

Guidelines for completing the claim form – State sector

Forskerforbundet 2025

Here are some key words to help you fill out the form.

Employer: The company you are employed by. For example: «University of Bergen».

Workplace: Workplace: Institute / department / section / unit.

Position code («SKO») and job title: Position code and job title: All positions have a code. For example, 1410 librarian, 1109 researcher, 1434 advisor, 1008 university lecturer or 1011 associate professor. The position code is on your pay slip. You can also find all job codes with titles in the Basic Collective Agreement (Hovedtariffavtalen). In addition to the formal job title, you may have a local job title, e.g. exam manager.

Current salary: It is important that the annual salary you provide is correct. Information about your salary can be found on your payslip, or contact HR or equivalent at your place of work.

Seniority promotion from May 1 to the start of negotiations: If you have received a salary promotion based on seniority on the salary scale, state when it happened and how much it is. This is important because this seniority promotion will come in addition to the salary changes as of May 1. (as of June 5 this year).

Salary claims according to 2.5.1: Negotiations are conducted in different ways. At some workplaces, general increases are negotiated first and then group increases and individual increases. At other workplaces, everything is negotiated as one. Members will usually receive information from their union representative about how to submit claims; if not, contact the union representative. It is important to know what the financial basis for salary claims is. Be realistic about the size of your claim. The union representative / delegation has the authority to determine the overall claim.

The salary claim is stated as annual salary in NOK.

Salary claims according to 2.5.2: This is the annual salary adjustment for managers who report to the top manager.

Salary claims according to 2.5.3: Negotiations on special grounds are negotiations based on the individual employee's circumstances. It is the union representative who promotes and negotiates 2.5.3 claims, but we recommend that such claims be discussed with the immediate manager. Requirements under point 1 a) *change in the conditions that are the basis for determining the position/employee's salary*, must be justified particularly well. You should be able to refer to the old and new job description that shows the changes.

Justifications for the claim: The Institutional salary policy should form the basis for wage claims. The arguments should be linked to the local salary policy and / or the priorities agreed upon by the parties. The justifications should be clear, specific and preferably concise.