

Standard arbeidsavtale / Standard Contract of Employment

Beholdes av arbeidsgiver – kopi til arbeidstaker /
To be retained by the employer with a copy to the employee

Order No. 563-ENG

Engelsk oversettelse av standard
arbeidsavtale

1. Virksomhet / Employer			
Navn / Name		Organisasjonsnummer / Employer's organisation number	
Adresse / Address			
2. Arbeidstaker / Employee			
Navn / Name		Fødselsdato / Date of birth	
Adresse / Address			
3. Arbeidsplass / Place of work			
Adresse / Address			
4. Ansatt som / Job title/description			
5. Tariffavtale / Collective agreement			
Arbeidsforholdet er regulert av følgende tariffavtale: / The employment is regulated by the following collective agreement:			
Eventuelle tariffparter / Parties to the collective agreement (if applicable)			
<i>Sjekk alle punkter nedenfor med tariffavtalen / Check that all of the following points comply with the collective agreement</i>			
6. Arbeidsforholdets varighet og arbeidstid / Duration of employment and working hours			
Ansatt fra / First day of employment	Stillingsbrøk / Percentage of full-time post	<input type="checkbox"/> Fast ansatt / Permanent employee	<input type="checkbox"/> Midlertidig ansatt / Temporary employee
Forventet varighet dersom arbeidsforholdet er midlertidig: / Expected duration if the employment is temporary:		Grunnlaget for midlertidig ansettelse: / Basis for temporary employment:	
Ukentlig arbeidstid (lengde) / Weekly working hours (duration)		Daglig arbeidstid (lengde) / Daily working hours (duration)	
Arbeidstidens plassering / Disposition of working hours			
Eventuell særlig arbeidstidsordning / Any special arrangement regarding working hours		Pauser (lengde) / Breaks (duration)	
Arbeidstakers oppsigelsesfrist / Notice period applicable to the employee		Arbeidsgivers oppsigelsesfrist / Notice period applicable to the employer	
Ferietid, fastsettes i henhold til ferielovens bestemmelser / Holidays are to be decided according to the provisions of the Holidays Act			
7. Eventuell prøvetid / Trial period (if applicable)			
Prøvetidens lengde / Duration of trial period		Oppsigelsesfrist i prøvetiden / Notice during trial period	
Eventuell forlengelse av prøvetid / Extension of trial period			
8. Lønn / Pay			
Lønn pr. time/måned / Hourly/monthly pay	Utbetalingsmåte (eventuelt oppgi kontonummer) / Method of payment (bank account number (if applicable))	Utbetalingstidspunkt / Payment intervals	
Overtidstillegg / Overtime supplement	Helge-/natttillegg / Public holiday/night allowance	Andre tillegg / Other supplements	
Godtgjørelse/diett / Allowances/expenses		Feriepenger / Holiday pay	
9. Andre opplysninger / Other information			
10. Signatur / Signatures			
Dato / Date	For arbeidsgiver: Navn og stilling / For employer: Name and post	Underskrift arbeidsgiver / Employer's signature	Underskrift arbeidstaker / Employee's signature

Standard Contract of Employment - Guide to filling in the form

Section 14-5 of the Working Environment Act requires that all employment must involve a written contract of employment. The minimum requirements regarding a contract of employment are provided in section 14-6 of the Act. All matters of major importance are to be included in the contract of employment, and the parties may include more information than is required by the Act. This standard contract covers the minimum requirements of the Act. Any changes in the terms of employment are to be included in the contract of employment.

Clause 3: Place of work: State the employee's place of work, e.g. that the employee is employed at the employer's office in Trondheim. If there is no permanent or main place of work, the contract of employment must state that the employee works at different locations. The business address or the address of the employer must then be stated.

Clause 4: Job title/description: Describe the employee's work or state the job title, post or category of work.

Clause 5: Collective agreement: State whether the employment is regulated by any collective agreements, including generally applicable collective agreements. If the collective agreement has been entered into by parties other than the employer, the parties to the collective agreement must also be stated.

Clause 6:

Percentage of full-time post: State the percentage of a full-time post.

Expected duration if the employment is temporary: If the employee is not a permanent employee, state the expected duration of the employment. An exact figure is not required here. State, for example, the date of completion of an assignment, the end of a specific period, a specific event, etc.

