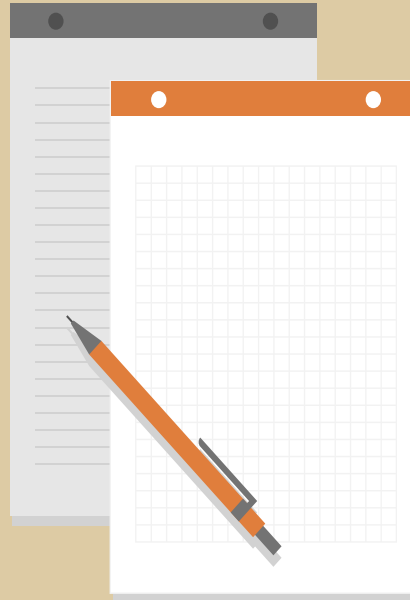


# 2024 Salary Negotiations

## DCPA/Manager Salary



# About salary negotiations – in brief



## In general

- At SDU, salaries are negotiated for all employees once a year.

## The salary negotiations

- Salary negotiations usually take place in the following way:
  - The employee (B party) enters their wishes/demands into the salary negotiation system
  - Management (A party) enters recommendations into the salary negotiation system
  - After the deadline, the parties can see each other's wishes and preferences
  - Negotiations are planned and held

## Agreement conclusion

- An agreement on salary improvement is normally concluded between the union representative and manager
- Specialist and senior consultants, professors and managers can negotiate and agree on salary increases themselves. Self-negotiators can also choose to let their union representative/trade union negotiate/agree on a salary increase.

# Who are involved in salary negotiations?



The negotiations can be carried out when the following people are present:

- One or more managerial representatives (A party)

NB! The head of the secretariat is responsible for the process at the management level of the faculties. This also applies if the other party has proposed a specific salary result. The dean/head of the secretariat has the right to negotiate.

- The union representative (B party)

In most cases, the negotiation is handled for the employee by the union representative. The union representative negotiates salaries for all employees covered by the collective agreement/organisational agreement. Professors, officers, managers, specialist consultants and senior consultants may choose to conduct the negotiations themselves.

- An employee from SDU HR

SDU HR's task is to assist with rules, previous practice, system use, salary calculation and provide secretarial assistance.

*Negotiations can be conducted in person or online. This is agreed between the parties.*

*If no agreement can be reached about conducting the negotiations online, they will take place in person.*

# What can be negotiated?

## Qualification supplement

- Awarded as individual supplements on the basis of the employee's professional and/or personal qualifications within comparable areas, internally and externally.

## Function-based supplement

- Relates to the performance of specific functions that usually are not part of the originally agreed job description.
- Typically temporary and limited to specific tasks. Can be permanent if the additional function has been integrated into the position.
- Supplement expires without notice when the function ends or when the employee leaves the function.

## One-off payment

- Awarded as remuneration for an extraordinary effort in connection with solving major time-limited tasks.

## Reclassifications

- Administrative officer → Specialist consultant
- Specialist consultant → Senior consultant
- Senior consultant → Senior consultant with staff management

# What should management do?

The division of tasks is agreed internally at the faculty

Ongoing

Consider your employees prior to recommendation



10 January

Recommendations can be entered from 10 January

→ Enter into the system at [loen.sdu.dk](https://loen.sdu.dk)



1 February

The deadline for entries expires on 1 February



2-4 February

Manager authorised to negotiate approves recommendations from management

→ NOTE: Proposals can only be exchanged once approved by the manager authorised to negotiate



February, March and April

Negotiations are held and agreements are concluded

As a general rule, agreements are concluded and approved at the negotiation meeting



# The overall timeline for DCPA/Manager Salary

## 10 January to 1 February

### Open to salary requirements/ recommendations.

Negotiations can start no sooner than one week after demands and recommendations have been exchanged.

## 1 February: Deadline for recommendations expires.

Once demands have been exchanged, SDU HR books a time slot for negotiations. Calendar reservations must be accepted/rejected quickly, so that a new time slot can be agreed upon, if necessary.

## February/March/April

Negotiations are ongoing

Negotiations can be held no sooner than one week after the exchange of demands and recommendations.

As a general rule, agreements are concluded and approved at the meeting.

## After the negotiation:

No later than 3 weeks after a salary negotiation has been concluded, the employee is informed of the outcome.

