

Institutional contract
between the University of Iceland and the Association of University Teachers
(Félag háskólakennara, Fh)

Criteria for determining wages for employees at the University of Iceland, in
accordance with the provisions of
the collective wage agreement between the Association of University Teachers and
the Minister of Finance, on behalf of the Treasury,
dated 3 January 2020

SECTION 1
General criteria

1.1 Scope

This institutional contract is based on Article 11.3 of the collective wage agreement between the Minister of Finance, on behalf of the Treasury, and the Association of University Teachers, dated 3 January 2020. The contract applies to all staff at the University of Iceland who are employed under the terms stipulated by the collective wage agreement, as well as those on leave, paid or unpaid, on maternity/paternity leave or sick leave.

1.2 Determining wage brackets Wage brackets shall be determined in accordance with the nature of the job and the job description. Any decision determining the factors that affect wages and in what way will serve as a guideline for other employees in comparable jobs, in order to guarantee equal treatment.

1.2.1 Academic positions, such as adjunct lecturers 1 and postdoctoral researchers, are evaluated for points in accordance with the Evaluation System for Public Higher Education Institutions, approved by the Evaluation System Committee, Section 2.

1.2.2 Administration, service and expert positions are evaluated for points in accordance with the SKREF job evaluation system, Section 3.

1.2.3 Wages for adjunct lecturers 2, temporary positions and graduate students are discussed in Section 4.

1.3 Criteria for determining wages and justification

Employees who believe that they are in the incorrect wage bracket based on current criteria have the right to receive an explanation and justification of their position in the wage table, as well as a re-evaluation where there is cause. Disputes shall be referred to a joint committee (Salaries Consultation Committee or comparable), in accordance with Section 11 of the collective wage agreement between the Association of University Teachers and the Minister of Finance, on behalf of the Treasury, dated 3 January 2020.

SECTION 2

Academic staff, adjunct lecturers 1 and postdoctoral researchers *wage table for academic staff no. 696 (A)*

2.1 Criteria for determining wages for research and teaching staff These criteria apply to postdoctoral researchers, adjunct lecturers 1, lecturers / research specialists, senior lecturers / research scholars and other research staff, such as research lecturers, senior research lecturers and research professors. The term *research* refers to independent research in which the employee uses his or her expertise and skills for the purposes of innovation and knowledge creation, with the aim of publishing results in a scholarly outlet or using other recognised methods.

2.2 Employment duties of teaching and research staff

The duties of teaching staff at the University of Iceland are divided into three main areas: research, teaching and administration. The duties of staff members recruited solely for scientific and research work shall be divided between research, administration and other work. The weighting of different job components, exemptions from general duties and decisions about sabbaticals shall be in accordance with rules negotiated by the Association of University Teachers and the University of Iceland and approved by the University Council.

2.3 Wage brackets and benchmark requirements for number of points

Teaching and research staff shall move between wage brackets on the basis of an evaluation and accumulated points. For this reason, professional performance shall be evaluated annually with regard to specific job components, in accordance with a confirmed teaching portfolio and research report, see the Evaluation System for Public Higher Education Institutions. The evaluation must be completed by 1 September each year and a wage bracket raise applies from the same date.

2.4 Wage determination

2.4.1 wage determination for adjunct lecturers 1, lecturers and senior lecturers

Wage determination for adjunct lecturers 1, lecturers and senior lecturers is as illustrated by Table 2.1.

Table 2.1, wage determination for adjunct lecturers 1, lecturers and senior lecturers, valid from 1 September 2020

Adjunct lecturers 1, lecturers, senior lecturers		
Research points	Total points	Wage br.
<135	<250	L08-0
135	250	L09-0
270	375	L10-0
335	500	L11-0
400	625	L12-0
475	750	L13-0
550	900	L14-0
650	1050	L15-0
750	1200	L16-0
1000	1600	L17-0
1500>	2000>	L18-0

Wage grades 0-7 are determined on the basis of points from Sections B, C, D, E and F of the Evaluation System for Public Higher Education Institutions, see Table 2.2. Wage grades are determined on the basis of accumulated points for these areas of evaluation. The points counting system in accordance with Table 2.2 was first implemented on 1 September 2016, for points accumulated in 2015.

