

Traditional negotiations (OFR/ST and Seko)

Traditional negotiations

Negotiations take place between the employer (Division of Human Resources and managers, i.e. head of department/equivalent) and OFR/ST and Seko respectively. To prepare for the negotiations, managers carry out salary appraisals with all their staff. Each manager then submits a proposal for new salaries for their staff to OFR/ST and Seko respectively. The two unions then submit their opinions on these proposals. Traditional salary negotiations then follow to reach an agreement on the new salaries. Once negotiations have concluded, the results are compiled in a collective bargaining agreement and managers inform their staff of the outcome.

Salary dialogue

All managers must hold a salary-setting dialogue or salary dialogue with every employee in connection with the salary review. They are to be held with staff who are members of OFR/ST or Seko and whose salaries are negotiated by representatives from OFR/ST and Seko.

The salary dialogue reflects on the employee's performance, the objectives they have met and the current salary level. The purpose of the dialogue is for the employee to understand on what grounds their salary is set and what they can do to influence their salary progression. It should also establish realistic expectations for the outcome of the salary review.

The employee's tasks and how they are performed form the basis of individual salary setting. The salary-setting dialogue gives managers the opportunity to clearly state and explain their understanding of their employee's performance over the past year, the employee's current salary and what they can do to influence it. At the same time, the employee is given the chance to describe and explain their performance over the past year and their current salary.

Preparation

To ensure a positive dialogue, both the employee and manager need to prepare by reflecting on how the employee has performed in relation to their targets from the past year.

The *Performance review criteria* document can be used as support during preparation and the actual dialogue.

Together with staff organisations, SLU has created an information sheet about salary-setting dialogues and salary dialogues as well as performance evaluation criteria. See the fact box below.