



To

Salary-setting managers and employees

Salary appraisal using the salary-setting appraisal model (2022)

At the University of Gothenburg, all members of Saco-S are covered by the salary setting appraisal model.

The salary-setting appraisal model

The objective is for those who have the best knowledge of operations and the employee's performance during the past period (the manager and employee) to assume responsibility for creating consensus on the connection between objectives, results, and salary. A well-functioning individual and appropriately differentiated salary setting requires regular dialogue between the manager and employee where the manager describes and concretizes expectations of the employee's contribution to the goals.

The salary-setting appraisal model consists of two dialogues. The first dialogue is an evaluative discussion of job performance from the past year in relation to the assignment and individual goals. In the second dialogue, the salary-setting manager presents the new individual salary based on a fact-based assessment. This last component is not to be regarded as a negotiation.

The form "Confirmation of Appraisal" is used to document the salary agreement. A digital form "Confirmation of Appraisal" is sent by e-mail to document the individual salary, regardless of whether it is carried out digitally or as a physical dialogue.

The employee confirms the salary by ticking "yes" in the "Confirmation of Appraisal" and returns by e-mail. The date of the decision is the date on which the agreement is signed.

If the employee requests an extended consideration period, the manager and employee must agree on a new date for documentation of the agreement.

The employee receives a copy of the confirmation of appraisal that can be used, if necessary, to submit information on the date of the salary change to the Swedish Social Insurance Agency or others.

If the salary-setting appraisal does not result in an agreement on salary

If the second dialogue, in which the manager presents the new salary, does not lead to an agreement, the salary-setting manager is responsible for contacting the area representative at Saco-S and the Office of Human Resources to schedule a new additional dialogue with the employee to create a better potential for concluding the salary appraisal.

It is important that employees promptly contact their area representative at Saco-S if an agreement on salary cannot be reached so that Saco-S has the information that may be required for further appraisal.

Additional salary-setting appraisal

In the next step in the process, the salary-setting manager summons the employee to an additional appraisal with the support of a local employer representative and a local Saco-S elected representative. The appraisal, which is carried out at the department/equivalent, is not documented. The purpose of the additional salary-setting appraisal is to reinforce the process by providing a better dialogue and a clearer explanation of the salary-setting so that the manager and employee can reach an agreement.

If lack of agreement persists, the salary-setting appraisal model and the salary appraisal are concluded through a negotiation process.

Concluding negotiation

If the salary-setting manager and employee do not agree on salary after completing the additional salary-setting appraisal, this is to be immediately documented in the form "Disagreement". The salary-setting manager and employee sign the form and write the date. The employee receives a copy of the form "Disagreement".

The salary-setting manager and employee are also, respectively, to provide their explanation of why an agreement on salary could not be achieved by filling, each on their own, in a separate appendix. The salary-setting manager submits the form and appendix according to the instructions. The employee scans and sends the form "Disagreement" and a separate appendix to Saco-S, e-mail: saco@gu.se

A special routine is applied if the additional salary-setting appraisal is digital.

The concluding negotiation component means the employee hands over the responsibility to Saco-S to conclude the salary appraisal in coordinated negotiation with the employer, the University of Gothenburg. The appraisal is conducted at the university level between the parties.

When the concluding negotiation of the remaining individual salaries are completed, the salary-setting manager provides feedback on the results to the employee in question.

In exceptional cases the employer and the Saco-S may, when there is no possibility of completing the model salary-setting appraisal, come to an agreement to end the salary appraisal by proceed directly to the concluding negotiation between the parties.

If the salary-setting appraisal model is not followed or completed

The salary-setting manager is responsible for planning and creating the conditions that allow for implementing the salary-setting appraisal model. This means planning the appraisal and summoning the employee in a timely manner. Both the manager and employee have a responsibility to actively contribute to a meaningful appraisal so they can add to the description of the past period's job performance based on established goals.

If the employee, despite being offered alternative times for the appraisal, does not participate, the question of how the salary appraisal is to be completed will be submitted to the parties. The salary appraisal can then be concluded through an employer's decision or, if there are special reasons, in negotiations between the parties.

Salary appraisal for employees who for other reasons, such as illness or other absence, cannot complete the process is left to local parties to decide. In these situations the salary appraisal might also be concluded through an employer's decision or, if there are special reasons, in negotiations between the parties.