

Collective agreement concerning Christian organisations

1.3.2023 – 31.1.2025

TABLE OF CONTENTS

PROTOCOL OF SIGNATURE	1
Collective labour agreement concerning Christian organisations.....	8
1 § Scope of the agreement.....	8
2 § Employees sent to work abroad	8
3 § Recommendation of the central organisations	8
4 § Local bargaining.....	8
5 § Existing benefits	9
6 § Settlement of disputes and order of negotiation	9
7 § Industrial peace.....	9
8 § Work supervision and freedom of association.....	9
9 § Start of employment.....	9
10 § Termination of employment.....	10
11 § Salary grounds.....	10
12 § Payment of salary	10
13 § Partitioning of salary.....	11
14 § Working hours	11
15 § Midweek holidays.....	14
16 § Additional work.....	14
17 § Overtime work.....	14
18 § Calculation of compensation for additional work and overtime, and conversion to time off 15	
19 § Sunday work	15
20 § Weekly rest	15
21 § On-call duties	16
22 § Annual holiday.....	16
23 § Carrying over annual holiday.....	16
24 § Holiday bonus	17
25 § Sick pay	17
26 § Medical examinations.....	18
27 § Short, temporary absences	19
28 § Family leave.....	20
29 § Shop steward	21
29 a § Development actions and communications at workplaces.....	21
30 § Meetings organised at workplaces and communication between personnel.....	22
31 § Collection of membership fees.....	22
32 § Travel expenses and daily allowances.....	22
33 § Group life insurance	22
34 § Training	22
35 § Validity period of the agreement.....	23

Collective labour agreement on work abroad	24
1 § Scope of the agreement.....	24
2 § General principles	24
3 § Employment contract	24
4 § Salary	25
5 § Period of work abroad	25
6 § Annual holiday.....	26
7 § Holiday bonus	26
8 § Interruption of period abroad	26
9 § Continuation of the employment relationship after a period abroad	27
10 § Termination of employment.....	27
11 § Paid and non-paid absence	27
12 § Compensation for travel expenses.....	27
13 § Living abroad and compensation for expenses.....	28
14 § Schooling of children and compensation for expenses	28
15 § Occupational health care and compensation for expenses abroad.....	28
16 § Insurance	29
17 § Settlement of disputes and order of negotiation	29
18 § Period of validity.....	29
Protocol for work abroad	30
Salary agreement.....	34
1 § Scope of the agreement.....	34
2 § Salary grounds	34
3 § Determination of salary on the basis of the level of demand of the tasks.....	34
4 § Task-specific salary component.....	35
5 § Personal salary component.....	35
6 § Experience	36
7 § Minimum salaries	36
8 § Application of salary regulations.....	37
9 § Validity period of the agreement.....	37
Competence classifications.....	39
Shop steward agreement	41
Training agreement.....	49
Agreement on local bargaining	52
Protocol on local bargaining	54
Employment contract template	56
Attachment: Working time account.....	57

The English version is a translation of the original in Finnish. In case of discrepancy, the Finnish version shall prevail

PROTOCOL OF SIGNATURE

COLLECTIVE LABOUR AGREEMENT CONCERNING CHRISTIAN ORGANISATIONS

Date: 1 March 2023

On 20 February 2023, the signing organisations have agreed upon a negotiating result concerning a renewal of the Collective Agreement for Christian Organisations. The organisations approved the negotiation result as a binding collective agreement on 1 March 2023.

1. Agreement period

The new agreement period shall begin on 1 March 2023 and end on 31 January 2025. Until the new collective agreement's entry into force, the stipulations of the previous agreement shall be followed. The agreement period will continue after 31 January 2025 for one year at a time, if the collective agreement is not terminated no later than one month before its expiry.

2. Pay increases

2.1 Pay increases in 2023 and 2024

2.1.1 Wage deal by local bargaining

The wage deal shall be negotiated and agreed upon locally while taking into account each workplace's situation and circumstances. The wage deal negotiations shall take into account the employer's wage policy objectives, so that the solution takes into account the incentives for wage formulation and the development of productivity within the organisation. Job performance and expertise should serve as guiding factors when dispersing personal pay increases.

The local wage deal shall cover the manner of implementation of the wage revisions, their timing and amount. The agreement shall be negotiated with the shop steward, or if no shop steward has been elected, together with the employees. It cannot be agreed upon locally that wages shall not be increased.

Before the negotiations, the shop steward shall be provided with information on the amount of pay to be distributed, which shall be determined from the amount of pay in the month of January preceding the wage deal (monthly salaries including fringe benefits). The information provided is confidential and it can only be used when negotiating on a wage deal.

Unless otherwise agreed, the agreement concerning the wage deal for 2023 shall be concluded in writing by 15 April 2023. Unless otherwise agreed, the agreement concerning year 2024 shall be concluded in writing by 15 March 2024.

2.1.2 Pay settlement if no local wage deal is agreed upon

Year 2023

If a wage deal is not reached by local bargaining, the employee is paid a one-off compensation of 381 euros, with an average cost impact of 1.0% of the annual salary with regular working hours. The employer shall pay the lump sum on 1 May 2023 or on the next salary payment date after that. The one-off compensation does not increase the salary paid to the employee and has no effect on scheduled pay, the bonuses or the compensation of the shop steward.

The lump sum is paid on the condition that the employee's employment relationship has been in force on 1 March 2023 before the entry into force of this wage deal, and on the date of payment of the lump sum. For a part-time employee, the lump sum is calculated based on the agreed working hours in relation to the full working time.

If no local wage deal is reached, the salaries shall be increased on 1 June 2023 or from the beginning of the next salary payment period thereafter by 3.4 per cent. Unless otherwise agreed, 3.2% of the increase will be paid as a general increase and 0.2% as decided by the employer (workplace-specific wage increase).

The amount of the workplace-specific wage increase shall be calculated from the amount of wages and salaries in January 2023 (monthly salaries including fringe benefits).

Year 2024

If no local wage deal is reached, the salaries shall be increased on 1 April 2024 or from the beginning of the next salary payment period thereafter by 2.5 per cent. Unless otherwise agreed, 2.1% of the increase will be paid as a general increase and 0.4% as decided by the employer (workplace-specific wage increase).

The amount of the workplace-specific wage increase shall be calculated from the amount of wages and salaries in January 2024 (monthly salaries including fringe benefits).

Principles for allocating the workplace-specific increase in 2023 and 2024

The purpose of the workplace-specific wage increase is to support the incentive nature and fairness of wages and the development of productivity at the workplace level, to correct potential wage biases and to support the employer's wage policy. The professional competence and work performance of the salaried employees should be the guiding principle in the allocation of personal increases.

The personnel and the shop steward are given a report of the use and basis of distribution of the personal wage increase or, if there is no shop steward, the personnel are informed of the basis and amount of the personal wage increase.

The information in question shall be submitted no later than two months after the distribution of the wage increase and shall indicate the total amount of the amount distributed, the number of staff members who have received the increase and the size of the average increase. When submitting the report, the provisions concerning wage secrecy must be taken into consideration.

2.1.3. Salary-table salaries and fees of staff representatives

The salary-tables will be increased as of 1 June 2023 with the general increase. The compensations of employee representatives will be increased by 5.9 per cent as of 1 June 2023 and rounded up to the nearest full euro sum.

The salary-tables will be increased as of 1 April 2024 with the general increase.

Salary-table salaries as of 1 June 2023:

Competence classification	Monthly wage
1	1764.51
2	1887.69
3	2015.23
4	2214.70
5	2828.37

Number of salaried employees represented	1 June 2023
-49	49
50-	61

The shop steward's compensation is 77 euros, if the shop steward acts as the only shop steward representing the staff or if a group of shop stewards has agreed upon one shop steward to represent the staff as the chief shop steward in local negotiations.

Salary-table salaries as of 1 April 2024:

Competence classification	Monthly wage
1	1801.56
2	1927.33

3	2057.55
4	2261.21
5	2887.77

3. Changes to the text

3.1. To the collective agreement:

Section 14.11 is to be changed to read as follows:

Travel time is not deemed to be working hours, unless the employee works during the travel time according to an agreement made beforehand. However, no deduction of salary shall be made for travel days.

Paragraphs 10 and 6 of Section 14 of the collective agreement shall be amended to read as follows and, in addition, the numbering of Section 14 shall be moved forward by one digit starting from Section 7):

~~10.~~ 6. When an employee performs work outside his or her fixed workplace, the working time compensation may deviate from the provisions of this agreement in accordance with local established practice or local agreement.

~~Protocol entry:~~

~~this section may refer to, for example, fairs, events, trips, courses and similar events.~~

~~Concerning events, the working time arrangements can be agreed with the shop steward or employee separately in accordance with Section 2, Subsection 4 of the Working Hours Act.~~

~~6. The Working Hours Act is not applied to the work of an employee of a not-for-profit organisation while the employee takes part in events or camps.~~

7. Concerning events and camps~~above mentioned events~~, the working time arrangements can be agreed with the shop steward or employee separately in accordance with Section 2, Subsection 4 of the Working Hours Act. When agreeing, the employee and the employer shall ensure that the employee is provided with sufficient rest time and protection corresponding to the maximum working time, also with regard to event and camp activities.

The employee and employer have the opportunity to agree otherwise on rest periods, their possible compensation or giving if events and camps so require.

When an employee participates in a camp or an event that necessitates for him or her to stay overnight, an advance agreement shall be made with shop steward or the employee on how to compensate for the working time arrangements during the camps or events. Unless otherwise agreed, the following shall apply:

A. Camps

- If the employee works on a day that without participation in the camp would be her/his day off, the employee shall receive a day off at another

time (the employee shall receive the free time they lost while working as free time at another point in time). It is recommended to give the days off within one month after the camp or one week before it.

- The employee shall receive compensation determined by the duration of the camp as follows:

Minimum duration of the camp	Compensation
2 days 12h	1 day off
6 days 12h	2 days off
8 days 12h	3 days off
10 days 12h	4 days off
12 days 12h	5 days off

- In addition, the employer may, at its discretion, grant one additional day off for a special reason if the camp conditions so require
- The above-mentioned compensations are considered to include a weekly rest period during camp weeks in accordance with Section 20 of the collective labour agreement.

B. Events

- If the employee works on a day that without participation in the event would be her/his day off, the employee shall receive a day off at another time (the employee shall receive the free time they lost while working as free time at another point in time). It is recommended to give the days off within one month after the event in question or one week before it.

