

# Contract of employment

This contract of employment applies to employees who fall under the Act relating to Civil Servants of 16<sup>th</sup> of June 2017 No. 67 (the Civil Service Act).

Employee	
Name of employee	Personal ID number
Address	
Agency	
Name of agency	
Address	

*For civil servants*

**Duration, probationary period and period of notice**

Commencement date		The post is permanent	<input type="checkbox"/>	
Temporary appointment	<input type="checkbox"/>	The contract ends without prior notice	Date of termination of employment (if applicable)	
			Expected date of termination of employment (where no specific date of resignation has been set).	
			Circumstances that will result in termination of employment	
		If the duration of the temporary employment has exceeded one year, the employee is entitled to one month's notice, cf. section 17 (4) of the Civil Service Act.	Legal basis for temporary employment, cf. section 9 of the Civil Service Act or special legal act.	
Probationary period	<input type="checkbox"/>	The probationary period is six months, cf. section 15 (1) of the Civil Service Act The probationary period may be extended corresponding to absence during the probationary period which is not caused by the employer, cf. section 15 (2) of the Civil Service Act.	It is decided by the appointment committee that the probationary period shall not apply, cf. section 15 (1) of the Civil Service Act	<input type="checkbox"/>
Notice period pursuant to section 22 of the Civil Service				

*For senior civil servants (embetsmenn)*

**Duration and termination of service**

Commencement date		The service is permanent	<input type="checkbox"/>	
Temporary appointment	<input type="checkbox"/>	End of temporary appointment or fixed-term appointment cf. section 18 of the Civil Service Act	Date of termination (if applicable).	
			Expected date of termination (where no specific date of resignation has been set)	
			Circumstances that will result in termination of appointment	
Fixed term appointment	<input type="checkbox"/>	If the duration of the temporary appointment and fixed term appointment has extended one year, the senior civilservant (embetsmann) is entitled to one month's notice, cf. section 18 (3) of the Civil Service Act.	Legal basis for fixed term, cf. section 14 in the Civil Service Act or special legal act	
Senior civil servant (embetsmann) who wants to resign from the service is given dismissal based on application. Regarding end of service/dismissal rules is otherwise given in the Constitution, section 22 and sections 18, 21, 27 and 28 in the Civil Service Act.				

**Type and scope of work, place of work**

Grade code		Grade designation		Percentage of full-time post	
Place of work (currently)	Address of agency <input type="checkbox"/>	State any other places of work			
Workplace abroad for more than one month		No <input type="checkbox"/>	Yes (If yes, fill in the following <input type="checkbox"/>		
Duration (from – to)		Conditions for journeys home			
Currency for salary payments		Cash benefits, benefits in kind (if any)			

<b>Name of employee</b>		<b>Personal ID number</b>	
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**Pay, holiday, working hours**

<b>Payment/pay grade</b>		<b>Date of salary payment each month</b>	
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- Pay and other remuneration shall be in accordance with the current collective agreement.
- If the employee, owing to an error, has been paid too much salary, the employer is entitled to engage in dialogue with the employee before deduction is made. If the parties do not reach agreement on deduction the return of payment must be done in another way
- Any possible agreement on payment deduction based in the Working Environment Protection Act, section 14 – 15 third paragraph letter c, must define the actual deduction so as the employee has predictability with regards to payment.  
Holiday and holiday pay shall be in accordance with the Holidays Act and the current central special agreements.
- Normal working hours shall be in accordance with the current collective agreement and work schedule.

**Additional work outside working hours, additional employment, and the like**

An employee may not perform additional work for another employer or operate private income-producing activities outside working hours that are not in compliance with the current provisions concerning this in the Basic Collective Agreement and in the Civil Service Handbook.

<b>Reference to any provisions or permits entitling exemptions from such provisions</b>	
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**Collective agreements, rules and other appointment conditions**

The employment is regulated by the current Basic Collective Agreement, Basic Agreement and other central collective agreements for the Civil Service concluded between the Norwegian Government represented by the Ministry of Local Government and District, the Norwegian Confederation of Trade Unions – Section for State Employees (LO Stat), the Confederation of Vocational Unions – Section for State Employees (YS Stat), the Federation of Norwegian Professional Associations (Akademikerne) and the Confederation of Unions for Professionals, Norway (Unio). In addition the personnel rules of the agency is part of this agreement.

<b>In addition, the employee is subject to the following special agreements</b>	
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The appointment is otherwise made on the current conditions applying to civil servants pursuant to the Working Environment Act, the Act relating to Civil Servants, etc. of June 16<sup>th</sup> 2017 No. 62, the Act relating to the Norwegian Public Service Pension Fund of 28 July 1949 No. 26 and the Act relating to age limits for civil servants and others of 21<sup>th</sup> of December 1956 No. 1.

<b>Other special statutes applying to this employee, if any</b>	
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**Other conditions**

In the event of a transfer to a position or a post outside the state administration or in the establishment of a business activity, quarantine and a prohibition may be imposed in accordance with the Act regarding the duty of information, quarantine and prohibition of politicians, officials and civil servants of 19 <sup>th</sup> June 2015 No. 70 (the Quarantine Act). The employee shall provide information to the appointing authority on all such transitions that take place within twelve months after resignation, cf. the Quarantine Act section 15.	Yes <input type="checkbox"/>  <i>(Can only apply if the character of the position gives factual reason)</i>
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**Signatures**

<b>Place</b>		<b>Date</b>	
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<b>For the agency, by authority</b>	<b>Employee</b>