



# STAFF POLICY AT AARHUS UNIVERSITY

THE NORMS FOR DAILY WORKING LIFE AT AARHUS UNIVERSITY ARE THAT THE UNIVERSITY AND ALL ITS EMPLOYEES:

Respect and support freedom of speech and freedom of research

Contribute to creating openness, trust and timely communication at all levels

Experience good management and good relations with colleagues in their daily work

Respect the balance between work and private life

Contribute to a cohesive, collaborative university

Demonstrate mutual respect and decency

Value diversity among colleagues

Prioritise personal and professional development

THESE NORMS ARE IMPLEMENTED THROUGH 9 SUB-POLICIES:

## RECRUITMENT AND EMPLOYMENT

- To recruit skilled individuals who are professional and productive and who can participate in a constructive working relationship with their colleagues.

## PAY

- To ensure each employee's pay reflects his or her function, level of responsibility, efforts and relevant competencies.
- To ensure that pay negotiations at AU take place in a fair and transparent manner.

## COMPETENCY AND CAREER DEVELOPMENT

- For all employees to continually develop their own competencies in order to perform their job responsibilities at the university.
- For the university to work in

a systematic, targeted manner to ensure that all employees have relevant competency and career development opportunities.

## SIDELINE EMPLOYMENT

- To strengthen the relationships and cooperation with society which are established through employees' sideline employment and to derive advantage from the experiences and competencies employees attain through sideline employment.

## WORK ENVIRONMENT

- To develop and maintain a good physical and psychological work environment for all employees.
- To focus on trust, well-being, health and safety in relation to developing the work environment.
- To integrate promotion of

well-being and a good, safe work environment into daily work routines at all levels of the organisation.

## EQUALITY AND DIVERSITY

- To be a diverse, inclusive workplace where all employees – regardless of gender, age, nationality, religion, sexual orientation or handicap – have equal rights and opportunities in their work and career paths.

## THE INCLUSIVE LABOUR MARKET

- To ensure that employees with reduced work ability are able to continue to exercise their competencies and participate in the working life of the university.

## LEAVES OF ABSENCE AND JOB MOBILITY

- To grant leaves of absence

to permanent members of staff when there are significant professional or personal reasons for doing so, on condition that the leave of absence does not conflict with the university's interests.

- To increase employees' mobility internally at the university by taking advantage of possibilities for job rotation and job swaps.

## INVOLUNTARY REDUNDANCY

- To provide job security to its employees in order to avoid involuntary redundancy on the grounds of structural or financial conditions.
- To take appropriate managerial action if an employee fails to fulfil the requirements and expectations related to his/her position either professionally or behaviourally.