Table 2.2

Wage grade							
0	1	2	3	4	5	6	7
<50	50	100	150	300	450	600	800

Adjunct lecturers 1, lecturers and senior lecturers shall move between wage brackets and wage grades on the basis of an evaluation and accumulated points. For this reason, professional performance shall be evaluated annually with regard to specific job components, in accordance with an annual performance report, see the Evaluation System for Public Higher Education Institutions. Performance evaluations are concluded before 1 September each year and higher wage brackets/grades apply from that time. When determining the wage bracket, it is possible to convert up to 10% of the total number of points to research points.

2.4.2 Wage determination for research specialists, research scholars and research scientists / research lecturers, senior research lecturers and research professors

Wages for employees recruited to the above positions are determined by the new academic wage table, as in Table 2.3 and in accordance with their research duties, either in the category of 40% research duties or the category of 60% or higher. **The minimum position in the wage table for these professional titles is L07-1.** Points are evaluated in accordance with the Evaluation System for Public Higher Education Institutions.

Employees in the above positions with defined teaching duties, up to 20% of their employment duties, shall be one grade higher than stated in Table 2.3 and their minimum position in the wage table shall be L07-2. They then rise through the grades in accordance with Table 2.4.

Table 2.3, wage determination for research specialists, research scholars and research scientists / research lecturers, senior research lecturers and research professors

40%		60%+		Total number of points	Position
Research points					
				<200	L06-1
				200	L07-1
135	155			250	L08-1
270	320			375	L09-1
335	410			500	L10-1
400	500			625	L11-1
475	600			750	L12-1
550	720			900	L13-1
650	840			1050	L14-1
750	960			1200	L15-1
1000	1280			1600	L16-1
1500>	1600>			2000>	L17-1

Wage grades 1-8 are determined on the basis of points from Sections B, C, D, E and F of the Evaluation System for Public Higher Education Institutions, see Table 2.4. Wage grades are determined by accumulated points for these areas of evaluation. The points counting system in accordance with Table 2.4 was first implemented on 1 September 2016, for points accumulated in 2015.

Table 2.4

	Wage grade							
Without defined teaching duties	1	2	3	4	5	6	7	8
With defined teaching duties	2	3	4	5	6	7	8	

Minimum number of points for a certain grade	<50	50	100	150	300	450	600	800
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Research specialists, research scholars and research scientists shall move between wage brackets and wage grades on the basis of an evaluation and accumulated points. For this reason, professional performance shall be evaluated annually with regard to specific job components, in accordance with an annual performance report, see the Evaluation System for Public Higher Education Institutions. Performance evaluations are concluded before 1 September each year and higher wage brackets/grades apply from that time. When determining the wage bracket, it is possible to convert up to 10% of the total number of points into research points.

2.5 Hours worked beyond regular employment duties

2.5.1 Overtime. The maximum overtime for teaching staff (see item 2.4.1), research specialists (see item 2.4.2) and postdoctoral researchers (see item 2.6) per year is 200 hours. The hourly wage for overtime is 1.0385% of the employee's monthly wage.

2.5.2 Teaching beyond regular employment duties Employees may, in consultation with their immediate superior, take on temporary teaching duties beyond their regular teaching duties, equivalent to up to a semester of teaching overtime between years. The hourly wage for teaching beyond regular employment duties is set at 0.615% of wage bracket 14-0, although not lower than 0.615% of the employee's monthly wage.

2.5.3 Cap on the number of working hours beyond regular employment duties The cap on the number of working hours, see items 2.5.1 and 2.5.2, is in accordance with Table 2.5.

