



**COLLECTIVE LABOUR AGREEMENT
OF
THE INFORMATION LOGISTIC BRANCH**

8.11.2010 – 15.10.2012

Service Sector
Employers PALTA

COLLECTIVE LABOUR AGREEMENT
OF THE INFORMATION LOGISTICS BRANCH

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COLLECTIVE LABOUR AGREEMENT

I SCOPE OF APPLICATION

1§ Scope of application of the agreement

1. This collective labour agreement is applied to blue-collar and office workers at Itella Information Ltd and in Itella plc's information technology tasks and duties parallel to these.
2. In this collective labour agreement, 'employee', below, shall include both of the above-mentioned types of worker unless otherwise specified.
3. This agreement is not applied to people who belong to demand classes 9–12 as listed in Salary Appendix 1 or perform more demanding tasks. For example, people who represent the employer when terms related to salary and working conditions are being determined, those with an independent position and financial or production responsibility in the company or a business unit, and people with duties parallel to these are beyond the scope of application of this collective labour agreement. On the basis of the 'demand class' of the task, also people working with strategically important and independent expert duties may be left outside the scope of application of the collective labour agreement. On the above grounds, also people in salary group 8 may be excluded from the scope of the collective labour agreement.

II THE EMPLOYMENT RELATIONSHIP

2§ Work supervision

1. The employer has the right to supervise and distribute work and to hire and discharge employees.
2. The employees are obliged to perform work parallel to their primary work tasks upon becoming temporarily unable to perform the latter work or should a temporary need for this arise.

3§ Employment agreement and hiring into employment relationship

The employment contract

1. Work contracts must be made in writing before the beginning of the employment relationship. Remote work for tasks covered by salary appendices 1 and 3 is agreed upon in writing.
2. The employment contract is set to be valid until further notice or for a specific period of time. Fixed-term employment contracts must indicate the duration of the term and the grounds for it.
3. The employment contract may stipulate for new employees a trial period of no more than four months from the beginning of employment, according to the Employment Contracts Act, Chapter 1, Section 4. In agreement on the trial period, the working time shall include work as a seasonal employee as referred to in Section 25, Subsection 14 of the collective labour agreement within a calendar year.

4. The employment contract contains provisions for the employee's main task and workplace (including the town or similar in which the work is to be performed), as well as the terms of work and salary applied to the employment relationship. The employment contract for a part-time employee specifies a certain number of hours (x hours) as the work hours of an employee in a shift list of no more than four calendar weeks such that it is as close to the actual number of working hours as possible. The specification of the work area may be **locally** agreed upon more broadly than set forth above, in conformance with Section 46 of the collective labour agreement.

5. No such form may be used for an employment contract as would effect a contract between independent entrepreneurs when the document is, in reality, an employment contract.

6. The employer will give information to the shop steward on all new employment contracts. The shop steward must be told the employee's name, work unit, and working hours as well as the duration and grounds if the work is under a fixed-term contract.

Fixed-term employment contracts

7. An employment contract is valid until further notice unless it has been set for a fixed term for a justifiable reason. Contracts drawn up for a fixed term by the employer without just cause as well as the use of consecutive fixed-term contracts without justifiable reason must be considered to effect a relationship that is in force until further notice. If the work of an employee hired as a temporary substitute becomes substitution of a permanent nature, the employment contract shall be changed to one that is valid until further notice.

8. If several consecutive fixed-term employment contracts have been made between the employer and employee either uninterrupted or with only minor interruptions, the employment shall be deemed continuous in the determination of employment relationship benefits.

9. With reference to Chapter 2, Section 2 of the Employment Contracts Act, an employee who has been in a fixed-term employment relationship may not be discriminated against in the filling of the position that said employee last held.

The employer's obligation to offer work to part-time employees

10. If an employer needs more employees for tasks suitable for its part-time employees, the employer shall offer this work to the part-time employees. The employer must communicate upcoming open positions publicly within the company or according to the procedure adopted in the workplace, in such a way that employees in the employer's service have the opportunity to seek these positions.

4§ Layoffs and termination of employment relationship

1. An employer may not terminate an employee's employment contract for reasons attributable to the employee without proper and grave reason owing to the employee or his or her person as set forth in chapter 7, sections 1 and 2 of the Employment Contracts Act.

Period of notice

2. When terminating an employment agreement, the employer shall adhere to a term of notice, which is as follows:

When employment has continued without interruption for...	The term of notice is...
at most a year	14 days
more than a year but less than 4 years	1 month
more than 4 but less than 8 years	2 months
more than 8 but less than 12 years	4 months
more than 12 years	6 months

3. Upon termination of the employment contract by an office employee whose tasks are covered by salary appendices 1 and 3, said employee must adhere to a period of notice that is

When employment has continued without interruption for...	The term of notice is...
at most a year	14 days
more than 1 year	1 month

Upon termination of the employment contract by an employee whose tasks are covered by Salary Appendix 2, the employee must adhere to a period of notice that is

When employment has continued without interruption for...	The term of notice is...
at most 5 years	14 days
more than 5 years	1 month

Communication of the termination of employment relationship

4. The termination of an employment relationship is communicated to the employee in accordance with the Employment Contracts Act and also in advance to the shop steward. The cancellation of an employment relationship is communicated to the shop steward as soon as possible.

Layoffs

5. In the event of the layoff of an employee, a term of notice of at least one month shall apply if the employee's employment relationship with the company has continued for at least five years without interruption; a period of notice of at least two months shall apply if the employment relationship has continued without interruption for more than five years. The layoff may be for a fixed term or until further notice.

Priorities in staffing reductions

6. In connection with termination or layoffs not owing to the employee, the rule must be adhered to, if possible, that the last employees to be discharged or laid off shall be those important to the company's business or needed in special tasks, employees who are difficult to employ, and employees who have lost some of their work ability during work for the employer in question. Secondarily, also the duration of the employment relationship and the amount of the employee's responsibility for supporting others are taken into account.

III WORKING HOURS AND THE ASSOCIATED REIMBURSEMENT

REGULAR WORKING HOURS

5§ Length of the regular working hours

1. The regular working hours of a full-time employee shall be **seven hours and 39 minutes per day** and **38 hours and 15 minutes per week** for those performing blue-collar duties; these hours shall apply also for office employees for work tasks for which these working hours have been or are adhered to.
2. Otherwise, the regular working hours of a full-time office employee shall be **seven hours and 30 minutes per day** and **37 hours and 30 minutes per week**.

6§ Averaging of hours worked

Average working hours

1. Working hours can be arranged such that the weekly working hours of a full-time employee average out to weekly working hours conformant to Section 5 of the collective labour agreement during the period for averaging of working hours.

Length of the averaging period and the relevant working hours

2. The length of the period for averaging working hours is, at most, 13 calendar weeks.
3. Entire days off can be used for levelling out the working hours.
4. The maximum number of working hours per week may be 48 hours. The length of a shift is at least five hours and at most nine hours.
5. The lower limit of five hours that applies to shift length as referred to above (in Subsection 4) shall not be applied to a part-time employee. Shifts of less than four hours must not be used unless the employee's requirements or another justified reason requires this. The employer and a part-time employee may agree on a shift longer than nine hours, to be arranged in such a way that the number of hours worked weekly does not exceed 48.
6. According to Section 46 of the collective labour agreement, it may be agreed **locally** between the employer and the head shop steward that the averaging period for working hours shall be no more than 52 calendar weeks and that the number of weekly working hours and the length of shifts may deviate from those specified above. The maximum shift length may, however, be no more than 12 hours.

Termination of employment during an averaging period

8. If the employment relationship of an employee who is paid monthly is terminated during the work hours averaging period and the number of working hours has not yet been levelled to the figure for average regular weekly working hours, the employer shall calculate how many hours were worked, per week, on average, more or less than the number of regular weekly working hours set forth in the collective labour agreement. For hours exceeding the latter regular number of weekly working hours, reimbursement conformant to the salary for the regular working hours shall be paid. For hours falling short of the figure for weekly working hours, the employee's salary shall be reduced.

7§ The system for averaging of working hours

1. If regular working hours are arranged with averaging in force, the employer must plan in advance a week-level plan as referred to in Section 34 of the Working Hours Act and have a system specified for how the number of weekly working hours in an averaging period is levelled to the average number of hours set forth in Section 5 of the collective labour agreement.

Preparation and amendment of the averaging system

2. When the employer prepares or intends to change the system for averaging of working hours, the shop steward must be allowed to acquaint him- or herself with the system's draft specifications and present his or her opinion at least 12 calendar days before the planned entry into force of the system.

3. Changes to the work hours averaging system must be communicated to the employees well in advance.

Impact of absence on average working hours

4. If an employee has been absent from work because of illness; maternity, paternity, or parental leave; or flexible leave, or for other acceptable reason, the time of absence shall be deemed equivalent to presence at work when the regular work hours for the averaging period are being calculated. The total time equated to presence at work is the number of working hours according to the approved shift list. If there is no shift list, a full-time employee's time equated to being present at work shall be the daily working hours conformant to Section 5 of the collective labour agreement; for part-time employees, it shall consist of the working hours conformant to the employment contract.

8§ Bank holidays

1. Bank holidays are
 - Good Friday,
 - Easter Monday,
 - Ascension Day, and
 - Midsummer's Eve,

as are the following, when not on a Saturday or Sunday:

- New Year's Day
- Epiphany
- May Day
- Independence Day
- Christmas Eve
- Christmas Day
- Boxing Day

Shortened working hours because of a bank holiday for employees on monthly pay

2. Bank holidays reduce the number of regular working hours for the averaging period for an employee who is paid on a monthly basis.

3. The work hours of a full-time employee on monthly pay are reduced by the number of regular daily working hours that would have applied if the holiday(s) was/were work days under Section 5 of the collective labour agreement.

4. Reduction in working hours that results from a bank holiday is done by giving the employee the bank holiday as a day off or giving a full day off during the shift-list period or two preceding or subsequent shift-list periods or during the working hours averaging period – or, with the employee’s consent, at another time.

Bank holiday compensation for employees with hourly wages

5. If an hourly-paid part-time employee habitually works at least 64 hours during a four-calendar-week shift-list period, the above-mentioned bank holidays shall also decrease the number of working hours. The shortening of the working hours is compensated for via payment of the average daily salary conformant to Section 26 of the collective labour agreement as bank holiday compensation. For Independence Day, the statutory salary for a day of absence is paid if, in line with the established shift list, it would have been a work day for the employee. Bank holiday compensation is also paid for bank holidays coinciding with the employee’s annual holiday.

9§ Breakdown of regular working hours

1. The working week is, at most, five days on average. For those working regularly no more than three hours per day, the work week may have seven days.

Night-time work

2. Work conformant to this collective labour agreement may, when necessary, be arranged as night work.

Flexible working hours

3. A local agreement in accordance with Section 46 of the collective labour agreement may be made as to the grounds in adherence with which the employer and the employee may deviate from the terms of the collective labour agreement concerning the length and apportioning of regular working hours and on floating working hours such that the employee may, within the agreed-upon limits, set the daily start and end time of his or her work.

4. The number of working hours on any given day as agreed upon in Section 5 of the collective labour agreement is increased or decreased by the floating time, which may be a maximum of three hours unless otherwise agreed locally. The maximum excess of regular working hours accumulated may be 40 hours, while the maximum accrued shortfall from the number of regular working hours set may be 10 hours.

5. In cases of local agreement on terms for flexible working hours, the fixed (‘core’) working hours, the daily floating limit for working hours, and the placement of rest periods must be agreed upon.

6. The employer and employee may agree that the accrued excess in working hours shall be eliminated by time off being given to the employee. Employees performing tasks covered by salary appendices 1 and 3 may have excess in hours worked converted to entire days off, which must be agreed upon with the employer.

TIME DEEMED TO BE WORKING HOURS

10 § Time deemed to be working hours

1. Working hours shall include the time spent working and the time during which the employee has been obliged to be at the employer's disposal in the workplace.
2. Should the employee work at several workplaces during his or her shift, the time required for immediate transit from one work site to another shall be deemed working hours. If, however, the shift has been split in line with the terms of Section 11, Subsection 1 of the collective labour agreement, this time shall not be included in the working hours.
3. Working hours shall also include the time spent retrieving tools from the location specified by the employer or taking them back to that place, as well as moving or being transported from a point of origin specified by the employer to the actual site of work performance and returning therefrom.

SHIFTS

11§ Shifts and work commitment pay

1. An attempt is made to arrange each shift as one contiguous period. With good reason, a shift may be divided into, at most, two parts with free time of more than one hour between the parts of the shift. Unnecessary work commitment must be avoided.

Work commitment pay

2. The employee is paid work commitment pay for each split shift, in line with the work shift list, when the time between the parts is more than an hour. The work commitment pay for a time of no more than two hours is five euros, and it is 10 euros for a time of more than two hours.

12§ Shift lists

Creation of shift lists

1. The employer must prepare a shift list for a working period of four calendar weeks. The shift list must indicate the start and end of the daily regular working hours and the daily rest periods that affect working hours. The shift list must be visible to the employee at least one week before the start of the work period.
2. If annual leave or part thereof is known about when the shift list is created, the standard number of working hours calculated for that employee shall be marked in the shift list, in view of regular daily working hours in conformance with Section 5 of the collective labour agreement for full-time employees and according to the employment contract for part-time employees. The working hours in the shift list are not changed because of annual leave agreed on after the approval of the shift list.
3. The shop steward shall have true opportunity to become acquainted with the proposed shift list and to give a statement regarding it at least 12 calendar days before the planned entry into effect of the shift list. The shop steward may, on a case-by-case basis, give his or her consent for a shorter familiarisation and statement period.

Changes to the shift list

4. A shift list placed on display may be changed only for a serious reason conformant to Section 35, Subsection 2 of the Working Hours Act or with the consent of the employee involved. The grounds for changing a shift list can also be agreed upon **locally** in accordance with Section 46 of the collective labour agreement. If the change results from the above-mentioned serious reason, an attempt must be made to notify the employee involved on the day preceding the shift. For notice not given until arrival at the workplace, employees must receive reasonable reimbursement of at least one hour in view of these working hours; the extent of this reimbursement must take into account the level of inconvenience caused to the employee.

5. For tasks covered by salary appendices 1 and 3, the shift list's preparation period and the period allocated for the shop steward's familiarisation with it may be agreed upon otherwise between the employer and the shop steward.

REST PERIODS

13§ Daily rest periods

Meal break

1. If the working hours total six hours or more, the employees must be allowed to eat during work or have a rest period of at least half an hour. This break period shall not be included in the working hours if the employee has the right, and actual opportunity, to leave the workplace unhindered.

Coffee break

2. An employee may enjoy coffee or other beverages in the workplace at the time most suitable in view of the work.

14§ Daily rest

1. In contrast to Section 29, Subsection 1 of the Working Hours Act (concerning daily rest), the length of the daily rest for all work conformant to the collective labour agreement shall be at least nine hours.

2. Deviation from this nine-hour rest period is allowed
- a. in cases of a shift list drawn up in advance with the consent of the shop steward representing the employees;
 - b. when, for an unforeseen reason, the work must be continued past the shift indicated in the shift list; or
 - c. with the employee's consent when this deviation is temporarily necessary.

15§ Weekly rest and days off

1. Working hours are arranged primarily such that an employee whose regular working hours total more than three hours per day will receive uninterrupted time off for two full calendar days once a week – if possible, in coincidence with Sunday. If possible, the other day off shall be Saturday.

2. If it is not possible to give the time off in accordance with Subsection 1, the weekly time off may be arranged for an average of 54 hours over a period of nine weeks, in which case the time off shall still be at least 24 hours a week.

