



TES

Collective agreement
for universities

21.5.2025-31.3.2028

Unofficial translation - In case of discrepancies between the Finnish and the English text, the Finnish text shall prevail

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COLLECTIVE AGREEMENT FOR UNIVERSITIES

The provisions of the collective agreement for universities will be revised with the following terms in accordance with the agreement proposal approved on 21 May 2025:

1. Contract term and validity

Once it has been approved by the administrations of the parties, the collective agreement will enter into force on 21 May 2025 and will be valid until 31 March 2028.

By 31 December 2026, the parties to the agreement will evaluate achievement of the agreement's objectives and the economic and employment prospects that can be assessed. Based on this evaluation, the parties shall have the right to terminate this agreement on 31 March 2027. A notice of termination must be submitted in writing to the contracting parties no later than 31 January 2027.

After 1 April 2028, the agreement will continue a year at a time, unless notice of termination has been given in writing by either side at least six weeks before the end of the agreement.

This agreement shall remain in force notwithstanding its termination until negotiations on a new collective agreement have been jointly found to have ended or until a negotiating party notifies the other parties in writing to this effect.

2. Wage increases during the 2025–2028 contract period

2.1. Increases

The increases shall take effect on the increase date or from the beginning of the salary payment period commencing thereafter.

- general increase 2.5% as of 1 July 2025
- general increase 2.2% as of 1 June 2026
- general increase 2.0% as of 1 June 2027

- local amount 0.3% as of 1 December 2026
- local amount 0.4% as of 1 December 2027

- negotiation pot 0.4% as of 1 December 2027 (see section 2.7)

2.2. Salaries in euros (other than YPJ salaries) and the salaries of Academy Professors and Researchers funded by the Research Council of Finland will be increased as follows: 2.5% as of 1 August 2025, 2.9% as of 1 July 2026, and 2.4% as of 1 July 2027.

- 2.3.** The fixed-rate compensation outlined in sections 7–8 of the regulations concerning the University of Helsinki Veterinary Teaching Hospital (Chapter 9) will be increased as follows: 2.5% as of 1 July 2025, 2.2% as of 1 June 2026, and 2.0% as of 1 June 2027.
- 2.4.** The remuneration paid to the classroom teacher for grades 7 to 9 at the training school and a teacher involved in the evaluation of the student selection tests will be increased as follows: 2.5% as of 1 July 2025, 2.2% as of 1 June 2026, and 2.0% as of 1 June 2027.
- 2.5.** The remuneration of the shop stewards and labour protection delegates will increase as follows: 2.5% as of 1 July 2025, 2.9% as of 1 June 2026, and 2.4% as of 1 June 2027.

2.6. Local amount

The local amount will be determined by the salary amount for September. The amount of the local amount is calculated separately from the salary amount for both staff groups.

The local amounts will be allocated at the employer's discretion to the job-related salary component, including job demand level bonuses valid until further notice, or to the personal salary component.

The employer will discuss with the chief shop stewards the use and distribution criteria of the local amount before the employer asks the supervisors for proposals based on the distribution criteria. Proposals relating to the job demand levels will be discussed in the evaluation group.

After dividing a local amount, the chief shop steward will be informed of how the lot is allocated to the job demand levels, job demand level bonuses and the personal salary components. In addition, information shall be provided on the allocation of the lot by the job demand levels and the number of persons to whom the lot is allocated.

2.7. Allocation for local bargaining 1 January 2027

The working group for the development of the salary system and the working group on the working hours and pay for the training schools both use 0.4% for development. Any system changes will enter into force on 1 January 2027. The local negotiation pot is used on a salary system-specific basis, i.e. separately for teaching and research staff, for other expert and support staff, and for training schools.

If the working group fails to reach a resolution within the deadline and unless otherwise agreed, the negotiation pot reserved for the specified work of 0.4% will be distributed as a local amount the manner decided by the employer, starting 1 December 2026. The lot can be distributed to the job-related salary component including job demand level bonuses valid until further notice, or to the personal salary component.

3. Recommendations

The parties recommend that employers and employees work together to promote the use of flexible working time systems.

The parties recommend that the possibility of a system whereby an employee has the right to be absent from work subject to their own notification for a period of no more than five days, as a result of their illness, be examined at university level.

4. Project for the future collective agreement for universities 2025–2030

The aim of the project is to create a shared understanding between the parties on the future of the work carried out at universities. The project will strengthen dialogue on how work at universities will change and what this means from the perspective of terms of employment. The operating environment is constantly changing, and many trends will affect the work carried out at universities in different ways. Such identified drivers of change include internationalisation, the vision for higher education institutions and artificial intelligence.

The project brings together a view of the direction in which working methods will develop in the future and what different new operating methods will mean in terms of supervisory work, self-management, work arrangements, the learning of new things, and a person's development at work. The diversity of university teaching, evolving learning environment, various starting points for students' learning, and the strengthening of the autonomous foundation of research and science require a joint examination by both employers and employees. The aim is to develop a working culture to support the community's wellbeing at work and competence development.

The project includes the identification and sharing of good practices, it highlights the quality elements of changing university education and aims to deepen a shared understanding of what the identified future trends will require from the development of terms of employment. The project will run for five years, and the data from the WORK 2030 project will be utilised within its various activities.

More specific objectives and an appropriate implementation method, as well as forms of dialogue will be decided between the Parties.

5. Working groups

5.1. Working Group on Statistics

The task of the working group on statistics is to address the common knowledge base as well as questions of production and reliability of statistics. The working group will examine the wage concepts and other concepts used in connection with statistics on wages and salaries and the requirements set by the collective agreement for statistics on wages and salaries.

The working group shall cooperate with the collective bargaining negotiators on issues related to the development of statistics and, where appropriate, provide expert assistance to universities on issues of statistical cooperation. Each party shall have the right to bring any statistical matter of its choice before the working group on statistics.

Sivista is responsible for the practical arrangements for working group meetings.

5.2. Working group on the salary system for teaching and research staff and other expert and support staff

The purpose of the working group is to develop the provisions on salary systems in chapter 6 of the collective agreement for universities. The group's work will begin on 1 September 2025.

The working group will bring together the needs for changes in the salary system identified by the parties and negotiate on the changes to be implemented. The needed changes identified by the employer include reduction and simplification of administrative work related to the salary system. Needed changes identified by the employee side include improvements to the incentives in pay and to the usability of the salary system in different assessment systems. In other respects, the objectives of the parties will be formed in more detail during the working group's work.

The working group may use external salary system experts to assist in its work. The parties shall agree separately on the distribution of any costs incurred.

The working group will prepare amendments to the provisions concerning the systems by 31 August 2026, unless otherwise agreed in the working group. Changes to salary systems negotiated by the working group will enter into force on 1 January 2027, unless otherwise agreed in the working group. The working group will provide training to the universities, evaluation group members and shop stewards as necessary, and monitor the implementation of salary system changes.

Juko, Pro and JHL will see to the practical arrangements of the working group's meetings.

5.3. Working group on working hours and pay for teacher training schools

The purpose of the working group is to develop the salary system and working hour regulations for teacher training schools (book 2). The working group will bring together the needs for changes identified by the parties and negotiate on the changes to be implemented. The group's work will begin on 1 September 2025.

The working group will prepare amendments to the provisions concerning the salaries, the salary system and working hours by 31 August 2026, unless otherwise agreed in the working group. Changes negotiated by the working group will enter into force on 1 January 2027, unless otherwise agreed in the working group. The working group will provide training to the training schools, evaluation group members and shop stewards as necessary and monitor the implementation of changes.

Sivista is responsible for the practical arrangements for working group meetings.

6. The principle of continuous negotiation

In accordance with the principle of continuous negotiation, the parties shall negotiate on a regular basis on the need for amendments to the collective agreement identified during the contract period.

7. Taking legislative changes into account

The parties have written the texts of the collective agreement relating to family leave reform, which will come into force on 1 August 2022, in such a way as to comply with mandatory legislation and to treat workers and their families equally and on an equal footing. If the parties' assessment subsequently proves to be incorrect, the parties undertake to correct the texts of the collective agreement in such a way that the costs of the collective agreement do not increase.

8. Fees of the evaluation groups

The chairperson and members of the evaluation group pursuant to the provisions on the salary system for universities are paid a fee, the amount of which for a member is 360 euros and for the chairperson 720 euros per year. The fee is paid for a period of 12 months in arrears. If the party concerned has not participated in the work of the group during a calendar month, the fee shall be paid to the person acting as a deputy for each calendar month as 1/12 of the aforementioned fee.

If a person serves in the aforementioned position in two or more groups, the fee shall be paid for a maximum of two groups.

9. Experiment on total working time (additional protocol)

A fixed-term additional protocol related to the experiment on total working time is attached to this conciliation proposal.

10. Changes to the collective agreement

- 10.1. The name of the collective agreement will be changed to the Collective Agreement for Universities.
- 10.2. Other collective agreement amendments have been agreed to between the parties on 14 May 2025. These include changes to chapters 1, 3, 4, 9 and the regulations concerning training schools (not attached to this agreement proposal).
- 10.3. Stylistic changes in chapter 5 by which the parties have not intended to change the content or interpretation of the collective agreement, with the exception of content changes made to sections 2 and 4.

Section 5 will be amended as follows:

Section 1 Scope

~~With the exceptions specified below, these regulations on total working time shall apply to university teaching and research staff falling within the scope of the evaluation system for teaching and research staff in the salary system for universities.~~

~~These regulations shall also apply to academy professors and academy researchers in respect of working time and transition provisions.~~

~~The regulations shall nevertheless not apply to teaching and research staff whose working time can be controlled by the employer in the manner referred to in the Working Hours Act owing to the nature of the work and the place where the work is done. Where necessary each university shall specify the duties of this kind that fall outside the scope of the agreement.~~

These regulations on total working time shall apply to university teaching and research staff falling within the scope of the evaluation system for teaching and research staff in the salary system for universities. These provisions shall apply to academy professors and academy researchers in respect of working time.

However, these provisions shall not apply to:

- teaching and research staff whose working time can be controlled by the employer in the manner referred to in the Working Hours Act owing to the nature of the work and the place where the work is done. Where necessary each

university shall specify the duties of this kind that fall outside the scope of the agreement.

Application instruction: The regulations will therefore not apply to teaching and research staff whose duties require them to work regular or flexible hours in university facilities. If an employee in these circumstances works outside of the hours of work enabled by normal working hours and flexible working hours, the prior written order of a supervisor shall always be required for any payment of compensation for additional work or overtime.

- students, who are completing a basic degree and in an employment relationship with the university.
- service relationship arrangements for teaching medicine and dentistry between university and hospital functions.

~~These regulations shall not apply to students who are engaged in undergraduate degree studies and are employed by the university.~~

~~The regulations shall likewise not govern service relationship arrangements for teaching medicine and dentistry between university and hospital functions.~~

Section 2 Objectives

The objective is to increase the flexibility of working arrangements, add to wellbeing at work, improve conditions for research, promote artistic endeavours, enhance research-based teaching, and develop new, more stimulating forms of teaching and studying.

Section 3 Working time and work plan

The annual working time of teaching and research staff covered by these regulations is 1,612 hours, and their allocation to different task areas during the following academic year is recorded in the work plan. Employees will be responsible for their own hours of work and for using these hours in duties under the work plan.

~~All employees will co-operate annually with their supervisors to prepare a work plan before the next academic year begins.~~

~~The university shall approve the work plans through their own organisational processes.~~ The university approves the work plans in accordance with its organisation.

~~New work plans for service relationships beginning during the academic year and any modifications in work plans that may be required shall also be processed in the foregoing manner.~~

~~Application instruction: The work plans of unit staff shall be formulated simultaneously, having regard to the need to arrange the teaching operations for which the unit is responsible under the curriculum, to other matters of common responsibility, and to the equitable distribution of duties.~~

~~A work plan shall allow for any extended absences, such as family leaves, that may materially affect the content of the plan and securing rest, especially with regard to the time off during pregnancy. Following an extended period of absence an examination shall be made of completion of the work plan before the absence, and the necessary amendments shall be made to the work plan.~~

~~If new duties are agreed during the academic year that cannot be held to have formed part of the overall duties covered by the work plan, then the work plan shall be modified accordingly.~~

Section 4 Drafting and content of a work plan

All employees will work together with their supervisor each year to prepare a work plan before the next academic year begins. The work plan shall record the allocation of 1612 hours of working time to various field of duty over the following academic year.

~~Application instruction: The work plans of unit staff shall be formulated simultaneously, having regard to the need to arrange the teaching operations for which the unit is responsible under the curriculum, to other matters of common responsibility, and to the equitable distribution of duties.~~

~~A work plan shall allow for any extended absences, such as family leaves, that may materially affect the content of the plan and securing rest, especially with regard to the time off during pregnancy. Following an extended period of absence an examination shall be made of completion of the work plan before the absence, and the necessary amendments shall be made to the work plan.~~

~~If new duties are agreed during the academic year that cannot be held to have formed part of the overall duties covered by the work plan, then the work plan shall be modified accordingly.~~

When drawing up work plans, such matters as the employee's participation in teaching, research activities, societal interaction, international co-operation, administrative/supervisory tasks and other tasks will be taken into account. Attention must be paid to the employee's total workload. The implementation of the employee's previous work plan, especially the distribution of working hours between different task areas, can also be examined in order to assess this.

Principles concerning work plans can be agreed on in local bargaining. If no local agreement has been concluded on the principles of the work plans, the application instructions below must be complied with when drawing up the work plans.

Application instruction: The unit leader shall consider the following principles when approving work plans.

While the duties of teaching and research staff may be weighted towards teaching or research, the aim is for all teaching and research staff to engage in both teaching and research. Efforts will be made to harmonise the work plans for a unit so that each employee has an opportunity by turns to engage in a period of research work free of teaching and administrative commitments.

Dimensioning of teaching duties shall allow for the content of teaching and the preparation work that it requires, and particularly for the time spent in preparing renewable teaching periods.

A maximum of 394 hours of contact teaching per academic year may be included in the work plan for duties weighted towards teaching. The contact teaching time of professors will nevertheless not exceed 141 hours per academic year.

A maximum of 452 hours of contact teaching per academic year may be included in teaching duties that involve no actual research. It is nevertheless not the purpose of this agreement to increase the volume of contact teaching done by an employee previously teaching no more than 392 (394) hours per academic year on the entry into force of this agreement.

The aim is for no increase to occur in the proportion of staff whose duties include no research in addition to teaching.

If the number of teaching hours included in the total working time for some position was nevertheless greater than the foregoing hours when this agreement entered into force, then the said higher number of teaching hours shall be understood as the maximum number for that position.

The maximum contact teaching hours referred to herein may only be exceeded in a work plan with the consent of the employee concerned.

The supervisor and employee shall review the implementation of the work plan and the outcome of work in relation to total working time over the course of the semester.

year Section 5 Changes in work plans and work plans drafted during the academic

Any necessary changes to the work plans during the academic year and any work plans for employment relationships starting during the academic year are processed as described above in sections 3-4 of this chapter.

~~Implementation of work plan~~

~~Employees will be responsible for their own hours of work and for using these hours in duties under the work plan.~~

~~The supervisor and employee shall review implementation of the work plan and the outcome of work in relation to total working time as the need to do so arises during the academic year.~~

Section 6 Work plans of thesis writers

If the main function of an employee engaged in further studies is to write an academic thesis and complete further studies, then participation in teaching work and other duties that is included in the work plan shall be dimensioned in order to enable completion of the thesis within the planned timetable.

Application instruction: It is recommended that no more than 5 per cent of annual working time is used for teaching, and that teaching is linked to the employee's own research interest where possible.

Section 7 Exceptional scheduling of teaching

If the university has decided on special teaching periods for the academic year, then teaching may only be arranged outside of these times with the employee's consent.

Section 8 Teaching outside of the work plan

If an employee has consented to doing more teaching assigned by the unit than was the duty under the work plan, special compensation shall be paid for this teaching work. The basic hourly salary rate for this separate compensation shall be derived by dividing the annual salary of the employee by 1,600.

A university may limit the amount of teaching within the said university that is not specified in a work plan.

Section 9 Effects of agreement

The parties hereto shall monitor the effects of the agreement on the content of the work of teaching and research staff and on the volume of work done under the

work plan, and shall negotiate improvements in the regulations of the agreement as required.

Particular attention shall be paid to monitoring changes in the volume of teaching done by staff whose workload is weighted towards teaching and in the use of various teaching loads within the total working time of 1612 hours.

ADDITIONAL PROTOCOL ON TOTAL WORKING TIME

1. Work plans as a tool for work management

The parties emphasise the importance of work plans in the planning of university work, the management of one's own work and the appropriate distribution of work. The work plans include all the work or work packages that the employee intends to carry out during the academic year within the scope of their total working hours. Line managers play an important role in, e.g. the equal distribution of work and the management of workload. For this reason, persons working in supervisory tasks must also make visible the time spent on supervisory tasks in their work plan.

The work plan must be a genuine tool for planning work. The actual work carried out during the academic year must be based on an employee's work plan. The work plan will be reviewed together with the employee's supervisor and approved in the manner decided on in the university organisation.

The parties to the agreement note that the work plan must be updated as necessary during the academic year. Such a situation may arise if changes to previously defined tasks are agreed upon. The employee should also review the implementation of the completed work plan before the calendar year changes and discuss any necessary changes with their supervisor. The emphasis of the work plan may vary for different academic years, so that within the same university position; there may be more teaching or research during one academic year than another, depending on current needs.

The parties call on the universities to pay attention to the level at which work plans are approved so that the plans could serve as genuine management tools and act as a guide to a sensible planning of work for the entire unit.

2. Principles concerning work plans are approved locally

The principles, recommendations and guidelines concerning work plans vary by university and unit.

The parties state that the planning of the content of the work plans and agreement on the principles are best achieved in universities between the local parties. It is appropriate to agree on the principles concerning the work plans and the related guidance chiefly in accordance with the regulations on local bargaining within the collective agreement.

The parties recommend that each university review the current principles of work plans locally and identify any development needs. Where necessary, the local parties shall establish jointly agreed principles by concluding a local agreement. The regulations of this

Protocol shall not prevent the continuation of existing practices found to be good at a university or its units and require changes to these.

3. Experiment on the planning of total working time

3.1. Purpose of the experiment

The purpose of the experiment is to determine whether new types of total working time regulations can be used to ensure that employees have sufficient time for both teaching and research, which supports the high-quality implementation of the basic tasks of universities.

The aim of the experiment is to develop new operating practices needed to guarantee the quality of teaching and research and to plan teaching tasks as a whole in order to increase wellbeing at work. The parties believe it important that the working hours required for preparation, completion work, teaching development tasks and other teaching tasks are also taken into account more realistically in the planning of total working hours. The purpose of the experiment is not to increase the amount of teaching work, but to make visible the different tasks included in the total working time. Developing and changing teaching methods, such as individual learning paths and digital solutions, may require new ways of planning work.

The experiment aims to develop a more flexible and clearer model that would take into account the diversity of each employee's work, support their wellbeing at work and ensure the high quality of teaching and research.

If the experiment results in situations where there is concern about an increase in an employee's workload, such situations will be investigated locally and, if necessary, processed without delay between the parties.

3.2. Total working time experiment during academic years 1 August 2026–31 July 2027 and 1 August 2027–31 July 2028

If the university has not concluded a local agreement on the principles of work plans in accordance with section 2, or if the local parties disagree on whether there is a need to reform the practices of the university or one of its units, the university or its unit shall try out the new approach to total working time for at least two academic years.

The parties undertake not to attempt to provide instruction or otherwise influence the formulation of an opinion by local parties with regard to local bargaining, experimentation or other total working time instructions.

During the total working time experiment, the principles concerning work plans and maximum number of contact teaching hours laid down in the instructions for the application of chapter 5, section 4 of the collective agreement will not be complied with.

The following principles shall be observed in the experiment, unless otherwise agreed locally:

- The work tasks of teaching and research staff may focus on teaching or research.
- When drawing up work plans for professors, it must be ensured that they have sufficient time to perform the tasks specified for professors in the Universities Act.
 - Research tasks generally account for 30–70% of a professor's total working time.
- Efforts will be made to harmonise the work plans for a unit so that each employee has an opportunity by turns to engage in a period of research work free of teaching and administrative commitments.
- It is recommended that the planning of teaching and research be coordinated in such a way that the planning of the work is transparent.
- Universities may also have staff members whose total working time does not include research. When drawing up work plans for these employees, attention must be paid to ensuring that they have enough time for the development of teaching and development of teaching and research environments that may be included in their task.
- The maximum number of teaching assignments in accordance with the flex-time model mentioned below can only be exceeded in the work plan with the individual's consent.

Unless it has been otherwise agreed locally or jointly stated that there is no need to change existing practices, the following calculation model for the maximum percentage of teaching tasks will be followed during the experiment, unless otherwise agreed:

Model:

Teaching tasks include various forms of teaching and guidance regardless of how they are organised, their preparation and finalisation, joint teaching by teachers, field courses, laboratory teaching, development of teaching, and the development and utilisation of new learning environments.

The following maximum range percentages will apply to teaching tasks:

1. 50–70% of total working time per academic year in a teaching-centred position may be comprised by teaching tasks.
2. 10–40% of a professor's total working time per academic year may be comprised by teaching tasks. If the supervision of doctoral dissertations is considered a teaching task at the university, the number of teaching tasks may be 10 percentage points higher.
3. In teaching positions that do not include research, teaching tasks may account for 70–90% of the total working time per academic year.

4. Possible scheduling of implementation

a) Preparation phase (autumn 2025)

- Joint communication of information and training session for all parties at the level of the federation.
- Local discussions and brainstorming for the experiment and a decision on the working time model to be tested.
- Where necessary, a local agreement on the details of the experiment.
- Analysis of the initial situation at the universities taking part in the experiment or in their units using the available information.

b) Launch of the experiment (spring 2026)

- Universities will inform the employees and supervisors involved in the experiment of the principles of the experiment when it is time to draft work plans for the following academic year (at the latest in early 2026)

c) Monitoring at universities (spring 2026 - autumn 2027)

- Monitoring of the experiment will be agreed between the chief shop steward/shop steward and the employer.
- Universities will collect feedback as agreed locally and make possible clarifications to the practices during the experiment. The feedback will be submitted to the parties in the manner instructed by the parties for the monitoring and development work referred to in section 5.

5. Monitoring of experiences and observations

During the forthcoming collective agreement periods, the parties will monitor how effective the local practices and agreements concerning work plans are, as well as the experiences and observations gained from the total working time experiment.

The experiment will continue until the end of the academic year on 31 July 2028, regardless of when the agreement period ends. The aim of the experiment is to gather experiences for the development and renewal of the current regulations in chapter 5 of the collective agreement. On the basis of the information obtained, the parties shall review and prepare an interim report by the end of 2027. The observations outlined in the interim report will be used in future collective bargaining.

Sivista is responsible for the practical arrangements concerning monitoring

6. Validity

This additional protocol on the planning of total working hours in chapter 5 of the General Collective Agreement for Universities is valid for a fixed period until 31 July 2028. This protocol shall be observed in the preparation of work plans for the academic years 1 August 2026 to 31 July 2028, regardless of whether the general collective agreement for universities is terminated on 31 March 2027 or 31 March 2028.

Signing protocol 21 May 2025

Collective Agreement for Universities

The undersigned organisations the Finnish Education Employers, Negotiation organisation for public sector professionals JUKO, Trade Union Pro and Trade Union for the Public and Welfare Sectors JHL have by this signing protocol agreed to renew the collective agreement on the terms and conditions of employment and remuneration of employees of universities which are members of the Finnish Education Employers, under the conditions indicated in the agreement proposal approved on 21 May 2025.

Stylistic changes in chapters 1 and 3 by which the parties have not intended to change the content or interpretation of the collective agreement, but a change to the content has been made to chapter 1, section 10 (telefax costs -> telecommunication costs):

CHAPTER 1 GENERAL REGULATIONS

Section 1 Scope of the agreement

This agreement stipulates the terms and conditions of employment of employees of universities that are members of Finnish Education Employers (FEE).

(Continues with the text "Nevertheless the agreement does not apply...")

Section 3 Direction and assignment of work and the right to organise

The **employer** shall be entitled to direct and assign work, and to engage and dismiss employees.

(Continues with the text "The right to organise...")

Section 5 End of employment

(Preceded by the text "although, at least in accordance with section 5.1...")

The period of notice shall begin on the day following the calendar day of serving notice of termination.

Continues with the text "Termination of employment shall otherwise comply...")

Section 6 Salary and salary payment

(Preceded by the text: "... in the section concerning the salary system.)

The salary shall be paid to the bank account designated by the employee, from which it shall be available to the employee for withdrawal on the due date.

(Continues with the text "If the salary payment day of an employee falls on...")

(Preceded by the text: ...unless otherwise subsequently stipulated elsewhere in this agreement.)

On termination of employment, all salary and other remittances shall be paid into the bank account **designated** by the employee on the next technically possible general salary payment day respective to the employer.

Section 10 Travelling expenses and per diem allowances

Additional compensation for travel abroad under the heading below section 3.

3) all essential and appropriately justified telephone and telecommunication expenses pertaining to work-related travel and working

Section 17 Limitations

~~The collective agreement for government shall govern the expiry of the right to claim receivables arising from employment or public service before 1 January 2010.~~

~~The right to claim receivables arising from employment after 1 January 2010 shall expire in accordance with labour law provisions governing limitations.~~

Section 17 Local co-operation agreements

co-operation-related training, communication and direct co-operation...

Section 18 Labour protection co-operation

(This is preceded by the text "... after 1 January 2010 shall expire in accordance with labour law provisions governing limitations.")

The context of these activities is the Act on Occupational Safety and Health Enforcement and Co-operation on **Occupational Safety and Health at Workplaces** (44/2006), sections 8 and 12 of the Occupational Health Care Act and chapter 13, section 4, subsection 2 of the Sickness Insurance Act.

Section 19 Duration of the agreement

This agreement shall be valid...

CHAPTER 3

ABSENCES

OTHER ABSENCES

Section 22 Anniversaries and absences pertaining to close relatives

(This ends with the text: "...

Salary shall be paid for the day of absence in accordance with the principles agreed for payment of sick leave salary in section 7 of chapter 1 and section 3 of chapter 3.

..")

Application instruction: A close relative shall denote the employee's married spouse and children and the children of the said spouse, the

*employee's parents or the parents of the said spouse, and the employee's **siblings**.*
(continues with the text "family member refers to...")

The purpose of the stylistic changes in chapter 4 has not been to change the content or interpretation of the collective agreement, but the example tables and their texts have been amended in section 8.2.2.

Chapter 4. WORKING TIME REGULATIONS FOR UNIVERSITIES

1. Scope

These regulations apply to teaching and research staff other than those who fall in the total working time system and teaching staff at teacher training schools.

2. Regular working hours and their organisation

2.1. General working hours

~~Regular working hours shall average not more than 7 hours and 15 minutes per day, and 36 hours and 15 minutes per week.~~

Regular working hours shall average no more than 7 hours and 15 minutes per day, and 36 hours and 15 minutes per week.

~~Regular working hours may also be arranged with no more than 9 hours per day and 45 hours per week.~~

~~Regular working hours may be arranged with no more than 10 hours per day and 50 hours per week by local agreement.~~

~~Hours of work shall be balanced to the maximum average referred to in paragraph 1 over a period not exceeding 12 weeks (or 26 weeks by local agreement).~~

The employee's regular working hours can also be arranged as an average by adjusting the working hours to a maximum of 36 hours and 15 minutes per week. The adjustment period shall not exceed 12 weeks.

Regular working hours may not exceed 9 hours per day or 45 hours per week without the employee's consent.

In a local agreement agreed regular working hours may be no more than 10 hours per day and 50 hours per week. In a local agreement the adjustment period shall not exceed 26 weeks.

Annual holidays and other days off shall be deemed to correspond to daily working time of 7 hours and 15 minutes and weekly working time of 36 hours and 15 minutes. Any balancing of working time required during the current adjustment period shall be implemented during time spent at work.

Efforts shall be made when scheduling work shifts to avoid needlessly short shifts and division of shifts.

2.2. Period-based working time

In addition to the work or workplaces referred to in section 7 of the Working Hours Act, period-based work may be used instead of the general working hours referred to in section 2, if this is necessary for the smooth organisation of the work and it is agreed locally in accordance with the regulations on local bargaining in section 2 of this collective agreement.

Comment: The University of Helsinki Veterinary Teaching Hospital is the veterinary service referred to in the Working Hours Act.

An employee's regular working hours in period-based work are at most

- a. 72 hours 30 minutes over a two-week period, or
- b. 108 hours 30 minutes over a three-week period.

In this collective agreement, a working period refers to periods of two or three weeks as defined in points a. and b. above.

The employee's regular working hours can also be arranged as an average, in which case the working hours must be adjusted to the regular working hours specified in a. or b. Working hours can be averaged over a period of two consecutive three week periods (2 x 3 weeks) or three consecutive two week periods (3 x 2 weeks).

Regular working hours may not exceed 117 hours during either three-week period or 80 hours during any of the two-week periods.

~~Hours of work in periodic work shall average no more than 108 hours and 45 minutes over a work period comprising two consecutive periods of three weeks (totalling 2 x 3 weeks). Working time may nevertheless not exceed 117 hours in the work period.~~

~~The hours of work may also be arranged to average no more than 72 hours and 30 minutes over a work period comprising three consecutive periods of two weeks (totalling 3 x 2 weeks). Working time may nevertheless not exceed 80 hours in the work period.~~

~~In addition to the jobs and workplaces referred to in section 7 of the Working Hours Act, and where necessary for smooth working arrangements and locally agreed in accordance with section 2 of the regulations of this collective agreement governing local bargaining, periodic work may also be used in lieu of the regular working hours referred to in section 1 of this chapter.~~

2.3. Annual additional work hours and training hours

~~The employer has the possibility to have additional work carried out for a maximum of 12 hours and to provide up to 8 hours of paid training with a simple hourly wage per year.~~

The employer has the possibility to require a maximum of 12 hours of additional work and to designate a maximum of 8 hours of paid training each year with a basic hourly wage.

Additional work and training cannot be placed on Sundays, public holidays or the Saturday of a public holiday week.

A basic hourly wage is paid as compensation for additional work and training.

The additional work should be scheduled so that it does not cause unreasonable inconvenience to an individual employee. The need for additional work should be made known as early on as possible and the employee has a right to refuse on a case-by-case basis.

2.4. Impact of weekday holidays on regular working hours

New Year's Day, 1 May, Finnish Independence Day (6 December), Christmas Eve, Christmas Day, Boxing Day and Epiphany, when these holidays fall on a day other than Saturday or Sunday, and Good Friday, Easter Monday and Midsummer's Eve shall each reduce the working time of the week or work period in question by 7 hours and 15 minutes.

Ascension Day shall reduce the working time of the week or work period in question by 7 hours and 15 minutes. Ascension Day shall nevertheless not reduce working time when it falls on 1 May.

Efforts shall be made to reduce **regular** working time in the said weeks and work periods in the foregoing manner. Efforts shall be made to reduce the working time of a part-time employee working during these weeks or work periods in the same proportion as the working time of full-time employees.

If working time cannot be reduced, then compensation for additional work and overtime in the said weeks or work periods shall be paid in the manner agreed in **sections 7 – 13 and in section 15**. Midsummer's Day and All Saints' Day shall not reduce working time.

Comment: Ascension Day shall not reduce working time in uninterrupted three-shift work or in continuous (uninterrupted) forms of working hours in which the annual working time is more than 8 hours shorter than annual working time in daily work.

3. Maximum working time

Review period of maximum working time is no more than 12 months.

4. Section Flexible working hours

Pursuant to section 12 of the Working Hours Act, universities may agree to adopt flexible working hour systems that are expedient for their operations, notwithstanding the daily flexible time or the maximum accruals of working time shortfall and excess stipulated in said Act.

The monitoring period shall not exceed 12 months.

Under the flexible working hours system employees shall manage their own balancing of working hours within the reference period specified by the system. Any time off taken as **full workdays** shall be agreed with the employer.

5. Section Daily breaks

Under section 24 of the Working Hours Act, an employee must be given a regular break of not less than one hour during a work shift, during which the employee shall be free to vacate

the workplace. The employer and the employee may agree on a shorter break, which shall nevertheless be at least 30 minutes.

An opportunity to take a meal during working hours may be arranged in lieu of the rest period in periodic work and during night work and shift work.

The provisions in aforementioned paragraphs 1 and 2 shall also govern part-time work when the daily working time exceeds six hours. Otherwise the daily breaks in part-time work shall be determined where necessary in the course of other scheduling of working time.

When overtime occurs in periodic work the employee shall also be given a 15-minute break to be counted as working time immediately after the end of regular working hours, and an opportunity to take a meal at the most suitable intervals, which shall not exceed four hours.

