**Employment Agreement for** **employees working for NTNU Internationally**

The employment agreement, coupled with any pertinent notifications, encapsulates the employment terms at the moment of hire. The appointment imposes a duty to adhere to the provisions relevant to the position, as they may evolve over time.

**1** **Parties to the agreement**

|  |  |
| --- | --- |
| **Name of Employee**  (as written in passport) | **Name of Employer** |
|  |  |
| **Date of Birth** | **Norwegian organizational number** |
|  |  |
| **Passport ID** | **Faculty** |
|  |  |
| **Citizenship** | **Department** |
|  |  |
| **Residential address** | **Address** |
|  |  |
| **Contact information** | **Contact information** |
| **Email:**  **Phone number:** | **Email:**  **Phone number:**  **Contact person:** |

**2** **Position and place of work**

|  |  |
| --- | --- |
| **Country in which work for NTNU will be performed:** |  |
| **Work place/location (e.g homeoffice, local university campus, work share, etc.):** |  |
| **Position code:** |  |
| **Job title:** |  |
| **Percentage of fulltime position:** |  |
| **Startdate:** |  |
| **Temporary position:** | No  Yes. The termination date for temporary appointment is:  \_\_\_\_\_\_\_\_\_ *(fill in date)*  The provisions of section 9 (1) a) b) c) d) e) (choose the correct alternative) of the Public employee Act concerning terms for temporary appoinments apply  Or  The provisions of section 6-6 of the Act relating to Universities and University Colleges apply (only for prof.II positions)  (*delete the alternative not relevant for this position)* |
| **The position is financed by external funds:** | **Yes \_\_ No\_\_**  **If yes:**  The position is financed by external funds up to (date). Please note that loss of external funding is considered equivalent to loss of work assignments; see § 19 (1) of the Public Employees Act. In the event of dismissal by the employer, the notice period is according to § 22 (1) of the Public Emplyees Act. |
| **Description of work tasks**  **(changes may occur):** |  |

**3** **Trial-period and termination**

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| --- | --- |
| **Duration of trial-period** | The provisions of section 15 of the Public employee Act concerning probationary period apply. The probationary period is 6 months from appointment. |
| **Termination of employment** | Termination of the employment realtionship is governed by § 19-21 of the Public Employees Act. Notice periods apply in accordance with § 22 of the Public Employees Act. |

**4 Remuneration**

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| **General pay conditions** | Annual salary: [sett inn årslønn på aktuelt lønnstrinn]  A deduction is made for organizational development initiatives, currently NOK 400 per year for a 100% position.  If an incorrect salary payment has been made, the employer may in a later salary payment make the adjustment necessary to correct the error, see § 14-15 of the Working Environment Act. The employee must be notified and given the opportunity to comment before any deduction is made. The employee has a duty to check that the salary is correct and must report any errors immediately. |
| **Pay date** | 12th of every month. |
| **Currency** | The employee's salary will be disbursed in the following currency: |

**5 Bank information**

|  |  |
| --- | --- |
| **Name of the bank** | **Bank account number** |
|  |  |
| **IBAN-code (for countries with IBAN code)** | **BIC adress (swift-code) (8 or 11 digits)** |
|  |  |
| **Bank address:** |  |

**6 Working hours**

|  |  |
| --- | --- |
| **Working hours** | For Scientific staff: 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”).  For administrative staff: Working hours applies as stated in section 10 in the Working Environment Act. In case of local legislation (where the work is excecuted) beeing more benefitial to the employee in regards to working hours, local regulations applies. |
| **Holiday** | For holiday leave and holiday pay applies local jurisdiction as follows through local law.  For employees outside Norway who carry out 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. The salary is 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.  All holidays must be in agreement with and reported to your employer. |

**7 Miscellaneous**

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| **Secondary employment provision** | The employee is obligated not to engage in supplementary positions, secondary employment, board roles, or any other compensated duties that could potentially interfere with or impede their standard work, unless expressly directed or authorized. For Professor II positions, it is assumed that there is a 100% primary position, and the aforementioned limitations for additional roles and positions apply to any such beyond this 20% secondary role as Professor II at NTNU and the 100% primary position."For further details, please refer to the guidelines pertaining to external employment located at  <https://i.ntnu.no/wiki/-/wiki/English/Regulations+regarding+second+jobs> |
| **Intellectual rights** | The employee asserts familiarity with NTNU's Intellectual Property Rights (IPR) policy, specifically including Section 6, "Ownership and Usage Rights of IPR". This policy can be accessed at: <https://i.ntnu.no/wiki/-/wiki/English/Policy+for+intellectual+property+rights+-+IPR>  Upon signing the employment agreement, the employee acknowledges and consents that any rights derived from their work outputs will be automatically transferred to the employer as they are produced, within the parameters and to the extent delineated by the university's Intellectual Property Rights policy. |
| **Confidentiality** | Individuals engaged by NTNU are bound by a confidentiality obligation in accordance with the Public Administration Act, along with any specific confidentiality rules relevant to the role. By signing this employment contract, the appointed individual affirms their awareness of, and commitment to abide by, these confidentiality regulations. |

**8 Legal venue**

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| **Norwegian legislation regulating the employment relationship** | The parties agree that the appointment takes place on the terms in effect at any time for public employees under the Working Environment Act (*arbeidsmiljøloven*), and on the basis of the Act concerning public employees of 16 June 2017 No. 67 (*statsansatteloven*), the Public Service Pension Fund Act of 28 July 1949 No. 26 (*lov om Statens pensjonskasse*), the Act on the Retirement Age of Civil Servants of 21 December 1956 No. 1 (*lov om aldersgrenser for offentlig ansatte.*) and the Act relating to Universities and University Colleges of  1 April 2005 No. 15 (*universitets- og høgskoleloven*). The employment relationship is also governed by NTNU’s internal special agreements, pay policy, human resources policy and guidelines, etc. available at [www.ntnu.edu/jobs](http://www.ntnu.edu/jobs) |
| **Dispute resolution** | In case of dispute arising from this agreement, this should be settled in Norwegian court. The legal venue is Trondheim, Norway. |

**9 Social security, pensions and insurance**

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| **Social security** | * Employees from outside EU/EEA: The employee is *not* a member of the Norwegian social security scheme. The employee is obligated to provide the employer with a Certificate of Coverage from employee's state of residence. * Employees from EU/EEA working in another EU/EEA country: Membership in the Norwegian national insurance normally applies when working for NTNU as a state university and the employee must apply for a Norwegian A1. |
| **Insurance** | * Employees from outside EU/EEA: As a non-member of the Norwegian social security system, the employee is *not* covered by a group life insurance through the Norwegian Public Service Pension Fund (Statens pensjonskasse), or the Norwegian occupational injury insurance. * Employees from EU/EEA working in another EU/EEA country: Membership in the Norwegian social security normally applies, and the employee is thus covered by group life insurance in the Norwegian Public Service Pension Fund (Statens Pensjonskasse) and by the Norwegian occupational injury insurance |
| **Occupational pension** | * Employees from outside EU/EEA: As a non-member of the Norwegian social security scheme, the employee is *not* covered by the Norwegian Public Service Pension Funds (Statens Pensjonskasse) occupational pension scheme. * Employees from EU/EEA working in another EU/EEA country: As a member of the Norwegian social security scheme, the employee is covered by the Norwegian Public Service Pension Funds (Statens Pensjonskasse) occupational pension scheme. A compulsory salary deduction of 2% from the salary is thus every month to the Norwegian Public Service Pension Fund. |

*This contract may be subject to change*

Place and date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Signature, Employer Signature, Employee