



UNIVERSITETET I BERGEN

WAGE POLICY for THE UNIVERSITY OF BERGEN

Agreement from February 20. 2025

Table of Contents:

PART 1 – OBJECTIVES AND CRITERIA.....	3
1 The objectives of the local wage policy	3
1.1 Overall objectives.....	3
1.2 Wage policy as an incentive.....	3
1.3 Transparency	4
1.4 Pay appraisal interview	4
2 The legal basis for determination and changing of wages and salaries.....	5
2.1 The Basic Collective Agreements in the Norwegian State.....	5
2.2 Authorizations	5
2.3 Determination and change of wages and salaries	5
3 Criteria for changes to wages and salaries in local negotiations	6
3.1 General on the use of the criteria for assessment of individual pay	6
3.2 Non-disclosure of confidential information during local wage negotiations	6
3.3 Criteria for assessing individual salaries in academic positions.....	6
3.4 Criteria for assessing individual salaries in PhD candidate positions.....	8
3.5 Criteria for assessing individual salaries in technical and administrative positions .	8
3.6 Criteria for assessing individual salaries in administrative and academic management positions	9
PART 2 – SALARY PLACEMENT IN CONNECTION WITH ANNOUNCEMENT AND APPOINTMENT	11
4 Salary placement in connection with announcement of vacant positions	11
4.1 General about salary placement	11
4.2 Special conditions regarding salary placement in PhD positions in connection with announcement.....	11
4.3 Special conditions regarding salary placement in management positions in connection with announcement	12
5 Wage determination on appointment	12
5.1 General on wage determination	12
5.2 New salary placement up to 12 months after appointment in vacant position etc. – Basic Collective Agreement section 2.5.5 no. 3	13
5.3 Salary assessment upon reinstatement after leave without pay	14
5.4 Salary placement in the event of a change of position from postdoctoral fellow to associate professor/associate teaching professor/researcher.....	15
PART 3 – CHANGE IN WAGES OR POSITION RESTRUCTURING AFTER NEGOTIATIONS	16
6 Annual local wage negotiations	16
6.1 Basic Collective Agreement section 2.5.1	16
6.2 Financial framework – negotiations pursuant to section 2.5.1 of the Basic Collective Agreement.....	16
6.3 Procedural rules between the employer and the employee organisations	17
6.4 Statistics	17
6.5 Procedural rules for employers at UiB.....	17

6.6	Applications for a change in wages and position change from employees	18
6.7	Preparation of the first offer, preliminary discussions and negotiations	18
6.8	Equal opportunity	18
7	Wage negotiations for extraordinary premises	18
7.1	Basic Collective Agreement section 2.5.3	18
7.2	Financial framework – negotiations pursuant to section 2.5.3 of the Basic Collective Agreement.....	20
7.3	Procedural rules for negotiations pursuant to section 2.5.3 of the Basic Collective Agreement.....	20
8	Promotion to higher positions for employees in academic positions.....	20
	PART 4 – LOCAL WAGE POLICY SPECIAL AGREEMENTS.....	21
9	Special local agreements on Wage policy for UiB.....	21

PART 1 – OBJECTIVES AND CRITERIA

1 The objectives of the local wage policy

1.1 Overall objectives

The University of Bergen is an international research university with an ambition to play a significant role in shaping the society of today and tomorrow. UiB's mission is to contribute to outstanding research, education, knowledge transfer and innovation. In this regard, UiB will further develop human resources policy measures that act as an incentive to quality and attainment of objectives. An integrated wage policy, strengthening of the overall wage level and the use of pay-related incentives are important in this context.

The university's wage policy has been drawn up as a consensus document between UiB on the one hand and Akademikerne (The Federation of Norwegian Professional Associations), Unio (The Confederation of Unions for Professionals), LO Stat (The Norwegian Confederation of Trade Unions) and YS Stat (The Confederation of Vocational Unions) on the other, as a common platform for how the wage system should be used and what pay-related incentives are necessary to achieve the organization's objectives.

The wage policy shall:

- be seen in the context of, and shall contribute to, the organization's overall objectives and strategies
- be an integral part of the organization's human resources policy
- be practiced uniformly and predictably throughout UiB
- be practiced with the necessary flexibility to solve specific challenges that the university faces
- contribute to removing any gender-related pay disparities at all levels

1.2 Wage policy as an incentive

The parties' working basis is that all employees at UiB shall have equal opportunities for pay-related and professional development, based on the individual's work effort, seen in relation to the content and working conditions of the position. The assessment of pay conditions is an integral part of the individual manager's duty to evaluate, follow-up and stimulate his/her employees.