# Guidelines for the salary negotiation system ‘SDU Løn’


See navigation sheets for more information. The system collects personal data from HCM and salary data from the State’s salary system (ØSLDV)


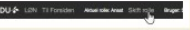


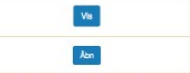







## Managers

Navigationsseddel

Nyt lønforhandlingssystem - ‘SDU Løn’

Chefer - A-siden



| Fase                                | Forklaring   | Navigation  |
|-------------------------------------|--|---|
| Log på systemet                     | Gå til websiden sdu.dk/loen og log på med dit SDU-login  |    |
| Skift rolle                         | Brug knappen i topmenuen til at skifte mellem din rolle som ansat og Chef  |    |
| Udvælg de ansatte, du vil have vist | Brug drop-down menuerne i toppen af siden til at indtægne visningen efter Personalkategori, Enhed, By eller Chef.  |    |
| Begræns visningen yderligere        | Med de to nederste felter kan du begrænse visningen til en given forhandlingsrunde; og til kun at vise ansatte, der har lønkrav.   |    |
| Sortér listen                       | Med klik på kolonne-overskrifterne kan du sortere listen.  |    |
| Vis løn-oplysninger                 | Klik på knappen ‘Vis’ ud for den ansattes navn   |    |
| Vis forhandlingsoplysninger         | Klik på knappen ‘Åbn’ under emnet Forhandling  |    |
| Skriv noter om den ansatte          | Brug skrivefeltet under ‘Chef note’ til at gemme notater i forbindelse med den ansatte. Disse noter kan ikke ses af andre end dig selv, og er relateret til den specifikke person. |   |
| Indgiv tilbud til den ansatte       | Sæt flueben ved typen under emnet ‘Tilbud’   |  |
| Begrund tilbuddet                   | Skriv i skrivefeltet   |  |
| Angiv startdato                     | Brug kalenderknappen til at vælge dato for ønsket ikrafttræden af lønreguleringen. Som standard er datoen altid 01.04. i forhandlingsåret  |  |
| Gem tilbuddet                       | Klik på knappen ‘Gem’ nederst på siden   |  |

[Link](#)







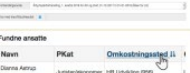
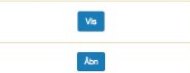







## Union representatives

Navigationsseddel

Nyt lønforhandlingssystem - ‘SDU Løn’

Tillidsrepræsentanter



| Fase                                | Forklaring   | Navigation  |
|-------------------------------------|--|---|
| Log på systemet                     | Gå til websiden sdu.dk/loen og log på med dit SDU-login  |    |
| Skift rolle                         | Brug knappen i topmenuen til at skifte mellem din rolle som ansat og TR  |    |
| Udvælg de ansatte, du vil have vist | Brug drop-down menuerne i toppen af siden til at indtægne visningen efter Personalkategori, Enhed, By eller Chef.  |    |
| Begræns visningen yderligere        | Med de to nederste felter kan du begrænse visningen til en given forhandlingsrunde; og til kun at vise ansatte, der har lønkrav.   |    |
| Sortér listen                       | Med klik på kolonne-overskrifterne kan du sortere listen.  |    |
| Vis løn-oplysninger                 | Klik på knappen ‘Vis’ ud for den ansattes navn   |    |
| Vis forhandlingsoplysninger         | Klik på knappen ‘Åbn’ under emnet Forhandling  |    |
| Skriv noter om den ansatte          | Brug skrivefeltet under ‘TR note’ til at gemme notater i forbindelse med den ansatte. Disse noter kan ikke ses af andre end dig selv, og er relateret til den specifikke person. |   |
| Indgiv lønkrav for den ansatte      | Sæt flueben ved typen under emnet ‘Krav’   |  |
| Begrund kravet                      | Skriv i skrivefeltet   |  |
| Angiv startdato                     | Brug kalenderknappen til at vælge dato for ønsket ikrafttræden af lønreguleringen. Som standard er datoen altid 01.04. i forhandlingsåret  |  |
| Gem lønkravet                       | Klik på knappen ‘Gem’ nederst på siden   |  |


[Link](#)

## Employees




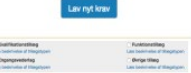



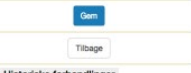
Navigationsseddel

Nyt lønforhandlingssystem - ‘SDU Løn’

Ansatte



Som ansat kan du bruge systemet til -  
Se oplysninger om dine aktuelle aflønningsforhold.  
Se oplysninger om fristen for årets lønforhandling. Indgive lønkrav i forhandlingsperioden. Se tidligere forhandlinger.

| Fase                                    | Forklaring  | Navigation   |
|---|---|--|
| Log på systemet                         | Gå til websiden sdu.dk/loen og log på med dit SDU-login   |   |
| Se dine løn-oplysninger                 | Øverst på siden ses dine aktuelle ansættelses- og lønoplysninger.   |  |
| Indgiv lønkrav (Kun i lønkravsperioden) | Klik på knappen ‘Lav nyt krav’ under emnet Forhandlingsrunde  |   |
| Angiv krav                              | Sæt flueben ved typen   |   |
| Begrund dit krav                        | Skriv i skrivefeltet  |   |
| Angiv startdato                         | Brug kalenderknappen til at vælge dato for ønsket ikrafttræden af lønreguleringen. Som standard er datoen altid 01.04. i forhandlingsåret |   |
| Gem lønkravet                           | Klik på knappen ‘Gem’ nederst på siden.   |   |
| Returér til din forside                 | Klik på knappen ‘Tilbage’.  |   |
| Se dine tidligere lønforhandlinger      | Under emnet ‘Historiske forhandlinger’ klikkes på knappen ‘Vis’ ud for den tidligere forhandling, du vil se.                              |  |

