

Optimising HR services

In May 2020, the Faculty Management for Nat and Tech decided to improve the quality of appointment processes at Nat and Tech. This will be done by optimising the processes between HR and the departments. This was decided on the basis of the work carried out by the HR Analysis Group in the autumn of 2019.

The following four initiatives will therefore be implemented as of 1 September 2020:

1. Co-responsibility for ensuring that letters of appointment are received before the date of commencement

At the moment, Nat-Tech HR receives approx. 50% of all cases either less than seven days before or after the date of commencement.

All new employees must receive an employment contract before they start, so HR must receive the cases from the departments/centres (via *Medarbejderstamkortet*: MSK):

- at least 30 days before start date for Danes
- at least 60 days before start date for EU citizens
- at least 90 days before start date for non-EU citizens

The HR partners will actively engage in dialogue with the departments and centres on how to collaborate on achieving more satisfactory staff planning, so that cases are sent to HR in due time.

2. Fixed appointment dates

All appointments should, as far as possible, start on the 1st or 15th of a month. This will reduce the number of arbitrary processes (on-account payouts) and improve planning, thereby ensuring that more people receive an employment contract before their start date.

Any deviation from this must be approved by the Head of Department.

3. Duration of appointments

As a general rule, departments may only appoint employees for six months, and this can only be deviated from in exceptional cases after approval by the Head of Department.

HR receives many appointments lasting between one week and six months, which is undesirable from a career perspective, and the administrative case processing remains the same regardless of the length of employment.

4. HR's prioritisation of employment cases

The following prioritisation has been agreed for all departments/centres at Nat and Tech:

1. Permanent member of academic staff
2. Permanent member of technical/administrative staff
3. Temporary member of academic staff
4. Part-time academic staff
5. Part-time technical/administrative staff
6. Others

If the prioritisation is to be waived, this must be agreed between the Head of Department and HR.

If you have any questions, please contact the HR team's mailboxes – HR.ST.team1@au.dk and HR.ST.team2@au.dk or your respective HR Partners.

For your information, please find attached an overview of employees at Nat-Tech HR.