

# **SALARIED EMPLOYEES**

## **Agreement on local salary formation in the companies in the agreement area IT**

2023-04-01 - 2025-03-31



**TechSverige**

**AKAVIA**



**Sveriges  
Ingenjörer**



**Agreement on local salary formation in the companies in the agreement area IT between:**

**TechSverige within Almega, and**

**The Swedish Association of Graduate Engineers (Sveriges Ingenjörer),**

**The Swedish Union of University Graduates of Law, Business Administration and Economics, Computer and Systems Science (Akavia),**

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[The original Swedish wording of the conditions in the agreement shall prevail in case of dispute.]

# **Agreement on local salary formation in the companies in the agreement area IT between TechSverige within Almega, the Employer Section, and the Swedish Association of Graduate Engineers (Sveriges Ingenjörer) together with the Swedish Union of University Graduates of Law, Business Administration and Economics, Computer and Systems Science (Akavia)**

## **§ 1 Scope of the Agreement**

The agreement applies to members of the Swedish Association of Graduate Engineers and the Swedish Union of University Graduates of Law, Business Administration and Economics, Computer and Systems Science and other SACO associations associated with PTK who are employed in companies associated with TechSverige within Almega, the Employer Section – agreement area IT. The associations act as *one* party locally and centrally. The local employee party is in this agreement referred to as the University Graduate Association.

## **§ 2 Principles for formation and setting of salaries**

### **2.1 General principles**

The salary formation is connected with the company's overall goals and is made in regard to the company's economic and market preconditions, primarily productivity development, and the contribution by the employees thereto. This requires defined and communicated goals for the business and the employees as a basis for a constructive dialogue on the salary formation and the salary development at the company.

It is the common understanding of the parties that increased profitability and development power in the companies as well as stable and trusting relations between the management, employees and local union representatives constitute key preconditions for increased competitiveness and growth.

Productivity developments are a result of a creative process with clear goals for the business of the company and the employees. The salary-setting managers of the company therefore have a special responsibility for setting goals and following up results.

The aim of the agreement is to create a process where the employees' achieved results, competence and skill are tied to the individual salary development. A continuous competence development is of great importance to the company's productivity and renewal.

## **2.2 Principles for setting of individual salaries**

- The salary setting shall be individual and differentiated and be connected to the company's goals and business purpose.
- The salary setting and salary structure of the company shall be based on objective grounds and be systematic.
- The salary setting principles shall be clear and known.
- The salary setting principles shall not be discriminatory. Salary differences that are not based on objective grounds shall be eliminated.
- Employees on parental leave shall be comprised by the annual salary review. The same assessment and application regarding salary setting shall apply to women as well as men.
- If the company and an employee has entered into an agreement on employment (or entered into an agreement on a new employment that is to be regarded as a promotion with a new salary), and the parties have agreed that the salary in question shall be valid despite the following years salary review, the employee will not be part of said salary review.

## **2.3 Salary increase agreement**

The agreement is a salary increase agreement and does not permit unilateral collective salary reductions.

## **2.4 Scope of the salary review**

The salary process takes place at the individual company level. On the basis of their knowledge of the company's conditions, the local parties shall, through mutual consideration and understanding participate in the salary process. In this manner, a salary formation and salary setting which is acceptable both to the employer and the employees is achieved.

If the local parties have not agreed on the level at which the review shall be made, according to § 3 step 1, the following shall apply. The salary review shall comprise the company as a whole if there is such a course of dealing within the relevant company with respect to salary reviews. If there is no such course of dealing, then the salary review shall comprise a workplace/ University Graduate Association.

## **2.5 Conduction of the salary process**

The salary process shall be conducted without undue delay.

## **2.6 Companies without a local University Graduate Association**

If there is no University Graduate Association, negotiations shall take place with the individual employee.

