

**MINISTRY OF FINANCE**

Circular on

**Hourly-Paid Teaching** and

Circular on Remuneration of

Co-Examiners

**2001**

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## CONTENTS

Page

### **Circular on Hourly-Paid Teaching**

Preliminary comments.....	1
Scope .....	1
Pay etc. ....	2
Preparation, grading of assignments, examination etc.....	3
Holiday allowance.....	4
Illness, maternity/paternity leave and childcare days .....	5
Termination .....	6
General comments.....	6
Appendix 1. Guidelines on pay grading .....	9
Appendix 2. Employment contract for hourly-paid teachers .....	13
Appendix 3. Hourly rates .....	17

### **Circular on Remuneration of Co-Examiners**

Preliminary comments.....	19
Scope .....	19
Co-examiner rates .....	20
Standards for time use .....	20
Holiday allowance.....	21
Travel allowance .....	21
General comments.....	21

## **CIRCULAR ON HOURLY-PAID TEACHING**

Please find attached the State Employer's Authority's Circular of 17 January 2001 on Hourly-Paid Teaching (*Cirkulære af 17. januar 2001 om timelønnet undervisning*).

The Circular takes effect on 1 January 2001 and replaces the Ministry of Finance's Circular of 17 September 1998 on Hourly-Paid Teaching (*Cirkulære af 17. september 1998 om timelønnet undervisning*).

The most important amendment in relation to the former Circular is that the hourly rates have generally been increased.

Attention is also drawn to the fact that, as of the end of 2000, it is no longer possible to grant an exemption from the rule that unemployed full-time insured teaching assistants employed under the Circular on Hourly-Paid Teaching must submit a certificate of release to the unemployment fund within 10 weekdays of the date of employment in order to be entitled to receive supplementary unemployment benefits. For this reason, the appointing authorities are asked to submit certificates of release on request in time for the employee to be able to meet the 10-day deadline.

Following negotiations with the Danish Central Federation of State Employees' Organisations (CFU), the provisions below governing payment etc. for hourly-paid teaching have been stipulated.

### **Scope**

1. The Circular covers teaching within areas where teaching is conducted by teachers who do not receive public servant pay, pay according to a collective agreement, a fee or the like, but are paid an hourly rate per working hour.

The Circular does not apply to part-time lecturers at universities, engineering colleges etc., as special agreements have been concluded for them.

A special agreement has also been concluded for hourly-paid accompanists at music academies (Agreement of 10 March 1995 between the Ministry of Culture and the Danish Musicians Union).

**Pay etc.**

2. Based on an assessment of the level of teaching, the different teaching areas are graded in seven different pay grades (pay grades I-VII).

The relevant ministry – or other authorised authority – carries out the grading of new study programmes into one of the seven pay grade levels.

Grading must take place in accordance with the principles provided in Appendix 1. It is also assumed that the relevant ministries coordinate the grading for comparable study programmes, if required.

Any queries about the grading of a study programme must be presented to the State Employer's Authority.

The grading of a study programme may only be changed if the study programme has been changed to the extent that the level of the programme now belongs under a different pay grade. Such change must be documented in a new study programme order or the like. If it is considered that the grading should be changed for a subject for other reasons (such as a more gradual development of the level of a study programme or pay grade changes for comparable study programmes), a proposal to that effect must be submitted in connection with the State Employer's Authority's call for demands for the general renewal of collective agreements.

Teaching at levels I-III generally requires an academic education due to the level of teaching. For this reason, for teaching within teaching areas where these pay grades can be applied, payment must also be made according to pay grades I-III, regardless of whether the teacher has an academic education.

However, teachers with an academic education will not be paid according to pay grades I-III, if they teach subjects which do not require an academic education.

