Guidelines for salary supplements and other terms and conditions, and adjustments of wages in conjunction with promotion and new expertise

Established by the Vice-Chancellor 09/12/2013
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Introduction

These guidelines are part of Uppsala University's wage policy, which is intended to strengthen the university's position as an attractive employer. The guidelines specify when and how different forms of wage increment are to be applied at Uppsala University and, in some cases, the level of the wage increment. The guidelines also contain terms and conditions for the adjustment of wages in conjunction with promotion and new expertise. The term “new expertise” here refers to admittance as an Excellent Teacher or Docent or acquisition of a Degree of Doctor.

The main rule is that the Human Resources Director makes decisions concerning wage increments and adjustments of wages for employees. For decisions concerning wage increments of up to SEK 1,500 per month and/or increments that apply for a period of less than three months, please refer to the Rules of Procedure and to Information and Decision-making Rights at Uppsala University.¹

The guidelines are effective as of 03 December 2013 and apply retroactively from 01 July 2013 for wage increments for special appointments. The guidelines replace the parts of the local collective agreements that previously regulated wage increments and the adjustment of wages in conjunction with promotion and new expertise.²

For decision-making rights pertaining to special appointments, promotion and new expertise, please refer to the Rules of Procedure and to Information and Decision-making Rights at Uppsala University.

Wage increments

General approach

For many professional categories, the duties and areas of responsibility vary in number and degree of difficulty over time. There may also be standard duties that are temporary in their nature. Such duties will not be compensated for via salary increments but are to be considered a normal part of the employee's work. An employee's willingness to undertake and capacity to take responsibility for and perform, in relation to new duties and areas of responsibility, is to be assessed and evaluated at the regular revision of wages.

In some cases, wage increments can be obtained for a fixed period for certain duties, areas of responsibility and/or duties outside of an employee's normal work. A wage increment is always:

- temporary
- offered as compensation for duties performed and/or responsibilities that are not normally part of an employee's remit
- a form of compensation which is discontinued when the employee no longer has that assignment or carries out the duties for which the wage increment was intended

¹ The Rules of Procedure for Uppsala University (UFV 2011/1724) and Information and Decision-making Rights for functions within the university.

² UFV-PA/2008-1869, UFV-PA/2005-3242
Wage increments are divided into two groups: wage increments for special appointments and other wage increments.

Wage increments for special appointments

Special appointments include Deputy Vice-Chancellor, Vice-Rector, Deputy Chair of the District Board, Adviser to the Vice-Chancellor, Dean, Director, Head of Department, Assisting Head of Department, Director of Studies, Programme Coordinator or equivalent. In some cases, wage increments can also be obtained for other special appointments.

In order to promote a reasonable workload and a good quality of work, duties covered by a special appointment are to be included in the total annual working hours. Other duties are to be reduced by a corresponding degree. Normally, an employee should have a maximum of two special appointments at any one time, in addition to their normal duties. A Head of Department should not under normal circumstances be given work in addition to their role.

Wage increments for special assignments are disbursed in full, irrespective of the scope of the appointment in question.\textsuperscript{3}

For certain special appointments, wage increments are obtained in accordance with tables 1 and 2.\textsuperscript{4} For table 1, wage increments are based on the number of employees. For table 2, wage increments are based on the number of registered students. Transfers to lower or higher wage increments in accordance with tables 1 and 2 normally take place only when an employee has been appointed for a new period, or in connection with considerable changes in the scope of the appointment.

An employee with a special appointment who, at the time these guidelines take effect, obtains a wage increment higher than that specified in the guidelines shall retain the higher amount until the appointment is discontinued. If the appointment is extended thereafter, the stipulations of these guidelines shall apply.

Once a decision concerning a special appointment has been made, the Human Resources Director shall make a decision regarding the associated wage increment.

**Deputy Vice-Chancellor and Vice-Rector**

An employee who is appointed as Deputy Vice-Chancellor will receive a wage increment of SEK 27,000 per month.

An employee who is appointed as Vice-Rector will receive a wage increment of SEK 23,000 per month.