The wage policy shall be an instrument for:

- recruiting and retaining qualified employees – national and international recruitment
- motivating and stimulating work effort and contributing to the promotion of performance achievement in accordance with UiB's objectives and strategies
- motivating and stimulating skills development in line with UiB's needs

The document's wage policy guidelines and criteria for wage determination shall be applied both in new recruitment and local negotiations. However, in some subject areas, special adjustments may be required based on the recruitment and competition situation, special competence needs or other challenges requiring pay-related incentives. It is a prerequisite that such adjustments are founded in UiB's wage policy.

Several subject areas within UiB are exposed to competition from different sources, such as other universities, university colleges and research institutions, other public enterprises and from trade and industry. UiB needs to use wage incentives, including competitive wages, to ensure that we can recruit and retain particularly attractive expertise.

Flexibility in new recruitment also requires an active focus on wage development for employees who are already employed.

The parties agree that wage determination and adjustment at UiB shall be based on the agreed guidelines set out in this document, the consensus agreement on the position structure for technical and administrative positions at UiB, special agreements entered into between the parties and the provisions of the Basic Collective Agreements in the Norwegian State.

The employer is responsible for ensuring that all employees receive a reasonable wage development. Wherever possible, the intention must be to rectify unreasonable pay disparities through wage negotiations. In the long term, the wage policy should enable us to attain an acceptable level of pay for everyone.

1.3 Transparency

The legitimacy of the wage policy is reliant on transparency in relation to its practice. The employer has a special responsibility to ensure that employees are informed about how the wage policy is practiced both in connection with new appointments and in local wage negotiations. Therefore, as part of this document, guidelines have been drawn up for pay determination in connection with announcement and appointment, and criteria for assessment of individual pay for academic positions, administrative and technical positions as well as administrative and technical management positions.

Individual pay increases in local wage negotiations are based on the criteria established for the different position groups, and UiB's objectives with the local wage policy. It is important that the criteria are known and are actively discussed in the pay appraisal interview between the employee and manager.

1.4 Pay appraisal interview

The Basic Collective Agreements, general provisions § 5, states that "The employee is entitled to an annual interview about competence, responsibility, pay and career development. The interview is intended to contribute to equal pay between the sexes and to avoid discrimination according to the Equality and Anti-Discrimination Act § 6. When returning to work after parental leave, the employee shall be offered an interview to discuss competence, responsibility, pay and career development."

The Ministry has provided the following comment:

"In the interview, the manager should inform the employee about the objectives and challenges of the unit and the organization. Furthermore, the manager should inform the employee about what is expected of him/her and about the organization's wage policy. In the interview, the employee can express their expectations in this context. The interview is not a negotiation about wages and salaries. The introduction of such interviews does not change the existing negotiating arrangement enshrined in the Basic Collective Agreements but will help the parties to negotiate locally based on more knowledge about the individual employee. The manager decides when pay appraisal interviews will take place."

All employees with a primary position at UiB must have employee dialogues (annual interviews). For employees with secondary positions (formerly called adjunct positions), employee dialogues are not offered. If the manager and/or the employee in the secondary position wish to have an employee dialogue, it can be held. The salary discussion can be conducted in connection with the employee dialogues or in a separate meeting.

2 The legal basis for determination and changing of wages and salaries

2.1 *The Basic Collective Agreements in the Norwegian State*

The Norwegian State, through the Ministry of Digitalisation and Public Governance, has entered into Basic Collective Agreements for Akademikerne and Unio (identical agreements) and for LO Stat and YS Stat (identical agreements). At UiB, non-unionized employees follow the Basic Collective Agreement for Akademikerne and Unio.

The concept of the Basic Collective Agreement is defined in § 11 of the the Civil Service Disputes Act as “a collective agreement on general wage and working conditions”. The Basic Collective Agreements are framework agreements that provide general rules and norms regarding wages and working conditions, and are to be used as the basis for the formulation of all individual employment contracts. The agreements include, among other things, a wage plan booklet with wage plans, common provisions on working conditions such as job seniority and calculation of service seniority (the latter in the Basic Collective Agreement for LO Stat and YS Stat), working time provisions, substitute schemes, salary during illness, leave in connection with pregnancy, childbirth, adoption, breastfeeding, and during a child's illness, as well as provisions on wage negotiations.

A collective agreement is mandatory, cf. Section 13 of the Civil Service Disputes Act, i.e. it is binding for both the employer and the employee. If an individual employment contract contains any provisions that conflict with the basic collective agreements, said provisions will automatically become invalid. I.e. an employee cannot be offered poorer pay conditions than those specified as the minimum wage in the basic collective agreements.

The employer determines wages and salaries upon appointment. The parties must have authorization in the Basic Collective Agreement, to alter salaries or make a change in positions.