3. The hourly rate per working hour and the amount of time assumed to normally be spent on preparation per lesson are the following for the different pay grades (basic amount as at 1 October 1997):

<b>Pay grade</b>	<b>Hourly rate DKK</b>	<b>Preparation time in minutes</b>
I	173.16	90
II	173.16	60
III	173.16	40
IV	150.93	40
V	146.63	25
VI	135.62	15
VII	126.32	0

Hourly rates including preparation time are shown in Appendix 3.

The hourly rates will be adjusted by a certain percentage in accordance with the pay adjustment agreement applicable from time to time to public servants in the state. The adjusted hourly rates are shown in the Ministry of Finance's pay surveys.

#### **Preparation, grading of assignments, examination etc.**

4. The rates stated are hourly rates per working hour (60 min.).

The preparation times stated in clause 3 may not be exceeded.

If the preparation time required for teaching at vocational colleges deviates from the time stated in clause 3 or the time fixed for permanently employed teachers, the relevant ministry may authorise the institution to fix the preparation time for hourly-paid teachers according to the same principles as for permanently employed teachers.

5. Payment for the time required for *setting assignments* that are not part of the regular teaching activities, including exam papers, will only be based on the rate per working hour for the subject in question, i.e. preparation time is not included.

6. Similarly, payment for *grading of assignments* will only be based on the rate per working hour for the time spent on grading the assignments. This also applies to teachers whose only task is to grade assignments. The payment for grading assignments will continue to be converted according to special standards to a certain fee per assignment, set of assignments or the like.

7. For *oral examinations*, the examiner will be paid per hour spent based on the rate per working hour for the subject in question with addition of the preparation time stated in clause 3; for pay grade I, up to 60 minutes. The minimum rate will always be one examination hour.

The payment will continue to be converted according to special standards based on the average time spent, ensuring that the standards for hourly-paid teachers correspond to the standards for permanently employed teachers for assignments in the same subject and at the same level.

8. In addition, in a limited number of cases, payment may be made for *other, specially assigned duties* that are not teaching or included as part of the teacher's own teaching. Payment will only cover the time actually spent on these duties.

9. No separate payment will be made for time spent on *meetings in governing bodies*.

### **Holiday allowance**

9. A *holiday allowance* of 12.5% is added to the hourly rates. However, in case of payment for extra work for teachers who are permanently employed by the institution, see clause 13, holiday allowance will be paid according to the Ministry of Finance's Circular on the Agreement regarding Holiday (*Cirkulære om Ferieaftalen*).

**Illness, maternity/paternity leave and childcare days**

10. If an hourly-paid teacher's employment contract covers teaching for a period of four months or more or 50 lessons or more within an academic year, the teacher will also be entitled to:

a) ***Sick pay*** for the number of working hours required for the teaching activities that the teacher has been unable to conduct due to illness.

The teacher may be required to document his or her illness with a doctor's certificate.

Sick pay will not be paid for more than three months within 12 consecutive months.

Teachers who during the employment period are employed full-time elsewhere, or who have more than full-time equivalent employment when including the hourly-paid work, must as far as possible seek to offer the cancelled classes at a later time. No new payment will be made for the hours previously covered by sick pay.

b) Full or partial leave without deduction from his or her pay to ***care for a sick child*** when:

- 1) it is the child's first day of illness;
- 2) it is required out of consideration for the child's well-being;
- 3) circumstances in the workplace permit;
- 4) the child is under 18 years of age;
- 5) the child lives at home.

Information on absence due to the child's first day of illness is provided on the sick list.

This right may be revoked for the individual employee in case of abuse.

Teachers who during the employment period are employed full-time elsewhere, or who have more than full-time equivalent employment when including the hourly-paid work, are subject to the same rules on the obligation to offer classes that have been cancelled at a later time, see item a) above.

c) *Pay during maternity/paternity leave, adoption leave and childcare days* under the agreement on maternity/paternity leave, adoption leave and childcare days between the Ministry of Finance and the Danish Central Federation of State Employees' Organisations.

This provision does not apply to teachers who are employed full-time elsewhere during their period of employment.

