

# Standard arbeidsavtale / Standard contract of employment

**AT-563 EN**Standard arbeidsavtale | engelsk |  
desember 2023

Beholdes av arbeidsgiver – kopi til arbeidstaker / To be filed by the employer—copy kept by employee

<b>1. Virksomhet / Enterprise</b>	
Navn / Name	
Virksomhetens organisasjonsnummer / Enterprise organization number	
Adresse / Address	

<b>2. Arbeidstaker / Employee</b>	
Navn / Name	Fødselsdato / Date of birth
Adresse / Address	

<b>3. Arbeidsplass / Place of work</b>
Adresse / Address

<b>4. Ansatt som / Employed as</b>
Tittel, stilling, arbeidskategori eller beskrivelse av arbeidet / The employment is regulated by the following collective agreement

<b>5. Tariffavtale / Collective agreement</b>
Arbeidsforholdet er regulert av følgende tariffavtale / The employment is regulated by the following collective agreement
Eventuelle tariffparter / Parties to the agreement, if relevant

*Sjekk alle punkter nedenfor med tariffavtalen / Make sure all of the following complies with the collective agreement*

<b>6. Arbeidsforholdets varighet og arbeidstid / Duration of employment and working hours</b>	
Ansatt fra / Employed from	Stillingsbrøk / Percentage employment (FTE percentage)
Fast ansatt / Permanent employment	Midlertidig ansatt / Temporary employment
Forventet varighet dersom arbeidsforholdet er midlertidig / Expected duration of employment if 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	
Tidspunkt for arbeid (kun dersom arbeidet skal utføres til ulike perioder/tidspunkt/dager) / Time of work (only if work is to be performed at different periods/times/days)	
Eventuell særlig arbeidstidsordning / Special arrangements for working hours, if relevant	

<b>6. Arbeidsforholdets varighet og arbeidstid / Duration of employment and working hours</b>
Pauser (lengde) / Breaks (duration)
Arbeidstakers oppsigelsesfrist / Employee period of notice
Arbeidsgivers oppsigelsesfrist / Employer period of notice
Ferietid, fastsettes i henhold til ferielovens bestemmelser / Holidays, to be determined in accordance with the provisions of the Holiday Act

<b>7. Eventuell prøvetid / Trial period, if relevant</b>
Prøvetidens lengde / Duration of trial period
Oppsigelsesfrist i prøvetiden / Period of notice during trial period
Eventuell forlengelse av prøvetid / Extension of trial period, if relevant

<b>8. Lønn / Pay</b>
Lønn per time/måned / Hourly/monthly pay
Kontonummer for utbetaling av lønn / Account number for payment
Utbetalingstidspunkt / Payment interval
Overtidstillegg / Overtime premium
Helge-/natttillegg / Weekend/night premium
Andre tillegg / Other premiums
Godtgjørelse/diett / Compensation/per diem allowance
Feriepenger / Holiday pay

<b>9. Andre opplysninger / Other information</b>

<b>10. Underskrifter / Signatures</b>
Dato / Date
For arbeidsgiver: Navn og stilling / For the employer: Name and title
Underskrift arbeidsgiver / Signature employer
Underskrift arbeidstaker / Signature employee

# Standard contract of employment – Guide to completing the form

Section 14-5 of the Working Environment Act (WEA) requires that all employment must have a written contract.

- The minimum requirements for a contract of employment are provided in Section 14-6.
- All matters of significant importance must be included in the contract of employment, and the parties may include more information than what is required by the Act.
- This standard contract of employment covers the minimum requirements of the Act.
- Any changes to the employment must be included in the contract of employment (Section 14-8).

**3: Place of work:** Please specify the employee's place of work, e.g. that the employee has been employed by the enterprise's office in Trondheim. If there is no permanent or main place of work, the contract of employment must specify that the employee is working in different locations. If so, please specify the employer's registered or business address.

**4: Employed as:** Please describe the work or the employee's title, position or category.

**5: Collective agreement:** Please specify any collective agreements, including any generally applicable collective agreements, that regulate the employment. If the collective agreement has been concluded by parties external to the enterprise, please also specify the parties to the collective agreement.

**6: Percentage of full time:** Please specify employment as a percentage of full-time employment (FTE).

**Expected duration of employment if temporary:** Please specify the expected duration of the employment if the employment is temporary. It is not necessary to specify the exact specified duration of the employment. Instead, indicate, for example, the conclusion of an assignment, the end of a time period, at the occurrence of an event, etc.

**Basis for temporary employment:** Please specify the basis for the temporary employment. This could be Section 14-9 of the Working Environment Act, special legislation or collective agreements. For more information on the right to use temporary employment, please see [www.arbeidstilsynet.no/midlertidigansettelse](http://www.arbeidstilsynet.no/midlertidigansettelse).