6. Section Time period used as basis for calculating compensation to be paid

The time period used as a basis for calculating compensation to be paid **described in this chapter** is the actual working hours measured to the nearest minute.

7. Section Additional work

7.1. Definition of additional work

Additional work is any work not constituting overtime that is done at the request of a **supervisor**, in addition to the regular working hours referred to in section 2 of this chapter, part-time working hours, and working hours that have been reduced pursuant to section 2.4, subsections 1 and 2.

***Application Comment:** When offering additional work to an employee on part-time pension, partial early old-age pension or partial disability pension, attention shall be paid to the terms and conditions of the partial pension and partial early old-age pension and to the impact of earnings from working on the pension payable.*

***Note:** public holidays affect the amount of possible additional work in different ways. See the overtime limits for weekday public holidays in sections 8.1. and 8.4.*

7.2. Compensation for additional work

Compensation for additional working hours in regular working time shall be granted as equal corresponding time off in lieu, in a manner that does not disrupt the operations of the employer. Efforts shall be made to grant time off in full working days. The time off shall be granted by no later than the end of the calendar month next following the month in which the additional work was done unless an agreement has been reached to grant the said time off at a later date, for example at the time of annual holidays or some other time off.

If the time off cannot be granted in the foregoing manner, then cash compensation shall be paid for the additional hours at the basic hourly salary rate.

Compensation shall be paid for additional hours in period-based work at the basic hourly salary rate, or corresponding equal time off in lieu without an increase shall be granted where separately agreed.

Comment: Granting of time off in lieu in compensation for additional work in periodic work shall comply with section 21 of the Working Hours Act.

8. Section 8 Overtime

8.1. Definition of overtime in general working time

In general working time, overtime is work at the supervisor's request that exceeds 7 hours and 39 minutes per day or 38 hours and 15 minutes per week. This also applies to part-time employees.

~~Overtime is any work done at the request of a supervisor in addition to 7 hours and 39 minutes per day and 38 hours and 15 minutes per week, and to regular working hours in periodic work.~~

~~Overtime for a part-time employee shall be any work done at a **supervisor's** request that exceeds the maximum daily or weekly working hours referred to in subsection 2.~~

Notwithstanding the aforementioned provisions, overtime during a workweek when New Year's Day, Independence Day or May Day fall on a day other than Saturday or Sunday shall be any work exceeding 30 hours and 15 minutes that week. ~~In periodic work during the above mentioned weeks, overtime is work that exceeds 106 hours and 45 minutes in a three-week period or 71 hours and 10 minutes in a two-week period.~~

Application instruction: During weeks with public holidays other than those mentioned in the second paragraph of section 8.1., the limit for overtime is 38 hours and 15 minutes per week.

8.2. Compensation for overtime during general working time

8.2.1. Daily overtime

Compensation for daily overtime shall be an increase of 50 per cent of the basic hourly salary ("time and a half") for the first **two** working hours and an increase of 100 per cent ("double time") for subsequent working hours. Daily overtime hours are not included in the calculation of weekly overtime compensation.

8.2.2. Weekly overtime

For the first 7 hours and 39 minutes of weekly overtime, a **basic hourly wage increased** by 50% is paid as overtime compensation. A basic hourly wage increased by 100% will be paid for the subsequent hours during that week, even if these are also considered daily overtime.

Notwithstanding what is stated above, a basic hourly wage increased by 50% will be paid for the first 16 hours of weekly overtime **and a basic hourly wage increased by 100% will be paid for the subsequent weekly overtime hours** during weeks when New Year's Day, May Day or Independence Day fall on a day other than Saturday or Sunday.

Example of overtime during average working time:

Overtime during average working time shall be work that is done in addition to working time entered in the schedule of work shifts. If a work shift listed in the shift roster is shorter than 7 hours and 39 minutes, any "overtime" shall be additional work up to 7 hours and 39 minutes, but for no longer than 2 hours per week.

workshifts in a week completed	7.30	7.30	7.30	6.15	7.30	36.15
	7.30	7.30	10.00	8.00	7.30	40.30
	Mon.	Tue.	Wed.	Thu.	Fri.	total
done in excess of schedule	0.00	0.00	2.30	1.45	0.00	
of which additional work up to 7.39			0.09	1.24		1.33
daily 50% overtime not exceeding 2 hours per day			2.00	0.21		2.21
daily overtime 100 %			0.21			0.21

*If overtime is done on a weekly day off, the first 2 hours **at most** shall be additional work, as work is only **weekly** overtime when a total of 38 hours and 15 minutes have been completed in a week. Hours worked after this are **either weekly or daily** overtime. **Weekly overtime are hours exceeding regular working hours that are not additional work or daily overtime.** ~~of which the first 7 hours and 39 minutes shall be weekly overtime at an increase of 50 per cent, and any further overtime shall be weekly overtime at an increase of 100 per cent.~~*

work shifts week completed	36.15	0.00	0.00	
	36.15	10.00	4.00	total
	week total	Sat.	Sun.	
done in excess of schedule	0.00	10.00	4.00	14.00
of which first 2 hours additional work	0	2.00	0.00	2.00
daily overtime 50%		2.00		2.00
daily overtime 100%		0.21		0.21
weekly overtime +50% until 7.39	0	5.39	2.00	7.39
weekly overtime + 100 %	0		2.00	2.00

8.3. Additional and overtime work in flexible working hours

Additional work and overtime within the scope of the flexible working hours system is calculated only by taking the actual time worked on the day in question into account. Over time is therefore only the work that exceeds the regular daily working hours plus extra work. For the

day in question, the flexible working hours balance does not change. Work carried out at the employer's request on weekly days off is counted as either extra work or overtime.

8.4. Definition of overtime in periodic working hours

In periodic work, overtime is work performed at the supervisor's initiative that exceeds the regular working hours referred to in section 2, paragraph 2.2 of the collective agreement.

Notwithstanding the aforementioned provisions, overtime during a work week when New Year's Day, Independence Day or May Day fall on a day other than Saturday or Sunday shall be any work-exceeding 106 hours and 45 minutes in a three-week period, or 71 hours and 10 minutes in a two-week period.

Application instruction: During weeks with public holidays other than those mentioned in the second paragraph of section 8.4, the limit for overtime is 72 hours 30 minutes in a two-week period or 108 hours 30 minutes in a three-week period.

8.5. Compensation of overtime in period-based working hours

~~Compensation for overtime in periodic work shall be 50 per cent of the basic hourly salary ("time and a half") for the first 18 working hours and 100 per cent ("double time") for subsequent working hours. If work periods of two weeks are applied in periodic work, then compensation for overtime shall be 50 per cent of the basic hourly salary ("time and a half") for the first 12 working hours and 100 per cent ("double time") for subsequent working hours.~~

During a three-week period, a basic hourly rate increased by 50% will be paid for the first 18 hours of overtime and a basic hourly rate increased by 100% for the hours of overtime following this.

During a two-week period, a basic hourly wage increased by 50% will be paid for the first 12 hours of overtime and a basic hourly rate increased by 100% for subsequent overtime hours.

Notwithstanding what is stated above, during a working period where New Year's Day, May Day or Independence Day fall on a day other than Saturday or Sunday staff shall be paid for:

- **during a three-week period, a basic hourly rate increased by 50% will be paid for the first 26 hours of overtime and a simple hourly rate increased by 100% will be paid for the following hours of overtime.**
- **during a two-week period, a basic hourly wage increased by 50% will be paid for the first 20 working hours and a basic hourly wage increased by 100 per cent for subsequent working hours.**

~~If work periods of two weeks are applied in periodic work, then compensation for overtime shall be 50 per cent of the basic hourly salary ("time and a half") for the first 20 working hours and 100 per cent ("double time") for subsequent working hours.~~

8.6. Exchange of overtime compensation for time off

An agreement may be concluded to exchange overtime compensation for corresponding time off during the employee's regular working hours.

9. Shift work and night shifts in periodic work

There is no need for shift changes to be regular in shift work, but shifts shall be changed at intervals that are decided in advance.

The employer has the authority to allocate and schedule regular working hours in the manner required by operations, such as by deciding on shifts and their duration and preparing the schedule of work shifts in accordance with the provisions of agreements and of the Working Hours Act. As shift arrangements are also very important from the point of view of staff, the following points must also be taken into consideration:

- Shifts may not be needlessly divided. Needless division of night shifts in particular must be avoided.

When the schedule of work shifts is formulated the shop steward or other staff representative **shall be entitled** to spend not less than 10 days examining the proposed work schedule and to issue an opinion on it immediately thereafter.

The confirmed schedule of work shifts shall be observed unless there is some justified reason for deviating from it. Shortfalls under relative working time norms in the working hours of employees engaged in periodic work due to sickness, annual holidays or other acceptable grounds may be reassigned only when there is a justified reason for doing so from the point of view of operations.

If a work shift has to be entirely cancelled, shortened at the beginning, or postponed, the person concerned shall be notified on the day immediately preceding the work shift or, in exceptional cases, by no later than the time when the said person departs for the work shift.

If the foregoing notification is given to the person concerned after already arriving at the workplace, at least one hour of the shift shall be counted as working time of the said employee. The maximum time to be counted as working time will depend on the length of the journey home, on the time of day, and on other such factors.

10. Compensation for evening work, night work and shift work

An evening work bonus of 15% of the basic hourly salary shall be paid in compensation for work carried out between 6.00 p.m. and 9.00 p.m.

A night work bonus of 35 per cent of the basic hourly salary shall be paid in compensation for work carried out between 9.00 p.m. and 6.00 a.m.

If work that began by no later than 04.00 continues beyond 06.00, then the night work bonus shall also be paid in periodic work for the work done between 06.00 and the first continuous rest period of not less than two hours, but not later than 12.00 noon.

An employee in two or three-shift work shall be paid corresponding shift work bonuses in lieu of the bonuses agreed above.

The employee's compensation for evening, night or shift work for hours of overtime and Sunday work shall be paid with bonuses reckoned on the same criteria as for other work.

~~An evening work bonus of 15 per cent of the basic hourly salary shall be paid in compensation for work done between 18.00 and 21.00.~~

~~A night work bonus of 35 per cent of the basic hourly salary shall be paid in compensation for work done between 21.00 and 06.00.~~

~~If work that began by no later than 04.00 continues beyond 06.00, then the night work bonus shall also be paid in periodic work for the work done between 06.00 and the first continuous rest period of not less than two hours, but until no later than 12.00.~~

11. Saturday bonus

A Saturday bonus of 25 per cent of the basic hourly salary shall be paid for work carried out on Saturdays between 06.00 a.m. and 6.00 p.m.

A Saturday bonus is only paid for regular working hours that fall within the agreed payment periods of Saturday work compensation.

~~A Saturday bonus of 25 per cent of the basic hourly salary shall be paid for work done on Saturdays between 06.00 and 18.00.~~

~~Saturday bonus shall only be paid for the regular working hours of an employee whose regular working hours have been arranged to occur at the time for payment of Saturday bonus agreed above.~~

The Saturday bonus shall not be payable if some work shift other than a Saturday work shift or part thereof has been transferred to a Saturday through informal internal agreement or equivalent rescheduling.

No Saturday bonus shall be payable for time that is remunerated by Sunday bonus.

12. Sunday bonus

A bonus equal to the basic hourly salary shall be paid as Sunday bonus for hours of work done on Sundays and other Church holidays, Finnish Independence Day (6 December) and 1 May.

A Sunday bonus shall also be payable for work done between 6.00 p.m. and 12.00 midnight on the day preceding the said days.

13. Holiday eve bonus

A bonus equal to the basic hourly salary shall be paid as holiday eve bonus for hours of work done on Easter Saturday and on the eves of Midsummer and Christmas when no Sunday bonus is payable.

14. Compensation for time spent travelling

Time spent in work-related travel shall only be counted as working time when the time concerned is spent in performing duties such as guarding and equipment monitoring.

If an employee is at work on a day spent in work-related travel but for less time than the employee's regular working hours, then the time taken in travelling shall be counted as an addition to working time whereby it amounts to no more than the daily regular working hours together with the time spent working.

The time spent in travelling shall not be counted as an addition to working time in respect of a day of work-related travel that takes place when transferring from one place of work to another.

No evening or night work bonus, Saturday or Sunday bonus shall be payable for time that is counted as an addition to working time.

15. Compensation for certain staff groups

The compensations agreed above in sections **7, 8, 10, 12 and 13** and the Sunday bonus referred to in the Working Hours Act shall not be paid to teaching and research staff at job demand level 7 or to other expert and support staff at job demand level 11 or higher levels.

Compensations under the foregoing regulations shall not be paid to employees engaged in field work during field work hours.

The employees referred to in **Subsection 1 of this section** who are not in management positions will be paid working time compensations as follows:

- Additional work is work that is done at the behest of a supervisor in addition to regular weekly working hours, to part-time weekly working hours, or to the weekly working hours referred to in section **2.4 subsections 1 and 2**.
- Compensation for additional working hours shall be granted as equal corresponding time off in lieu or cash compensation. The cash compensation shall be paid at the basic hourly salary for additional hours, or with a bonus of 50 per cent of the basic hourly salary ("time and a half") for hours of additional work exceeding 40 hours per week. The employer shall decide whether additional work is compensated through time off in lieu or as cash compensation during the calendar month that follows the month in which the work was done. The cash compensation shall be paid by no later than the calendar month that follows the month in which the nature of the compensation is decided. Any time off shall be granted during the six calendar months following the month in which the work was done.
- An increase of 50 per cent to the basic hourly salary shall be paid as the Sunday bonus.
- A separate monthly flat rate compensation may be paid instead of working time compensations under this section if this is considered expedient for some special reason. The monthly compensation shall be agreed with each employee for a specified period. The amount of additional and Sunday work shall be estimated over a sufficiently extended period and the monthly compensation corresponding to the number of hours in question shall be reckoned when concluding such an agreement.

The regulations in this section or regulations for other sections listed in subsection 1 of this section shall not apply to employees in managerial positions. Each university shall stipulate which employees occupy the said managerial positions within their own organisations.

Application instruction: If no working time compensation limit or limit for employees in managerial positions has been settled in the collective agreement, then the individuals who are entitled to compensation shall be determined by a decision of the university having regard to the nature of the duties and the status of

the person performing them, and to previous determinations concerning entitlement to compensation.

Working hours for which special fees are paid shall not be counted as working time when applying this regulation. Time spent at representational events or in a corresponding manner shall only be counted as working time when the employer has also ordered the discharge of working duties proper in the course of such events.

16. Certain compensations payable to employees on hourly and piecework rates in periodic work

In addition to any job remuneration, an employee on hourly and piecework rates in periodic work shall be paid compensation in accordance with average hourly earnings corresponding to regular working hours for the Saturdays following Easter Monday and Boxing Day when this day falls on a day other than Saturday or Sunday, and for Epiphany when this falls on a day other than Saturday or Sunday.

17. Urgent work

Urgent work shall denote any work to which, for unforeseen reasons, the employee is called by surprise at the behest of a competent supervisor during the employee's time off and after the employee has already vacated the workplace.

If an employee has been ordered to remain on standby or in on-duty work, the employee has been notified of such work in advance, or the case concerns emergency work of the kind referred to in section 19 of the Working Hours Act, then this shall not constitute urgent work.

An employee shall be paid compensation corresponding to the basic hourly salary for preparing for urgent work, and the basic hourly salary for urgent work together with any overtime compensations for not less than one hour.

If the call to work occurs between 6 p.m. and 6 a.m., however, a 100 per cent increase in the basic hourly salary shall be payable until no later than 6 a.m., and compensation corresponding to the basic hourly salary shall be payable after the urgent work has ended if the work ends before 6 a.m. and the employee does not immediately continue in the employee's duties proper.

No evening or night work compensation shall be payable for hours of urgent work.

18. Monitoring and corrective measures in unsupervised use of computers

If monitoring and corrective measures of the network and the network services require, the employee and the employer may agree upon standby in writing.

19. Hourly salary divisor

The basic hourly salary shall be 1/153 of the regular monthly salary.
The basic hourly salary shall be reckoned in part-time work on the basis of the corresponding full-time monthly salary.

If the salary forming the basis for reckoning the basic hourly salary changes in the middle of a week or work period, then the average basic hourly salary shall serve as the basis for compensation paid for work in the said week or work period.

20. Transition to summer time

When changing to and from summer time in the spring and autumn of each year the length of time affording entitlement to working time compensations shall be determined in accordance with the actual time elapsed, and not the period between certain clock times on the day in question.

The time affording entitlement to evening, night and Sunday bonus shall be determined in accordance with official clock times and actual duration.

21. Reference provision on application of the Working Hours Act

Employees falling within the scope of the collective agreement shall be governed in other respects by the Working Hours Act (872/2019). The provisions of the said Act shall form no part of this collective agreement.

22. Working time account

A working time bank may be introduced for employees falling within the scope of the Working Hours Act. The regulations governing the working time bank are set out in a separate agreement on the working time bank system.

The amendments made to chapter 9 are otherwise stylistic, but a new final paragraph has been added to sections 7.1. and 7.2. These changes will enter into force no later than 1 August 2025.

CHAPTER 9 WORKING TIME REGULATIONS FOR VETERINARIANS AT THE UNIVERSITY OF HELSINKI VETERINARY TEACHING HOSPITAL

Section 1 Scope

These regulations shall govern veterinarians employed by the Veterinary Teaching Hospital at the University of Helsinki in positions that require veterinarian qualifications, regardless of job title.

The Veterinary Teaching Hospital of the University of Helsinki is a veterinarian service in the sense of paragraph 3 of subsection 1 of section 7 of the Working Hours Act, where work can be arranged as periodic work. Should the working hours of a veterinarian at a unit of the Veterinary Teaching Hospital of the University of Helsinki not be arranged as periodic work, the arrangement of the regular working hours of such a veterinarian shall be subject to the working hours provisions of chapter 4, unless otherwise agreed below.

Only **sections 8 and 9** of this chapter shall apply to veterinarians who fall within the total working time for teaching and research staff referred to in chapter 5. **A standby shift and any active work resulting from it are not included in the total working time.**

Section 2 Period-based working time

At the Veterinary Teaching Hospital, the regular working hours are 7 hours and 15 minutes per day, and 36 hours and 15 minutes per week.

The working hours of periodic work in the Veterinary Teaching Hospital are balanced to the above-mentioned regular working hours at most during a 26-week working period.

The schedule of work shifts shall be drawn up for as long a period as possible, but not less than two weeks, and shall be communicated to the employees at least two weeks before the schedule of work shifts enters into force.

The employer may change the schedule of work shifts due to serious reasons related to the organisation of work.

If the schedule of work shifts has not been prepared for the duration of the entire work time balancing period, the employer must prepare a balancing plan in advance as referred to in section 29 of the Working Hours Act. The employer may amend the balancing plan for reasons attributable to the arrangement of work.

Section 3 Rest periods and breaks

As a general rule, the daily rest period is 11 hours in periodic work, but the daily rest period may be 9 hours in accordance with section 25 of the Working Hours Act for reasons related to the organisation of the work. The provision of substituting resting time in lieu of the shorter daily resting time shall be determined in accordance with section 25(4) of the Working Hours Act.

Under section 24 of the Working Hours Act, an employee must be given a regular break of not less than one hour during a work shift, during which the employee shall be free to vacate the workplace. The employer and the employee may agree on a shorter break, which shall nevertheless be at least 30 minutes.

If an employee does not have the opportunity to leave the workplace, they must be given the opportunity to have a meal during the work for about 15 minutes.

Section 4 Additional work and overtime

Additional work is any work not constituting overtime that has been carried out at the initiative of a supervisor during the period in addition to the average regular working hours. Basic hourly salary will be paid for additional work or leave equivalent to the additional work will be provided when separately agreed.

~~Overtime is any work that has been carried out at the initiative of a supervisor during the period in excess of 1040 hours. Compensation for overtime shall be 50 per cent of the hourly salary ("time and a half") for the first 182 working hours and 100 per cent ("double time") for subsequent working hours. An agreement may be concluded to exchange overtime compensation for corresponding time off.~~

Overtime is any work that has been carried out at the request of a supervisor during the period in excess of an average 40 hours. Overtime is

compensated with an increase of 50% pay for an average of 7 hours a week and an increase of 100% of pay for the subsequent hours. An agreement may be concluded to exchange overtime compensation for corresponding time off.

Example 1: When the adjustment period is 24-weeks-long, overtime is work that exceeds 960 hours (24 x 40 hours). Compensation for overtime shall be an increase of 50 per cent to an hourly salary for the first 168 working hours, and an increase of 100 per cent for subsequent working hours.

Example 2: When the adjustment period is 12-weeks-long, overtime is work that exceeds 480 hours (12 x 40 hours). Compensation for overtime shall be an increase of 50 per cent to an hourly salary for the first 84 working hours and an increase of 100 per cent for subsequent working hours.

A New Year's Day, Independence Day, or May Day that falls on a day other than a Saturday or Sunday will each reduce the overtime limit for the period by 7 hours and 15 minutes.

In accordance with section 17 of the Working Hours Act, the employee's consent is required for additional work and overtime. However, if the consent concerning additional work is given in the contract of employment, the employee is entitled, for justified personal reasons, to refuse additional work on days off included within the schedule of work shifts. The employer will explain the principles of using additional work to new employees when concluding a contract of employment.

At the Veterinary Teaching Hospital of the University of Helsinki units where the work time has been arranged pursuant to section 4, overtime refers to work performed in addition to 8 hours of work per day and 40 hours of work per week. Weekly overtime compensation shall be an increase of 50 per cent to the hourly salary for the first 8 hours, and an increase of 100 per cent for all subsequent working hours that week, even if these hours are also daily overtime.

No additional work or overtime compensation shall be paid to the veterinarian for the period during which the veterinarian has been paid stand-by compensation pursuant to section 8 or the compensation paid for active work during that period.

Application instruction: Only after an adjustment period comes to an end will it be possible to determine whether the continuation of the shift was regular working hours or possibly additional or overtime work.

Section 5 Interruption of the working week or period

If the employment ends during the working week or period, the period will also end. If the employment ends before the working time has been balanced to the regular average working time per week in accordance with section 2(1), the number of hours that the working time per week exceeds the regular average working time is calculated and compensation equivalent to the salary for regular working time is paid for the exceeding hours.

Section 6 Night work

Night work shall refer to work performed between 11 p.m. and 6 a.m. The employer may order a maximum of two night-work shifts per week to a veterinarian without the veterinarian's consent.

Section 7 Compensation for regular working hours in period-based work

The increases and compensations referred to in this section 7 will not be increased in additional or overtime work.

7.1 Evening, night, weekend and public holiday increases

The salary for regular working hours will be increased on the days and times indicated below:

At the Small Animal Hospital:

- evening work, **Mon–Fri** 6 p.m. - 11 p.m. +50%
- night work, **Mon–Sun** 11 p.m. - 8 a.m. +100%
- Saturday and Sunday work bonus, 8 a.m. - 11 p.m. +50%

At the Equine and Production Animal Hospital:

- evening work, **Mon - Fri** 4 p.m. - 10 p.m. +50%
- night work, **Mon–Sun** 10 p.m. - 8 a.m. +100%
- Saturday and Sunday work, 8 a.m. - 10 p.m. +50%

Weekdays public holidays, Finnish Independence Day (6 December), Christmas Eve and Midsummer's Eve, 1 May and Easter Saturday shall be deemed equivalent to Sundays.

Increases for night work shall not be paid if the shift is intended to begin after 4.00 a.m.

Addendum to take effect from 1 August 2025 at the latest:

If the veterinarian remains at the hospital to continue their work after their shift listed on the shift roster has come to an end, for a justified reason related to an animal's health or patient safety, the increased remuneration for evening work shall be paid by all hospitals only after 6 p.m.

7.2. Hourly bonus in euros for evening, night, weekend and public holiday work

In addition to the increased salary stated in section 7.1., the following fixed-rate salary shall be paid for all hours during the regular working time indicated below:

At the Small Animals Hospital:

As of 1 July 2025

	From midnight until 8 a.m.	From 8 a.m. until 6 p.m.	From 6 p.m. until midnight
Monday	EUR 11.21	-	EUR 7.64
Tuesday- Thursday	EUR 7.64	-	EUR 7.64
Friday	EUR 7.64	-	EUR 9.16
Saturday	EUR 9.16	EUR 9.16	EUR 9.16
Sunday	EUR 9.16	EUR 11.21	EUR 11.21
Weekday public holidays*	EUR 11.21	EUR 11.21	EUR 11.21

As of 1 June 2026

	From midnight until 8 a.m.	From 8 a.m. until 6 p.m.	From 6 p.m. until midnight
Monday	EUR 11.46	-	EUR 7.81
Tuesday- Thursday	EUR 7.81	-	EUR 7.81
Friday	EUR 7.81	-	EUR 9.36
Saturday	EUR 9.36	EUR 9.36	EUR 9.36
Sunday	EUR 9.36	EUR 11.46	EUR 11.46
Weekday public holidays*	EUR 11.46	EUR 11.46	EUR 11.46

As of 1 June 2027

	From midnight until 8 a.m.	From 8 a.m. until 6 p.m.	From 6 p.m. until midnight
Monday	EUR 11.69	-	EUR 7.97
Tuesday- Thursday	EUR 7.97	-	EUR 7.97
Friday	EUR 7.97	-	EUR 9.55
Saturday	EUR 9.55	EUR 9.55	EUR 9.55
Sunday	EUR 9.55	EUR 11.69	EUR 11.69
Weekday public holidays*	EUR 11.69	EUR 11.69	EUR 11.69

At the Equine and Production Animal Hospital:

As of 1 July 2025

	From midnight until 8 a.m.	From 8 a.m. until 4 p.m.	From 4 p.m. until midnight
Monday	EUR 11.21	-	EUR 7.64
Tuesday-Thursday	EUR 7.64	-	EUR 7.64
Friday	EUR 7.64	-	EUR 9.16
Saturday	EUR 9.16	EUR 9.16	EUR 9.16
Sunday	EUR 9.16	EUR 11.21	EUR 11.21
Weekday public holidays*	EUR 11.21	EUR 11.21	EUR 11.21

As of 1 June 2026

	From midnight until 8 a.m.	From 8 a.m. until 4 p.m.	From 4 p.m. until midnight
Monday	EUR 11.46	-	EUR 7.81
Tuesday-Thursday	EUR 7.81	-	EUR 7.81
Friday	EUR 7.81	-	EUR 9.36
Saturday	EUR 9.36	EUR 9.36	EUR 9.36
Sunday	EUR 9.36	EUR 11.46	EUR 11.46
Weekday public holidays*	EUR 11.46	EUR 11.46	EUR 11.46

As of 1 June 2027

	From midnight until 8 a.m.	From 8 a.m. until 4 p.m.	From 4 p.m. until midnight
Monday	EUR 11.69	-	EUR 7.97
Tuesday-Thursday	EUR 7.97	-	EUR 7.97
Friday	EUR 7.97	-	EUR 9.55
Saturday	EUR 9.55	EUR 9.55	EUR 9.55
Sunday	EUR 9.55	EUR 11.69	EUR 11.69
Weekday public holidays*	EUR 11.69	EUR 11.69	EUR 11.69

* In addition to weekday public holidays also Independence Day, Christmas Eve and Midsummer's Eve, May Day and Easter Saturday shall be deemed equivalent to weekday public holidays.

The aforementioned compensation for night work shall not be paid if the shift is intended to begin after 4.00 a.m.

Addendum to take effect from 1 August 2025 at the latest:

If the veterinarian remains at the hospital to continue their work after their shift listed on the shift roster has come to an end, for a justified reason related to an animal's health or patient safety, the fixed-rate hourly remuneration for evening work shall be paid by all hospitals only after 6 p.m.

Section 8 Standby

Standby refers to an arrangement whereby the employer and the veterinarian agree that the veterinarian is obliged to arrive at the workplace, outside of the regular working hours or total working hours.

- at the Small Animal Hospital outside of the regular working hours or total working hours within one hour of being called into work.
- at the Equine Hospital outside of the regular working hours or total working hours within one hour of being called into work.
- at the Production Animal Hospital outside of the regular working hours or total working hours within one hour of being called into work.

The veterinarian shall be available by telephone throughout the entire standby time.

Veterinarians within the scope of the total working hours model shall be paid, instead of additional work and overtime pay, compensation in respect of their scheduled absence outside full-time duty and any accompanying active work in a hospital, in accordance with section 8.

8.1. Compensation for standby time

Compensation determined according to the tables below is paid for the standby period:

At the Small Animal Hospital:

As of 1 July 2025

	From midnight until 8 a.m.	From 8 a.m. until 6 p.m.**	From 6 p.m. until midnight
Monday	EUR 11.21	EUR 7.64	EUR 7.64
Tuesday-Thursday	EUR 7.64	EUR 7.64	EUR 7.64
Friday	EUR 7.64	EUR 7.64	EUR 9.16
Saturday	EUR 9.16	EUR 9.16	EUR 9.16
Sunday	EUR 9.16	EUR 11.21	EUR 11.21
Weekday public holidays*	EUR 11.21	EUR 11.21	EUR 11.21

As of 1 June 2026

	From midnight until 8 a.m.	From 8 a.m. until 6 p.m.**	From 6 p.m. until midnight
Monday	EUR 11.46	EUR 7.81	EUR 7.81
Tuesday-Thursday	EUR 7.81	EUR 7.81	EUR 7.81
Friday	EUR 7.81	EUR 7.81	EUR 9.36
Saturday	EUR 9.36	EUR 9.36	EUR 9.36
Sunday	EUR 9.36	EUR 11.46	EUR 11.46
Weekday public holidays*	EUR 11.46	EUR 11.46	EUR 11.46

As of 1 June 2027

	From midnight until 8 a.m.	From 8 a.m. until 6 p.m.**	From 6 p.m. until midnight
Monday	EUR 11.69	EUR 7.97	EUR 7.97
Tuesday-Thursday	EUR 7.97	EUR 7.97	EUR 7.97
Friday	EUR 7.97	EUR 7.97	EUR 9.55
Saturday	EUR 9.55	EUR 9.55	EUR 9.55
Sunday	EUR 9.55	EUR 11.69	EUR 11.69
Weekday public holidays*	EUR 11.69	EUR 11.69	EUR 11.69

At the Equine Hospital:

As of 1 July 2025

	From midnight until 8 a.m.	From 8 a.m. until 4 p.m.	From 4 p.m. until midnight
Monday	EUR 11.21	EUR 7.64	EUR 7.64
Tuesday-Thursday	EUR 7.64	EUR 7.64	EUR 7.64
Friday	EUR 7.64	EUR 7.64	EUR 9.16
Saturday	EUR 9.16	EUR 9.16	EUR 9.16
Sunday	EUR 9.16	EUR 11.21	EUR 11.21
Weekday public holidays*	EUR 11.21	EUR 11.21	EUR 11.21

As of 1 June 2026

	From midnight until 8 a.m.	From 8 a.m. until 4 p.m.	From 4 p.m. until midnight
Monday	EUR 11.46	EUR 7.81	EUR 7.81
Tuesday-Thursday	EUR 7.81	EUR 7.81	EUR 7.81
Friday	EUR 7.81	EUR 7.81	EUR 9.36
Saturday	EUR 9.36	EUR 9.36	EUR 9.36
Sunday	EUR 9.36	EUR 11.46	EUR 11.46
Weekday public holidays*	EUR 11.46	EUR 11.46	EUR 11.46

As of 1 June 2027

	From midnight until 8 a.m.	From 8 a.m. until 4 p.m.	From 4 p.m. until midnight
Monday	EUR 11.69	EUR 7.97	EUR 7.97
Tuesday-Thursday	EUR 7.97	EUR 7.97	EUR 7.97
Friday	EUR 7.97	EUR 7.97	EUR 9.55
Saturday	EUR 9.55	EUR 9.55	EUR 9.55
Sunday	EUR 9.55	EUR 11.69	EUR 11.69
Weekday public holidays*	EUR 11.69	EUR 11.69	EUR 11.69

At the Production Animal Hospital:

As of 1 July 2025

	From midnight until 8 a.m.	From 8 a.m. until 4 p.m.	From 4 p.m. until midnight
Monday	EUR 17.95	EUR 12.20	EUR 12.20
Tuesday-Thursday	EUR 12.20	EUR 12.20	EUR 12.20
Friday	EUR 12.20	EUR 12.20	EUR 14.65
Saturday	EUR 14.65	EUR 14.65	EUR 14.65
Sunday	EUR 14.65	EUR 17.95	EUR 17.95
Weekday public holidays*	EUR 17.95	EUR 17.95	EUR 17.95

As of 1 June 2026

	From midnight until 8 a.m.	From 8 a.m. until 4 p.m.	From 4 p.m. until midnight
Monday	EUR 18.34	EUR 12.47	EUR 12.47
Tuesday-Thursday	EUR 12.47	EUR 12.47	EUR 12.47
Friday	EUR 12.47	EUR 12.47	EUR 14.97
Saturday	EUR 14.97	EUR 14.97	EUR 14.97
Sunday	EUR 14.97	EUR 18.34	EUR 18.34
Weekday public holidays*	EUR 18.34	EUR 18.34	EUR 18.34

As of 1 June 2027

	From midnight until 8 a.m.	From 8 a.m. until 4 p.m.	From 4 p.m. until midnight
Monday	EUR 18.71	EUR 12.72	EUR 12.72
Tuesday-Thursday	EUR 12.72	EUR 12.72	EUR 12.72
Friday	EUR 12.72	EUR 12.72	EUR 15.27
Saturday	EUR 15.27	EUR 15.27	EUR 15.27
Sunday	EUR 15.27	EUR 18.71	EUR 18.71
Weekday public holidays*	EUR 18.71	EUR 18.71	EUR 18.71

*In addition to weekday public holidays also Independence Day, Christmas Eve and Midsummer's Eve, May Day and Easter Saturday shall be deemed equivalent to weekday public holidays.