Teachers who are employed part-time elsewhere will not receive pay during maternity/paternity leave, adoption leave or childcare days if they have more than full-time equivalent employment when including the hourly-paid work.

Pay during maternity/paternity leave, adoption leave or childcare days will cease at the end of the employment period.

### **Termination**

11. During the employment period, the employee may terminate the employment contract by giving one month's notice to expire at the end of a month. The appointing authority may terminate the employment contract by giving two months' notice to expire at the end of a month.

### **General comments**

12. The number of working hours for an hourly-paid teacher's teaching activities may not exceed 780 per year.

Consequently, employment of teachers for more than 780 working hours per year cannot take place under the Circular on Hourly-Paid Teaching, but is subject to grade-based pay in accordance with the provisions stipulated in the relevant collective agreement etc.

13. If an hourly-paid teacher's employment is expected to extend beyond one month, the employment terms must be agreed in writing before the time of appointment, see the Danish Act on an Employer's Obligation to Inform Employees of the Conditions Applicable to the Employment Relationship (*Lov om arbejdsgiverens pligt til at underrette lønmodtageren om vilkårene for ansættelsesforholdet*).

In addition, the State Employer's Authority recommends that an employment contract be used for employment relationships of less than one month's duration.



It will continue to be possible to make the appointment of an employee conditional on a class being set up in the subject in question.

The total number of working hours stipulated in the employment contract should include time for grading of assignments, if relevant. If it is not possible at the time of appointment to predict the required amount of time for grading of assignments, reference may instead be made to the possibility of being granted time for grading assignments upon agreement.

14. The Circular may normally not be used for permanently employed teacher's additional work at the same educational institution. Consequently, the hourly rates stated may only be used for any additional work for teachers who are permanently employed at the educational institution if an agreement to that effect is made between the institution and the organisation authorised to negotiate.

The ministries are requested to ensure that the Circular on Hourly-Paid Teaching only be applied in respect of permanently employed teachers if it is necessary for the planning and performance of the teaching activities that they are conducted by permanently employed teachers as extra teaching in addition to their normal workload.

Employees in management positions without a maximum number of working hours will not be paid in accordance with the Circular on Hourly-Paid Teaching for teaching at their own institution.

15. The template in Appendix 2 for hourly-paid teachers' employment contracts is available in electronic form on the State Employer's Authority's website [www.perst.dk](http://www.perst.dk) under forms.

16. The Circular takes effect on 1 January 2001.

The Ministry of Finance's Circular of 17 September 1998 on Hourly-Paid Teaching is repealed.

Any queries concerning the Circular should be directed to the State Employer's Authority.

Ministry of Finance,  
State Employer's Authority

17 January 2001

On behalf of the Minister  
By authority

Marianne Brinch-Fischer

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**Appendix 1****Guidelines on pay grading**

Allocation to pay grades I-VII is based on a prior assessment of the level of teaching in the different teaching areas.

The pay grades are used as a general rule for teaching at the following levels, as preparatory courses/training are always graded lower:

- Pay grade I University and engineering college level
- Pay grade II College level
- Pay grade III Upper secondary school level, higher engineering training
- Pay grade IV Civil service school level, qualified
- Pay grade V Civil service school level, general
- Pay grade VI Instruction with preparation
- Pay grade VII Instruction without preparation

Use of pay grades I-III generally requires that the teacher has an academic education. For teaching in areas where pay grades I-III may be used, the teacher will be paid according to pay grades I-III, regardless of whether the teacher in question has an academic education.

Conversely, a teacher with an academic education will not be paid according to pay grades I-III, if the teaching activity concerns areas that do not require that the teacher has an academic background.

Below follow some typical examples of the use of pay grades I-VII.

Attention is drawn to the fact that these are examples of pay grading from the Ministry of Finance's practice. Consequently, the list is not exhaustive, but simply aims to illustrate pay grading for specific levels of education.