2.2 *Authorizations*

The University's negotiating authority is delegated to the University Director. Wage negotiations are not delegated to the faculty level.

2.3 *Determination and change of wages and salaries*

Determination and change of wages and salary are regulated in the Basic Collective Agreements:

1	Announcement and appointment. The basis for determining salary in connection with announcement and appointment is the position code, annual salary, minimum pay rates established at UiB, or centrally.	
2	Reassessment up to 12 months after appointment. The employer shall, up to 12 months after appointment, and in connection with transition from temporary to permanent employment, reassess the employee's pay status.	Basic Collective Agreement 2.5.5 No. 3
3	Salary assessment upon re-entry after unpaid	Basic Collective Agreement

	leave when the employee has not been evaluated in local salary negotiations (Basic Collective Agreement 2.5.1) due to the leave.	2.5.5 no. 4 (Akad./Unio) and 2.5.6 (LO/YS)
4	Through seniority promotion.	Basic Collective Agreement - general provisions § 4 – positions on a salary scale
5	In annual local wage negotiations if funds have been allocated.	Basic Collective Agreement 2.5.1
6	In negotiations on special grounds.	Basic Collective Agreement 2.5.3
7	Change to pay in connection with competence promotion of academic staff – see point 8.	Basic Collective Agreement 2.5.3
8	Managers at the next leadership level.	Basic Collective Agreement 2.5.2

Instruments that can be used in wage negotiations are set out in Section 2.5.4 of the Basic Collective Agreements.

3 Criteria for changes to wages and salaries in local negotiations

3.1 General on the use of the criteria for assessment of individual pay

Discretion must be used in all individual salary assessments.

Criteria have been drawn up for each position group (research and teaching positions, PhD candidates, administrative and technical positions, and administrative and academic management positions). The criteria are used when assessing the content of the position and the position holder's competence, achievements, and results.

The document "Position structure for technical and administrative positions at UiB" contains information about the position codes which should normally be used in connection with announcement and position changes in local wage negotiations at UiB, the level of responsibility that each position code should have and the competence requirements that are normally required for each position code. Academic positions are not given a position code change in local wage negotiations – see point 8.

3.2 Non-disclosure of confidential information during local wage negotiations

The employee representatives and the university's representatives at all levels have a duty of confidentiality if, when preparing for, or during negotiations, they receive information that is subject to confidentiality requirements. The duty of confidentiality includes, among other things, all personal assessments that take place during preliminary discussions and negotiations, but also the priorities set out by the parties during the negotiations, including documents used in the negotiation process.

3.3 Criteria for assessing individual salaries in academic positions

The starting point is that academic staff shall be assessed based on their overall work activities, research and teaching, knowledge transfer, innovation/creation, and administration. The use of pay mechanisms intended to stimulate quality of research and

education and active knowledge transfer of academic activities. Research and education have equal status at the University of Bergen.

The criteria are based on the university's overall objective and primary work activities, as well as the practice at the faculties for assessing competence and qualifications for academic positions. Assessment of each employee's salary level shall be founded in the premises set out in section 1 "The objectives of the local wage policy". In addition, it shall be based on the following criteria:

- Depth and originality in research¹
- Quality and scope in publishing activities or documentation of artistic work with emphasis on the last 5 years
- Development and management of internally and externally funded research projects and the environment, research groups and research networks
- Quality and scope in teaching, development of educational provision and educational development work in the last five years
- Textbooks and other published teaching materials
- Development and management of education and teaching cooperation
- Knowledge transfer and disclosure of research-based knowledge
- Development and adaptation of innovation work
- Editorial activities
- Organisation of professional conferences
- Organisation of exhibitions and concerts at home and abroad and development of digital exhibitions
- Management and participation in committees, evaluation committees and councils related to research, teaching and knowledge transfer, locally and nationally
- Research, teaching and institutional policy contributions to work in national and international committees
- Positions of trust in governing bodies/committees/civil servants' organisations² at the university
- Instigating activities which stimulates the social environment amongst students and employees

For academic staff who arrange meetings, work in this connection is also given weight. In the weighting of the different criteria, there must be a reasonable balance between consideration to individual motivation and to performance of collective work activities and functions.

Special agreement on pay conditions for employees who

- achieve prestigious projects
- achieve status as an outstanding teacher
- achieve or contribute to externally funded projects under the auspices of UiB

provide guidelines for determining pay for the conditions covered by the special agreement.

