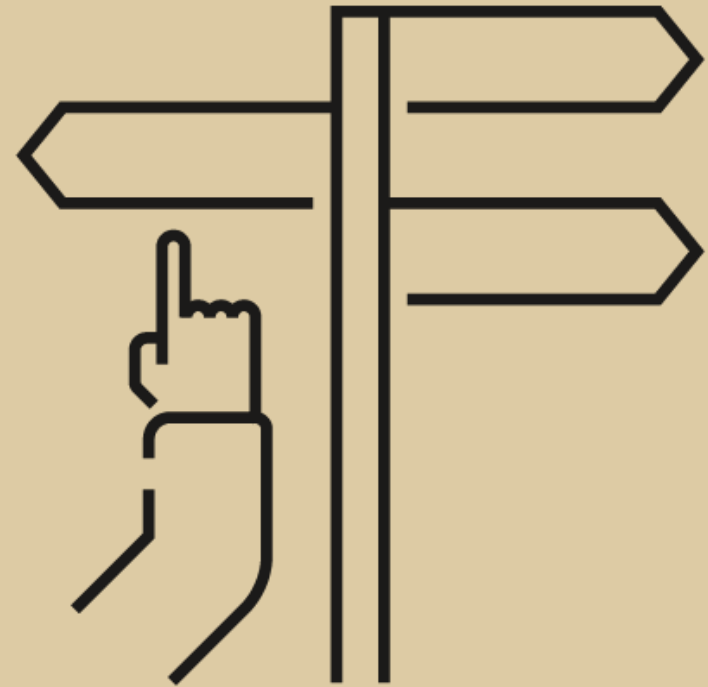


# **‘Others’ Start Package 2025**



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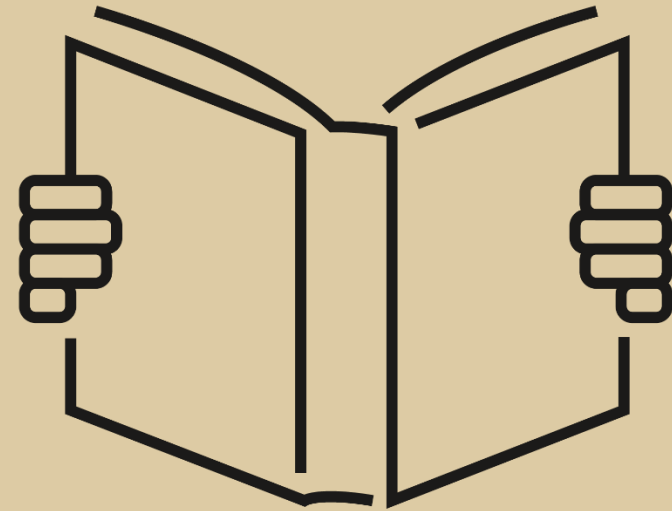
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# Purpose of the Annual Salary Negotiation



The salary policy for employees at SDU is established based on the personnel policy guidelines of SDU. The general aim of the salary policy is to support the university's mission, core tasks, and long-term strategy.

The salary policy aims to ensure that the specific salary always reflects the content of the specific position as well as the requirements it places on the employee's educational background and specialized knowledge. At the same time, the policy must ensure that the remuneration of each employee considers work effort, qualifications, and flexibility.

The salary policy must ensure that SDU can attract, motivate, develop, and retain qualified employees across all areas so the university is well-prepared to compete for students, research funding, and commercial contracts both nationally and internationally.

The salary policy serves as the overall framework for local salary policies established at the faculties and within the central administration and is implemented through salary negotiations between management, employees, and the trade unions.

# About salary negotiations – in brief



## In general

- At SDU, salaries are negotiated for all employees once a year
- The negotiation round for 2025 will be conducted in level as of 1 April 2024

## The salary negotiation

- Salary negotiations usually take place in the following way:
  - The employee (B party) enters their wishes 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 recommendations
  - Negotiations are planned and held

## Agreement conclusion

- An agreement on salary improvement is normally concluded between the union representative and manager
- 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/organizational 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

Awarded if qualifications and job content justify a reclassification.

