

Department of Biomedicine

Meeting on: 17 September 2025 at 12:00-14:00

Meeting room: 1115-151B, Skou Building

Local Liaison Committee Meeting

Participants: Thomas G. Jensen; Morten Schallburg Nielsen; Ina Maria Schiessl; Sâmia Joca; Bertha P. Beck Mortensen; Rikke Nielsen; Ulla Vosegaard Als; Agnete Larsen; Esben Thorup Boel; Gitte Fynbo Biller; Vivien Schack; Bettina Winther Grumsen

Cancellations from participants: Sune Jonathan Keidser-Nilsson; Jani Kær; Paw Vinther; Mie Wolff Kristensen; Thomas Corydon;

Observer: Deputy Head of Department for Teaching Hanne Bjerregaard Møller;

Guests: Jeannette Madsen

Minute taker: HR Partner Pia Lind Lunau Kristensen

1. Godkendelse af dagsorden/Approval of agenda

by Head of Department

The agenda was approved.

2. Godkendelse af referat 12. Juni 2025/Approval of Minutes from the meeting on 12th June 2025

by Head of Department

The minutes was approved.

3. MUS 2025/ SDD process 2025 and new opportunities in mitHR, SDDs, Check Ins and Career dialogues

by Head of Department and HR

Head of Department informed, that the SDD year 2025-2026 has been launched in mitHR by 1 September 2025. It means that both managers and employees can access and complete the Dialogue Guide and Agreement form in mitHR.

Be aware that new features have been added to mitHR that support dialogues in a more flexible and manageable way. This applies to SDDs, check-ins (1:1) and career dialogues and mitHR is GDPR compliant.

HR informed more detailed of the new features in mitHR.

SDD agreement form

Specific goals and agreements from the SDD will be documented in the module Goals and Agreements – not in the agreement form itself. The agreement form is now primarily used for a summary of the SDD.

Check-ins (1:1)

mitHR can support 1:1 digitally. You can do this by creating agendas and following up on agreements on an ongoing basis. In this way, you can plan together the content of your ongoing dialogues and follow up on your goals and agreements.

NOTE: The confidentiality of the content from these dialogues is not the same as for SDD and

Career Dialogues. The content follows the employee and will therefore be visible to a new manager.

Career dialogues

All employees have access to a dialogue guide that can be used for reflection and possibly shared with their manager before the dialogue.

Goals and Agreements

All goals and agreements - across all form of dialogue - can now be gathered in one place in mitHR. This provides a better overview and makes it easier to follow up.

NOTE: The confidentiality of the Content from these dialogues is not the same as for SDD and Career Dialogues. The content follows the employee and will therefore be visible to a new manager. Please find further information about SDD and dialogue guides [here](#).

Head of Department reminded that at Department of Biomedicine an SDD-related email to all staff is sent out, including suggested themes for discussion. The SDD framework includes questions related to the future and to wellbeing. For academic staff (VIP), it is mandatory to include a teaching portfolio. Please also remember that,

- a) This year, mitHR must be used to support the process.
- b) For researchers (VIP): Please complete the teaching portfolio form and upload it in mitHR before your SDD
- c) Head of Department also encourage all to update their PURE-profile – [getting started with PURE](#).

The committee emphasized the importance of conducting meaningful SDD conversations, with a focus on wellbeing and professional development.

The committee discussed the teaching portfolio, including whether it serves as a quality assurance tool. It was clarified that the portfolio is not intended as such, but rather as a framework for dialogue.

Head of Department emphasized that the teaching portfolio is a required task but acknowledged that the department is still in the process of fully implementing. Work is ongoing to develop a system for registration.

It was noted that Aarhus University has decided to integrate the portfolio into the SDD conversation, to avoid making additional meetings mandatory. The portfolio should not become a checklist that feels demotivating.

There was a reminder that the SDD conversation should not become a performance review. It was suggested to revisit the original purpose of SDD and ensure focus on development rather than evaluation. Given the high number of SDD conversations held, it was discussed how such insights could be consolidated.

Head of Department emphasized that SDD is primarily a conversation between the employee and their immediate group leader, focusing on what happens within the group. It can be challenging to ensure that group leaders pass on relevant information, and it was suggested that this could be addressed through GRUS (group development dialogues), career conversations, etc.

Support was expressed for increasing the use of GRUS and for the management team sharing insights into future development opportunities and anticipated competence needs.

Head of Department thanked the committee for the constructive discussions.