Section 28 is to be changed to read as follows:

~~1. An employee's maternity, special maternity, paternity, parental, and child-care leave shall be determined on the basis of the Employment Contracts Act and the Health Insurance Act.~~

~~2. Starting at the beginning of maternity leave, if the employment relationship continues, the employee shall receive~~

~~salary for three months. The employer shall claim the daily maternity benefit for itself for the time of salary payment after having received the required documentation from the employee, who must submit the relevant documents without delay.~~

~~However, if the employee is on non-paid absence for a pre-existing reason, there is no obligation to pay salary in accordance with the above.~~

Transitional provision: The following provisions shall be complied with for those employees who have informed the employer of their pregnancy or parental leave on or after 1 March 2023, and who are within the scope of the amendments to the Health Insurance Act that entered into force on 1 August 2022.

If the employee has informed the employer of their pregnancy or parental leave before 1 March 2023, or the provisions of the Health Insurance Act in force on 31 July 2022 concerning family leave apply to the employee, the provisions concerning family leave in the collective agreement in force on 28 February 2023 shall apply to the employment relationship.

1. An employee's pregnancy, special pregnancy, maternity, special maternity, paternity, parental, and child-care leave shall be determined on the basis of the Employment Contracts Act and the Health Insurance Act.

2. Starting at the beginning of pregnancymaternity-leave, if the employment relationship continues, the employee shall receive salary for 40 weekdays. The employer shall claim the daily maternity benefit for itself for the time of salary payment after having received the required documentation from the employee, who must submit the relevant documents without delay.

3. During parental leave, a parent referred to in Chapter 9, Section 5, Subsections 1–3 of the Health Insurance Act (28/2022) shall be paid a salary for the first period of up to 32 weekdays.

Protocol entry 1: A child can have one or two legal parents. An employee who has been granted parental allowance days in accordance with chapter 9, section 7 of the Health Insurance Act is not entitled to paid parental leave.

Protocol entry 2: Paid parental leave does not apply to partial parental leave.

4. The salary benefits mentioned in Sections 2 and 3 of the pregnancy and parental leave are subject to the condition that the employment relationship has lasted continuously for at least six months before the start of the pregnancy or parental leave.

5. The employer shall claim the daily maternity pregnancy and parental benefit for itself for the time of salary payment after having received the required documentation from the employee, who must submit the relevant documents without delay.

6. However, if the employee is on non-paid absence for a pre-existing reason, there is no obligation to pay salary in accordance with the above. This does not apply if the employee interrupts the child-care leave due to a new pregnancy leave.

3.2. To the collective labour agreement on work abroad

The following amendment shall be made on the first paragraph of Section 5.2:

The length of the preparation and repatriation periods is 1 weekday per full month, unless otherwise agreed locally. However, it cannot be agreed locally that there is no preparation and repatriation period at all...".

Paragraph 3 shall be changed to:

Paragraph 3: "If the interval between the end of a stint of work abroad and the beginning of a subsequent term abroad is no more than nine ~~six~~ months, the

preparation time preceding the new work term shall be no more than 14 calendar days.”

Section 15.1 is to be changed to read as follows:

1. The employer shall compensate for the treatment of an employee's, or his or her family member's, who is following along, acute illness or accident abroad and for any associated reasonable travel expenses, either directly or by taking out appropriate insurance. However, the costs of a non-employee spouse shall not be compensated for or the spouse shall not be insured if the costs are compensated or the insurance is obtained through a third party. Furthermore, the employer shall, via occupational health care, compensate for the costs of health examinations for the employee and any accompanying children under 18 years of age, as well as vaccinations deemed necessary in the examinations and prophylactic medication for diseases prevalent in the host country as agreed upon separately in more detail.

Protocol entry: The aforementioned liability and insurance cover will be clarified before the start of the placement abroad and if the circumstances change during the placement. However, the employer is not required to compensate if the costs are not reimbursed or the insurance is not received because of negligence on the part of the employee or their family member (obligation to cooperate).

3.3. Technical changes

Section 14.1 of the collective agreement shall be clarified as follows:

1. Regular working hours of an employee in office duties are, on average, a ~~maximum~~ of 7.5 hours per day and a maximum of 37.5 hours per week.

Helsinki, 1 March 2023

SERVICE SECTOR EMPLOYERS PALTA

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THE UNION OF CHURCH EMPLOYEES IN FINLAND

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Collective labour agreement concerning Christian organisations

1 § Scope of the agreement

1. This agreement shall apply to employees of Christian organisations and foundations (hereafter 'organisations') belonging to Service Sector Employers PALTA.

The agreement shall apply also to other than the organisation's primary activities in cases involving non-independent activities supplementing or supporting the primary activities.

2. This agreement does not apply to members of the organisation's management or persons in a position wherein they represent the employer when terms of employment are being determined for employees covered by this collective labour agreement.
3. The agreement shall apply to employees sent to work abroad as specified in more detail below.

2 § Employees sent to work abroad

1. This agreement shall apply to employees sent to work abroad, apart from its provisions pertaining to working hours.
2. The signatory organisations shall enter into a separate collective labour agreement concerning work abroad, addressing the salary and other terms of employment that deviate from the terms of this agreement for employees sent abroad, and the provisions of said separate agreement shall override those of this agreement and the salary agreement.

3 § Recommendation of the central organisations

The field follows the recommendation of the central organisations on the prevention, treatment and referral to treatment of substance abuse problems in the workplace.

4 § Local bargaining

Local agreements deviating from this collective labour agreement may be made, in accordance with the local agreement protocol among the signatory organisations.

5 § Existing benefits

1. This collective labour agreement shall not apply to special benefits based on an agreement between the employer and employee and not mentioned in this collective labour agreement.
2. Benefits covered by this collective labour agreement shall replace any pre-existing similar benefits unless otherwise agreed among the signatory organisations or via a local agreement.

6 § Settlement of disputes and order of negotiation

1. Disputes concerning this agreement shall first be submitted for negotiation between the employer and the employees or shop steward. If the parties are unable to reach settlement, the matter shall be negotiated between/among those signatory organisations to this agreement whose members are concerned. If settlement cannot be reached in negotiations among the signatory organisations, the matter may be submitted for resolution by the Labour Court.
2. In cases wherein local negotiations lead to settlement, a memorandum shall be drafted and signed by both parties involved, specifying the matter subject to negotiation and the outcome. If local negotiations do not lead to settlement and one of the parties wants to submit the matter for resolution by the signatory organisations, a memorandum shall be drafted and signed by both parties, specifying the matter under dispute, the facts, and the opinions of each party.
3. Signatory organisations adhere to the principles of continuous negotiation in their negotiation and contracting activities. During the contract period, issues that can already be resolved will be negotiated and agreed upon.

7 § Industrial peace

All industrial action related to this agreement or any of its individual provisions is prohibited.

8 § Work supervision and freedom of association

1. The employer has the right to supervise and distribute work and to hire and discharge employees.
2. The freedom of association is mutually inviolable.

9 § Start of employment

1. At the beginning of the employment relationship, a probationary period in accordance with the law in force at the time may be agreed upon

2. Employment contracts shall be made in writing. The employment contract template is attached to the collective agreement. However, a fixed-term employment contract of no more than three months may be made orally, provided that the employee is notified of the duration of employment and regular working hours in writing.
3. A fixed-term employment relationship may be entered into if the grounds prescribed in the Employment Contracts Act exist.

10 § Termination of employment

Unless agreed otherwise, when terminating an employment contract that is valid until further notice, the employer must adhere to the terms of notice specified below, which are dependent on the duration of employment:

Notice period	Duration of employment
14 days	maximum of 1 year
one month	more than one year and no more than 4 years
2 months	more than 4 years and no more than 8 years
4 months	more than 8 years and no more than 12 years
6 months	more than 12 years

Unless otherwise agreed, in termination of an employment contract that is valid until further notice, the employee's term of notice shall be as follows:

Notice period	Duration of employment
14 days	maximum of 5 years
one month	more than 5 years

11 § Salary grounds

The signatory organisations shall enter into a separate salary agreement covering the salary grounds, amount of salary, and payment.

12 § Payment of salary

1. Unless otherwise agreed with the employer or unless the employer applies another practice, salary shall be paid in to a financial institution designated by the employee and must be available to the employee for withdrawal on the due date prescribed in the Employment Contracts Act. The wages of an employee on hourly pay may be paid once a month.

Should the due date for salary be a day on which financial institutions are closed, the date for payment shall be the immediately preceding day.

If salary becomes payable upon termination of employment and this falls in the middle of a salary calculation period, the remaining salary may be paid in connection with the next salary payment after the date of termination of employment.

2. Increases and bonuses determined on the basis of work done during a calculation period or with some other basis associated with a calculation period shall be paid no later than in connection with salary payments for the next calculation period.

13 § Partitioning of salary

1. A monthly salary shall be partitioned when the employment relationship or non-paid absence begins or ends in the middle of a salary payment period, or when the grounds for salary payment change in the middle of a salary payment period. The divisor and multiplier for a partial month are determined on the basis of actual working days in the month.
2. In calculation of the salary for periods shorter than one day, the monthly salary divisor in accordance with Section 18 shall apply.

14 § Working hours

1. Regular working hours of an employee in office duties are, on average, 7.5 hours per day and a maximum of 37.5 hours per week.
2. An employee's regular working hours in other than office duties shall not exceed an average of eight hours per day and 38 ¼ hours per week.

Working hours under this section may be arranged in accordance with period-based working hours as defined in the Working Hours Act if the employee works at a training centre, a restaurant, or a similar establishment.

3. If the nature of the work or the possibility of work supervision dictates that the employer not supervise the employee's working hours, this agreement's provisions related to working hours shall not apply to such work.
4. Daily regular working hours may be temporarily extended – by no more than one hour – with prior agreement. This requires that weekly regular working hours be levelled to the average hours set forth in Subsection 1 or 2 above within not more than three weeks in accordance with a schedule of working hours set up in advance.
5. If this is justified in view of operational factors in the workplace, regular working hours may be arranged, alternatively, such that the average complies with Subsection 1 or 2 above. This requires a pre-defined schedule of hours for at least the period over which the weekly working hours will be levelled to said average. Regular working hours must not exceed 48 hours

in any single week within the averaging period, and working hours must be levelled to said average over a period of no more than six weeks.

Recommendation: Shifts longer than 10 hours should be avoided.