** Comment: *Standby on a weekday between 8 a.m. and 4 p.m. is rare and applies to situations where standby has been specifically agreed upon for that time.*

8.2. Compensation for active work accumulated during standby hours

If a veterinarian on standby is called into work, a salary shall be paid for the time spent completing the work (active work) from the time when:

- a veterinarian arrives at the (production animal or equine) hospital to pick up students and/or the necessary tools and ends after the immediate measures taken after their they return to the (production animal or equine) hospital; or
- when a veterinarian carrying out hospital work arrives at the hospital and ends at the time the leaves the hospital.

For the Small Animal and Equine hospital, the payment of compensation as a fixed rate in accordance with the table in section 8.1. will continue during the active work. With regard to the Production Animal Hospital, the fixed-

rate compensation for the duration of the active work will be the same as at the Equine Hospital.

In addition, all hospitals give employees in period-based work equivalent leave (so-called an hour for an hour) during regular working hours during the adjustment period, or, if this is not possible, an hourly wage is paid for the hours of active work performed. Employees with total working hours are paid hourly wages for active work hours.

In addition to the above, an increase in hourly pay is paid as follows:

At the Small Animal Hospital:

- evening work, **Mon–Fri** 6 p.m. - 11 p.m. +50%

- night work, 11 p.m. - 8 a.m. 100%

Saturday and Sunday work, 8 a.m. - 11 p.m. +50%

In the Equine and Production Animal Hospital:

- evening work, **Mon - Fri** 4 p.m. 10 p.m. +50%

- night work, 10 p.m. - 8 a.m. + 100%

- Saturday and Sunday work, 8 a.m. - 10 p.m. +50%

Public holidays on weekdays, Finnish Independence Day (6 December), Christmas Eve and Midsummer's Eve, 1 May and Easter Saturday shall be deemed equivalent to Sundays with regard to increased pay.

Fixed-rate compensation in accordance with section 8.1 will not be increased for active work carried out in the evening, during the night or at the weekend.

8.3. Telephone advisory services provided during standby time

The regulations in this section apply to telephone consultations provided during standby time at the Small Animal Hospital, the Equine Hospital. and the Production Animal Hospital.

In a telephone consultation given during standby, the active working time commences at the beginning of the phone call and ends when the call finishes.

The veterinarian providing telephone consultations shall be paid compensation in accordance with section 8.2 as follows:

- **one or more calls during a period of 30 minutes, compensation for 30 minutes**

- **a telephone call leading to the veterinarian having to immediately leave for work, compensation will be paid for**
 - **one hour if work begins more than half an hour after the start of the call**
 - **half an hour if work begins less than half an hour after the start of the call**

Example 1: A veterinarian receives 3 phone calls each lasting 5 minutes within a 30 minute period. The veterinarian shall be paid compensation for half an hour of work for these three calls.

Example 2: A veterinarian receives 3 phone calls each lasting five minutes within a 30 minute period, but the third call exceeds the half-hour limit. The veterinarian shall be paid compensation for one hour of work for these three calls.

Application instruction: Compensation is paid for active work resulting from a telephone consultation in the same way as for other active work.

Section 9 Other stipulations

Travel time

Time spent traveling is not counted as working time unless it is considered to be a work activity at the same time. (Section 3, subsection 2 of the Working Hours Act)

Mileage compensation

Travelling expenses shall be deemed to comprise the extraordinary outlays of the person concerned due to work-related travel. The right to use a private motor vehicle for reaching and departing from the workplace shall be separately granted to veterinarians on standby.

The veterinarian shall be paid the per kilometre compensation referred to in a decision of the Finnish Tax Administration for these journeys associated with standby work.

The employer's motor vehicle shall be used where possible for hospital on-duty work and standby functions. Use of a private motor vehicle during hospital on-duty work may also be approved in exceptional circumstances if this reduces the costs of visiting a patient.

Taxis may be used in the manner specified in a decision of the Finnish Tax Administration and instructions issued by the University of Helsinki.

Section 10 Maximum working time

The review period for the maximum working hours pursuant to section 18(1) of the Working Hours Act shall be 12 months.

For reasons attributable to the arrangement of on-duty services, the maximum working hours pursuant to section 18(1) of the Working Hours Act of

veterinarians on duty may be exceeded.

Prior to commencement of application of the derogation provision, the principles pertaining to exceeding the maximum working hours must be discussed with the shop stewards.

An agreement must be reached with the veterinarian on duty to exceed the maximum working time.

Section 11 Reference provision on application of the Working Hours Act

Employees falling within the scope of the collective agreement shall be governed in other respects by the Working Hours Act. The provisions of the said Act shall form no part of this collective agreement.

CHAPTER 1 GENERAL REGULATIONS

Section 1 Scope of the agreement

This agreement stipulates the terms and conditions of employment of employees of universities that are members of Finnish Education Employers (FEE).

The agreement shall nevertheless not apply to persons appointed by the university to serve as the employer's representative in determining the pay and conditions of service of employees who are within the scope of application of this collective agreement.

Application instruction: The university shall appoint staff from its central administration to serve as the foregoing employer's representatives, either by administrative decision or by special stipulation in the employment contract of the person concerned.

The agreement shall likewise not apply to visiting lecturers or other recipients of fees in teaching work, or to part-time hourly-paid teachers in training schools except insofar as specially agreed with respect to such staff.

Application instruction: This collective agreement shall not govern independent university units (e.g. the university press) with collective agreements of their own.

Section 2 Current benefits and statutory regulations

This collective agreement shall not govern benefits based on an agreement between the employer and the employee or on an administrative decision of the employer that were not based on the collective agreement for government in force until 31 December 2009 or on an appendix thereto.

Insofar as this collective agreement refers to statutory regulations, the said regulations shall form no part of this collective agreement.

Section 3 Direction and assignment of work and the right to organise

The employer shall be entitled to direct and assign work as well as to engage and dismiss employees.

Both sides shall enjoy the unfettered right to organise.

Section 4 Employment and trial period

Employment contract must be made in written form taking into account the regulations of chapter 1, section 3 and chapter 2, section 4 of the Employment Contracts Act. Employer's representative is to ensure that the new employee is clear

about labour organisation arrangements for their field and who the shop steward is.

Employment with an interruption of no longer than 30 calendar days or one calendar month in the service of the same employer university, some other Finnish university, an equivalent research institute or a university hospital shall be deemed continuous.

A temporary employment contract may be concluded on the grounds stipulated in the Employment Contracts Act and in legislation on universities.

A trial period may be agreed in the employment contract. The trial period shall comply with the Employment Contracts Act.

Section 5 End of employment

Depending on the length of continuous employment, the following periods of notice shall be observed when the employer terminates an employment contract:

- 14 days if the employment has continued for no longer than a year,
- 1 month if the employment has continued for longer than a year but no longer than 4 years,
- 2 months if the employment has continued for longer than 4 years but no longer than 8 years,
- 4 months if the employment has continued for longer than 8 years but no longer than 12 years,
- 6 months if the employment has continued for longer than 12 years.

The following periods of notice shall be observed when the employee terminates an employment contract:

- 14 days if the employment has continued for no longer than 5 years, and
- 1 month if the employment has continued for longer than 5 years.

In the employment contract the employer and the employee can agree on a termination period different from what is stated above. The termination period of the employee cannot however exceed three months and it cannot be longer than employer's termination period. When the employer terminates the employment contract, the length of the termination period is however always at least as stated in section 5 paragraph 1.

The period of notice of termination shall begin on the calendar day following the day of serving notice of termination.

Termination of employment shall otherwise comply with the procedure prescribed in the Employment Contracts Act.

A temporary contract shall expire with no period of notice when the agreed period or assignment ends. If the duration of the period or assignment has not been stipulated according to a calendar date, then the employer shall notify the employee without delay of the anticipated end of employment where this depends on a circumstance that is not known to the employee.

The grounds and procedure for dismissal and layoff shall be determined in accordance with the Employment Contracts Act and the Act on Co-operation.

The layoff notice period shall be 14 calendar days for all employees.

Section 6 Salary and salary payment

The salary criteria and minimum salary are governed by separate provisions in the section on the salary system for universities.

The salary shall be paid to the **bank account designated** by the employee, from which it shall be available to the employee for withdrawal on the due date.

If the salary payment day of an employee falls on an ordinary Saturday, Sunday or public holiday, then the salary shall be paid on the ordinary weekday immediately preceding these days.

Any bonuses, supplements and benefits that are determined according to work done during the accounting period shall be paid by no later than the end of the calendar month immediately following the accounting period to which they relate.

All changes occurring in salary criteria during the employment shall take effect as of the start of the next calendar month or other salary payment period unless otherwise subsequently stipulated elsewhere in this agreement.

On termination of employment, all salary and other remittances shall be paid into the bank account **designated** by the employee on the next technically possible general salary payment day of the employer.

Section 7 Salary payable for a period of absence

The salary payable to an employee for a period of absence shall be determined according to these regulations unless otherwise specially agreed with respect to some form of leave of absence.

The salary of a monthly paid employee shall include a salary component based on the job demand level, a salary component based on personal performance, a job demand level bonus, a guaranteed salary component, or a fixed rate salary. The

salary shall also include other periodic salary factors, bonuses, supplements and additional fees payable in specified monthly instalments.

The salary for regular working hours of an employee working for hourly and piecework rates shall be determined in accordance with average hourly earnings for the immediately preceding completed salary payment period.

Application instruction: Average hourly earnings shall denote the average hourly earnings for working hours of the immediately preceding normal salary payment period (earnings for the salary payment period/working hours completed) including any bonuses for special conditions and shift work, but excluding any increases for overtime and Sunday work.

No deduction shall be made when a training school teacher fails to take timetabled additional lessons due to absence.

Section 8 Salary for an incomplete calendar month

If salary is paid to a monthly paid employee for an incomplete calendar month, then the salary for a calendar day shall be reckoned using the number of calendar days in each month as the divisor.

The salary of an employee on hourly or piecework rates for part of a month shall be determined according to the working hours completed and the agreed hourly rate.

Section 9 Salary of part-time employees

The salary payable to a monthly-paid employee engaged in part-time work shall be the proportion of the salary for a full-time employee that corresponds to the number of hours of part-time work.

The salary of a member of a teaching and research staff who is transferred from full-time to part-time work shall be paid as a proportion of the salary of a full-time employee reckoned in accordance with the foregoing principles according to the terms and conditions of employment, or for a training school teacher according to the teaching duties.

Section 10 Travelling expenses and per diem allowances

Compensation shall be paid in accordance with the current regulations of the Finnish Tax Administration for the travelling expenses incurred by an employee who travels at the employer's behest.

If the employer has ordered an employee to travel on a Saturday or Sunday, on a weekday public holiday referred to in this collective agreement, or on one of the employee's other days off, and the time devoted solely to travelling is not less than

five hours, then a per diem travelling allowance of EUR 55 shall be paid to the employee. Travelling time shall not be counted as hours of work.

No per diem travelling allowance shall be paid to employees in the managerial positions referred to in chapter 4, section 17, paragraph 4 of the collective agreement, or to employees who make their own decisions on the time of their work-related travel and on the working and free time arrangements pertaining to their hours of work. Neither shall compensation be payable in the event that the foregoing travelling day includes time that counts as working hours, or in the event that compensation is paid for travelling pursuant to special regulations otherwise than as stipulated in this agreement.

The employee shall use the cheapest available vehicle and mode of transportation, while having regard to any saving of time.

An employee shall be entitled to an advance payment of expenses incurred in work-related travel if the employer has not furnished the employee with a charge card or if such a card cannot be used for payment in the destination country. No advance payment of the per diem allowance shall be necessary for work-related travel lasting less than 24 hours.

Compensation for travelling expenses shall be requested by presenting a travel invoice to the employer within two months of completing the journey on pain of forfeiting the right to compensation and to any advance payment that has been made.

Additional compensation for foreign travel

If work-related travel ordered by the employer involves travelling outside of Finland, then the employer shall pay compensation for the immediately associated expenses of this travel as follows:

- 1) all travel surcharges such as airport taxes,
- 2) all charges for visas, medicines and vaccinations that are directly involved in the journey,
- 3) all essential and appropriately justified telephone and telecommunication expenses pertaining to arranging work-related travel and working
- 4) safe deposit box hire charges associated with hotel accommodation, and
- 5) all other comparable mandatory charges.

Comment: The employer will have general travel insurance for work-related travel abroad, which will also include luggage insurance.

Section 11 Agreements of national labour and employer confederations and the compensatory fines

The following current agreements of national labour and employer confederations shall be observed as part of this collective agreement:

The group life insurance agreement

The recommendation on prevention of substance abuse problems, processing of matters of substance abuse and referral for treatment at workplaces

If any amendments are made to the group life insurance agreement or to the recommendation on prevention of substance abuse problems, processing of matters of substance abuse and referral for treatment at workplaces, the amendments become part of the provisions of the general collective agreement for universities without separate ratification from the entry into force date of the agreements of national labour and employer confederations, unless one of the signatory organisations of the general collective agreement for universities separately proposes having negotiations on the amendment's entry into force. These negotiations must be proposed as soon as possible and no later than a month after the agreements of national labour and employer confederations has come into effect, in which case the amendments to the agreements of national labour and employer confederations do not enter into force and the contents and entry into force date of the agreement are defined by the negotiations.

When sentencing universities or local trade unions to pay compensatory fines in accordance with Collective Agreements Act, the maximum amount of the compensatory fine is 2.590 euros.

Section 12 Collection of membership dues

When so authorised by an employee, the employer shall withhold from the salary payable to an employee the membership dues of an association that is a signatory to the collective agreement for universities, and of any affiliates and subordinate trade unions thereof. The employer shall credit the membership dues withheld to the bank account designated by the said association.

The association shall be required to provide the details necessary for withholding of membership dues in written form.

A certificate of the membership dues withheld shall be given to the employee for taxation purposes after the end of the calendar year or the end of the employment relationship.

Section 13 Settlement of disputes

Any dispute on the legitimacy, validity, content or scope of this agreement or on the correct interpretation of any point thereof shall be negotiated in accordance with this section.

Negotiation at work unit level

Cases of dispute shall initially be considered in negotiations between a supervisor or employer's representative and the employee and/or the shop steward or other staff representative who represents the employee.

Local grievance negotiations

If the matter cannot be settled through negotiations at work unit level, then it may be considered in local grievance negotiations between the employer's representative and the competent chief shop steward or other shop steward.

Negotiations between federations

If the matter cannot be settled through local grievance negotiations, then it may be submitted for negotiation between the competent federations that are signatories to the collective agreement.

Where so separately agreed between the federations, a point of dispute may be examined in negotiations between the federations without engaging in local grievance negotiations.

All disputes concerning the interpretation and application of local agreements on co-operation or labour protection co-operation shall also be handled in accordance with this section. Such disputes may nevertheless not be submitted to the Labour Court if inter-federation negotiations are unsuccessful.

Section 14 Procedures and time limits

Local grievance negotiations and inter-federation negotiations shall be requested in writing and the request shall specify the matter to be negotiated.

Both local grievance and inter-federation negotiations shall commence within three weeks of submitting the written request unless otherwise agreed, and shall be brought to a conclusion without delay.

Inter-federation negotiations shall be requested with four months of terminating local grievance negotiations on pain of forfeiting the right to raise the matter.

The negotiations shall end on a mutually specified date, or on the day when a party thereto announces in writing that the negotiations have ended.

A record shall be kept of local grievance and inter-federation negotiations, and shall be scrutinised in the manner agreed by the parties without delay.

No action shall be brought before the Labour Court unless inter-federation negotiations on the point of dispute have concluded. Any action shall be filed at the Labour Court within four months of the date on which the record of the inter-federation negotiations was scrutinised, but no later than within six months of the end of the said negotiations under penalty of forfeiture of claims.

Section 15 Industrial peace obligation and consequences of breaching the agreement

No strike, lockout or other comparable action may be taken that is directed against any provisions of this agreement or that seeks to amend this agreement while this collective agreement remains in force.

Section 16 Protective clothing

The employer shall procure the protective clothing that must be used by the employees in their work, and shall be responsible for laundering and maintaining this clothing at locally agreed intervals.

The employee shall be furnished with special protective clothing for use in the course of work in very dirty, wet or cold conditions, which shall include such items as footwear, rubber gloves and protective or thermal overalls where necessary.

The supervisor and the employee shall jointly determine the need for protective overalls and clothing.

The employer shall defray the costs of any uniform or insignia for the employee that are expedient for designating the employee's status and duties at the workplace.

Comment: Sections 15 and 20 of the Occupational Safety and Health Act govern the provision and use of personal protective equipment and appropriate working clothes for employees. Työturvallisuuslaki, no. 738 of 2002.

Section 17 Local co-operation agreements

Co-operation training, information and direct co-operation at the workplace are very important. An effective co-operation system supports the smooth management of changing circumstances, and improves the profitability of operations, quality of life at work, and general staff job satisfaction.

Local agreements may be concluded at individual universities on practical implementation of the Act on Co-operation within Undertakings. The matters specified in a local co-operation agreement may, as necessary, include:

- The levels of co-operation: individual level, operating unit level, [definition/description: faculty/discipline unit/higher education institute within the university, department/division, autonomous institute, central administration and its subordinate units], university level.
- On establishing a co-operation committee, agreement shall be reached on its composition, term of office and ordinary business, and on the procedure for appointing its members. Such matters as the minimum number of meetings of the committee and other details specific to the university in question may also be agreed.
- The composition, term of office, terms of reference and appointment procedure will be agreed for any unit-level co-operation organs to be established.
- The manner of convening and meeting notification periods of co-operation organs (e.g. time in working days, written invitation or invitation by e-mail, agenda accompany invitation, and manner of providing accompanying background materials).

Section 18 Labour protection co-operation

Purpose of labour protection co-operation

Labour protection is part of strategic human resources management. It seeks to improve the health and safety of work and the working environment, and to bring about a workplace and job satisfaction that generate sustainable profitability.

Labour protection co-operation is interactive employer-staff collaboration seeking to enable employee participation and influence in matters concerning health and safety at work.

The context of these activities is the Act on Occupational Safety and Health Enforcement and Co-operation on **Occupational Safety and Health at Workplaces** (44/2006), sections 8 and 12 of the Occupational Health Care Act and chapter 13, section 4, subsection 2 of the Sickness Insurance Act.

Local labour protection co-operation agreements

Local agreements may be concluded at individual universities on practical implementation of labour protection co-operation. Labour protection co-operation agreements will settle the following and other matters, as locally required:

- scope of application (e.g. grant researchers and others working on university premises by permission of the university, and students engaged in training work etc.)
- labour protection commission (more than one if necessary): size, composition, any permanent specialist members entitled to attend and speak, procedure for convening meetings and business to be transacted
- division of workplaces required for organising labour protection co-operation

- arrangements for electing the labour protection delegates and deputy delegates, and the staff representatives on the labour protection commission
- election/appointment of any labour protection agents and their duties
- operating conditions of labour protection delegates

Election of staff representatives

The organisations representing the staff shall ensure that the elections of labour protection delegates and deputy delegates, labour protection agents and other staff representative members of the labour protection commission are arranged.

Section 19 Duration of the agreement

The collective agreement shall be valid from 21 May 2025 to 31 March 2028.

By 31 December 2026, the parties to the agreement will evaluate achievement of the agreement's objectives and the economic and employment prospects that can be assessed. Based on this evaluation, the parties will have the right to terminate this agreement on 31 March 2027. A notice of termination must be submitted in writing to the contracting parties no later than 31 January 2027.

After 1 April 2028, the agreement will continue a year at a time, unless notice of termination has been given in writing by either side at least six weeks before the end of the agreement.

This agreement shall remain in force notwithstanding its termination until negotiations on a new collective agreement have been jointly found to have ended or until a negotiating party notifies the other parties in writing to this effect.

CHAPTER 2 REGULATIONS ON ANNUAL HOLIDAYS

Section 1 Scope

Annual holiday benefits shall be determined in accordance with the Annual Holidays Act and with this agreement.

The annual holiday regulations shall apply to persons who are subject to the working time regulations for teaching and research staff or to provisions governing training school teaching staff only in respect of annual holiday bonus.

Neither these regulations nor the provisions of the Annual Holidays Act shall in any way apply to part-time hourly-paid teachers at training schools.

Section 2 Definitions

The holiday season shall begin on 1 June and end on 30 September.

The holiday year shall be the calendar year during which the holiday credit year ends.

The holiday credit year shall begin on 1 April and end on 31 March.

A day of annual holiday shall be an ordinary weekday. For the purposes of this agreement, ordinary weekdays shall not include Saturdays, Sundays, ecclesiastical holidays, Christmas Eve, Midsummer's Eve, Finnish Independence Day (6 December) or 1 May.

A full calendar week shall expend five days of annual holiday. The same principle shall apply in periodic work. The provisions of the Annual Holidays Act referring to 12, 18 or 24 ordinary weekdays shall correspondingly denote 10, 15 or 20 ordinary weekdays for the purposes of this agreement.

A complete holiday credit month shall be a calendar month affording entitlement to annual holiday.

The statutory annual leave shall be the first 25 days of annual holidays granted to the employee in each holiday credit year.

Application instruction: The annual holiday is granted based on yearly holiday earning so that the holidays of the oldest holiday credit year are always granted first. Otherwise holidays are granted so that first the holidays potentially transferred from the previous holiday year according to the annual holiday legislation are granted, then the statutory annual holidays of the holiday season of the holiday year, and

after that other holidays. In the annual holiday accounting both accumulating and granted holidays and their nature have to be specified.

Saved annual holiday shall denote the part of the holiday comprising days of holiday from the holiday year that is carried over to be taken later.

Section 3 Length of annual holiday and leave-earning

The length of an employee's annual holiday shall be determined as follows:

if the employee has worked continuously for the current employer or for another university for less than one year at the end of the holiday credit year, then the annual holiday earned for each complete holiday credit month shall comply with the following table:

Completed holiday credit months	1	2	3	4	5	6	7	8	9	10	11	
Number of days of annual holiday	2	4	6	8	10	12	14	16	18	20	22	

if the employee has been directly employed by the same employer, by some other Finnish university or comparable research institute, or by a university hospital for not less than one year by the end of the holiday credit year, or if the employee is entitled to twelve holiday credit months from the foregoing service relationships for the completed holiday credit year, then the employee shall be entitled to annual holiday reckoned in accordance with the following table for each completed holiday credit month of the current employment:

Completed holiday credit months	1	2	3	4	5	6	7	8	9	10	11	12
Number of days of holiday	3	5	7	10	13	16	19	21	24	26	28	30

if the employee has completed not less than fifteen years of service earning entitlement to annual holiday before the beginning of the leave-taking period (by 31 May), then the annual holiday entitlement for each completed holiday credit month shall be reckoned according to the following table:

Completed holiday credit months	1	2	3	4	5	6	7	8	9	10	11	12
Number of days of holiday	3	6	9	11	15	18	22	25	28	31	34	38

If the person reaches before the end of the holiday year (31 December), the period of service entitling to a longer period of leave as provided in paragraph 3, as a result they shall receive a holiday extension. The holiday extension shall be taken before 1 June of the following year.

Section 4 Calculation of 15 years' service

The calculation of 15 years' service required under point 3 of section 3 of this chapter shall include full-time service:

1. at the employing university in question
2. at another Finnish university
3. for the Finnish government, excluding time spent in conscripted or non-military service, crisis management and peacekeeping duties, or job release time other than sick leave or family leave taken in accordance with chapter 4, section 1 of the Employment Contracts Act
4. in duties for another employer in Finland or abroad, insofar as these duties are of material benefit for performing the employee's current duties.

The seniority accruing from previous work experience shall be ascertained when the employment begins.

Application instruction: At the start of employment an employee shall give an account of any previous work experience that the employee would like to be taken into consideration when granting annual holiday benefits. Any further account affecting holiday entitlement that is subsequently provided shall be taken into consideration as of the time when this account has been submitted to the employer. An account submitted by an employee may also be taken into consideration retroactively where there is a valid reason for so doing.

Service shall denote the time when the employee has been working. A period of salaried absence from work, or a period for which benefits have been paid under the Sickness Insurance Act, shall also be deemed to constitute time spent working.

Full-time service shall be deemed to be any work averaging no fewer than 20 hours per week or any function not covered by working time regulations in which the volume of work is not less than 50 per cent of a total work volume. A proportional share of any part-time service shall be counted according to the working hours compared to those of a corresponding full-time employee.

Section 5 Holiday entitlement on termination of employment

On termination of employment an employee who reaches the seniority required for the holidays referred to in points 2 or 3 of section 3 before the employment ends shall enjoy annual holiday or annual holiday compensation for the current holiday credit year reckoned in accordance with the said points.

Section 6 Time equivalent to working

In addition to the provisions of section 7 of the Annual Holidays Act, any days for which the employer has paid salary or compensation for lost earnings under this collective agreement (trade union training, staff training, time off in lieu of annual holiday bonus, time off in lieu of overtime compensation, working time bank time off etc.) shall be deemed equivalent to working.

Comment: A period of absence due to a work-related accident or occupational illness shall be deemed equivalent to working time when reckoning annual holiday benefits for no longer than 365 calendar days.

Section 7 Use of days of annual holiday in part-time work

In part-time work the number of days of holiday used shall correspond to the number of ordinary weekdays in the reference period, except where work is done with regularly reduced daily working hours, and the employee is on holiday for all of the working days in the reference period.

Section 8 Annual holiday salary of monthly paid employees

An employee shall be paid normal monthly salary under the employment contract for a period of holiday in accordance with chapter 1, section 7 of the collective agreement, together with an annual holiday supplement.

The annual holiday supplement for each day of annual holiday shall be 1/250 of the total bonuses, supplements and additional fees referred to below that were paid or fell due for payment in the preceding holiday credit year.

- Holiday eve bonus
- Call-out pay
- Evening work bonus
- Saturday bonus
- Sunday bonus
- Standby compensation
- Night work bonus
- Shop steward and co-operation bonus
- Shop steward fee (deputy shop steward)
- Labour protection delegate fee (deputy labour protection delegate)

Section 9 Determination of annual holiday salary when working time and salary are changed during a holiday credit year

Annual holiday salary is determined according to annual holiday law section 12 when the working time and salary of the employee have changed during the holiday credit year and the change has lasted altogether at least four calendar month or 120 calendar days in one or several periods.

Application instruction: This regulation shall not apply if the reason for the working time amendment is a partial sick leave referred to in chapter 3, section 6.

The annual holiday salary is calculated using the following percentages:

- 9 per cent in the case described in section 3 paragraph 1,
- 13 per cent in the case described in section 3 paragraph 2 and
- 16 per cent in the case described in section 3 paragraph 3

If the changes occur only after the holiday credit year before taking the annual holiday or part of it, the holiday pay is calculated based on the monthly salary derived from the working time during the holiday credit year.

Section 10 Payment of annual holiday salary to monthly paid employees

The annual holiday salary shall be paid to an employee on the customary salary payment day.

The annual holiday supplement shall be paid with the salary for June or July.

Section 11 Annual holiday salary of employees paid otherwise than monthly

The annual holiday salary of an employee on hourly or piecework rates for whom a completed holiday credit month is determined under subsection 1 of section 6 of the Annual Holidays Act (i.e. 14 working days per calendar month) shall be 10 per cent or, after the employment has continued for not less than one year by the end of the holiday credit year preceding the leave-taking period, 12.5 per cent of all salary that has been paid or has fallen due for payment for working time during the holiday credit year.

The annual holiday salary of employees other than the foregoing shall be reckoned according to section 12 of the Annual Holidays Act.

The salary referred to in this section shall be paid with the salary payment for June when the employment continues. If the employment comes to an end, then the said salary shall be paid with the salary payment for the final month of employment.

Section 12 Determination of annual holiday compensation

The annual holiday compensation of a monthly paid employee per day of annual holiday shall be 1/21 of the salary payable under chapter 1, section 7 of this collective agreement. The annual holiday supplement referred to in paragraph 2 of section 8 shall also be paid.

When the annual holiday salary is determined according to section 9 percentage calculation, the annual holiday compensation per day of annual holiday is then the amount of annual holiday pay divided by the quantity of earned holiday days in the holiday credit year. Annual holiday supplement is not separately paid.

The annual holiday compensation of employees paid otherwise than monthly shall be the same as the annual holiday salary stipulated in section 11.

Section 13 Determination of annual holiday compensation in certain special cases

Annual holiday compensation for holiday that has been deferred owing to incapacity to work shall be determined as follows:

- 1) if it has not been possible, during the same calendar year following a leave-taking period, to grant annual holiday that was designated for the said leave-taking period but that was deferred owing to incapacity to work, and the said annual holiday has not been held over until the next year, then annual holiday compensation shall be determined in accordance with the salary for December, and
- 2) if it has not been possible, by the end of the next calendar year, to allow annual holiday granted outside of the leave-taking period that was deferred until the next calendar year owing to incapacity to work, then annual holiday compensation shall be determined in accordance with the salary for December of the said next calendar year.

Section 14 Saved annual holiday

The system of saved annual holiday shall be governed by section 27 of the Annual Holidays Act and by the following regulations.

Use of saved annual holiday shall require a written agreement concluded between the employer and the employee. This agreement shall specify the maximum number of days that can be saved and the date by which the saved annual holiday must be taken.

Any annual holiday exceeding 15 days may be saved. An employee shall nevertheless be entitled to save the portion of annual holiday exceeding 20 days if this causes no significant harm to the operations of the university.

The deferral of days of holiday as saved annual holiday shall be agreed by no later than the time at which the employee is given an opportunity to express a view on the time of the holiday.

Saved annual holiday shall be taken at a separately agreed time. If no agreement can be reached on the time of saved annual holiday, then the employee shall announce the time when the saved annual holiday shall be taken no later than four months before the saved annual holiday begins. Saved annual holiday shall be granted in full days unless otherwise agreed. Saved annual holiday shall be granted within no more than 5 years of the end of the holiday year from which the holiday was saved from annual holiday.

Compensation for any saved annual holiday that has not been taken before the end of employment shall be payable in accordance with the regulations governing annual holiday compensation.

Section 15 Right to annual holiday bonus

When an employee is entitled to holiday pay or holiday compensation, then annual holiday bonus shall also be payable in accordance with the following regulation:

Annual holiday bonus shall be paid with the salary for July. The annual holiday bonus shall be determined according to the salary for the duties of the employee concerned in June.

In the event of any alternative agreement on the time of payment of annual holiday bonus, the said annual bonus shall be determined according to the salary for the month immediately preceding the month of payment. If the employee concerned is on job release in June or in some other month in the foregoing manner, then annual holiday bonus shall be determined in accordance with the salary that would have been paid to the employee if the employee had been working.

Annual holiday bonus shall be paid at the end of employment for all days of holiday earned by the employee up to the time when the employment ends for which the employee has received no annual holiday bonus provided that the employment ends for reasons not attributable to the employee. At the end of the employment period, half of the above annual holiday bonus will be paid if the employment relationship ends:

- due to termination during the trial period by the employee
- due to the resignation of the employee for reasons other than retirement
- as the employment contract is considered to be rescinded (chapter 8, section 3 of the Employment Contracts Act) or
- in the event of termination or rescission of the employment contract on grounds relating to the employee (chapter 7, sections 1–2 and chapter 8, section 1 of the Employment Contracts Act), except where the reason for termination is due to a material and long-term deterioration in the employee's working capacity (chapter 7, section 2, subsection 2, paragraph 1 of the Employment Contracts Act).