¹Includes artistic development work

² Positions of trust in civil servants' organisations shall be given equal status with normal service. The position provides competence, and this shall be given weight in respect of the employee's further service and career – cf. The Basic Collective Agreement for State Employees Section 1 clause 7. They shall not lose salary because of the position (Basic Collective Agreement Section 2.3)

3.4 Criteria for assessing individual salaries in PhD candidate positions

When assessing salaries for PhD candidates, the following may be considered:

- approved specialist and/or
- significant scientific or artistic production

PhD candidates who submit their doctoral thesis prior to the end of their PhD position are granted a salary increase of NOK 25,000 (per annum) effective from six months prior to the date of submission. The promotion is contingent on the PhD candidate passing the public defence.

3.5 Criteria for assessing individual salaries in technical and administrative positions

The wage policy shall make it possible to recruit and retain highly qualified technical and administrative personnel. If UiB is to be an attractive place of work for these groups, the general aim must be for the salary level to reflect work activities and competence.

The operation and development of the university's activities depends on technical-administrative staff who contribute to a high level of service, efficiency, quality, and professionalism. Pay review within technical-administrative positions shall be based on the individual employee's competence and efforts in relation to this.

The use of the wage system shall act as an incentive to highly qualified administrative management and to technical services that contribute to strong research and education environments, or other important services for UiB. Many employees in both technical, as well as administrative positions, operate in the borderland between technical-administrative and academic activities, where the work activities are closely integrated with the primary activities. Such functions require solid academic insight in addition to technical, or administrative expertise, and the salary level should reflect this.

Moreover, the placement of administrative and technical positions shall also be founded in the "Position Structure for Technical and Administrative Positions at UiB" which specifies the positions normally used at UiB. This document shall be applied for the announcement of vacant positions, wage determination in connection with appointment and in annual local negotiations. When applying for a change to a new position code, the level of responsibility and qualification requirements for the relevant position code must be met.

Assessment of each employee's salary level shall be founded in the premises set out in clause 1 "The objectives of the local wage policy". In addition, it shall be based on the following criteria:

Changes to work description:

- New work activities are added to the position
- New functions, such as work supervision, have been added to the position

Individual assessment (individual effort and competence):

- Work effort and achieved results
- Individual effort in the development of the position's work activities
- Initiative to efficiency improvement in work performance
- Enhanced competence in line with the requirements of the area of work
- Degree of independence in the work

- Ability and willingness in respect of adaptation and change of work activities and area of responsibility
- Positions of trust in governing bodies/committees/civil servants' organisations³ at the university, or as a representative of UiB in an equivalent position outside the institution
- Service-minded and flexible, as well as the ability to collaborate, communicate and solve problems
- Contributions to the building up and/or development of the competence of colleagues
- Instigating activities which stimulates the social environment amongst students and employees

In the weighting of the different criteria, there must be a reasonable balance between consideration to individual motivation and to performance of collective work activities and functions.

3.6 Criteria for assessing individual salaries in administrative and academic management positions

By "management positions" we mean in this context positions on the salary plans 90.101 and 17.500 in the Basic Collective Agreements in the Norwegian State that include positions as Office Manager, Head of Administration, Head of Section, Assistant Director, Department Managers, Division Director, Head of Department and Dean.

- Achieved results in the management function
- Contributed to create good research and teaching environments that promote good results among employees and students
- Contributed to the development and efficiency improvement of the organization
- Demonstrates good resource- and financial management
- Contributed to the unit's updated strategies for its activities and to ensuring that resources at the unit are used in line with the university's strategy and objectives and action plans
- Demonstrated ability to communicate, motivate and build relations with employees and students
- Arranged for competence- and personal development of employees in accordance with the unit's needs
- Made valuable contributions in relations between the parties in working life, in accordance with applicable laws and agreements
- Implemented measures to improve gender balance in different position categories

In addition to these criteria, academic managers will be assessed in relation to the following additional criteria:

- Management of the research activities (i.e. securing efficient terms and conditions, promoting quality and productivity in academic activities, motivating and stimulating research results, prioritizing, and realizing academic objectives)
- Management of the teaching activities (such as formulating knowledge and educational objectives, stimulating further development and quality in study programmes, teaching and academic supervision)

³ Positions of trust in civil servants' organisations shall be given equal status with normal service. The position of trust provides competence, and this shall be given weight in respect of the employee's further service and career – cf. The Basic Agreement for State Employees § 1 no. 7 and § 36 no.6. Local salary policy should include the salary development of union representatives. Union representatives should not lose out financially due to their position (Basic Collective Agreement 2.3).

- Management of research dissemination (such as organising knowledge transfer to the public, further developing dissemination activities, contributing to legitimacy, and understanding of the organization in society)
- Management of other academic activities and services (such as public mandatory assignments, counselling, reporting and development assistance)
- Ability to generate research funding for the organization

PART 2 – SALARY PLACEMENT IN CONNECTION WITH ANNOUNCEMENT AND APPOINTMENT

4 Salary placement in connection with announcement of vacant positions

4.1 General about salary placement

The document "Position structure for technical and administrative positions at UiB" specifies the position categories normally used at UiB.