6. When an employee performs work outside his or her fixed workplace, the working time compensation may deviate from the provisions of this agreement in accordance with local established practice or local agreement.
7. Concerning events and camps, the working time arrangements can be agreed with the shop steward or employee separately in accordance with Section 2, Subsection 4 of the Working Hours Act. When agreeing, the employee and the employer shall ensure that the employee is provided with sufficient rest time and protection corresponding to the maximum working time, also with regard to event and camp activities.

The employee and employer have the opportunity to agree otherwise on rest periods, their possible compensation or giving if events and camps so require.

When an employee participates in a camp or an event that necessitates for him or her to stay overnight, an advance agreement shall be made with shop steward or the employee on how to compensate for the working time arrangements during the camps or events. Unless otherwise agreed, the following shall apply:

A. Camps

- If the employee works on a day that without participation in the camp would be her/his day off, the employee shall receive a day off at another time (the employee shall receive the free time they lost while working as free time at another point in time). It is recommended to give the days off within one month after the camp or one week before it.
- The employee shall receive compensation determined by the duration of the camp as follows:

Minimum duration of the camp	Compensation
2 days 12h	1 day off
6 days 12h	2 days off
8 days 12h	3 days off
10 days 12h	4 days off
12 days 12h	5 days off

- In addition, the employer may, at its discretion, grant one additional day off for a special reason if the camp conditions so require

- The above-mentioned compensations are considered to include a weekly rest period during camp weeks in accordance with Section 20 of the collective labour agreement.

B. Events

If the employee works on a day that without participation in the event would be her/his day off, the employee shall receive a day off at another time (the employee shall receive the free time they lost while working as free time at another point in time). It is recommended to give the days off within one month after the event in question or one week before it.

8. Unless otherwise agreed with the employee, when Subsection 4 or 5 is applied, a shift list shall be prepared in advance for a minimum period of three weeks, and the list must be provided to employees well in advance, at least one week before the list's first shift. The shift list may be modified only when this has been agreed upon or when there is an unpredictable weighty reason to do with the preconditions for having work done. An attempt must be made to agree upon such a change, and the employee must be notified three days in advance if this is possible.

Recommendation: Shifts of less than four hours must not be used unless the employee so requires or there is another justified reason.

9. Unless there is a justified reason for other procedure, the regular working hours within a day shall be arranged consecutively, with the exception of a half-hour break period. The break period may be extended to one (1) hour by local agreement. If the employee is allowed to leave the workplace unhindered during the break period, it shall not be included in working hours.
10. An attempt shall be made to arrange the work week as five days from Monday to Friday unless operational reasons dictate otherwise.
11. Travel time is not deemed to be working hours, unless the employee works during the travel time according to an agreement made beforehand. However, no deduction of salary shall be made for travel days.
12. The floating time referred to in Section 12 of the Working Hours Act shall be 3 hours, and the number of maximum accumulated excess and deficit hours shall be 40 hours. The maximum excess and shortfall from the number of regular working hours under a flexible working hours scheme and the maximum floating time and the length of the observed period may deviate from the provision by local agreement. Furthermore, the employer and employee may agree upon a temporary excess on the daily floating limit and floating time, and on how this is to be taken into account in the accumulation of working hours.

13. As of 1 April 2020:

The annual working time can be extended by local agreement by a maximum of 48 hours, so that a simple hourly salary is paid for the period of the extension.

If no agreement is made, the employer may prescribe a maximum of 20 hours of placement per calendar year. The time in question may be, for example, training, different events or actual work. This time shall be considered regular working hours that can be required in addition to the regular working time agreed upon in the Collective Agreement. Compensation for this time is paid in accordance with the pay for regular working hours as a single hourly wage. The aforementioned working hours may be realised so that the work shift is extended by the duration of the training/development event. Working hours may also be placed on Saturdays or public holidays, however, placing a maximum of 16 hours on public holidays.

However, if the employee is offered additional work on a day that was set as their day off in the work shift schedule, they have the right to decline it for a justified personal reason.

15 § Midweek holidays

1. Additional days off shall include Good Friday, Easter Monday, Ascension Day, and Midsummer's Eve, and, they shall also include New Year's Day, Epiphany, May Day, Independence Day, Christmas Eve, Christmas Day, and Boxing Day when not falling on a Saturday or Sunday.
2. Each of the days listed above shall reduce the regular working hours in a week or other work period by the average daily number of hours (weekly working hours / 5).

16 § Additional work

1. Additional work refers to work done in addition to regular working hours that is not considered overtime by law (exceeding eight hours/day or 40 hours/week). The pay for additional work shall be the base hourly salary for each hour worked.

17 § Overtime work

1. Work in excess of the statutory daily working hours (exceeding 8 hours/day) or the average maximum daily hours shall be compensated for with salary increased by 50% for the first two hours and 100% for the rest of the overtime hours.
2. Weekly overtime refers to work that is not considered daily overtime under Subsection 1 and that exceeds the statutory maximum weekly working

hours (exceeding 40 h/week) or, when average weekly working hours are applied, exceeds the average maximum working hours during an averaging period, and shall be compensated for with salary increased by 50% for the first eight hours and 100% for the rest of the overtime hours.

3. In period work, salary increased by 50% shall be paid for the first 12 hours beyond regular working hours in a two-week period and the first 18 hours in a three-week period, and salary increased by 100% shall be paid for the rest of the overtime hours.
4. The maximum amount of working hours, including additional overtime work, on average shall not exceed 48 hours in one week within a period of no more than 6 months.

18 § Calculation of compensation for additional work and overtime, and conversion to time off

1. In the calculation of compensation for additional work and overtime, the employee's hourly salary is obtained through division of the monthly salary by 160. If the number of weekly working hours is more or less than 37.5, the divisor shall be adjusted in the same proportion.
2. With the consent of the employer and the employee, the wages paid for additional work can be converted into corresponding time off, and the wages paid for overtime can be converted into time off during regular working hours, increased by the corresponding percentages.

19 § Sunday work

Sunday work, which refers to work done on a Sunday, another Church holiday, May Day, or Independence Day, shall be compensated for with a Sunday work bonus equalling the base hourly salary increased by 100% in addition to other salary payable for the work in question. With the employer's and employee's consent, the bonus may be converted into corresponding time off during regular working hours.

20 § Weekly rest

Weekly rest shall be arranged in accordance with the Working Hours Act.

Weekly rest may also be arranged so that once a week the employee receives an uninterrupted rest period of at least 35 hours. When possible, weekly rest must be given in connection with a Sunday. However, weekly rest can also be taken as an average of 35 hours over a two-week period. Weekly rest must, however, be at least 24 consecutive hours per week. Not regarding the manner of organising the weekly rest period, the weekly rest period may be given at the turn of the weeks, one part in the preceding week and the other part in the latter

week, so that the majority of the weekly rest is in the week during which the weekly rest is taken.

21 § On-call duties

1. If an employee is by agreement obliged to be reachable and on call, if no other method or amount of compensation is agreed with the employee, the on-call duty shall be compensated for by hourly payment of 15% of the base hourly salary, depending on the nature of the on-call duty and associated commitment.
2. The compensation for the on-call duty must be agreed upon before the duty.
3. On-call time is not deemed to be working hours. It can be agreed for on-call compensation to be converted into corresponding time off in accordance with the compensation percentage.

22 § Annual holiday

1. The employee earns annual holiday for each full holiday determination month:
 - a) Two weekdays
 - b) Two and a half weekdays if the employee has served the same employer continuously for at least one year by the end of March
 - c) Three weekdays if the employee has at least 15 years of full-time qualifying work experience and has served the same employer continuously for at least one year by the end of March.
2. If an employee has been entitled to holiday longer than the above on the basis of established practice or agreement, that practice shall apply unless it has been agreed otherwise.
3. In all other respects, the Annual Holidays Act shall apply to annual holiday and the associated pay. The divisor for calculation of daily pay shall be 25. The payment of annual holiday pay may be agreed upon otherwise locally.

23 § Carrying over annual holiday

The employee and employer may mutually agree upon the use of carried over holiday by virtue of Section 27 of the Annual Holidays Act and Section 23 of the Working Hours Act. The portion of annual holidays in excess of 18 days, as well as separately agreed compensation for additional work and overtime converted into time off, may be transformed into carried-over holiday.

24 § Holiday bonus

1. An employee shall receive a holiday bonus amounting to 50% of his or her annual holiday pay in accordance with this collective labour agreement. The holiday bonus shall be paid no later than in connection with the first salary payment following the realisation of each portion of the holiday entitlement of at least one week, unless other practice is followed or other agreement made.
2. It is a prerequisite for receiving a holiday bonus that the employee start his or her holidays and return from them at the agreed time unless return is prevented by a factor mentioned in Section 7 of the Annual Holidays Act or another acceptable reason.

Child-care leave is considered equivalent to absence with the employer's consent. A prerequisite for the payment of holiday bonus is the employee's return to work after his or her declared child-care leave.

3. Holiday bonus shall also be paid to an employee retiring on old-age or disability pension, as well as an employee returning to work after completing military service.
4. The holiday bonus or a part thereof may be converted into time off if so agreed between the employer and employee.

25 § Sick pay

1. If an employee, after commencing work, becomes unable to work, the reason is illness or accident, and the employment relationship continues, the employer shall pay salary on the basis of the duration of employment before discontinuation, as follows:

Duration of employment	Salary period
less than 1 month	day of falling ill and next 9 next weekdays (50% of salary)
1 month – less than 3 years	4 weeks
3 years – 5 years	5 weeks
more than 5 and no more than 10 years	8 weeks
over 10 years	10 weeks

If the reason for absence is an accident at work, an act of violence suffered at work, or occupational illness, the period for payment of salary during sick leave is 12 weeks.

2. If the condition reoccurs within 30 days of the return to work, the period for payment of salary during sick leave shall be calculated as if there were only one bout of illness.
3. An employee is obliged to notify the employer of his or her illness without delay.

A medical certificate of disability must be presented on demand. The employer may designate the physician to be used and, in this case, shall be liable for the costs of acquiring a medical certificate.

4. The employer shall pay the salary directly to the employee and claim the daily illness benefit for itself after having received the required documentation from the employee, who must submit the documents without delay.

The above shall apply correspondingly to other daily benefits payable on the basis of statutory or employer-paid insurance.

5. If the employee is on non-paid absence for a pre-existing reason, there is no obligation to pay salary in accordance with the above.

