability to understand DTU's and the workplace's special culture (including as a result of many nationalities)
- Being a good team player
- Having good social skills that contribute to the 'functioning' of the unit.

→ The fundamental objective of the salary structure is to recognize the behaviour that supports DTU's values:

- innovative thinking

- credibility
- commitment.

*The description of how the employee's individual competences match is included in the justification for the employee being granted the supplement at the salary grade in question (see **section G**):*

G. Salary and qualifications supplement

The salary for an employee covered by 'Salary structure for employees in the service area at DTU' is a basic salary + an individually determined qualifications supplement.

The basic salary is determined in the collective agreement or in the organizational agreement for the field in question. The qualifications supplement must be negotiated separately based on the below criteria.

The individual qualifications supplement depends on the salary group grading and the salary grades in the individual salary group.

There are three salary groups:

Salary group 1	Salary group 2	Salary group 3
DKK 0	DKK 36,000	DKK 72,000
DKK 12,000	DKK 48,000	DKK 84,000
DKK 24,000	DKK 60,000	DKK 96,000

For new appointments, it must be assessed based on the below in which salary group the employee is to be graded.

Existing employees can be transferred from a salary group to a higher salary group if the employee meets the stated criteria.

Salary group 1

Salary group 1 comprises newly appointed employees who have no or only little experience in the service area—or who have had an extended period outside the service area/labour market—or employees who can handle independent work tasks within the area covered by the collective agreement based on some job experience and after a short period of training.

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

Salary group 2

Salary group 2 comprises employees who have some experience in the service area and who are therefore presumed to be able to organize and handle an independently qualified task portfolio themselves. The employee has extensive competences that are significantly beyond the level required for performance of the tasks. With these competences, the employee can handle tasks of a complicated nature.

In addition, the employee may have documented specific competence at a high level—in the form of education, training, work-related courses, or other work-relevant qualifications—and uses this competence in his or her performance of tasks.

In the upper part of Salary group 2, the employee can handle special tasks and instruct his or her colleagues in the performance of such special work tasks and is thus an important resource for the department/unit.

For employees at this level, the annual supplement may be either DKK 36.000, DKK 48,000, or DKK 60,000 (31 March 2012 level), depending on qualifications.

Salary group 3

Salary group 3 comprises employees who have long experience in the service area and are therefore expected to be able to handle and perform more complicated work tasks independently at a high competence and qualification level. At the same time, the employee must be able to represent the department/unit in external contexts at a high professional level.

The employee can handle all tasks within his or her work area at a highly qualified, independent, and secure level within large and complicated work tasks, and possesses great flexibility and adaptability.

For employees at this level, the annual supplement may be either DKK 72.000, DKK 84,000, or DKK 96,000 (31 March 2012 level), depending on qualifications.

H. Special provisions:

In connection with a change from one supplement to a higher supplement, any previous supplement will terminate concurrently with the granting of the higher qualifications supplement. All 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.