



The Akademikerförbunden salary-setting process

Akademikerförbunden consists of Akademikerförbundet SSR [The Union for Professionals], Akavia, DIK, Fysioterapeuterna [The Swedish Association of Physiotherapists], Naturvetarna [The Swedish Association of Professional Scientists], Psykologförbundet [The Swedish Psychological Association], SRAT, Sveriges Arbetsterapeuter [The Swedish Association of Occupational Therapists], Sveriges Farmaceuter [The Swedish Pharmacists Association], Sveriges Ingenjörer [Engineers of Sweden], Sveriges Skolledare [The Swedish Association of School Principals and Directors of Education], Sveriges universitetslärare och forskare, SULF [The Swedish Association of University Teachers and Researchers] and Sveriges Veterinärförbund [The Swedish Veterinary Association].



**AKADEMIKER
FÖRBUNDEN**

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A salary structure is an instrument for guiding an organisation towards set goals. The salary structure must be objective and must be based on employees' goals, results and performance and on the degree of difficulty of the work. The employees who contribute most to the results of the organisation should also have the best salaries. A system of individual, differentiated salaries encourages employees to take greater responsibility, increases their commitment and motivates them to achieve their goals.

For a salary structure to be effective, each employee needs to understand the basis on which salaries are set and how they can influence their own salary level and development. Salaries should be set locally and through dialogue with the salary-setting manager.

Managers play a key role in the salary-setting process. It is essential that employers take responsibility for ensuring that managers have the knowledge and competence to facilitate a good salary dialogue. It is also important that salary-setting managers have significant influence over the salary-setting process.

How we implement our salary process

- Through collective agreements that support local salary structures,
- Through local parties integrating the salary-setting process in their budget, financial and business processes,
- Through clearer, more relevant individual goals and salary criteria adapted to local conditions and clearly linked to the goals of the organisation,
- Through training and support for local parties and members.

Your salary dialogue

Your salary dialogue should be linked to your professional development dialogue and the everyday dialogue between you and your manager throughout the year. This means that your salary and salary development are a continuous matter. We recommend that development dialogues and salary dialogues be held separately.

The salary dialogue allows you to focus clearly on your results and your performance. It gives you and your manager an opportunity to have an objective discussion characterised by mutual openness and respect. Naturally, you both have a responsibility to prepare for the meeting so that the discussion is meaningful for both sides.

A salary dialogue should normally take place over at least two separate meetings

1. At the first meeting, you discuss your responsibilities, your duties, your performance and your results in relation to your goals.
2. At the second meeting, your manager presents a proposal for a new salary and the salary discussion is concluded.



How to prepare for your salary dialogue

- Think about how you fit into the existing salary structure. Does this bring up any issues that you want to talk about in your salary dialogue?
- Review what you have done.
- What results have you achieved over the past year?
- Were your goals realistic? Link this to your development dialogue and your continuous dialogue with your manager.
- Have you been given more demanding tasks?
- Have you been given more responsibility?
- Have you contributed to the development of the organisation and its operations?
- Have you developed your skills for the benefit of the business?
- Have you helped your colleagues achieve better results?
- What do others with equivalent jobs and skills earn? Use your contacts and get help from your union.
- The Saco Lönesök salary database contains a wealth of valuable salary statistics. You can access Saco Lönesök through your union's website.



Practical advice
before your salary
dialogue

Roles in the salary-setting process

The employer should

- Ensure that the salary-setting manager is familiar with the employer's salary policy and its criteria for setting salaries and has the authority to adjust salaries.
- Inform employees about the salary policy.
- Ensure the salary dialogue process is implemented and followed.

The employee should

- Be familiar with the company's salary policy and its criteria for establishing salaries.
- Be well prepared for the salary dialogue.

The local trade union association (Akademikerföreningen)

The local trade union representatives are responsible for preparing and following up the annual salary review. They focus on ensuring quality in the salary-setting process and ensuring conditions for fruitful salary discussions. They also examine the organisation's need for changes to the salary structure and salary development. Creating and maintaining conditions for an individualised, differentiated salary structure ensures there are no undue and unfair salary differences at the workplace.

Your local trade union association can often provide support when you are preparing for your salary dialogue. Contact them to find out how they can help you.

If there is no local Saco trade union association at your workplace you are always welcome to contact your own union's members support service for advice.

Other opportunities to influence your salary level

When you start a new job, you negotiate and agree a salary with your employer. You can also try to negotiate about your salary during your period of employment. You can do this during the annual salary review or at other times, for example if you are given new duties and responsibilities. The collective agreements stipulate that new duties that can be equated with a promotion result in a salary increase which is separate from the salary review.





This is Akademikerförbunden

Akademikerförbunden inom Handel och Tjänster, (Professional Associations in Trade and Services), consists of 13 trade unions affiliated to Saco, The Swedish Confederation of Professional Associations. The cooperation was set up in 2001 with the aim of ensuring good career, working and employment conditions for graduate professionals in the commercial and services sectors.

Akademikerförbunden

- Negotiates and signs local collective agreements on salaries and employment conditions for its members within the fields of commerce and services,
- Represents the unions and their members in relation to employers' organisations and employers,
- Supports and develops the work and activities carried out by Saco's joint trade union associations at workplaces.

Akademikerförbunden consists of the following associations



Akademikerförbundet SSR
[The Union for Professionals]
www.akademssr.se



PSYKOLOGFÖRBUNDET
Psykologförbundet
[The Swedish Psychological Association]
www.psykologforbundet.se



Sveriges Skolledare
[The Swedish Association of School Principals
and Directors of Education]
www.sverigesskolledare.se



Akavia
www.akavia.se



SRAT
www.srat.se



Sveriges universitetslärare och forskare, SULF
[The Swedish Association of University Teachers
and Researchers]
www.sulf.se



DIK
www.dik.se



Sveriges Arbetsterapeuter
[The Swedish Association of Occupational Therapists]
www.arbetsterapeuterna.se



Sveriges Veterinärförbund
[The Swedish Veterinary Association]
www.svf.se



Fysioterapeuterna
[The Swedish Association of Physiotherapists]
www.fysioterapeuterna.se



Sveriges Farmaceuter
[The Swedish Pharmacists Association]
www.sverigesfarmaceuter.se



Naturvetarna
[The Swedish Association of Professional Scientists]
www.naturvetarna.se



Sveriges Ingenjörer
[Engineers of Sweden]
www.sverigesingenjorer.se

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together to create good working
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www.akademikerforbunden.se