An employee beginning part-time early old-age pension shall be paid annual holiday bonus for all days of holiday earned by the employee up to the time of part-time early old-age pension for which the employee has received no annual holiday bonus. The annual holiday bonus shall be determined according to the salary for duties immediately prior to the time of part-time retirement.

If the annual holiday salary for a monthly salaried employee is determined by percentage, the annual bonus holiday pay is also then paid according to this section.

An employee who qualifies for the extended holiday referred to in point 3 of section 3 before the end of the holiday year shall also be entitled to annual holiday bonus with respect to these additional days of holiday.

No annual holiday bonus shall be paid to an employee who fails to complete any holiday credit months.

Section 16 Annual holiday bonus payable

The annual holiday bonus of a monthly paid employee shall be

4 per cent in the case described in section 3 paragraph 1,
5 per cent in the case described in section 3 paragraph 2 and
6 per cent in the case described in section 3 paragraph 3

of the salary for the month immediately preceding the month of payment of annual holiday bonus multiplied by the number of completed holiday credit months.

Application instruction: The basis for annual holiday bonus shall be the salary according to chapter 1, section 7.

The annual holiday bonus of employees who are paid in other ways shall be an increase of 50 per cent of their annual holiday pay under section 10.

A person falling within the scope of the total working time system for teaching and research staff shall be paid annual holiday bonus for the number of days of annual holiday for which the person concerned would qualify under this agreement.

A full-time hourly teacher in a training school shall nevertheless be entitled to no more than the annual holiday bonus reckoned according to the number of hours corresponding to the teaching duties of the job in question on the same criteria as a person in full-time duties as a teacher.

Section 17 Exchange of annual holiday bonus for time off

The exchange of annual holiday bonus for time off may be agreed between the employer and the employee by no later than the end of April of the year of payment of annual holiday bonus.

The duration of time off shall be determined by deducting 4.4 per cent of the monthly salary from the annual holiday bonus for each working day that is exchanged for time off.

The time off shall be granted during the year of payment of the annual holiday bonus or the next calendar year. Annual holiday bonus may be converted back into cash if some pressing reason prevents use of the time off, for example where the employee so requests on account of illness.

Section 18 Postponement of annual holiday

An employee shall be entitled to postpone any annual holiday that coincides with the family leave referred to in chapter 4, section 1 of the Employment Contracts Act on the same grounds as the employee's right to postpone annual holiday pursuant to section 25 of the Annual Holidays Act.

Section 19 Transfer of annual holiday and saved annual holiday due to disability

Transfer of statutory annual holiday based on collective agreement based on disability is determined by section 25 of the law on annual holiday. The employee is required to present a medical certificate or some other reliable proof as defined by the employer when requesting holiday postponement.

CHAPTER 3 ABSENCES

ABSENCES DUE TO ILLNESS

Section 1 Right to sick leave

An employee shall be entitled to be absent from work when prevented from performing duties due to a verified illness, disorder or injury.

Section 2 Employee's duty to notify

An employee who is prevented from working for the reasons stated in chapter 3, section 1 shall be required to notify the employer thereof without delay, and to give an estimate of when the impediment to working will end.

The employee shall present a medical certificate or other account of the incapacity to work that is accepted by the employer. If the employee is attended by a medical practitioner designated by the employer, then the employer shall defray the costs of procuring the medical certificate.

Application instruction: During an epidemic, or when adequate physician services are not available, an occupational health nurse or other nurse may, in lieu of a medical practitioner, conduct an examination and issue a certificate of sick leave for no longer than three days at a time. The said certificate may only be extended by the same nurse.

Section 3 Sick leave salary supplement for monthly paid employees

In addition to the salary referred to in chapter 1, section 7 of this collective agreement, a monthly paid employee shall be paid a sick leave salary supplement for the duration of paid sick leave. For each calendar day of sick leave this bonus shall be 1/365 of the total bonuses, supplements and additional fees referred to below that were paid in the preceding holiday credit year.

Bonuses, supplements and additional fees qualifying for inclusion in sick leave salary supplement:

- Holiday eve bonus
- Call-out pay
- Evening work bonus
- Saturday bonus
- Shop steward fee (deputy shop steward)
- Sunday bonus
- Labour protection delegate fee (deputy labour protection delegate)
- Standby compensation
- Shift work bonus
- Night work bonus

Application instruction:

The supplement shall also be payable together with salary for the following absences:

- *pregnancy and parental leave, temporary child care leave and rehabilitation time*
- *incapacity to work caused by accident, occupational illness or violence*
- *if the employer has prevented the person from working due to illness*
- *in the cases referred to in section 22 of this chapter*

Section 4 Assignment of per diem allowance to the employer

For the period of paid sick leave, pregnancy and parental leave, the entitlement to per diem, pregnancy and parental allowance under the Health Insurance Act shall be assigned to the employer insofar as the aforementioned per diem allowance does not exceed the salary paid to the employee for the same period.

The right of staff, who are not entitled to annual holiday, to sickness benefit under the Health Insurance Act shall not be assigned to the employer for the period known as calculated annual holiday beginning on 16 June.

At other times, when teaching work at training schools has been discontinued due to holidays, the sickness benefit or the foregoing compensation shall be paid to the employer if the employee was entitled to a sickness benefit or other compensation but did not apply for leave owing to incapacity to work.

If no per diem allowance referred to in the Health Insurance Act is paid for reasons attributable to the employee, or if the sum paid is less than the employee's entitlement by virtue of the Health Insurance Act, then the employer shall be entitled to deduct from the sick leave salary any part of the per diem allowance under the Health Insurance Act that was not paid in full or in part due to the employee's conduct.

If the employee receives some other per diem allowance or comparable compensation due to incapacity to work, either by law or on the basis of some insurance financed by the employer, then the right to compensation or to per diem allowance for the period of illness shall be assigned to the employer insofar as the said per diem allowance does not exceed the salary received by the employee for the same period.

If sick leave salary has been paid before any of the foregoing compensations was paid, then the employer shall be entitled to draw the compensation or to reclaim the said sum from the employee to the extent that this does not exceed the sum paid by the employer.

Section 5 Length of paid sick leave period

The paid sick leave period shall be determined as follows:

Duration of employment	Maximum length of paid period
Under 1 month	1+9 ordinary weekdays at 50 per cent of salary
1 month – under 1 year	40 calendar days a year and thereafter 75 per cent salary, however, for no longer than a total of 365 calendar days
1 year – under 5 years	50 calendar days a year and thereafter 75 per cent salary, however, for no longer than a total of 365 calendar days
5 years –	60 calendar days a year and thereafter 75 per cent salary, however, for no longer than a total of 365 calendar days

If the incapacity to work continues without interruption beyond the end of the year, then sick leave salary shall be paid on the same grounds for the entire period of sick leave.

An employee shall be entitled to a single continuous period of sick leave not exceeding 365 paid days. The absence shall be deemed continuous in the event of any relapse occurring before the employee has been working for at least 16 days. The period of employer's liability for sick leave salary shall be reckoned as for a single continuous period of illness in such cases.

Example: A person has been absent due to illness and returns to work on 12 March 2010. This means that Thursday 1 April 2010 (Maundy Thursday) is the employee's 15th day at work. Following the Easter holidays the employee is absent from work in the following week, e.g. due to annual holiday or temporary child care leave (Tuesday 6 April – Friday 9 April). This means that Monday 12 April 2010 is the employee's 16th day at work.

The days known as calculated annual holiday shall not count towards the paid periods of 40, 50, 60 and 90 calendar days referred to in sections 5, 8 and 9 of this chapter for an employee who is not covered by the annual holiday regulations of this collective agreement, but the period of calculated annual holiday shall be included in the maximum period of 365 calendar days.

If an employee transfers to the university from service at another university or at a comparable research institute or university hospital, then the foregoing previous work experience shall be included when calculating the duration of employment for the purpose of the period of paid sick leave.

Comment: The regulation in chapter 1, section 4, paragraph 2, governing interruption of employment shall apply when determining the duration of employment.

No right to sick leave salary shall arise, or sick leave salary may be reduced, if the employee has, either individually or with the help of others, intentionally caused an illness, disorder or injury or prevented healing thereof. The same shall apply when the employee has substantially contributed to the onset of illness through gross carelessness.

Application instruction: If an employee falls ill during a working day, then the employee shall be paid the working salary for the said day and payment of sick leave salary shall begin from the first full day of sick leave.

The foregoing maximum duration of the paid period shall not depend on whether the cause of the continuous absence is one or more illnesses, disorders or injuries.

Entitlement to paid sick leave shall be determined in accordance with the decision on the per diem allowance.

Example 1:

The employee's employment has continued for longer than 5 years and the sick leave is continuous and lasts for longer than one year, e.g. from 1 June 2010 to 31 August 2011:

1 June 2010 – 30 July 2010	31 July 2010 – 31 May 2011	1 June 2011 – 31 August 2011
60 days at 100 per cent	305 days at 75 per cent	Employer has no duty to pay salary

Example 2:

The employee's employment has continued for longer than 5 years and the employee has several periods of sick leave, of which the last is continuing for the time being as follows:

- 2 December 2011 – 29 February 2012

- 1 May 2012 – for the time being (beyond the end of 2012)

2 December 2011 – 31 December 2011	1 January 2012 – 30 January 2012	31 January 2012 – 29 February 2012	Work- ing	1 May 2012 – 30 May 2012	31 May 2012 – 01 March 2013	2 March 2013 –
30 days at 100 per cent	30 days at 100 per cent	30 days at 75 per cent		30 days at 100 per cent	275 days at 75 per cent	No salary paid

Example 3:

The employee's employment has continued for longer than 5 years and the employee has several periods of sick leave, of which the last is continuing for the time being as follows:

- 2 December 2011 – 29 February 2012
- 1 May 2012 – 9 June 2012
- 1 September 2012 – for the time being (beyond the end of 2012)

2 December 2011 – 31 December 2011	1 January 2012 – 30 January 2012	31 January 2012 – 29 February 2012	Working	1 May 2012 – 30 May 2012	31 May 2012 – 9 June 2012	Working	1 September 2012 – 23 May 2013	24 May 2013 –
30 days at 100 per cent	30 days at 100 per cent	30 days at 75 per cent		30 days at 100 per cent	10 days at 75 per cent		265 days at 75 per cent	No salary paid

Section 6 Partial sick leave

The right of an employee to part-time sick leave and partial sickness benefit, and the temporary part-time employment contract upon which the said right is based are governed by the Employment Contracts Act and by the Sickness Insurance Act.

The employee shall be paid the proportion of the salary for a full-time employee that corresponds to the number of hours of part-time work.

Sick leave salary shall also be paid for a period of partial sick leave so that, reckoned together with the foregoing salary for part-time work and partial sickness benefit, it totals 86 per cent of the salary constituting the basis for the salary payable for sick leave at the time when the employee's partial sick leave begins.

A period of partial sick leave shall not interrupt continuous full sick leave, but instead reckoning of sick leave salary of a person returning to sick leave from partial sick leave shall continue from the situation of the person concerned at the onset of partial sick leave.

A period of part-time work shall not count towards a period of sick leave, nor shall it have any bearing when reckoning sick leave salary.

Partial sick leave shall not affect the grounds for determining annual holiday bonus, and so this shall be paid on the basis of the salary for full-time work.

If a person takes annual holiday or annual holiday bonus leave during partial sick leave, then salary shall be paid for the said period at the rate for full-time employment.

Comment: Pursuant to the Sickness Insurance Act, partial sick leave may be agreed for a period of 12 – 72 ordinary weekdays. The part-time work may be 40 – 60 per cent of the working hours of the full-time job in question.

Example: The salary forming the basis for the partial sick leave salary of an employee is EUR 2,900. Under the arrangement referred to in the agreement, the said employee's working hours are 40 per cent of full-time work, so the salary payable is EUR 1,160. The employee receives EUR 1,015 in partial sickness benefit. Sick leave salary of EUR 319 is paid, making up a monthly total of EUR 2,494 received, which is 86 per cent of the foregoing base salary of EUR 2,900.

Section 7 Illness of an employee during partial sick leave

If an employee temporarily falls ill during the period of partial sickness benefit, the illness lasts for no longer than the day when the employee falls ill and the following nine ordinary weekdays, and the employee then returns to part-time work, then the employee shall be entitled to salary for the period of temporary illness in accordance with paragraph 3 of section 6.

If the employee's illness lasts for longer than the foregoing period of temporary illness, then the employee shall be transferred to full-time sick leave for the remaining period of eligibility for partial sickness benefit, and the employee's salary shall be determined in accordance with the regulations governing sick leave salary.

Section 8 Work-related accident and occupational illness

If the cause of incapacity to work is a work-related accident or occupational illness that has occurred in the course of the employee's duties, then salary for the time of absence shall be paid in accordance with chapter 1, section 7 and chapter 3, section 3 for a period of 90 calendar days.

Minuted note: Based on the employer's statutory work-related accident insurance, the employee is entitled to the foregoing statutory per diem allowance arising from a work-related accident or occupational illness for no longer than one year.

If the employee's salary exceeds the compensation paid under the Employment Accidents Insurance Act, then the employer shall compensate the employee for the shortfall.

Section 9 Incapacity to work caused by violence

An employee who has lost the capacity to work owing to work-related violence shall be paid salary for sick leave arising on account of the said incapacity in accordance with of chapter 1, section 7 for a period of 360 days. Salary at a rate of 75 per cent shall also be paid for a further 180 days if the employee has applied for disability pension or cash rehabilitation benefit within eight months of the onset of incapacity to work.

Section 10 Compatibility of sick leave remunerations

The remunerations referred to in sections 5–9 above shall be mutually independent.

Section 11 Infectious diseases and voluntary residential care of intoxicant abusers

The employee shall be entitled to sick leave salary in accordance with chapter 1, section 7 and chapter 3, section 3 when the employee is ordered to refrain from gainful employment pursuant to section 57 of the Communicable Diseases Act, or is isolated pursuant to section 63 of the said Act, and when an employee suffering from intoxicant abuse has voluntarily sought residential care after agreeing on such care with the employer.

Section 12 Salary when an employee is prevented from working due to illness

An employee who cannot be permitted to attend to his or her duties due to an incapacity to work arising from an illness, disorder or injury that substantially impairs the performance of such duties shall be entitled to sick leave salary for a period of absence in accordance with section 5.

Application instruction: An employee who is evidently unwell shall be referred for examination by a physician unless there is a prior report on the illness.

Section 13 Salary during rehabilitation

Salary shall be paid to an employee in accordance with the conditions and regulations governing sick leave salary for any period of medical rehabilitation, rehabilitation to maintain working capacity, rehabilitation examinations and rehabilitation investigations that is essential to restore the employee's working capacity.

No salary shall be payable when the rehabilitee receives cash rehabilitation benefit.

If a person is unfit for work when rehabilitation begins and the said unfitness continues when rehabilitation ends, then the said rehabilitation shall not interrupt the continuity of illness. A period of rehabilitation shall not be counted when determining the maximum period of paid sick leave if no salary was paid for the said period of rehabilitation.

Section 14 Visits to medical practitioners and medical examinations

Visits to medical practitioners shall be arranged in a manner that avoids unnecessary loss of working time and shall be notified to the employer at the earliest opportunity. Job release shall be granted for the purpose of visits to a medical practitioner.

Application instruction: Visits to medical practitioners shall be scheduled outside of working hours. A medical practitioner may be consulted during working hours where so required by the acute nature of an injury or illness, where the visit cannot be arranged outside of working hours without unreasonable inconvenience, or where treatment services are not available in the district outside of working hours.

If the employer has arranged an occupational health service, then a justification shall be required for consulting any medical practitioner not designated by the employer. Such justifications include the acute nature of the illness, an illness that prevents travelling, or the substantial cost to the employee of obtaining a certificate of incapacity to work owing to examinations that fall beyond the scope of the employer's liability for compensation.

Examinations and tests ordered by the employer

An employee shall be required to furnish the employer on request with details pertaining to the health conditions for discharging the employee's duties. The employee may also be ordered to attend examinations and tests performed in order to ascertain the employee's state of health if this is necessary in order to ascertain the conditions for discharging those duties.

The employee shall be compensated for all essential expenses incurred in attending examinations and tests ordered by the employer.

The employee shall be granted job release for examinations and tests ordered by the employer. The time spent shall be counted as working time and compensation for lost earnings shall be paid in this respect. This shall also apply to examinations and tests that are conducted outside of regular working hours under the employee's schedule of work shifts.

Application instruction: Health screening of new employees and age-related examinations performed by the occupational health service shall also constitute examinations ordered by the employer.

Examinations and tests not ordered by the employer

The time spent visiting a medical practitioner or attending medical examinations shall not be counted as working time, but an employee shall be entitled to compensation for lost earnings under the following circumstances:

- when the employee attends for prenatal medical examinations that must be performed during working hours,
- when a visit to a medical practitioner is necessary in order to obtain a medical certificate required by the employer,
- when an illness or injury is diagnosed in the course of visiting a medical practitioner that requires a period of absence from work due to illness or that requires treatment measures,
- when an employee becomes incapacitated for work during the employee's work shift owing to the acute onset of an illness requiring a visit to a medical practitioner during the shift, this also applying to a dental illness requiring immediate treatment by a medical practitioner,
- for the time taken in a laboratory, X-ray and other corresponding examination, provided that the examinations have been prescribed by a medical practitioner and form part of a medical consultation for which the employer pays compensation for lost earnings, or provided that the nature of the examination requires its performance at a time stipulated by a medical practitioner.

No compensation shall be paid for lost earnings if the reason for visiting the medical practitioner is:

- a medical examination for general health control
- treatment of a previously diagnosed illness or injury, or monitoring of its progress, or customary dental treatment
- customary vision control at the practice of an ophthalmologist, or other examinations not requiring urgent treatment,
- physical therapy
- laboratory and X-ray examinations (other than those referred to in the foregoing point)

Section 15 Statutory medical examinations and public screening tests

Statutory medical examinations

The employer shall pay compensation for earnings lost in the time taken for statutory medical examinations and for essential travelling costs.

If the examination is conducted during the employee's time off, then the employee shall be paid a sum corresponding to the minimum daily allowance payable under the Sickness Insurance Act in compensation for extraordinary expenses.

A per diem allowance shall be paid under the conditions stipulated in the collective agreement for the time taken in a statutory medical examination that must be performed in another district.

Public screening and age-related examinations

If an employee is unable to take part in public screening and age-related examinations arranged by public health authorities outside of working hours despite requesting this, then compensation for lost earnings shall be paid for the time taken by the screening or examination, however one day at the most. This duty to pay salary shall not apply to any repeat or follow-up examinations.

Section 16 Donations of organs, tissues or cells

An employee has the right to receive time off work for participating in the donation of organs, tissues or cells.

Considering the regulations on the requirements for the payment of salary for periods of sick leave, the employee has a right to salary from the time required for the removal of the organs, tissues or cells and for any other related essential medical checks.

For the period of paid sick leave, the entitlement to per diem under the Sickness Insurance Act shall be assigned to the employer insofar as the said per diem allowance does not exceed the salary paid to the employee for the same period.

The employee is obligated to inform the employer of his/her absence immediately after receiving the schedule of the procedure or the essential medical checks related to it. At the employer's request the employee shall provide a reliable account of the grounds for the said absence.

FAMILY LEAVES

Transitional provision: The texts of section 17, which will enter into force on 1 August 2022, will be applied to those workers who will be subject to the amendments to the Health Insurance Act concerning family leave, which will enter into force on 1 August 2022. If the provisions on family leave in the Health Insurance Act in force on 31 July 2022 apply to the employee, section 17 of the collective agreement in force on 31 July 2022 shall be complied with in the employment relationship.

In addition to the family leave provisions below, chapter 2, sections 30–32 of the provisions on training schools shall apply to training schools.

Section 17 Eligibility for salary during pregnancy and parental leave

An employee who is entitled to pregnancy allowance under chapter 9, section 1 of the Health Insurance Act (28/2022) shall receive a salary in accordance with chapter 1, section 7 and chapter 3, section 3 of the collective agreement for a period of 40 weekdays, reckoned from the beginning of the pregnancy allowance period.

An employee who is entitled to parental allowance under chapter 9, section 5, subsections 1-3 or chapter 9, section 9 of the Health Insurance Act (28/2022) shall receive a salary in accordance with chapter 1, section 7 and chapter 3, section 3 for the first 32 weekdays of the parental leave.

The condition for the eligibility of a salary during pregnancy and parental leave is that the employee has been employed continuously for at least three months immediately prior to the beginning of the pregnancy or parental leave.

Application instruction: ‘continuously’ is interpreted in accordance with chapter 1, section 4, subsection 2 of the collective agreement.

No salary shall be paid for pregnancy or parental leave exceeding this duration.

A mother’s new pregnancy and confinement during child care leave shall constitute a justified reason for discontinuing such leave.

Application instruction: The start of the pregnancy leave must be announced no later than 2 months before the intended beginning of said leave pursuant to chapter 4, section 3 a of the Employment Contracts Act.

Section 18 Temporary child care leave

An employee shall be entitled to temporary child care leave for not more than four working days at a time in the event of any sudden illness of the employee’s child

who is under ten years of age, or who is handicapped or chronically ill, or of another such child living permanently in the employee's home, in order to care for the child or to arrange such care. A parent not living in the same household as the child shall have the same entitlement. The persons entitled to temporary child care leave may take such leave during the same calendar period, but not at the same time.

The employee shall notify the employer of temporary child care leave and of its estimated duration at the earliest opportunity. At the employer's request the employee shall provide a reliable account of the grounds for taking temporary child care leave.

Application instruction: An employee shall not be entitled to temporary child care leave if the other parent is at home, unless the said parent is tied to an activity that prevents attention to the everyday needs of the child or is otherwise unable to care for the child. The parents may take a total of no more than four working days of temporary child care leave for each particular case of child illness. This means that one possible way to share temporary child care leave, should this be expedient for the working arrangements of the parents, is by arranging for one parent to take care of the child in the morning while the other parent continues this care in the afternoon of the same day.

The entitlement to leave arises for each individual child and case of illness. A new period of temporary child care leave may be taken in the event that another child falls ill or the same child contracts another illness. The child's illness shall be verified in the same way as an illness of the employee. The employee shall also provide an account where required indicating that the child's parents have each taken temporary child care leave one at a time.

This section shall not apply to ordinary care arising from an injury or illness of a child who is disabled or chronically ill. The agreed provisions on temporary child care leave shall nevertheless also apply to a sudden onset of an illness such as a common cold affecting a child under 16 years of age who is disabled or chronically ill.

Section 19 Eligibility for salary during temporary child care leave

Salary shall be paid to an employee for no longer than four working days of temporary child care leave. The salary shall be paid in accordance with chapter 1, section 7 and chapter 3, section 3. It shall be a condition of payment of salary for the period of absence referred to in this section that the absence was essential in order to care for the child or to arrange such care. It shall also be a condition of eligibility for salary that both parents are gainfully employed or that the person concerned is a single parent, and that the child's illness is certified in a manner corresponding to the certification required for illness of the employee.

Application instruction: A person who permanently lives separately from a married spouse and a person whose married spouse is prevented from caring for the child owing to residence in another locality for military service or reserve military training, illness, travel, work or studies or some other similar compelling reason shall also be deemed a single parent.

The references to the basis for sick leave salary mean that an employee shall be entitled to paid leave of absence on the basis of this section after a waiting period of one month.

Comment: Sick leave salary supplement shall be paid to an employee for the period of temporary child care leave.

Example: When Saturday and Sunday are days off for an employee, paid temporary child care leave may last from Friday to Wednesday, as the said two days off are not counted when reckoning four paid working days.

Section 20 Serious illness of a child

After reaching prior agreement on such absence with the employer, an employee whose child suffers from a serious illness of the kind referred to in chapter 10 of the Sickness Insurance Act and chapter 1, section 4 of the Decree of the Council of State on implementation of the Sickness Insurance Act shall be entitled to unpaid job release in order to participate in the treatment, rehabilitation, care guidance, adaptation training or other rehabilitation activities of the child referred to in chapter 10, section 2 of the Sickness Insurance Act.

Section 21 Absence for compelling family reasons

An employee shall be entitled to temporary unpaid leave of absence from work enabling essential personal attendance for unforeseen and compelling reasons arising from an illness or accident that has befallen the employee's family.

The employee must notify the employer of the said absence and of its cause at the earliest opportunity. At the employer's request the employee shall provide a reliable account of the grounds for the said absence.

Application instruction: There is no exhaustive way to define the concept of family as used in this provision. In addition to persons living as a family in the same household, this notion of family shall include such individuals as their near relatives in ascending and descending line.

This means that an employee shall be entitled to temporary unpaid leave of absence from work, for example, in order to care for a parent, grandparent or grandchild, or the same relatives of a spouse.

OTHER ABSENCES

Section 22 Anniversaries and absences pertaining to close relatives

If a working day of an employee coincides with the employee's 50th or 60th birthday, wedding day, funeral of a close relative, no more than one day arising from the death of a family member, and – provided that the absence is essential in order to care for a sick person or to arrange such care – a day of illness of a family member other than a child under ten years of age or a disabled child, or conscription day, then the said day shall be a day off work with pay.

Salary shall be paid for the day of absence in accordance with the principles agreed for payment of sick leave salary in chapter 1, section 7 and chapter 3, section 3.

Application instruction: A close relative shall denote the employee's married spouse and children and the children of the said spouse, the employee's parents or the parents of the said spouse, and the employee's **siblings**.

A family member shall denote the employee's married spouse and children and the children of the said spouse living in the same household. An adopted child and foster child shall also be deemed a child covered by the foregoing regulation.

The foregoing provisions governing a married spouse shall also apply to a common-law spouse and to a partner under the Act on Registered Partnerships.

Section 23 Staff training

An employee participating during working hours in staff training arranged or commissioned by the employer shall be paid salary for the working time in accordance with chapter 1, section 7 without deductions.

No deduction for timetabled additional lessons not taken, or for the fee of a principal or deputy principal, shall be made from the salary of an employee paid under the salary system for training school teaching staff when participating in supplementary training ordered by the employer. A full-time hourly teacher shall be paid according to the actual (timetabled) lessons for this period.

Section 24 National defence and crisis management training

An employee who participates in reserve military training, supplementary non-military service, in a national defence course, or in civil defence training pursuant to

the Rescue Act (379/2011) shall be paid a salary in accordance with chapter 1, section 7, minus any reservist pay or corresponding compensation paid.

An employee called up for military reserve training, who is not paid reservist pay under section 102 of the Act on liability for military service (1438/2007) shall likewise not be eligible for the salary referred to above.

Notwithstanding the foregoing, the employee shall nevertheless be entitled to full salary for the period of annual holiday.

An employee who is not entitled to annual holiday pursuant to provisions or regulations shall nevertheless be entitled to full salary for any period of interruption in school operations. No deduction for timetabled additional lessons not taken, or for the fee of a principal or deputy principal, shall be made from the salary of a teacher paid under the salary system for training school teachers. A full-time hourly teacher paid under the foregoing salary system shall be paid according to the actual (timetabled) lessons for this period.

Section 25 Meetings of staff organisations

Salary shall be paid in accordance with chapter 1, section 7 to an employee who has been granted job release on participating in meetings of the supreme executive organs of the Central Organisation of Finnish Trade Unions – SAK, the Trade Union for the Public and Welfare Sectors – JHL, the Confederation of Unions for Professional and Managerial Staff in Finland – Akava, the Negotiation Organisation for Public Sector Professionals – JUKO, the Finnish Confederation of Professionals – STTK, and Trade Union Pro, or in meetings of the executive organs and board of directors of the member organisations of the Trade Union for the Public and Welfare Sectors JHL and the Negotiation Organisation for Public Sector Professionals JUKO and in meetings of the agreement sector consultative committee of Trade Union Pro.

Section 26 Attendance to local government fiduciary duties or service as a lay member of a District Court

No salary shall be payable to an employee who has been temporarily released from work in order to attend to fiduciary duties in local government or to serve as a lay member of a District Court for the said period of release.

CHAPTER 4 WORKING TIME REGULATIONS FOR UNIVERSITIES

Section 1 Scope

These provisions apply to teaching and research staff other than those who fall in the total working time system and teaching staff in training schools.

Section 2 Regular working hours and their organisation

2.1 General working time

Regular working hours shall average no more than 7 hours and 15 minutes per day, and 36 hours and 15 minutes per week.

The employee's regular working hours can also be arranged as an average by adjusting the working hours to a maximum of 36 hours and 15 minutes per week. The adjustment period shall not exceed 12 weeks.

Regular working hours may not exceed 9 hours per day or 45 hours per week without the employee's consent.

In a local agreement agreed regular working hours may be no more than 10 hours per day and 50 hours per week. In a local agreement the adjustment period shall not exceed 26 weeks.

Annual holidays and other days off shall be deemed to correspond to daily working time of 7 hours and 15 minutes and weekly working time of 36 hours and 15 minutes. Any balancing of working time required by the current adjustment period shall be implemented during time spent at work.

Efforts shall be made when scheduling work shifts to avoid needlessly short shifts and division of shifts.

2.2 Period-based working time

In addition to the work or workplaces referred to in section 7 of the Working Hours Act, period-based work may be used instead of the **general working hours referred to in section 2 (2.1.)**, if this is necessary for the smooth organisation of the work and it is agreed locally in accordance with the regulations on local bargaining in section 2 of this collective agreement.

*Comment: The University of Helsinki Veterinary Teaching Hospital is a veterinary service referred to in the **Working Hours Act**.*

An employee's regular working hours in period-based work are at most

- c. 72 hours 30 minutes over a two-week period, or**
- d. 108 hours 45 minutes over a three-week period.**

In this collective agreement, a working period refers to periods of two or three weeks as defined in points a. and b. above.

The employee's regular working hours can also be arranged as an average, in which case the working hours must be adjusted to the regular working hours specified in a. or b. Working hours can be averaged over a period of two consecutive three week periods (2 x 3 weeks) or three consecutive two week periods (3 x 2 weeks).

Regular working hours must not exceed 117 hours during either three-week period or 80 hours during any of the two-week periods.

2.3 Annual additional work and training hours

The employer has the possibility to require a maximum of 12 hours of additional work and to designate a maximum of 8 hours of paid training **each year** with a basic hourly wage.

Additional work and training cannot be placed on Sundays, public holidays or the Saturday of a public holiday week.

A simple hourly wage is paid as compensation for additional work and training.

The additional work should be scheduled so that it does not cause unreasonable inconvenience to an individual employee.

The need for additional work should be made known as early on as possible and the employee has a right to refuse on a case-by-case basis.

2.4 Impact of public holidays during weekdays on regular working hours

New Year's Day, 1 May, Finnish Independence Day (6 December), Christmas Eve, Christmas Day, Boxing Day and Epiphany, when these holidays fall on a day other than Saturday or Sunday, and Good Friday, Easter Monday and Mid-summer's Eve shall each reduce the working time of the week or work period in question by 7 hours and 15 minutes.

Ascension Day shall reduce the working time of the week or work period in question by 7 hours and 15 minutes. Ascension Day shall nevertheless not reduce working time when it falls on 1 May.

Efforts shall be made to reduce **regular** working time during the said weeks and work periods in the foregoing manner. Efforts shall be made to reduce the working time of a part-time employee working during these weeks or work periods in the same proportion as the working time of full-time employees.

If working time cannot be reduced, then compensation for additional work and overtime during the said weeks or work periods shall be paid in the manner agreed in **sections 7 – 13 and in section 15**. Midsummer's Day and All Saints' Day shall not reduce working time.

Comment: Ascension Day shall not reduce working time in uninterrupted three-shift work or in continuous (uninterrupted) forms of working hours in which the annual working time is more than 8 hours shorter than annual working time in daily work.

Section 3 Maximum working time

Review period of maximum working time is no more than 12 months.

Section 4 Flexible working hours

Pursuant to section 12 of the Working Hours Act, universities may agree to adopt flexible working hour systems that are expedient for their operations, notwithstanding the daily flexible time or the maximum accruals of working time shortfall and excess stipulated in the said Act.

The monitoring period shall not exceed 12 months.

Under the flexible working hours system employees shall manage their own balancing of working hours within the reference period specified by the system. Any time off taken as full work days shall be agreed with the employer.

Section 5 Daily breaks

Under section 24 of the Working Hours Act, an employee must be given a regular break of not less than one hour during a work shift, during which the employee shall be free to vacate the workplace. The employer and the employee may agree on a shorter break, which shall nevertheless be at least 30 minutes.

An opportunity to take a meal during working hours may be arranged in lieu of the rest period in periodic work and during night work and shift work.

The provisions of the foregoing paragraphs 1 and 2 shall also govern part-time work when the daily working time exceeds six hours. Otherwise the daily breaks in part-time work shall be determined where necessary in the course of other scheduling of working time.