Before announcement, management shall assess the level of pay necessary for recruiting and retaining qualified personnel. This should be reflected in the salary placement in the text of the announcement. Consideration must be given to any minimum wage rates set by UiB.

The competency requirements, the complexity of work activities, consideration of the payments for similar responsibilities in the organization, and the market situation should be assessed prior to salary placement. The salary level should reflect any additional education requirements than the standard requirements for a position.

All positions, whether in salary range or scale, shall generally be announced with a range expressed in annual wage for a 100% position, and with the addition that particularly qualified applicants can be offered higher salaries. UiB has established [minimum pay rates for some positions, normally used at UiB](#).

If the remuneration in the announcement text differs from the university's wage policy and practice, the Division of Human Resources shall be contacted for approval.

The announcement text shall be sent to the organisations prior to announcement. Employee representatives may require the salary placement to be discussed in accordance with the guidelines in the Basic Collective Agreement section 2.5.5 no. 1. If the position is advertised as temporary, the employer shall inform the organisations about the basis for the temporariness (Basic Collective Agreement § 30 no. 3). The employee representatives shall have the opportunity to comment on the job advertisement text before the position is announced (Basic Collective Agreement § 30 no. 4). When announcing part-time positions, the employer shall document the need for the part-time employment, and the organisations may require the part-time employment to be discussed (Working Environment Act Section 14-1 b.). It is stated in the Basic Collective Agreement for the state with the adaption agreement for UiB, § 30, when moderate gender quotas should be used.

In connection with the announcement of vacant positions and on appointment, the salary placement is determined at the faculty level according to proposals from the basic units. The Director of Human Resources determines the salary placement in the administration departments according to proposals from the departments.

4.2 Special conditions regarding salary placement in PhD positions in connection with announcement

It may be appropriate to announce a position at higher annual wage than the minimum wage rates set by UiB. Factors that can have an impact on pay are:

- Fields exposed to competition
- Specialist education or other supplementary qualifications in addition to general requirements for the position

4.3 Special conditions regarding salary placement in management positions in connection with announcement

The nature of the organization will to a large degree affect the burden of managerial responsibilities and should therefore be taken into consideration when assessing the salary level of management positions. By "management positions" we mean in this context positions on the salary plans 90.101 and 17.500 in the Basic Collective Agreements in the Norwegian State that include positions as Office Manager, Head of Administration, Head of Section, Assistant Director, Division Director, Head of Department and Dean. Regardless of the type of management function in question, and the organisational level the person is at, the salary level should reflect the requirements that result from:

- Complexity of the organization (such as the size of the unit, diversity, mutual variations, or other challenges related to reporting units, activities, the breadth of disciplines and subject areas)
- Control span in managerial responsibilities (such as the number of employees within each unit)
- Budgetary scope (budget size, but also any other complicating factors, such as extensive external funding).

Upon appointment, the above criteria must be considered for salary level agreement for a management position.

5 Wage determination on appointment

5.1 General on wage determination

The basic principle of wage determination is that the salary level should reflect the level of work activities and responsibilities. The basis for the remuneration of the employee will thus primarily be the work activities, qualification requirements and responsibilities associated with the position and the extent to which the new employee meets the requirements in the announcement text in relation to formal qualifications (education), prior skills development and work experience.

In addition, the recruitment situation may contribute to determining the salary within the range offered for the position in the announcement.

What other employees with similar qualifications at UiB are paid and the level of work and responsibilities shall also be given weight. It might be necessary to exceed the announced salary level to conclude the recruitment process- if so, consider clause 7.

For determination of up salary in management positions – see clause 4.3.

For new employees to be placed in positions paid according to a salary scale, a calculation of service seniority must be made to ensure a starting salary above the minimum wage (the Basic Collective Agreement LO Stat and YS Stat general provisions section 5). Employees shall have a position seniority from the first day of the month when they take up the position. This applies regardless of whether the position is based on monthly or hourly pay.

The principle of equal pay between the sexes and the administrative principle of equal treatment applies to the determination of wages. The principle of equal treatment dictates that the employer cannot put emphasis on affiliation with an employee organisation in wage determination. With two basic collective agreements, it is especially important that the employer is aware of this.

When announcing positions and during the entire employment process, it is not permitted to ask applicants to disclose membership in an employee organisation. In connection with announcement and drawing up of a pay offer, wages must therefore be set in a range expressed in NOK or in NOK together with salary grade. Only when the applicant has accepted the offer of a position shall the employer request information about membership so that the applicant can be placed according to the correct collective agreement in the wage system.

