

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 technicians, workmen, and certain assistants, et al. under the specified organizational agreements* at DTU

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The following staff categories are covered in accordance with the organizational agreements:

- [Assistant engineers and research technicians at research institutions, etc., research technicians at Risø , et al.](#) (PKAT 040)
- [Workmen](#) (PKAT 0179, 0228, 0630, 0933)
- [Technical designers, building technicians, production technologists, et al.](#) (PKAT 50 and 198)
- [Fisheries technician trainees and fisheries technicians](#) (PKAT 124)

Prerequisites for use of the salary structure

The overall basis for working with individual supplements for employees covered by this salary structure at DTU is:

- the technicians area* at DTU
- [DTU's overall salary policy](#)
- [DTU's salary negotiation procedure](#)
- organizational agreements for employees in the technicians area* at DTU as well as [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 technicians 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
- good IT skills
- good proficiency in written and oral Danish
- good proficiency in written and oral English

C. Basic salary

The basic salary is determined in the individual organizational agreement.

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 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

The qualifications supplement is granted on the basis of the employee's special qualifications and is allocated as a permanent pensionable supplement according to 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 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.

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 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.

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 technicians 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 at which DTU salary grade (see section G) the employee in question will be graded:

→ A DTU specific competence is a skill/expertise acquired at DTU through the qualified 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:

- ability to understand the special culture and willingness to contribute positively to it
- being adaptable
- being knowledge sharing
- being proactive
- being professional
- having potential
- having a good work ethic
- being able to participate in teamwork
- contributing to conflict resolution
- interacting socially with colleagues and managers.

→ 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 comprised by 'Salary structure for technicians, construction engineers, workmen, and certain assistants, et al. under the specified organizational agreements 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.

For employees employed as fisheries technician trainees and fisheries technicians (formerly assistant biologists, senior assistant biologists, and fisheries technicians) at DTU Aqua and under the collective agreement with the Danish Association of Professional Technicians (TL), a special local agreement (enclosed with this salary structure) has been prepared which specifies the gradings in the structure of supplements. This takes into consideration that there are three basic salaries in this organizational agreement. The local agreement is attached as Appendix 1.

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

The salary structure operates with 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, and DKK 36,000	Supplement levels: DKK 48,000, DKK 60,000, and DKK 72,000	Supplement levels: DKK 84,000, DKK 96,000, and DKK 108,000	Supplement levels: DKK 120,000, DKK 132,000, DKK 144,000, DKK 156,000, and DKK 168,000

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 employees who have no or a little experience. The employee can be either newly qualified or have limited experience within the area covered by the salary structure. 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 qualified level. The employee can perform tasks at both the theoretical level and the practical level—such as apparatus development and processing of research results—and thus 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 qualifications 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

is adaptable. In addition, the employee works independently and competently within one or more particularly specialized areas/special technology. The employee also 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 therefore 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 as well as specialist knowledge and professional competence within the area covered by the salary structure. The employee has documented specific qualifications at a high level—in the form of education and training, work-related courses, and/or other work-relevant qualifications—and use them 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 the top supplement levels in salary group 4, the employee must 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 annual supplement may be either DKK 120.000, DKK 132,000, DKK 144,000, DKK 156,000, or DKK 168,000 (31 March 2012 level), depending on 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. 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.