When overtime occurs in periodic work the employee shall also be given a 15-minute break to be counted as working time immediately after the end of regular working hours, and an opportunity to take a meal at the most suitable intervals, which shall not exceed four hours.

Section 6 Time period used as the basis for calculating compensation to be paid

The time period used as a basis for calculating compensation to be paid **described in this chapter** is the actual working hours, measured to the nearest minute.

Section 7 Additional work

7.1 Definition of additional work

Additional work is any work not constituting overtime that is done at the request of a **supervisor** in addition to the regular working hours referred to in section 2 of this chapter, part-time working hours, and working hours that have been reduced pursuant to section 2.4, subsections 1 and 2.

Comment: When offering additional work to an employee on part-time pension, partial early old-age pension or partial disability pension, attention shall be paid to the terms and conditions of the partial pension and partial early old-age pension and to the impact of earnings from working on the pension payable.

Comment: public holidays affect the amount of possible additional work in various ways. See the overtime limits for weekday public holidays in sections 8.1. and 8.4.

7.1 Compensation for additional work

Compensation for additional working hours in regular working time shall be granted as equal corresponding time off in lieu in a manner that does not disrupt the operations of the **employer**. Efforts shall be made to grant time off as **full** working days. The time off shall be granted by no later than the end of the calendar month next following the month in which the additional work was done unless an agreement has been reached to grant the said time off at a later date, for example at the time of annual holidays or some other time off.

If the time off cannot be granted in the foregoing manner, then cash compensation shall be paid for the additional hours at the basic hourly salary rate.

Compensation shall be **paid** for additional hours in periodic work at the basic hourly salary rate, or corresponding equal time off in lieu shall be granted where separately agreed.

Comment: Granting of time off in lieu in compensation for additional work in periodic work shall comply with section 21 of the Working Hours Act.

Section 8 Overtime

8.1 Definition of overtime in general working time

In general working time, overtime is work at the supervisor's request that exceeds 7 hours and 39 minutes per day or 38 hours and 15 minutes per week. This also applies to part-time employees.

Notwithstanding the aforementioned provisions, overtime during a workweek when New Year's Day, Independence Day or May Day fall on a day other than Saturday or Sunday shall be any work exceeding 30 hours and 15 minutes that week.

Application instruction: During weeks with public holidays other than those mentioned in the second paragraph of section 8.1., the limit for overtime is 38 hours and 15 minutes per week.

8.2 Compensation for overtime during general working time

8.2.1 Daily overtime

Compensation for daily overtime shall be an increase of 50 per cent to the basic hourly salary for the first two working hours and a 100 per cent increase for subsequent working hours. Daily overtime hours are not included in the calculation of weekly overtime compensation.

8.2.2 Weekly overtime

A basic hourly wage increased by 50% is paid for the first 7 hours and 39 minutes of weekly overtime. A basic hourly wage increased by 100% will be paid for the subsequent hours during that week, even if these are also considered daily overtime.

Notwithstanding what is stated above, a basic hourly wage increased by 50% will be paid for the first 16 hours of weekly overtime **and a basic hourly wage increased by 100% will be paid for the subsequent weekly overtime hours** during weeks when New Year's Day, May Day or Independence Day fall on a day other than Saturday or Sunday.

Example of overtime in average working time:

Overtime in average working time shall be work that is done in addition to working time entered in the schedule of work shifts. If a work shift listed in the shift roster is shorter than 7 hours and 39 minutes, then any "overtime" shall be additional work up to 7 hours and 39 minutes, but for no longer than 2 hours per week.

workshifts in a week completed	7.30	7.30	7.30	6.15	7.30	36.15
	7.30	7.30	10.00	8.00	7.30	40.30
	Mon.	Tue.	Wed.	Thu.	Fri.	total
done in excess of schedule	0.00	0.00	2.30	1.45	0.00	
of which additional work up to 7.39			0.09	1.24		1.33
daily 50% overtime not exceeding 2 hours per day			2.00	0.21		2.21
daily overtime 100%			0.21			0.21

*If overtime is done on a weekly day off, then **at most** the first 2 hours shall be additional work, as work is only **weekly** overtime when a total of 38 hours and 15 minutes have been worked in a week. Hours worked after this are **either weekly or daily** overtime. **Weekly overtime are hours exceeding regular working hours that are not additional work or daily overtime.***

work shifts week completed	36.15	0.00	0.00	
	36.15	10.00	4.00	total
	week total	Sat.	Sun.	
done in excess of schedule	0.00	10.00	4.00	14.00
of which first 2 hours additional work	0	2.00	0.00	2.00
daily overtime 50%		2.00		2.00
daily overtime 100%		0.21		0.21
weekly overtime +50% until 7.39	0	5.39	2.00	7.39
weekly overtime + 100 %	0		2.00	2.00

8.3 Additional and overtime work in flexible working hours

Additional work and overtime in the flexible working hours system are calculated by only **taking** the actual time worked on the day in question **into account**. Overtime is therefore only the work that exceeds the regular daily working hours plus extra work. For the day in question, the flexible working hours balance does **not** change. Work carried out at the employer's request on weekly days off is counted either as extra work or overtime.

8.4 Definition of overtime in periodic working hours

In period-based work, overtime is work performed at the supervisor's request that exceeds the regular working hours referred to in section 2, paragraph 2.2 of the collective agreement.

Notwithstanding the aforementioned provisions, overtime during a workweek when New Year's Day, Independence Day or May Day fall on a day other than Saturday or Sunday shall be any work exceeding 106 hours and 45 minutes during a three-week period, or 71 hours and 10 minutes during a 2-week period.

Application instruction: During weeks with public holidays other than those mentioned in the second paragraph of section 8.4, the limit for overtime is 72 hours 30 minutes in a two-week period or 108 hours 30 minutes in a three-week period.

8.5 Definition of overtime in periodic working hours

During a three-week period, a basic hourly rate increased by 50% shall be paid for the first 18 hours of overtime and a basic hourly rate increased by 100% for subsequent overtime hours.

During a two-week period, a basic hourly wage increased by 50% shall be paid for the first 12 hours of overtime and a basic hourly rate increased by 100% for subsequent overtime hours.

Notwithstanding what is stated above, during a working period where New Year's Day, May Day or Independence Day is a day other than Saturday or Sunday staff shall be paid for:

- **during a three-week period, a basic hourly rate increased by 50% shall be paid for the first 26 hours of overtime and a simple hourly rate increased by 100% shall be paid for the following hours of overtime.**
- **during a two-week period, a basic hourly wage increased by 50% shall be paid for the first 20 working hours and a basic hourly wage increased by 100 per cent for subsequent working hours.**

8.6 Exchange of overtime compensation for time off

An agreement may be concluded to exchange overtime compensation for corresponding time off during the employee's regular working hours.

Section 9 Shift work and night shifts during periodic work

There is no need for shift changes to be regular in shift work, but shifts shall be changed at intervals that are decided in advance.

The employer has the authority to allocate and schedule regular working hours in the manner required by operations, such as by deciding on shifts and their duration and preparing the schedule of work shifts in accordance with the provisions of

agreements and of the Working Hours Act. As shift arrangements are also very important from the point of view of staff, the following points must also be taken into consideration:

- Shifts may not be needlessly divided. Needless division of night shifts in particular must be avoided.
- When the schedule of work shifts is formulated, the shop steward or other staff representative shall be entitled to spend not less than 10 days examining the said schedule and to issue an opinion on it immediately thereafter.
- The confirmed schedule of work shifts shall be observed unless there is some justified reason for deviating from it. Shortfalls under relative working time norms in the working hours of employees engaged in periodic work due to sickness, annual holidays or other acceptable grounds may be re-assigned only when there is a justified reason for doing so from the point of view of operations.
- If a work shift has to be entirely cancelled, shortened at the beginning or postponed, then the person concerned shall be notified on the day immediately preceding the work shift or, in exceptional cases, by no later than the time when the said person departs for the work shift.
- If the foregoing notification is given to the person concerned after already arriving at the workplace, then at least one hour of the shift shall be counted as working time of the said employee. The maximum time to be counted as working time will depend on the length of the journey home, on the time of day, and on other such factors.

Section 10 Compensation for evening work, night work and shift work

An evening work bonus of 15% of the basic hourly salary shall be paid in compensation for work carried out between 6.00 p.m. and 9.00 p.m.

A night work bonus of 35 per cent of the basic hourly salary shall be paid in compensation for work carried out between 9.00 p.m. and 6.00 a.m.

If work that began by no later than 04.00 continues beyond 06.00, then the night work bonus shall also be paid in periodic work for the work done between 06.00 and the first continuous rest period of not less than two hours, but until no later than 12.00.

An employee in two or three-shift work shall be paid corresponding shift work bonuses in lieu of the bonuses agreed above.

The employee's compensation for evening, night or shift work for hours of overtime and Sunday work shall be paid with bonuses reckoned on the same criteria as for other work.

Section 11 Saturday bonus

A Saturday bonus of 25 per cent of the basic hourly salary shall be paid for work carried out on Saturdays between 06.00 a.m. and 6.00 p.m.

A Saturday bonus is only paid for regular working hours that fall within the agreed payment periods of Saturday work compensation.

However, a Saturday bonus shall not be payable if some work shift other than a Saturday work shift or part thereof has been transferred to a Saturday through informal internal agreement or equivalent rescheduling.

No Saturday bonus shall be payable for time that is remunerated by Sunday bonus.

Section 12 Sunday bonus

A bonus equal to the basic hourly salary shall be paid as Sunday bonus for hours of work done on Sundays and other Church holidays, Finnish Independence Day (6 December) and 1 May.

Sunday bonus shall also be payable for work done between 18.00 and 24.00 on the day preceding the said days.

Section 13 Holiday eve bonus

A bonus equal to the basic hourly salary shall be paid as holiday eve bonus for hours of work done on Easter Saturday and on the eves of Midsummer and Christmas when no Sunday bonus is payable.

Section 14 Compensation for time spent travelling

Time spent in work-related travel shall only be counted as working time when the said time is spent in performing duties such as guarding and equipment monitoring.

If an employee is at work on a day spent in work-related travel but for less time than the employee's regular working hours, then the time taken in travelling shall be counted as an addition to working time whereby it amounts to no more than the daily regular working hours together with the time spent working.

The time spent in travelling shall not be counted as an addition to working time in respect of a day of work-related travel that takes place when transferring from one place of work to another.

No evening or night work bonus, Saturday or Sunday bonus shall be payable for time that is counted as an addition to working time.

Section 15 Compensation for certain staff groups

The compensations agreed above in sections **7, 8, 10, 12 and 13** and the Sunday bonus referred to in the Working Hours Act shall not be paid to teaching and research staff at job demand level 7 or to other expert and support staff at job demand level 11 or higher levels.

Compensations under the foregoing regulations shall not be paid to employees engaged in field work during field work hours.

Working time compensations shall be paid as follows to the employees referred to in **paragraph 1 of this section** who are not in managerial positions:

- Additional work is work done at the behest of a supervisor in addition to regular weekly working hours, to part-time weekly working hours, or to the weekly working hours referred to in section **2.4 subsections 1 and 2**.
- Compensation for additional working hours shall be granted as equal corresponding time off in lieu or cash compensation. The cash compensation shall be paid at the basic hourly salary for additional hours, or with a bonus of 50 per cent to their basic hourly salary ("time and a half") for hours of additional work exceeding 40 hours per week. The employer shall decide whether additional work is compensated through time off in lieu or as cash compensation during the calendar month that follows the month in which the work was done. The cash compensation shall be paid by no later than the calendar month that follows the month in which the nature of the compensation is decided. Any time off shall be granted during the six calendar months following the month in which the work was done.
- 50 per cent of the basic hourly salary ("time and a half") shall be paid as the Sunday bonus.
- A separate monthly flat rate of cash compensation may be paid instead of working time compensations under this section if this is considered expedient for some special reason. The monthly compensation shall be agreed with each employee for a specified period. The amount of additional and Sunday work shall be estimated over a sufficiently extended period and the monthly compensation corresponding to the number of hours in question shall be reckoned when concluding such an agreement.

The regulations of this section or of the other sections referred to in paragraph 1 shall not apply to employees in managerial positions. Each university shall stipulate which employees occupy the said managerial positions within their own organisations.

Application instruction: If no working time compensation limit or limit for employees in managerial positions has been settled in the collective agreement, then the individuals who are entitled to compensation shall be determined by a decision of the university having regard to the nature of the duties and the status of the person performing them, and to previous determinations concerning entitlement to compensation.

Working hours for which special fees are paid shall not be counted as working time when applying this regulation. Time spent at representational events or in a corresponding manner shall only be counted as working time when the employer has also ordered the discharge of working duties proper in the course of such events.

16 Certain compensations payable to employees on hourly and piecework rates in periodic work

In addition to any job remuneration, an employee on hourly and piecework rates in periodic work shall be paid compensation in accordance with average hourly earnings corresponding to regular working hours for the Saturdays following Easter Monday and Boxing Day when this day falls on a day other than Saturday or Sunday, and for Epiphany when this falls on a day other than Saturday or Sunday.

Section 17 Urgent work

Urgent work shall denote any work for which an employee is called unexpectedly to do during their time off by order of the relevant supervisor after the employee has already vacated the workplace.

If an employee has been ordered to remain on standby or in on-duty work, the employee has been notified of such work in advance, or the case concerns emergency work of the kind referred to in section 19 of the Working Hours Act, then this shall not constitute urgent work.

An employee shall be paid compensation corresponding to the basic hourly salary for preparing for urgent work, and the basic hourly salary for urgent work together with any overtime compensations for not less than one hour.

If the call to work occurs between 6 p.m. and 6 a.m., however, a 100 per cent increase in the basic hourly salary shall be payable until no later than 6 a.m., and compensation corresponding to the basic hourly salary shall be payable after the urgent work has ended if the work ends before 6 a.m. and the employee does not immediately resume his/her normal work.

No evening or night bonuses shall be payable for hours of urgent work

Section 18 Monitoring and corrective measures in unsupervised use of computers

If monitoring and corrective measures of the network and the network services require, the employee and the employer may agree upon standby in writing.

Section 19 Hourly salary divisor

The basic hourly salary shall be 1/153 of the regular monthly salary.

The basic hourly salary shall be reckoned in part-time work on the basis of the corresponding full-time monthly salary.

If the salary forming the basis for reckoning the basic hourly salary changes in the middle of a week or work period, then the average basic hourly salary shall serve as the basis for compensation paid for work in the said week or work period.

Section 20 Transition to summer time

When changing to and from summer time in the spring and autumn of each year the length of time affording entitlement to working time compensations shall be determined in accordance with the actual time elapsed, and not the period between certain clock times on the day in question.

The time affording entitlement to evening, night and Sunday bonus shall be determined in accordance with official clock times and actual duration.

Section 21 Reference provision on application of the Working Hours Act

Employees falling within the scope of the collective agreement shall be governed in other respects by the Working Hours Act. The provisions of the said Act shall form no part of this collective agreement.

Section 22 Working time bank

A working time bank may be introduced for employees falling within the scope of the Working Hours Act. The regulations governing the working time bank are set out in a separate agreement on the working time bank system.

CHAPTER 5 PROVISIONS CONCERNING THE TOTAL WORKING TIME OF TEACHING AND RESEARCH STAFF

Section 1 Scope

These regulations on total working time shall apply to university teaching and research staff falling within the scope of the evaluation system for teaching and research staff in the salary system for universities. **These provisions shall apply to academy professors and academy researchers in respect of working time.**

Nevertheless, these regulations shall not apply to:

- teaching and research staff whose working time can be controlled by the employer in the manner referred to in the Working Hours Act, owing to the nature of the work and the place where the work is done. Where necessary each university shall specify the duties of this kind that fall outside the scope of the agreement.

*Application instruction: The provisions will therefore not apply to teaching and research staff members whose duties require them to work regular or flexible hours in university facilities. If an **employee** in these circumstances works outside of the hours of work enabled by normal working hours and flexible working hours, the prior written order of a supervisor shall always be required for any payment of compensation for additional work or overtime.*

- students, who are completing a basic degree and in an employment relationship with the university.
- service relationship arrangements for teaching medicine and dentistry between university and hospital functions.

Section 2 Objectives

The objective is to increase the flexibility of working arrangements, improve well-being at work, improve conditions for research, promote artistic endeavours, enhance research-based teaching, and develop new, more stimulating forms of teaching and studying.

Section 3 Working time and work plan

The annual working time of teaching and research staff covered by these regulations is 1,612 hours, **and their allocation to different task areas during the following academic year is recorded in the work plan.** Employees will be responsible for their own hours of work and for using these hours in duties under the work plan.

The university approves the work plans in accordance with its organisation.

Section 4 Drafting and content of a work plan

All **employees** will work together with their supervisor each year to prepare a work plan before the next academic year begins. The work plan shall record the allocation of 1612 hours of working time to various field of duty over the following academic year.

Application instruction: The work plans of unit staff shall be formulated simultaneously, having regard to the need to arrange the teaching operations for which the unit is responsible under the curriculum, to other matters of common responsibility, and to the equitable distribution of duties.

A work plan shall allow for any extended absences, such as family leaves, that may materially affect the content of the plan and securing rest, especially with regard to the time off during pregnancy. Following an extended period of absence an examination shall be made of completion of the work plan before the absence, and the necessary amendments shall be made to the work plan.

If new duties are agreed during the academic year that cannot be held to have formed part of the overall duties covered by the work plan, then the work plan shall be modified accordingly.

When drawing up work plans, **such things as the employee's** participation in teaching, research activities, **societal interaction, international co-operation, administrative and supervisory tasks** and other tasks will be taken into account. **Attention must be paid to the employee's total workload. The implementation of the employee's previous work plan, especially the distribution of working hours between various task areas, can also be examined in order to assess this.**

Principles concerning work plans can be agreed on in local bargaining. If no local agreement has been concluded on the principles of the work plans, the application instructions below must be complied with when drawing up the work plans.

Application instruction: The unit leader shall consider the following principles when approving work plans.

While the duties of teaching and research staff may be weighted towards teaching or research, the aim is for all teaching and research staff to engage in both teaching and research. Efforts will be made to harmonise the work plans for a unit so that each employee has an opportunity by turns to engage in a period of research work free of teaching and administrative commitments.

Dimensioning of teaching duties shall allow for the content of teaching and the preparation work that it requires, and particularly for the time spent in preparing renewable teaching periods.

A maximum of 394 hours of contact teaching per academic year may be included in the work plan for duties weighted towards teaching. The contact teaching time of professors will nevertheless not exceed 141 hours per academic year.

A maximum of 452 hours of contact teaching per academic year may be included in teaching duties that involve no actual research. It is nevertheless not the purpose of this agreement to increase the volume of contact teaching done by an employee previously teaching no more than 392 (394) hours per academic year on entry into force of this agreement.

The aim is for no increase to occur in the proportion of staff whose duties include no research in addition to teaching.

If the number of teaching hours included in the total working time for some position was nevertheless greater than the foregoing hours when this agreement entered into force, then the said higher number of teaching hours shall be understood as the maximum number for that position.

The maximum contact teaching hours referred to herein may only be exceeded in a work plan with the consent of the employee concerned.

Over the course of the semester, the supervisor and employee shall examine the implementation of a work plan and the outcome of work in relation to total working time.

Section 5 Changes in work plans and work plans drafted during the academic year

Any necessary changes to the work plans during the academic year and the work plans for the employment relationships starting during the academic year are processed as described in sections 3-4 of this chapter.

Section 6 Work plans of thesis writers

If the main function of an employee completing further studies is to write an academic thesis and complete further studies, then participation in teaching work and other duties that is included in the work plan shall be dimensioned in order to enable completion of the thesis within the planned timetable.

Application instruction: It is recommended that no more than 5 per cent of annual working time is used for teaching, and that teaching is linked to the employee's own research interest where possible.

Section 7 Exceptional scheduling of teaching

If the university has decided on special teaching periods for the academic year, then teaching may only be arranged outside of these times with the employee's consent.

Section 8 Teaching outside of the work plan

If an employee has consented to do more teaching assigned by the unit than was the duty of the person concerned under the work plan, then special compensation shall be paid for this teaching work. The basic hourly salary rate for this separate compensation shall be derived by dividing the annual salary of the employee by 1,600.

A university may limit the amount of teaching within the said university that is not specified in a work plan.

Section 9 Effects of agreement

The parties hereto shall monitor the effects of the agreement on the content of the work of teaching and research staff and on the volume of work done under the work plan and shall negotiate improvements in the regulations of the agreement as required.

Particular attention shall be paid to monitoring changes in the volume of teaching done by staff whose workload is weighted towards teaching and in the use of various teaching loads within the total working time of 1612 hours.

CHAPTER 6 SALARY SYSTEM FOR UNIVERSITIES

Section 1 Aims of the salary system

The aim of the salary system for universities is to promote equitable remuneration, improve the salary competitiveness of universities as employers, support the enhancement of staff skills and staff in seeking more demanding positions, provide an incentive for better staff performance, and develop as well as improve supervisory work and management.

Section 2 Scope

With the exceptions specified in this section, this salary system shall apply to the permanently employed staff of universities.

The salary system shall also govern temporary employment lasting for longer than 6 months, either in a single period or in an unbroken succession of linked periods. The agreement shall apply as of the beginning of the employment during which the said 6-month period is completed.

Breaks lasting for no longer than 30 days or one calendar month shall not be considered to interrupt the said period. Nor shall any break lasting for no longer than 180 days or 6 calendar months be considered to interrupt the said period in the case of a grant aid period associated with further studies, research work or artistic work at the university. The duration of such interruptions shall nevertheless not be included in the duration of employment.

In temporary employment lasting for not longer than 6 months the employer shall confirm the cash value of salaries in euros to correspond to salaries under this agreement for positions that correspond in respect of job demand level and personal performance.

The salary system shall not apply to persons serving in an employer capacity, to persons performing corresponding duties under the FiDiPro funding system and other exceptional financing arrangements, to the teaching staff of training schools, to hourly-paid staff, to persons in trainee positions or to staff hired under subsidised employment schemes.

Separate salary provisions have been agreed for academy professors and academy researchers.

Section 2 of the provisions of this collective agreement governing local collective bargaining provides that a local agreement may be concluded whereby the salary system will not apply to some class of positions. The employer shall confirm the cash value of salaries in euros for such positions, so that they correspond to not

less than the salaries under this agreement for positions that correspond in respect of job demand level and personal performance.

Minuted note: In situations where two or more universities are merged or in other structural arrangements like fusions or business transfers, the parties of this agreement agree on the procedures which the universities have to follow to ensure the purpose of the salary system and equal treatment of employees. The starting point is that in change situations actions follow the procedures agreed in this chapter, taking into account the specific features of each change situation when required.

The employee shall nevertheless always be entitled to choose a salary that is determined solely on the basis of the conditions and procedures set out in this agreement.

Section 3 Evaluation systems

Universities shall apply two evaluation systems: one for teaching and research staff, and one for other expert and support staff.

The employer shall decide which evaluation system applies to a certain position in accordance with the criteria specified in the appendices referred to in section 15.

Section 4 Salary factors

The salary under the system shall comprise a job-related salary component based on the requirement of duties, a personal salary component based on personal performance, and a guaranteed salary component based on the collective agreement for government in force on 31 December 2009 pertaining to employment that was current on the said date.

Section 5 Determination of job-related salary component

5.1 Job-related salary component

The job-related salary component shall be determined on the basis of the demand level of the position.

The requirement evaluation of a position shall be based on the duties specified by the employer, on the job description and on the evaluation system applied to the position.

The tables of job-related salary components for teaching and research staff and for other expert and support staff are attached as Appendix 5.

The job-related salary component of undergraduate students falling under the system for teaching and research staff and within the scope of the agreement, who have not completed the necessary higher university degree, shall be not less than 75 per cent of the salary for the demand level of the position in question.

5.2 Requirement factors of positions

The principal requirement factors for evaluating the requirement of positions in the system for teaching and research staff are the nature and responsibility of the work, the interaction skills required for the position, and the knowledge and skills required for the position.

The principal requirement factors in the system for other expert and support staff are the content of the position and the problem solving and organisational skills that it requires, interaction skills, responsibility, and required knowledge and skills.

5.3 Evaluation group

Every university shall have two evaluation groups comprising members appointed by the employer and by employee organisations, one for teaching and research staff, and one for other expert and support staff.

Each university shall decide on the size of the groups.

The university shall appoint the employer's representatives on the evaluation group and their deputies. The parties to the collective agreement representing the staff shall appoint their own representatives and the deputies thereto.

The number of representatives appointed by the organisations shall be at least equal to the number of representatives appointed by the employer. The composition of evaluation groups shall allow for the gender equality perspective where possible.

An employer's representative appointed by the university shall chair the groups. Only employees of the university in question or the Rector of the university may serve as a member of an evaluation group.

5.4 Evaluation procedure for position requirements

A new or modified position is evaluated in the evaluation procedure. The requirements and demand level of a position shall be reviewed during evaluation discussions conducted between employees and their supervisors.

The evaluation groups shall consider the requirement evaluations of new and modified positions during the next evaluation group meeting and shall determine their views of these evaluations. The employer shall confirm the demand levels after receiving the proposals of supervisors and the evaluation groups. The employer may deviate from the proposal of the evaluation group for justified reasons.

The practical evaluation procedures in the system for teaching and research staff may differ in individual universities within the constraints of the system. Evaluations may also call on the assistance of a specialist group comprised of several members.

Regulation: The advancement of individuals principally engaged in doctoral dissertation work (persons referred to in section 5 (6)) from one position demand level to another may be implemented without a position requirement evaluation conducted under the salary system and consideration by the evaluation group, if advancement by position demand levels has been determined at the university. The employee shall nevertheless always be entitled to choose a salary that is determined solely on the basis of the conditions and procedures set out in this agreement.

Application instruction: No consideration by the evaluation group shall be required if a postdoctoral researcher at the postdoctoral stage is assigned to position demand level 5 no later than three (3) years after the doctoral dissertation was examined. The employee shall nevertheless always be entitled to choose a salary that is determined solely on the basis of the conditions and procedures set out in this agreement.

5.4.1 Evaluation of the position requirements in a new position

A position shall be deemed new when the evaluation group has not previously considered its requirement, or the requirement of corresponding positions. Corresponding positions shall be those that substantially correspond to one another.

In the case of new positions, the employer shall make a provisional evaluation of the demand level.

The requirement of a new position and the demand level shall be examined by means of evaluation discussions between the employee and their supervisor within six (6) months of commencement of employment.

The supervisor shall propose the demand level in writing on the basis of the evaluation.

5.4.2 Evaluation of the position demand level in the previously evaluated position

For a position in which the requirement of the positions or requirement of corresponding positions is determined by the evaluation group, the supervisor will determine the previously ratified demand level. The demand level should be determined when signing the employment contract. The employer can raise the demand level determined by the supervisor. The employer will ratify the demand level.

5.4.3 Evaluation of the position demand level in the modified position

The position demand level shall be re-evaluated if a supervisor considers that the duties have changed to the extent that a re-evaluation is necessary in order to determine whether the demand level must be changed. The demand level of a position shall also be re-evaluated when so requested by the person in question or by a shop steward representing the person concerned.

Application instruction: Evaluations of the demand levels for teaching and research staff positions with demand levels 1–4 shall allow for such factors as progress in doctoral dissertation writing.

Minuted note: It is recommended that the positions of individuals principally engaged in doctoral dissertation work (persons referred to in section 5 (6)) should primarily be assigned to position demand level 2 at the start of the first employment relationship. Similarly, it is recommended that, on the basis of a written evaluation to the level of 50% by a supervisor after a doctoral dissertation has progressed, the demand level will rise by one level and, having progressed on the basis of the supervisor's written evaluation to the level of 75%, by one further level.

Having changed, a position shall also be dealt with which, after ratification of the current demand level, has gradually developed to become more demanding.

A re-evaluation should be requested in writing. The request shall specify the manner in which the duties have changed since the last evaluation and the reasons why the change raises the position demand level.

The supervisor shall make a written proposal on demand level of the evaluation she/ he has completed as soon as possible after a request is made by an employee or shop steward; however, no later than two (2) months from presentation of the request.

With regard to the modified position, the supervisor shall propose the demand level in writing on the basis of their evaluation.

The demand level generally remains the same or increases when the duties of regular employment change. If the employer proposes a change to duties during the employment relationship that would result in a reduction in the demand level, the employer must investigate the feasibility of arranging the duties in a manner that maintains the same demand level. If, also after clarification, the position requirement has essentially declined, the employer and employee can agree in writing on a reduction in the position demand level.

Section 6 Determination of personal salary component

6.1 Personal salary component

The personal salary component shall be determined on the basis of the individual performance category and percentage.

The table of personal salary components for teaching and research staff and for other expert and support staff are attached to this agreement as Appendix 5.

6.2 Personal performance evaluation factors

The principal evaluation factors in the evaluation system for teaching and research staff are pedagogical merits, research merits, and social and university community merits.

The principal evaluation factors in the evaluation system for other expert and support staff are professional competence, responsibility at work, functioning in the workplace community, and quality and performance.

6.3 Personal performance evaluation procedure

The personal performance of duties and the performance percentage shall be reviewed in evaluation discussions conducted between the employee and their supervisor.

The performance evaluation shall concern the performance of individuals in their work and the objectives assigned to the individual. The supervisor shall make, on the basis of his/her evaluation, a proposal with respect to the amount of the personal salary component, in which the performance category is determined, as well as the personal performance percentage. The employer ratifies the personal salary component proposal. The employer may deviate from the supervisor's performance evaluation for justified reasons.

The practical evaluation procedures in the system may differ in individual universities within the constraints of the system. Evaluations may also call on the assistance of a specialist group comprised of several members.

At universities, the supervisors implement performance evaluations annually.

In two years' time from the previous evaluation, an employee can request a re-evaluation of personal performance.

An evaluation discussion with an employee should, however, occur within five (5) years from the previous evaluation discussion.

An annual evaluation period or periods is/are determined at universities, whereupon the supervisors perform the required performance evaluations. Evaluations can, according to need, be performed at other times than during the actual evaluation periods.

6.3.1 Personal performance evaluation at the start of employment or in a new position

The initial personal salary component paid to a person newly recruited to the university shall conform to the performance level deemed to correspond to the individual's qualifications, work experience, and performance percentage, which is correspondingly assessed in relation to his/her competence, work experience, and previous performance.

This procedure shall also apply when a person is transferred to a new, different position within the university.

Application instruction: If an employee in fixed-term employment continues in the service of the same university in a position corresponding to the demand level or in a position with similar content, the amount of the salary component cannot be reduced.

An employee may, in the aforementioned circumstances, request a performance evaluation within six (6) months of beginning employment. If fixed-term employment continues in the manner compliant with section 6 (2), the evaluation should be performed as soon as possible after presentation of the request.

6.3.2 Personal performance evaluation if change in the demand level of positions occurs

The performance level of a person in a changed position shall be evaluated at the time of change in the same way as in a new position, so that it corresponds to a performance percentage evaluated in accordance with the individual's qualifications, work experience, and previous performance in relation to the changed demand level and position.

The total salary may not be reduced at this stage if the position demand level increases.

An employee may request a performance evaluation in a changed position within six (6) months of the inception of the change in the position.

6.3.3 Reduction of personal performance level in the same position

If the evaluation discussion confirms a decline in personal performance, which would lead to a reduction in the performance percentage, measures for improvement in work performance should be mutually agreed. A new evaluation shall be performed at the earliest opportunity and within no more than 12 months of the previous evaluation.

If the new evaluation indicates that the previous performance level has not been restored, then the personal salary component shall be revised to correspond to the new evaluation.

If a person has spent a substantial portion of the period between the previous two evaluations away from work due to illness, or on leave through childbirth or child care under section 4 of the Employment Contracts Act, then a third evaluation may be performed, to be completed without delay within three (3) months of the previous evaluation. If the third evaluation indicates that the previous performance level has not been restored, then the personal salary component shall be revised to correspond to the third evaluation.

No revision in the personal salary component shall occur, however, if the reduction in performance level in both re-evaluations can be regarded as the outcome of leave granted due to childbirth or child care. The employer may nevertheless perform a new evaluation within no more than 12 months of the return to work in such cases.

Section 7: Payment of salary and entry into force of amendments

If the demand level changes, the salary shall be paid on the basis of the requirement evaluation ratified by the employer with respect to the written proposal of the supervisor from the beginning of the next month onwards, unless the employer suggests another date for the change in position.

If the personal salary component changes, the personal salary component ratified by the employer after the end of the evaluation period shall be paid from the beginning of the next calendar month. If the evaluation is performed otherwise than in connection with the evaluation period, the salary shall be paid in accordance with the written proposal of the supervisor from the beginning of the next calendar month.