5.2 New salary placement up to 12 months after appointment in vacant position etc. – Basic Collective Agreement section 2.5.5 no. 3

The employer is required to reassess the employee's salary placement within 12 months after employment and upon transition from temporary to permanent position. This should be done after dialog with the employee (Basic Collective Agreement section 2.5.5 no. 3).

Here, employment is understood as when the employment committee has made an employment decision. The rule does not apply in the following cases:

- Expansion of the position percentage
- Transfer to another position as a result of downsizing due to restructuring or facilitation due to health-related reasons
- In cases where the employee has requested a transfer to other tasks/positions without applying for a vacant position. When the employer finds grounds to create a new position in such contexts, it can be agreed that no new salary assessment according to the Basic Collective Agreement section 2.5.5 no. 3 will be made
- Secondment and temporary transfer of employees

For positions on the salary scale (HTA – General Provisions § 4), the effective date is set no later than the last day of the month before the month of commencement.

Example: The employment date is May 19, 2024. The latest effective date for promotion according to the Basic Collective Agreement 2.5.5 no. 3 shall then be April 30, 2025. This ensures that the salary change does not conflict with seniority promotion that occurs after one year of service. For those this applies to (positions on the salary scale, cf. General Provisions § 4), such automatic seniority promotions will be in addition to any salary change authorized by the Basic Collective Agreement 2.5.5 no. 3.

[UiB has established procedures for the implementation of the Basic Collective Agreement section 2.5.5 no. 3.](#)

For the divisions in the central administration, the decision-making authority will still lie with the Director of Human Resources. For the University Museum in Bergen, the Division of Human Resources will be responsible for implementation, but the determination of any new salary will be decided by the Museum Director.

5.3 Salary assessment upon reinstatement after leave without pay

An employee who has been on unpaid leave shall be assessed for salary by the employer upon re-entry. This shall be discussed with the union representatives. The salary assessment shall take place in cases where unpaid leave has resulted in the employee not being assessed for salary in the annual local salary negotiations according to the Basic Collective Agreement section 2.5.1.

5.4 Salary placement in the event of a change of position from postdoctoral fellow to associate professor/associate teaching professor/researcher

In the event of a change of position from postdoctoral fellow to associate professor/associate teaching professor/researcher, a change of job shall not entail a decrease in salary.

PART 3 – CHANGE IN WAGES OR POSITION RESTRUCTURING AFTER NEGOTIATIONS

6 Annual local wage negotiations

6.1 *Basic Collective Agreement section 2.5.1*

Local negotiations under Basic Collective Agreement section 2.5.1 are the main authority for changing wages locally.

It is the central parties to the agreement that, in connection with negotiating a new Basic Collective Agreement every second year and in an interim settlement, decide whether funds should be allocated for local wage negotiations. In negotiations pursuant to Basic Collective Agreement section 2.5.1, the requirements shall be justified in the criteria prepared for the various position groups at UiB, as well as any conditions for the individual local wage negotiations. Section 2.5.4 of the Basic Collective Agreement stipulates which measures can be used.

The salary level shall reflect the individual employee's work activities, responsibilities and competence, as well as highlight and reward achievements and efforts that contribute to achievement of objectives in all areas and at all levels at UiB. Wage promotion in local 2.5.1 negotiations is generally based on an assessment of individual achievements and contributions to collective performance achievement. At the same time, structural and group considerations, the need to correct unreasonable wage differences, general wage development and other relevant grounds may be included as elements.

In addition to work activities, competence and personal assessments, among other things, the following circumstances shall be considered:

- Unreasonable pay imbalances with changes to the recruitment basis
- Recruit and retain - measures to retain special groups
- Gender equality/equal pay considerations
- Wage and personnel policy measures in connection with restructuring

6.2 *Financial framework – negotiations pursuant to section 2.5.1 of the Basic Collective Agreement*

In the case of the central collective wage settlements, guidelines are given on the proportion of salaries to be negotiated at local 2.5.1 negotiations every year and the date they come into effect. Salary funds have already been allocated to the faculties within the budget framework. The faculties must therefore ensure that funds for local pay negotiations are set aside within their framework.

The University can also add its own funds to the amount ("pot") to be negotiated. The employer shall decide whether UiB shall deposit its own funds well before the parties exchange their claims. Any special pot is negotiated in compliance with the guidelines provided by the central parties and by agreement with the local parties in the preparatory meetings.

