

salary-revision process at SLU

[Saco-S SLU](#)

- continuity: same process since many years
- the revision date is October 1st (*i.e. the salary period runs from 202X-10-01 to 202[X+1]-09-30*)
- salary-setting discussions (LSS) take place during September and October
- there are always at least two (possibly three) talks/meetings during the process
- the new salary is paid retroactively in December (*this year on 2025-12-23*)
- preparatory work begins annually in February/March in dialogue with HR
- HR provides annual training for managers on conducting salary-setting discussions
- HR makes a nano-education on the salary revision
- Saco-S at SLU organizes webinars for members

staff development review

The employee and the salary-setting manager discuss and plan the work, and set goals that form the basis for evaluating performance.

performance review

The employee and the salary-setting manager engage in a dialogue about performance, responsibilities, and goal achievement over the past year.

salary-setting talk

The salary-setting manager presents a proposal for a new salary, with a clear justification for the salary level. The employee has the opportunity to respond to the proposal, ask questions, and offer their own perspectives.

Salary review

oppose

negotiation meeting

A disagreement meeting is held between the employer (HR and manager) and Saco-S SLU, primarily to evaluate the process.

The salary-setting manager provides feedback to the employee regarding the final salary, with a clear justification for the salary decision.

concur

salary agreement

The salary proposal is registered in Primula and either approved or rejected by the employee.

follow-up meeting

If needed, a follow-up talk is conducted

concur

oppose

implementation of the process

TALK ONE (performance review)

- make sure the meeting time works for you → prepare in advance, preferably in writing:
 - check notes from your previous staff development review
 - go through your set goals → evaluate your progress
 - read [SLU's salary criteria](#)
- present arguments for your own performance, listen to your manager's reasoning → contribute to creating a constructive dialogue.

TALK TWO (salary setting talk)

- dare to propose a salary and argue for it based on the above
- ask *why* you are being offered the new salary
- relate your salary to SLU's overall salary statistic
 - avoid comparisons with salaries of your colleagues, or
 - only within your own department/unit.
- take time to reflect on the proposed salary → consider requesting a third meeting if needed

disagreement

- inaccuracies or deficiencies in the process
- unjustifiably low salary, incorrect salary setting
- Saco-S collects information from you as a member ahead of a negotiation-meeting with the salary-setting manager/head of department and HR
- it is uncommon that we can influence the salary-setting outcome
- the salary-setting manager must follow up, communicate the final salary, and justify the decision after the negotiation is concluded

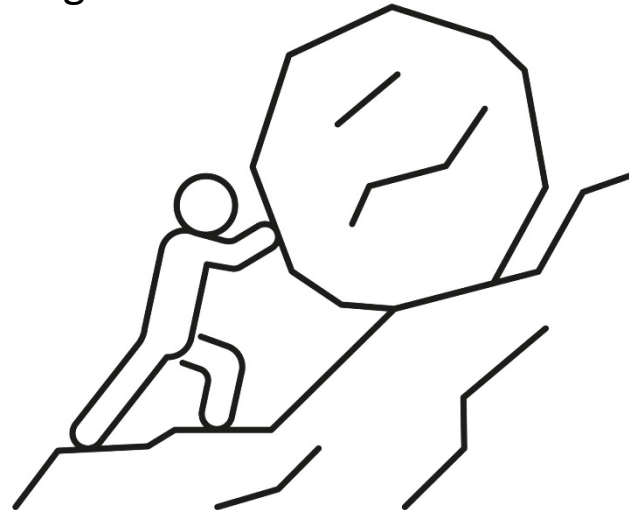
SLU's salary-criteria

- the aim is to enable salary setting based on objective evaluation criteria of the employee's performance and competence
- salary criteria are available for the following staff categories:
 - administrative work
 - clinical work
 - environmental monitoring and assessment
 - manager with staff management responsibilities
 - research
 - teaching
 - technical work
- some criteria are common for all employees at SLU
- depending on your work tasks, you might consider looking at criteria from several staff categories

<https://internt.slu.se/en/my-employment/salary-and-pension/salary-criteria/>

(some) common challenges at SLU

- managers referring to “pools” and percentages
- employees with overly high expectations: salary review \neq salary negotiation
- employees focusing on the salary increase (*rather than the correct salary level*) and comparing themselves to colleagues
- managers deciding an individual salary based on colleagues or the unit
- insufficient justification from the manager regarding the salary decision
- lack of follow-up from the salary-setting manager



Saco-S at SLU's salary-revision survey

- the aim is to identify and understand shortcomings and issues in the process
- it is important that many employees respond in order to further develop the process and improve local practices at SLU.

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