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|   | Our ref: | Saksnr i P360 |
|  | Executive officer: |      |

**Contract of Employment**

**The Contract of Employment is valid for officials under the provisions of the Public Employee Act (statsansatteloven (sal) of 16 June 2017 no. 67**

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| Employee |
| Name      | Nationality      | Personal identification number or D-number or Date of birth        |
| Address |
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| Employer |
| Name  |
| OsloMet – Oslo Metropolitan University  |
| Address |
| Postboks 4 St. Olavs plass, N-0130 Oslo, Norway |
| Employment period, probationary period and termination of employment |
| First date of employment: Velg tiltredelsesdato | Permanent position [ ]   | Temporary position [ ]  according to sal section 9 |
|  | Termination without prior notice  |
| In case of temporary | Last date of employment: | Special circumstances that will lead to termination: |
| position: |       |       |
|  | If substitute (sal section 9 (1) b) - substitute for:       |
|  | Employees in positions lasting more than one year are entitled to one month warning prior to termination of employment, compare sal section 17 (4). |
| Probationary period | Duration of probationary period is **six months**, ref. sal section 15. See enclosed form X-0031/3 B/N [ ]   | Probationary period exempt by agreement as stated in sal section 15 (1) [ ]    |
| Notice period according to sal section 22 |
| Employment, extent, wages and work place |
| Position code | Position | Position in % | Salary scale | Yearly salary (in 100%) |
|       |       |       | Short       | Long      |       |
| Salary payable monthly on the | Job code | Period in position | Education code |
| 12th |       |       |       |
| Current place of work /faculty | Account number (for foreign transfers please see back of page) |
| Legg også inn SAP betegnelser for eksempel ORV-HR |       |

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| Salary, vacation and working hours etc. |
| 1. Salary and other wages are set according to the current wage agreement.
2. In the event of erroneous payment in excess of the normal salary the contracting parties have agreed on the disbursing party‘s right to make all deduction necessary to correct the mistake.
3. Vacation and holiday allowance is set in accordance to the Statutes of Vacation and current central agreements.
4. Normal working hours are in accordance to the current wage agreement and the working plan in force.
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|  Spare time occupation or part-time posts etc. |
| The employee may not take part-time employment for other employers or engage in self-employed occupation, contrary to regulations given at all times by central governmental regulations. |

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| Wage agreements, regulations and other conditions for employment |
| Working conditions are at all times regulated in accordance with the Central Wage and Labour Conditions Agreement and other central governmental wage agreements entered into by the Ministry of Government Administration and Reform on behalf of the Government and central trade unions (LO-stat, Akademikerne, Unio and YS Stat). |
| **Rights in connection with work-related results**OsloMet is entitled to work-related results developed, discovered or in any other way brought forth by the employee alone or in cooperation with others, as long as the results are related to the employee’s engagement and are not or will not in the future be in conflict with other people’s rights. This is regulated by the Act Relating to the Right to Employees’ Inventions of 17 April 1970, the Copyright Act of 12 May 1961, the Act Relating to the Protection of Layout-Designs for Integrated Circuits of 15 June 1990 and OsloMet’s Policy for Rights in Connection with Work-Related Results.An employee has a duty to report work-related results with potential for commercialization. An employee is entitled to a reasonable remuneration for work-related results assigned to OsloMet. The employee is also entitled to publish work-related results as long as this is not in conflict with the law or any other agreement. |
| The employment complies with the following legislation: Working Environment Act of 17 June 2005, Public Employee Act of 16 June 2017, Act relating to Universities and University Colleges of 1 April 2005, Act relating to The Norwegian Public Service Pension Fund (Lov om Statens pensjonskasse) of 28 July 1949, Act relating to Retirement Age of Civil Servants et al. (Lov om aldersgrenser for offentlige tjenestemenn m.fl.) of 21 December 1956, Act respecting The Right to Employees' Inventions (Lov om retten til oppfinnelser som er gjort av arbeidstakere) of 17 April 1970 and Human Resources Regulations for OsloMet (Personalreglement for OsloMet) |

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| Other conditions |
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| Union membership |
| **Are you a member of a LO or YS union? YES NO**  |
| If in doubt, check with your union. The information is necessary to ensure placement in the correct salary scale. |

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| Signatures |
| Place and date | Place and date |
| Oslo/Kjeller |  |
| Employer, authorized signature | Employee  |
| **(The document is electronically approved and needs no signature)** |  |

**Remember to fill inn your personal information and bank-account number. In case of foreign bank transfers, please use the “other conditions” box to provide name and address of bank and Swift/IBAN/BIC codes.**

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| To be filled out by the administration at OsloMet  |
| **[Saksnummer](#P360" \o "Filled out based on field \"our ref\". Press CTRL + P)** | Saksnr i P360 |
| **Dim 1 – budsjettenhet/ kostnadssted** | 5 siffer – feks 12520 |  |
| **Tjenestested:**Klikk her og velg sted. |
| **Dim 4 – arbeidsordre** (K-element 4 i SAP) | 7 eller 8 siffer for eksempel 100 - 12520 |
| **Ekstern finansiering?** | Velg en verdii  | **Prosentdel:**Angi prosentdel av stillingen som finansieres eksternt. |
| **Arbeidsplan ved ansettelse på deltid:** | Legg inn hvilke arbeidsdager . Dette for registrering av arbeidsplan i SAP |

**Please return all sides of this document**