### *Note*

*If there is no local union organisation within a certain company/certain business unit, the parties undertake to promote the ability of another local union organisation from the same union within the group/the company to represent these employees as well, in accordance with clause 3b in the Agreement on Cooperation and Development. The employee party shall have an opportunity to contact those who are to be represented.*

## **2.7 Salary setting criteria**

If the local parties has not agreed otherwise the individual salary and salary development shall primarily be based on:

- the requirements of the business and the nature, content, degree of difficulty and responsibility of the work tasks
- individual competence of significance to the business
- achieved results in relation to set goals

In connection with the salary setting it should also be possible to take into consideration ability to cooperate, judgment, initiative and commitment, economic responsibility, inventiveness and innovativeness, leadership skills and such development of the competence of an employee him- or herself or others that is significant to the business. Set goals may also include the development of personal skills.

## 2.8 Absence of salary increase /Development plan

If an employee does not receive a raise in connection with the salary review in the company, the reason therefor shall be accounted for. If the reason is deficient goal fulfilment, a development plan shall be established together with the affected employee. This plan will provide for how a positive salary development may be achieved in future salary reviews. The individual employee's preconditions for the work tasks as well as actions to raise the employee's skill level shall be considered. The actions shall be documented and followed up at an agreed time.

## § 3 The salary process

### The salary review process



The local parties shall meet well before the time for the salary review in order to agree on the application of the agreement at the company. In this connection, the parties shall do the following:

#### Step 1 – Introductory meeting

*[Employer + local union association]*

- a joint review of the content and intentions of the agreement
- a presentation of the overall economic and market preconditions of the company. The economic documentation forming the basis for the

company's views shall be made available to the local Unionen organisation.

- a review of the company's resource and competence development needs
- a presentation of the company's overall salary structure and its changes over time
- discuss salary setting criteria in accordance with the recommendations drafted by the central parties around local salary formation
- agree on the forms for the local process
- agree on the company level at which the review will be made, e.g., workplace, town, region, business unit or the company as a whole. If no agreement is reached, see § 2 item 2.4.
- establish a time plan taking into consideration among other things the individual salary reviews
- provide information to managers and employees about how to conduct the salary work.

If the parties are unable to arrive at common understanding regarding the above-mentioned items, the central parties shall be contacted with the aim to clarify the principles of the agreement and to cause the salary process at the company to be initiated without delay.

## **Step 2 - Information**

*[Employer + local union association]*

The parties inform managers and employees regarding how the salary process is intended to be carried out.

## **Step 3 - The individual salary review**

*[Manager + Employee]*

The individual salary review is an important part of the company's salary formation process.

A salary review shall take place annually at the initiative of the employer, directly between the salary-setting manager and the employee. The review should comprise:



- a description of the company's salary setting principles and factors of relevance to the individual salary setting
- a follow-up of set goals for the employee and the salary-setting manager's assessment in general of achieved results
- a discussion about the work situation as regards work tasks and responsibility
- the individual salary development

The result of the salary review shall be documented if so requested by the employee.

#### **Step 4 - Negotiation** *[Employer + local union association]*

When the salary reviews have been carried out, the company shall provide a proposal to the local University Graduate Association for new individual salaries for the members. Thereafter, the local parties shall negotiate and make an agreement regarding the individual salaries.

If there is no University Graduate Association, negotiations shall take place with the individual employee, see 2.6.

#### **Step 5 - Information on new salary** *[Manager + Employee]*

The salary setting manager announces and informs the employee of the new salary.

#### **Step 6 - Evaluation** *[Employer + local Unionen organization]*

The local parties will review the executed salary review and evaluate:

- the salary process
- salary reviews
- the negotiation climate

Evaluation is to be made for the purpose of improving the salary process.

### **§ 4 Negotiation procedure**

It is inherent in the spirit of the agreement that the parties endeavour to come to an agreement.

### *Note*

*It is assumed that the local parties agree upon the level of salary revision. Such an agreement can result in higher of lower raises of salary than what is stated under “Salary increase” below.*

If no local agreement can be made, the negotiations shall be adjourned and central consultations be carried out with the purpose of clarifying the intentions of the agreement. After central consultations, the local parties will renew their attempts to reach an agreement.