4. Arbejdspladsvurdering (APV) - status/Workplace Assessment (WPA) - status by Head of Department

Head of Department informed that work is ongoing with the WPA report and data. Participation in the WPA survey increased significantly compared to three years ago, with over 100 extra respondents. A dialogue meeting was recently held, organized by the WPA follow-up group. However, the committee has not yet had the opportunity to meet and follow up on the discussions from that meeting. Action plans will be developed based on the report, data, and dialogue input.

The committee emphasized the importance of continuously assessing and improving the work environment at Biomedicine, including addressing issues such as bullying and discrimination. Concerns were raised about how to reach employees who report challenges but do not attend meetings or contact union or safety representatives. The need for confidential and trusted channels for raising sensitive issues was highlighted.

It was suggested to increase visibility of support structures, especially considering the diversity of staff and the Danish workplace model. Onboarding processes were mentioned to introduce contact persons.

The physical work environment was also discussed. Due to recent relocations, the previous WPA results may no longer reflect current conditions. Issues such as closed office doors, poor ventilation, and underutilized touch-down workspaces were raised. A follow-up WPA related to the relocation is planned.

The committee discussed the need for quiet zones for calls and online meetings.

Head of Department confirmed that the management group will evaluate the matter regarding touch-down workspaces and determine what actions may be required.

Head of Department noted that many employees are satisfied with their work and colleagues. A new department forum is being established, with representation from all floors and wings, to support community-building based on local needs and diversity.

Head of Department confirmed that the composition of the forum will be announced soon via the newsletter.

5. Lønkatolog/ Salary Agreement Catalogue for Health by Head of Department

Head of Department informed, that the current salary catalogue at Health will expire on 31 March 2026. The catalogue is available in Danish [her](#) and in English [here](#).

In preparation for this, a working group has been established to revise the salary catalogue, with the aim of implementing the updated version from 1 April 2026. The group includes representatives from both staff and management:

- Malene Hvid (employee representative)
- Agnete Larsen (employee representative)
- Bertha Bech Mortensen (employee representative)
- Sune Keidser-Nilsson (employee representative)
- Vivien Schack (employee representative)
- Thomas G. Jensen (management representative)
- Siri Beier Jensen (management representative)

As in previous years, both staff and management representatives participate in the work with a mandate from their respective constituencies, ensuring that all interests are represented in the process. Health HR support the working group in the revision of the salary catalogue.

Head of Department emphasized the importance of transparency regarding salary, noting that some aspects may be specific to the department. The committee discussed the need for a balance between salary and other employment benefits. It was also noted that for technical and administrative staff, it can be challenging to navigate and find their position within the salary catalogue.

6. Evaluering af AU's retningslinje for distancearbejde/Evaluation of AU guidelines for remote working

by Head of Department and HR

Head of Department informed, that in 2022, the Main Occupational Health and Safety Committee (HSU) approved a revised [guideline for remote work at Aarhus University](#). In 2023, the guideline was evaluated based on input from the local occupational health and safety committees and cooperation committees. It was decided to maintain the current guideline and conduct a new experience-based review in 2025.

As part of the evaluation process, perspectives and experiences are being collected from the local committees to ensure a systematic and ongoing dialogue about how AU's remote work guidelines function locally, and whether adjustments or adaptations are needed.

The Committee is encouraged to discuss and complete the evaluation form titled "*Evaluering af AU's retningslinje for distancearbejde*" within their local occupational health and safety and cooperation committees and submit the completed form to Health HR no later than October 6, 2025.

HR will compile and forward the collected experiences and perspectives from the faculty's local committees to HAMU-HSU by October 27, 2025. The discussion in HAMU-HSU will take place on November 13, 2025.

The committee discussed the varying opportunities for remote work depending on staff affiliation and individual needs. Some tasks can be performed from home, and there is interest among some employees in having the possibility to work remotely.

Head of Department expressed a strong preference for staff to be present at Biomedicine, emphasizing the value of working and collaborating together on site.

It was noted that while there is an agreement about the possibility of one day of remote work per week, this option is not widely used. The importance of local discussions about remote work practices and the reasons for choosing to work from home was highlighted.

The committee agreed that a good balance is currently being maintained.

7. Seniorpolitik/Senior Policy

by Head of Department and HR

Head of Department and HR informed about the possibilities. You can also read about Senior at Aarhus University [here](#). The item is on the agenda due to the committee's annual schedule (årshjul).

HR presented the available options and the most commonly used arrangements

a. atrapning i tid (deltid)/reduced working hours

If you are at least 60 years old and have been employed at least 10 years within the state you can

ask to reduce your working hours - you have to work at least 15 hours per week after the reduction and the Head of Department may grant payment of pension contribution corresponding to the pension contribution before the reduction in hours.

b. aftrapning i job/charge (retræte)/retirement position

Not seen very often but is a possibility if you are at least 58 and have had a manager function but would like to transfer to a lower position.

c. Seniordage (betalt frihed)/paid senior days

If you are at least 62 years you can apply for up to one day's time off per month. Be aware that these senior days are not the same as the ones you can keep as a result of the senior bonus – you can read more about senior bonus [here](#).

d. Fastholdelsesbonus/retention bonus

Not used very often but is a possibility if you are at least 62 years old.

