

Guidelines for Completing a Claim Form for Individual Pay Rise – State Sector FORSKERFORBUNDET 2018

Here are some key words to assist you when filling out the form. Please fill in all the boxes on the form.

Name of Local Branch in Forskerforbundet

For example: «Forskerforbundet at University of Bergen».

Job Title at Present

Name your current position – in Norwegian. Example: Bibliotekar, Professor, Høgskolelektor, Forsker.

Grade Code («SKO»)

This is a code unique to each position. Examples: 1017 (Stipendiat), 1109 (Forsker), 1408 (Førstekonsulent), 1008 (Høgskolelektor), 1011 (Førsteamanuensis). Normally, you will find your grade code on your monthly pay slip. All grade codes can also be found in the Basic Collective Agreement ([Hovedtariffavtalen](#)).

Job Seniority

What year is your seniority from? This is often indicated on your pay slip.

Current Placement within the Pay System

It is important that you state your correct pay grade («lønnstrinn»).

You will find your current pay grade on your monthly pay slip. If not, you may contact the payroll office at your work place for more information.

Requested Change

It is important to make a realistic claim. Please note that Forskerforbundet has the opportunity to reduce the claim if we find it necessary.

JUSTIFICATION FOR CLAIM

Your written justification should be within the framework of the local pay policy, which is the basis for assessing the various individual claims. Your justification should also be clear, good, and preferably brief.

You may also claim a change of your Grade Code, if you find that your current code is not in compliance with the actual function and content of your position.

Examples of justifications for pay rise:

- Made an extra effort in your job (over some time).
- Changes in your work area and/or responsibilities.
- Relevant upgrade or development of your expertise.
- Held elected office, participated in governing bodies, committees or working groups.
- Contributions to efficiency improvements or increased user orientation.
- Contributions to a better working environment
- Your competences and qualifications are in high demand in the labour market.