3. Departure from the 24-hour weekly time off is permissible for the following reasons:
 - a. The regular working hours come to no more than three hours
 - b. Cases of emergency work
 - c. The technical nature of the work does not allow for full release from work
 - d. The employee is temporarily needed for work during his or her weekly time off in order to maintain regular work flow

4. Should an employee be required temporarily for work in the cases referred to above in items c and d, the employee shall be compensated for the non-received weekly time off by reducing the total number of hours worked after that by the number of hours spent working on the days off. The working hours shall be decreased within three months of the performance of the work, unless otherwise agreed. With the employee's consent, the weekly time off not received may also be compensated for at the base hourly salary.

EXCEEDING THE REGULAR WORKING HOURS

16§ Additional work and overtime

Additional work

1. 'Additional work' refers to work by part-time employees in excess of the working hours marked in a shift list or, in the absence of that, in excess of the contractual working hours that still does not exceed the figures for daily or weekly regular working hours set forth in Subsection 5 of the collective labour agreement. The concept of additional work does not apply for full-time employees.

Compensation for additional work

2. The base hourly salary increased by 20% is paid as compensation for additional work.

Overtime work

3. For a full-time employee, overtime refers to work exceeding the working hours confirmed as regular working hours in the shift list.

4. For a part-time employee, overtime refers to work that exceeds both the working hours confirmed in the shift list and the daily or weekly regular working hours conformant to Section 5 of the collective labour agreement.

Overtime compensation

5. The compensation for overtime is the base hourly salary increased by 50% for the first two working hours in excess of the working hours set in the shift list and by 100% for subsequent hours. When a shift continues without interruption, the change of calendar day does not affect the grounds for compensation.

6. Overtime is not compensated for as set forth in Subsection 5, above, if it is compensated for with day-off overtime compensation as specified in subsections 7 and 8.

Day-off overtime compensation

7. For work performed on a day that is marked in the shift list as a day off for a full-time employee, the base hourly salary increased by 50% is paid for the first eight hours and by 100% for subsequent hours.

8. For work performed on a day marked as a day off on the shift list for a part-time employee, the base hourly salary increased by 50% is paid for the first eight hours and by 100% for subsequent hours, if the full-time weekly regular working hours conformant to Section 5 of the collective labour agreement are exceeded. For weeks that include a bank holiday, the bank holiday shall decrease the weekly overtime threshold according to the daily working hours conformant to Section 5 of the collective labour agreement.

Conversion of additional and overtime compensation to flexible time off

9. The employer and employee may agree on changing the compensation for additional and overtime work to corresponding flexible time off.

The maximum amount of overtime

10. For tasks covered by salary appendices 1 and 3, the review period for the maximum amount of overtime is the calendar year exclusively. For tasks covered by Salary Appendix 2, it may be agreed locally in conformance with Section 46 of the collective labour agreement that the review period for the maximum amount of overtime conformant with Section 19 of the Working Hours Act is exclusively the calendar year.

WORKING HOUR COMPENSATION

17§ Evening and night pay

Evening work bonus

1. For tasks covered by salary appendices 1 and 3, an evening work bonus is paid for work done between 6pm and 10pm, in the amount of 1.35 euros per hour. For tasks covered by Salary Appendix 2, an evening work bonus is paid for work performed between 6pm and 9pm, in the amount of 20% of the base hourly salary.

Night work bonus

2. For tasks covered by salary appendices 1 and 3, a night work bonus is paid for work performed between 10pm and 6am in the amount of 2.47 euros per hour. For tasks covered by Salary Appendix 2, a night work bonus is paid for work performed between 9pm and 6am in the amount of 30% of the base hourly salary.

Extended night work hours in tasks covered by Salary Appendix 2

3. If work commenced by 4am continues beyond 6am, a night work bonus is paid for the work performed after 6am, from then to the next rest period of at least two continuous hours, but not past 12pm.

4. Notwithstanding Subsection 3, above, the employer and head shop steward may **locally** agree in conformance with Section 46 of the collective labour agreement on termination of the night work bonus at 6am in the following cases:

- a. The termination of night-time work at 6am allows the transfer of that work to be performed as the company's own work conformant to this collective labour agreement
- b. Termination of the night-time work at 6am allows for having the work done by a full-time employee instead of a part-time employee

The local agreement shall be submitted for the review of the parties to the collective labour agreement.

Exchanging the evening and night work bonus for flexible time off

5. The employer and employee may agree on replacing the evening and night work compensation with corresponding flexible time off. The employee has the right to convert the night work pay to flexible time off if requesting to do so.

18§ Saturday work bonus

Saturday work bonus

1. Work performed on a normal Saturday between 6am and 6pm is compensated for with a Saturday work bonus in the amount of the base hourly salary increased by 25%.

2. The Saturday work bonus is not paid for Holy Saturday (the Saturday before Easter) or for the time for which a Sunday work bonus is paid.

3. Replacing the Saturday work bonus with flexible time off

The employer and employee may agree on replacing the Saturday work compensation with corresponding flexible time off.

19§ Sunday work pay and bonus for working on the day before a holiday

Sunday work bonus

1. For work performed on a Sunday or a Church holiday, or on Independence Day or May Day, a Sunday work bonus is paid in the additional amount of the simple, base salary in effect in the relevant year.

2. Sunday work pay is also paid for work performed between 6pm and 12am on the day before a day entitling the worker to a Sunday work bonus.

Bonus for work performed on the day before a holiday

3. For work performed on Holy Saturday, Midsummer's Eve, or Christmas Eve between 12am and 6pm, a bonus is paid in the additional amount of the base hourly salary.

Exchanging the Sunday work bonus and holiday-eve bonus for flexible salary

4. The employer and employee may agree on substituting corresponding flexible time off for the compensation for Sunday work or work on the day before a holiday.

20§ Alarm compensation

Being on stand-by, work of an 'alarm' nature, and troubleshooting and control from home in relation to tasks covered by salary appendices 1 and 3

1. Stand-by time and other time when one is available

1. The provisions of Section 5 of the Working Hours Act are applied to stand-by time and the related compensation.

2. The conditions applying to stand-by time not referred to above are agreed upon between the employer and the employee. This stand-by time is not counted as work time.

3. Situations covered by this subsection are not subject to provisions applying to alarm-type work.

2. Alarm-type and unexpected work

4. Alarm-type work refers to work performed on the basis of an alarm call and for which the employee must return to work after having left the workplace or perform alarm work tasks remotely, off the employer's premises, and outside the employee's regular working hours. Alarm-type work shall include only work performed on the basis of an alarm call made by the employer or by a group of experts assigned for that task by the employer. Alarm work shall not include work or giving instruction performed in one's free time that is based on an alarm call or a request from another employee.

5. The alarm bonus, for beginning the alarm work, is the salary for one hour. For the actual working time, salary increased by 100% is paid no longer than until the beginning of the next shift. This salary includes compensation for overtime work, if any.

3. Payment of bonuses

6. It may be agreed that the bonuses referred to in this section shall be paid in a fixed monthly payment. Additionally, local agreements can be made regarding the provisions made in this section, either between the employer and the employee or between the employer and the shop steward.

Alarm bonus for tasks covered by Salary Appendix 2

7. 'Alarm work' refers to work to which the employee is called unexpectedly and for an unforeseeable reason after having left the workplace.

8. The following work is not alarm work:

- a. Standby work
- b. On-call duty
- c. Work communicated to the employee in advance
- d. Emergency work referred to in Section 21 of the Working Hours Act

9. The compensation for arriving to perform alarm work is an alarm bonus in the amount of the base salary for one hour's work.

21§ Calculation and payment of pay

Calculation of base salary

1. Pay for one's hours of work is calculated according to the base hourly salary. This simple hourly salary is calculated by dividing the monthly salary by 163 for tasks for which the regular working hours are 38 hours and 15 minutes per week and by 160 for office employee's tasks not subject to these hours and for tasks under an hourly wage that are covered by Salary Appendix 2.

Rounding of working hours

2. The hours based on which compensation and bonuses are paid are rounded to full hours by calculation period for working hour compensation so that totals of half an hour or more are rounded up the next full hour and time of less than half an hour is ignored.

Calculation period for working hours compensation

3. Compensation for working hours and corresponding compensation are calculated for a period starting on the 12th day of the calendar month and ending on the 11th day of the following calendar month.

Payment of working hours compensation

4. For employees paid by the month, working hours compensation is paid on the next regular day of salary payment following the period of calculation for the compensation. For employees paid by the hour, working hours compensation is paid by salary payment period.

5. For employees in salary group 008, no working hours compensation is paid unless otherwise agreed upon between the employer and employee. For employees in salary groups 007 and 008, an agreement may be made on payment of the working hours compensation with a separate, fixed monthly payment.

ARRANGEMENT OF WORKING HOURS

22§ Flexible time off

1. Flexible time off is a procedure wherein the employer and the employee agree on the replacement of a benefit based on this collective labour agreement, or otherwise agreed upon, with paid flexible time off at a later time, or a procedure wherein replacement with flexible time off is based on a right given to the employee in the collective labour agreement to substitute for the flexible time off or otherwise under a term of the collective labour agreement.

2. Unless otherwise agreed in this collective labour agreement, flexible time off is subject to the provisions of Section 27 of the Annual Holidays Act.

Exchanging a benefit for flexible time off

3. The employer and the employee may agree on substituting flexible time off for

- a. the monetary compensation conformant to Section 16 and Section 17, Subsection 1; sections 18 and 19; and the salary appendices to the collective labour agreement;
- b. the holiday bonus conformant to Section 36 of the collective labour agreement and/or deferred time off conformant to the Annual Holidays Act; or
- c. other time off. The agreement must specify the items being changed to flexible time off and their amount.

4. The employee has the right to change the night work pay referred to in Section 17, Subsection 2 of the collective labour agreement into flexible time off at his or her request. The employee must notify of the intent to change the night work bonus at least two weeks before the end of the period for calculation of the working hours compensation.

5. The shortening of annual working hours conformant to Section 23, Subsection 1 of the collective labour agreement is changed into flexible time off.

6. For full-time and part-time employees performing duties covered by Salary Appendix 1 who are working within the scope of the 37 hours and 30 minutes of weekly working hours and whose annual holiday is determined otherwise than according to Section 37 of the collective labour agreement, six hours per calendar year is transferred to flexible time off. For part-time employees, the number of hours transferred to flexible time off is proportional to the employee's contractual working hours. Accumulation of the reduction will commence at the beginning of the month following the calendar month during which the employee's employment relationship with the employer has come to continue, in one or several periods, for at least two years in the preceding three years. If the employee's annual holiday is longer than 36 days in consequence of an agreement or another arrangement, the number of hours is reduced by the number of hours by which the annual holiday exceeds 36 days.

7. The accumulation of flexible time off has an hourly basis. Monetary payments to be replaced are converted to accumulation of flexible time off in line with the corresponding number of hours. Items converted to flexible time off are added to the flexible time off without rounding.

Monetary compensation is converted to flexible time off as follows:

- One additional work hour = 1 hour and 12 minutes of paid time off
- One 50% overtime hour = 1 hour and 30 minutes of paid time off
- One 100% overtime hour = 2 hours of paid time off
- One-hour evening work bonus = 12 minutes of paid time off
- One-hour night work bonus = 18 minutes of paid time off
- One-hour Saturday work bonus = 15 minutes of paid time off
- One-hour Sunday or holiday-eve work bonus = 1 hour of paid time off

8. An employee may have accumulated flexible time off on the basis of the monetary compensation set forth in Subsection 3's item a and Subsection 4 totalling, at maximum, 38 hours and 15 minutes. The accumulation may be increased to total 153 hours if a detailed programme on the time of utilising the flexible time off is agreed upon in writing for each period of 38 hours and 15 minutes. According to Section 46 of the collective labour agreement, it may be agreed locally that the maximum accumulated flexible time off shall be greater than that stated above. Flexible time off may then be granted subject to the preparation of the above-mentioned programme.

9. An employee may, however, have a maximum of 40 hours of accumulated flexible time off on the basis of the shortened annual working hours referred to in Subsection 5. According to Section 46 of the collective labour agreement, it may be agreed locally that the maximum flexible time off accumulated on the basis of shortening of the annual working hours as set forth in Subsection 5 is greater than the above. In such a case, flexible time off may be granted subject to a detailed written programme agreed upon with the employee.

Granting of flexible time off

10. The times when the flexible time off shall be utilised and any changing of those times must be agreed upon, unless otherwise stipulated below. The agreement must be made in writing. A separate agreement is not needed insofar as a detailed written programme has been agreed upon for the employee as referred to subsections 8 and 9.

11. The flexible time off as referred to above in Subsection 5 on the basis of the shortening of annual working hours must be granted and taken as time off during the calendar year following the year of accrual. The time of taking the time off must be agreed upon by 30 March. In other cases, the employer will set the timing of the time off. In such a case, the time off shall be allocated in connection with the employee's annual holiday, if possible. If a detailed programme is agreed upon for the time of utilising the time off, the time off may also be granted for a time other than the calendar year following the year of accrual.

12. For the number of hours transferred in consideration of the cases described in subsections 6 and 11, above, six hours at maximum may be used for activities sustaining and developing work ability during the calendar year following the accrual year at the company, unit, or team level. The employer must report the planned time and content of the activities to the head shop steward during the June following the end of the year of accrual of the annual working hours. If the employer does not do this, the provisions of Subsection 11 apply to the use of the flexible time off conformant to Subsection 11. If the employer does not do this with respect to the flexible time off conformant to Section 6, the flexible time off is given in connection with the annual holiday.

13. If an employee is entitled to shortening of the annual working hours under the terms of Section 23, Subsection 1 of the collective labour agreement, the number of hours converted to flexible time off from evening, night, or overtime work shall be increased by 2.25% when the time off is granted.

14. During the employment relationship, the employee has the right to demand that flexible time off accrued on the basis of monetary compensation referred to in Subsection 3, items a and c and on the basis of the night work bonus referred to in Subsection 4 or part of said flexible time off be compensated for with remuneration instead of time off. The employer has the right to pay for the accrued flexible time off or part thereof in the form of remuneration if the employee does not adhere to the written programme referred to in subsections 8 and 9 or to the written agreement referred to in Subsection 10. The employer and employee may, during the employment relationship, agree that accrued flexible time off or part thereof incurred on the basis of the holiday bonus specified in Subsection 3, item b or on the basis of deferred holiday time shall be compensated for via monetary compensation.

15. If the employee wishes to change the agreed time of the flexible time off, the employee must make a proposal to the employer no later than one month before the beginning of the agreed-upon time off. Within two weeks of having received the employee's proposal, the employer must state whether the employer will accept the employee's proposal. If no agreement is made on the changing of the time, the time off is granted at the agreed-upon time.

16. The employer has the right to change the time of the flexible time off from that agreed upon, for a cogent reason. The time of the flexible time off entered in a shift list may be changed by the employer only upon the grounds agreed on in Section 1, Subsection 4 of the collective labour agreement.

17. If, given the employer's operations or the employee's tasks, flexible time off cannot be given to multiple employees who wish to take it simultaneously, time off shall primarily be granted to the employee in the longest employment relationship.

18. When an employee takes the time off, the accrued flexible time off is reduced by the number of working hours entered in the shift list for the day of flexible time off taken.

Deferred time off

19. **Deferred time off** refers to annual holiday saved in accordance with Section 27 of the Annual Holidays Act. Deferred time off is used in the same way as annual holiday. All business days, including Saturdays, are included in the time off. An employee with the right to receive two or 2½ business days of annual holiday for each full holiday determination month may save, either fully or in part, the portion of the annual holiday exceeding 18 days. An employee with the right to three business days of holiday for each full holiday determination month may save the part exceeding 24 days – but not more than 12 days.

Holiday bonus

20. When **holiday bonus** is converted to flexible time off, the number of hours of flexible time off is calculated by multiplying the regular daily working hours by the number of holiday bonus days. The result is rounded up, to the next half or whole number, and divided by 2. For part-time employees, the average daily working hours are used instead of the regular daily working hours. A number of hours converted on the basis of the holiday bonus is entered for the accrual of flexible time off in the amount obtained after subtraction of 1/6 of the result of the above calculation. When one is taking flexible time off, Saturdays do not consume time off saved on the basis of the holiday bonus.