26 § Medical examinations

The employer shall not lower the employee's pay for regular working hours in the following cases. The prerequisites are that the examinations have been arranged so as to minimise loss of working time, they could not have been arranged outside working hours, and the employer has been notified in advance.

- a) The employee undergoes a medical examination required for detection of a disease or prescription of treatment or an instrument (such as a pair of glasses), or she or he undergoes physician-ordered laboratory or X-ray examinations. This also applies to incapacity for work due to medical examination, as well as the monitoring or examination of symptoms in hospital.
- b) The employee undergoes a medical examination in consequence of a previously detected disease in the following cases:
 - The disease continues and there is a need to seek medical help
 - A medical examination is done to determine care for a chronic or long-term disease. This applies also to incapacity for work due to medical treatment.

- c) The employee undergoes treatment for acute dental problems if they cause incapacity for work and require immediate care.
- d) A pregnant employee undergoes a required prenatal check-up or medical examination.
- e) The employee undergoes a medical examination required by work, either statutory or in accordance with an occupational health care plan.

27 § Short, temporary absences

1. Unless having agreed otherwise with the employer, an employee is allowed to be absent on account of the following events occurring during his or her working day with said absence not reducing the salary or annual holiday balance. The maximum duration of such paid absence is one day, except in cases of acute illness of a child.
 - a) Acute illness of a child younger than 10 years or a disabled child, to the extent that absence is required for arranging care for the child or caring for the child. However, paid absence may not continue for longer than three calendar days in addition to the day of falling ill, and total absence may not continue for longer than four working days. The reason for absence must be proved at the beginning of the absence with a medical certificate if demanded, and an account of the inability of the other guardian (if any) to care for the child must be presented on demand.
 - b) Acute illness of another family member who requires care. The reason for absence must be proved with a medical certificate if demanded, and an account of the necessity of care must be presented on demand.

Protocol entry:

The employer shall attempt to arrange the option of the employee's short-term non-paid absence in cases of acute illness of other close relatives.

- c) Death of a family member.
- d) The funeral of a family member or close relative.

Protocol entry:

Close relatives include an employee's spouse, children, grandchildren, parents, and grandparents, as well as brothers, sisters, and parents-in-law.

- e) The employee's wedding.
- f) Day of removal.
- g) The employee's 50th and 60th birthday.

- h) Military conscription.
- 2. An employee participating in military reserve refresher training shall be paid the difference between his or her salary and reservist pay for the days of participation.
- 3. An employee has the right to participate in the meetings of a municipal council, municipal executive board, or statutory election board.
- 4. There shall be no deductions from an employee's salary or annual holiday benefits for participation as an appointed representative in the meetings of the council, representative assembly, or board of a central organisation of trade unions or a signatory organisation to this agreement, or for participation in the processing of this agreement as a member of the delegation.
- 5. The employee must provide notification of absence under this section without delay and, if possible, in advance.

28 § Family leave

Transitional provision: The following provisions shall be complied with for those employees who have informed the employer of their pregnancy or parental leave on or after 1 March 2023, and who are within the scope of the amendments to the Health Insurance Act that entered into force on 1 August 2022.

If the employee has informed the employer of their pregnancy or parental leave before 1 March 2023, or the provisions of the Health Insurance Act in force on 31 July 2022 concerning family leave apply to the employee, the provisions concerning family leave in the collective agreement in force on 28 February 2023 shall apply to the employment relationship.

- 1. An employee's pregnancy, special pregnancy, parental, and child-care leave shall be determined on the basis of the Employment Contracts Act and the Health Insurance Act.
- 2. Starting at the beginning of pregnancy leave, if the employment relationship continues, the employee shall receive salary for 40 weekdays.
- 3. During parental leave, a parent referred to in Chapter 9, Section 5, Subsections 1–3 of the Health Insurance Act (28/2022) shall be paid a salary for the first period of up to 32 weekdays.

Protocol entry 1: A child can have one or two legal parents. An employee who has been granted parental allowance days in accordance with Chapter 9, Section 7 of the Health Insurance Act is not entitled to paid parental leave.

Protocol entry 2: Paid parental leave does not apply to partial parental leave.

4. The salary benefits mentioned in Sections 2 and 3 of the pregnancy and parental leave are subject to the condition that the employment relationship has lasted continuously for at least six months before the start of the pregnancy or parental leave.

5. The employer shall claim the daily pregnancy and parental benefit for itself for the time of salary payment after having received the required documentation from the employee, who must submit the relevant documents without delay.

6. However, if the employee is on non-paid absence for a pre-existing reason, there is no obligation to pay salary in accordance with the above. This does not apply if the employee interrupts the child-care leave due to a new pregnancy leave.

29 § Shop steward

The employees of each employer are entitled to elect a shop steward and deputy shop steward to act as their authorised representatives in the manner agreed upon in the shop steward agreement.

29 a § Development actions and communications at workplaces

1. Cooperation must comply with the Act on Co-operation within Undertakings and the Act on Occupational Safety and Health Enforcement and Act on Cooperation on Occupational Safety and Health at Workplaces in accordance with the legislation in force at the time. The legal references are not parts of the collective labour agreement.
2. Whenever possible, the dialogue between the employer and the staff also shall cover development actions, such as changes in work tasks, working methods and the organisation of tasks or workspaces, or the use of external workforce, that essentially affect the position of the employees. Any investigations related to development actions must be carried out openly. Necessary additional training and work guidance will be provided by the employer to those involved in the implementation of development actions.
3. The employer must provide, within their possibilities in the planning phase, information on any essential changes to work duties, the workplace, work conditions, equipment purchases and the use of external workforce that have an essential effect on the position of the personnel. These must also be communicated after the decision has been taken.
4. The provisions of Chapter 2 of the Act on Co-operation within Undertakings (1333/2021) on dialogue for the development of the company's or community's activities and work community (continuous dialogue) may be agreed locally otherwise. However, it cannot be agreed that there will be no dialogue at all.

30 § Meetings organised at workplaces and communication between personnel

1. A registered sub-organisation of a signatory organisation to this collective labour agreement and its workplace unit, shop committee, or similar have the right to arrange meetings outside working hours on suitable premises designated by the employer to address matters involving the employment relationships in the workplace, with the following prerequisites:
 - a) If possible, the arrangement of a meeting in the workplace shall be agreed upon with the employer three days in advance of the intended date of the meeting.
 - b) The party arranging the meeting is responsible for order at the meeting and for the tidiness of the meeting location.
 - c) The parties arranging the meeting are allowed to invite representatives of a union that is a party to this collective labour agreement, its sub-organisations, and the appropriate central organisations.
2. The parties referred to in Paragraph 1 may, in a manner to be agreed with the employer, publish meeting invitations and newsletters on a notice board, intranet or other similar digital platforms free of charge.

31 § Collection of membership fees

Under authorisation granted by the employee, the employer shall deduct the membership fees of a union that is a party to this agreement from the employee's salary and pay them in to the union's account as instructed by the union. At the end of each year, the employee shall receive a certificate stating the amount paid.

32 § Travel expenses and daily allowances

Currently valid compensation practice or agreed bases and compensation shall apply to compensation for travel expenses and daily allowances.

33 § Group life insurance

The employer shall, at its expense, employ a group life insurance policy in the manner agreed upon among the central organisations.

34 § Training

The training agreement among the signatory organisations shall apply to vocational training arranged by the employer, joint training, and trade-union training.

35 § Validity period of the agreement

The agreement period shall begin on 1 March 2023 and end on 31 January 2025. After that, the collective agreement will be valid for one year at a time, unless it is terminated one month before the end of the period of validity.

Helsinki, 1 March 2023

SERVICE SECTOR EMPLOYERS PALTA

AKI-UNIONS

THE UNION OF CHURCH EMPLOYEES IN FINLAND

Collective labour agreement on work abroad

1 § Scope of the agreement

This agreement is related to the work of an employee sent on work abroad, as well as to time spent in Finland in immediate connection with such work.

Protocol entry:

An employee sent abroad from Finland refers to an employee who retains his or her right to Finnish social security during a foreign assignment.

2 § General principles

The determination of terms of employment for work abroad and the interpretation of this agreement shall take into account the general intention of supporting co-operation with local partner organisations in the host country on the basis of equality and mutual trust.

3 § Employment contract

1. A written employment contract shall be made with the employee, determining the bases of salary, the currency of salary payment, any monetary compensation and fringe benefits, any insurance pay, the duration of the work abroad, any term of notice, duties, the host country, the work location, rules for annual holiday, and the conditions for repatriation and duties immediately following the work abroad.

Protocol entry:

In order to find out the obligations, effects and costs of this contract, it is justified to establish the family relations of the employee before concluding the employment contract and, at the latest, in connection with the conclusion of the employment contract.

Furthermore, the employment contract shall state the employer's position within the work community of a partner organisation in the host country, if any.

In the host country, the right of any partner organisation to supervise and distribute work may be agreed upon in a mutual co-operation agreement.

A written employment contract shall be made or revised at the beginning of each new term of work abroad.

2. The employment relationship of a new employee hired for work abroad normally begins upon the commencement of the preparation period preceding the work abroad unless otherwise agreed.

4 § Salary

The grounds for salary payment in work abroad are attached to this agreement.

5 § Period of work abroad

1. The commencement of a term abroad always requires that the employee have approval confirmed by the partner organisation (if applicable), that regulations pertaining to visas and work permits or other official regulations do not prevent the employee from starting work, and that the employee and any accompanying family members have a medical certificate favouring work abroad under the appropriate circumstances.
2. Preparation and repatriation periods associated with a period of work abroad:

The length of the preparation and repatriation periods is 1 weekday per full month, unless otherwise agreed locally. However, it cannot be agreed locally that there is no preparation and repatriation period at all. The purpose of the preparation time is for making of practical arrangements that are related to work tasks and the move abroad (such as travel arrangements, handling of health care issues, and work meetings). The preparation time shall be one month if the term of work is to be at least 24 months. In other cases, there shall be one weekday of preparation for each full month of work abroad. The preparation is salaried and immediately precedes the work abroad. If the term of work is shorter or longer than planned, the salary for the preparation time shall not be adjusted retroactively.

The repatriation period is for working and making practical arrangements related to returning and settling in Finland (such as handling of matters of health care, contacts with authorities, and meetings related to the return). The duration of the repatriation period is one weekday per full month of actual work abroad, up to one month. The repatriation period shall not be changed, on any grounds.

