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# Memorandum

**Title:** Process description – senior employee scheme agreements

**Reference:** SDU HR

**Memorandum sent to:** Heads of Secretariat

**Memorandum sent for information to:** -

**Status:** [Intern brug]

SDU HR has prepared this process plan based on the personnel policy guidelines Section 2.17.1 (<https://sdunet.dk/da/servicesider/hr/ansaettelsesforhold/personalepolitik>).

SDU HR has the responsibility for legality in these cases, i.e. that SDU HR ensures that the basis for senior employee scheme agreements is processed in accordance with the relevant rules in this respect.

Moreover, SDU HR also has a significant advisory role in ensuring that the case is handled appropriately overall.

Activity	Who does what?
Request to enter into a senior employee scheme	<p>Either the employee or management may take the initiative to establish a senior employee scheme. The request is discussed between the immediate manager and the employee, including specific proposals for the content of the agreement.</p> <p>There is no legal right to enter into a senior employee scheme – the conclusion of the agreement is voluntary for both parties.</p>
Approval from head of department/head of secretariat/area manager	<p>The immediate manager contacts the head of department/head of secretariat/area manager for the purpose of assessing whether the agreement can be accepted from a managerial point of view.</p>
Sparring with SDU HR	<p>If there is any doubt about the legislative implications, the head of department/head of secretariat/area manager should contact SDU HR (via SDU HR mailbox or directly to a personnel caseworker or personnel lawyer) to discuss the employee's wishes.</p> <p>The options regarding senior employee schemes are described in more detail here: <a href="https://sdunet.dk/en/servicesider/hr/ansaettelsesforhold/seniorordning">https://sdunet.dk/en/servicesider/hr/ansaettelsesforhold/seniorordning</a></p>

Activity	Who does what?
Obtaining approval from the dean/ University Director	The head of department/head of secretariat/area manager obtains approval of the senior employee scheme from the dean/University Director.
Involvement of TR (trade union representative)	<p>The head of department/head of secretariat/area manager contacts the local trade union representative to procure approval.</p> <p>A list of the elected trade union representatives can be found here:  <a href="https://sdunet.dk/en/servicesider/hr/ansaettelsesforhold/tillidsrepraesentanter">https://sdunet.dk/en/servicesider/hr/ansaettelsesforhold/tillidsrepraesentanter</a></p>
Preparation of agreement	<p>The head of department/head of secretariat/area manager contacts SDU HR (via the SDU HR mailbox or directly to the personnel caseworker or personnel lawyer) with a request to prepare the senior employee scheme agreement. Information about approval from the dean/University Director and the TR should be enclosed. A detailed description of the content of the agreement must also be enclosed.</p> <p>The personnel lawyer/personnel caseworker prepares the agreement and sends it for approval to the head of department/head of secretariat/area manager.</p>
Signature of the agreement	<p>As far as possible, the agreement is sent for signature via the Visma Addo digital signing service. The personnel lawyer/personnel caseworker requests signature after the content of the agreement has been approved by the head of department/ head of secretariat/area manager.</p> <p>The agreement is signed by the employee, personnel lawyer/personnel caseworker and TR/professional organisation (whoever represents the employee).</p> <p>When the agreement is signed, the personnel lawyer/personnel caseworker will inform the head of department/head of secretariat/area manager.</p>
Information about salary, budget and personnel caseworker	The personnel caseworker as well as the salary/budget units attend to the registration of termination/adjustment of salary and other benefits in the relevant systems, including the payroll system and HCM (what needs to be registered depends on the content of the specific agreement). The personnel caseworker is responsible for ensuring that the person receives an end date in HCM if the employee is resigning from a position in connection with the agreement.
Record keeping	SDU HR records relevant material in the employee's personnel file in Acadre.