The committee discussed that when an application is submitted, a meeting is held between Head of Department, the employee, the union representative and HR to discuss what makes the most sense for the individual, and an agreement is made for a specific period.

The committee raised questions about the criteria used by the department in these decisions, and whether there is a need to further promote or expand these options. The topic of mandatory senior dialogues was also discussed, with HR confirming that local discussions are ongoing.

It was suggested to increase awareness of these opportunities, for example through the newsletter.

8. Sygefraværspolitik og sygeprocesser/Sickness absence policy

by Head of Department and HR

Head of Department noted that, according to the committee's annual cycle, the committee should revisit the guidelines regarding sickness and other types of absence at the department.

HR provided an overview of the current policies:

Absence - please remember that:

In connection with illness, child's first and second day of illness, child care days and senior days the following rules prevail:

Illness and other types of absence must be reported by email to your local secretariat.

You must also contact your leader and maybe colleagues.

Follow-up on absence

Aarhus University wishes to support proactive follow-up on absence due to illness among the university's staff. The purpose of the sickness absence meeting is to ensure optimum conditions for the employee to return to work as quickly as possible and to make a plan which also takes the daily operations of the workplace into account.

HR will notify your manager or Head of Department if you have long-term absence due to illness or have had four periods of absence due to illness within six months, and/or ten single days of absence due to illness within 12 months and to initiate a sickness absence meeting with you.

9. Kompetenceudvikling/Competence development

by Head of Department

Head of Department informed that the Department offers good opportunities for competence development and reminded of the local competence development fund (you can contact Jeannette Madsen for further information) and [Den Statslige Kompetencefond/the state competence fund](#).

The Committee discussed that there is a need to appoint a new member to the department's TAP Competence Fund Committee.

- The committee meets four times a year to review and recommend applications to the Head of Department. Applications are circulated to the committee in advance, and the estimated time commitment is 4–5 hours per year.
- Two members are stepping down, while two will remain. One new member will be appointed by the committee (LSU), and the other will be appointed by the management team.
- Criteria for applicants include being TAP (including AC-TAP), preferably on a permanent contract.
- Further information: [TAP-kurser](#), [Ansøgningsskema](#), [regler for støtte](#)

The committee discussed the types of activities supported, such as travel, conferences, courses, and other development opportunities. It was noted that there is satisfaction with the current opportunities, and that co-financing from research groups is sometimes encouraged.

The importance of communicating how funds are used was raised. Currently, information about applicants and recipients is not published, but informal sharing occurs within groups. The committee also discussed how to ensure staff have the right competencies and clarified that employment is both at the department and group level, requiring ongoing balance.

The committee has nominated Bettina W. Grumsen to the department's TAP Competence Fund Committee.

You can read about SDD and competence development activities at AU in 2024 here: [Bilag 2.1. Årlig opsamling på MUS og kompetenceudvikling fra fakulteter og Fællesadministrationen](#)

10. Highlights fra LAMU, FAMU samt FSU og HSU/Highlights from LAMU, FAMU, FSU and HSU

The LSU members are encouraged to familiarise themselves with the minutes of the meetings.

Material from meetings can be found:

Local occupational health and safety committee (LAMU) can be found [here](#).

Faculty occupational health and safety committee (FAMU) can be found [here](#).

Main occupational health and safety committee (HAMU) can be found [here](#).

Faculty Liaison Committee (FSU) can be found [here](#).

Main Liaison Committee (HSU) can be found [here](#).

It was noted that FSU/FAMU selects WPA focus areas.

Regarding administrative adjustments in the state sector, it remains unclear what changes can be expected.

The committee discussed AC-TAP positions (administrative or technical). There is a salary agreement in place for administrative AC-TAP, but not for other categories. All universities are required to map which positions are administrative versus technical. The topic of “correct” job titles was also discussed in FSU.

11. Eventuelt/AOB

Delegation

The committee discussed formalizing delegation practices to clarify existing procedures. Head of Department explained the principles of delegation, including who is responsible for what and when, and emphasized the importance of transparency. These principles will be evaluated continuously, recognizing that each department operates differently. The distinction between responsibilities such as finance and personnel management was highlighted.

It was noted that clear communication about the reasons for delegation is important. The topic will be brought to the committee (LSU) for further discussion and decision-making, likely in December.