If the interval between the end of a stint of work abroad and the beginning of a subsequent term abroad is no more than nine months, the preparation time preceding the new work term shall be no more than 14 calendar days.

Deviations from the regulations addressing preparation and repatriation periods are allowed on grounds of the nature of the work or the conditions of the posted employee.

Protocol entry:

The conditions refer to, for example, the competence, experience or family situation of the employee.

6 § Annual holiday

The right to annual holiday shall be determined in accordance with the collective labour agreement unless otherwise agreed upon in the employment contract. Finnish practice shall apply to the realisation of annual holiday unless agreed otherwise.

7 § Holiday bonus

Holiday bonus shall be determined on the basis of the salary either in Finland or abroad, depending on which salary applies to the employee when the holiday bonus is paid.

8 § Interruption of period abroad

1. A period abroad can be interrupted and the employee called back to Finland if:
 - There is a change in the work conditions or other circumstances that substantially and non-temporarily hampers the performance of work or staying in the country; In such cases, the employee may be assigned to another country of employment in accordance with the employment contract instead of calling them back to Finland.
 - The employee falls ill or is injured in a way that substantially reduces his or her capacity to work for substantially more than three months,
 - A family member of the employee falls seriously ill or is seriously injured,
 - The employment relationship is terminated or cancelled, or
 - There are weighty factors comparable to these.
2. If it is possible to continue the work abroad after the hindrance has ended (three months later, at the latest), the employee shall return to complete his or her time abroad unless otherwise agreed. In other cases, the time abroad can be judged to have ended.
3. Work abroad may also be interrupted for an employee in a fixed-term employment relationship.

9 § Continuation of the employment relationship after a period abroad

1. If the employee has been hired for an employment relationship that is valid until further notice for a task in Finland, this employment relationship shall continue after the end of the term abroad.
2. If the employee has been hired for a fixed-term employment relationship for the duration of the time abroad, the employment relationship shall end after the conclusion of the time abroad and any work duties in Finland immediately associated with the time abroad.
3. If the employee has been hired for an indefinite employment relationship for work abroad, a fixed-term agreement on performance of work at a certain location may be made.

10 § Termination of employment

1. Unless the term of notice is agreed upon differently in the employment contract, when an employee works abroad, the term of notice is one month for the employee and two months for the employer if the employment relationship has lasted for no more than four years. If the employment relationship has lasted for more than four years, the period of notice is two months for the employee and four months for the employer, and when the employment relationship has lasted for over twelve years, the period of notice is two months for the employee and six months for the employer.
2. A fixed-term employment contract may be terminated on the grounds specified in the Employment Contracts Act.

11 § Paid and non-paid absence

1. The days off as prescribed in the collective labour agreement shall be determined in accordance with local practice unless otherwise agreed upon.
2. An employee may be granted additional paid absence in connection with severe illness or death of a close relative or for a compelling reason comparable to these. The duration of paid absence shall be agreed upon case-specifically.

12 § Compensation for travel expenses

1. The employer shall compensate for the expenses of the employee and accompanying children under 18 years of age for travel between Finland and the work location at the beginning and end of the work term. If the employee causes interruption of the term of work wilfully or through negligence or terminates his or her contract during the work abroad, travel expenses shall not be compensated for.

Travel expenses shall be subject to compensation also for the employee's spouse who is not him- or herself an employee, unless his or her travel expenses are compensated for through some other means.

2. The grounds for compensation for work-related travel within the host country during the work assignment shall be decided upon on a host country-specific basis.
3. Compensation for freight costs of luggage related to departure and return shall be agreed upon separately.

13 § Living abroad and compensation for expenses

1. When working abroad, an employee shall receive as an employment benefit a residence designated by the employer. The residence shall be reasonable in relation to the standard of housing in the country and local work community. Furthermore, living arrangements shall take into account fairness, safety, and cost factors; requirements imposed by the employee's tasks; and the size of any dependent family. The employer may agree upon arranging a residence with the local partner organisation, where relevant.
2. The employer and employee may make other agreements on the obligation to arrange a residence.

14 § Schooling of children and compensation for expenses

1. The employer's objective is to guarantee the basic education required by the compulsory education requirements of the Finnish school system for any accompanying children under 18 years old in an appropriate, safe, and fair way.
2. Additional separate agreements may be made that pertain to the employer's contribution to the costs of basic education and other education for children of employees sent abroad.
3. Schooling arrangements shall take into account the special circumstances of each country, cost factors, and the special circumstances of each child and family.

15 § Occupational health care and compensation for expenses abroad

1. The employer shall compensate for the treatment of an employee's, or his or her family member's, who is following along, acute illness or accident abroad and for any associated reasonable travel expenses, either directly or by taking out appropriate insurance. However, the costs of a non-employee spouse shall not be compensated for or the spouse shall not be insured if the costs are compensated or the insurance is obtained through a third party. Furthermore, the employer shall, via occupational health care, compensate for the costs of health examinations for the employee and any

accompanying children under 18 years of age, as well as vaccinations deemed necessary in the examinations and prophylactic medication for diseases prevalent in the host country as agreed upon separately in more detail.

Protocol entry: The aforementioned liability and insurance cover will be clarified before the start of the placement abroad and if the circumstances change during the placement. However, the employer is not required to compensate if the costs are not reimbursed or the insurance is not received because of negligence on the part of the employee or their family member (obligation to cooperate).

2. The employer may issue instructions pertaining to necessary health examinations and guidance for maintaining health and preventing diseases in work abroad. The employee is obliged to follow any such instructions and to supervise his or her children's compliance with them, if applicable.

16 § Insurance

The employer shall provide the employee with insurance cover corresponding to Finnish statutory insurance requirements. This provision shall not apply if the employee is covered by the Finnish social security system.

17 § Settlement of disputes and order of negotiation

Disputes having to do with this agreement shall be negotiated upon and settled as is agreed in the collective labour agreement.

18 § Period of validity

The validity period of this agreement is the same as that of the collective agreement for Christian organisations.

Helsinki, 1 March 2023

SERVICE SECTOR EMPLOYERS PALTA

AKI-UNIONS

THE UNION OF CHURCH EMPLOYEES IN FINLAND

Protocol for work abroad

Date: 1 February 2018

Place: Helsinki, PALTA office

On the basis of Section 1.2 of the salary agreement, the signatory organisations have agreed on the following:

1. The above-mentioned salary agreement shall apply to the grounds for salary of employees sent abroad to work, unless this protocol prescribes otherwise.
2. In other respects, the following principles shall apply to the salaries of employees sent to work abroad:
 - Social security in Finland shall be arranged such that the employee's pension cover and other statutory insurance cover shall be guaranteed at the Finnish level during work abroad;
 - The salary paid for work abroad shall take into account the level of living costs in the work location compared to the Finnish cost level.

A. Insurance pay

1. The salary paid for work abroad is based on the concept of insurance pay, which consists of a basic component, experience bonuses, task-specific and personal salary components, and possibly other salary components. The basic component of insurance pay shall be the basic salary within the competence classification specified in the salary agreement.

The basic component of insurance pay shall be determined in accordance with the work competence classification in the salary agreement.

Experience bonuses are paid as follows:

Years	Percentage of basic component of insurance pay
4	4
8	8
10	12

2. The basic component of insurance pay for an employee hired for demanding and high-power planning and development and/or managerial tasks shall be increased in line with a task-specific salary component unless this has been taken into account in determination of the competence classification.

The prerequisite for a salary component paid for the level of demand and responsibility in a task is overall responsibility for the planning and development and/or managerial/leadership tasks in an important task area. The provision of Section 4 of the salary agreement shall apply to the salary component paid for the level of demand and responsibility involved in a task.

3. The basic component of an employee's insurance pay shall be increased by a personal salary component on the basis of qualifying additional and special training or specific competence or experience relevant to the task.

The qualifying additional and special training or specific competence or experience relevant to a task shall be determined by the employer when entering into an employment contract. In other respects, the provision in Section 5 of the salary agreement addressing the personal salary component shall apply to the salary component paid on the basis of additional and special training or special competence or experience.

4. The basic component of an employee's insurance pay shall be increased by a personal salary component on the basis of specific language skills relevant to the location of the work.

A prerequisite for a personal salary component payable on the basis of language skills is at least one year of experience in use of the language in the work location. In other respects, the provision in Section 5 of the salary agreement applying to the personal salary component shall apply to the salary component paid on the basis of language skills.

5. Pension cover and other statutory insurance cover is determined on the basis of insurance pay.

B. Salary at the work location (salary paid)

1. The salary at the work location of an employee working abroad is determined on the basis of insurance pay as follows:

Insurance pay is converted into salary at the location of work. This is done via deduction of taxes in accordance with the Finnish tax rate as well as fringe benefits estimated at the Finnish level from the euro-denominated

insurance pay. After this, part of the euro-denominated net salary is converted into salary at the work location, with the level of costs at the work location taken into account, and the employee's pension and insurance contributions are deducted from this.

2. The level of costs at the work location shall be reviewed at least annually. If the cost levels at the work location have changed substantially in relation to the level of costs in Finland, the salary at the work location shall be adjusted upward or downward correspondingly. Before the employer carries out salary adjustments arising from changes in cost levels at various work locations, the matter shall be processed between the employer and the representative(s) of the employees. The details of the procedure shall be agreed upon locally.
3. The insurance pay of an employee sent to an EU member country may be determined in terms of gross salary.

Protocol entry:

The parties of the collective labour agreement do not intend the tax rate to be taken into account twice, unless otherwise provided by law or agreements.

C. Other provisions

1. During the repatriation period (one month) and associated holidays, insurance pay in accordance with the work competence classification shall be paid unless otherwise agreed. If employment relationship continues in Finland, the employee's task-based salary shall be determined no later than three months after transfer to other tasks in Finland.
2. The signatory unions shall negotiate if necessary on the general principles for determination of salary at the various work locations as well as on local procedures.

D. Entry into force and transitional provisions

For employment contracts made before the commencement of application of this protocol, the principle shall be that an employee's insurance pay and salary at the work location shall not be reduced in migration to application of the terms of this protocol. Should there be a subsequent change in the grounds for determination of an employee's insurance pay due to the basic salary component, experience bonus, task-specific salary component, or personal salary component, a salary component not among these may be included in the salary components or bonuses in accordance with the new grounds for salary. Here too,

the employee's insurance pay or salary at the work location shall not be reduced unless there are legal grounds for this or unless the salary at the work location is simultaneously adjusted on account of a reduction in living costs.

