

Contract of employment

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

Saksnr: _____

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		
Temporary appointment		The contract ends without prior notice.	Date of termination of employment (if applicable):		
			Expected date of termination of employment (where no specific date of termination has been set):		
			Circumstances that will result in termination of employment:		
Probationary period		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		<u>Full time employee:</u> 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.	<u>Temporary employee:</u> The probationary period cannot exceed half of the duration of the employment relationship, cf. Section 15 (1) 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
			Months of probationary period:		
The notice periods in the employment relationship are governed by the Civil Service Act § 22. The rules regarding termination/dismissal by the employer are governed by the Civil Service Act §§ 19, 20, 21, and 26. The procedural rules are outlined in the Civil Service Act §§ 30 and 32. The rules regarding complaints and lawsuits are governed by Chapter 5 of the Civil Service Act. Upon termination of the employment relationship, a prior notice shall be sent, in accordance with the Public Administration Act § 16, along with a simultaneous explanation in accordance with the rules of the Public Administration Act §§ 24 and 25.					

For senior civil servants (embetsmenn):					
Duration and termination of service					
Commencement date			The service is permanent		
Temporary appointment		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		If the duration of the temporary appointment and fixed term appointment has extended one year, the senior civil servant (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 are otherwise given in the Constitution, section 22 and sections 18, 21, 27 and 28 in the Civil Service Act. The rules regarding decision-making authority are outlined in Section 31 of the Civil Service Act, while the rules for case processing are specified in Section 32.					
The regulations concerning lawsuits are governed by Section 36 of the Civil Service Act In cases of dismissal of removable senior civil servants, advance notice must be given in accordance with Section 16 of the Public Administration Act, along with simultaneous justification following the provisions of Sections 24 and 25 of the Public Administration Act.					

Name of employee		Personal ID number	
------------------	--	--------------------	--

Type and scope of work, place of work				
Grade code		Grade designation		Percentage of full-time post (%)
Place of work (currently)	Address of agency Yes	State any other places to work. (If there is no fixed workplace or main workplace, the employment contract should provide information that the employee works at different locations or can freely choose their place of work.)		

Pay, working hours, holidays, paid leave provided by the employer, social security benefits, etc.			
Pay, pay grade		Date for monthly pay: <i>(Salary is paid to the employee's bank account)</i>	
<ul style="list-style-type: none"> • Pay and other remuneration shall be in accordance with the current collective agreement. Compensation for overtime is governed by the Working Environment Act § 10-6 and the current collective agreement. • The additional pay for night, Saturday, and Sunday work, as well as for weekends and holidays, is determined by the current collective agreement. • Travel (per diem) allowances are given according to the current provisions in the special agreement regarding coverage of expenses for domestic and international travel and expenses outside of Norway. • If an employee has been mistakenly overpaid, the employer should engage in dialogue with the employee before implementing any salary deductions. If the parties do not agree on the deduction, repayment must be carried out in another manner. Any prior agreement regarding salary deductions, as per section 14-15, third paragraph, letter c of the Working Environment Act, must specify the relevant deduction so that the employee maintains predictability regarding their salary payment. • Pension contributions from the employer: The employer pays deposits to the State Pension Fund • Normal working hours shall be in accordance with the current collective agreement and work schedule. • Breaks are regulated by the Working Environment Act § 10-9. • The terms for overtime and extra work are governed by the Working Environment Act § 10-6 and the current collective agreement. • Holiday, determination of holiday dates, and holiday pay are governed by the Holiday Act and the current collective agreement and central special agreement. • Absence with pay due to illness, pregnancy, childbirth, adoption, breastfeeding, parental leave, caregiving leave, military service, and civilian service is governed by the Working Environment Act, the National Insurance Act, and the current applicable collective agreement. • Absence on religious holidays is governed by the Religious Communities Act § 18. • Paid leave for welfare reasons is in accordance with the current collective agreement. • Paid leave in connection with further education and studies is governed by the current special agreement on leave and financial conditions for further and continuing education, courses, etc. • Leave of absence with pay for the purpose of carrying out public duties and performing duties as a representative is governed by the current regulations in the Working Environment Act and the current main agreement. • Benefits related to illness, pregnancy, childbirth, adoption, death/group life, and occupational injury/occupational illness are governed by the current provisions of the National Insurance Act and the Occupational Injury Insurance Act, as well as the current collective agreement. Pension schemes in accordance with the State Pension Fund Act, the National Insurance Act, and the current main collective agreement. The State Pension Fund receives contributions from the employer. 			
Competence development Competence development shall be in accordance with the current special agreement on leave and financial conditions for further education, courses etc. <i>(State any right to competence development that the employer offers in addition to basic training that takes place in all working conditions, as well as the competence development policy applicable at any time)</i>			

Name of employee		Personal ID number	
-------------------------	--	---------------------------	--

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 current collective agreement and in the Civil Service Handbook.

Reference to any provisions or permits entitling exemptions from such provisions.	
--	--

Collective agreements, rules and other appointment conditions

The employment relationship is regulated by the current collective agreement, main collective agreement and other central collective agreements in the state, entered by the state at the Ministry of Digitalization and Administration, LO Stat, YS Stat, Akademikerne and Unio. In addition, the company's personnel regulations apply.

The employee also comes under these special agreements:	
--	--

Otherwise, employment takes place on the terms that always apply to state employees according to the Working Environment Act and based on the Civil Service Act etc. of 16 June 2017 no. 67, Act on the State Pension Fund of 28 July 1949 no. 26 and Act on age limits for government employees etc. of 21 December 1956 no. 1.

All references to laws, regulations and collective agreements in this agreement are intended for information only.

Any applicable special laws that apply to this employee	
--	--

Other conditions

For the position, quarantine and legal bans can be imposed, cf. § 14 of the Act of 19 June 2015 no. 70 on the obligation to provide information, quarantine and legal bans for politicians, civil servants, and state employees (the Quarantine Act). In that case, the employee has an obligation to provide information on relevant transfers that take place within twelve months of resignation, cf. Section 15 of the Quarantine Act.	Yes (The clause applies if the nature of the position gives factual reason for it)
---	---

Signatures

Place		Date	
--------------	--	-------------	--

For the agency, by authorization	Employee
---	-----------------

--	--