Table 2.5

Wage brackets:	06	07	08	09	10	11	12	13	14	15	16	17	18
Total hours per year:	648	648	540	540	540	540	540	540	468	468	420	420	420

2.6 Postdoctoral researchers

Those hired as postdoctoral researchers, see definition in supporting document 1, may have their work evaluated in accordance with the Evaluation System for Public Higher Education Institutions and their wages will then be determined by Table 2.3. The minimum position in the wage table for postdoctoral researchers is L06-1. Postdoctoral researchers are not assigned a wage grade in accordance with Table 2.4.

Proviso for criteria used to determine wage brackets and wage grades This institutional contract is based on the Evaluation System for Public Higher Education Institutions as it was at the point at which the contract was signed. If a review of the evaluation rules leads to changes in points allocation, the criteria for Tables 2.1, 2.2, 2.3 and 2.4 will be reviewed by the parties to the contract.

2.7 Teaching and research duties with regard to maternity/paternity and parental leave, illness and injury

1. Annual employment duties in teaching, research and administration are reduced in proportion to maternity/paternity and parental leave or absence due to illness or injury. This applies regardless of the timing of the absence.
2. Requirements for research points based on research activity over the past three years are reduced proportionally.
3. The threshold for payments from the Productivity Evaluation Fund for research is lowered proportionally.

4. Teaching points are awarded regardless of these kinds of absences.

SECTION 3

Employees in administration, service and expert positions, *general wage table no. 695 (S)*

3.1 Determining wage brackets

Administration, service and expert positions are evaluated for points in accordance with the SKREF job evaluation system¹. When determining wages in accordance with a job evaluation, the duties considered should be permanent/fixed. Consideration is also given to individual factors specific to the employee.

Wages for administrative staff at UI are based on three factors: the position, the employee and accumulated length of service at the University of Iceland.

3.1.1 *The position (job evaluation)*

The base wage bracket is determined in accordance with a job evaluation. A job evaluation is conducted in accordance with the SKREF system. An evaluation of the position, its responsibilities and scope is carried out by the Division of Human Resources in accordance with the job description and further information about the position from the immediate superior. A job description must be completed before anyone is hired to the position.

3.1.2 *The employee (education and experience)*

The employee is individually evaluated with regard to experience and education. The points scale for evaluating education is based on the length of study. Required experience as stated in the job advertisement is evaluated, as well as additional experience as applicable.

3.2 Wage determination

Wages in accordance with a job evaluation and qualifications assessment are determined as in Table 3.1. An employee's position in the table is based on accumulated points from the job evaluation and qualifications assessment.

Table 3.1. Wage determination for those covered by SKREF:

Total Points	W br.	grade
<300	05	6
335	06	6
370	07	6
400	08	6
450	09	6
500	10	6
535	11	5
575	11	6
600	12	5
625	12	6
650	13	5
675	13	6
700	14	5
725	14	6
750	15	5
775	15	6
800	16	5
850	17	5
900>	18	5

After this contract is signed, action will be taken to make points through the SKREF system more accessible for union members receiving wages in accordance with the job evaluation

¹ A handbook on the job evaluation system SKREF can be found on the Association of University Teachers website and in the UI Staff Handbook.

system. This work shall be completed by the end of 2020. A review of the job evaluation system is planned during the contract period.

3.3 Evaluation of education

An employee's education is evaluated in accordance with Section 3 of the SKREF handbook and is as follows, based on the highest degree attained:

Degree	Points
University degree BA/BS – 180 ECTS	95
University degree BA/BS – 240 ECTS	125
University degree MA/MS – 120 ECTS	180
The job demands education in two subjects	180
Doctorate	250

Other qualifications and lifelong learning: Separate credits that have not been accumulated towards a formal university degree. Each 10 credits are evaluated for 2 points, up to 90 credits or a maximum of 18 points. Individual courses may sometimes be evaluated together for points. Generally, courses taken over 10 years ago shall not be evaluated.