**INSTITUTIONS WITH RESEARCH OBLIGATIONS:**

Bachelor's, Master's and PhD degree programmes:	<b>Pay grade I</b>
Introductory teaching/preparatory courses:	<b>Pay grade III</b>
Continuing education:	<b>Pay grade I</b>

One-year course at the University of Southern Denmark's Institute of Sports Science in practical disciplines for teachers graduated from teacher training colleges (except for routine teaching exercises) as well as specialised housekeeping course at Aarhus University: **Pay grade II**

**INSTITUTIONS WITHOUT RESEARCH OBLIGATIONS:*****General:***

3 ½ - 4 ½-year programmes:	<b>Pay grade II</b>
2 ½ - 3 ½-year programmes <i>which require that the teacher has an academic education:</i>	<b>Pay grade III</b>
2½ - 3½-year programmes which do <u>not</u> require that the teacher has an academic education:	<b>Pay grade IV</b>
Continuing and further education <i>which requires that the teacher has an academic education:</i>	<b>Pay grade I</b>
Continuing and further education which does not require that the teacher has an academic education:	<b>Pay grade II</b>

***Upper secondary schools, higher preparatory examination courses:***

For the most part, teachers are paid in accordance with the provisions set out in the collective agreement for teachers in upper secondary schools etc., or they are paid a specially agreed fee.

If it is necessary to pay for hourly-paid teaching: **Pay grade III**

***Colleges:***

Teaching at college level:	<b>Pay grade II</b>
Continuing/further education:	<b>Pay grade I</b>

***Handicraft schools and national institutes for social educators:***Teaching which requires an academic education: **Pay grade III**Other teaching activities: **Pay grade IV*****Journalist training:***

Teaching on courses at

the Danish School of Journalism: **Pay grade I**Teaching in the journalistic disciplines on  
the first and second parts of the journalism programme: **Pay grade II**Continuing and further education (the Danish School of Journalism): **Pay grade I*****Therapist schools:***

Teaching which requires teachers

with highly specialised qualifications: **Pay grade IV**Teaching in theoretical subjects in general: **Pay grade V****Business and technical study programmes, including agricultural programmes:**

**Pay grade I** is only used for high-level teaching where the relevant level of education is normally only offered at universities or institutions of higher education, such as certain subjects on the accountant training programme.

**Pay grade II** is used for teaching at a level where the programme is an advanced studies programme building on a higher engineering programme, such as the architectural technology and construction management programme, or for business programmes such as the market economist programme.

**Pay grade III** is used for teaching on the vocational upper secondary programmes Higher Commercial Examination and Higher Technical Examination (except for subjects at the vocational education and training level) or higher engineering programmes. At agricultural colleges, pay grade III is used for teaching at the academic level on basic and advanced level programmes.

**Pay grade IV** is used for teaching at the vocational education and training level according to the agreement of 25 June 1991 on income-generating activities at technical colleges. At agricultural colleges, pay grade IV is

used for teaching at the non-academic level on basic and advanced level programmes.

**Pay grade V** is used for continuing education of skilled workers.

***Civil service schools:***

Teaching at the higher civil service level:

**Pay grade IV**

Teaching at the general civil service level, e.g. basic education:  
**Pay grade V**

***Instruction with preparation:***

**Pay grade VI**

***Instruction without preparation:***

**Pay grade VII**

**EMPLOYMENT CONTRACT  
FOR  
HOURLY-PAID TEACHERS**

hereby  
employs

.....  
(institution)

.....  
(hourly-paid teacher's name)

.....  
(hourly-paid teacher's address)

1. as an hourly-paid teacher from ..... 20..
2. as an hourly-paid teacher for the period ..... 20.. – ..... 20..

in the subject of .....

The total number of working hours, including preparation time, grading of assignments etc., amounts to ..... working hours total  
per week

The place of work will be .....  
(educational establishment's address)



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This Employment Contract is concluded in accordance with the State Employer's Authority's Circular of 17 January 2001 on Hourly-Paid Teaching (*Cirkulære af 17. januar 2001 om timelønnet undervisning*). Payment is subject to the rates stipulated in the Circular, currently DKK ..... per working hour.