[Link](#)

# DCPA positions for which salary is negotiated (not exhaustive)

## Academic staff positions (covered by the position structure):

- Research assistant
- PhD
- Postdoc
- Assistant professor
- Associate professor
- Professor

## Technical/administrative staff positions:

- Academic employee
- Administrative officer
- Librarians
- Structural engineer
- Specialist consultant
- Senior consultant
- Management positions



# Worth bearing in mind about specialist and senior consultant positions

(as there are sometimes doubts about the conditions for these)

- Specialist and senior consultants have an average weekly working time of 37 hours.
- Specialist and senior consultants are expected to be able to prioritise tasks themselves and perform tasks with a high degree of flexibility while also focusing on a balance between private and working life.
- The DCPA collective agreement's [\[insert link\]](#) rules for additional work do not apply to specialist and senior consultants. There is thus no 'automaticity' in terms of remuneration nor any requirement that the extra work must be imposed by management.
- Additional work can be remunerated once a year with a one-off payment.
- Specialist and senior consultants are not covered by the Central Administration's flexitime scheme.

# Specialist and senior consultants – tasks and qualifications (not exhaustive)

## Specialist consultant

- Independent performance of tasks in a specialist capacity
- High professional level within a business-critical SDU area
- Competence to solve complex problems with high professional quality in the performance of tasks
- Solid understanding of political and organisational decision-making processes and ground rules
- Effective and development-oriented task performance in a specialist role
- High work capacity with a solution-oriented focus
- Major responsibility and reliability in the performance of tasks
- Good collaboration skills
- Facilitation of knowledge, feedback and sounding board for colleagues and management in the Central Administration and at SDU
- Understanding of processes and projects

## Senior consultant (no staff management)

- Cross-organisational resource who can manage/coordinate cross-functional operational and/or development tasks
- Deep and broad specialist knowledge within a work area
- Documented results in complex operational tasks and/or development projects
- Professional development of an area

# Salary statistics for selected groups

Average annual salary without pension (DKK 1,000)

Source: loen.sdu.dk, October 2023 level,  
Job categories with 5 employees or less are not included.

|  | <i>SUND</i> | <i>Antal</i> | <i>NAT</i> | <i>Antal</i> | <i>TEK</i> | <i>Antal</i> | <i>SAMF</i> | <i>Antal</i> | <i>HUM</i> | <i>Antal</i> | <i>FÆL</i> | <i>Antal</i> | <i>SDU samlet</i> | <i>antal i alt</i> |
|--|-------------|--------------|------------|--------------|------------|--------------|-------------|--------------|------------|--------------|------------|--------------|-------------------|--------------------|
| <i>Professor</i>                                   | 738         | 129          | 792        | 63           | 833        | 29           | 767         | 59           | 717        | 36           | -          | -            | 769               | 316                |
| <i>Professor WRS</i>                               | 676         | 23           | -          | -            | -          | -            | 700         | 12           | -          | -            | -          | -            | 688               | 35                 |
| <i>Associate Professor</i>                         | 564         | 218          | 570        | 72           | 588        | 145          | 577         | 128          | 574        | 133          | -          | -            | 575               | 696                |
| <i>Assistant Professor</i>                         | 491         | 61           | 478        | 19           | 485        | 46           | 470         | 37           | 463        | 14           | -          | -            | 477               | 177                |
| <i>Postdoc</i>                                     | 478         | 103          | 460        | 106          | 468        | 45           | 466         | 30           | 459        | 27           | -          | -            | 466               | 311                |
| <i>Senior consultant with personnel management</i> | 637         | 8            | -          | -            | -          | -            | -           | -            | -          | -            | 697        | 36           | 667               | 44                 |
| <i>Senior consultant</i>                           | 612         | 13           | -          | -            | 675        | 7            | 649         | 13           | 649        | 7            | 676        | 38           | 652               | 78                 |
| <i>Specialist consultant</i>                       | 581         | 25           | 566        | 15           | 574        | 41           | 564         | 17           | 566        | 17           | 569        | 92           | 570               | 207                |
| <i>Administrative officer</i>                      | 488         | 98           | 479        | 77           | 466        | 70           | 482         | 52           | 473        | 39           | 485        | 208          | 481               | 544                |
| <i>Structural engineer</i>                         | 0           | 0            | 0          | 0            | 0          | 0            | 0           | 0            | 0          | 0            | 485        | 9            | 485               | 9                  |
| <i>Librarians</i>                                  | 0           | 0            | 0          | 0            | 0          | 0            | 0           | 0            | 0          | 0            | 466        | 27           | 466               | 27                 |

# Need more info?

**Read more about the salary negotiations here:**

<https://sdunet.dk/en/servicesider/hr/ansaettelsesforhold/loen/loenforhandling>

[Salary policies and local agreements](#)

## Questions:

Sarah Frejlev Lind

sarl@sdu.dk

Employment Law Officer

SDU HR

Jette Dall Klitgaard

jkl@sdu.dk

Staff Officer

SDU HR