SERVICE SECTOR EMPLOYERS PALTA

KIRKON AKATEEMISET AKI r.y.

THE UNION OF CHURCH EMPLOYEES IN FINLAND

Salary agreement

1 § Scope of the agreement

1. This agreement shall apply to employees of Christian organisations and foundations (hereafter 'organisations') belonging to Service Sector Employers PALTA ry, with the limitations agreed upon in Section 1(3) of the collective labour agreement applicable to Christian organisations.
2. The application of this agreement to employees sent for work abroad shall be agreed upon in more detail through a separate protocol.

2 § Salary grounds

1. An employee's personal monthly salary shall be determined on the basis of the level of demand (basic salary), experience relevant to the tasks (experience bonus), other task-specific factors (task-specific salary component), and personal factors (personal salary component) as agreed in this agreement.
2. The salary based on the level of demand of an employee's tasks (basic salary), any relevant qualifying previous experience, and the task-specific salary component must be determined at the beginning of employment.

3 § Determination of salary on the basis of the level of demand of the tasks

1. Salary based on the level of demand of tasks is determined on the basis of a written task description, the instructions for competence classification attached to this agreement, and the basic salary agreed upon for each competence classification.
2. The competence classification of an employee's tasks is determined between the employer and employee or, if the employee so wishes, with the employer and also a shop steward or other person representing the employee, with the aid of a written task description prepared in advance.

If agreement cannot be reached, the competence classification and the grounds for the task-specific salary component shall be decided upon by the employer.

The employee or the shop steward representing him or her is entitled to submit any dispute for the dispute settlement procedure described in Section 6 of the collective labour agreement.

4 § **Task-specific salary component**

1. A task-specific salary component shall be paid on the basis of differences between the levels of demand of tasks belonging to the same competence classification and on the basis of partial tasks that are more demanding than the main task.
2. The amount of the salary component payable on the above grounds is determined on the basis of how essential a proportion of the employee's overall task more demanding partial tasks constitute.

Protocol entry:

It is recommended that the task-specific salary component amount to at least 5–10% of the basic salary. Deviations from the applicable grounds and amounts of this salary component may be made in an employment contract for specific reasons. The contract must specify the amount of the benefit (other bonus), reason for deviation, validity period, and basis for calculation.

3. When the level of demand of tasks included in a job increases and when the competence classification is changed, the task-specific salary component is reassessed. However, this shall not result in a decrease in any employee's personal salary.
4. The task-specific salary component shall be determined in accordance with the procedures set forth in Section 3.

5 § **Personal salary component**

1. An employee may receive a personal salary component based on his or her personal competence and/or personal work results.

The employer shall determine jointly with the shop steward the basis for payment of a personal salary component in each organisation. The basis may be valid for a fixed term. The basis shall be communicated to employees.

2. The grounds for any personal salary component shall be determined between the employer and employee or, if the employee so wishes, alongside, in addition to the employer, a shop steward or another person representing the employee.

Protocol entry:

It is recommended that the personal salary component amount to at least 5–10% of the basic salary. Deviations from the applicable grounds and amounts of this salary component may be made in an employment contract for specific reasons. The contract must specify the amount of the benefit (other bonus), reason for deviation, validity period, and basis for calculation.

The employee or the shop steward representing him or her is entitled to submit any dispute for the dispute settlement procedure described in Section 6 of the collective labour agreement.

3. The personal salary component shall be paid as long as the employee performs the same tasks or as long as a fixed-term basis is valid. When an employee's tasks become more demanding, the personal salary component may be reassessed. However, this shall not result in a decrease in any employee's personal monthly salary.

6 § Experience

1. Employees shall receive an experience bonus calculated from the minimum salary in accordance with the lower limit for the competence classification of their duties. The amount of the experience bonus shall be determined as follows:

Years	Percentage of lower limit of pay by competence classification
4	4
8	8
10	12

2. Time entitling one to experience bonus refers to full-time work for the same employer. If the number of weekly working hours is less than 19, a maximum of one half of the duration of employment may be taken into account.

Applicable calendar months include those in which the employee has worked for at least 14 working days in accordance with the Annual Holidays Act, or days of absence have been equivalent to being at work in accordance with the Annual Holidays Act.

3. Time worked for another employer shall be taken into account to the extent that the experience is estimated to benefit the performance of the tasks. The amount of experience to be taken into account must be agreed upon commencement of employment.
4. The experience bonus shall be determined in accordance with the procedures set forth in Section 3.

7 § Minimum salaries

1. The minimum salaries for competence classifications referred to in Section 3 of this agreement are indicated in an appendix to this agreement.

2. A trainee's salary is 85% of the basic salary for the relevant competence classification. A traineeship may be no longer than six months. The salary for traineeship associated with degree studies shall be agreed upon between the employer and the trainee.
3. A summer helper's salary is 75% of the basic salary for competence classification 1.

8 § Application of salary regulations

1. The written description of an employee's tasks must be reviewed no later than three months after the commencement of employment.
2. When the level of demand of an employee's tasks changes, the effect of the changes on the salary grounds shall be reviewed.

If a potential basis for a personal salary component arises, its effect on the employee's salary shall be reviewed.

A review of the competence classification or task-specific or personal salary component must be performed within three months of a change in the basis.

3. When an employee's tasks temporarily change to more demanding tasks and the change lasts for more than one but less than three months, the employee shall receive a task-specific salary component as bonus for more demanding tasks. However, no bonus shall be paid if the change in tasks is due to annual holidays.
4. An employee's salary grounds shall be reviewed annually. The time of review shall be agreed upon locally.
5. The review procedure shall be in accordance with Section 3 of this agreement.

9 § Validity period of the agreement

1. The agreement period shall begin on 1 March 2023 and end on 31 January 2025. After that, the collective agreement will be valid for one year at a time, unless it is terminated one month before the end of the period of validity.
2. The provisions of the agreement shall remain in force until a new agreement has entered into force or until either party has determined that the negotiations between the contracting parties have ended.

Helsinki, 1 March 2023

SERVICE SECTOR EMPLOYERS PALTA

AKI-UNIONS

THE UNION OF CHURCH EMPLOYEES IN FINLAND

Competence classifications

GENERAL DESCRIPTION	DE- COMPETENCE/EXPERI- ENCE	INDEPENDENCE/SUPERVI- SION, RESPONSIBILITY
<p>1 The tasks are characterised by repetition of similar tasks.</p>	<p>1 Tasks requiring vocational competence. The knowledge and skills required are obtained through work experience or vocational training.</p>	<p>1 Task-related decisions are made on the basis of experience, combining several factors. Work is done in line with work instructions and general instructions.</p>
<p>2 The tasks require vocational competence and are varying and versatile.</p>	<p>2 Tasks requiring advanced vocational competence. The knowledge and skills required are obtained through vocational training and work experience.</p>	<p>2 Task-related decisions require independent choices in various procedures. Work is done mainly in line with general instructions and may involve investigative work and group responsibility.</p>
<p>3 The tasks consist of versatile tasks and may include participation in planning and development work.</p>	<p>3 Tasks requiring expertise and special competence. The knowledge and skills required are obtained through vocational training or higher education and work experience.</p>	<p>3 Task-related decisions require independently finding solutions to problems. Work is done mainly independently on the basis of targets, plans, and general instructions and may entail responsibility for finances and managerial duties.</p>
<p>4 The tasks consist of versatile and demanding tasks as well as planning and development of the task area and/or managerial duties.</p>	<p>4 Tasks requiring advanced expertise and special competence. The knowledge and skills required are obtained through higher education or other applicable education and work experience.</p>	<p>4 Task-related decisions require independent finding of existing information, choices, and making of new combinations. Work is performed on the basis of operations planning and an expert position, and it may include responsibility for operations, finances, or human resources.</p>
<p>5 The tasks consist of versatile and demanding tasks as well as planning and development and/or managerial and leadership duties in a</p>	<p>5 Tasks requiring advanced expertise and special competence. The knowledge and skills required are obtained through higher education and work experience.</p>	<p>5 The tasks require independent and responsible preparation and execution of decisions. Work is performed on the basis of planning and management or a demanding expert position, and it includes responsibility for</p>

strategically important task area.		operations, finances, or human resources.
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Salary-table salaries as of 1 June 2023:

Competence classification	Monthly wage
1	1764.51
2	1887.69
3	2015.23
4	2214.70
5	2828.37

Salary-table salaries as of 1 April 2024:

Competence classification	Monthly wage
1	1801.56
2	1927.33
3	2057.55
4	2261.21
5	2887.77

Shop steward agreement

Introduction

The shop steward system is a part of the collective labour agreement system with the purpose of promoting appropriate implementation and practical application of agreements made among the parties. Its objective is to resolve any disputes between the employer and employees with regard to the application and interpretation of agreements in an appropriate and expeditious manner. Its crucial aspects also include the handling of employment-related issues between the employer and employees, as well as the maintenance and promotion of industrial peace as required by the collective labour agreement system.

An appropriately arranged and managed system of local negotiations reduces local factors of friction and can therefore substantially facilitate the reaching of the employer's targets as well as improvements in the safety and comfort of employees. Local negotiation procedure can also turn out to be a beneficial bidirectional information channel for handling of personnel issues, thus serving as a part of the information and involvement scheme of the workplace.

1 § Scope of the agreement

This agreement applies to organisations belonging to Service Sector Employers PALTA as well as the employees of these organisations.

2 § Shop steward

1. In this agreement, 'shop steward' refers to either a shop steward or a deputy shop steward elected by employees of each signatory organisations and nominated by a signatory union.

Protocol entry added as of 21 December 2018:

Protocol entry:

The shop steward of AKI-unions is considered to represent employees who are members of an Akava union as well as other employees working in senior salaried positions.

The shop steward of The Union of Church Employees in Finland is considered to represent employees who are members of an STTK union as well as other employees working in salaried positions.

If a disagreement arises as to which category the employee's tasks belong to and which shop steward represents the employee, the matter will be resolved between the organisations AKI-unions and The Union of Church Employees in Finland.