Payment will only be made for lessons actually held. No payment will be made for lessons not held because they fall on weekday holidays or days off. In addition, no payment will be made for any lessons cancelled by the institution at one week's notice or more.

Payment will be made on .....  
(payment terms)

Payment for the time required for *setting assignments* that are not part of the regular teaching activities, including exam papers, will only be based on the rate per working hour for the subject in question. Similarly, payment for *grading of assignments* will only be based on the rate per working hour for the time spent on grading the assignments. The payment for grading assignments will be converted according to special standards to a certain fee per assignment, set of assignments or the like.

For *oral examinations*, the examiner will be paid per hour spent based on the rate per working hour for the subject in question with addition of preparation time up to 60 minutes. The minimum rate will always be one examination hour.

No separate payment will be made for time spent on *meetings in governing bodies*.

A *holiday allowance* of 12.5% is added to the hourly rates.

If an hourly-paid teacher's employment contract covers teaching for a period of four months or more or 50 lessons or more within an academic year, the teacher will also be entitled to:

a) *Sick pay* for the number of working hours required for the teaching that the teacher has been unable to conduct due to illness. The teacher may be required to document his or her illness with a doctor's certificate.

Sick pay will not be paid for more than three months within 12 consecutive months.

Teachers who during the employment period are employed full-time elsewhere, or who have more than full-time equivalent employment when including the hourly-paid work, must as far as possible seek to offer the cancelled classes at a later time, and no separate payment will be made for hours previously covered by sick pay.

b) Full or partial leave with pay to *care for a sick child* when:

- 1) it is the child's first day of illness;
- 2) it is required out of consideration for the child's well-being;
- 3) circumstances in the workplace permit;
- 4) the child is under 18 years of age;
- 5) the child lives at home.

This right may be revoked for the individual employee in case of abuse.

c) *Pay during maternity/paternity leave, adoption leave and childcare days* under the agreement on maternity/paternity leave, adoption leave and childcare days between the Ministry of Finance and the Danish Central Federation of State Employees' Organisations. This provision does not apply to teachers who are employed full-time elsewhere during their period of employment. Teachers who are employed part-time elsewhere will not receive pay during maternity/paternity leave, adoption leave or childcare days if they have more than full-time equivalent employment when including the hourly-paid work. The disbursement of pay during maternity/paternity leave, adoption leave or childcare days will cease at the end of the agreed employment period.

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The employment contract may be terminated by the teacher giving one month's notice to expire at the end of a month and by the institution giving two months' notice to expire at the end of a month.

..... , ... ..... 20..

.....  
(institution)

.....  
(teacher)

.....  
(institution's address)

### Hourly-paid teaching

<b>Pay grade</b>	<b>Hourly rate (basic amount as at 1 October 1997)</b>	<b>Normal preparation time per lesson</b>	<b>Total pay per lesson (basic amount as at 1 October 1997)</b>
	<b>DKK</b>	<b>Minutes</b>	<b>DKK</b>
I	173.16	90	432.91
II	173.16	60	346.33
III	173.16	40	288.60
IV	150.93	40	251.55
V	146.63	25	207.72
VI	135.62	15	169.52
VII	126.32	0	126.32

A shorter preparation time than normal may be agreed or stipulated for teaching in individual subjects.

The total pay per lesson can only be used for remuneration for the lessons for which preparation is required, whereas the total pay per working hour is used for remuneration for other duties, provided that the Circular provides for remuneration.

## CIRCULAR ON REMUNERATION OF CO-EXAMINERS

Please find attached the State Employer's Authority's Circular of 17 January 2001 on Remuneration of Co-Examiners (*Cirkulære af 17. januar 2001 om censorvederlag*).

The Circular takes effect on 1 January 2001 and replaces the Ministry of Finance's Circular of 17 September 1998 on Remuneration of Co-Examiners (*Cirkulære af 17. september 1998 om vederlæggelse af censorvirksomhed*).