When the appointment as Deputy Vice-Chancellor or Vice-Rector terminates, a wage review is conducted and, under normal circumstances, part of the wage increment becomes a part of the employee's regular wage - 25 per cent of the wage increment if the appointment has lasted for three years and 50 per cent if it has lasted for six years.

\textsuperscript{3} For part-time work, however, the wage increment is affected by a corresponding amount. See Contractual Terms/Contractual Terms-T, Chapter 6.  
\textsuperscript{4} See Appendix 1.
To assist in the repatriation of an employee, funds totalling SEK 250,000, for their own research, will be disbursed, at the conclusion of an appointment which has lasted for at least three years, to the department or equivalent organisation with which the person is associated. Furthermore, the employee will be guaranteed entitlement to their own time for study and research over a period of twelve months in order to raise their level of expertise. This time must be used within eighteen months of termination of the appointment. Following termination of an appointment which has lasted six years, total funding of SEK 500,000 is disbursed for the employee's own research. In addition, the employee is offered the opportunity to use up to twenty-four months for studies and research to raise their level of expertise. All time for repatriation must be used within thirty-six months of termination of the appointment. The terms and conditions pertaining to the conversion of part of a wage increment into a normal part of an employee's wage, partly for repatriation, apply under normal circumstances and when the employee remains with Uppsala University. Under normal circumstances, costs for repatriation, including payroll expenses, are borne by the function that financed the special appointment, during the repatriation period.

**Deputy Chair of the District Board**

An employee who has been appointed as Deputy Chair of a District Board, and who is thereby Deputy Vice-Rector, shall thereby receive a wage increment corresponding to at least 25 per cent and at most 50 per cent of the wage increment for appointment of a Vice-Rector. An assessment shall be made of the scope and complexity of the appointment on a case-by-case basis.

**Directors who report directly to the Vice-Chancellor**

An employee who has been appointed as Director and who reports directly to the Vice-Chancellor may receive a wage increment via a specific decision. Terms and conditions governing such appointments are agreed upon in connection with succession to these appointments.

**Adviser to the Vice-Chancellor**

An employee who is appointed as Adviser to the Vice-Chancellor will receive a wage increment of SEK 5,000 per month. When the appointment is terminated, 25 per cent of the wage increment becomes part of the employee's regular wage.

**Deans and Deputy Deans**

An employee who is appointed as a Dean or Deputy Dean will receive a wage increment in accordance with the following.

When the appointment as Dean or Deputy Dean terminates, a wage review is conducted and, under normal circumstances, part of the wage increment becomes a part of the employee's regular wage; 25 per cent of the wage increment if the appointment has lasted for three years and 50 per cent if it has lasted for six years.

**The Disciplinary Domain of Humanities and Social Sciences**

The Faculty of Social Sciences

<table>
<thead>
<tr>
<th>Position</th>
<th>Wage Increment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dean</td>
<td>16,000</td>
</tr>
<tr>
<td>Deputy Dean</td>
<td>8,000</td>
</tr>
</tbody>
</table>
The Faculty of Languages and the Faculty of Arts  
Dean  
13,000  
Deputy Dean  
6,500  

The Faculty of Educational Sciences  
Dean  
11,000  
Deputy Dean  
5,500  

The Faculty of Theology and the Faculty of Law  
Dean  
9,000  
Deputy Dean  
4,500  

**The Disciplinary Domain of Medicine and Pharmacy**  
Deputy Dean for third-cycle studies  
8,000  
(applies to the entire disciplinary domain)  

The Faculty of Medicine  
Dean  
12,000  
Deputy Dean for first and second-cycle studies  
7,500  

The Faculty of Pharmacy  
Dean  
11,000  
Deputy Dean for first and second-cycle studies  
6,500  

**The Disciplinary Domain of Science and Technology**  
Deputy Dean  
8,500  

**Head of Department**  
An employee who has been appointed as Head of Department\(^5\) will receive a wage increment as per table 1.\(^6\) In the event of short-term absence, the Head of Department is normally covered by a Deputy Head of Department. Wage increments are not disbursed for the appointment of Deputy Head of Department. If the Head of Department is absent for more than three consecutive months,

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\(^5\) The Head of Department's duties and decision-making rights are laid down in UFV 2011/619  
\(^6\) See Appendix 1.
the acting Head of Department will receive a wage increment in accordance with table 1 for the time thereafter.