Basis for temporary employment: State the basis for the temporary employment here. This may be the Working Environment Act, special legislation or collective agreements. For further information concerning the right to make use of temporary employment, see [Working Conditions in Norway](#)

Weekly and daily working hours: State the duration of the average normal working day and working week. See: [Working hours and overtime](#)

Disposition of working hours: The time of the 24-hour day when the employee is to work. If, as a permanent arrangement, the employee is to work at different times of the day and on Sundays, this must be stated in the contract. The contract will not be able to regulate sporadic work at night or on Sundays that is based on exceptional time-limited needs. However, when such work may be called for, this must be stated in the contract. See: [Working Hours and Overtime](#)

Special arrangements regarding working hours: State any special arrangements regarding working hours, e.g., if the employee for various reasons is to work reduced working hours for a period (see sections 14-6 (1) (1) and 10-2 (2), (3) and (4) of the Working Environment Act).

Breaks: State agreed breaks. See the requirements regarding breaks in section 10-9 of the Working Environment Act.

Notice period applicable to the employee and the employer: State here the employee's and employer's notice periods. Unless otherwise agreed in writing or provided by a collective agreement, a period of one month's notice is applicable. See the Working Environment Act and [Working Conditions in Norway](#).

Holidays: The right to holiday is regulated by the Holidays Act and by collective agreements (if applicable). State here what provisions or agreements apply to holidays and fixing of dates for holidays. See [Holiday and holiday pay](#)

Clause 7: Trial period: If it is agreed that the employee is to serve a trial period, state the duration of the trial period here. The trial period may maximally be six months. See section 15-6 (3) of the Working Environment Act.

Notice during the trial period: When a trial period is agreed, a mutual notice period of 14 days applies. If, by means of a written agreement or collective agreement, special provisions concerning notice and notice periods are agreed for the trial period, this must be stated under clause 6. See section 15-3 (7) of the Working Environment Act.

Extension of the trial period: If the employee is absent from work during the trial period, the employer may extend the agreed trial period by a period corresponding to the duration of the absence. Such extension may only take place when the employee has been informed of this possibility in writing at the time of his appointment, and when the employer has informed the employee of the extension in writing prior to expiry of the trial period. If the employer wishes to make use of the right to extend the trial period in connection with any absence during the trial period, the employer may state this here. See section 15-6 (4) of the Working Environment Act.

Clause 8: Pay: State here the agreed or applicable monthly or hourly pay on commencement of the employment. There is no general minimum wage in Norway, but in some sectors a minimum wage has been introduced by means of generally applicable collective agreements. A generally applicable collective agreement is a collective agreement on pay and working conditions that through regulations is made applicable to all workers within a specific sector regardless of whether they are covered by the collective agreement. See [Minimum wage - general application of collective agreements](#).

Payment of wages: State when wages are to be paid, e.g. whether payment is to be made monthly or at other intervals.

Method of payment: State here how wages are to be paid. Wages are normally paid to the employee's bank account, but it must be explicitly stated here whether wages are to be paid to a bank account, in cash or in some other way.

Overtime supplement: The overtime supplement is to be stated here. The supplement must be at least 40 per cent. Note that there are some exceptions. See sections 10-6 and 10-12 of the Working Environment Act and [Working Conditions in Norway](#).

Public holiday/ night allowance: State any public holiday/night allowance here. The Working Environment Act provides no requirements regarding public holiday/night allowances, but a requirement may be provided by an agreement between the employer and the employee or by a collective agreement.

Other supplements: State here any other supplements, e.g. pension payments.

Allowances/expenses: State here any allowances for travel, meals or accommodation. This is not regulated by the Working Environment Act, but provisions are laid down in a number of collective agreements as well as in some regulations concerning general application of collective agreements.

Holiday pay: The right to holiday pay is regulated by the Holidays Act and by collective agreements (if applicable). State here what rules or collective agreements apply to calculation of holiday pay. [Holiday and holiday pay](#)

Clause 9: Other information: Provide here any other information of major importance to the employment.

Clause 10: The contract of employment is to be signed by a representative of the employer (state the name and post of the person concerned) and by the employee.