

# Application form for pay increase

The form must be completed by all employees and managers applying for a pay increase. Managers and union representatives recommending an employee for a pay increase must also complete the form. If you are asked to enter information in the application form which you do not know, e.g. the start date of employment at AU, you can omit this information.

- 1) All requests for pay increases should be stated exclusive of pension, but they will be pensionable unless otherwise agreed. (One-off bonuses are, generally speaking, not pensionable.)
  - All pay increases will enter into force with effect from 1 January 2012 unless otherwise agreed.
  - Amounts stated are at 31.3.2013 level. For one-off bonuses, the amounts stated are, however, at current level. The current level is 1.4.2012 level. As at 1 April 2013, the adjustment factor is 1.01304.

Name:		
Civil reg.no. (CPR):		
Department/deputy director area/unit/section:		
Email address:		
Job title:		
Job type:	Academic staff	Technical & administrative staff
Civil servant status:	YES	NO
Start date of your employment at AU:		
If fixed-term employment, state end date:		
Weekly working hours:		
Year of latest pay increase: _____		
If one-off bonus, state amount: _____		
Union representative/organisation authorised to negotiate:		
Want to negotiate on your own	YES	NO
<i>This option is available only to employees who are entitled to negotiate (specialist and chief consultants, journalists, professors, technical/administrative heads in classified positions, heads of department and deans).</i>		

**Technical administrative staff (TAP) incl. technical administrative managers, heads of department and deans**

If in doubt whether you are a technical administrative employee or an academic employee, please ask the HR partner for your unit or your union representative.

**Pay increases for negotiation** (mark and state amount plus reasons):

**Qualifications supplement.**

**Annual amount:** \_\_\_\_\_

Reason:

**Function supplement:**

**Annual amount:** \_\_\_\_\_

Reason:

**One-off bonus:**

**Amount** \_\_\_\_\_

Reason:

**Pay group change:****From pay group \_\_\_\_\_ to pay group \_\_\_\_\_****Change in current supplement: \_\_\_\_\_**

(Possible only for clerical staff (HK) laboratory assistants (HK), IT employees (PROSA), TAT and guards. Any changes in supplements due to change of pay group must be described.

The content of the pay groups is described in the union agreements, and you will usually apply for promotion to a different pay group if the tasks you perform have developed to include, for example, independent areas of responsibility, independent decision-making, a high degree of specialisation or managerial responsibilities. Possibly speak with your union representative or manager about this before you write your application).

Reason:

**Change in job category/reclassification****From \_\_\_\_\_ to \_\_\_\_\_**

Reason:

**Increase in interval pay: Annual amount:** \_\_\_\_\_

(Possible only for specialist and senior consultants)

Reason:

### **Academic staff (VIP)**

If in doubt whether you are a technical administrative employee or an academic employee, please ask the HR partner for your unit or your union representative.

Pay increases for negotiation (mark and state amount plus reasons):

#### **Qualifications supplement.**

**Annual amount:** \_\_\_\_\_

Reason:

#### **Function supplement:**

**Annual amount:** \_\_\_\_\_

Reason:

**One-off bonus:****Amount** \_\_\_\_\_

Reason:

**Change in job category/reclassification: From** \_\_\_\_\_ **to** \_\_\_\_\_

(Possible only for professors holding classified positions)

Reason:

The individual main area/department decides whether the application form should be sent to the manager, the union representative, HR or a combination thereof. You will be given the details of who to send the application form to.

Pressing "Gem" saves your application on your PC. If you press "Gem og send", you can choose to send the application to an email address of your choice by entering it in a pop-up window.