**Weekly and daily working hours:** Please specify the duration of average workdays and workweeks. See [www.arbeidstilsynet.no/arbeidstid](http://www.arbeidstilsynet.no/arbeidstid).

**Disposition of working hours:** Please specify when, in a 24-hour day, the employee will be working. If the employee, on a permanent basis, will be working at different times and on Sundays, this must also be specified in the contract. Sporadic work performed at night and on Sundays due to exceptional, time-limited needs, cannot be regulated by the contract. However, if such work may be required, it must be specified in the contract. See [www.arbeidstilsynet.no/arbeidstid](http://www.arbeidstilsynet.no/arbeidstid).

**Time of work:** This should only be filled out if the work is to be performed periodically throughout the year, and/or if the employee will be working at irregular days or times. Specify these times here. You may also refer to a specific work schedule. See Sections 14-6 (j) and 10-3 of the WEA concerning work schedules.

**Special arrangements for working hours, if relevant:** Please specify any special arrangements concerning working hours. E.g. if the employee, for various reasons, will be working reduced hours for a time. See the WEA: Section 14-6 (1) (l); Section 10-2 (2), (3) and (4); Section 10-4 (2) and (3); and Section 10-5.

**Breaks:** Please specify agreed breaks. See requirements concerning breaks in Section 10-9.

**Employee and employer periods of notice:** Please specify the respective employee and employer periods of notice. If not otherwise agreed in writing or in a collective agreement, the mutual period of notice is one month. See Section 15-3 of the WEA and [www.arbeidstilsynet.no/oppsigelse](http://www.arbeidstilsynet.no/oppsigelse).

**Holidays:** The Holiday Act and any applicable collective agreements regulate the right to holiday leave. Please specify which rules and agreements that apply to holiday leave and the timing of such leave. See [www.arbeidstilsynet.no/ferie](http://www.arbeidstilsynet.no/ferie).

**7: Trial period:** Please specify the duration of the trial period here, if you have agreed that the employee will have a trial period. The maximum duration of a trial period is six months. See Section 15-6 (3) of the WEA.

**Period of notice during trial period:** If a trial period has been agreed, the mutual period of notice is 14 days. If special rules concerning resignation/termination and periods of notice have been agreed in writing or by collective agreement, this must be specified in section 6. Please see Section 15-3 (7) of the WEA.

**Extension of trial period, if relevant:** If the employee is absent during the trial period, the employer may extend the agreed trial period by a period equivalent to the employee's absence. The trial period may only be extended if the employee, at the time of employment, was informed of the employer's right to do so, and the employer has informed the employee, in writing, of the extension by the end of the trial period. If the employer wants to reserve the right to extend the trial period in case of absence during the trial period, the employer may specify this here. See Section 15-6 (4) of the WEA.

**8: Pay:** Please specify the agreed or applicable rate of pay (per month or per hour) at the start of employment. There is no statutory minimum wage in Norway, but some industries have minimum rates of pay by generally applicable collective agreements. A generally applicable collective agreement is a collective agreement concerning pay and working conditions that, by regulation, has been made applicable to all who perform work in a specific field, even if they are not a party to the agreement. See [www.arbeidstilsynet.no/minstelønn](http://www.arbeidstilsynet.no/minstelønn).

**Payment:** Please specify when payment is made, e.g. monthly or at other intervals. If not otherwise agreed, the payment interval shall be at least twice monthly.

**Method of payment:** Please specify the bank account number to which pay will be deposited. Pay, holiday pay and other monetary remuneration shall be paid by the employer to the employee's bank account.

**Overtime premium:** Please specify what the overtime premium is. This premium must be at least 40 percent. Please note that some exceptions apply. See Sections 10-6 and 10-12 and [www.arbeidstilsynet.no/overtid](http://www.arbeidstilsynet.no/overtid).

**Weekend/night premium:** Please specify any weekend/night premiums here. The Working Environment Act does not require any weekend/night premiums, but such a premium may be required by an agreement between the employer and the employee, or by collective agreement.

**Other premiums:** Please specify any other premiums that apply, such as pension contributions.

**Compensation/per diem allowances:** Please specify any travel and per diem allowances here. The Working Environment Act does not require this, but some collective agreements and generalised regulations do.

*Holiday pay:* The Holiday Act and some collective agreements regulate the right to holiday pay. Please specify which rules and agreements regulate the calculation of holiday pay. See [www.arbeidstilsynet.no/ferie](http://www.arbeidstilsynet.no/ferie).

9: *Other information:* Please add any other information of significant importance for the employment.

10: The contract of employment must be signed by a representative of the employer (please include name and title) and by the employee.