Section 8 Job demand level bonus

In addition to the job-related salary component, the employer may pay a job demand level bonus amounting to 50 per cent of the salary difference between the job demand level of the employee's position and the next higher job demand

level, having regard in addition to the personal salary component. The job demand level bonus may be temporary.

Minuted note: Introduction of a job demand level bonus in the salary system will not affect the content or interpretation of the job demand level bonus schemes or job demand level table. Positions will continue to be determined at a certain job demand level in accordance with the salary system.

As the decision to pay a job demand level bonus does not change the job demand level of a position, the personal performance and performance percentage will not be re-evaluated at this time in the manner referred to in paragraph 6.3.2 of the agreement.

Minuted note: The evaluation group shall be entitled to know whether the individual in question has a job demand level bonus allocated to the position in the event that the job demand level of a position is submitted for consideration by the evaluation group. If the evaluation group has proposed a job demand level bonus, then it shall be advised of whether the demand level bonus has been granted on the basis of the proposal.

Section 9 Transition bonus

A person enjoying a transition bonus under the collective agreement for government that was formerly in force on 31 December 2009 (section 6 of Appendix 1 of the specifying collective agreement for government on the adoption of a new salary system, 21 June 2006) shall retain the right to the said bonus in accordance with the said agreement.

The bonus shall lapse or be reduced if the person is transferred to serve in a locality where there is no entitlement to a cold-climate allowance or cold-weather payment, or where there is entitlement to a lower cold-climate allowance or cold-weather payment.

Section 10 Guarantee salary

The right of a person who was entitled on 31 December 2009 to the guarantee salary associated with the adoption of the salary system (agreement on the adoption of a salary system for universities, 21 June 2006) to a guarantee salary determined on the foregoing basis shall continue in accordance with the specifying collective agreement for government that was formerly in force for as long as the person continues in uninterrupted permanent employment with the same university.

A person who was in a temporary service relationship at the time of the said adoption shall be entitled to the guarantee salary for the fixed term in question.

The right to a guarantee salary shall continue even thereafter for as long as the person concerned continues in the uninterrupted service of the same university in a service relationship the duties of which are at no less than the same demand level as those of the person's duties at the time of the said adoption.

Breaks lasting for no longer than 30 days or one calendar month shall not be considered to interrupt the said period. Nor shall any break lasting for no longer than 180 days or 6 calendar months be considered to interrupt the said period in the case of a grant aid period associated with further studies, research work or artistic work at the university. The duration of such interruptions shall nevertheless not be included in the duration of employment.

The guarantee salary shall be paid for the period over which it remains greater than the salary paid under the salary system of this agreement.

If a person was in temporary employment at a higher salary than that of the said person's regular service relationship at the time of adoption, i.e. 1 January 2006, or in respect of supplementary funding on 1 January 2007, then the guarantee salary shall be determined in accordance with the salary of the permanent employment relationship at the time of adoption when the person returns thereto.

The guarantee salary shall be revised through general increases settled by collective agreement.

The job requirement and personal performance of a person receiving a guarantee salary shall also be evaluated in the manner specified in this agreement. If a person voluntarily seeks a position at a lower job demand level than that of the person's permanent employment at the time of adoption, then the guarantee salary shall be correspondingly reduced.

According to a protocol prepared on 18 September 2009, the guarantee salary of a member of the teaching and research staff of universities shall also include the temporary productivity or researcher training bonus to which the said person was entitled on 30 September 2009 for as long as the said person remains in the same position.

Section 11 Exceptional bonus for lecturers

A lecturer receiving a guarantee salary who was entitled at the time of adoption of the previous agreement on 21 June 2006 to a lecturer's productivity bonus shall be entitled to a separate bonus of EUR 180 for as long as the said lecturer continues to serve the same university as a lecturer without interruption.

Minuted note: This additional fee shall be correspondingly reduced if the individual's salary increases.

Section 12 University-related separate fees

Universities may pay separate bonuses, supplements and fees based on in-house decisions. Any distribution that may arise in payment of such bonuses, supplements and fees shall continue to be decided at university level. The bonuses, supplements and fees may not coincide with salary factors under this salary system.

The university shall pay management fees to its academic managers in accordance with in-house decisions.

Section 13 Right to information

Individuals shall be entitled to written information on the results of their job demand level personal performance evaluations and on the grounds for these results, and on their job-related and personal salary component and other salary factors under this agreement together with the grounds for these factors.

Section 14 Settlement of disputes

An employee who is dissatisfied with the employer's decision concerning the job requirement or personal performance may submit a written notice of disagreement on the matter. A notice of disagreement shall be submitted without undue delay.

Where so requested by the person concerned or by a shop steward representing the said person at the said person's request, a disagreement concerning a job requirement evaluation shall be considered with the said person's supervisor or with some other representative of the employer, and by the evaluation group at the request of either party.

Where so requested by the person concerned or by a shop steward representing the said person at the said person's request, a disagreement concerning an evaluation of personal performance shall be considered with the said person's supervisor, or thereafter with a more senior supervisor or with some other representative of the employer.

Any remaining difference of opinion on the matter may be submitted for settlement by the grievance procedure prescribed in the collective agreement.

Application instruction: It is expedient for the grievance procedure between federations to consider any evaluation of personal performance

only to the extent that the grievance does not concern the accuracy of an evaluation performed by a supervisor.

Section 15 Appendices

To implement this salary system and apply it in practice, the parties to the collective agreement have jointly approved the job requirement chart for teaching and research staff as well as the job requirement chart for other expert and support staff, these being appended to this collective agreement.

Section 16 Salaries of staff representatives

In addition to this agreement, the regulations of the agreement on shop stewards shall be applied with respect to persons serving as shop stewards or labour protection delegates.

Section 17: Transitional provisions

The personnel's personal salary component shall be determined in accordance with the modified remuneration scheme, starting 01/01/2019. If a personal salary component is paid to the employee on 31/12/2018, the amount of the salary component shall be kept at least the same if the system changes. In connection with the introduction of a new personal salary component, no one's personal salary component shall decline due to the deployment of a modified salary system.

If the employee is paid a performance raise in accordance with the salary system valid 31/12/2018, it shall change starting 01/01/2019 as part of the employee's personal salary component.

CHAPTER 7 REGULATIONS ON ACADEMY PROFESSORS AND ACADEMY RESEARCHERS

Section 1 General

These regulations shall apply to persons serving in a university as academy professors and academy researchers based on funding from the Academy of Finland.

The duties of an academy professor and academy researcher and their participation in teaching shall be determined in accordance with the funding decision of the Academy.

Section 2 Working time

The provisions of chapter 5, section 3, paragraph 1 on annual total working time of 1612 hours for teaching and research staff shall apply to academy professors and academy researchers.

Section 3 Salary

The remuneration of academy professors and academy researchers shall at least be determined in accordance with the funding decision of the Academy of Finland.

Salaries shall be increased during the funding period in accordance with the general salary increase impacts on universities.

Section 4 Other stipulations

The employment of academy professors and academy researchers shall comply with the instructions issued in the funding decision of the Academy of Finland.

The regulations of this collective agreement shall govern academy professors and academy researchers in other applicable respects.

CHAPTER 8 AGREEMENT ON COMPENSATION FOR REMOVAL EXPENSES

Section 1 Scope

These agreement regulations shall govern the compensation payable for removals occurring within Finland.

Employees shall be compensated for removal expenses when they have to move to another locality due to the relocation or reorganisation of a university or part thereof.

Section 2 General

Compensation shall be paid for the following removal expenses:

- 1) the travel expenses of employees and their family members for a removal journey in accordance with the regulations on compensation for travelling expenses set out in chapter 1, section 10 of this agreement,
- 2) the necessary and reasonable costs that are directly associated with and incurred in the transportation of ordinary domestic effects,
- 3) a removal allowance in compensation for other necessary expenses incurred in the removal, and
- 4) other necessary compensation associated with the removal, payable to the employee at the employer's discretion.

Section 3 Removal allowance

A removal allowance shall be paid in compensation for necessary expenses incurred in a removal.

The removal allowance shall be determined according to the number of people moving as follows:

The removal allowance paid is EUR 1009.13 for one person, EUR 1345.50 for two persons, and EUR 1681.88 for three or more persons moving.

If the transfer affects both married spouses at the same time, then the removal allowance is only paid to one of them. If the time between transfers is not less than six months, however, then a 50 per cent removal allowance shall also be payable to the other married spouse.

Section 4 Transportation arranged by the employer

If the employer arranges transportation for the person or removal effects without charge, then this transportation shall be used, provided that the manner of removal, the distance moved or the time taken in the removal satisfy general standards of reasonableness.

Section 5 Presentation of invoice

An invoice for the compensation referred to in these agreed regulations shall, in the absence of any valid impediment, be submitted to the employer within no more than two months of the removal or of completing the journey.

Receipts and other reliable accounts of the expenses incurred shall be appended to the invoice.

Section 6 Special housing expenses

Compensation may be paid for special housing expenses associated with the removal in the manner separately agreed for each university.

CHAPTER 9 WORKING TIME REGULATIONS FOR VETERINARIANS AT THE VETERINARY TEACHING HOSPITAL OF THE UNIVERSITY OF HELSINKI

Section 1 Scope

These regulations shall govern veterinarians employed by the Veterinary Teaching Hospital at the University of Helsinki in positions that require veterinarian qualifications, regardless of job title.

The Veterinary Teaching Hospital at the University of Helsinki is a veterinary service pursuant to section 7, subsection 1, paragraph 3 of the Working Hours Act, where work can be arranged as periodic work. If the working hours of a veterinarian have not been arranged as periodic work in a unit of the Veterinary Teaching Hospital, the working time regulations in accordance with chapter 4 shall apply to the organisation of the regular working hours of such a veterinarian, unless otherwise agreed below.

Only **sections 8 and 9** of this chapter shall apply to veterinarians who fall within the total working time for teaching and research staff referred to in chapter 5. **A standby shift and any active work resulting from it are not included in the total working time.**

Section 2 Period-based working time

At the Veterinary Teaching Hospital, the regular working hours are 7 hours and 15 minutes per day, and 36 hours and 15 minutes per week.

The working hours of periodic work in the Veterinary Teaching Hospital are balanced to the above-mentioned regular working hours during the 26-week working period.

The schedule of work shifts shall be drawn up for as long a period as possible, but not less than two weeks, and shall be communicated to the employees at least two weeks before the schedule of work shifts enters into force.

The employer may change the schedule of work shifts due to serious reasons related to the organisation of work.

If the schedule of work shifts has not been drawn up for the entire reference period of working hours, the employer must in advance prepare a plan for balancing of working hours referred to in section 29 of the Working Hours Act. The employer can change the plan for balancing of working hours for reasons related to the organisation of work.

Section 3 Rest periods and breaks

As a general rule, the daily rest period is 11 hours in periodic work, but the daily rest period may be 9 hours in accordance with section 25 of the Working Hours

Act for reasons related to the organisation of the work. The provision of compensatory rest period for the reduced daily rest period shall be determined in accordance with section 25, subsection 4 of the Working Hours Act.

Under section 24 of the Working Hours Act, an employee must be given a regular break of not less than one hour during a work shift, during which the employee shall be free to vacate the workplace. The employer and the employee may agree on a shorter break, which shall nevertheless be at least 30 minutes.

If an employee does not have the opportunity to leave the workplace, they must be given the opportunity to have a meal during the work for about 15 minutes.

Section 4 Additional work and overtime

Additional work is any work not constituting overtime that has been carried out at the initiative of a supervisor during the period in addition to the average regular working hours. Basic hourly salary will be paid for additional work or leave equivalent to the additional work will be provided when separately agreed.

Overtime is any work that has been carried out at the request of a supervisor during the period in **excess of an average 40 hours. Overtime is compensated with an increase of 50% pay for an average of 7 hours a week and an increase of 100% of pay for the subsequent hours.** An agreement may be concluded to exchange overtime compensation for corresponding time off.

Example 1: When the adjustment period is 24-weeks-long, overtime is work that exceeds 960 hours (24 x 40 hours). Compensation for overtime shall be an increase of 50 per cent to an hourly salary for the first 168 working hours and an increase of 100 per cent for subsequent working hours.

Example 2: When the adjustment period is 12-weeks-long, overtime is work that exceeds 480 hours (12 x 40 hours). Compensation for overtime shall be an increase of 50 per cent to an hourly salary for the first 84 working hours and an increase of 100 per cent for subsequent working hours.

A New Year's Day, Independence Day, or May Day that falls on a day other than a Saturday or Sunday will each reduce the overtime limit for the period by 7 hours and 15 minutes.

In accordance with section 17 of the Working Hours Act, the employee's consent is required for additional work and overtime. However, if the consent concerning additional work is given in the contract of employment, the employee is entitled, for justified personal reasons, to refuse additional work on days off included in the schedule of work shifts. The employer will explain the principles of using additional work to new employees when concluding a contract of employment.

In those units of the Veterinary Teaching Hospital where the working time is arranged pursuant to chapter 4, overtime is any work performed in addition to 8 hours a day and 40 hours a week. Weekly overtime compensation shall be an increase of 50 per cent to the basic hourly salary (“time and a half”) for the first 8 hours, and 100 per cent (“double time”) for all subsequent working hours in the week, even if these hours are also daily overtime.

No additional work or overtime compensation shall be paid to the veterinarian for the period during which the **veterinarian has been paid stand-by compensation pursuant to section 8 or the compensation paid for active work** during that period.

Application instruction: Only after an adjustment period comes to an end will it be possible to determine whether the continuation of the shift was regular working hours or possibly additional or overtime work.

Section 5 Interruption of the working week or period

If the employment ends during the working week or period, the period will also end. If the employment ends before the working time has been balanced to the regular average working time per week in accordance with section 2(1), the number of hours that the working time per week exceeds the regular average working time is calculated and compensation equivalent to the salary for regular working time is paid for the exceeding hours.

Section 6 Night work

Night work shall refer to work performed between 11 p.m. and 6 a.m. The employer may order a maximum of two night-work shifts per week to a veterinarian without the veterinarian’s consent.

Section 7 Compensation for regular working hours in period-based work

The increases and compensations referred to in this section 7 shall not be increased in additional or overtime work.

7.1 Evening, night, weekend and public holiday increases

The salary for regular working hours shall be increased on the days and times indicated below:

At the Small Animal Hospital:

- evening work, **Mon–Fri** 6 p.m. - 11 p.m. +50%
- night work, **Mon–Sun** 11 p.m. - 8 a.m. +100%
- Saturday and Sunday work, 8 a.m. - 11 p.m. +50%

At the Equine and Production Animal Hospital:

- evening work, **Mon–Fri** 4 p.m. - 10 p.m. +50%
- night work, **Mon–Sun** 10 p.m. - 8 a.m. +100%
- Saturday and Sunday work, 8 a.m. - 10 p.m. +50%

Weekdays public holidays, Finnish Independence Day (6 December), Christmas Eve and Midsummer's Eve, 1 May and Easter Saturday shall be deemed equivalent to Sundays.

Increases for night work shall not be paid if the shift is to begin after 4.00 a.m.

Addendum to take effect from 1 August 2025 at the latest:

If the veterinarian remains at the hospital to continue their work after their shift listed on the shift roster has come to an end for a justified reason related to an animal's health or patient safety, the increased remuneration for evening work shall be paid by all hospitals only after 6 p.m.

7.2. Fixed-rate hourly bonus for evening, night, weekend and public holiday work

In addition to the increased salary stated in section 7.1., the following fixed-rate salary will be paid for all hours during regular working time indicated below:

At the Small Animal Hospital:

As of 1 July 2025

	From midnight until 8 a.m.	From 8 a.m. until 6 p.m.	From 6 p.m. until midnight
Monday	EUR 11.21	-	EUR 7.64
Tuesday-Thursday	EUR 7.64	-	EUR 7.64
Friday	EUR 7.64	-	EUR 9.16
Saturday	EUR 9.16	EUR 9.16	EUR 9.16
Sunday	EUR 9.16	EUR 11.21	EUR 11.21
Weekday public holidays*	EUR 11.21	EUR 11.21	EUR 11.21

As of 1 June 2026

	From midnight until 8 a.m.	From 8 a.m. until 6 p.m.	From 6 p.m. until midnight
Monday	EUR 11.46	-	EUR 7.81
Tuesday-Thursday	EUR 7.81	-	EUR 7.81
Friday	EUR 7.81	-	EUR 9.36
Saturday	EUR 9.36	EUR 9.36	EUR 9.36
Sunday	EUR 9.36	EUR 11.46	EUR 11.46
Weekday public holidays*	EUR 11.46	EUR 11.46	EUR 11.46

As of 1 June 2027

	From midnight until 8 a.m.	From 8 a.m. until 6 p.m.	From 6 p.m. until midnight
Monday	EUR 11.69	-	EUR 7.97
Tuesday-Thursday	EUR 7.97	-	EUR 7.97
Friday	EUR 7.97	-	EUR 9.55
Saturday	EUR 9.55	EUR 9.55	EUR 9.55
Sunday	EUR 9.55	EUR 11.69	EUR 11.69
Weekday public holidays*	EUR 11.69	EUR 11.69	EUR 11.69

At the Equine and Production Animal Hospital:

As of 1 July 2025

	From midnight until 8 a.m.	From 8 a.m. until 4 p.m.	From 4 p.m. until midnight
Monday	EUR 11.21	-	EUR 7.64
Tuesday-Thursday	EUR 7.64	-	EUR 7.64
Friday	EUR 7.64	-	EUR 9.16
Saturday	EUR 9.16	EUR 9.16	EUR 9.16
Sunday	EUR 9.16	EUR 11.21	EUR 11.21
Weekday public holidays*	EUR 11.21	EUR 11.21	EUR 11.21

As of 1 June 2026

	From midnight until 8 a.m.	From 8 a.m. until 4 p.m.	From 4 p.m. until midnight
Monday	EUR 11.46	-	EUR 7.81
Tuesday-Thursday	EUR 7.81	-	EUR 7.81
Friday	EUR 7.81	-	EUR 9.36
Saturday	EUR 9.36	EUR 9.36	EUR 9.36
Sunday	EUR 9.36	EUR 11.46	EUR 11.46
Weekday public holidays*	EUR 11.46	EUR 11.46	EUR 11.46

As of 1 June 2027

	From midnight until 8 a.m.	From 8 a.m. until 4 p.m.	From 4 p.m. until midnight
Monday	EUR 11.69	-	EUR 7.97
Tuesday-Thursday	EUR 7.97	-	EUR 7.97
Friday	EUR 7.97	-	EUR 9.55
Saturday	EUR 9.55	EUR 9.55	EUR 9.55
Sunday	EUR 9.55	EUR 11.69	EUR 11.69
Weekday public holidays*	EUR 11.69	EUR 11.69	EUR 11.69

* In addition to weekday public holidays also Independence Day, Christmas Eve and Midsummer's Eve, May Day and Easter Saturday shall be deemed equivalent to weekday public holidays.

The aforementioned compensation for night work shall not be paid if the shift is intended to begin after 4.00 a.m.

Addendum to take effect from 1 August 2025 at the latest:

If the veterinarian remains at the hospital to continue their work after their shift listed on the shift roster has come to an end for a justified reason related to an animal's health or patient safety, the fixed-rate hourly remuneration for evening work shall be paid by all hospitals only after 6 p.m.

Section 8 Standby

Standby refers to an arrangement whereby the employer and the veterinarian agree that the veterinarian **is obliged to arrive at the workplace, outside of the regular working hours or total working hours.**

- at the **Small Animal Hospital** outside of the regular working hours or total working hours within one hour of being called into work.
- at the **Equine Hospital** outside of the regular working hours or total working hours within one hour of being called into work.
- at the **Production Animal Hospital** outside of the regular working hours or total working hours within one hour of being called into work.

The veterinarian shall be available by telephone throughout the entire standby time.

Veterinarians within the scope of the total working hours model shall be paid, instead of additional and overtime pay, compensation in respect of their scheduled absence outside the total working hours model and any standby or active work at a hospital, in accordance with section 8.

8.1. Compensation for standby time

Compensation determined in accordance with the tables below is paid for the standby period:

At the Small Animal Hospital:

As of 1 July 2025

	From midnight until 8 a.m.	From 8 a.m. until 6 p.m.**	From 6 p.m. until midnight
Monday	EUR 11.21	EUR 7.64	EUR 7.64
Tuesday-Thursday	EUR 7.64	EUR 7.64	EUR 7.64
Friday	EUR 7.64	EUR 7.64	EUR 9.16
Saturday	EUR 9.16	EUR 9.16	EUR 9.16
Sunday	EUR 9.16	EUR 11.21	EUR 11.21
Weekday public holidays*	EUR 11.21	EUR 11.21	EUR 11.21

As of 1 June 2026

	From midnight until 8 a.m.	From 8 a.m. until 6 p.m.**	From 6 p.m. until midnight
Monday	EUR 11.46	EUR 7.81	EUR 7.81
Tuesday-Thursday	EUR 7.81	EUR 7.81	EUR 7.81
Friday	EUR 7.81	EUR 7.81	EUR 9.36
Saturday	EUR 9.36	EUR 9.36	EUR 9.36
Sunday	EUR 9.36	EUR 11.46	EUR 11.46
Weekday public holidays*	EUR 11.46	EUR 11.46	EUR 11.46

As of 1 June 2027

	From midnight until 8 a.m.	From 8 a.m. until 6 p.m.**	From 6 p.m. until midnight
Monday	EUR 11.69	EUR 7.97	EUR 7.97
Tuesday-Thursday	EUR 7.97	EUR 7.97	EUR 7.97
Friday	EUR 7.97	EUR 7.97	EUR 9.55
Saturday	EUR 9.55	EUR 9.55	EUR 9.55
Sunday	EUR 9.55	EUR 11.69	EUR 11.69
Weekday public holidays*	EUR 11.69	EUR 11.69	EUR 11.69

In the Equine Hospital:

As of 1 July 2025

	From midnight until 8 a.m.	From 8 a.m. until 4 p.m.	From 4 p.m. until midnight
Monday	EUR 11.21	EUR 7.64	EUR 7.64
Tuesday-Thursday	EUR 7.64	EUR 7.64	EUR 7.64
Friday	EUR 7.64	EUR 7.64	EUR 9.16
Saturday	EUR 9.16	EUR 9.16	EUR 9.16
Sunday	EUR 9.16	EUR 11.21	EUR 11.21
Weekday public holidays*	EUR 11.21	EUR 11.21	EUR 11.21

As of 1 June 2026

	From midnight until 8 a.m.	From 8 a.m. until 4 p.m.	From 4 p.m. until midnight
Monday	EUR 11.46	EUR 7.81	EUR 7.81
Tuesday-Thursday	EUR 7.81	EUR 7.81	EUR 7.81
Friday	EUR 7.81	EUR 7.81	EUR 9.36
Saturday	EUR 9.36	EUR 9.36	EUR 9.36
Sunday	EUR 9.36	EUR 11.46	EUR 11.46
Weekday public holidays*	EUR 11.46	EUR 11.46	EUR 11.46

As of 1 June 2027

	From midnight until 8 a.m.	From 8 a.m. until 4 p.m.	From 4 p.m. until midnight
Monday	EUR 11.69	EUR 7.97	EUR 7.97
Tuesday-Thursday	EUR 7.97	EUR 7.97	EUR 7.97
Friday	EUR 7.97	EUR 7.97	EUR 9.55
Saturday	EUR 9.55	EUR 9.55	EUR 9.55
Sunday	EUR 9.55	EUR 11.69	EUR 11.69
Weekday public holidays*	EUR 11.69	EUR 11.69	EUR 11.69

At the Production Animal Hospital:

As of 1 July 2025

	From midnight until 8 a.m.	From 8 a.m. until 4 p.m.	From 4 p.m. until midnight
Monday	EUR 17.95	EUR 12.20	EUR 12.20
Tuesday-Thursday	EUR 12.20	EUR 12.20	EUR 12.20
Friday	EUR 12.20	EUR 12.20	EUR 14.65
Saturday	EUR 14.65	EUR 14.65	EUR 14.65
Sunday	EUR 14.65	EUR 17.95	EUR 17.95
Weekday public holidays*	EUR 17.95	EUR 17.95	EUR 17.95

As of 1 June 2026

	From midnight until 8 a.m.	From 8 a.m. until 4 p.m.	From 4 p.m. until midnight
Monday	EUR 18.34	EUR 12.47	EUR 12.47
Tuesday-Thursday	EUR 12.47	EUR 12.47	EUR 12.47
Friday	EUR 12.47	EUR 12.47	EUR 14.97
Saturday	EUR 14.97	EUR 14.97	EUR 14.97
Sunday	EUR 14.97	EUR 18.34	EUR 18.34
Weekday public holidays*	EUR 18.34	EUR 18.34	EUR 18.34

As of 1 June 2027

	From midnight until 8 a.m.	From 8 a.m. until 4 p.m.	From 4 p.m. until midnight
Monday	EUR 18.71	EUR 12.72	EUR 12.72
Tuesday-Thursday	EUR 12.72	EUR 12.72	EUR 12.72
Friday	EUR 12.72	EUR 12.72	EUR 15.27
Saturday	EUR 15.27	EUR 15.27	EUR 15.27
Sunday	EUR 15.27	EUR 18.71	EUR 18.71
Weekday public holidays*	EUR 18.71	EUR 18.71	EUR 18.71

*In addition to weekday public holidays also Independence Day, Christmas Eve and Midsummer's Eve, May Day and Easter Saturday shall be deemed equivalent to weekday public holidays.

** Comment: *Standby on a weekday between 8 a.m. and 4 p.m. is rare and applies to situations where standby has been specifically agreed upon for that time.*

8.2. Compensation for active work accumulated during standby hours

If a veterinarian on standby is called into work, salary shall be paid for the time spent completing the work (active work) from the time when:

- a veterinarian arrives at the (production animal or equine) hospital to pick up students and/or the necessary tools and ends after the immediate measures taken after they return to the (production animal or equine) hospital; or
- when a veterinarian carrying out hospital work arrives at the hospital and ends at the time they leave the hospital.

For the Small Animal and Equine hospital, the payment of compensation as a fixed rate in accordance with the table in section 8.1. will continue during the active work. With regard to the Production Animal Hospital, the fixed-rate compensation for the duration of the active work shall be the same as at the Equine Hospital.

In addition, all hospitals give employees in period-based work equivalent leave (so-called hour for an hour) during regular working hours during the adjustment period or, if this is not possible, an hourly wage is paid for the hours of active work performed. Employees with total working hours are paid hourly wages for active work hours.

In addition to the above, an increase in hourly pay is paid as follows:

At the Small Animal Hospital:

- evening work, **Mon–Fri** 6 p.m. - 11 p.m. +50%
- night work, 11 p.m. - 8 a.m. 100%
- Saturday and Sunday work, 8 a.m. to 11 p.m. 50%

At the Equine and Production Animal Hospital:

- evening work, **Mon - Fri** 4 p.m. - 10 p.m. +50%
- night work, 10 p.m. - 8 a.m. + 100%
- Saturday and Sunday work, 8 a.m. - 10 p.m. 50%

Public holidays on weekdays, Finnish Independence Day (6 December), Christmas Eve and Midsummer's Eve, 1 May and Easter Saturday shall be deemed equivalent to Sundays with regard to increased pay.

A fixed-rate compensation in accordance with section 8.1 will not be increased for active work carried out in the evening, during the night or on the weekend.

8.3. Telephone advisory services provided during standby time

The regulations in this section apply to telephone consultations provided during standby time at the Small Animal Hospital, the Equine Hospital and the Production Animal Hospital.

In the case of telephone consultation during standby, the **active working time** commences at the beginning of the phone call and ends when the call finishes.

The veterinarian providing telephone consultation shall be paid compensation in accordance with section 8.2 as follows:

- **one or more calls during a period of 30 minutes, compensation for 30 minutes**

- a telephone call leading to the veterinarian having to immediately leave for work, compensation shall be paid for
 - one hour if work begins more than half an hour after the start of the call
 - half an hour if work begins less than half an hour after the start of the call

Example 1: A veterinarian receives 3 phone calls each lasting 5 minutes within a 30 minute period. The veterinarian shall be paid compensation for half an hour of work for these three calls.

Example 2: A veterinarian receives 3 phone calls each lasting five minutes within a 30 minute period, but the third call exceeds the half-hour limit. The veterinarian shall be paid compensation for one hour of work for these three calls.

Application instruction: Compensation is paid for active work resulting from a telephone consultation in the same way as for other active work.

Section 9 Other stipulations

Travel time

Time spent traveling is not counted as working time unless it is considered to be a work activity at the same time. (Section 3, subsection 2 of the Working Hours Act)

Mileage compensation

Travelling expenses shall be deemed to comprise the extraordinary outlays of the person concerned due to work-related travel. The right to use a private motor vehicle for reaching and departing from the workplace shall be separately granted to veterinarians on standby.

The veterinarian shall be paid the per kilometre compensation referred to in a decision of the Finnish Tax Administration for these journeys associated with standby work.

The employer's motor vehicle shall be used where possible for hospital on-duty work and standby functions. Use of a private motor vehicle during hospital on-duty work may also be approved in exceptional circumstances if this reduces the costs of visiting a patient.

Taxis may be used in the manner specified in a decision of the Finnish Tax Administration and instructions issued by the University of Helsinki.

Section 10 Maximum working time

The review period for the maximum working hours pursuant to section 18(1) of the Working Hours Act shall be 12 months.

For reasons attributable to the arrangement of on-duty services, the maximum working hours pursuant to section 18(1) of the Working Hours Act of veterinarians on duty may be exceeded.

Prior to commencement of application of the derogation provision, the principles pertaining to exceeding the maximum working hours must be discussed with shop stewards.

An agreement must be reached with the veterinarian on duty to exceed the maximum working time.

Section 11 Reference provision on application of the Working Hours Act

Employees falling within the scope of the collective agreement shall be governed in other respects by the Working Hours Act. The provisions of the said Act shall form no part of this collective agreement.

CHAPTER 10 OTHER AGREEMENTS

AGREEMENT ON THE WORKING TIME BANK

A working time bank may be introduced in accordance with this agreement for employees falling within the scope of the Working Hours Act and of the general working time regulations of this collective agreement.

Use of a working time bank shall require a written agreement between the employee and the employer. Either the employee or the employer may propose the adoption of a working time bank.

The agreement shall specify the bonuses, supplements and working time compensations that may be deposited in the working time bank, the maximum working time that may be deposited, and a provisional plan for the time when leave shall be taken where possible.

Minuted note: The parties to the collective agreement recommend that the agreement be concluded in the form of a model agreement prepared jointly by the parties.

Compensations for the basic and bonus components of additional work and overtime, compensations for evening work and night work, Saturday and Sunday bonus, standby compensation, holiday eve bonus and weekly rest compensations may be deposited in the working time bank. The number of hours in the working time bank shall not exceed 300 hours per employee.

Comment: A conversion table for working time compensations is attached.

Transfers of the basic and bonus components of additional work and overtime, compensations for evening work and night work, Saturday and Sunday bonus, and standby compensation to the working time bank shall be agreed by no later than the time of agreeing to perform the said work.

The agreement may be concluded for an indefinite period.

Leave shall be taken at the time separately agreed and the salary for leave shall be determined in accordance with the current salary at the time of taking the leave. If no agreement can be reached on the time of the leave, then the employee shall announce the time when the leave shall be taken no later than four months before the leave begins.

Minuted note: If the employee's salary changes during a leave period, for example owing to amendments to the collective agreement, then the change shall take effect in accordance with the foregoing agreement.

Working time bank leave shall primarily be taken in whole days.

Records shall be kept of the time deposited in the working time bank in accordance with the Working Hours Act or by some other reliable method of record keeping. The balance of the working time bank shall be made readily available for the employee to check.

Taking working time bank leave shall not impair the employee's annual holiday or other benefits based on the length of employment. If an employee falls ill during leave, then the leave shall be suspended and converted into sick leave as of the following calendar day. Any leave not taken shall be postponed and granted at a subsequently agreed time. If the sick leave ends before the end of the agreed leave, then the leave shall continue as agreed.

Minuted note: The employer shall be notified of illness immediately (cf. notification of illness under the Annual Holidays Act) unless there is some pressing obstacle to notification. A certificate of incapacity to work shall be submitted to the employer in accordance with the custom and practice of the workplace.

If the employee's right to pregnancy or parental leave begins during the agreed period of working time bank leave, the leave becomes pregnancy or parental leave.

The working time bank hours granted as leave shall be reckoned as additions to the working time of the week or work period in question until regular working hours have been completed.

The agreement may be amended by mutual agreement. Amendments to the agreement shall be made in writing.

Either party may terminate the working time bank agreement. Termination shall be effected in writing or in some other verifiable manner.

The period of notice on termination of the agreement by the employee or the employer shall be 4 months.