6.3 Procedural rules between the employer and the employee organisations

Well before the local pay negotiations start, a preparatory meeting between the parties shall be held. The following items will be discussed in the meeting:

- the size and distribution of the negotiating pot
- gender equality/equal pay considerations
- guidelines and any wage policy considerations that should form the basis of the negotiations. These should be based on the continuous objectives and challenges of the university.
- how any guidelines should be followed up.
- The relationship between individual negotiations and general wage developments for all employees
- clarify the statistics and salary information that the employer will present during the negotiations.
- possibility that the negotiations may be carried out according to the umbrella organization model
- deadline for claims (between the parties), meeting schedule and other procedures necessary for the implementation of the negotiations.

The parties individually set their application deadlines (deadline for employers and employees) and other procedural rules.

An evaluation meeting should be arranged no later than one month upon completion of the negotiations. Minutes are sent to the relevant organisations.

6.4 Statistics

In connection with the wage settlements, the following personnel and wage statistics shall be available to the parties:

Annual wage statistics: The Division of Human Resources prepares annual wage statistics that include the result of the central settlement for the current year. The wage statistics are prepared as soon as the effects of the central settlement are entered into the payroll- and personnel data system. The wage statistics shall include:

- Average salary for each position code collected and distributed by gender, and unit (the Faculties, University Museum of Bergen, University Library and Central Administration)
- The number of full-time equivalents included in each position code is collected and divided by gender. The calculation basis is all permanent and temporary positions.

6.5 Procedural rules for employers at UiB

When the allocation of funding for local pay negotiations is established, usually in June every year, the Human Resource Division will provide information regarding employees.

When the local parties have completed their preparatory meetings, the Human Resources Division will provide further information to faculties and Division directors regarding procedures and applicable central and local guidelines etc.

The faculty level will, in the form of a letter to the Heads of Department, communicate the employer's procedural rules for the individual local wage settlement.

Employers (head of department/department) are obliged to assess the individual employee and prepare reasoned and prioritised claims based on the criteria for assessing individual pay, as well as any guidelines for the individual local wage settlement. The claims for academic staff and for employees in administrative and technical positions should be prioritised individually.

It is the employer's responsibility (Head of Department/Head of Section) to provide feedback to the employees regarding the result of negotiations.

6.6 Applications for a change in wages and position change from employees

Employees present proposals for wage claims for themselves via their civil service organization within the specified deadline. Procedural rules and application deadlines for civil servant organisations may be obtained by contacting the organizations, alternatively by investigating the individual organization's website.

An application should be based on the specified criteria for the employee's associated position group. See the description of criteria for the different positions under clause 3.

6.7 Preparation of the first offer, preliminary discussions and negotiations

Unless otherwise agreed, the following apply:

After the claims have been exchanged between the parties, the faculties prepare an offer. The first offer should not comprise more than 70% of the pot. The Division of Human Resources shall secure the quality of the offer.

Thereafter, the parties conduct preliminary discussions to resolve as many issues as possible before the final negotiations are completed. The faculty management and a representative from the Division of Human Resources will participate in the discussions. The meetings are chaired by the faculty representative. The employer prepares a new offer, based on these discussions.

Claims for those participating in the final negotiations shall be negotiated separately

6.8 Equal opportunity

Equal opportunity is an important objective of the university's human resources policy. The criteria used when assessing individual pay are gender neutral and should be practiced in order to promote equal opportunity.

In accordance with section 2.3 of the Basic Collective Agreement, necessary overviews and compilations at all levels, divided by gender, shall be prepared, and any gender-based wage differences shall be identified. The negotiations shall contribute to removing these.

7 Wage negotiations for extraordinary premises

7.1 Basic Collective Agreement section 2.5.3

In accordance with the Basic Collective Agreement section 2.5.3, the parties at UiB may conduct negotiations if there are extraordinary premises. Section 2.5.4 of the Basic Collective Agreement stipulates which measures can be used.

Pursuant to **section 2.5.3 no. 1a of the Basic Collective Agreement** negotiations may be held if "significant changes have been made to the circumstances that have been established when determining the salary of the positions/employees."

Note:

Negotiation claims based on point 1a) above should be documented with a job description/job evaluation or information that otherwise makes it possible to measure the changes in the assigned tasks.

Work tasks associated with a position progress naturally over time, and this alone is not a sufficient reason for pay regulations. The determining factor is that the employee is allocated new work activities that require something of a higher quality than previously, and that these lie at a higher level. In addition, the work activities that have changed must have a scope that makes the change "*significant*" and should therefore form a large part of the employee's working day. The requirement for significant change thus applies to both the level and scope of the work activities

Negotiations can be conducted pursuant to **section 2.5.3 1 b of the Basic Collective Agreement** if "measures are planned or implemented that lead to increased efficiency, simplification or better user orientation. The employer defines the objective of the measure and the size of the appropriation. The parties negotiate the distribution of the appropriation between the employees who have contributed to the measure.

