

EMPLOYMENT CONTRACT

The returned and signed employment contract is exempt from public disclosure. Freedom of Information Act [*Offentlighetsloven*] Section 13; Public Administration Act [*Forvaltningsloven*] Section 13.1 No. 1

1. Name:

National identity number. (11 digits):
 (to be filled in by the employee)

Address:

Citizenship:

has entered into the following employment contract with the Norwegian University of Science and Technology (NTNU):

2. The employment contract is subject to the terms and conditions stipulated in the collective agreement and regulations for NTNU.
 (The employee is required to complete an approved course in university teaching within two years of commencement.)
 (It is a prerequisite that within three years the employee can demonstrate skills in Norwegian or another Scandinavian language equivalent to level three in the course in Norwegian for speakers of other languages held at the Department of Language and Communication Studies.)
3. Position: xx / (substitute position as xx/temporary appointment as xx)
 Full-time equivalent: xx
4. The place of work is currently at xx.
5. The position starts on xx / the appointment applies to the period xx, after which the appointment expires without prior notice/ the appointment is a substitute position and lasts until the permanent employee returns to the position, but not beyond xx.
 The person who is appointed must accept changes in the place of work and work description.

 (**Must be included for temporary appointments**):
 The legal basis for temporary appointment is Section 3 subsection 2 xx (a, b or c, etc.) of the Civil Service Act [*Tjenestemannsloven*].
6. Holiday leave and holiday pay are granted in accordance with the Act relating to holidays [*Ferieloven*] and central special agreements.
7. Notice periods apply in accordance with sections 8, 9, 10 and 11 of the Civil Service Act.
 A trial period of 6 months is in effect; see Section 8 of the Civil Service Act [*Tjenestemannsloven*].
8. The grade code for the position is xx. *The salary at commencement is (for part-time: xx % of the salary) according to salary grade xx in the State salary scale, NOK per year (for appointment for less than one year: per month.)* A deduction of 2% is made

as a statutory contribution to the Norwegian Public Service Pension Fund. The salary is paid into the account on the 12th of each month.

(For employees outside Norway who carry out assignments (their work) in their country of origin, and who are resident, pay tax and receive social security benefits in their country of origin, the gross annual salary is agreed in relation to the salary scale and includes holiday pay. Salaries are paid monthly throughout the year as 1/12th of the gross annual salary according to the salary scale, and thus no holiday pay is calculated in June. The employee must apply via the Faculty for exemption from deduction of pension contributions.

If an error in pay is made on a salary payment date, the parties agree that the salary payer can make the necessary adjustment on the next salary payment date, within the scope of Section 14-15 of the Working Environment Act [*arbeidsmiljøloven*].

The employee has a duty to check that the agreed salary matches the amount shown on the payslip, and must report any errors immediately.

9. The normal hours of work are in accordance with the collective pay agreement in force.
10. Collective agreements, etc.
The employment relationship is governed by the agreement(s) in effect at any time:
 - the Basic Collective Agreement for the civil service
 - the main agreement
 - relevant central special agreements
 - local special agreements
 - institutional pay policy
11. NTNU's employment regulations form part of this contract.
12. The employee must not hold additional positions, second jobs, board appointments or other paid assignments that might interfere with or delay his or her normal work unless special instructions or permission apply. Please see the *Guidelines for external work by NTNU staff*.

In other respects, see the guidelines in force on the allocation of working hours to research and teaching at NTNU [*Fordeling av arbeidstid til forskning og undervisning ved NTNU*] and Section 4.2 of the institutional pay policy for NTNU [*Lokal lønnspolitikk for NTNU*].

13. In other respects, the appointment is subject to the applicable provisions of the Act relating to Civil Servants [*lov om statens tjenestemenn*], the Public Service Pension Fund Act [*lov om Statens pensjonskasse*], the Working Environment Act [*arbeidsmiljøloven*], and the Universities and Colleges Act [*lov om universiteter og høyskoler*].