Other provisions

21. If an employee is incapable of working at the beginning of the flexible time off, the procedure referred to in Section 25 of the Annual Holidays Act shall be applied. If the incapacity commences during the flexible time off, the incapacity period is not counted as flexible time off if the employee so requests without undue delay. The first seven calendar days of incapacity commencing during the flexible time off shall, however, consume flexible time off. Upon the employer's request, the employee must present a reliable account of his or her incapacity to work.

22. The employer must keep a list of items to be converted to flexible time off and of their amounts, the time of conversion, the time and duration of the flexible time off granted, and the balance of the flexible time off at any time. The employee must have an opportunity to acquaint him- or herself with the list.

22. The salary for flexible time off is paid as average hourly earnings (AHE). Upon the end of the employment, flexible time off that has not been taken as time off is compensated for with the base hourly salary.

23§ Shortening of working hours

1. The annual working hours of a full-time or part-time employee working within the scope of the weekly working hours of 38 hours and 15 minutes and whose annual holiday is accrued otherwise than according to Section 37 of the collective labour agreement are shortened by transferring to the employee's flexible time off balance for each calendar year 2.25 per cent of the regular working hours and also, for part-time workers, of the hours of additional work. The accumulation of shortening will commence at the beginning of the month following the calendar month during which the employee's employment relationship with the employer has come to continue, in one or several periods, for at least two of the last three years. If, because of an agreement or other arrangement, the employee's annual holiday is longer than 36 days, the number of hours is decreased by the number of hours by which the annual holiday exceeds 36 days.

2. If the employee's employment is terminated before the end of the calendar year entitling him or her to shortening of the annual working hours, the reduction in annual working hours is given to the employee as time off instead of flexible time off during the employment, and the time when the time off is taken is subject to agreement between the employer and employee. In other cases, the employer will set the time of the time off. If the shortening cannot be realised as time off, the employee will be compensated for it with the base hourly salary as remuneration.

OTHER PROVISIONS REGARDING WORKING HOURS

24§ Adherence to the Working Hours Act

1. For matters on which this collective labour agreement is silent, the Working Hours Act shall apply.

IV SALARY

25§ Salaries and the grounds for them

1. The salaries and the grounds for them are determined according to the salary appendices to this collective labour agreement. Employees are paid a monthly salary, hourly salary, performance salary, or company-specific productivity salary component or a combination of these as described in more detail below.

2. In duties covered by salary appendices 1 and 3, the daily salary of an employee paid by the month is calculated by dividing the fixed monthly salary by 21.

Provisions applied in duties conformant to Salary Appendix 2 (3–17) (the provisions of Subsection 9 shall be applied with respect to salary appendices 1 and 3)

Monthly salary

3. If not otherwise stipulated in this collective labour agreement or not otherwise agreed on the basis thereof, the employee is paid a monthly salary.

4. Employees on part-time pension and with a part-time bonus who have been on monthly pay are paid a monthly salary.

5. If an employee on monthly pay has worked all working days of the calendar month at the beginning (or end) of the employment relationship, the full monthly salary is paid for that month regardless of the day on which the employment relationship commenced (or ended).

6. The daily salary of an employee on monthly pay is calculated by dividing the fixed monthly salary by the number of calendar days of the month in question.

Hourly salary

7. Part-time employees are paid an hourly salary.

8. If the month in which the employment of a fixed-term employee on monthly pay commenced and the – immediately following – termination month each include no more than 15 calendar days of work or if the employment in total lasts a maximum of 15 calendar days, the salary is paid for this time as hourly salary based on the hours of work performed.

Company-specific productivity salary component

9. At the company level, a company-specific productivity salary component substituting for or supplementing other salary specified in the collective labour agreement can be utilised. The grounds for utilising this salary component and its cost impact are agreed upon between the parties to the collective labour agreement. In this case, it can be agreed for the content of the salary component to be set locally in more detail at the company level in conformance with Section 46 of the collective labour agreement.

Other salary provisions

Increase for experience

10. In calculation of increases for experience conformant with the salary appendices, work in the service of the current employer, or duties at another company that correspond to the current duties are taken into account. Years of experience are accrued in terms of the months for which the employee earns or has earned annual holiday. The employee

must provide evidence of work entitling him or her to increases for years of experience, in the form of a work certificate or another statement approved by the employer.

Salary paid for parallel work

11. The employee's salary is not reduced for work parallel to the primary work performed by the employee in conformance with Section 2, Subsection 2 of the collective labour agreement while being temporarily unable to do his or her primary work or when temporary need is so stipulated, when the parallel work entails a lower salary than does the employee's primary work.

Substitution bonus for supervisor's tasks

12. A person assigned as a substitute for a supervisory task specified in Salary Appendix 1 is paid a substitution bonus, the amount of which per month is the difference between the minimum salary for level 1 set in the salary table for that supervisory work and the substitute's salary-table salary reduced by eight per cent. Salary components based on special responsibility or expertise are not paid for the time of substitution. The substitution bonus for each work day is calculated by dividing the difference between said salaries by 21.5.

Trial period salary

13. For the trial period, salary lower than the table-specified salary for the task may be paid, but always to at least 90% of the salary stated in the table.

Salary of a seasonal employee

14. With an employment contract it may be agreed that a schoolchild or a student shall be hired for the period from 16 May to 31 August or for December as a seasonal employee. The salary of a seasonal employee may, during the first season, be at least 90% of the table-specified salary of the lowest salary class for the duty in question. The basis for the salary of a seasonal employee where working hours are concerned is the actual work load for that period. A seasonal employee's salary may not be paid to a person who immediately prior to commencement of the employment relationship received daily unemployment benefit.

Introduction bonus

15. If, upon the order of the work management, an employee performs, in addition to his or her designated duties, the introduction of a new or retrained employee, the employee shall be paid an introduction bonus in the amount of five per cent of the personal hourly salary.

26§ Grounds for calculation of salary during the absence of employees paid by the hour or on the basis of performance

1. In the calculation of the salary and compensation of an hourly-paid employee, the average daily earnings (ADE), average hourly earnings (AHE), or base hourly salary is used as set forth in this section.

Use of the average daily earnings and average hourly earnings

2. The average daily earnings are used for the bank holiday bonus and compensation for paid temporary absence conformant to Section 32 of the collective labour agreement, labour union training, joint training, and loss of income caused by management of a shop steward's position.

3. The average hourly earnings are used for compensating for the salary for flexible time off, personnel training, and certain shop steward's remuneration.

Calculation and payment of the average daily earnings and average hourly earnings

4. The average daily and average hourly earnings are calculated from the working hours in a calculation period of three calendar months.
5. Earnings refer to the earnings accrued by the employee during the calculation period of three months in accordance with the various salary calculation methods. Earnings include
 - a. personal salary;
 - b. the evening, night, and shift work bonus; holiday-eve bonus; Saturday and Sunday work bonus; and standby bonus; and
 - c. other bonuses, if any – i.e., items that are normally taken into account in calculation of the annual holiday bonus of an employee conformant to Section 34, Subsection 2 of the collective labour agreement.
6. The average daily earnings are obtained by dividing the earnings under Subsection 5 by the total number of working days worked during the calculation period.
7. The average hourly earnings are obtained by dividing the earnings calculated in view of Subsection 5 by the total number of working hours worked during the calculation period.
8. The average daily and hourly earnings calculated by calculation period are used no earlier than from the second salary payment day following the end of the calculation period.

Simple hourly salary

9. Instead of the average daily earnings and average hourly earnings, the base hourly salary is used
 - a. if the average daily or hourly earnings are lower than the salary in the hourly salary table,
 - b. for new employees or employees for whom average daily or hourly earnings data are not available, or
 - c. in calculation of the salary for an absence lasting only part of a day.
10. The salary or compensation is calculated according to the base hourly salary or the agreed personal hourly salary and the working hours in line with the employment contract.

27§ Payment of salary

Salary payment month

1. The salary of an employee on monthly pay is paid regularly and, at the latest, on the last day of the month. The salary of an employee paid by the hour is paid twice a month: the salary for the first to the 15th day of the month on the last day of the month and the salary for the 16th to the 31st day on the 15th day of the following calendar month.
2. Salary is paid in to the account communicated by the employee. Errors in salary payment are corrected without delay. Upon the termination of employment, the salary is paid without delay.
3. The employer will issue a certificate of salary, indicating at least the amount of salary paid, to an employee upon the employee's request.

28§ Bonuses paid in view of results and profit

1. The employer may supplement the salaries paid in conformance with the collective labour agreement with result-based remuneration, the basis of which usually is reaching of operations goals (such as productivity and development goals), and with remuneration for profit, which essentially is based on financial results, such as turnover, operating margin, and operating result.
2. The result and profit remuneration is paid to the employee as a single payment. The remuneration is not separately taken into account in calculation of the employee's annual holiday salary and remuneration; overtime or other working hours remuneration; or other salaries, bonuses, and remuneration determined on the basis of the collective labour agreement. Result and profit remuneration bonuses are not subject to the salary increase provisions of the collective labour agreement.
3. The implementation, amendment, and termination of a result and profit remuneration system are addressed via the co-operation procedure.

V ABSENCE

29§ Salary during sick leave

1. For each continuous period of incapacity for work caused by illness or accident, salary is paid as follows:

Duration of continuous employment at the time of falling ill	Paid period
less than a month	1 weeks
at least 1 month but less than 1 year	4 weeks
at least 1 year but less than 5 years	5 weeks
5 years or longer	3 months

2. If the employee has, because of violence he or she faces in consequence of his or her duties, become unable to perform his or her work, salary is paid to the employee for continuous incapacity to work, for up to six months.
3. Having received information on the end of an employee's paid period of incapacity to work, the employer will notify the employee of this in writing.

Salary of an employee on monthly pay for the time of illness and sick leave bonus

4. Fixed monthly salary is paid to employees on monthly pay for the paid period of incapacity to work.
5. Additionally, employees with monthly pay are paid, for each day of incapacity, the 'sick leave bonus', which is one three hundred and sixty-fifth part (1/365) of the amount of the next working hours remuneration paid for the regular working hours of the preceding holiday determination year: evening work, night work and holiday-eve bonus, Saturday work bonus, Sunday work bonus, and standby bonus.

Sickness period salary for an employee on hourly salary

6. The sickness period salary in cases of an hourly salary is paid for the working days included in the incapacity period on the basis of the average daily earnings or base hourly salary in conformance with Section 26 of the collective labour agreement.

7. If the employee is absent for part of a shift as a result of incapacity to work, the salary for the time of sickness is paid with appropriate bonus as it would have been paid if the employee had worked according to the shift list.

Right to salary for sickness period

8. The requirement for paying salary for the time of sickness is that the employee have not caused the incapacity to work by making a large contribution to it and that the employee have not knowingly withheld information on the illness when concluding the employment contract. For the salary payment period, the employee does not have the right to daily illness benefit for the part corresponding to the salary.

9. The employee must notify the employer without delay of the incapacity to work and its expected ending time. Incapacity is proved with a certificate issued by a physician. If the employer accepts this, incapacity may, alternatively, be proved with a certificate from another health care professional or a statement of another type. The employer may, at its discretion, case-specifically refrain from requiring a doctor's certificate or another statement of incapacity for incapacity periods of 1–3 days. If the employer has not approved the doctor's certificate presented by the employee and refers the employee to be checked by the occupational health physician, the employer will pay the certificate fee.

10. Periods of incapacity to work are continuous unless the employee has worked at least 30 calendar days' work days between them or unless the incapacity periods have clearly resulted from different illness and accident events. If the employer's salary payment obligation was already met during the preceding incapacity period, the employer shall still pay the salary for the one-day waiting period referred to in Chapter 8, Section 7, Subsection 2 of the Health Insurance Act.

11. Should the employee's incapacity to work commence prior to the issuing of a layoff notice, the employee is entitled to salary from the illness period under this section. If the employee's incapacity to work commences after the issuing of a layoff notice, the employee is paid salary for the time of illness until the layoff. At the beginning of the layoff, the payment of the salary for the illness period will cease. At the same time, the calculation of the periods referred to in subsections 1 and 2 will also end. Salary for the illness period will recommence if the employee remains incapable for work at the end of the layoff and if the periods referred to in subsections 1 and 2 had not ended before the layoff.

12. If an employee is absent from work on the basis of the Communicable Diseases Act, salary will be paid in conformance with this section.

Part-time sick leave and partial daily illness benefit

13. If the employer and employee agree on part-time sick leave for the employee, the employee is paid salary for both the working time and the part-time sick leave. The requirement is that the employee simultaneously commit to having the partial daily illness benefit based on the Health Insurance Act paid to the employer in the extent of the amount corresponding to the salary. The employer and employee may also agree that salary shall be paid to the employee only for the working time, in which case the employer does not have the right to the partial daily illness benefit.

30§ Health examinations

1. The employee must notify the employer in advance of health inspections, examination by a physician, or other appointments during working time. If it is impossible to give advance notice, the notification must be provided immediately whenever possible.

2. The employee must present an account of all health inspections, examinations by a physician, or other appointments referred to in this section, as well as of waiting and travel time and, if necessary, evidence that an appointment could not be arranged outside working hours.

Statutory health inspections related to work

3. The employee's salary is not reduced for time used for work-related statutory health inspections or health inspections ordered by the employer, or for the related travel.

4. For work-related statutory health inspections or those ordered by the employer to be performed outside working hours, the time used for the actual inspection is compensated for at the base hourly salary.

5. The employer will pay the necessary travel expenses for the inspections referred to in Subsection 3 or the related examinations ordered by a doctor. If inspections or examinations are done elsewhere than at the occupational health care station of the employee's workplace, the daily allowance is paid to the employee. Travel expenses and the daily allowance are paid according to the provisions of the collective labour agreement regarding travel.

Other appointments

6. The employee's salary is not reduced as a result of sudden illness or an occupational accident, if seeking the required first aid or treatment promptly is required.

7. The employee's salary is not reduced in consideration of the fact that the appointment cannot be arranged within reasonable time outside working hours

- a. in cases of illness other than those referred to in Subsection 6,
- b. when the employee undergoes doctor-ordered laboratory or x-ray examinations, or
- c. for visits to determine the treatment for previously detected chronic diseases.

31§ Family leave

Maternity, special maternity, paternity, and parental leave

1. The employee is granted maternity, special maternity, paternity, and parental leave periods as free time.

Salary for maternity and paternity leave

2. Salary calculated in line with the rules for sick leave salary is paid to the employee from the beginning of maternity leave, including 72 working days. Salary is paid from the beginning of paternity leave for a time that includes six working days. The payment of the salary requires that the employee have been employed by the company for at least the six months immediately prior to the beginning of the maternity or paternity leave. No salary is paid for parental leave.

32§ Temporary absence

Reimbursement for lost income

1. For an employee who is **paid monthly**, temporary paid absence as referred to in this section is reimbursed for without reduction in the agreed-upon monthly salary, with the exclusion of absences referred to in subsections 5, 6, and 9, for which the compensation is the salary for sick leave.

2. The temporary absence of an employee **paid on an hourly basis** is compensated for by payment of salary equal to the sick leave salary.

3. The employee is obliged to present an account, when necessary, of the grounds for the request involving the reimbursable temporary absence. A request for arrangement of the absence must be presented to the employee as far in advance as possible when the employee has sufficient information on the grounds of the request.

Anniversaries

4. Upon turning 50 or 60, the employee is granted a paid day off, the date of which the employer and employee will agree upon.

Temporary leave to care for an ill child

5. Should an employee's child who is either less than 10 years or disabled or another under-10-year-old or disabled child living in the employee's household suddenly fall ill, the employee has the right to have, at maximum, four work days of temporary care leave at one time for arranging for treatment or to care for the child. The same right is granted to the parent of a child who does not live in the same household as the child. People entitled to temporary care leave for any given child may be on temporary care leave during the same calendar period but not at the same time.