Vocational study / lifelong learning

A course up to 60 hours	2 points
A course up to 120 hours	4 points
A course up to 200 hours	8 points

3.4 Annual appraisal – accumulated employment experience at UI

The annual appraisal is linked to the annual staff appraisal interview and review of the job description. The annual appraisal is conducted alongside the annual accumulation of points (7 points per year for a full-time position) and bonus. Employees must apply for the annual appraisal by 10 May each year and bonuses are paid on 1 September, based on length of service and employment ratio. Staff appraisal interviews provide a natural opportunity to set goals and update the job description. A staff appraisal interview must have taken place and the job description been updated in order to apply for the annual appraisal in May. The sum of the annual appraisal fund is determined by changes in the wage index and number of staff in May from year to year. Changes to wage bracket based on the annual appraisal will enter into effect on 1 September each year.

3.5 Professional title

Professional titles for university-educated employees at the University of Iceland assigned a wage bracket on the basis of a job evaluation and qualifications assessment are as follows (Other professional titles may be used if they clearly describe the job):

Faculty administrative officer	Research director
Finance director	Managing director
Director (applies to academic institutes and/or in accordance with institute rules)	Editor
Managing director	Division director (in central administration)
Public relations manager	Office director
Lawyer	Webmaster
Human resources manager	Project manager
Student counsellor	

SECTION 4

Adjunct lecturers 2, temporary positions and students

general wage table no. 695 (S)

4.1 Adjunct lecturers 2.

It is permissible to hire temporary teaching staff for up to two years without a job advertisement as adjunct lecturers 2. These positions may be up to 49% employment ratio, with up to 90% of employment duties in teaching and examinations.

Adjunct lecturers 2 may also be hired in positions up to 100% employment ratio, with the same employment duties, temporarily or permanently, in which case the job must be advertised in accordance with the rules in place at the time.

The University Council Salaries Consultation Committee and the Association of University Teachers have come to the following agreement on determining wages for employees hired as adjunct lecturers 2.

	Wage bracket
BA/BS	053
Diploma (60 ECTS)	063
MA/MS	073
DR	093

Adjunct lecturers 2 who have been in the job for at least two years at 25% employment have the right to have their position in wage table S (695) reviewed in consideration of the results of an evaluation in accordance with the Evaluation System for Public Higher Education Institutions.

4.2 Temporary positions

Wage determination for temporary staff hired on the basis of research grants or for summer jobs.

4.2.1 *Researcher I / Office and/or service position I*

Works under direct supervision of superiors. Uses knowledge and education to complete assigned tasks.

4.2.2 *Researcher II / Office and/or service position II*

Works under the supervision of superiors and completes tasks largely independently.

4.2.3 *Researcher III / Office and/or service position III* Oversees and takes responsibility for certain projects or tasks that demand professional competence and expertise.

4.2.4 *Researcher IV / Office and/or service position IV*

Works in office-based, basic and/or contract research. Oversees extensive projects or many smaller projects and is professionally responsible for them. May be involved in teaching or supervision in the relevant specialist field.

4.2.5 *Base wage.*

The base wage for a position is based on a BS degree, 180 ECTS.

Professional title	Minimum wage bracket
Researcher I / Office and/or service position I	030
Researcher II / Office and/or service position II	040

Researcher III / Office and/or service position III	051
Researcher IV / Office and/or service position IV	071

4.2.6 *Individual and job-related factors considered in addition to basic wage determination (education and experience)*

These factors are evaluated for up to 10 additional wage grades.

Education:	Wage grade
BS honours 240 ECTS	2
Master's degree – MS or equivalent	4
Doctoral degree – PhD or equivalent	6

Other factors:	Wage grade¹
Experience – 1 year employment experience	1
Experience – 3 years employment experience	1
Work with biological agents, biospecimens and/or toxic materials	1

The base wage is from 030 up to 071. Individual factors (education and experience) may raise the base wage by a maximum of 10 grades. Employees who have fully used all the wage grades in a wage bracket go up by 2.5% for each wage grade attained.