When the appointment as Head of Department terminates, a wage review is conducted and, under normal circumstances, part of the wage increment becomes a part of the employee's regular wage; 25 per cent of the wage increment if the appointment has lasted for three years and 50 per cent if it has lasted for six years.

To assist in the repatriation of an employee, they are guaranteed, at the end of an appointment of at least 50% (part-time) which has lasted at least three years, the right to their own time for study and research over a period of at least six months in order to raise their level of expertise. This time must be used within twelve months of termination of the appointment. At the end of an appointment of at least 50% (part-time) that has lasted six years, the employee is given the opportunity to use up at least twelve months for studies and research in order to raise their level of expertise. All time for repatriation must be used within twenty-four months of termination of the appointment.

The terms and conditions pertaining to the conversion of part of a wage increment into a normal part of an employee's wage, partly for repatriation, apply under normal circumstances and when the employee remains with Uppsala University. Under normal circumstances, costs for repatriation, including payroll expenses, are borne by the function that financed the special appointment, during the repatriation period.

**Assisting Head of Department**

An employee who is appointed Assisting Head of Department will receive a wage increment of 50 per cent of the wage increment for a Head of Department, in accordance with table 1. If several Assisting Heads of Department have been appointed, the wage increment may be lower than this - normally at least 25 per cent of that of the Head of Department. In such cases, an assessment shall be made of the scope and complexity of the appointment on a case-by-case basis.

**Director**

A Director with responsibility for research and education activities which have no Head of Department, and for certain campuses and research centres shall receive a wage increment. These Directors normally receive a wage increment of 50 per cent of the wage increment listed in table 1. In some cases a higher wage increment may be obtained, whereby an assessment is made of the scope and complexity of the appointment. When a Director's appointment is deemed to be of a scope comparable with that of a Head of Department, a wage increment of the full amount listed in table 1 is approved. In exceptional cases such as this, a wage review is conducted when the appointment as Director terminates and, under normal circumstances, part of the wage increment becomes a part of the employee's regular wage - 25 per cent of the wage increment if the appointment has lasted for three years and 50 per cent if it has lasted for six years.

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7 The appointment of Assisting Head of Department is regulated in UFV 2011/1490.
8 See Appendix 1.
9 The appointment of a Director of a research centre or other unit with a board of management is regulated in UFV 2007/804. Rules pertaining to the Campus Management Organisation at Uppsala University and the Deputy's duties.
10 See Appendix 1.
Deputy Directors do not receive a wage increment.

**Director of Studies**
An employee who has been appointed as Director of Studies will receive a wage increment as per table 2. If several Directors of Studies have been appointed, the wage increment may be based on the number of students for which each individual Director of Studies is responsible. A Director of Studies who is not responsible for any students will normally receive a wage increment as per table 2, level 1. Assistant Directors of Studies do not receive a wage increment.

**Programme Coordinator or equivalent**
An employee who has been appointed as Programme Coordinator or equivalent will receive a wage increment as per table 2. Normally, a wage increment for the appointment of a Programme Coordinator can only be granted for one person per programme. Where the appointment is shared by two persons, the wage increment is also shared. If a Programme Coordinator is responsible for two or more associated programmes, the total number of students in all programmes combined shall be used to calculate the wage increment. In some cases a higher wage increment may be obtained, whereby an assessment is made of the scope and complexity of the appointment.

**Other special appointments**
Wage increments are not normally offered to employees taking on an appointment as chair or member of a panel, board, committee, work group or the like, though exceptions can be made. For this, an assessment must be made of the scope and complexity of the appointment, and the various wage increments that normally apply to special appointments are to be taken into account when deciding on the size of the wage increment.

**Other wage increments**
In exceptional cases, there may be cause to offer a wage increment for something other than a special appointment, such as when an employee has temporary duties or responsibilities that extend beyond their normal sphere of work. A decision concerning a wage increment for anything other than a special appointment must be issued in writing and be limited to a maximum of one year, with the possibility of an extension of up to one year at a time. In connection with an extension and/or revision of wages, the wage increment shall also be reviewed. Decisions concerning wage increments in excess of SEK 1,500 per month and/or which are to apply for more than three months shall be made by the Human Resources Director.