Administrative officer →  
Specialist consultant

Specialist consultant →  
Senior consultant

Senior consultant →  
Senior consultant with staff  
management

*The above are examples of  
reclassifications (not exhaustive)*

# What should management do?

The division of tasks is agreed internally at the faculty

Ongoing

Consider your employees prior to recommendation



10 September

Recommendations can be entered from 10 September

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



1 October

The deadline for entries expires on 1 October



2-5 October

Manager authorised to negotiate approves recommendations from management

→ NOTE: Proposals between the A party and B party cannot be exchanged until **ALL** parties have provided their approval



October, November, and December

Negotiations must be completed no later than **19 December 2025**

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



# What should the union representative do?

## Ongoing

Notify that the system opens for entering salary requests on 10 September

This information can be sent to all employees represented by the union representative



## 10 September

Notify that the system is open for entering salary requests

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



## 1 October

The deadline for entries expires on 1 October



## 2-5 October

Manager authorised to negotiate approves recommendations from management

→ NOTE: Proposals between the A party and B party cannot be exchanged until **ALL** parties have provided their approval



## October, November, and December

Negotiations must be completed no later than **19 December 2025**

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





# The overall timeline for 'Others'



# Invitation to negotiation meetings

- A 'booking responsible' will be appointed at each faculty, who SDU HR can contact and who has access to the relevant calendars
  - In order to book time for the negotiations, the faculties must inform SDU HR by **15 September 2025**, at [ny-loen@sdu.dk](mailto:ny-loen@sdu.dk) about who will be the faculty's booking responsible
- SDU HR will send out invitations to the negotiation meetings
  - The invitations to the negotiation meetings will be sent out early October 2025
- SDU HR will only schedule negotiation meetings where there is availability in the calendar. Therefore, ensure your calendar is updated and that any vacation is entered
- Managers who are invited to salary negotiations must quickly respond to reservations with acceptance. If you are unable to attend, please contact [ny-loen@sdu.dk](mailto:ny-loen@sdu.dk) directly so SDU HR can schedule a new negotiation meeting
- SDU HR will record missing recommendations, cancellations, etc., for use in the 2025 evaluation
- Deans and the University Director emphasize to the management group the importance of prioritizing salary negotiations, adhering to agreed deadlines and negotiation times, and ensuring that managers are well-prepared. It is important to be familiar with the salary policies and to understand the start package that has been prepared



# 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 (ØS-LDV)




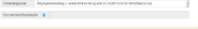



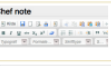
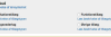
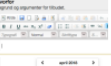


## Managers

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	
Udvalg de ansatte, du vil have vist	Brug drop-down menuerne i toppen af siden til at indsnævre visningen efter Personalekategori, 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	
Udvalg de ansatte, du vil have vist	Brug drop-down menuerne i toppen af siden til at indsnævre visningen efter Personalekategori, 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

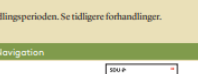






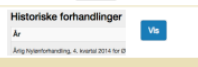
Navigationsseddel

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. Indgiv 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](#)

# Where does the data in the salary negotiation system come from?

- Salary data comes from ØS-LDV (actual salary payments)
- Personal data such as name, weekly working hours, and department come from HCM

**The salary negotiation system calculates the annual salary incorrectly if:**

- An employee has more than one employment at SDU
- An employee is on leave, e.g., parental leave
- An employee is listed with the incorrect working hours in HCM
  - If an employee is listed with incorrect working hours in HCM, please report this to [ny-loen@sdu.dk](mailto:ny-loen@sdu.dk)



# Need more info?

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

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

[Salary policies and local agreements](#) (primarily in Danish)

## **Questions:**

Contact SDU HR at: [ny-loen@sdu.dk](mailto:ny-loen@sdu.dk)