2. Every entity has a right to elect a shop steward as referred to in Subsection 1, above. Subject to agreement among the employees' organisations, a shop steward common to several organisations may be elected for a workplace.
3. A head shop steward may be elected when the entity has an agreement concerning an organisation of shop stewards consisting of several shop stewards specific to an area, site, or department.
4. The shop steward is elected by employees organised under a signatory organisation who are employed by the employer and fall within the scope of a collective labour agreement.
5. When appropriate for local negotiation activities and the shop steward system, it can be locally agreed that a large or regionally distributed entity may elect several shop stewards as referred to in this agreement for independent regional or operational units.
6. A deputy shop steward may be elected who shall act as a deputy to the shop steward proper when the latter is prevented from tending to his or her duties and during such times, shall have the rights and obligations of a full shop steward.
7. The shop steward must be an employee of the entity in question who belongs to the scope of a collective labour agreement, is a member of an employees' union bound by the collective labour agreement, and is familiar with the conditions in the workplace.
8. If the operations of an entity or its operating unit are substantially reduced or expanded and in cases of transfer of undertakings, incorporation, or an essential change comparable to these, the shop steward organisation shall be made to correspond to the new situation in accordance with the principles of this agreement.
9. A shop steward of Fida International ry can represent missionaries sent by the Pentecostal congregations in Fida's work if no shop steward has been elected in the congregation.

3 §

Election of a shop steward

1. An election for selection of a shop steward may be held in the workplace, and all employees within the scope of the collective labour agreement must be provided with the opportunity of participating in the election. However, the arrangement and completion of the election must not interfere with work. The election times and locations of elections held in the workplace

must be agreed upon with the employer no later than 14 days prior to the election. The execution of an election is mainly the duty of the shop steward proper or, if he or she is unavailable, the deputy shop steward, if any. Required time used by these employees for the execution of elections is considered time spent on shop steward's duties.

2. The appropriate local branch, shop, or similar, or the employees' union, shall notify the employer in writing of the shop steward elected, any deputy, and their resignation or dismissal from duties.

4 §

Shop steward's employment relationship

1. Unless otherwise prescribed in this agreement, a shop steward is, in his or her employment relationship with the employer, in the same position as all other employees. The shop steward is personally responsible for his or her adherence to the general terms for work, working times, work supervision orders, and administrative orders related to the workplace.
2. 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.
3. 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.
4. Should workers for the company be fired or laid off for financial or production reasons, the order of procedure must be such that the shop steward will be the last person to be targeted with such measures. Deviation from this provision is allowed if the employer is unable to offer the shop steward any work corresponding to his or her profession or competence. If a shop steward considers him- or herself to have been fired or laid off in violation of the above provisions, he or she is entitled to demand that the matter be settled among the organisations.
5. The employment of a shop steward may not be otherwise terminated without the consent of the majority of employees as required in Chapter 7, Section 10(1) of the Employment Contracts Act, which shall be determined by an organisation that is a party to the collective labour agreement.
6. A shop steward's employment may not be cancelled by virtue of Chapter 8, Section 1 of the Employment Contracts Act on the grounds that he or she has violated the administrative orders included in Chapter 3, Section 1 of the Employment Contracts Act. A shop steward's employment may not be cancelled because of illness, not even under the grounds for cancellation in Chapter 8, Section 1 of the Employment Contracts Act, without observing the notice period for terminating the employment relationship.

7. 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.
8. The provisions of this section on security of employment shall also be applied to an employee who has served as a head shop steward or shop steward, for six months following the end of that person's shop steward duties.
9. The termination of employment shall be communicated to the shop steward at least one month prior to the commencement of the term of notice in accordance with the collective labour agreement. The notice of termination given to the shop steward shall indicate the reason for termination. The employer shall also inform the appropriate local branch, shop, or similar, or the employees' union, of the notice given to the shop steward.
10. 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 three and at most 30 months' salary. The compensation shall be ordered on the principles provided for in Chapter 12, Section 2(2) of the Employment Contracts Act. As a factor increasing the compensation it must be taken into account that the rights arising from this agreement 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.

5 § Duties of a shop steward

1. The primary task of a shop steward is to serve as a representative of employees within the signatory organisations in relation to matters of application of the collective labour agreement.

Application instruction:

At their own discretion, the shop steward may, in relation to matters of application of the collective labour agreement, also represent employees who are not bound to the signatory organisations.

2. The shop steward acts as a representative of the employees who have the right to select the shop steward with respect to matters related to the application of labour law and generally to do with the relationships between employer and employee and the development of the business entity. The shop steward shall also contribute to maintaining and improving negotiations and co-operation between the entity and its personnel.

6 §

Shop steward's right to obtain information

1. In the event of lack of clarity or a dispute related to an employee's salary or other matters related to the employment relationship, the shop steward must be provided with all information affecting the resolution of the case.
2. The shop steward has the right to receive the following information, in writing or by other mutually agreed means, on the entity's employees represented by him or her:
 - 1) Last and first name of the employee.
 - 2) Date of commencement of employment for new employees as well as fired and laid-off employees. For fixed-term employment relationships, the agreed duration of employment and the basis of the fixed-term nature shall be indicated. The information concerning fixed-term employment contracts is provided on request and no more than once a year.
 - 3) Salary group or similar to which the employee or the task performed by him or her belongs.
 - 4) The wage components in accordance with the collective agreement, a wage component-specific statistic on the number of wage component recipients and the average wage component. The information is provided on request and no more than once a year, on the condition that the information being provided concerns a minimum of 6 persons.
 - 5) Number of the entity's full- and part-time employees, twice a year. This shall also apply to people called to work when necessary or other temporary personnel who have worked within the last six months.
3. The shop steward has the right to get the information referred to in subsections 1 and 3 once a year when a collective labour agreement has been concluded in the sector in question and when the changes imposed by it have been implemented in the entity with respect to employees in service at that time. With regard to new employees, the shop steward has the right to receive the information referred to in subsections 1 and 3 at least quarterly.

Upon the shop steward's request, he or she shall be provided with an account of the kind of information collected in the hiring of employees.

4. If an entity has elected several shop stewards on the basis of Section 2, above, the employer and the shop stewards shall agree upon the principles on which the information shall be distributed between/among the shop stewards.
5. The shop steward has an equal right as a statutory shop steward to acquaint him- or herself with the list of emergency and Sunday work, overtime work, and the increased salary paid for such work.

6. The shop steward shall maintain the confidentiality of information he or she has received on the basis of the above for the purpose of attending to his or her tasks.

7 § Excusing the shop steward from work

1. If the number of employees represented by the shop steward, their turnover, or the number of work locations requires that the shop steward be released from his or her primary work for the purpose of attending to shop steward's duties, an agreement may be made for temporary or regularly recurring release from work for the purpose of tending to shop steward's duties.

If necessary, the parties to the collective labour agreement may agree upon the principles and extent of release from work.

2. The employer and the shop steward shall agree upon the time when the release from work referred to in the first paragraph above shall be granted. In this case, the prerequisites for the company's operations and the possibility of appropriately attending to shop steward's duties must be taken into account.

8 § The shop steward's storage and office space

A shop steward is entitled to storage space for documents and office supplies required in his or her task. A shop steward has the right to use, if necessary, an appropriate office space that can be assigned to the shop steward's use free of charge if the employer has such space in its control. A shop steward has the right to use ordinary office supplies for attending to shop steward's duties.

9 § Compensation for shop steward's duties

The employer shall pay a monthly compensation to the shop steward starting from the following points of time:

Number of salaried employees represented	1 June 2023
–49	49
50–	61

The shop steward's compensation is 77 euros, if the shop steward acts as the only shop steward representing the staff or if a group of shop stewards has agreed upon one shop steward to represent the staff as the chief shop steward in local negotiations.

10 § Compensation for lost income

1. The employer shall compensate for the income that a shop steward loses as working hours either in local negotiations with the employer's representative or when serving in other tasks agreed on with the employer.
2. If a shop steward attends to tasks agreed upon with the employer outside his or her regular working hours, compensation for overtime shall be paid for the time spent.

If necessary, the parties to the collective labour agreement may agree upon the grounds for and amount of compensation.

3. If a shop steward has to travel on the employer's order for the purpose of tending to tasks agreed upon with the employer, he or she shall receive compensation for travel expenses in accordance with the system applied within the business entity.

11 § Shop steward's training

Participation in training has been agreed upon in the training agreement valid among the organisations.

12 § Negotiation procedures

1. In cases of issues related to the performance of work and its technical arrangements, an employee must immediately turn to work supervisors.
2. Disputes related to salary and other employment terms shall be settled locally between the employer or its representative and either a shop steward or the employee him- or herself.
3. Local negotiations should be started and completed without undue delay.
4. A memorandum of local negotiations must be drafted if either party so requests. The memorandum shall be made and signed in two copies, one for each party.
5. If a dispute cannot be resolved in local negotiations, the order of negotiations prescribed in the Section 6 of the collective labour agreement shall be applied.
6. If the employer does not attend to negotiations with the shop steward itself, the shop steward shall be notified of the employer's representative and his or her area of operation and authority if it is limited to certain groups either regionally or in terms of human resource issues.
7. If a dispute is related to the termination of employment of a shop steward as referred to in this agreement, local and inter-organisational negotiations

must also be initiated and completed without delay once the grounds for termination have been contested.

13 § Validity of the agreement

1. This agreement is valid from 1 March 2023 until further notice. The agreement may be terminated with two months' notice.
2. An organisation wishing to amend this agreement must submit a written proposal for amendment to the other parties, after which the matter shall be discussed in inter-organisational negotiations.

Helsinki, 1 March 2023

SERVICE SECTOR EMPLOYERS PALTA

AKI-UNIONS

THE UNION OF CHURCH EMPLOYEES IN FINLAND

Training agreement

1 § Vocational further training, supplementary training and retraining

When the employer provides an employee with vocational training or sends the employee to training events related to his or her profession, the costs of training and the loss of income for regular working hours shall be compensated for. If training is conducted outside working hours, the time spent shall not be deemed working hours but the employee shall be compensated for direct costs incurred.

2 § Joint training

Joint training required for the co-operation between the employer and the personnel shall usually be given at the workplace level. Participation in training shall be agreed upon workplace-specifically in a co-operation body or, if no such body exists, between the employer and the shop steward. Participation in training shall be compensated for similarly to training covered by Section 1.

3 § Trade union training

1. Retention of employment and notification periods

An employee shall be provided with the opportunity to attend a course of no more than one month that is approved by the training task force if the need for training has been jointly determined by the employer and the employee seeking to attend the course and if the employee can attend the course without causing significant harm to the employer.