6. For no more than the first three days of the temporary care leave referred to above, in Subsection 5, the employee will receive salary in accordance with the provisions concerning sick leave salary. The fourth day of temporary care leave is not paid.

7. The requirements for payment of the salary are that both parents be employed with pay and that a corresponding account be presented regarding the child's illness to that required for the employee's own illness. The salary is also paid to single parents, where single parents are deemed to include also people who without a separate divorce ruling have permanently moved apart from their spouse and people whose spouse is, owing to the performance of military service or military refresher training, illness, travel, or living in another town because of work or for studies or another such compelling reason, prevented from participating in the child's treatment.

Care for a severely ill child

8. An employee whose child has a severe illness that is referred to as such in a current decree of the Council of State concerning illnesses deemed medically severe and long-term may be absent from work to participate in the treatment or rehabilitation of the child as described in Chapter 10, Section 2, Subsection 2, item 2 of the Health Insurance Act, after having agreed on this with the employer. No salary is paid for the absence.

Paid release from work

9. If the case renders it possible in view of the nature of the employee's duties, the employee may be granted paid release from work for the day of falling ill of a family member other than a child of less than 10 years. Corresponding release from work is granted to the employee on the day of burial or urn interment of a close relative, due to the death of a family member, on the day of the employee's wedding, and on the day of formalisation of the employee's partnership.

10. 'Close relatives' in Subsection 9 refers to the employee's children, parents, and spouse or co-habiting partner; the children and parents of said spouse or partner; and the employee's siblings, grandparents, and grandchildren.

Conscription and military refresher training

11. The employer will pay for an employee participating for the first time in the induction required by military service as referred to in the Conscription Act in compensation for the induction day, in the amount corresponding to the regular salary for one working day. If the employee also works on the induction day, he will be paid salary also for the time spent at work.

12. For an employee participating in a separate medical examination related to the induction, the amount equal to the regular salary is paid for the time for which he, according to an acceptable account, must be away from work because of the examination.

13. The employer will compensate the employee for the loss of income caused by a reserve refresher course insofar as the reserve salary falls short of the loss of income.

Elected positions

14. The employer will compensate for the loss of income when an employee who during his or her work time takes part as a member in a meeting of a municipal council or government or the work of an election board or committee set forth by law in state or municipal elections. The loss of income is compensated for insofar as the compensation for loss of income paid by the public organisation does not cover the employee's income during the lost work time spent in the elected position or election work. The difference is paid to the employee after the employee has presented an account of the compensation paid by the municipality for loss of income.

Labour union activity

15. The employee may, when the company's business so allows, be granted paid release from work during days when the employee participates in meetings of the highest-level bodies of the Central Organisation of Finnish Trade Unions (SAK); in union or delegate meetings of Finnish Post and Logistics Union PAU; or in meetings of their council, government, or similar body.

Representation for athletes

16. For an employee officially selected for the sports team for the Olympic Games, world championships, and European championships to whom release from work has been granted for participation in the contest, compensation for loss of income will be paid for a maximum of 30 days per calendar year. For an employee assigned for Olympic training by the Finnish Olympic Games Committee to whom release from work has been granted for participation in the games, compensation for loss of income is paid for a maximum of 30 days per calendar year.

VI ANNUAL HOLIDAY

33§ Earning of annual holiday

1. The employee's annual holiday is determined according to the Annual Holidays Act and as set forth below in this collective labour agreement.
2. In this Chapter VI, 'monthly-paid employee' refers to an employee whose salary has been agreed upon for a week or a longer time and 'hourly-paid employees' are employees not working with a weekly or monthly salary.
3. The employee earns annual holiday according to the Annual Holidays Act at two or 2.5 days for each full holiday determination month, unless otherwise provided in Section 37 of the collective labour agreement. Notwithstanding Chapter 2, Section 5, Subsection 1 of the Annual Holidays Act, the employment relationship of the employee shall be deemed continuous for at least one year if the employment relationship has, by the end of the holiday determination year, lasted at least one year in total from that holiday determination year and the preceding one, in one or several stints.

Time equivalent to time at work

4. For monthly-paid employees, days equivalent to being at work are the days described by Section 7 of the Annual Holidays Act and the following days on which the employee has been prevented from working:
 - a. Days of flexible time off referred to in Section 22 of the collective labour agreement
 - b. Days of a paid incapacity period in departure from Section 7, Subsection 2, item 2 of the Annual Holidays Act (for an employee who, pursuant to Section 29, Subsection 1 or 2 of the collective labour agreement, has the right to the salary for at least five weeks of sick leave, days equated to days at work shall include the paid incapacity period and subsequent working days up to 90 calendar days)
 - c. Study leave days conformant to the agreement on trade union training and joint training, supported financially by the employer and granted for trade union training – however, no more than 30 days per training event
 - d. Days of absence conformant to Section 32, subsections 4, 5, 8, 9, and 11–13 of the collective labour agreement
 - e. Non-paid time off granted for rehabilitation for which the employee has been granted rehabilitation benefit
 - f. Working days for which the employee has been granted release from work for participating in a meeting of the union, council, government, or similar body of an organisation that is a party to the collective labour agreement when collective labour agreement issues are being discussed therein

- g. Working days for which the employee has been released from work for participating in the meetings of the highest executive bodies of the Central Organisation of Finnish Trade Unions (SAK)

5. For hourly-paid employees, days equated to days at work are days conformant to Section 7 of the Annual Holidays Act as well as items a, b, c, d, f, and g of the list referred to in Subsection 4, provided that the employer is obliged to pay salary for these days. For an employee who, pursuant to Section 29, Subsection 1 or 2 of the collective labour agreement, has the right to salary for at least five weeks of sick leave, days equivalent to days at work shall include the paid incapacity period and subsequent working days up to 90 calendar days. Additionally, days conformant to item e are equated to days at work.

34§ Annual holiday salary

Annual holiday salary of a monthly-paid employee

1. For monthly-paid employees, fixed monthly salary is paid for the annual holiday.
2. Added to the annual holiday salary and holiday compensation is an extra annual holiday payment in the amount of one three hundredth (1/300) of the additional salaries paid or falling due during the holiday determination year, on the basis of an agreement and paid on the basis of production quantities, work performance, special work circumstances, or reasons for the employee performing parallel work either continuously or in accordance with a system confirmed in advance to be regular, and on the basis of evening, night, and shift work bonuses; holiday-eve bonuses; Saturday and Sunday bonuses; substitution bonuses; and standby compensation.
3. The extra annual holiday payment is made in connection with the payment of the extra annual holiday bonus. The calculation of the annual holiday extra must be provided to the employee.

Annual holiday salary of an hourly-paid and performance-paid employee

4. The annual holiday salary of an hourly-paid and performance-paid employee is determined as a percentage of the working time salary paid or falling due during the holiday determination year, excluding the amount above the base salary that is paid for emergency and overtime work.
5. The working time salary is supplemented by
 - a. any salary for maternity or paternity leave;
 - b. any salary for sick leave; and
 - c. any salary paid by the employer for days equivalent to days at work as listed in Section 33, Subsection 5 of the collective labour agreement.
6. Additionally, to working time salary is added the salary amounts computed
 - a. for maternity, special maternity, paternity, and parental leave following maternity or paternity leave;
 - b. after five weeks of paid sick leave, for the working days falling within 90 calendar days that are deemed equivalent to days at work; and
 - c. for rehabilitation time entitling the employee to rehabilitation benefit.
7. The computed salary is determined according to the hourly table salary at the beginning of the absence and in line with the average weekly working hours in the calculation period with the average hourly earnings preceding the absence.

8. The amount of the annual holiday salary is 9.4% or, if the employment relationship has continued without interruption for at least one year by the end of the holiday determination year preceding the holiday season, is 11.9% of the salary calculated as described above as the basis of the annual holiday salary. If the employee's annual holiday is determined according to Section 37 of the collective labour agreement, the amount of the annual holiday salary is 14.4%, or, if the employee's annual holiday is determined according to Section 37 of the collective labour agreement and the employee has a full holiday determination year, the amount of the annual holiday salary is 17.4%.

Holiday compensation pursuant to the Annual Holidays Act

9. The above holiday salary provisions are not applied if the employee is not entitled to annual holiday and if the employee for that reason is paid holiday compensation pursuant to Section 16 of the Annual Holidays Act during the employment relationship or holiday compensation pursuant to Section 17, Subsection 4 of the Annual Holidays Act at the end of the employment relationship.

Payment of the annual holiday salary and holiday compensation

10. In contrast to Section 15 of the Annual Holidays Act, the holiday or its corresponding holiday salary is paid in connection with the regular salary payment. Upon continuation of the employment relationship, the holiday compensation is paid to part-time employees by the end of the holiday season.

35§ Granting of annual holiday

1. The holiday season is the time between 2 May and 30 September. Annual holiday is granted as **summer holiday** during the holiday season at a time ordered by the employer. However, the part of the annually earned holiday in excess of 24 holiday days is granted at a time ordered by the employer after the holiday season before the start of the holiday season of the next year as **winter holiday**, unless otherwise agreed between the employer and employee or otherwise provided in Section 22 or 37 of the collective labour agreement.

Incapacity to work at the beginning of and during the annual holiday

2. If the employee is, because of illness, accident, or giving birth, unable to work at the beginning of the annual holiday or taking of a part thereof, the holiday must be transferred to a later time at the employee's request. At the employee's request, the employee is also entitled to the transfer of the holiday or part thereof if it is known that the employee will during the holiday have to undergo medical or other treatment, in parallel with the holiday, during which the employee is incapable of working.

3. If incapacity to work resulting from childbirth, illness, or accident begins during the annual holiday or a part thereof and continues uninterrupted for more than seven calendar days, the part of the incapacity period exceeding this time during the annual holiday is not considered annual holiday, if the employee requests this without undue delay.

4. Upon the employer's request, the employee must present a reliable account of his or her incapacity to work. Annual holiday transferred because of incapacity to work is granted according to Section 26 of the Annual Holidays Act.

5. The employer may not, without the employee's consent, order annual holiday to be taken during the employee's maternity or paternity leave. If the employee's annual holiday may not be granted pursuant to Subsection 1 of this section or to Section 20 or 21 of the Annual Holidays Act as a result of maternity or paternity leave, the holiday may be granted within six months of the end of the leave.

6. If the employee is on special maternity or parental leave at the beginning of the annual holiday or a portion thereof or if it is known at the beginning of the holiday that the leave will commence during the annual holiday, the annual holiday must be transferred to a later time at the employee's request. In the event of transfer of the annual holiday in this case, the provisions of Section 26 of the Annual Holidays Act are applied.

36§ Holiday bonus

1. An employee whose employment relationship is in effect on 15 June is paid a holiday bonus for each day of holiday earned during the preceding holiday determination year. However, the holiday bonus is paid for no more than 36 days.

2. Holiday bonus is also paid

- a. to fixed-term employees, excluding seasonal help;
- b. in connection with full or partial retirement;
- c. upon the return to work of a conscript after the completion of military service;
- d. upon the end of the employment relationship of an employee terminated for reasons not attributable to the employee; and
- e. upon ending of the employment relationship due to death.

3. The holiday bonus of **monthly-paid** employees per holiday day is 50% of the daily salary. The daily salary is calculated by dividing the salary of the employee for June by 25 and adding the extra annual holiday amount pursuant to Section 34, Subsection 2 of the collective labour agreement to the quotient obtained.

4. The holiday bonus of an **hourly-paid** employee is 50% of the holiday salary.

5. The holiday bonus is paid in one batch to monthly-paid employees on 30 June, and on 15 June to those whose salary payment day is the 15th day of the month. If the payment day falls on a Sunday, Saturday, or public holiday, the holiday bonus is paid on the preceding working day.

Conversion of the holiday bonus into flexible time off

6. The employer and employee may agree on replacing the holiday bonus with corresponding flexible time off.

37§ Special cases for annual holiday provisions

1. For the annual holiday and holiday bonus of an employee who was in the service of the Postal and Telecommunication Authority on 31 December 1993 and within no more than 30 days after this entered into the service of the limited liability company formed of the Postal and Telecommunication Authority, the provisions of the separate agreement between the parties to the collective labour agreement shall apply.

VII THE LIABILITIES OF THE EMPLOYER AND THE EMPLOYEE

38§ Tools

1. The employer will make the tools required in the work available to the employee without charge.

39§ Personal protective equipment and work clothes

Personal protective equipment

1. Personal protective equipment refers to gear and equipment designed to protect the employee from the risk of accident or illness. Personal protective equipment does not refer to regular work clothes.
2. The employer must assess the risks of accident or illness present in the work for the avoidance or restriction of which personal protective equipment must be used. In accordance with the assessment, the employer must obtain the personal protective equipment for the employee's use.
3. In tasks conformant to Salary Appendix 2 to the collective labour agreement for the information logistics sector, personal protective equipment includes, when the tasks so require, coats, trousers, gloves, safety footwear, and breathing and hearing protection.
4. The employer must give sufficient instruction and guidance to the employee on the personal protective equipment and its use. The employee must use the personal protective equipment ordered by the employer for the employee.
5. The employer will arrange for the necessary maintenance of the personal protective equipment issued. The employee must for his or her part observe the condition of the personal protective equipment and notify the employer of maintenance necessary for it.
6. Personal protection equipment is the property of the employer. After use, it must be returned to the employer.

Work clothes

7. If the employer requires the use of work clothes conformant to the employer's order, the employer must make a quantity it deems sufficient available to the employee. The employee must wear the work clothes issued by the employer. The employer will arrange for the necessary maintenance of the outerwear issued. After use, work clothes issued by the employer must be returned to the employer.

40§ Travelling

1. The travel related to the employee's work and compensation for this is addressed in **Appendix 3** to the collective labour agreement.

41§ Personnel training

1. Personnel training refers to training that the employer arranges or obtains for personnel in its service for the promotion of skilled execution of work duties.
2. The training time shall be included in working time if participation in the training is required and necessary for the employee's performance of the work duties and if the training is done primarily in the workplace or another appropriate space under conditions characteristic of work at a time indicated in advance in the shift list.
3. If the employer assigns the employee to training other than personnel training pursuant to Subsection 2, hourly-paid employees are compensated for the loss of income for regular working hours for both training and travel time, with the amount calculated as the average hourly earnings pursuant to Section 26 of the collective labour agreement. For monthly-paid employees, fixed monthly salary is paid for the training and travel time. Additionally, direct expenses incurred in the training are reimbursed. If the training takes place entirely outside working hours, direct expenses incurred thereby are reimbursed. Participation in training referred to in this subsection is voluntary.
4. Whether the training event is conformant to Subsection 2 or 3 of this section is determined before enrolment in the training.

42§ Group life insurance

1. The employer shall at its expense implement a group life insurance policy applicable to employees within the scope of application of this agreement in a manner agreed upon between the central trade organisations.

43§ Collection of membership fees

1. The employer shall withhold from the employee's salary, if the employee has consented thereto, the membership fee of Finnish Post and Logistics Union PAU by salary payment period, payable to the bank account designated by the union. At the end of the calendar year or at the end of the employment, the employee is given a certificate indicating the amount withheld, for taxation purposes.

44§ Work inspection

1. Changes to work duties are aimed at increasing the efficiency of work so that the content and methods of the work are developed in a way that increases the relevance of the work. The rationalisation of work also aims at increasing the level of earnings of the employees.
2. The changes are implemented in co-operation with the employees. Work method changes and work inspections arranged in the workplace are negotiated with the shop stewards and occupational safety ombudsmen. The above shall have sufficient opportunity to acquaint themselves with the bases for, and outcome of, the work inspections and with the impact of reforms executed on their basis, particularly with respect to salary arrangements and working conditions. Employees must be notified of inspections that directly involve them.

45§ Use of external labour

Scope of application

1. The use of external labour may take two forms. It may be based on trade, procurement, a contract, hiring, commissioning, or a work agreement between two independent entrepreneurs or another agreement whereby the required work is performed independently by an external entrepreneur. Activities based on such an agreement are commonly referred to as subcontracting. In the second case, the use of external labour is based on hiring whereby the hired employees provided by resourcing agencies perform work at the client company under the supervision and monitoring of that company.