The time in a working time bank may, where mutually agreed, be used during the said period of notice of termination of the working time bank or deferred to a later time. Except where the parties otherwise agree, any unused working time remaining in the working time bank shall be paid for in cash at the time of the salary payment following the end of the period of notice of termination.

Time that has accrued in the working time bank shall be paid for in cash at the end of employment at the times that have been agreed for the final salary payment and for payment of any outstanding holiday compensation.

Appendix to the working time bank agreement

Conversion of working time compensations into time compensations

Working time compensation	Compensation	Minutes of working time
Basic components of additional work and overtime hours	1 hour	60 minutes
Overtime increase component	50%	30
Overtime increase component	100 %	60
Evening work bonus	15%	9
Night work compensation	35%	21
Saturday bonus	25%	15
Sunday bonus, general	100 %	60
Sunday bonus, section 16	50%	30
Holiday eve bonus	100%	60
Weekly rest period compensation	1 hour	60

AGREEMENT PROVISIONS GOVERNING SHOP STEWARD ACTIVITIES AND THE STATUS AND RIGHTS OF SHOP STEWARDS, LABOUR PROTECTION DELEGATES AND OTHER STAFF REPRESENTATIVES INVOLVED IN CO-OPERATION FUNCTIONS

Scope

Section 1 Staff representatives

The provisions of this agreement shall govern a chief shop steward, shop steward, labour protection delegate referred to in the Act on Occupational Safety and Health Enforcement and Co-operation on Occupational Safety and Health at Workplaces (44/2006), a labour protection agent, and other staff co-operation representatives who are involved in statutory co-operation functions and are referred to in section 5 of the Act on Co-operation (1333/2021).

These provisions shall also govern the deputies of all of the foregoing shop stewards and labour protection delegates when they attend to co-operation duties.

Unless otherwise separately agreed, the provisions shall apply to all of the foregoing staff representatives.

Shop steward activities

Section 2 General considerations regarding shop steward activities

The collective bargaining system is maintained and improved through channels of negotiation between the employer and staff organisations. The shop steward system seeks to promote compliance with agreements concluded between the parties, to resolve any disputes arising between the employer and the staff in an expedient, equitable and prompt manner, to consider other issues arising between the employer and the staff, and to maintain industrial peace.

Section 3 Agreement at the university

Shop steward activity under these provisions shall be arranged at universities in the manner more precisely specified by agreement between the university and the competent organisations representing the staff (hereinafter collectively referred to as the staff organisation).

The staff shall be represented by the parties to the collective agreement and the organisations representing the said parties.

Section 4 Shop steward

A shop steward denotes an employee who has been elected by the competent staff organisation to serve as its representative in attending to the duties referred to in these regulations. The shop steward must be a person in the service of the

university concerned, who is conversant with conditions in his or her field of operations.

If the competent staff organisation appoints only one shop steward for an entire university, then the said shop steward shall be the chief shop steward referred to herein.

Section 5 Election of shop stewards

The number of shop stewards, their location, and other details of the election shall be separately agreed by the parties referred to in section 3, having regard to the size of the university, to the number of members represented, to the remuneration and service relationship systems in use and the need for bargaining to which these systems give rise, and to the nature and scope of duties to be undertaken within the university. Care shall then be taken to ensure that the agreed fields of operation are expedient, and that their coverage promotes the transaction of business under the bargaining system.

Each staff organisation shall notify the university concerned in writing of the shop stewards and deputy shop stewards who are elected. Written notice shall also be submitted when any deputy shop steward deputises for a shop steward.

Application instruction: The competent shop steward may notify the employer in cases that do not concern a transfer of shop steward status affording a right to shop steward compensation or shop steward protection, but merely management of an individual matter or some corresponding authorisation of briefer duration.

The employees at the workplace concerned shall be given an opportunity to participate in the election of a shop steward arranged by a staff organisation at the said workplace. However, the organisation and completion of the election shall not needlessly interfere with the work. The times and places of an election shall be agreed with the employer no later than 14 days before the election takes place.

If a shop steward is appointed by election at the workplace, then the time spent at the workplace in preparing and conducting the election and in reckoning the result shall be counted as working time for the persons involved in these functions.

Application instruction: On reduction or enlargement in the operations of a university or in the operating fields of shop stewards, or on account of a reorganisation, the organisation of shop stewards may, by agreement between the parties in line with the principles of these provisions, be modified as necessary to correspond to the revised size and structure of the university or operating field.

If a shop steward is chosen by election, then the said election shall take place at the workplace during working hours, provided that the organisation and implementation of the election do not disrupt work at the university. In such cases the parties shall agree on the time, place and other details of the election in good time before the election takes place. If the election unreasonably inconveniences the operations of the university, then it shall take place outside of working hours. The competent staff organisations shall manage the practicalities of the election.

Section 6 Duties of a shop steward

The function of a shop steward shall be to represent employees and the staff organisation in interpreting and applying collective agreements, provisions and regulations, and in other matters pertaining to relations between the employer and an employee. A shop steward shall also convey information and notifications between the employer, the organisations and the staff.

Comment: The functions of a shop steward are also laid down in certain Acts, such as the Co-operation Act and the Working Hours Act (827/2019).

Application instruction: As the systems of co-operation, negotiation and collective bargaining are intended to be mutually complementary, care should be taken to ensure effective co-operation and information exchange between co-operation bodies and the shop steward. The employer shall notify the shop steward of the persons who are empowered to represent and make decisions on behalf of the employer.

Duties of a staff representative

Section 7 Duties

A staff representative shall be required, notwithstanding their status as the staff representative, to comply with regulations and agreements governing their employment, working hours, instructions of supervisors, as well as other obligations arising from said employment.

Rights of a staff representative

Section 8 Use of time

Job release

For the purpose of attending to their duties, a staff representative shall be entitled to temporary, regularly recurrent or complete release from the duties of employment.

When arranging the foregoing job release the university shall allow for the nature of its functions, for the scale of the workplace and the number of working locations therein, for the remuneration systems in use and the need for bargaining to which these systems give rise, for the number of staff, for the available communication channels and for other corresponding facts, together with the volume of duties of a person engaged in the consequent co-operation functions.

The time allocated for the functions of staff representative shall correspond to the functions that are required by the representative's position.

If a staff representative has been granted regularly recurrent release from work, then in urgent cases the representative may also be released at other times that are convenient from the point of view of working duties.

The purpose of arrangements concerning use of time is to enable employees to perform their functions as staff representatives in an effective and expedient manner.

Minuted note: For staff representatives falling within the scope of the total working time system for teaching and research staff, job release pursuant to this agreement shall be incorporated into the plan of working hours.

Comment: Section 34 of the Act on Occupational Safety and Health Enforcement and Cooperation on Occupational Safety and Health at Workplaces prescribes the following concerning use of time by a labour protection delegate:

When determining the time required for performing the duties of a labour protection delegate consideration shall be given to the number of employees represented by the delegate, to the regional scale of the workplace, to the number of working locations and the nature of the work that is done at them, to factors arising from the organisation of work that affect the extent of the delegate's duties, and to other inconvenience, hazard and workload factors referred to in the Occupational Safety and Health Act that affect the safety and the physical and mental health of employees.

If no other agreement is reached on the time allocation of a labour protection delegate and no fewer than ten employees work regularly at the workplace, then, having regard to the foregoing factors, the employer shall release the delegate from regular work for the purpose of attending to the duties of a delegate for no less than four hours in each period of four consecutive calendar weeks, unless such job release would so considerably inconvenience production or the employer's operations that it would constitute a temporary impediment to such release.

Organisation of duties

The employer and a shop steward or labour protection delegate who has been partially released from duties proper may agree that the said duties will be arranged over the period for which the person concerned has been elected to represent the staff. This may be justified on account of the amount of time required for the representative's duties, or when the duties proper of the person concerned substantially hamper attendance to the duties of representative.

Duties outside of working hours

A staff representative shall agree in advance with the employer's representative on the duties that have been stipulated or agreed for performance outside of working hours unless these duties have been ordered by a public authority.

Section 9 Salary of a staff representative

The primary basis for determining the job-related and personal salary component of a staff representative shall be the provisions of the collective agreement for universities.

The performance, performance category and performance percentage of a shop steward or a labour protection delegate who has been partially released from working duties proper shall be assessed on the basis of their work in said working duties, and no assessment of reduced performance shall therefore be made on account of said partial job release.

If a shop steward or labour protection delegate has been fully released from the working duties proper of employment, then the salary payable thereto shall be determined on the basis of chapter 1, section 7 of the collective agreement for universities, or it shall be separately ascertained or agreed in each case.

If the employer and a shop steward or labour protection delegate who has been partially released from working duties proper jointly stipulate that the said duties are to be arranged in the manner referred to in paragraph 6 of section 8 and that the said arrangement will reduce the job requirement, then the job-related salary component of the person concerned shall be increased by paying an additional fee corresponding to the reduction. This additional fee shall be equated with a job-related salary component and shall include general increases. The arrangement of duties of the person concerned when the representative duties of a shop steward or labour protection delegate come to an end shall also be agreed at this time.

Changes in the earnings of a chief shop steward and labour protection delegate shall correspond to changes in earnings occurring within the university.

Section 10 Compensation for loss of earnings

The time spent in performing co-operation functions during working hours by staff representatives who have been partially released from working duties proper shall be counted as their working time.

If representatives who do not fall within the scope of the working time system for teaching and research staff or training school teachers perform co-operation functions during their time off that were agreed with the employer's representative, then the said time shall also be counted as their working time.

If a staff representative, pursuant to a special travel order of the university concerned, is sent on travel in Finland that is necessary for the performance of co-operation functions, then the said representative shall be compensated for the costs of this travel in accordance with the agreed provisions on compensation for travelling expenses.

Application instruction: When the time taken in co-operation functions under paragraph 2 of section 10 is counted as working time, this shall mean that with respect to the time in question the employee concerned receives all of the compensations and bonuses for which the said person otherwise qualifies under working time regulations.

Section 11 Fees of shop stewards and labour protection delegates

The following fees payable to a person serving as chief shop steward or shop steward have been agreed:

Fee of a shop steward as of 1 July 2025

Employees represented	Monthly fee, EUR, shop steward	Monthly fee, EUR, chief shop steward
Fewer than 160	93.80	198.30
160 – 350	198.30	317.03
351 – 559	249.35	433.39
560 or more	315.67	548.57

Fee of a shop steward as of 1 June 2026

Employees represented	Monthly fee, EUR, shop steward	Monthly fee, EUR, chief shop steward
Fewer than 160	96.52	204.05
160 – 350	204.05	326.22
351 – 559	256.58	445.96
560 or more	324.82	564.48

Fee of a shop steward as of 1 June 2027

Employees represented	Monthly fee, EUR, shop steward	Monthly fee, EUR, chief shop steward
Fewer than 160	98.84	208.95
160 – 350	208.95	334.05
351 – 559	262.74	456.66
560 or more	332.62	578.03

The number of employees represented shall be verified at intervals of one academic year. The fee shall be counted into the salary under chapter 1, section 7 of the collective agreement.

If, pursuant to a notice submitted to the employer, a deputy shop steward performs the duties of a shop steward who has been prevented from doing so for a continuous period of not less than two weeks, then the shop steward fee for the month in question shall be paid to the said deputy shop steward who so deputises for the shop steward.

Comment: Training schools are subject to their own provisions on shop steward fees.

Fee of a labour protection delegate as of 1 July 2025

Employees represented	Monthly fee, EUR, shop steward
Fewer than 50	93.80
50 – 200	180.49
201 – 500	251.72
501 – 1000	324.15
Over 1000	395.40

Fee of a labour protection delegate as of 1 June 2026

Employees represented	Monthly fee, EUR, shop stew- ard
Fewer than 50	96.52
50 – 200	185.72
201 – 500	259.02
501 – 1000	333.55
Over 1000	406.87

Fee of a labour protection delegate as of 1 June 2027

Employees represented	Monthly fee, EUR, shop steward
Fewer than 50	98.84
50 – 200	190.18
201 – 500	265.24
501 – 1000	341.56
Over 1000	416.63

When, pursuant to a notice submitted to the employer, the deputy for a labour protection delegate performs the duties of a labour protection delegate who has been prevented from doing so for a continuous period of not less than two weeks, then the compensation for the month in question shall be paid to the said deputy instead of the labour protection delegate proper.

Section 12 Information to be provided to a shop steward

The shop steward shall be provided with all of the information and necessary documentation that is pertinent to resolving any case of confusion or dispute concerning the salary of an employee, or the application of legislation, regulations or agreements governing employment.

The university shall furnish the shop steward with all collective agreements, special protocols and other agreements, their implementation measures, and the special regulations and instructions governing the said university.

A chief shop steward or other corresponding shop stewards are entitled, at least annually, to receive details of staff numbers and changes therein within their own spheres of operation or workplaces, and of the number of temporary, part-time staff and outside staff working for the employer, and any changes therein.

A shop steward is entitled, not less than twice annually, to the following details of new temporary service relationships within the shop steward's own sphere of operation or workplace: the name, position and organisational unit of the person, the date when the service relationship commenced, the duration of the service relationship as known by the employer, and the grounds for temporary employment.

Section 13: Right to information on the remuneration system

The following arrangements shall apply unless other arrangements for informing the shop steward have been agreed locally:

Annually, and before engaging in salary negotiations, the chief shop steward and other shop stewards, with respect to their own spheres of operation or workplaces,

shall be entitled to details in confidence concerning the placement in position demand levels of staff falling within the scope of the salary system agreement, and to statistical details of the total salary of staff and changes therein, arranged by performance categories and performance percentages, staff group, and gender. Statistical information shall also be provided on the total number of both position demand level bonuses and performance bonuses and their gender breakdown by the evaluation system, as well as the total numbers separately, according to the position demand level.

Under the said circumstances and subject to the said conditions, a shop steward shall also be entitled to details of the job descriptions and the job requirement evaluations and levels of the staff that the shop steward represents. However, provision of details pertaining to the grounds for and size of the personal salary component and to the total salary shall require the written consent of the person concerned.

The precise statistical information referred to in this section and the detailed manner of providing information shall be agreed between the parties hereto.

The requirements of data protection shall be considered when providing the information referred to in this section. The information shall be released without charge.

Section 14 Access to information of staff representatives other than the shop steward

A staff representative shall be entitled to receive the information required for performing the duties of representative in the manner prescribed or agreed.

Comment: Provisions on the information to be given to staff representatives have been laid down in section 32 of the Act on Occupational Safety and Health Enforcement and Co-operation on Occupational Safety and Health at Workplaces, sections 10 and 19 of the Act on Co-operation Within Undertakings, and section 6 of the Subscriber Liability Act.

Section 15 Premises and equipment

Having regard to conditions in the sector and to the extent and nature of the duties of the shop steward and labour protection delegate, the said representatives shall be provided with suitable premises where they may keep any documents and office equipment that are required for attending to their co-operation functions. A place shall also be designated where the shop steward and labour protection delegate may conduct the discussions that are required in the course of their duties.

The shop steward and labour protection delegate may use the normal communication and office equipment of the university when performing their duties.

The shop steward and labour protection delegate shall agree on the practical arrangements referred to in this section with the employer's representative.

Application instruction: Normal office equipment shall also include the computer equipment and associated software (including Internet and e-mail connections) that are generally used in the university. The assessment may allow for such factors as the size of the university, the scope of duties of the shop steward or labour protection delegate, and the associated requirements and time taken for these duties.

Status of a staff representative

Section 16 Career advancement

The opportunities of persons elected to co-operation functions for personal development and professional advancement may not be impaired on account of the said functions.

The employer and the shop steward or labour protection delegate must, also during the term of office of the said representative, determine whether any training that is also arranged for other staff is required in order to maintain the skills of the representative with respect to the representative's previous or corresponding duties. Other staff involved in co-operation functions must also have an opportunity that is equitable with respect to other staff to take part in training that maintains and improves vocational skills.

Section 17 Training

Staff representatives engaged in co-operation functions shall, where possible, be given an opportunity to take part in training that will tend to enhance their competence in discharging the said functions. Training shall otherwise comply with the agreed provisions governing trade union training.

When the term of office of a shop steward and labour protection delegate comes to an end, the said representative and the employer shall jointly determine whether any vocational skills maintenance training is required in order for the representative to return to his or her previous position or to a corresponding position. The employer shall arrange any training that is required by the said determination. When deciding the content of such training attention shall be paid to job release, to the length of the term of office served in co-operation functions, and to any changes in working methods that have occurred during the said period.

*Application instruction: After signing the collective agreements, the employer shall summon the shop steward and **supervisors** to joint sessions at which interpretations of the new agreements shall be examined together with any other issues pertaining to shop steward functions.*

Comment: Under section 33 of the Act on Occupational Safety and Health Enforcement and Cooperation on Occupational Safety and Health at Workplaces, the employer and the labour protection delegate and deputy delegate must discuss the need for training and associated arrangements within two months of their election.

Section 18 Equitable treatment of staff representatives

Staff representatives shall not be disadvantaged with respect to other employees, or otherwise subjected to discrimination or coercion for attending to their duties.

Section 19 Security of employment

The employment contract of a shop steward, labour protection delegate or labour protection agent may not be rescinded or terminated with notice on account of the said function.

Pay security and protection against transfer

A shop steward, labour protection delegate or labour protection agent may not be transferred to a position in which attendance to co-operation functions is materially hampered without the personal consent of the said representative. The same shall also apply to transfers to positions or modifications in duties in which the salary factors of the applicable salary system are lower than those previously governing the representative's salary.

In the event that staff have to be transferred, efforts shall be made to ensure that an employee serving as labour protection delegate is the last to be transferred.

Transfer of business

The status of a chief shop steward and labour protection delegate shall continue as such, notwithstanding a transfer of business, if the transferred business or part thereof retains its independence. If a transferred business or part thereof loses its independence, then the chief shop steward and the labour protection delegate shall be entitled to the subsequent protection referred to in section 20 of this agreement as of the end of the term of office arising from the transfer of business.

Downsizing on grounds of finance and production

If employees of a university are laid off or made redundant, then the said measure shall not apply to the chief shop steward or labour protection delegate unless it is jointly verified that no work can be offered to them that corresponds to their vocation or is otherwise suitable. A shop steward other than a chief shop steward may be dismissed or laid off in accordance with chapter 7, section, 10, paragraph 2 of the Employment Contracts Act only when the work of the shop steward entirely

ends and the employer is unable to arrange work for the shop steward that corresponds to the said employee's vocational skills or is otherwise suitable for the said employee, or to arrange training for the employee for other duties in the manner referred to in chapter 7, section 4 of the said Act.

Individual protection

A shop steward, labour protection delegate or other staff representative involved in co-operation functions may not be dismissed for individual reasons pertaining to the said employee without the consent of a majority of the staff represented by the said elected official, as required by chapter 7, section 10, paragraph 1 of the Employment Contracts Act.

The employment contract of a shop steward or labour protection delegate may not be rescinded or considered dissolved in a manner contrary to provisions in chapter 8, sections 1-3 of the Employment Contracts Act.

A shop steward or labour protection delegate may not be disadvantaged with respect to other employees when assessing the grounds for rescinding the employment contract of the said employee.

Section 20 Candidate and subsequent protection

The regulations of sections 18 and 19 of this agreement shall also be observed in applicable respects in relation to any candidate for the position of chief shop steward or shop steward who has been nominated by a union branch or association and whose candidacy the union branch or association has notified the employer of in writing, and in relation to any candidate for the position of labour protection delegate whose candidacy has been notified to the employer in writing.

Protection of candidates shall nevertheless begin no sooner than three months before the start of the term of office of the representative to be elected and shall expire with respect to a candidate who is not elected when the outcome of the election has been verified.

These regulations shall also apply to an employee who has served as a chief shop steward, shop steward and as a labour protection delegate for a period of eight months after the said duties come to an end.

Section 21 Compensation for unfounded termination of the employment contract of a shop steward and labour protection delegate

If the employment contract of a shop steward or labour protection delegate has been terminated in a manner contrary to these regulations, then the employer shall pay compensation of no less than 10 months' and no more than 30 months' salary to the person concerned. The compensation shall be determined according to the

principles set out in chapter 12, section 2, paragraph 2 of the Employment Contracts Act. Infringement of rights under these regulations shall be considered a factor that increases the compensation payable.

Compensation for unfounded layoff under this agreement shall be determined according to chapter 12, section 1, paragraph 1 of the Employment Contracts Act.

AGREEMENT PROVISIONS ON TRADE UNION TRAINING

Section 1 General

Trade union training denotes training arranged by staff organisations for their membership pertaining to co-operation between the employer and the said organisations or improvement in the operating conditions of these organisations. The employer subsidises trade union training that promotes the foregoing co-operation in the manner specified below.

Application instruction: In addition to training arranged by the organisations to improve co-operation skills, the employer and the organisations may collaborate where necessary to plan and implement training for the same purpose according to the needs of a specific university. Jointly planned training shall be arranged either as staff training, or a division of costs between the employer and the organisations shall be specially agreed for each course.

The staff development plans for a university shall allow for the training needs of shop stewards, the heads of labour protection and labour protection delegates, and other staff engaged in co-operation functions.

Section 2 Training committee

The parties to the collective agreement shall appoint a joint training committee for the purpose of training matters, to which no more than two representatives shall be appointed from each signatory federation.

The training committee shall approve the courses referred to in this training agreement for one calendar year at a time. Courses may also be approved during the calendar year when necessary.

Before approving a course, the training committee shall be given an account of its teaching programme, time, venue, target group, and participants, and any other details that the training committee may request. A jointly verified educational need shall be a condition of approving a course. The training committee shall have an opportunity to monitor teaching on approved courses.

The principal organisations that are parties hereto shall announce the courses approved by the training committee for the coming year no later than two months before the first course begins.

Section 3 Trade union training

In this agreement trade union training shall denote shop steward training, labour protection training and co-operation training.

Shop steward training improves the competence of a shop steward in discharging the functions of this elected position and thereby promotes the objectives of shop steward activities.

Labour protection training improves the co-operation required by the Act on Occupational Safety and Health Enforcement and Cooperation on Occupational Safety and Health at Workplaces and agreements concluded pursuant thereto, and thereby promotes achievement of the assigned objectives of labour protection activities.

Co-operation training improves the conditions for co-operation between the management and staff of a university, thereby promoting in-house co-operation.

Section 4 Entitlement to trade union training and maximum amounts of training

Representatives serving in shop steward, labour protection and other co-operation functions and their deputies, and the chairperson of a union branch or association may take part in trade union training that is necessary for attending to their fiduciary or co-operation functions.

The training may last for no longer than a total of 18 working days in a calendar year for a shop steward, and no longer than a total of 10 working days in a calendar year for other elected representatives engaged in co-operation functions.

Comment: The reckoning of course days shall comply with the previous interpretation.

When deciding on participation in training the university shall consider the training requirements for the person's co-operation function. Participation shall also be considered in relation to the content of training and the relevant duties, and not merely on the basis of the person's formal status in the co-operation system.

Trade union training may also be arranged either wholly or partly as remote or online teaching.

An applicant for trade union training shall be required to furnish the employer with the programme for the training event in question or some other account of the matters to be covered at the said event.

Application instruction: The staff representatives referred to in paragraph 1 above shall be entitled to participate in courses approved by the training committee if the need for training is jointly verified by the employer and the course applicant, and participation in the course can be arranged without substantially inconveniencing the employer.

On the foregoing grounds, the employer shall be entitled to postpone participation in the training for not longer than 6 months. In the case of recurrent training arranged at intervals exceeding six months, participation may be postponed until no later than the time at which the next corresponding training event is arranged.

Section 5 Applications for training

The employee shall request job release for the purpose of participating in training. The application must be submitted no later than two weeks before the start of any training event lasting no longer than five days, and no later than six weeks before the start of any training event of longer duration.

Section 6 Financial benefits for training

The employee shall be paid salary in accordance with chapter 1, section 7 of the collective agreement for the period of participation in training referred to in section 3 above.

Application instruction: In principle the employer shall be required to pay compensation only once to the same person for the same training event or for a training event of comparable content.

Before a person takes part in the training referred to in section 3 above, the measures arising from the said participation shall be agreed with the employer and the question of whether the training event is one for which the employee is entitled to compensation for lost earnings under this agreement shall be specifically ascertained in advance. The compensation period shall likewise be determined.

The employee is entitled to receive course reimbursement to cover the expenses caused by the training, the size of which for a two-day or longer courses is 60 euros for each day as defined in the course program. For training that lasts one day, the reimbursement is 30 euros. The reimbursement is paid directly to the training organizer.

If the employee participates in the training remotely, the amount of the reimbursement is EUR 20 per course day. *Distance training entitling to a course reimbursement refers to real-time training in which the employee participates at the time in question in the same manner as when they attend a training event.* The reimbursement is not paid for online courses that are not tied to a specific time.

Application instruction: The payment basis for the course reimbursement is the number of training days specified in the training programs. In addition to the course reimbursement no other costs will be compensated.

Section 7 Trade union training time counted as working time

The time taken in trade union training shall count as working time in the manner agreed in working time regulations.

Section 8 Trade union training not referred to in this agreement

The time limits prescribed in section 5 governing applications for training shall be observed when seeking unpaid job release for trade union training not referred to in this agreement.

Application instruction: No provisions have been agreed whereby training that improves the operating conditions of organisations would constitute training eligible for job release. Job release may be granted for the said training at the employer's discretion. Applications for such training shall also comply with the time limits governing other trade union training referred to in this agreement. Any job release that is granted for such training shall nevertheless be counted as time spent in the training referred to in paragraph 2 of section 4 of this agreement.

Examples of such courses include courses for association treasures and secretaries, and courses on subjects such as committee procedure.

AGREEMENT ON LOCAL COLLECTIVE BARGAINING

Section 1: Local collective bargaining

This section shall apply to regulations of the collective agreement permitting local collective bargaining within the limits specified in the said agreement.

Unless otherwise stipulated in the pertinent regulation of the collective agreement, the negotiating parties of an agreement concluded through local collective bargaining shall be the chief shop steward and the employer's representative.

Section 2: Agreement on derogations from the collective agreement

Derogations from the regulations of the collective agreement may be locally agreed where a justified reason so requires.

A local agreement may be concluded within statutory limits. No local agreement may be concluded, however, to set aside the whole of the collective agreement or any essential part thereof such as the salary or working time scheduling system, unless otherwise separately stipulated in the collective agreement (for example in regards to the salary system in chapter 6, section 2, paragraph 7).

The parties to the agreement shall be the employer and the chief shop steward or the shop steward representing the individuals affected by the matter in question or the relevant registered local association under the organisation that is party to the collective agreement.

The bargaining partners shall be determined before the negotiations commence.

A proposal for a local agreement shall specify the point of the collective agreement upon which agreement is sought and shall give reasons for the desired derogation.

Section 3: Derogation from minimum standards governing salaries and other financial benefits

A local derogation from the collective agreement with respect to the minimum standards governing salaries or other financial benefits may be agreed upon in the manner specified in this section.

The prerequisite for an agreement is the existence of a financial crisis that could lead to the reduction in labour use. Agreements can be used when the activities of a university and the university's handling of its duties in accordance with the Universities Act are endangered due to a weakened financial situation that threatens the university's activities and jobs. At the beginning of the negotiation, the local agreeing parties shall unanimously define the situation that has led to the initiation of the negotiations for reaching a local agreement.

A local agreement that is in accordance with this section must encompass all staff that are included in the scope of application of the collective agreement.

When negotiating an agreement of the kind referred to in this section the employer shall comply with the provisions of the Act on Co-operation Within Undertakings concerning the provision of necessary information in negotiations. The parties may call upon the assistance of specialists if necessary. The staff representatives are provided with up-to-date information on the university's financial situation, including its financial statement, budget, investment plan, as well as other documents that describe the financial situation of the employer in adequate enough detail.

During the negotiations that are conducted in accordance with this section, the amount of job release for those staff representatives who participate in the local negotiations and other matters related to their post are agreed upon while taking into account the amount of extra work caused by their shop steward duties. The staff representatives must be provided with enough opportunities for participating in the negotiations while taking into account the agreement as a whole that is under negotiation and the demands that it places on the contents of the negotiations.

Section 4 The form and content of an agreement

A local agreement shall be concluded in writing.

The agreement must include at least the following:

- the purpose of the agreement
- the parties to the agreement
- the collective agreement provision in question
- the justifications for derogating from the provision
- the detailed content of the agreement
- duration of the agreement and termination of the agreement
- the date and signatures

Section 5: The duration, termination and legal effects of a local agreement

An agreement may be concluded for a fixed period or until further notice.

An agreement that is made in accordance with section 3 of this agreement can be made for a fixed-term period of one year and it can be renewed for one year at a time if the prerequisites for making the agreement still exist after the time limit and this is jointly confirmed by the agreeing parties. During the duration of the agreement, the employer may not, in accordance with chapter 7, section 3 of the Employment Contracts Act, terminate employment relationships at the university or, in accordance with chapter 5, section 2 of the Employment Contracts Act, temporarily dismiss university employees.

If the parties of the agreement that is in accordance with section 3 jointly state that the financial crisis that presented the prerequisite for the agreement has passed and that there is no longer a financial need for the agreement, the agreement can be terminated during its period of validity and the financial benefits are then returned to be in accordance with the collective agreement beginning on the following calendar month after the termination of the agreement that is in accordance with section 3.

An agreement concluded until further notice may be terminated at three months' notice unless some other period of notice has been agreed upon.

Any agreement other than specified in section 3 that is concluded for a fixed period exceeding three years shall after three years be open to termination in the same way as an agreement concluded until further notice.

After a local agreement has expired, the regulations of the general collective agreement and legislation in force shall be observed.

A local agreement shall have the same legal effects as the collective agreement. A local agreement of the kind referred to in sections 2 and 3 of this agreement shall be submitted for approval to the signatories of the collective agreement, and an agreement that is done in accordance with section 3 shall also be submitted to the labour administration.

Section 6: The interpretation of an agreement and the settlement of disputes

Disputes over the interpretation of this agreement and of local agreements that are based thereupon shall be settled in the same way as disputes over the collective agreement.

Section 7: Validity

This agreement shall remain in force for the duration of the general collective agreement for universities, pursuant to which this agreement was concluded.

Local agreements concluded during the duration of this agreement shall nevertheless remain in force for their agreed duration.

APPENDICES TO THE SALARY SYSTEM FOR UNIVERSITIES

Appendix 1 Requirement chart for teaching and research staff

Appendix 2 Requirement chart for other expert and support staff

Appendix 3 Personal performance evaluation system for teaching and research staff

Appendix 4 Personal performance evaluation system for other expert and support staff

Appendix 5 Salary scales

Appendix 6 Amendment compilation

Appendix 1 DEMAND LEVEL CHART FOR TEACHING AND RESEARCH STAFF

Description of position / documentation using attached form for describing duties

The positions typically involved at various levels are described in the table of demand levels. If a position on levels 1-4 is weighted towards research, then references to teaching and counselling will not guide the selection of level.