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11 See Appendix 1.
Adjustment of wage in conjunction with promotion

These guidelines define how wages are to be adjusted when an employee is promoted.\(^\text{12}\) The guidelines relate to decisions on promotions made on or after 03 December 2013. Once a decision has been made concerning a promotion, the Human Resources Director shall make a decision regarding the adjustment of the employee's wage.

Promotion from senior lecturer to professor

When a senior lecturer currently employed by the university is promoted to professor, their monthly wage shall increase by SEK 3,000.

Promotion from lecturer to senior lecturer

When a lecturer currently employed by the university is promoted to senior lecturer, their monthly wage shall increase by SEK 2,000.

Adjustment of wage for new expertise

Once an employee has undergone an assessment of their teaching expertise and been appointed as an Excellent Teacher or Docent, or has obtained a doctoral degree, they shall receive a new wage. The guidelines relate to decisions made on or after 03 December 2013. Once a decision has been made concerning new expertise, the Human Resources Director shall make a decision on the adjustment of the employee's wage. Decisions concerning new wages apply from the beginning of the next month following succession to the new position. Decisions concerning new wages do not cover “direct promotions”, i.e., when an individual is promoted in connection with gaining employment.\(^\text{13}\)

Docent

When an employee is appointed as a Docent, their monthly wage shall increase by SEK 3,000.

Excellent Teacher

When an employee is appointed as an Excellent Teacher\(^\text{14}\), their monthly wage shall increase by SEK 3,000.

Doctor

When an employee obtains a Degree of Doctor, their monthly wage shall increase by SEK 2,500.

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\(^{12}\) For more detailed information on the rules and regulations pertaining to promotion, see the Appointment Regulations for Uppsala University UFV 2010/1842.

\(^{13}\) Appointment Regulations for Uppsala University UFV 2010/1842, § 52.

\(^{14}\) Guidelines for Admittance of Excellent Teachers UFV 2010/1842.
Annual follow-up

The Human Resources Director is responsible for the annual follow-up and revision of these guidelines, which is normally conducted in connection with the revision of wages.
Appendix 1. Wage increments for special appointments

Table 1. Wage increments according to number of employees

Departments or their equivalent are grouped and assigned different wage increments according to the number of employees. The number of employees is based on the total number of employees irrespective of the scope of employment (full-time/part-time), the type of employment or the number of positions at a department or equivalent. A wage increment for an appointment is based on the number of employees at the time of the decision concerning a special appointment.

<table>
<thead>
<tr>
<th>Increment group</th>
<th>No. of employees</th>
<th>Wage increment (SEK/month)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>&lt; 25</td>
<td>8,000</td>
</tr>
<tr>
<td>2</td>
<td>26-50</td>
<td>10,000</td>
</tr>
<tr>
<td>3</td>
<td>51-100</td>
<td>12,000</td>
</tr>
<tr>
<td>4</td>
<td>101-150</td>
<td>14,000</td>
</tr>
<tr>
<td>5</td>
<td>151-200</td>
<td>16,000</td>
</tr>
<tr>
<td>6</td>
<td>&gt; 201</td>
<td>18,000</td>
</tr>
</tbody>
</table>

Table 2. Wage increments according to number of students

Departments/equivalent are grouped and assigned different wage increments according to the number of registered students. The number of registered students refers to students with first registration and subsequent registration. Re-registered students are not included unless their performance has been documented. The wage increment is based on the number of students in the calendar year (January – December) prior to the time of the decision regarding the special appointment.

<table>
<thead>
<tr>
<th>Increment group</th>
<th>No. of students</th>
<th>Wage increment (SEK/month)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>&lt; 500</td>
<td>2,500</td>
</tr>
<tr>
<td>2</td>
<td>501-1000</td>
<td>3,500</td>
</tr>
<tr>
<td>3</td>
<td>1001-2000</td>
<td>5,000</td>
</tr>
<tr>
<td>4</td>
<td>&gt; 2001</td>
<td>6,500</td>
</tr>
</tbody>
</table>