Notification of agreements and the right of the shop steward to provide a statement

2. The employer shall notify the shop steward of agreements concluded on subcontracting and hired labour before the work commences. The notice must include an account of the amount of labour, the company's identifying information, the work site, the duties, the agreement's duration, and the collective labour agreement to be applied.

3. If the shop steward, having received the above-mentioned notification, no later than on the second work day following the notification so demands, he or she shall have the right to provide a shop steward's statement within a week on the use of the external labour and the necessity for that as well as the related harmful factors. The shop steward may not, however, require the above process if the external labour is intended for performing work that the personnel of the unit in question, according to established praxis, do not perform, if it is a matter of short-term, urgent work or design, installation, repair, or maintenance work that cannot be performed by the unit's personnel, or if the work requires special equipment.

4. If grave factors harming the production or economy of the unit that could not have been known in advance prevent application of the procedure described above, the employer may decide on the matter without the prior notification procedure. The matter must be handled without delay once there no longer is a reason for deviating from the usual process. At the same time, the employer must give an account of the reasons for the exceptional procedure.

5. A condition is included in agreements concerning external labour according to which the subcontractor or the resourcing company undertakes to apply the collective labour agreement of the information logistics sector to those of its employees who work within the scope of application of said collective labour agreement, unless the company is required by law to adhere to another collective labour agreement generally applied to these duties. The subcontractor or resourcing agency must also undertake to abide by its statutory obligations, including adherence to the collective labour agreement.

6. The planned use of external workers is communicated to the shop steward in question as early as possible. The shop steward is given, before the work to be done by external labour begins, an account of the amount of the labour, the duties of the workers involved, and the duration and terms of the work.

7. If the company's workforce must be reduced because of the commencing subcontracting, the company must attempt to place the affected employees in other tasks. If this is not possible, measures that support the employment of the employees at risk of reduction shall be agreed upon in co-operation procedure. If no agreement is reached on the measures and the workforce must be reduced, the term of notice from the employment contracts of the employees to be fired is extended by 20%.

8. The right of the shop stewards and the occupational safety ombudsmen to monitor and receive information and their obligations are the same in cases of use of external labour as for work done by the company's own employees, subject to statutory restrictions.

Local agreement

9. In addition to the above, it is also possible to agree on the use of external labour at the company level.

VIII CO-OPERATION

46§ Local agreement

1. For provisions other than those in sections IV ('Salary') and VI ('Annual holiday') of this collective labour agreement, a local agreement may be made. The parties to the local agreement are the employer and the head shop steward. This provision does not alter the right of agreement between the employer and the employee agreed upon in the collective labour agreement. All information related to local agreements shall be delivered to the shop steward. A local agreement concluded with a shop steward is binding for the employees whom the shop steward is deemed to represent or to whom the local agreement concluded is to apply.

2. In duties conformant to salary appendices 1 and 3, the parties to the local agreement may also be the employer and the employee in such a way as has been separately agreed.

3. A local, company-specific agreement refers to an agreement that applies to the company as a whole and whose parties are the employer and the head shop steward who represents the company's employees most broadly or Finnish Post and Logistics Union PAU. A party to the collective labour agreement has the right to submit a matter referred to herein for settlement between the unions.

4. A local agreement may be concluded for a fixed term or until further notice. An agreement that is valid until further notice can be terminated. The period of notice for the agreement is three months unless otherwise agreed. A local agreement is concluded in writing and submitted for the information of the parties signing the collective labour agreement. The unions have the right to terminate a local agreement within three months of having received information on said agreement.

5. A local agreement is considered to be part of the collective labour agreement. It shall be applied even after the validity of the collective labour agreement otherwise has expired. During the latter time and within a month of the entry into force of a new collective labour agreement, even a fixed-term local agreement may be terminated. After the end of validity of a local agreement, the applicable collective labour agreement shall be applied.

47§ Shop stewards

1. The shop steward agreement (**Appendix 2**) concluded between the contracting parties signing below shall be applied to the election, position, and tasks of a shop steward and to the management of these tasks and the compensation for loss of income caused by the management of the shop steward's tasks, as well as to the facilities for the training and operations of the shop stewards.

48§ Occupational safety representatives

1. The position and rights of the occupational safety ombudsman and other representatives of the employees in relation to occupational safety issues are subject to separate agreement.

49§ Mutual communication of the personnel and arrangement of meetings

1. A registered sub-organisation of a union that is a party to the collective labour agreement and its workplace units or shop committee have the right to arrange meetings in the workplace or at another agreed-upon facility concerning matters involving the labour market or the employment relationships in the workplace in a manner agreed upon between the central unions or on a sector-specific level or according to the established praxis of the workplace.

2. The personnel unions referred to in the paragraph above have the right to distribute their meeting notifications or written communication regarding the employment relationships of the workplace, or labour matters in general, before working hours, during the meal break, or after working hours, in the canteen, dressing room, or similar space to be agreed upon with the employer outside the actual work area. Such communication must indicate its issuer.

3. Should a magazine be published for communication to the personnel in the workplace, the personnel union shall have the right to utilise it for publishing the above-mentioned meeting notifications or communications or to publish them on a bulletin board assigned by the employer for the employees. The content and management of the bulletin board shall be the responsibility of the publisher.

50§ Union officials

1. The officials of a union signing this collective labour agreement or of a sub-organisation have the right, in addressing matters involving the application of this agreement, to visit workplaces after having notified the management of the unit in question of such a visit. The names of the officials must be communicated in writing to the employer applying this collective labour agreement.

2. The officials shall have the right to receive the factual information from the unit's management that is necessary for their monitoring of adherence to the collective labour agreement.

51§ Settling of disputes

1. Disputes arising from the application of this collective labour agreement shall be settled primarily in negotiations between the supervisor responsible for the matter and the local shop steward. Negotiations must be commenced within two weeks of the presentation.
2. If the matter cannot be resolved locally, it may be submitted for regional settlement or to the corresponding organisation between the representative of the employer and the head shop steward of the organisation. A protocol shall be followed for the matter, with the form signed by the employer representative and head shop steward in question. The form shall briefly state the matters that are the subject of the dispute and the standing of both parties.
3. If the matter cannot be resolved regionally or if the company does not have a corresponding organisation, it can be submitted for resolution between the head shop steward representing the employer's employees in general or to Finnish Post and Logistics Union PAU.
4. After the negotiation referred to in Subsection 3, above, or directly after the negotiation referred to in Subsection 2, the matter may be submitted for settlement between Service Sector Employers PALTA and Finnish Post and Logistics Union PAU. Negotiations requested by either party to the collective labour agreement shall be commenced without delay and no later than within two weeks of the request.
5. In adherence to the negotiation order above, it may be determined whether termination executed on the basis of the financial and production grounds cited in Chapter 7, Section 3 of the Employment Contracts Act actually resulted from a factor attributable to the employee and whether the employer would have had sufficient grounds to fire the employee on the basis referred to in Section 4, Subsection 1 of the collective labour agreement in a situation wherein the employment contract has been cancelled on the basis of Chapter 8, Section 1 of the Employment Contracts Act.
6. If the matter cannot be settled in negotiations between the parties to the collective labour agreement, it may be submitted for resolution by the Labour Court within two months. In cases of matters related to the termination of an employment contract, the claim must be filed with the Labour Court within two years from the time when the notice of termination of the employment contract has been delivered or is to be deemed delivered pursuant to Chapter 9, Section 4 of the Employment Contracts Act.
7. The matter can be settled by arbitrators upon the mutual agreement of the parties to the collective labour agreement. In this case, the law on arbitration procedures shall apply.
8. An employer that has fired an employee in violation of the terms on grounds for termination attributable to the employee, as specified in Section 4, Subsection 1 of the collective labour agreement, shall pay compensation to the employee for the groundless termination of the employment relationship. The amount of compensation is determined in accordance with Chapter 12, sections 2 and 3 of the Employment Contracts Act. The compensation fee for violation of the provisions of the collective labour agreement, pursuant to Section 7 of the Collective Labour Agreements Act, cannot be ordered in addition to the compensation ordered for groundless termination of an employment contract.

52§ Advance notice of industrial action

1. Before joining of a political labour action, sympathy strike, etc., the industrial action is to be reported to the National Conciliator and to the employer and employee unions at least four days in advance, if possible. The reasons for the action, its start time, and the scope of the intended industrial action are to be stated in the communication.

IX OTHER PROVISIONS

53§ Validity period of the contract

1. This collective labour agreement is valid from 8 November 2010 to 15 October 2012. Its validity is extended by one year at a time thereafter unless it is terminated by the undersigned unions at least six weeks prior to the end of the contract period.

54§ Industrial peace

1. A party bound by this agreement may not during the term of validity of the agreement undertake industrial action for settlement of disputes arising with respect to the applicability, validity, or correctness of content of the agreement, or from a claim based on the agreement, for changing of the agreement in force or to reach a new agreement.

2. Additionally, an association bound by this agreement shall see to it that associations and employees subordinate to it who are bound by the agreement do not violate the industrial peace obligation or the other provisions of the agreement. This obligation of the associations also includes the association not supporting or assisting in forbidden industrial action or otherwise contributing to such measures; rather, it must aim to end them.

55§ Signatures

1. In parallel to this collective labour agreement, the attached signature protocol executed between the undersigned contracting parties shall be adhered to.

2. This contract has been drawn up in two identical copies, one for each contracting party.

Service Sector Employers PALTA

Finnish Post and Logistics Union PAU

SALARY APPENDIX 1

1§ Provisions pertaining to salaries and the salary system

1. In work demand class 8, an expert's salary can also be agreed upon case-specifically in the employment contract.

2. Various types of remuneration through salaries may be used by advance agreement on the amounts by the employer and the expert. In this case, the minimum salary paid to the expert must be at least equal to the salary-table-specified salary for the demand class in question. An account of the remuneration systems offered is given to the shop steward. In addition, the salary grounds applied for different groups are accounted for to the shop steward.

3. Salary grounds

1. The monthly salary is composed of the role level and of the table-specified salary in line with the level of demandingness of the task.

2. How demanding an expert's tasks are is assessed with the salary scale system or a corresponding assessment system. Thus a demand level is determined for the duties of the expert.

From the score for the demandingness of the tasks, the tasks are grouped into classes, with each task demand class having its own salary group. A committee of the representatives of the employer and employees is set up in the company for evaluating the demand level.

3. The role level of the experts in a task is assessed in goal and development discussions between the person and the immediate supervisor. The demand level reflects the person's performance, expertise, and competencies in view of the criteria set in the assessment system.

The salary groups and their role levels comprise task demand classes whose score ranges when the salary scale system is used are as follows:

Score ranges:

Assisting expert

001 120–138

002 139–160

003 161–186

Expert

004 187–216

005 217–251

006 252–291

Development expert

007 292–338

008 339–392

4. The salary-table salary is determined on the basis of the person's role and task as follows:

Salary-table salaries as of 8 November 2010															
SC: 11					SC: 12										
Monthly salary, in euros					Hourly salary, in euros										
SG	Level 1		SG	Level 2		SG	Level 1		SG	Level 2					
Assisting expert					Assisting expert										
1A	1,920	-	2,115	1C	2,116	-	2,222	1A	12.00	-	13.22	1C	13.23	-	13.89
2A	2,111	-	2,326	2C	2,327	-	2,444	2A	13.19	-	14.54	2C	14.54	-	15.28
3A	2,344	-	2,584	3C	2,585	-	2,713	3A	14.65	-	16.15	3C	16.16	-	16.96
Expert					Expert										
4A	2,554	-	2,815	4C	2,816	-	2,957	4A	15.96	-	17.59	4C	17.60	-	18.48
5A	2,807	-	3,093	5C	3,094	-	3,249	5A	17.54	-	19.33	5C	19.34	-	20.31
6A	3,088	-	3,403	6C	3,404	-	3,574	6A	19.30	-	21.27	6C	21.28	-	22.34
Development expert					Development expert										
7A	3,396	-	3,743	7C	3,744	-	3,931	7A	21.23	-	23.39	7C	23.40	-	24.57
8A	3,736	-	4,117	8C	4,118	-	4,324	8A	23.35	-	25.73	8C	25.74	-	27.03
9A	-	-	-	9C	-	-	-	9A	-	-	-	9C	-	-	-
10A	-	-	-	10C	-	-	-	10A	-	-	-	10C	-	-	-
11A	-	-	-	11C	-	-	-	11A	-	-	-	11C	-	-	-
12A	-	-	-	12C	-	-	-	12A	-	-	-	12C	-	-	-

5. If the expert's duties are changed permanently and fundamentally, the demand class for the new duties is determined. The person's salary group and salary are reviewed as of the date of the change in duties. Experts are paid the table-specified salary for the new salary group from the time when the expert starts the work conformant with the new salary group. If the expert's duties are changed permanently such that they fall into a lower demand class, the relevant term of notice is applied with respect to the salary group and salary change, unless otherwise agreed. If necessary, the employment contract is reviewed also.

6. New employees entering the service of the company may be paid a salary for the trial period of at least 90% of the salary-table salary for the demand class in question.

Students, youth, summer, and similar substitutes, and students on apprenticeship

7. The collective labour agreement is not applied with respect to minimum salaries for trainees, employees younger than 18 years of age, and summer or similar substitutes hired for fixed-term employment of no more than four months. Otherwise the provisions of the collective labour agreement are applied where applicable. Trainees refer to people who study at a vocational school, technical or other institute, university of applied science, university, or technical university and who are working between terms of study or acquiring work experience required by their degree during training that takes place in an employment relationship. In exception to Section 3, Subsection 6 of the collective labour agreement, an employment contract for persons invited to work may be concluded with part-time employees who belong to the above groups.

Apprenticeship students who have turned 15 years old are subject to the collective labour agreement such that during the first year of basic training, the minimum salary in question is applied with a reduction of 40%, during the second year with a reduction of 25%, and during the remaining years of the basic training with a reduction of 15%. During additional training and specialisation, the personal salary earned prior to this training is applied.

8. The provisions regarding priority in workforce reductions and re-employment obligation do not apply to cases involving compulsory work practice related to earning of a degree. It is required that the employer and the shop steward together deem the work practice not to affect the employment relationships or terms of employment of other employees.

9. Within the framework of the 'Get to know working life and make money' summer training programme or a corresponding summer training programme, a primary- or secondary-school student's employment of two weeks or 10 working days conformant to the above programme may be placed in the period 1 June to 31 August. For an employment relationship referred to above, the full salary is 280 euros, including the holiday compensation accrued during the orientation period. Provisions pertaining to salaries, salary determination bases, and other benefits of monetary value are not applied to employment relationships based on the above programme. With the exclusion of the length of the regular working hours, they are not subject to the provisions of the collective labour agreement on working hours either.

ASSISTING EXPERT

ROLE

An assisting expert assists the management and experts by seeking and arranging information for those commissioning the work. He or she produces information and carries out assignments under the supervision of others. The tasks are typically of an administrative nature, such as creating reports and memoranda and relaying information to interest groups. The work is composed of performing an assignment with defined content by abiding by instructions and set procedures.

DEMAND LEVELS

Assisting expert	<p>The work is composed of performing assignments with set content by abiding by certain instructions and procedures – for example, completing the tasks of an assistant. The tasks are often controlled but also allow working on one’s own initiative. The problems faced in the work are primarily of a recurring nature. Solving them requires obtaining information from different channels. The task often requires expertise in the technical solutions used. Getting acquainted with the task typically takes a new person less than one year. The task-holder is required to work independently but also in a group or team.</p> <p>Example titles: Assistant, IT Expert</p>
	Level 1
	<ul style="list-style-type: none">- Works with a task conformant to the job description- Performs a role that requires interaction skills- Works with initiative to reach goals- Can work in changing situations or with various people or groups- Knows the Itella processes and operating models required in the work and can use them in the work context
	Level 2
	<ul style="list-style-type: none">- Competence accrued through experience and training, which is used in a task more demanding than the basic role, or in several tasks closely related to it- Active guidance of others- Knowledge of more than one area of systems development, such as information collection, documentation, and testing- Work that may be related to testing of critical applications or measurement of the performance of system entities- Accomplishments exceeding the agreed-upon results and good work quality- Strength in prioritising tasks

EXPERT

GENERIC ROLE

The task-holder works in his or her area of expertise, applying and developing existing procedures and concepts and compiling the solution most suitable for the situation at hand. The supervisor’s monitoring targets occasional following of the work process and accomplishments. The goals of the task are clear and predefined. The role is often one of consulting, giving instructions and advice for solution of practical problems.