In the event of a negative decision, the shop steward shall be notified at least 10 days in advance of the commencement of the course as to why granting of leave would cause significant harm.

Notification of intent to attend a course must be provided as soon as possible. When the duration of a course is no more than one week, notice must be given at least three weeks before the commencement of the course; for a longer course, it must be provided at least six weeks beforehand.

Occupational safety training should be directed particularly at occupational safety and health representatives.

2. Compensation

A shop steward, an occupational safety and health representative, and a member of an occupational safety committee are allowed to participate in

courses referred to in the previous paragraph and approved by the training committee without any reduction in salary. However, loss of income shall not be subject to compensation for a shop steward for a period longer than one month, or for a period longer than two weeks for other employees. Another prerequisite for compensation for loss of income is that the course in question be associated with the participant's co-operation duties within the workplace.

In addition to shop stewards, compensation for loss of income shall be paid to the chairperson of a registered sub-organisation of a union if the registered sub-organisation has at least 100 members.

4 § Social benefits

Participation in a trade-union training event referred to in Section 3 does not cause a reduction in annual holiday, pension, or comparable benefits.

5 § Training work group

A training committee shall be established for the purpose of implementation of trade-union training as referred to in the agreement, and each of the parties shall nominate two representatives.

The training committee shall approve courses for one calendar year at a time. If necessary, courses may, however, be approved in the middle of a calendar year.

Before the decision to approve a course, the training committee shall receive a report on the curriculum, the time and venue of the course, its target group, the participants, and any other information that may be requested by the training committee. A jointly determined need for training is required for approval of a course. The training committee has the opportunity to observe the teaching given in an approved course.

The unions shall inform of the courses approved by the training committee for the next year no later than two months before the commencement of the first course.

6 § Period of validity

This agreement shall enter into force on 1 March 2023 and remain in force until terminated with three months' notice.

Helsinki, 1 March 2023

SERVICE SECTOR EMPLOYERS PALTA

AKI-UNIONS

THE UNION OF CHURCH EMPLOYEES IN FINLAND

Agreement on local bargaining

1 §

Local agreements deviating from the provisions of the collective labour agreement in force may be made in accordance with this agreement.

A local agreement may be made within the limits prescribed by legislation and the collective labour agreement. However, a local agreement weakening the minimum terms of employment agreed upon in the collective agreement may not be concluded. In addition, in the case of financial and production-related problems, it is possible to agree on minimum terms concerning salary or other corresponding financial benefits in accordance with the protocol annexed to this agreement.

2 §

The parties to negotiations and agreement may be an employer bound by the collective labour agreement or its representative and a shop steward or, in the absence of a shop steward, the employees or their authorised representative. Furthermore, the parties to the collective labour agreement may agree upon local deviations from the collective labour agreement.

3 §

Any proposal for a local agreement must state the provision of the collective labour agreement that the agreement addresses and provide grounds for deviation from the collective labour agreement. To be valid, a local agreement must be made in writing and must indicate the parties concerned, the relevant provision of the collective labour agreement, and what has been agreed upon. The employer shall provide the shop steward with the necessary information regarding the matter to be negotiated. The agreement may be for a fixed term or valid until further notice. In the latter case, the parties may terminate the agreement with three months' period of notice. If the agreed arrangement is bound to a certain period, the arrangement shall continue until the end of the period.

4 §

A local agreement shall enter into force at the agreed time. The parties to the collective labour agreement must be notified of any local agreement made in accordance with this agreement, without undue delay.

5 §

This agreement is valid as a part of the collective labour agreement among the signatory organisations and shall be terminated without separate notice when the collective labour agreement terminates. However, a local agreement in effect shall remain valid as agreed.

6 §

Disputes related to the interpretation of this agreement and local agreements based on this agreement shall be settled similarly to disputes pertaining to the collective labour agreement.

Helsinki, 7 October 2016

SERVICE SECTOR EMPLOYERS PALTA

KIRKON AKATEEMISET AKI r.y.

THE UNION OF CHURCH EMPLOYEES IN FINLAND

Protocol on local bargaining

1 §

The signatory organisations agree that the minimum terms and conditions related to salaries or other financial benefits that are set forth in the collective labour agreement and salary agreement signed by the organisations may be deviated from by local agreement in order to secure activity and jobs as agreed here.

2 §

An agreement in accordance with this protocol may be made with regard to an employer entity or part thereof, and the parties to the agreement are an employer bound by the collective labour agreement or its representative and a shop steward or, in the absence of a shop steward, the employees or their authorised representative.

3 §

A prerequisite for making an agreement as referred to in Section 1, above, is the existence of grounds referred to in Chapter 5, Section 2 or Chapter 7, Section 3 of the Employment Contracts Act (so-called financial or production-related grounds).

When negotiating an agreement referred to in this protocol, the employer shall provide the information required for negotiations in compliance with the valid Act on Co-operation within Undertakings. The legal reference is not part of the collective labour agreement. If necessary, the parties may employ the services of experts.

4 §

An agreement referred to in this protocol shall be made for a fixed term of no more than one year at a time.

5 §

In all other respects, agreements among the parties to the collective labour agreement that address local bargaining shall be complied with.

Helsinki, 1 February 2018

SERVICE SECTOR EMPLOYERS PALTA

KIRKON AKATEEMISET AKI r.y.

THE UNION OF CHURCH EMPLOYEES IN FINLAND

Employment contract template

EMPLOYMENT CONTRACT OF AN EMPLOYEE OF CHRISTIAN ORGANISATIONS	
1. Parties	Employer, business ID and address: Employee, personal identity code and address: The employee shall work under the direction and supervision of the employer.
2. Validity	<input type="checkbox"/> The employment relationship is valid until further notice. Period of notice is defined in accordance with Section 10 of the collective labour agreement. <input type="checkbox"/> The employment is fixed-term and its calendar period or estimated duration is: The justified grounds for fixed-term employment:
3. Employment start date	
4. Trial period	<input type="checkbox"/> A trial period (Section 9.1 of the collective labour agreement) has been agreed upon, and it will end on:
5. Place(s) of work	
6. Main duties	If necessary, the employee also performs other work that is part of the normal activities of the workplace, as indicated by the employer.
7. Working hours	The regular working hours of the employee in accordance with the Section 14 of the collective labour agreement are:
8. Salary	At the beginning of the employment relationship, the competence classification in accordance with the salary agreement that is part of the collective agreement is: At the beginning of the employment, the salary is:
9. Annual holiday	Annual holiday is granted in accordance with Sections 22–24 of the collective labour agreement and Chapter 2 of the Annual Holidays Act.
10. OTHER TERMS	
11. Attachments	
12. COLLECTIVE AGREEMENT	In addition to legislation, employment shall be subject to the generally binding collective agreement for the Christian organisations (Service Sector Employers PALTA, The Union of Church Employees in Finland and AKI-unions), as well as the internal guidelines and provisions of the workplace to the extent that terms more beneficial for the employee have not been agreed upon in this agreement.
13. Signatures	This employment contract has been drawn up in two identical copies, one for each party. Date and place: _____ Date and place: _____ Representative of the employer _____ Employee _____

Attachment: Working time account

Concept and purpose

The purpose of the working time account is to support the productivity and competitive strength of the workplace community, the flexible use of working hours and the consideration of employees' individual working time needs.

Working time account refers to the reconciliation of work and leisure time introduced at the workplace level, meaning that it is agreed that different components are saved and combined with each other on a long-term basis. The working time account system does not replace the existing working time and levelling systems, but must complement them in an effort to reconcile working time and leisure time.

The time restrictions and other restrictions concerning items agreed as components of the working time account are superseded by the working time account agreement, unless otherwise agreed.

Implementation of the working time account

The implementation and details of the working time account shall be agreed in writing between the employer and the employee's representative (shop steward) or, in the absence of a shop steward, the employees or the registered employees' association.

At least the following matters shall be agreed upon in the implementation agreement concerning the working time account:

1. Which employer sites are covered by the agreement
2. To which employees the agreement applies
3. What are the components of a working time account; for example, the following components may be agreed upon:
 - time off for additional and overtime work as referred to in Section 18
 - Sunday compensation
 - positive balance of flexitime
 - the proportion of extended working time, exceeding normal working time (Section 14.4 of the collective labour agreement)
 - the regular working time of those with hourly wages
 - exchanging the holiday pay for flexible time off
 - compensations related to work at camps
 - proportion of annual leave that has been agreed to be carried over
4. Maximum limits of regular daily and weekly working hours

5. Saving limits of the working time account
6. Salary basis for saving time
7. How long a levelling period of working hours shall be
8. How incapacity for work affects the use of leave based on the working time account.

The agreement must also include the principles for the organisation of regular daily and/or weekly working hours, as well as the means of communication and organising of the working hours.

If the parties intend to agree that any euro-denominated bonuses or the like may also be transferred to the account, the manner of their conversion to time will also be agreed locally.

The individual employee may join the working time account on a voluntary basis, and joining requires an explicit written agreement between the employer and the employee.

Use of the working time account

Balance limits for the working time account can be freely agreed upon. However, when agreeing on a levelling period of more than one year, the average regular weekly working time may not be more than what is stated in the Working Hours Act.

When calculating the length of annual leave, days off that were given on full working days are counted as equivalent to working time.

The taking of leave that was deposited in the working time account and the procedures related to it are agreed upon locally.

The salary is paid as a regular monthly or hourly salary as it is determined according to the time of taking the leave.

A so-called time priority principle shall be applied in cases when a person is incapable of working during a leave that is based on the working time account system, unless otherwise agreed on an employer-specific basis. For example, it can be agreed locally that the working time account leave will be transferred from the time of the incapacity to a later period of time, after a waiting period of five working days.

Termination of employment

Balances in the working time account shall be settled before the end of the employment relationship. However, if the working time account contains saved

working time at the end of the employment relationship, the time will be compensated for in a locally agreed manner in connection with the final settlement.

The employer decides to what extent and when the leave may be taken during the period of notice, and to what extent it will be paid in connection with the final settlement.

Terminating the working time account agreement

The notice period for the working time account agreement is twelve months, unless otherwise agreed locally. Unless locally otherwise agreed, the implementation agreement concerning the working time account of an individual employee may be terminated with a notice period of six months.

Reconciliation of working time balance takes place within the period of notice. If the time balance has not been settled during the period of notice, they shall be compensated in payment as they would at the end of the employment relationship, unless otherwise agreed locally.

palta

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