Based on the base wage for bracket 071 in the Fh wage table, there would be:

- 8 additional grades for wage bracket 087,
- 9 additional grades for wage bracket 088 and
- 10 additional grades for wage bracket 097

4.3 Master's and doctoral students

Master's and doctoral students are students as their primary occupation. Their studies are generally funded by scholarship grants or personal income, which limit wages. However, they must not be lower than wage brackets 2 and 3. At the time of recruitment, the employment ratio and/or period of employment shall be evaluated in consideration of the grant sum.

Minimum wage:

Master's students: 020
 Doctoral students: 030

Reykjavík, 5 March 2021

On behalf of the University of Iceland
of University Teachers

On behalf of the Association

Protocol 1*Teaching, research and administration*

The University Council has the power to set rules for the evaluation of teaching and administration with regard to working hours, more detailed definitions of teaching, research and administration duties, and the proportion of total working hours devoted to these duties. The Association of University Teachers shall be fully involved in designing and establishing rules concerning these matters. Amendments to rules on teaching, research and administration shall be published with an institutional contract.

Protocol 2*Premium pay due to temporary circumstances*

Employees may receive premium pay on top of their standard wage if the scope/responsibility of their position changes temporarily due to a specific project. The employee's immediate superior, the human resources manager and the employee in question shall sign a contract clearly outlining the grounds for premium pay, the percentage of pay added and the period covered. At the end of this period, the premium pay will cease without notice. Premium pay does not replace overtime.

Examples of temporary premium pay due to a specific project, not covered by the job description:

- Management of a new, temporary project.
- Work on committees or task forces under the auspices of a school or faculty.
- Increased workload due to illness or temporary absence of colleagues.
- Number of employees within the structural unit temporarily reduced.

Protocol 3*Additional pay*

Employees may receive additional pay beyond the regular monthly wage. The decision to provide additional pay shall be taken by a manager and must be consistent with the regulations on additional pay set by the Minister of Finance and Economic Affairs. The amount of additional pay shall be based on objective reasoning. Employees may receive additional pay for up to six months and this period may be extended in increments of three months, where there are grounds to do so, but the total period must never exceed two continuous years.

Protocol 4*Reduction in working hours*

New arrangements for working hours for union members, covered by Section 3, entered into effect on 1 January 2021 (see accompanying document 1) in accordance with the collective wage agreement between the Association of University Teachers and the Minister of Finance dated 03.01.20. This new system should not, all things being equal, affect employees' wages or payroll expenses for the University of Iceland. This means that the reduction in working hours should not result in lower wages for members of the Association of University Teachers. The changes are also dependent on ensuring that there are no disruptions to University of Iceland operations and that there is no reduction in the quality of services to the public.

Accompanying document I

Definition of postdoctoral fellow

A postdoctoral fellow is a member of staff hired by a university to conduct research work in their specialist field following the completion of a doctorate (Ph.D.). The position is temporary and many not extend beyond five years after the completion of the doctorate.

Research forms the backbone of a postdoctoral fellow's work. The goal is that this research will lead to the publication of articles in peer-reviewed journals and/or conferences on the research material.

Postdoctoral fellows are not members of academic staff in the sense that they are not hired in accordance with a qualifications assessment. The work of postdoctoral fellows is generally funded by research grants / personal income and they are expected to work independently in their research, although often in collaboration with a member of academic staff.

Postdoctoral fellows shall have their work evaluated in accordance with the Evaluation System for Public Higher Education Institutions, using the same criteria and wage determination as academic specialists in the Association of University Teachers.

Postdoctoral fellows hired for a period of up to 5 years following completion of their doctorate shall continue to work under the terms of employment for a postdoctoral fellow until their contract expires, although at the end of the 5 years their professional title changes and they become research specialists.

[Consultative committee, January 2016]

It is worth stating here that if a postdoctoral researcher requests an evaluation in accordance with the Evaluation System for Public Higher Education Institutions, any pay rises resulting from the evaluation apply from the month after the application is received by the Division of Science and Innovation.