PROCESS ROLE

Expert	<p>The task-holder works as an expert in his or her area of expertise. Typical tasks include requirement specification, system analysis, testing, and programming. The task requires wide knowledge of the basic systems and Itella's business. It requires vocational training or several years of practical experience with ICT tasks. The work requires ability for independent work but also for workgroup/team work, as well as an understanding of Itella's work culture with respect to these.</p> <p>Examples: system expert, IT support engineer, system specialist, programmer</p> <p>Reference job descriptions</p>
	Level 1
	<ul style="list-style-type: none">- Ability to work with tasks conformant to the job description- Ability to persuade, negotiate, and affect interest groups in order to reach the desired outcome- For the basic role, the ability to maintain personal competence and the ability to apply what one has learnt about the issues in the work- Business competence and synthesis of this competence with maintenance of ICT processes and/or participation in development
	Level 2
	<ul style="list-style-type: none">- Special competence accrued through experience and training, which is used in tasks more demanding than the basic role, or in a task very similar to it- In the broader role, the ability to develop processes and/or systems- In the broader role, significant subcontractor co-operation / vendor management, which requires excellent interaction skills from the task-holder- Accomplishments exceeding the agreed-upon results and good work quality

DEVELOPMENT EXPERT

GENERIC ROLE

In their area of expertise, development experts create new operation models and concepts on the basis of interest group needs, working from experience and knowledge, which is applied in a new way. Solving the problems faced in the task requires innovation and business understanding. The special expertise is applied in completion of demanding assignments and reaching of goals, and the expert seeks solutions that are suitable for the organisation from the field of special expertise and makes this in-depth understanding available to the organisation.

Titles in ICT services: Project Manager, Systems Architect, Solution Consultant, Development Manager

PROCESS ROLE

Expert	<p>The development expert is a person with in-depth expertise in his or her specialist field who develops and customises applications/systems on the basis of interest group needs, creating plans and studies in response to demanding needs to support the operations and implementing the plans. The work requires both theoretical and applied knowledge. Variable and new situations require solution of problems through analytical, interpretation-oriented, and innovative thinking.</p> <p>Reference job descriptions</p>
	Level 1
	<ul style="list-style-type: none">- Ability to work with tasks conformant to the job description- Ability to broaden one's expertise by following developments in the area of expertise and ability to apply the substance of the learning in the work- Management of the methods of project work and/or management- Efficient support for the organisation in deployment of concepts- Results and work quality that meet the requirements set for the task and that match the nature of the task
	Level 2
	<ul style="list-style-type: none">- Special expertise more profound than that for the basic role, accrued through expertise and training, that serves goals external to the expert's own area and for which there is great demand in various special situations- Leading of undertakings that include several projects- Identification and utilisation of new development trends in a way that promotes the results of the organisation- A development approach broader than that for the basic role, regularly involving development ideas that benefit the operations of the entire organisation- Often results that exceed the goals set for the tasks, combined with high quality of work

SALARY APPENDIX 2

1§ Scope of application

This salary appendix is applied for employees working in the various work stages of the digitisation and printing process.

2§ Salary

The employee's fixed salary is composed of

1. the task-specific table-based salary, graded according to years of experience;
2. a salary component based on special work responsibility or expertise (optional);
3. a personal salary component (optional); and
4. possibly a company-specific productivity salary component.

1. Task-specific table-based salary

Salary groups:

Salary group 100: Basic task

Salary group 200: Professional task

Salary-table salaries:

Salaries in the table as of 8 November 2010 (in euros):					
		SC: 21		SC: 22	
BASIC TASK		Monthly salary		Hourly salary	
SG	Years of service	OTHER	CPTL	OTHER	CPTL
101	less than 2 years	1,588	1,636	9.93	10.23
102	2 years but less than 6 years	1,659	1,709	10.37	10.68
103	6 years but less than 10 years	1,734	1,786	10.84	11.16
104	10 years but less than 16 years	1,812	1,866	11.33	11.66
105	16 years or more	1,896	1,953	11.85	12.21
PROFESSIONAL TASK		Monthly salary		Hourly salary	
SG	Years of service	OTHER	CPTL	OTHER	CPTL
201	less than 2 years	1,667	1,717	10.42	10.73
202	2 years but less than 6 years	1,740	1,792	10.88	11.20
203	6 years but less than 10 years	1,819	1,874	11.37	11.71
204	10 years but less than 16 years	1,902	1,959	11.89	12.24
205	16 years or more	1,988	2,048	12.43	12.80

Hourly salary

The hourly salary is paid to employees doing part-time work whose average monthly working hours total less than 160 hours per month. The hourly salary is calculated by dividing the sum of the salary in the table and any salary component based on special responsibility and expertise, any personal salary component, and any system extra for an employee doing the corresponding full-time work by 160.

CPTL salary

In the capital region (Helsinki, Espoo, Vantaa, and Kauniainen), the salary in the CPTL table is paid.

Changes in tasks

If the employee's duties are changed permanently and fundamentally, the salary group for the new duties is determined. The employee's salary group and salary are reviewed as of the date of the change in duties. If the employee's duties are permanently changed to duties befitting a lower-level salary group, the term of notice for termination of the employment contract is applied to the change in salary group and salary. If necessary, the employment contract too is reviewed.

2. Salary component based on special responsibility and expertise

In addition to the table-specified salary, a separate salary component is paid to employees whose tasks include the initially stated task and also tasks requiring special responsibility or special expertise.

The salary component based on special responsibility and expertise is paid when the employee has been appointed to the task and the work conformant to the task commences.

If the employee simultaneously performs more than one task requiring special responsibility and expertise, the employee is paid the salary components in question when the conditions for the payment are fulfilled.

The employee is assigned to the task either until further notice or for a fixed term. If the duties of the person assigned to the task until further notice are changed permanently such that the employee's work no longer lies within the scope of the task requiring special responsibility and expertise, the salary group for the new tasks is determined. Task changes not resulting from the employee are anticipated with respect to a new salary by notifying the employee in question of the change no later than with the term of notice for termination of the employment contract determined according to the duration of performance of those duties.

A person assigned as a substitute for a task that requires special responsibility and expertise is paid a substitution bonus in the amount of that salary component. The substitution bonus is paid for substitution lasting at least five consecutive working days. In tasks for which a salary component is paid on the basis of bearing responsibility for the work of a team, the substitution bonus is paid for all days of work as a substitute. The substitution bonus is not paid for tasks under item 4) B.

Division of the salary component based on special responsibility and expertise between two or more employees may be agreed upon locally pursuant to Section 46 of the collective labour agreement.

1) Responsibility for the team's work

EUR 204.20

The task of team responsibility supports a supervisor's work. The employee has been given independent authority and responsibility to arrange work. The employee acts as a liaison between the team and the work management. The task includes the team's work arrangements.

2) Task of a training manager

EUR 96.73

The task of a training manager requires wide expertise in the postal handling process. The employee has been trained as a workplace trainer, and the employee makes tools and premises for work instructors available.

3) Responsibility for full or partial process guidance or functioning EUR 96.73

The task of responsibility may include the following responsibilities, among others:

- Serving as the team's work process manager, carrying out tasks independently without work supervision responsibility
- Managing the use of systems that support the process (access rights), guidance, and maintenance
- Performing follow-up on and guidance in matters related to a part of the process (e.g., timetables or anomalies)
- Reporting to the organisation and possibly externally
- Performing quality monitoring and guidance
- Carrying out decision-making, or planning or option selection

4) Customer responsibility

A)

EUR 96.73

A task related to special responsibility and expertise differs from traditional postal work in that it entails extensive handling of material from a customer process, involves customer contact and customer service situations as an integral element, and clearly involves a work stage of the customer's own process.

The salary component related to the special responsibility and expertise is paid for performance of a special task tailored for the customer. Examples are transportation service, shelving services, switching services, and deep service.

When the employee works on the employer's premises, the task may include, for example,

- extensive messaging and logistics product pricing and customer service;
- reception / pricing inspection, which at a fundamental level involves customer contact (e.g., secondary investigation, rectification, and reporting) and connection with sales; and
- pricing service, which includes reporting and customer contacts (performing assignments that differ from the basic task).

The salary component related to special responsibility and expertise is not paid for the provision of messaging and logistics products to the customer's premises that is related to regular professional work involving postal work. Examples are express delivery, delivery at a set time, delivery to a specific place, and taking packages to customers and retrieving them from customers.

B)

EUR 48.37

If the task involving customer responsibility is not regular but does recur weekly, a separate salary component based on special responsibility and expertise is paid for management of the task. The fulfilment of the requirements for the payment is determined locally between the shop steward and supervisor.

5) Demanding special tasks

EUR 96.73

Some tasks require special expertise and independent consideration. Solutions must be found often by combining professional special expertise, information gleaned from one's education, and innovative procedures.

Demanding special tasks also include address investigation and storage work for a communication service. For employees working with these duties, the salary component is paid in full if the work is full-time. If the work lasts at least three hours per day, half of the salary component is paid. If the work lasts no more than three hours a day, a quarter of the salary component is paid.

6) Forklift bonus

A)

EUR 96.73

A forklift bonus is paid to an employee whose shift or shift rotation fundamentally involves operating a forklift truck. Forklift truck operation accounts for a considerable proportion of the employee's working hours. It need not, however, account for more than half of the working hours.

B)

EUR 48.37

The forklift bonus is paid to an employee whose shift or shift rotation fundamentally involves work other than operating a forklift truck. The employee's main task is other work, but operating a forklift truck is a regular part of the shift or shift rotation. If the operation of a forklift truck is to only a minor extent or occasional, the bonus is not paid.

3. Personal salary component

For tasks specified in the salary appendix, the employee may be paid a personally agreed salary component. The amount of salary components agreed upon at the company level must exceed the amount of the salaries stated in the table by the percentage set forth in a separate agreement. This percentage and the grounds for determining the excess are agreed upon between the parties to the collective labour agreement. The development of the agreed-upon salary component is assessed company-specifically at the end of each calendar year. Any increases in personal salaries are implemented as a level increase for everyone as of the beginning of the next April.

4. Company-specific productivity salary component

At the company level, a company-specific productivity salary component substituting for or supplementing other salary specified in the collective labour agreement may be utilised. The grounds for utilising the salary component and its cost impact are agreed upon between the parties to the collective labour agreement. In this case, it may be agreed that the content of the salary component shall be set in more detail locally at the company level in conformance with Section 46 of the collective labour agreement.

SALARY APPENDIX 3

1§ Scope of application

This salary appendix is applied to salary and financial administration tasks within the scope of application of this collective labour agreement.

2§ Salary grounds

1. The monthly salary is composed of the salary given in the table in view of the demand level of the task and of the role level.

The demand level of the tasks included in the salary appendix is assessed via the salary scale system based on which demand classes have been determined for the tasks. According to the demand score for the tasks, the tasks are grouped into demand classes, which all have their own salary groups. A committee made up of representatives of the employer and employees is established in the company for evaluating the demand level of any new tasks.

The role level of the experts in the task is assessed in goal and development discussions between the person concerned and his or her immediate supervisor. The role level reflects the person's performance, expertise, and competencies in relation to the criteria set in the assessment system. The assessment of the role level is carried out when an expert permanently moves from one salary group to another or, for a new person, within four months of the change in duties or the start of the employment relationship.

The tasks and their role levels break down as follows:

Assisting experts SG 001

salary assistant and calculation assistant

score band: 140–170

Experts SG 002

calculation expert and payroll calculation expert

score band: 200–230

The salary in the table is determined on the basis of the person's role level and task as follows:

Salary-table salaries as of 8 November 2010 (in euros)							
SC: 11				SC: 12			
Monthly salary				Hourly salary			
SG	Level 1	SG	Level 2	SG	Level 1	SG	Level 2
Assisting expert				Assisting expert			
001	1,717 - 1,818	001	1,819 - 2,071	001	10.73 - 11.36	001	11.37 - 12.94
Expert				Expert			
002	1,919 - 2,170	002	2,172 - 2,432	002	11.99 - 13.56	002	13.58 - 15.20

2. If an expert's duties are changed permanently and fundamentally, the demand class of the new duties is determined. The expert's salary group and salary are reviewed as of the date of the change in the duties. Experts are paid the salary indicated in the table for the new salary group from the time when the employee starts the work conformant to the new salary group. If an expert's duties are permanently changed to fall within a lower demand class, the relevant term of notice is applied with respect to the salary group and salary change. If necessary, the employment contract is reviewed also.

3. New employees entering the service of the company may be paid salary for the trial period in the amount of at least 90% of the table-specified salary for the demand class in question.

4. Students, youth, summer, and similar substitutes, and students on apprenticeship

The collective labour agreement is not applied with respect to minimum salaries for trainees, employees younger than 18 years, and summer or similar substitutes hired for fixed-term employment of no more than four months. Otherwise the provisions of the collective labour agreement are applied where applicable. Trainees refer to people who study at a vocational school or other institute, university of applied science, university, or technical university and who are working between terms there or acquiring work experience required for their degree during training when it takes place in an employment relationship. In departure from Section 3, Subsection 4 of the collective labour agreement, an employment contract for persons invited to work may be concluded with part-time employees belonging to the above-mentioned groups. If necessary, an employment agreement for persons invited to work may be concluded also with another part-time employee working with the duties conformant to this salary appendix.

Assisting expert

ROLE

An 'assisting expert' aids experts by handling customer assignments under the supervision of experts and the supervisor or independently performs tasks that conform to predefined procedures. The work is composed of performing an assignment with defined content by following instructions.

Typical job titles are Salary Assistant and Calculation Assistant.

Assisting expert	The work is composed of performing assignments with defined content by following instructions. Tasks are often controlled but also allow taking initiative. The problems faced in the work are primarily recurrent. Solving them requires obtaining information from different channels. The task-holder is required to work independently but also in a group or team. Typical work duties include making of postings according to set procedures, technical validation of postings, arrangement of vouchers and handling of payment and voucher flow, saving of salary transactions and their technical validation, and preparation of bookkeeping and financial statements.
	Level 1
	<ul style="list-style-type: none"> - Works with a task conformant to the job description - Good interaction skills conformant to the task description (required) - Ability to work with initiative to attain goals - Ability to work in changing situations with a variety of customers - Good interaction skills in the work community, with customers and interest groups as required by the task description
	Level 2
	<ul style="list-style-type: none"> - Competence accumulated through experience and training, which is used in a task more demanding than the basic role, or several tasks very close to it - Active guidance of others - Accomplishments exceeding the agreed-upon results and good work quality - Strength in prioritisation of tasks - An outstanding approach that considers the customer's needs in challenging customer and interest group situations

EXPERT

GENERIC ROLE

The task-holder works in his or her special area of expertise, applying and developing the existing operations models. The supervisor's monitoring targets occasional following of the work process and accomplishments. The goals of the task are clear and predefined. The role is often one of consulting, giving instructions and advice for solving practical problems.

Typical job titles are Calculation Expert and Payroll Calculation Expert.