### **Date for salary review**

The date for the salary review is the 1<sup>st</sup> of April, unless otherwise agreed.

### **Salary increase**

If the parties in spite of the intentions of this agreement are unable to agree, the salary amount for University Graduate members at the company that are comprised by the salary review shall be increased by 4,1 % on the 1<sup>st</sup> of April 2023 and by 3,1 % on the 1<sup>st</sup> of April 2024.

If no agreement can be made, central negotiations may be requested by either party. Central negotiations shall be requested not later than three weeks after the conclusion of the local negotiations.

## **§ 5 Period of validity**

This agreement shall apply from the 1<sup>st</sup> of April 2023, up to and including the 31<sup>st</sup> of March 2025.

TechSverige within Almega, the Employer Section

The Swedish Association of Graduate Engineers (Sveriges Ingenjörer)  
The Swedish Union of University Graduates of Law, Business  
Administration and Economics, Computer and Systems Science (Akavia)

# **Agreement on Competence Development in the Companies**

## **Conditions**

Increasingly rapid technical development require a goal-oriented effort to develop the competence of the employees. Rapid development calls for new skills of the affected employees. An increased focus on customers and the market requires increased flexibility. Continuous competence development efforts increase the adaptability of the company and improved competitiveness at the same time as the preconditions for security of employment of the employees are improved.

A continuous management of change requires an identification of the development needs of the company as well as of the employees. In this connection, each manager has an important responsibility for translating the needs of the company into his or her working group and its members.

## **Needs**

All employees should, through various efforts, be afforded the opportunity to develop the competence needed in new or changed work assignments.

It should also be considered that individual employees have ideas from their perspective about their own and the company's need of development, e.g., on how to develop knowledge and abilities which in the long term may benefit both the individual and the company.

Professional development occurs through combinations of efforts concerning work content, work procedures, technical support and skills.

In connection with an employees return to work after parental leave, the employer shall consult with the employee regarding the efforts and competence development that is needed on the basis of the extent of the leave. The starting point for the dialogue is the employees continued development professionally and when it comes to salary-wise and career-wise.

## **Responsibility**

It is the responsibility of the companies to undertake development efforts with respect to personnel, organisation and technology. At the same time, it

is incumbent on the individual employee to take initiative and to feel commitment and responsibility for his or her competence development.

## **Dialogue**

An important basis for the development of the aggregate competence of the employees and the company is a dialogue between managers and employees. It is in this dialogue that awareness of the company's development program and the implementation thereof may be disseminated. The dialogue may also serve as a compass for the individual employee's commitment, reflection and plans. The dialogue is created through, for example, ongoing planning and development discussions. The dialogue takes place regularly and the goal is that each employee shall have his or her own development plan which is documented and followed up.

Each manager and employee shall annually have a dialogue, on the basis of the company's overall goals, about how the employee may develop in his or her professional role and at the same time contribute to the results of the company. This comprises talks about competence development, such as on-the-job-training, job rotation, participation in projects, seminars, training and practical training at other parts of the business or the like. If the employee so requests, set goals and any agreed plans in relation thereto shall be documented.

Effective competence development requires that each employee takes active responsibility for his or her own development. The company has a responsibility for the creation of preconditions required to carry out the plans.

Experience shows that well-functioning dialogue requires efforts in the company such as training of both managers and employees in communication, goal-setting, follow-up of results etc. The dialogue shall be carried out in a positive spirit and aim at a good development for the employees and the company.

## **Co-operation**

It is the parties' opinion that implementation of dialogue and competence development as well as support to the individual employees' initiative to their own development, should be adapted to each individual company's situation and be based on the company's business idea and long term visions. The forms and content of the dialogue with the employees, as well