The most important amendment in relation to the former Circular is that the co-examiner rates have generally been increased. Other changes are of an editorial nature.

Following negotiations with the Danish Central Federation of State Employees' Organisations (CFU), the following is stipulated:

### Scope

1. Remuneration, see the Circular, is paid to officially appointed or specially summoned external examiners:

- for written examinations
- for oral examinations at universities, institutions of higher education and, in certain cases, at teacher training colleges and national institutes for social educators and to instructors on BSc in engineering and export engineering courses<sup>1</sup>
- for oral examinations within other teaching areas, unless the teacher in question is employed as a teacher within the teaching area.

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<sup>1</sup> For the first time, this Circular provides for co-examiners at oral examinations on BSc in engineering and export engineering courses to be covered by the Circular.

With the exception of universities, institutions of higher education, teacher training colleges and national institutes for social educators and instructors on BSc in engineering and export engineering courses, the Circular may thus not be applied to oral examinations if the co-examiner is permanently employed within the same teaching area.

### **Co-examiner rates**

2. Remuneration for examinations per co-examiner hour (basic amount as at 1 October 1997):

<b>Pay grade</b>	<b>Basic amount</b>
A	DKK 316.18
B	DKK 261.60
C	DKK 217.53
D	DKK 189.44
E	DKK 156.58
F	DKK 129.57

For new areas and for areas where other remuneration has been paid to co-examiners, the remuneration will be allocated to one of groups A-F.

As a general rule, co-examiner rates A-F correspond to hourly rates I-VI in the Danish State Employer's Authority's Circular on Hourly-Paid Teaching (*Cirkulære om timelønnet undervisning*).

The co-examiner rates will be adjusted by a certain percentage in accordance with the pay adjustment agreement applicable from time to time to public servants in the state.

### **Standards for time use**

3. As concerns both written and oral examinations, it is assumed that the relevant ministry (or whoever is authorised to do so) lays down standards for the time allocated to co-examination of each written or oral examination. The remuneration for co-examiners will be calculated on the basis of these time standards and the rates laid down in clause 2.

Separate remuneration for the time spent by co-examiners on preparing the examination subject, prior or subsequent co-examiner meetings etc. will thus not be paid, as this is covered by the remuneration for co-examiners (see clause 2).

It is assumed that the standards will be set up such that they cover the actual average time use and that the payment per co-examiner hour will correspond to the rates in clause 2.

If the relevant ministry/the institution wishes to change the standard, this will be subject to negotiations with the relevant organisation authorised to negotiate. The same procedure is used for setting up standards in new areas.

It is only possible to change a current standard if justified by a change in the work required from the co-examiner, or if the standard was set up on false grounds.

### **Holiday allowance**

4. Holiday allowance of 12.5% of the co-examiner remuneration will be paid.

### **Travel allowance**

5. Travel expenses (travelling expenses, hourly and daily allowances) will be covered in accordance with the Ministry of Finance's Circular on the Agreement on Official Travel (*Cirkulære om tjenesterejseaftalen*).

### **General comments**

6. When planning the co-examiners' work, efforts should, as far as possible, be made to ensure that the individual co-examiners do not have more than 125 co-examiner hours per semester/six-month period.

For new teaching areas, pay grading (see clause 2) is subject to submission to the individual relevant ministry or any body authorised by the ministry.

Any queries about the grading of a study programme must be presented to the State Employer's Authority.

7. The Circular takes effect on 1 January 2001.

The Ministry of Finance's Circular of 17 September 1998 on Remuneration of Co-Examiners is repealed.

Ministry of Finance,  
State Employer's Authority

17 January 2001

On behalf of the Minister  
By authority

**Marianne Brinch-Fischer**



Circular of 17 January 2001

State Employer's Authority's Circular  
no. 004-01

Enquiries about this Circular should be directed to the  
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PKAT

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