PROCESS ROLE

Expert	<p>The task-holder works as an expert in his or her area of responsibility. The task primarily includes independently preparing demanding financial statements, advising customers on matters involving taxation and corporate finance, interpreting collective labour agreements, and advising on employment relationship matters. The work requires ability for independent work but also for workgroup/team work as well as a good understanding of the customer company's work culture with respect to these.</p>
	Level 1
	<ul style="list-style-type: none">- Ability to work with tasks conformant to the job description- For the basic role, the ability to maintain personal competence and ability to apply the learning from the work about the relevant issues (required)- Ability to work in changing situations with a variety of customers- Good interaction skills in the work community, with customers and interest groups as required by the task description
	Level 2
	<ul style="list-style-type: none">- Special competence accumulated through experience and training, which is used in tasks more demanding than those for the basic role, or in a task closely related to it- Accomplishments exceeding the agreed-upon results and good work quality- Strength in prioritising tasks- An outstanding approach that considers the customer's needs in all customer and interest group situations

APPENDIX 1: AGREEMENT ON TRADE UNION TRAINING AND JOINT TRAINING

1§ Overview

Trade union training refers to training arranged by Finnish Post and Logistics Union PAU for its members, supported financially by the employer as described below.

Joint, or 'common', training refers to training that promotes collaboration in the workplace, arranged by unions or by the employer and employee parties together. Provisions applying to joint training are applied also to training involving participation systems and local agreement.

2§ Trade union training financially supported by the employer

Trade union training financially supported by the employer refers to courses agreed upon in the training programme approved pursuant to Section 4 of this appendix.

The personnel entitled to participate in trade union training financially supported by the employer are shop stewards referred to in the shop steward agreement and their deputies, the chairperson of a local labour union branch or association, and the shop stewards referred to in the occupational safety agreement.

Said personnel entitled to the training may participate in trade union training supported financially by the employer as is necessary for the management of their shop steward role or co-operation tasks.

The employer pays a course payment to the arranger of the training as compensation for the expenses incurred for the training, in the amount of 57 euros per day of training for courses of two days or longer. For training events of one day, the payment is half of the latter full course payment. The course payment is paid for training events of no more than one month each.

For the time off granted for trade union training supported financially by the employer, the employer compensates for the loss of income for at most one month per training event.

The loss of income is compensated for by payment of fixed salary for the duration of the training event. For employees on hourly pay, compensation for the loss of income from regular working hours is based on the average daily earnings.

The person must seek release from the work duties for the training event. Application for this must be made at least three weeks prior to the start of the training event if the event lasts more than five days, or at least six weeks in advance if the event lasts more than five days.

If granting the time off would cause significant harm to the operations of the company during the time referred to in the application, the employer has the right to move the beginning of the time off by no more than six months or, in the case of training recurring less frequently than every six months, until when the next corresponding training event is arranged. Should the employer exercise the above-mentioned right of transfer, the head shop steward and the person in question must be notified in writing, no less than 10 days prior to the training, of the reason owing to which the time off cannot be granted.

3§ Leave for study

Employees may participate in non-paid trade union training in accordance with the provisions of the Study Leave Act.

A person may participate for one month per calendar year in trade union training supported financially pursuant to Section 2 without reduction in the time for study leave pursuant to the Study Leave Act.

4§ Approval of the training programmes

Finnish Post and Logistics Union PAU must submit to Service Sector Employers PALTA its proposal on the trade union training programme no later than two months before the start of the calendar year.

The trade union training programme referred to above in Section 2 is approved by calendar year. If necessary, courses may be approved or changed during the course of the calendar year.

Basic courses intended for shop stewards include, for example, a course in looking after interests and co-operation, basic course addressing terms of work, course on labour law, and shop steward's course. Courses intended for occupational safety personnel include, for example, courses on occupational safety co-operation, a basic or advanced occupational safety course, and a basic course in the terms of work. Courses intended for chairmen include, for example, courses in co-operation and monitoring of interests, a course covering terms of work, chairman's and secretary's courses, and a shop steward's course.

In addition to the above-mentioned courses, supplementary courses may be arranged as agreed in more detail in the training programme.

5§ Joint training

For the time off granted for joint training, the employer compensates for loss of income for no more than one month per training event. The loss of income is compensated for via payment of fixed salary for the duration of the training event. For employees paid by the hour, the loss of income from regular working hours is compensated for in line with the average daily earnings. No bonus or overtime bonus or any other compensation for working hours is paid for the training time. Salary for travel time is not paid for travel outside working hours. The employee is reimbursed for direct expenses incurred in the training. Travel expenses that are direct expenses are compensated for according to regulations applicable to compensation for travel expenses.

Participation in joint training is agreed upon between the unions, within the company, or between a supervisor and an employee in accordance with Chapter 5, Section 27 of the Co-operation Act.

APPENDIX 2: SHOP STEWARD AGREEMENT

1§ Scope of application of the agreement

This shop steward agreement shall be applied to the election, position, and tasks of a shop steward pursuant to Section 47 of the collective labour agreement; to the management of these tasks; and to compensation for loss of income caused by management of the shop steward's tasks, as well as to the training and operation facilities of shop stewards.

2§ The shop steward concept

The term 'shop steward' refers to the head shop steward, shop steward, and their deputies.

Below, 'shop steward' includes the head shop steward unless there are regulations specifically applicable to the head shop steward regarding the relevant matter.

The provisions of this agreement shall be applied to the deputy of the head shop steward or of a shop steward only when that person is carrying out shop steward's tasks on the basis of notice as agreed upon in the collective labour agreement.

3§ Election of the shop steward

The right to elect a head shop steward and shop steward

Members of Finnish Post and Logistics Union PAU who fall within the scope of application of the collective labour agreement have the right to elect head shop stewards and shop stewards.

The employees have the right to elect a shop steward for the workplace. If only one shop steward has been elected for a workplace, the shop steward is the head shop steward as referred to in this agreement.

The employees additionally have the right to elect shop stewards in such a way that their areas of operation cover all work units of the employer. The area of operation of a shop steward is agreed upon locally, pursuant to Section 46 of the collective labour agreement, between the employer and the head shop steward.

If the size, organisational structure, or area of operation of the employer so requires, it may be agreed between the employer and Finnish Post and Logistics Union PAU that a regional or profession-specific head shop steward and a deputy to him or her shall be elected.

A deputy can be elected for the head shop steward and shop stewards.

In agreement on the area of operation of a shop steward, attention must be paid to the area of operation being appropriate and such as promotes the handling of issues in line with the negotiation system. Similarly, attention must be paid to the number of employees and work sites, the extent of the area, and the nature of production, as well as the ability of the shop steward to contact the personnel he or she represents.

Shop steward election

For the election of a head shop steward and shop steward, an election may be held in the workplace, or a postal ballot can be arranged. The election times and locations must be agreed upon with the employer no later than 14 days prior to the election.

The shop steward must be an employee in the workplace the shop steward represents and must be familiar with the conditions prevailing in the work there. The person may not be a supervisor who decides on terms of employment or working conditions in the workplace of the electors.

Communications of shop stewards' identity

Finnish Postal and Logistics Union PAU notifies the employer in writing of the head shop steward and his or her deputy. The local trade union branch or head shop steward must notify the employer in writing of shop stewards and their deputies. Additionally, notice must be given when deputies of the head shop steward or shop steward serve as the substitute for the head shop steward or shop steward.

4§ Position of the shop steward

The shop steward is in the same position in his or her employment relationship with the employer whether he or she handles the shop steward's tasks in addition to the work or instead has been partly or entirely released from work.

The shop steward is personally responsible for his or her adherence to the general terms for work, working times, work supervision orders, and other administrative orders.

The opportunities of a shop steward to develop and advance in his or her profession may not be reduced because of the position as shop steward.

A person serving as a shop steward may not during the performance of that task or because of it be transferred to work paying less than the work that person had directly prior to election as a shop steward. Neither may the person be transferred to lower-grade work if the employer can offer work corresponding to said person's professional competence. The person may not be fired because of the shop steward's duties.

If the primary work of the person elected as a head shop steward hinders the handling of the head shop steward's tasks at a fundamental level, other work must, where possible, be arranged for this person, in view of the conditions at the company or of the work district that is the operating area of the head shop steward as well as said person's professional competence. Such an arrangement may not cause a reduction of the person's earnings.

§5 Protection of the employment relationship of a shop steward

Financial and production related grounds for termination of employment

Should workers for the company be fired or laid off for financial or production related reasons, such a measure may not be applied to the head shop steward unless it is jointly determined that the head shop steward cannot be offered work that corresponds to his or her profession or is otherwise suitable. The employment contract of a shop steward may be terminated pursuant to Chapter 7, Section 10 of the Employment Contracts Act only when the work ends completely and no work corresponding to the person's professional competence can be arranged.

The position of the head shop steward in the event of assignment of business

The head shop steward's position continues regardless of an assignment of business if the assigned business or part thereof retains its independence. If the business or part thereof loses independence, the head shop steward is entitled to posterior protection as referred to in this section as of the end of duties that results from the assignment of business.

Individual protection

A shop steward may not be fired in consequence of factors resulting from the shop steward him- or herself without the consent of the majority of the personnel represented by the shop steward, as required by Chapter 7, Section 10 of the Employment Contracts Act.

The employment contract of a shop steward may not be cancelled in violation of the provisions of Chapter 8, Section 1 of the Employment Contracts Act.

In assessment of the grounds for cancelling a shop steward's employment contract, the shop steward may not be placed in a worse position than that of the other employees.

The position of the head shop steward's deputy

If the employer terminates the head shop steward's deputy's employment contract or lays that person off when said person is not acting as the substitute for the head shop steward or otherwise does not act in the position of a shop steward, the termination or layoff is still deemed to have resulted from the shop steward position of the employee unless the employer can prove that the measure resulted from other factors.

Procedural provisions

The employment contract of a shop steward is terminated in writing. The term of notice is as agreed in the collective labour agreement unless otherwise provided for in the employment contract. The notice must indicate the reason for termination. Notice of the termination of the employment of a head shop steward is given to Finnish Post and Logistics Union PAU. Notice of the termination of employment of a shop steward is given to the local labour union branch that had given notice of the shop steward's election or to the head shop steward.

The period of notice is not, however, adhered to, nor is the above-mentioned notice required, if the employer is entitled by law to cancel the employment contract or the work has to be fully or partly interrupted because of force majeure.

Candidates' protection

The provisions of this section shall also be applied to a candidate for the position of head shop steward. The protection of candidates does not, however, commence until, at the earliest, three months prior to the beginning of the election of a head shop steward and ends for people other than the one elected as head shop steward upon the confirmation of the election result.

Posterior protection

The provisions of this section shall also be applied to an employee who has served as a head shop steward, for six months following the end of that person's duties as head shop steward.

Compensation

Should the employment contract of a shop steward have been terminated in violation of this agreement, the employer shall pay the shop steward the amount of at least 10 and at most 30 months' salary. The compensation shall be ordered on the principles provided for in Chapter 12, Section 2 of the Employment Contracts Act. As a factor increasing the compensation it must be taken into account that the rights arising from this contract have been infringed. Should a court deem the prerequisites for continuing the employment or for the restoration of already terminated employment to exist and, regardless, the employment not be continued/restored, this must be taken into account as a particularly grave reason in determination of the amount of the compensation.

6§ Duties of a shop steward

The primary task of a shop steward is to represent the organisation that has signed the collective labour agreement, a registered sub-organisation thereof, or a local labour union branch in connection with matters related to the application of the collective labour agreement and labour law and also matters related to work rules and generally pertaining to the relationships between the employer and the employee. Another task of the shop steward is to relay information between the union party and the employee.

7§ Information given to the shop steward

In the event of lack of clarity or a dispute regarding an employee's salary or the application of laws or agreements related to the employment relationship, the shop steward must be provided with all information affecting the resolution of the case. The information requested shall be delivered to the shop steward no later than two weeks from presentation of the request, unless otherwise agreed upon with the shop steward.

Information regarding local agreement shall be given without delay and no later than two weeks after the shop steward (or head shop steward) has requested the information in writing. If the information is not delivered within four weeks of the shop steward (or head shop steward) requesting it in writing, the issue is submitted for direct settlement between the parties to the collective labour agreement, notwithstanding the provisions regarding the settling of disputes as set forth in Section 51, subsections 1–3 of the collective labour agreement.

The head shop steward has the right to receive information regularly on the workforce and salary levels and the composition and development of the salary in the area the head shop steward represents or his or her workplace. The application of this item may be agreed upon in more detail.

The head shop steward has the right, for the handling of his or her duties, to receive information on subcontractors active in his or her jurisdiction or workplace as well as of the workers in their service in the workplace or area of jurisdiction.

8§ Management of shop steward's duties

For the management of the shop steward's duties, regularly recurring or temporary release from work shall be arranged for the head shop steward and shop steward.

When assessing the time use required for managing the shop steward's tasks, attention must be paid to, among other issues, the following:

- The number of employees and work sites and the size of the area, as well as the nature of production
- Whether a time- or performance-based salary system is adhered to in the workplace
- To what extent the salary system being used requires continuous negotiation
- The nature of the performance salary systems in use
- To what extent the work and work methods are permanent / continuously changing
- The possibility of the head shop steward and the shop steward contacting the people they represent
- The versatility of the tasks and employees represented
- The scope of any local agreement (head shop stewards)

If the head shop steward or shop steward has been released from work for regularly recurring periods of time, he or she must manage the shop steward's duties at that time. However, the work management must grant release from work also at other times suitable for the work: to the head shop steward for managing urgent matters and to the shop steward for their short-term management.

If the head shop steward or shop steward has reported absence, the shop steward's duties are handled by the deputy. If the absence is short, the deputy will work with the duties only when necessary.

Regularly recurring release

The regular minimum time use of a head shop steward is

Group	Number represented	Time used per week
1	10–49	4 hours
2	50–99	8 hours
3	100–249	16 hours
4	250–399	24 hours
5	400–549	32 hours
6	more than 550	40 hours

The regular minimum time use of a shop steward is

Group	Number represented	Time used per month
1	30–49	3 hours
2	50–99	12 hours
3	100–299	32 hours
4	more than 300	40 hours

Local agreement, pursuant to Section 46 of the collective labour agreement, between the employer and the head shop steward on time use otherwise is possible with the grounds referred to in this section.

In calculation of the amount of release, no person or personnel group may be counted as represented by more than one head shop steward and/or shop steward.

The number of personnel that is the basis for release from work is revised annually in June, when necessary. Any changes to the amount of release are implemented at the beginning of the next month. If there are significant changes in the number of personnel represented during the inspection period, the resulting changes are in effect from the beginning of the month following the time when the changes were detected.

Temporary release

For a head shop steward and shop steward other than regularly released from work, the employer will grant temporary release, when necessary, at the time most suitable in view of the work.

9§ Compensation for loss of income and the shop steward's benefit

Compensation for loss of income

The employer will compensate the shop steward for the income that he or she loses for the time of regularly recurring release and release temporarily granted during working hours, whether in local negotiations with representatives of the employer or while working with duties otherwise agreed upon with the employer, unless other grounds for compensation have been agreed upon.

If a work shift for a shop steward regularly performing evening or night work that entitles him or her to an evening or night work bonus is cancelled, fully or in part, because of a shop steward's duty ordered by the employer to be performed at a time other than evening or night, the shop steward is paid as compensation for loss of income the evening or night work bonus or night increase for the cancelled shift or part thereof – however, not for a time longer than that spent handling the shop steward's duty.

Salary is paid for the duration of temporary release according to the shift indicated in the shift list that was cancelled partly or fully.

If a shop steward other than one fully released from work performs duties agreed upon with the employer outside the shop steward's regular working hours, the shop steward is paid additional work and overtime benefits according to the principles applied for the shop steward's primary work, or another bonus is agreed upon.

Shop steward's remuneration

In addition to the compensation for loss of income, head shop stewards and shop stewards are paid shop steward's remuneration.

The shop steward's remuneration paid to the head shop steward is agreed upon between the employer and the head shop steward.

The shop steward's remuneration paid to the shop steward is

Group	Number represented	Shop steward's remuneration (euros/month)
1	less than 50	47
2	50–99	68
3	100–299	79
4	at least 300	100

The number of personnel that is the basis for the shop steward's remuneration is revised annually in June, when necessary. Any changes to the remuneration are implemented with effect from the beginning of the next month. If there are significant changes to the number of personnel represented during the inspection period, the associated changes are made at the beginning of the month following the time when the changes were detected.