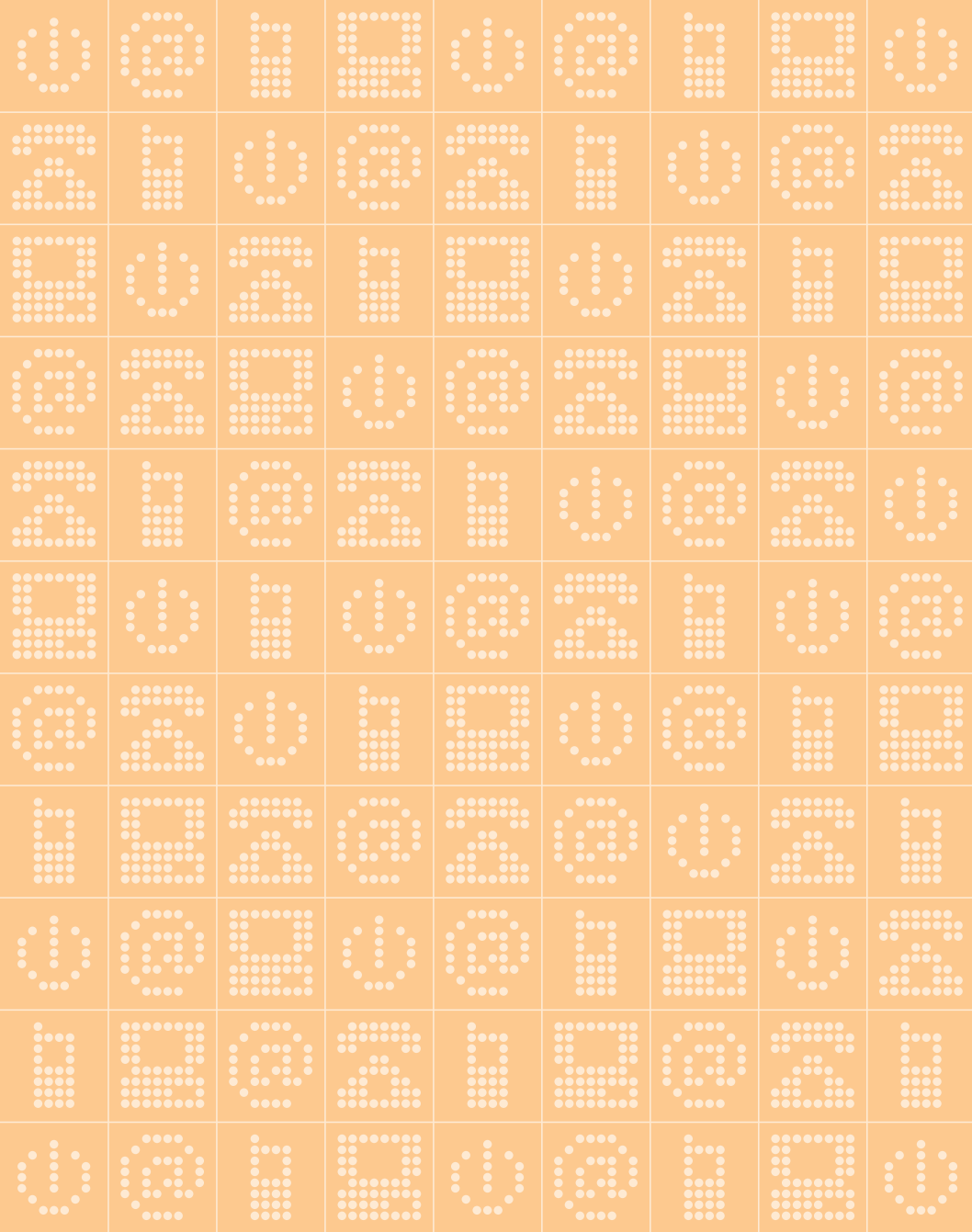
as the planning, implementation and follow-up of various development efforts, are handled in accordance with the Agreement on Cooperation and Development.

### **Salary formation**

The Competence Development of individual employees should be an important part in the salary formation in the company. The parties refer to what is stated in the salary formation agreement.







The agreement can be down  
loaded in  
our website, [arbetsgivarguiden.se](https://arbetsgivarguiden.se)

Article no. 6056 2304  
[www.almega.se](https://www.almega.se)

Questions about the content:  
Tel. +46-8-762 69 00

