



Implementation of AAU's senior policy at the Department of Computer Science

Both the life expectancy and the retirement age are rising for employees in a rapidly evolving labor market. This calls for flexibility on the part of the individual employee, but to a great extent also from the employer, which must attract and retain skilled employees through a long working life. In order for this to succeed, the employer must be responsive to the needs of among others seniors and support the employees in their various stages of life.

Aim and scope

The aim of this document is to describe how we at the Department of Computer Science are implementing [AAU's senior policy](#), which is the overall framework. The target group is all VIP and TAP employees from the age of 55 until retirement.

Contents

When are you a senior?

This can be hard to determine but this is based on AAU's senior policy where the senior target group is from 55 years until the retirement age.

What characterizes the senior working life and what special needs do you have in this regard?

We all have different needs and often these will be related to our different life stages. This should be taken into account so that the employee can agree on which solutions are the best for the employee. It could be in the form of reduced working hours, agree on senior days off, relief from current duties (adjustment of work content / organization), retreat (move to another lower position), retention bonus (for payment on the day the employee resigns), emeritus scheme (continued affiliation with the department after retirement).

Any other things that need attention before the senior period begins, which will affect how long an employee wish/can continue working?

This could be a generational shift. It is crucial for the department to be able to handle a continuous and natural generational shift. Many employees have been employed since the founding, which has ensured continuity and a clear professional profile. The department has also experienced growth over the past few years and new staff has been added.

Therefore, it is important that the most talented employees also the oldest can be retained at the same time as the younger generation can take over / continue the professionalism at the department. This should be addressed in a collaboration between management and the employee/s on an ongoing basis and through follow-up of annual staff development interviews (MUS).

How is it done?

At the department we must as a minimum relate to/address the following aspects in the senior life:

Senior interview

At the department, staff development interviews (MUS) with employees who are 55 years and older offer a dialogue about the employee's senior working life. The staff development interview (MUS)/senior interview is conducted based on a relevant template ([see appendix with instruction, interview guide and template for development plan](#)), which touches on the topics and senior tools described here. Heads / managers responsible for staff development interviews (MUS) at the department must ensure this is done in collaboration with the head of department and the head of administration at the department.

Senior tools

- **Reduced working hours**
This can be done using alternative forms of employment depending on whether it is academic or technical administrative staff. This concerns the following job categories: Part-time, hourly-paid consultant, emeritus. The requirement is that the employee is 60 years of age and has been employed in the state for a total of 10 years. Working hours must be at least 15 hours per week. An agreement of tasks in relation to working hours is made (e.g., the distribution between research and teaching for academic staff). The agreement is concluded for a period of max. 3 years and will usually mean that the employee resigns after the expiry of the agreement.
- **Senior holidays**
It is possible to agree on up to one day's paid time off a month. A prerequisite is that the employee is 62 years of age. The days must be held in the current calendar year and cannot be transferred from year to year. Special holidays must be held before the annual holidays are held.
- **Relief from current duties**
If possible, an agreement can be made to adjust work content and tasks. E.g., are there any tasks that can be carried out by others or can the work be organized differently?
- **Scaling down in job (retreat)**
It is possible to enter into an agreement to move to a lower position. The condition is that the employee must be 58 years of age and have been employed full time for the past 10 years in a position with management responsibility, work management or equivalent within the state.
- **Emeritus**
An agreement can be made on an emeritus scheme (which applies for a fixed period) in cases where the employee may wish to remain affiliated with the department after retirement. This is not a paid employment relationship, but the department can provide a workplace, including IT facilities, and possibly allocation of an annual amount for relevant journeys in relation to research.
- **Senior bonus**
Monthly-salaried employees receive an annual senior bonus of 0.8 per cent of the annual salary when they turn 62. This is paid out once a year in January. The employee can, instead of the cash payment, choose to convert the senior bonus into 2 senior days, or an extraordinary pension contribution. The choice must be made one year at a time. If the employee wishes to convert the bonus, he/she must notify the HR department no later than October 1 the year before the bonus will be paid out. If no decision is taken, the senior bonus will be paid.

Employees who meet the conditions for entitlement to a senior bonus and who join the department during the calendar year are entitled to a proportionate share of the bonus. If an employee entitled to a senior bonus resigns before the bonus is paid out, a proportional share of the bonus is paid out. The senior bonus agreement do not cover employees employed on hourly basis. The right to a senior bonus applies on top of the other agreement options on senior schemes in the Circular on senior agreement.

For more info see: [Procedure about conversion of senior bonus.](#)

Establishment of agreements

When establishing a senior scheme for an employee, the HR department must be involved with regard to legality check and this must be done before the involvement and approval of a manager at level 2 (The Dean). Helle Westmark is the department's contact person for all senior agreements and Peter Axel Nielsen must be involved in the entering of senior agreements for employees, where the staff development interview (MUS) is held by a professor according to delegation. If you have any questions to this document, you are welcome to contact Helle Westmark or Tina Bang Struntze..