On the basis of notice given to the employer, for those serving as a substitute for a shop steward, or alongside the primary work as a substitute for the head shop steward, one 21.5th part of the shop steward's remuneration is paid for each working day. The remuneration of the person substituted for is not lowered for the substitution period. During non-paid absence of the latter person, no shop steward's remuneration is paid to him or her.

If a head shop steward performs duties agreed upon with the employer outside the shop steward's regular working hours, the shop steward is paid additional work and overtime benefits according to the principles applied for the shop steward's primary work, or another bonus is agreed upon.

If a shop steward, having agreed upon this with the employer or upon an order from the employer, travels for negotiations involving his or her shop steward's duties or for other, related tasks outside his or her working and living locality, the shop steward is paid compensation for travel expenses and a daily allowance according to the principles applied for the shop steward's primary work.

11§ Shop steward's training

Shop stewards are allowed the possibility of participating in training agreed upon in the training agreement and separately agreed upon with the employer insofar as it is to increase the shop steward's competence in managing the duties of shop steward. The compensation for training expenses is agreed upon in the training agreement.

Upon the end of the head shop steward's duties as a shop steward, said person and the employer must investigate together whether maintaining the employee's professional competence for the person's former work or corresponding work requires professional training. The employer arranges for the training shown by the investigation to be required. In decision on the content of the training, attention is paid to the release from work, the time spent as shop steward, and the changes to work methods during that time.

12§ Shop steward's facilities

The employer will arrange for the shop steward, when the conditions of the workplace require, a place where the shop steward may store the documents and office tools required for shop steward's duties. Additionally, the shop steward must be provided with the possibility of using the means of communication regularly used by the personnel of the unit in question. If necessary, the employer will arrange, if possible in view of the local conditions, a place where the discussions necessary for the handling of shop steward's duties can be held.

For a head shop steward released entirely from work, the employer will arrange an office and the opportunity to use the communication and office equipment regularly used by the personnel of the unit in question.

13§ Order of negotiation

In the settling of disputes, the provisions of the collective labour agreement are adhered to with precedence.

14§ Agreement otherwise than specified herein

Agreements deviating from the terms set forth above may be made regarding the number of head shop stewards and shop stewards, areas of operation, use of time, and remuneration, between the employer and Finnish Post and Logistics Union PAU.

15§ Validity of the agreement

If the collective labour agreement ceases to be in effect, the provisions of this agreement regarding shop stewards shall be applied nonetheless, until a new collective labour agreement has been agreed upon.

APPENDIX 3: TRAVELLING

1§

The employees are obliged to perform the work travel required by their tasks. Work travel must be done in an appropriate way so that it does not consume more time or incur more expenses than required for the performance of the duties.

2§

Work travel commences from the employee's workplace (where the employee actually works) or directly from his or her home and terminates at said workplace or directly at home.

3§

The employer will compensate for all extra and necessary travel expenses, including the cost of travel tickets, luggage expenses, use of a personal car under a contract, and – when the travel occurs during the night – sleeper carriages. The compensation for the expenses caused by the travel and other details related to the travel must be determined jointly, when necessary, before the start of the travel.

4§

For travel performed with the employee's own car or a car administered by the employee, mileage remuneration is paid as part of compensation for travel expenses in accordance with the decision of the Finnish Tax Authority in force at the time. In 2011, the mileage remuneration is 46 cents per kilometre.

5§

If the place of performance of work is more than 15 kilometres from the workplace or the residence and also more than five kilometres from both that actual place of work and the residence, a daily allowance is paid for each day of travel as follows:

- Full daily allowance: the travel has lasted more than 10 hours
- Partial daily allowance: the travel has lasted more than 6 hours

If the trip, including travel, has taken more than one day and, including transit, extends beyond the last full day of the trip by at least two hours, this entitles the person to a new partial daily allowance. If the time in the final day is more than six hours, the employee is entitled to the full daily allowance.

The amount of the daily allowance is the amount confirmed annually as tax-free by the Finnish Tax Authority. In 2011, the amount of the full daily allowance is 34 euros and the amount of the partial daily allowance is 16 euros.

6§

If the employee on a day that is part of a trip receives a free meal or a meal included in the price of the travel ticket or hotel room, 50% is deducted from the amount of the daily allowance. A free meal refers, in cases of the full domestic daily allowance and foreign daily allowance, to two free meals and, in case of partial daily allowance, to one free meal.

7§

The means of reimbursement for overnight expenses are

- hotel accommodation: In 2011, the maximum amounts for hotel accommodation per day of the trip are 147 euros in Helsinki, Espoo, Vantaa, and Kauniainen and 106 euros in other towns
- overnight stay benefit If the employee does not present an accommodation invoice, the employer pays overnight stay compensation of 10 euros per night in 2011
- sleeper or cabin No overnight stay compensation is paid for the night (between 9pm and 7am)

8§

For days of work-related travel, salary is paid for the time spent travelling during which the travel prevents the employee from receiving salary otherwise – but no more than for the time that the employee receives salary corresponding to the daily working hours. Travel time is not counted as working time.

For travel performed domestically/in Finland on a Sunday or public holiday and on days that are otherwise days off for the employee according to the shift list, salary is paid according to the regular working hours for at most seven hours and 30 minutes or seven hours and 39 minutes in line with the simple hourly salary.

If the employee performs work travel on a day other than the above on the order of the employer and the time thus spent outside paid working hours is at least four hours, 25.35 euros is paid as compensation for the travel time. The compensation for travel time can also be agreed upon between the employer and the employee as a fixed one-time fee.

Should the employee because of the nature of his or her duties decide on the performance of the travelling and the working hours him- or herself, compensation is not paid for the time spent travelling.

9§

The grounds for determining the foreign daily allowance are conformant to the decisions of the Finnish Tax Authority valid at any time. The maximum daily allowance and hotel compensation is determined according to the collective state tenure agreement valid at the time in question.

Daily allowance is paid for ferry seminars and for meeting and training cruises in compliance with the regulations and set monetary amounts governing domestic travel.

10§

Should the work be performed upon assignment given by the employer more than two kilometres from the employee's workplace and the employee not, because of the work, have the possibility of eating at his or her regular eatery, the employee is paid meal compensation for the expenses thus incurred, in the amount of 8.50 euros in 2011. Meal compensation is not paid simultaneously with the daily allowance.

If the employee must work more than three hours in excess of the normal time under the circumstances referred to above, additional compensation is paid for the expenses thus incurred, as second meal compensation, the amount of which is 8.50 euros in 2011.

APPENDIX 4: COMPENSATION FOR MOVING EXPENSES

1§

If an employee must move his or her home to a new locality because of the moving of the employer company or the relevant part thereof or because of corporate restructuring, the employer will reimburse the employee for the moving expenses.

2§

The following are reimbursed as moving expenses:

- 1) The travel expenses of the employee and the employee's family members for the travel for the move in accordance with the work travel provisions of the collective labour agreement
- 2) Regular, necessary, and reasonable expenses and those directly related to transportation of residential movables
- 3) 'Moving remuneration' as compensation for other necessary expenses caused by moving

The employee may also be paid other necessary compensation related to the move, at the discretion of the employer.

3§

The moving remuneration is paid as compensation for necessary expenses caused by the move. If one person is moving, the moving remuneration is 1,514 euros; if two, 1,850 euros; and, if three or more, 2,186 euros.

If the move of the company or part thereof affects spouses at the same time, moving remuneration is paid to only one, on the terms above. However, if the time between transfers is at least six months, the second person to move is paid 50% of the moving remuneration in addition.

4§

If the employer arranges for free-of-charge transportation of the people or movables, it must be used if it meets generally reasonable requirements with respect to the duration of the travel and the time spent moving.

5§

The invoice for compensation referred to in these provisions must be presented to the employer, unless there is an obstacle to this, within two months of the moving or performance of the travel.

The invoice must be accompanied by receipts and other reliable accounts of the expenses incurred.

6§

Compensation for special dwelling costs related to the move may be paid as separately agreed company-specifically.

7§

For an office employee who, owing to the transfer of the company or part thereof or to restructuring, must move to another locality, non-paid release from work is granted on the day of the move.

**SERVICE SECTOR EMPLOYERS PALTA
FINNISH POST AND LOGISTICS UNION PAU**

**SIGNATURE PROTOCOL OF THE COLLECTIVE LABOUR AGREEMENT FOR THE
INFORMATION LOGISTICS BRANCH**

Date: 26.4.2011
Place: Service Sector Employers PALTA's office, Helsinki
Present:

For Service Sector Employers PALTA

Harri Hietala
Pasi Vuorio
Manu Satuli
Nina Yliuntinen-Bau
Paula Peittola

For Finnish Post and Logistics Union PAU

Esa Vilkuna
Katja Heikkilä
Ossi Lillomäki
Lena Lahti
Hannu Lahdenperä

1§ Signing changes to the collective labour agreement

On this day of 26 April 2011, changes to the collective labour agreement for the information logistics sector conformant to the negotiated solution reached on 8 November 2010 have been agreed to by signature between the undersigned unions.

The renewed collective labour agreement is valid until 15 October 2012, with the amendments set forth below.

2§ Rises on 8 November 2010 and 1 March 2011, by salary appendix

As of 8 November 2010, the following revisions are made to the salaries. The working hours compensation is reviewed with effect from the calculation period for working hours compensation that commences soonest thereafter.

Salary Appendix 1

The table-specified salary for each salary group is increased by 1.4%. The personal salary is increased by 1.4%.

The euro-denominated evening and night work bonuses are increased by 1.4%.

Salary Appendix 2

The salary-table salary for each salary group without extra amount for years of experience is increased by 1.4%. The amounts for experience are increased by 1.4%. After this, the table's salary for each experience grade is increased by eight per cent. The capital-region extra of three per cent is calculated from the new table-specified salary. The personal salary component is eliminated, with eight per cent of it used for the table-value increase and the remainder transferred to the agreed-upon salary component, increased by 1.4%. Euro-denominated extras are increased by 1.4%.

The salary components agreed upon must, in the future, exceed the table's salaries by a company-specific initial percentage set on 1 December 2010. In the future, the excess shall also take into account the variable salary components of the new productivity salary model insofar as they exceed 1.5%. The development is inspected company-specifically at the end of each calendar year and any increases in personal salaries are implemented as a level increase for everyone as of the beginning of the next April.

Salary Appendix 3

The salary-table salary of each salary group is increased by one per cent. The personal salary is increased by one per cent.

A salary rise item of 0.4% is used for financing the salary system reform. The expenses of the deployment of the salary system are reviewed on 1 April 2011. If the expenses of the deployment remain below said salary rise amount, the difference between this 0.4% and the cost of the deployment in percentage points is paid as a general rise in salaries as of 1 April 2011, unless otherwise agreed.

Salary appendices 1, 2, and 3

On 1 March 2011, a workplace-specific amount of 1.5% is transferred to the employee-specific guarantee under the productivity salary model, and this amount is deducted from personal salaries. Each year, under the productivity salary model, at least 1.5% of the table salary is accrued for the employee.

The productivity salary model will be deployed on 1 March 2011 within each company. The cost effect of the salary component at company level is, in addition to that stated in the above paragraph, at least 1.25%, calculated from the table-salary amount. The realisation of the cost effect is inspected by company and calendar year. Any shortfall of the cost effect is reimbursed in connection with the salary payment for April of the following year. The reimbursement percentage is calculated from the table-specified salary amount of the preceding year.

Employee-specific review is done first, and the employee is reimbursed for any shortfall. If the company-specific review done after this results in adjustments, they are applied with an equal percentage for all.

At the company's discretion, it may pay salary increased by 1.25% instead of following the productivity salary model. The percentage is, however, 1.5% if the employee worked with the work-specific components (TUPA) on 8 November 2010, in which case the increase replaces said discontinuing component. Neither components conformant to the productivity salary model nor the corresponding rises are part of the salary-table salary.

3§ Pay rises in 2011

Salaries are increased on 1 October 2011 or from the beginning of the salary payment period commencing soonest thereafter by an increase the amount of which is determined according to the increase agreed upon for the corresponding time in the collective labour agreement for the messaging and logistics sector, where applicable.

4§ Amended collective labour agreement provisions

The changes agreed upon between the parties in accordance with Appendix 1 are entered in the collective labour agreement and its appendices. The changes shall enter into force on 8 November 2010, unless otherwise agreed.

The structure of the collective labour agreement has been revised.

5§ Reimbursement for travel expenses

The euro amounts of travel expense reimbursements are reviewed in 2011 and 2012 according to the decisions of the Finnish Tax Authority regarding them. The maximum hotel stay compensation is determined according to the collective state tenure agreement valid at the time.

6§ Certain separate protocols connected with the collective labour agreement

Within the scope of application of the collective labour agreement for the information logistics sector, this signature protocol and the collective labour agreement, as well as the collective labour agreement protocol applicable to Itella Corporation (the so-called Itella box), are applied where they are applicable.

7§ Statements of the parties to the collective labour agreement

Arranging of shifts

Section 11, Subsection 1 of the collective labour agreement is taken specifically into account in the arrangement of night shifts, and if the majority of the divided shift falls between 9pm and 6am, the night work bonus is paid for the entire shift unless this matter is otherwise agreed upon in the pilot project.

If a so-called general labour market solution is agreed upon in the labour market, the parties shall aim at adapting this agreement to be in line with said solution.

Working hours and additional work of part-time employees

Within the scope of application of the collective labour agreement for the information logistics sector, the existing employment contracts of part-time employees are reviewed for determining whether the working hours agreed upon in the employment contract under Section 3, Subsection 4 of the collective labour agreement are as close to the actual hours worked as possible. The period to be reviewed is the 2010 calendar year. If it is determined that the employment contract does not match the provisions of Section 3, Subsection 4 of the collective labour agreement, the working-hours-related provisions of the employment contract are revised to comply with the collective labour agreement. The review of employment contracts shall be done by 28 February 2011. The protocol signed on 17 June 2009 on people called to work when necessary shall be made completed and validated again by that time. For work performed from 1 March 2011 as additional work,

the base hourly salary increased by 20% is paid for employees other than those called for work when necessary.

Shop stewards

The renewed agreement on shop stewards has been made part of the collective labour agreement. This is not intended to change the provisions separately agreed upon in the company.

Occupational safety ombudsmen

The occupational safety agreement (formerly Appendix 3) has been removed from the collective labour agreement. The removal of that agreement is not intended to change the provisions regarding the occupational safety ombudsmen separately agreed upon in the company. Should agreement not be reached within the company on the provisions applicable to occupational safety ombudsmen, an occupational safety agreement conformant to the above-mentioned former Appendix 3 to the collective labour agreement for the messaging and logistics sector shall be applied.

Health care

Within the scope of application of the collective labour agreement for the information logistics sector, the level of health care is determined according to Section 10 of the 'Itella box', signed in renewed form today. Should the application of instructions of Itella plc on health care be discontinued, health care conformant to Appendix 6 to the collective labour agreement for the messaging and logistics sector shall be applied.

Utilisation of a salary component based on customer responsibility

The parties to the collective labour agreement state that it is not intended to broaden use of the salary component based on customer responsibility. With respect to the use and grounds for use of this salary component, the results generated by the committee agreed upon in the collective labour agreement for the messaging and logistics sector are used.

8§ Validity of the agreement

The collective labour agreement is valid from 8 November 2010 to 15 October 2012. Its validity is extended one year at a time thereafter unless it is terminated by the undersigned unions at least six weeks prior to the end of the contract period.

The parties to the collective labour agreement undertake to refrain from executing parallel agreements within the scope of application of this collective labour agreement.

9§ Reviewing of the protocol

The protocol has been approved with review on 26 April 2011.

Service Sector Employers PALTA

Finnish Post and Logistics Union PAU