THIS IS THE TEMPLATE – MAKE A COPY BEFORE ADJUSTING TO THIS YEAR

**General information about the wage settlement procedure at NORCE**

1. The wage settlement procedure starts with negotiations between the unions and NORCE. The extent of this year’s wage growth is negotiated, this is called “lønnsramme” and is typically expressed in percent. Also, principles about how all or parts of this framework will be distributed between employees are negotiated. This is called the profile.

1. This year's salary negotiations have not yet been completed. The board welcomes your opinions on which aspects you believe are important to emphasize in this year's negotiations.

1. It is the employer's responsibility to distribute the wage growth among the employees. In this process, the employer must take into account the following factors:
2. That the agreed “lønnsramme” is applied (when considering the total of all members).
3. That the guidelines from the profile are followed.
4. Your salary adjustment must be based on an individual assessment. The assessment must be factual and take established and written criteria into account. This follows from the agreement between Abelia and Forskerforbundet central and our special agreement (særavtale). See details below and the agreement (only available in Norwegian): <https://www.forskerforbundet.no/Documents/avtaler/Abelia_overenskomst.pdf> Abelia is the association of Norwegian knowledge and technology-based enterprises.

1. After the employer has determined the new salary for everyone, representatives from Forskerforbundet at NORCE conduct an overall check to ensure that the settlement as a whole is in accordance with the agreed “lønnsramme” and profile. The union’s representatives do not participate in the individual assessments and regulations made by the employer.

1. The wage regulation takes effect from 1 July each year. If the process is not completed by 1 July, you will receive the salary increase paid in arrears once everything is ready (typically in August).

**Advice on relating to the individual salary assessment:**

1. Document your work effort in the last 12 months

The unions main agreement states that your salary development shall be based on a "factual assessment of competence, skill, work effort, experience and the position's area of responsibility and work, as well as the individual development since the previous assessment" (our translation of the Forskerforbundet-Abelia agreement). It is also stated that “in the company's assessment, it must be considered that younger researchers typically have a rapid growth in competence.”

The special agreement we have with NORCE states that the company must have a wage policy and that a wage system must agree with “criteria for wage development”. A salary policy has been developed and is available in [MAPS](https://norce.sharepoint.com/sites/MAPS/docs/l3-eiere/Lonnspolitikk.pdf). We also recommend that you review the guidelines for salary determination at NORCE, which are available in [MAPS](https://norce.sharepoint.com/sites/MAPS/docs/S3-HR/retningslinjer-lonnsfastsettelse-lonnsutvikling.pdf). There is also a list of relevant points for the use of assessment criteria for the annual salary regulation for the main types of positions at NORCE.

For the assessment to be “factual”, the employer must have a fact-based basis for evaluating you. We recommend all members ensure that their group leader has all relevant information. Spend some time briefly summarizing conditions you believe are relevant for you and fall within the criteria listed above, with emphasis on changes and work performed in the last 12 months. Send this in writing (an e-mail) to your group leader to make it easier for her/him to perform a factual assessment of you. To assist you in this summary, we have provided a proposal for factors that are often relevant. See the attached Appendix.

1. You are entitled to a dialogue on wage development and assessment

Whether there is a need for dialogue with your group leader concerning the salary assessment is individual (“lønnsamtale” in Norwegian). If you work closely with your leader, you may have little need for such a conversation. Others may have their group leader working at another location or may not be aware of the work you've done. If you feel the need for this conversation, or if your group leader requests it, we recommend that you initiate it. A written summary provides a good starting point for discussing your work over the past 12 months.

If the wage settlement outcome is not as you had hoped, you can ask the employer for justification. According to the agreement, the employer can choose to provide reasons orally. Forskerforbundet union representatives do not participate in the individual wage determinations, and do not have information about the assessments the employer has based their decisions on. If you believe there are unreasonable matters, you can contact one of us on the board for a discussion.

Dialogue on wage development is a right you have as a member of Forskerforbundet. The main agreement states: “Individual salary determination presupposes dialogue, such as a salary discussion, between the manager and the employee. The individual member can ask the company for a justification for the salary determination.” Since the employer adjusts salaries annually, it is natural for wage development dialogue to occur before rather than after the annual adjustment.

However, a salary dialogue doesn't have to occur exclusively with annual assessments. You can request it whenever needed. A salary dialogue involves discussing salary, salary development, and salary expectations, and the need may arise for many reasons, such as formal competence development, new work assignments, completion of a probationary period, competing offers, etc. We recommend that the initiator of the conversation provides a brief written summary of the background before the interview.