**Arbeidsavtale / Standard Contract of Employment**

# Beholdes av arbeidsgiver - kopi til arbeidstaker /

To be retained by the employer with a copy to the employee

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **1. Virksomhet / Employer** | | | | | | | |
| Navn / Name | | | | | Organisasjonsnummer / Employer's organisation number | | |
| Adresse / Address | | | | | | | |
| **2. Arbeidstaker / Employee** | | | | | | | |
| Navn / Name | | | | | | | Fødselsdato / Date of birth |
| Adresse / Address | | | | | | | |
| **3. Arbeidsplass / Place of work** | | | | | | | |
|  | | | | | | | |
| **4. Ansatt som / Job title/description** | | | | | | | |
|  | | | | | | | |
| **5. Tariffavtale / Collective agreement** | | | | | | | |
| Arbeidsforholdet er regulert av følgende tariffavtale: / The employment is regulated by the following collective agreement: | | | | | | | |
| Eventuelle tariffparter / Parties to the collective agreement (if applicable) | | | | | | | |
| *Sjekk alle punkter nedenfor med tariffavtalen / Check that all of the following points comply with the collective agreement* | | | | | | | |
| **6. Arbeidsforholdets varighet og arbeidstid / Duration of employment and working hours** | | | | | | | |
| Ansatt fra / First day of employment | Stillingsbrøk / Percentage of full-time post | | | Fast ansatt / Midlertidig ansatt /  Permanent employee Temporary employee | | | |
| Forventet varighet dersom arbeidsforholdet er midlertidig: / Expected duration if the employment is temporary: | | | Grunnlaget for midlertidig ansettelse: / Basis for temporary employment: | | | | |
| Ukentlig arbeidstid (lengde) / Weekly working hours (duration) | | | Daglig arbeidstid (lengde) / Daily working hours (duration) | | | | |
| Arbeidstidens plassering / Disposition of working hours | | | | | | | |
| Tidspunkt for arbeid (kun dersom arbeidet skal utføres til ulike perioder/tidspunkt /dager) /Dates of work (only if the work is to be performed during different periods or on different dates/days) | | | | | | | |
| Eventuell særlig arbeidstidsordning / Any special arrangement regarding working hours | | | | | Pauser (lengde) / Breaks (duration) | | |
| Arbeidstakers oppsigelsesfrist / Notice period applicable to the employee | | | Arbeidsgivers oppsigelsesfrist / Notice period applicable to the employer | | | | |
| Ferietid, fastsettes i henhold til ferielovens bestemmelser / Holidays are to be decided according to the provisions of the Holidays Act | | | | | | | |
| *Arbeidsgiver kan pålegge arbeidstaker å jobbe mertid og overtid etter arbeidsmiljølovens bestemmelser (arbeidsmiljøloven § 10-6). / The employer may require the employee to work additional hours and overtime pursuant to the provisions of the Working Environment Act (see section 10-6 of the Working Environment Act).* | | | | | | | |
| **7. Eventuell prøvetid / Trial period (if applicable)** | | | | | | | |
| Prøvetidens lengde / Duration of trial period | | | Oppsigelsesfrist i prøvetiden / Notice during trial period | | | | |
| Eventuell forlengelse av prøvetid / Extension of trial period | | | | | | | |
| **8. Lønn / Pay** | | | | | | | |
| Lønn pr. time/måned / Hourly/monthly pay | | Utbetalingsmåte (eventuelt oppgi kontonummer) / Method of payment (bank account number (if applicable)) | | | | Utbetalingstidspunkt / Payment intervals | |
| Overtidstillegg / Overtime supplement | | Helge-/nattillegg / Public holiday/night allowance | | | | Andre tillegg / Other supplements | |
| Godtgjørelse/diett / Allowances/expenses | | | Feriepenger / Holiday pay | | | | |
| **9. Andre opplysninger / Other information** | | | | | | | |
|  | | | | | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **9. Fortsettelse andre opplysninger / Other information** | | | |
|  | | | |
| **10. Signatur / Signatures** | | | |
| Dato / Date | *For arbeidsgiver:* Navn og stilling / For employer: Name and post | Underskrift arbeidsgiver /  Employer's signature | Underskrift arbeidstaker /  Employee's signature |