Negotiations may be conducted pursuant to **section 2.5.3 1 c of the Basic Collective Agreement** if "reorganisations/organisational changes have been implemented whereby two or more organizations/operating units have merged and where unfounded wage differences have arisen as a result. Negotiations are contingent on coverage from the budget of the organization."

Section 2.5.3 no. 2 of the Basic Collective Agreement allows for the fact that, by agreement with the employee representatives, a time-limited or permanent wage change may be allowed when there are difficulties in **recruiting or retaining especially qualified personnel**. In the event of a claim for adjustment of salary based on this, it must be documented that there is a real risk of losing particularly valuable expertise. One example may be that the employee has been offered another position with an external employer and that the institution believes it will be difficult to replace their competence if the person in question resigns from their position. In other cases, it may be the pressured labor market situation that certain disciplines experience, which makes UiB therefore want to offer higher salaries/position code changes as a measure to retain the employee.

Section 2.5.3 no. 2 of the Basic Collective Agreement also allows for individual wage negotiations for **employees who have made an extraordinary effort**.

For example, the authorization may be used in cases where employees are given extra work for a limited time period, and the work cannot be said to form part of the ordinary required duties in the position. In the specific assessment, emphasis is placed on whether the civil servant in question already has extensive work activities in his or her ordinary position, the scope of the additional work and whether it entails significant responsibility. Such time-limited promotion is given as a NOK supplement.

Section 2.5.3 no. 3 of the Basic Collective Agreement allows for rectifying any documented wage differences that cannot be explained for any other reason than gender.

Where documented wage differences cannot be explained by anything other than gender, the employer, in consultation with the employee representatives, shall correct the wage differences in accordance with the Equality and Anti-Discrimination Act § 34. The same applies where documented wage differences cannot be explained by anything other than the grounds for discrimination in the Equality and Anti-Discrimination Act § 6.

Claims founded in recruitment considerations, extraordinary efforts and documented wage differences are not subject to negotiation equivalent to other claims pursuant to section 2.5.3 of the Basic Collective Agreements, but such claims should nevertheless be discussed with the organisations. If the parties do not reach an agreement, the employer's last offer applies. A protocol is also written from such discussions.

7.2 Financial framework – negotiations pursuant to section 2.5.3 of the Basic Collective Agreement

As is the case with negotiations under Basic Collective Agreement section 2.5.1, the units themselves must budget with the impacts of any 2.5.3 claims.

Employers at all levels have a responsibility to ensure that the dispositions made are within the budget.

7.3 Procedural rules for negotiations pursuant to section 2.5.3 of the Basic Collective Agreement

Claims may be presented either by the employer or by the civil service organisation on behalf of a member who believes himself to be entitled to a change of salary or position pursuant to Basic Collective Agreement section 2.5.3. If a claim is presented by the employer, the application shall be submitted through the official channels via the faculty to the Division of Human Resources in Elements on a special template prepared for this purpose (writing assistance).

If an employee wants to present a claim, the application shall be sent to the civil service organisation of which he/she is a member.

If the employer or organisations find that there is a basis for the claim, the case is brought before the Negotiations Committee at UiB.

The Negotiations Committee at UiB has a meeting approx. every second week.

8 Promotion to higher positions for employees in academic positions

For employees in teaching and research positions, promotion to higher positions will occur in accordance with the guidelines in [the Universities and University Colleges Act, chapter 3: employees in teaching and research positions, recruitment positions and tenure track positions.](#)

Promotion schemes for other academic positions:

- Promotion to Senior Academic Librarian - [Circular F-14-95](#)
- Promotion to 1109 Researcher - [Regulations for promotion to 1109 researcher in state enterprises](#)
- Promotion to 1183 researcher – [Rules for promotion to researcher code 1183](#)

See also special agreement on wage change for employees that allows for promotion from position as Associate Professor to Professor.

PART 4 – LOCAL WAGE POLICY SPECIAL AGREEMENTS

9 Special local agreements on Wage policy for UiB

The local parties at UiB have entered into the following special agreements:

- Special agreement on assessment of pay conditions for employees awarded competence promotion to Professor
- Special agreement on conditions for salary determination for employees who achieve prestigious projects, status as outstanding teacher or contribute to externally funded projects assigned to UiB
- Special agreement on pay conditions for elected and employed academic managers at UiB
- Special agreement on pay and working conditions for time-limited engagements for field work at UiB
- Special agreement on compensation for continuing and further education
- Field work for employees at the University of Bergen
- Instructor dentists with specialist qualifications
- Temporary salary increases

All the special agreements are available in [the Employee Handbook](#) for UiB.