Level	Nature and responsibilities of the work	Interaction skills	Knowledge and skills
1	Postgraduate research Postgraduate studies	Small-scale teaching involved in the employee's own postgraduate studies under the guidance of a supervisor/director	Master's degree
2	Postgraduate research work or other guided research work Postgraduate studies Minimal amount of duties unrelated to the employee's own postgraduate research	Small-scale teaching involved in the employee's own postgraduate studies or interaction skills required for project-based work	Master's degree
	<i>Principal difference from the preceding level: increased requirement of teaching duties, possible participation in duties assisting teaching and facility administration, progress of postgraduate studies</i>		
3	Postgraduate research work or other research work Postgraduate studies Duties associated with undergraduate teaching and with teaching and facility administration, or more demanding project duties	Duties involving counselling undergraduates or interaction skills required for project-based work	Master's degree
	<i>Principal difference from the preceding level: participation in student counselling, more demanding duties of teaching and facility administration, acquisition of academic qualifications, independent responsibility for the employee's research work as part of a project team</i>		
4	Research work involved in postgraduate studies or independent research work involving good command of methodology Duties performed independently associated with undergraduate teaching, and with teaching and/or university administration	Teaching assistant duties	Studies equivalent to a Licentiate degree
	<i>Principal difference from the preceding level: increase in academic qualifications, duties of teaching and administration performed more independently, increase in requirement of research duties and possible responsibility for fairly minor projects</i>		

Salary system for Universities (Appendix 1)
Requirement chart for teaching and research staff

Level	Nature and responsibilities of the work	Interaction skills	Knowledge and skills
5	duties weighted towards research:		
	Independent academic research work Duties associated with undergraduate teaching, and/or with university administration	Guiding undergraduate thesis work in the employee's own field of research Planning and implementing research projects Serving as chief researcher in a research team Social and academic specialist duties	Doctoral degree or other researcher training
	<i>Principal difference from the preceding level: separation of teaching and research position profiles, achievement of academic qualifications, diversification of teaching, involvement in specialist duties, increase in size of a possible project team for which the employee may be responsible</i>		
	duties weighted towards teaching:		
	Independent teaching duties Duties include assessment and development Departmental duties	Planning and implementing educational modules Undergraduate level teaching Guidance of undergraduate students	Good teaching ability Requires overall command of teaching field
<i>Principal difference from the preceding level: separation of teaching and research position profiles, increased responsibility and independence in teaching duties</i>			
6	duties weighted towards research:		
	Independent academic research work Duties associated with undergraduate and especially postgraduate teaching, and with university administration	Senior research organisation duties and duties associated with directing a research team. Procurement of research financing Directing undergraduate thesis research Academic and social specialist duties Independent responsibility for clinical work	Doctoral degree
	<i>Principal difference from the preceding level: academic qualifications, responsibility for postgraduate education, diversification of specialist duties, increased emphasis on financial responsibility</i>		
	duties weighted towards teaching:		
	Extensive teaching responsibilities Teaching work valued by the university community Departmental and organisational duties	Undergraduate teaching Counselling in thesis writing Subject responsibility Leading extensive teaching courses Responsibility for improving instruction	Duties requiring experience in teaching and counselling Good teaching ability Long-term teaching experience
<i>Principal difference from the preceding level: increased experience requirement, inclusion of subject responsibility, more demanding development duties, counselling in thesis writing</i>			
7	Teaching and research work valued by the university community	Creating and maintaining a co-operation network in the academic and educational sector Planning and organising research projects Responsibility for using resources Responsibility for the educational programme Responsibility for postgraduate education / very broad responsibility for education Academic and social specialist duties Extensive responsibility for clinical work	Diversified teaching experience in both undergraduate and postgraduate education Ability to assume responsibility for the discipline
	<i>Principal difference from the preceding level: teaching and research duties in the same profile, but duties may be weighted towards teaching or research. Increased importance of responsibility, diversity either in academic work or teaching experience, increased need for collaboration and external functions</i>		

Salary system for Universities (Appendix 1)
Requirement chart for teaching and research staff

Level	Nature of work	Interaction skills and responsibility	Knowledge and skills
8	Teaching and research work highly valued by the academic community	<ul style="list-style-type: none"> Creating and maintaining an academic co-operation network – also internationally Extensive responsibility for the discipline and its development Planning, organising and co-ordinating research projects and networks Responsibility for using research resources Extensive responsibility for the educational programme or responsibility for leading and improving research Extensive responsibility for postgraduate education Extensive academic and social specialist duties 	<ul style="list-style-type: none"> Eligibility to serve as a professor Diversified teaching experience in both undergraduate and postgraduate education
	<i>Principal difference from the preceding level: diversity of duties, broad scope of duties and responsibilities, in-depth ability and emphasis on academic appreciation, international dimension, eligibility to serve as a professor</i>		
9	Teaching and research work highly valued by the academic community	<ul style="list-style-type: none"> Creating and maintaining an extensive academic co-operation network – especially internationally Extensive responsibility for the discipline and its development Strategic planning, organising and co-ordination of research projects and networks Extensive responsibility for using research resources Extensive responsibility for the educational programme or extensive responsibility for leading and improving research Extensive responsibility for postgraduate education Demanding academic and social specialist duties 	<ul style="list-style-type: none"> Eligibility to serve as a professor Diversified teaching experience in both undergraduate and postgraduate education
	<i>Principal difference from the preceding level: Emphasis on the diversity and extent of academic esteem, duties, responsibilities and co-operation networks</i>		
10	Teaching and research work very highly valued by the academic community	<ul style="list-style-type: none"> Extensive creation and maintenance of an academic co-operation network – especially internationally Extensive responsibility for the discipline and its development Strategic planning, organising and co-ordination of major research projects and networks Extensive responsibility for using research resources Extensive responsibility for the educational programme or extensive responsibility for leading and improving research Extensive responsibility for postgraduate education, including directing a postgraduate education organisation Highly demanding academic and social specialist duties 	<ul style="list-style-type: none"> Eligibility to serve as a professor Diversified teaching experience in both undergraduate and postgraduate education
	<i>Principal difference from the preceding level: Highly demanding level, advancement to this level requires very broad responsibilities and job demands</i>		

Salary system for Universities (Appendix 1)
Requirement chart for teaching and research staff

Level	Nature of work	Interaction skills and responsibility	Knowledge and skills
11	Teaching and research work very highly valued by the academic community	Creating and maintaining extensive academic co-operation networks – especially internationally Strategic planning, organising and co-ordination of research projects and networks at the highest level Very extensive responsibility for using research resources Exceptionally demanding academic duties Extensive responsibility for postgraduate education, including directing a postgraduate education organisation Highly demanding academic and social specialist duties	Eligibility to serve as a professor Highly diversified and broad teaching and research experience
<i>Principal difference from the preceding level: The most demanding level, advancement to this level is exceptional and requires very broad responsibilities and job demands</i>			

DEMAND LEVEL CHART, ARTS SECTOR

Description of position / documentation using attached form for describing duties

The positions typically involved at various levels are described in the table of demand levels. If a position on levels 1-4 is weighted towards research, then references to teaching and counselling will not guide the selection of level.

Level	Nature and responsibilities of the work	Interaction skills	Knowledge and skills
1	Research and/or artistic work involved in postgraduate research Postgraduate studies	Small-scale teaching involved in the employee's own postgraduate studies under the guidance of a supervisor/director	Master's degree
2	Research and/or artistic work involved in postgraduate research Postgraduate studies Minimal amount of duties unrelated to the employee's own postgraduate research	Small-scale teaching involved in the employee's own postgraduate studies or other teaching work or interaction skills required for project-based work	Master's degree
	<i>Principal difference from the preceding level: increased requirement of teaching duties, progress of postgraduate studies, possible participation in duties assisting teaching and facility administration</i>		
3	Research and/or artistic work involved in postgraduate research Postgraduate studies Duties associated with undergraduate teaching and with teaching and facility administration, or more demanding project duties Responsibility for the employee's own research as part of a project team	Duties involving counselling undergraduates or responsible duties in a project team	Master's degree
	<i>Principal difference from the preceding level: participation in student counselling, more demanding duties of teaching and facility administration, acquisition of artistic and/or scientific qualifications, responsibility for implementing work of a project team</i>		
4	Research and/or artistic work involved in postgraduate studies Duties performed independently associated with undergraduate teaching, and with teaching and/or university administration Alternatively: Independent research work involving a good command of methodology	Teaching assistant duties or minor independent teaching duties	Studies equivalent to a Licentiate degree
	<i>Principal difference from the preceding level: duties of teaching and administration performed more independently, increase in artistic and/or scientific qualifications, increase in requirement of research duties and possible responsibility for fairly minor projects</i>		

Salary system for Universities (Appendix 1)
Requirement chart for teaching and research staff

Level	Nature of work	Interaction skills and responsibility	Knowledge and skills
5	duties weighted towards research:		
	Independent research and/or artistic work Duties associated with undergraduate teaching, and/or with university administration	Guiding undergraduate thesis work in the employee's own field of research and/or artistic activities Planning and implementing research projects Serving as a researcher or member responsible for the work of a research team and/or artistic project Scientific and/or artistic and social specialist duties	Doctoral degree or other researcher training
	<i>Principal difference from the preceding level: separation of teaching and research position profiles, achievement of scientific and/or artistic qualifications, diversification of teaching, involvement in specialist duties</i>		
	duties weighted towards teaching:		
Independent teaching duties Duties include assessment and development Departmental duties	Planning and implementing educational modules Basic study level teaching Undergraduate level teaching Guidance of undergraduate students	Good teaching ability Artistic qualifications Requires overall command of teaching field	
<i>Principal difference from the preceding level: separation of teaching and research position profiles</i>			
6	duties weighted towards research:		
	Independent research and/or artistic work Duties associated with undergraduate and especially postgraduate teaching, and with university administration	Senior duties organising research and/or artistic activities, and duties associated with directing a research team and/or artistic project Procuring finance Directing undergraduate thesis research Scientific and/or artistic and social specialist duties	Doctoral degree
	<i>Principal difference from the preceding level: scientific and/or artistic qualifications, responsibility for postgraduate education, diversified specialist duties</i>		
	duties weighted towards teaching:		
Teaching work valued by the university community Departmental and organisational duties	Undergraduate teaching Guiding Master's thesis writing Subject responsibility Leading extensive or demanding instruction courses Responsibility for improving instruction	Duties requiring long-term experience in teaching and counselling Good teaching ability Artistic qualifications and adequate teaching skills	
<i>Principal difference from the preceding level: increased experience requirement, inclusion of subject responsibility, more demanding development duties, counselling in Master's thesis writing</i>			

Salary system for Universities (Appendix 1)
Requirement chart for teaching and research staff, arts sector

Level	Nature of work	Interaction skills and responsibility	Knowledge and skills
7	Teaching and artistic work valued by the creative and performing arts community	<ul style="list-style-type: none"> Creating and maintaining a co-operation network in the artistic and educational sector Planning and organising projects Responsibility for using resources Responsibility for the educational programme Responsibility for postgraduate education Artistic and social specialist duties 	<ul style="list-style-type: none"> Diversified teaching experience in undergraduate and/or postgraduate education Ability to assume responsibility for the artistic discipline
	<i>Principal difference from the preceding level: teaching and research duties in the same profile, but duties may be weighted towards teaching or research. Increased importance of responsibility, diversity in, for example, teaching experience or artistic work, increased need for collaboration and external functions</i>		
8	Teaching and artistic work highly valued by the creative and performing arts community	<ul style="list-style-type: none"> Creating and maintaining an artistic co-operation network, having regard to the international dimension Extensive responsibility for top-level education in the artistic discipline and for its development Planning, organising and co-ordinating projects and artistic productions Responsibility for using the resources of projects and artistic productions Responsibility for postgraduate education Extensive artistic and social specialist duties 	<ul style="list-style-type: none"> Eligibility to serve as a professor Diversified teaching experience at university level or other proven teaching skills
	<i>Principal difference from the preceding level: diversity of duties, broad scope of duties and responsibilities, in-depth ability and emphasis on artistic appreciation, international dimension, eligibility to serve as a professor</i>		
9	Teaching and artistic work highly valued by the creative and performing arts community	<ul style="list-style-type: none"> Creating and maintaining an artistic co-operation network – especially internationally Extensive responsibility for top-level education in the artistic discipline and for its development Planning, organising and co-ordinating projects and artistic productions and networks Extensive responsibility for using the resources of projects and artistic productions Responsibility for postgraduate education Demanding artistic and social specialist duties 	<ul style="list-style-type: none"> Eligibility to serve as a professor Diversified teaching experience at university level or other proven teaching skills
	<i>Principal difference from the preceding level: Emphasis on the diversity and extent of artistic esteem, duties, responsibilities and co-operation networks</i>		

Salary system for Universities (Appendix 1)
Requirement chart for teaching and research staff

Level	Nature of work	Interaction skills and responsibility	Knowledge and skills
10	Teaching and artistic work very highly valued by the creative and performing arts community	Extensive creation and maintenance of an artistic co-operation network – especially internationally Extensive responsibility for top-level education in the artistic discipline and for its development Strategic planning, organising and co-ordination of major projects and artistic productions and networks Extensive responsibility for using the resources of projects and artistic productions Extensive responsibility for postgraduate education – also directing a postgraduate education organisation in the creative and performing arts Very demanding artistic and social specialist duties	Eligibility to serve as a professor Diversified teaching experience in both undergraduate and postgraduate education
<i>Principal difference from the preceding level: Highly demanding level, advancement to this level requires very broad responsibilities and job demands</i>			
11	Top level artistic work and associated teaching	Creating and maintaining extensive artistic co-operation networks – especially internationally Very extensive responsibility for top-level education in the artistic discipline and for its development Strategic planning, organising and co-ordination of demanding projects and artistic productions and networks Very extensive responsibility for using the resources of projects and artistic productions Exceptionally demanding artistic duties Extensive responsibility for postgraduate education – also directing a postgraduate education organisation in the creative and performing arts Very demanding artistic and social specialist duties	Eligibility to serve as a professor Highly diversified and broad teaching and research experience
<i>Principal difference from the preceding level: The most demanding level, advancement to this level is exceptional and requires very broad responsibilities and job demands</i>			

Appendix 2 DEMAND LEVEL CHART FOR OTHER EXPERT AND SUPPORT STAFF

The demand level chart is applied for assessing the requirement of duties performed by staff other than teaching and research staff. The chart applies to duties involving implementation of development and investigation projects that are not equivalent to basic scientific research (at supplementary education centres or corresponding units, for example). The chart is also applied to duties that involve minimal research, but do not fundamentally constitute research duties proper.

The use of foreign languages in the requirement chart refers to duties in which the employee has to use more than one language.

Optional factors at the same levels within demand level factors are referred to with the word "or". The lists presented are not exhaustive, but serve as examples, meaning that there is no need to meet all of the points in the work assessed.

The typical education referred to in the knowledge and skills levels as a condition of ability should not be understood as a condition of eligibility, but refers to the conditions on which ability at each level is usually based.

The duties assessed may include responsibilities (such as supervisory or financial responsibility) that are not specified in the rules of procedure or standing orders. In such cases the responsibilities must nevertheless be specified more clearly in the job description.

Work in difficult and dangerous conditions may be considered when determining the job demand level.

Ability in specialist librarian duties as of demand level 8 is typically based on studies in information science. For employees working in specialist librarian duties, studies in information science will typically form part of a university degree or they will be information science studies completed in addition to another university degree.

DEMAND LEVEL CHART

LEVEL AND GENERAL DESCRIPTION	Duties at this level require the following knowledge, skills and responsibility:			
DEMAND LEVEL 2	Problem-solving and organisational skills:	Interaction skills:	Responsibility:	Knowledge and skills:
Positions at demand level 2 characteristically comprise guided practical duties in various fields that can be learned through a brief orientation.	Duties are discharged according to instructions and to an assigned priority. The instructions and working methods are established.	The work calls for basic oral and written communication skills and normal co-operation skills as a member of staff.	The work involves responsibility for properly performing the employee's duties.	Discharge of duties requires practical knowledge and skills. The required skills can also be acquired on the job.
DEMAND LEVEL 3	Problem-solving and organisational skills:	Interaction skills:	Responsibility:	Knowledge and skills:
Positions at demand level 3 characteristically comprise practical duties in various fields, requiring employees to know their own working environment and how to use the basic instruments or apply the established working methods of the field.	Duties are discharged according to instructions that vary from time to time. Duties, routine situations and problems arising on the job should mainly be handled independently. The work may involve various ongoing simultaneous duties and the employee must be aware of their various deadlines or timetables.	The work calls for basic oral and written communication skills and a capacity for teamwork.	The work includes responsibility for improving working methods and practices in the duties concerned.	<i>The skills</i> required for the work <i>are typically acquired</i> through basic professional training <i>or alternatively</i> through corresponding work experience. The work requires the ability to learn new things.

LEVEL AND GENERAL DESCRIPTION	Duties at this level require the following knowledge, skills and responsibility:			
DEMAND LEVEL 4	Problem-solving and organisational skills:	Interaction skills:	Responsibility:	Knowledge and skills:
<p>Positions at demand level 4 characteristically comprise guided vocational duties requiring command of established working methods in the field. These duties involve applying the regulations, instructions, agreements etc. that are typical in the field.</p>	<p>There are examples, regulations or practices for duties that are applied in similar recurring situations. Duties, routine situations and problems arising on the job should be handled independently. The work may involve various ongoing simultaneous duties and the employee must be aware of their various deadlines and timetables.</p>	<p>The work calls for <i>one of the following</i> interaction skills:</p> <ul style="list-style-type: none"> • general customer service or advice • processing documents • presenting business in an organised way. <p>The work may also call for use of a foreign language.</p>	<p>Duties include responsibility for smooth functions or services as part of a larger system, <i>such as</i>:</p> <ul style="list-style-type: none"> • reliability of information and results • compliance with timetables or deadlines • suitability of applicable materials, tools or working methods. 	<p><i>The skills</i> required for the work <i>are typically acquired</i> through appropriate vocational training <i>or alternatively</i> through corresponding work experience in the vocational field. The work calls for spontaneous effort to maintain knowledge and skills. Duties may require knowledge of some university function outside of the employee's own unit or of several functions within the immediate working environment.</p>
DEMAND LEVEL 5	Problem-solving and organisational skills:	Interaction skills:	Responsibility:	Knowledge and skills:
<p>Positions at demand level 5 characteristically comprise vocational duties in various fields requiring a command of working methods in the field.</p>	<p>Work-related regulations or practices are applied in varying situations. The work involves several ongoing simultaneous duties that must be prioritised with attention paid to implications.</p>	<p>The work calls for <i>one of the following</i> interaction skills:</p> <ul style="list-style-type: none"> • individual customer service, advice or guidance situations (including problem situations), • working in a varying environment, • written preparatory duties, • oral or written presentation of subject areas. <p>The work may also call for use of a foreign language.</p>	<p>The work involves responsibility for improving the employee's field and working environment, and for discharging duties in an effective and appropriate manner.</p> <p><i>Examples</i> of responsibilities may include:</p> <ul style="list-style-type: none"> • reliability of information and results • suitability of applicable materials, tools or working methods. 	<p><i>The skills</i> required for the work <i>are typically acquired</i> either through vocational training for the field of duties, with work experience in the field or in corresponding <i>duties</i> possibly also required, <i>or alternatively</i> through substantial corresponding work experience in the vocational field. The work requires spontaneous acquisition of new information from various sources and assessment of its relevance.</p>

LEVEL AND GENERAL DESCRIPTION	Duties at this level require the following knowledge, skills and responsibility:			
DEMAND LEVEL 6	Problem-solving and organisational skills:	Interaction skills:	Responsibility:	Knowledge and skills:
<p>Positions at demand level 6 characteristically comprise demanding vocational duties in various fields requiring an independent command of working methods in the field.</p>	<p>Duties will be discharged independently, applying relevant information, regulations and practices, and selecting working methods and approaches. Decisions made in the employee's work may affect the work or working methods of others.</p>	<p>The work calls for <i>one of the following</i> interaction skills:</p> <ul style="list-style-type: none"> • reconciling various viewpoints, • preparing or collating subject areas, • working with parties, stakeholders etc. outside the university in the vocational field • arranging the work of a team impartially and expediently. <p>The work may require the use of a foreign language in typical situations.</p>	<p>The work will involve responsibility for <i>one of the following</i>:</p> <ul style="list-style-type: none"> • planning or development • finances • the relevance, validity and quality of operations. <p>The work may involve practical line management or supervisory responsibilities.</p>	<p><i>The skills</i> required for the work are typically acquired through relevant vocational training or a degree from a university of applied sciences for the field of duties, and work experience in the field or in corresponding duties may also be required. The work requires spontaneous maintenance and improvement of skills.</p>
DEMAND LEVEL 7	Problem-solving and organisational skills:	Interaction skills:	Responsibility:	Knowledge and skills:
<p>Positions at demand level 7 characteristically comprise duties in various fields requiring special vocational skills.</p>	<p>Duties will be discharged independently, applying information, regulations and practices, and using specialised vocational or scientific methods. Decisions may require preliminary investigation work.</p>	<p>The work calls for <i>one of the following</i> interaction skills:</p> <ul style="list-style-type: none"> • oral and written presentation of subject areas prepared in person, • networked working • arranging the work of a team impartially and expediently. <p>The work may require the use of a foreign language in typical vocational situations.</p>	<p>The work will involve responsibility for <i>one of the following</i> with respect to an area of duties:</p> <ul style="list-style-type: none"> • planning or development • monitoring and reporting • finances • daily operations. <p>The work may involve practical line management or supervisory responsibilities.</p>	<p><i>The skills</i> required for the work are typically acquired through a degree from a university of applied sciences, with experience in corresponding duties also possibly required. The work requires spontaneous maintenance and improvement of skills, and assessment of the relevance and validity of information obtained from various sources.</p>

LEVEL AND GENERAL DESCRIPTION	Duties at this level require the following knowledge, skills and responsibility:			
DEMAND LEVEL 8	Problem-solving and organisational skills:	Interaction skills:	Responsibility:	Knowledge and skills:
<p>Positions at demand level 8 are characteristically specialist duties, such as investigative, research*, planning or development duties, or duties of responsibility for an area of operations.</p> <p>* See paragraph 1 of the foreword to Appendix 2.</p>	<p>Duties will be discharged independently, applying relevant information and regulations, or scientific or specialist methods. Duties will also require the ability to analyse information and think creatively when formulating areas of operation.</p>	<p>The work will call for interaction skills in <i>one of the following</i> areas, if necessary also in a foreign language:</p> <ul style="list-style-type: none"> • oral or written presentation of areas of operation prepared independently, • co-operation, communication, counselling or teaching skills in various situations • maintaining and using networks – also outside the university. <p>Work with stakeholders may also call for negotiation skills.</p>	<p>The work will involve responsibility for <i>one of the following</i>:</p> <ul style="list-style-type: none"> • extensive monitoring and reporting duties • investigative duties • the following with respect to the function, service, application, customer account process etc. of an area of operations: <ul style="list-style-type: none"> - planning - development - co-ordination and guidance - marketing - administration - management of information materials • managing a certain area of operations beyond the confines of the employee's unit or at whole-university level. <p>The work may involve line management or supervisory responsibilities.</p>	<p><i>The skills</i> required for the work are typically acquired through a university degree, with diversified work experience or expertise in the field also possibly required. The work may require comprehensive familiarity with a university function and its operating methods and networks. The work requires spontaneous maintenance, enlargement and further development of skills.</p>

LEVEL AND GENERAL DESCRIPTION	Duties at this level require the following knowledge, skills and responsibility:			
DEMAND LEVEL 9	Problem-solving and organisational skills:	Interaction skills:	Responsibility:	Knowledge and skills:
<p>Positions at demand level 9 are characteristically demanding specialist duties, such as demanding planning, research* or development duties, or duties of responsibility or supervisory duties for an area of operations.</p> <p>* See paragraph 1 of the foreword to Appendix 2.</p>	<p>Duties will be discharged independently, applying specialised expertise or scientific methods, analysing the relevant information and recognising the need for development. The work will include independent duties of a:</p> <ul style="list-style-type: none"> • specialised, • organising, • co-ordination, • planning, or • supervisory duties. 	<p>The work will call for interaction skills in <i>one of the following</i> areas, if necessary also in a foreign language:</p> <ul style="list-style-type: none"> • oral or written presentation of extensive subject areas prepared independently, • co-operation, communication, counselling or teaching skills in various situations • maintaining and using networks – also outside the university. <p>Work with stakeholders will often call for negotiation skills.</p>	<p>The work will involve comprehensive responsibility for <i>one of the following</i>:</p> <ul style="list-style-type: none"> • extensive monitoring and reporting duties • independent investigative duties • the following with respect to the function, service, application, customer account process etc. of an extensive area of operations: <ul style="list-style-type: none"> - planning - development - co-ordination and guidance - marketing - administration - extensive or in-depth command of information materials • responsibility for operations and their development within the employee's field of expertise • managing a certain area of operations beyond the confines of the employee's unit or at whole-university level. <p>The work may involve line management or supervisory responsibilities, or financial responsibility for overall operations.</p>	<p><i>The skills</i> required for the work are typically acquired through a Master's degree, with extensive and diversified work experience or in-depth expertise also possibly required. The work may require comprehensive familiarity with a university function and its operating methods and networks. The work will require continuous and spontaneous maintenance, enlargement and further development, enlargement and specialisation of skills.</p>

LEVEL AND GENERAL DESCRIPTION	Duties at this level require the following knowledge, skills and responsibility:		
DEMAND LEVEL 10	Problem-solving, organisational and interaction skills:	Responsibility:	Knowledge and skills:
<p>Positions at demand level 10 characteristically involve specialist expert or chief supervisory duties, such as planning and development duties, or duties in a chief supervisory or supervisory capacity for a certain field or area of operations.</p>	<p>The duties will include planning or taking decisions affecting a unit, function or area of operations. Interpretations must be formulated as the basis for decisions. The duties require the ability to organise complex areas of operation and to harmonise various viewpoints.</p> <p>The work will require a diversity of co-operation, networking and communication skills and negotiating skills, where necessary also in a foreign language. Managerial skills are required in the supervisory duties.</p>	<p>The work will involve comprehensive responsibility for <i>one of the following</i>:</p> <ul style="list-style-type: none"> • comprehensive responsibility in the employee's own field of expertise • responsibility for planning and developing an extensive field of duties • independent investigative duties requiring specialist expertise • supervisory or managerial responsibility for a unit or extensive area of operations • administration of a certain area of operations, generally at university level. <p>The work may involve serving as a representative of a unit or of the university in the employee's own field of expertise or specialist network.</p>	<p>The skills required for the work are typically acquired through a Master's degree, with extensive and diversified work experience or in-depth specialist expertise also possibly required. The work will require continual assessment and development of operations.</p>
DEMAND LEVEL 11	Problem-solving, organisational and interaction skills:	Responsibility:	Knowledge and skills:
<p>Positions at demand level 11 characteristically involve demanding specialist expert duties, or demanding duties in the capacity of chief supervisor or supervisor of a team, unit, area of responsibility etc., which may involve responsibility for staff or financial affairs.</p>	<p>The duties will include drawing up the principal plans or taking the principal decisions that affecting a unit or function. New interpretative practices or ways of working must be formulated as the basis for decisions. The duties require the ability to organise complex areas of operation and to harmonise various viewpoints.</p> <p>The work will require a diversity of co-operation, networking and communication skills and negotiating skills, where necessary also in a foreign language. Leadership skills will also be required in supervisory duties.</p>	<p>The work will include comprehensive responsibility for a unit, domain, special area, extensive field of duties or function. <i>The character of the responsibility may be</i></p> <ul style="list-style-type: none"> • supervisory responsibility • responsibility for planning and development • financial responsibility. <p>The work may involve serving as a representative of the university in the employee's own field of expertise.</p>	<p><i>The skills</i> required for the work <i>are typically acquired</i> either through a Master's degree, with extensive and diversified work experience or in-depth specialist expertise also possibly required, or alternatively through an academic post-graduate degree. The work will require continual assessment and development of operations.</p>

LEVEL AND GENERAL DESCRIPTION	Duties at this level require the following knowledge, skills and responsibility:		
DEMAND LEVEL 12	Problem-solving, organisational and interaction skills:	Responsibility:	Knowledge and skills:
<p>Positions at demand level 12 characteristically involve leading specialist expert duties, or supervisory or managerial duties for a unit, function etc.</p>	<p>The duties will include formulating strategic policies and making decisions affecting a unit or function, even when the employee is not in acting in a formal supervisory capacity.</p> <p>The work will require leadership skills and the ability to influence policymakers, public authorities, the scientific community and other stakeholders.</p>	<p>The work will include comprehensive responsibility for developing or managing an operating unit or other area of operations.</p>	<p>The skills required for the work will typically be acquired through a Master's degree or an academic postgraduate degree. Diversified work experience or in-depth expertise will also be required.</p>
DEMAND LEVEL 13	Problem-solving, organisational and interaction skills:	Responsibility:	Knowledge and skills:
<p>Positions at demand level 13 characteristically involve leading specialist expert duties, or managerial duties for a fairly extensive unit, function etc.</p>	<p>The duties will include formulating strategic policies and making decisions affecting a unit or function.</p> <p>The work will require leadership skills and an extensive ability to influence policymakers, public authorities, the scientific community and other stakeholders.</p>	<p>The work will include responsibility for developing or managing a fairly extensive operating unit or other area of operations, and for the necessary resources.</p>	<p>The skills required for the work will typically be acquired through a Master's degree or an academic postgraduate degree. Diversified work experience or in-depth expertise will also be required. The position will require experience of a supervisory position in an expert organisation.</p>

LEVEL AND GENERAL DESCRIPTION	Duties at this level require the following knowledge, skills and responsibility:		
DEMAND LEVEL 14	Problem-solving, organisational and interaction skills:	Responsibility:	Knowledge and skills:
<p>Positions at demand level 14 are characteristically highly demanding international or equivalent specialist duties or highly demanding leadership duties.</p>	<p>The duties will include making strategic decisions and choices, and will require the ability to identify, assess, select and justify the associated risks in conflict situations.</p> <p>The work will involve extensive interaction with stakeholders – also internationally. The work calls for good leadership skills.</p>	<p>The work will include responsibility for co-ordinating and directing a major operating unit, extensive areas of operations or projects, and for the necessary resources. The duties will include very extensive responsibility for long-term or large-scale strategic decisions affecting the operations, area of expertise or functions of the organisation.</p>	<p>The skills required for the work will typically be acquired through a Master's degree or an academic post-graduate degree. Diversified work experience or in-depth expertise will also be required. The duties will require experience in directing an expert organisation.</p>
DEMAND LEVEL 15	Problem-solving, organisational and interaction skills:	Responsibility:	Knowledge and skills:
<p>Positions at demand level 15 are characteristically very demanding international specialist duties or very demanding leadership duties.</p>	<p>As demand level 14.</p>	<p>The work involves responsibility for the strategy of an extensive organisation or international project. The duties will include very extensive responsibility for staff and leadership.</p>	<p>As demand level 14.</p>

Appendix 3 PERSONAL PERFORMANCE EVALUATION SYSTEM FOR TEACHING AND RESEARCH STAFF

The personal performance evaluation system comprises the procedures for evaluating the performance of individuals, the associated evaluation factors and the evaluation scale. The impact of personal performance on the personal salary component is stipulated in the collective agreement.

The evaluation is an important element in the work of supervisors and personnel administration, and in interaction between individual employees and their supervisors. A successful evaluation requires careful preparation.

1. Personal performance evaluation

The personal salary component is based on how individual employees have performed the duties assigned to them in a work plan or in some other corresponding manner. An evaluation of personal performance and merits will allow for the operating environment and for the nature and scope of international activities and interaction that the job requires.

The personal performance of teaching and research staff is evaluated as an overall assessment in relation to the work plan. The performance criteria applicable to the individual are determined on the basis of duties, having regard to any individual facts concerning the particular university in question. If the duties of an individual involve only teaching or only research, then performance will be evaluated solely on the basis of these duties.

The evaluation is performed as a joint overall assessment with respect to all main criteria, on which basis the person's placement in the performance category and personal performance percentage shall be determined.

The merits associated with personal performance are collated and documented over at least the past two years to serve as the basis for evaluation. Any specific criteria applied at individual universities must be determined before beginning the performance evaluation.

The teaching and research staff member will list his or her job-related merits (publications, pedagogical merits etc.) before the evaluation discussion. The supervisor will review the merits and apply them when formulating a proposed evaluation of performance, performance category, and performance percentage. Reasons shall be given in particular for unusual job performance evaluations that satisfy the position requirements.

The employer will thereafter, in accordance with the evaluation practice of the university, evaluate performance by comparing the merits for positions with the merit levels of other employees working in corresponding fields, in the same job requirement groups, and in positions of a corresponding type. In other words, the merits of an employee working at a certain level will be compared to the merits of other employees working in positions with equivalent requirements.

If the outcome of the evaluation does not accord with the employee's own view of his or her performance, then the employee will enter his or her own view and the reasons for it in the evaluation summary.

2. The evaluation criteria / factors

The main criteria of personal performance evaluation for teaching and research staff are:

1. Pedagogical merit
2. Research merit
3. University community and social merit

Personal performance is evaluated in relation to duties and to the work plan or to objectives assigned in some other corresponding manner.

2.1. Pedagogical merit

Examples of factors to be considered when evaluating the pedagogical merits of an employee:

- teaching skills
- pedagogical competence and training, and its application in teaching
- other acquired competence benefiting teaching and skills gained through teaching experience
- enhancement of teaching and participation in general teaching development duties
- student counselling, progress of studies and degrees completed by students
- creation of teaching materials
- participation in international teaching
- receipt of awards and distinctions related to teaching
- creation, maintenance and participation in networks related to teaching

2.2. Research merit

Examples of factors to be considered when evaluating the research merits of an employee:

- academic or artistic publications (especially refereed publications)
- international research collaboration
- counselled postgraduate studies and doctoral theses
- procurement and management of external funding
- acquired academic or artistic qualifications (degrees or adjunct professorships)
- academic or artistic specialist duties (serving as doctoral dissertation opponent, issuing statements)
- esteem earned in the academic or university community
- receipt of awards and distinctions related to academic or artistic activities
- artistic merit will also be considered under guidelines for the individual university.

Evaluation of the research merits of doctoral students will consider progress in the thesis under the plan of research and other success in preparing the thesis (dissertation, etc.).

2.3. University community and social merit

Examples of factors to be considered when evaluating the university community and social merits of an employee:

- commitment to work and workplace
- participation in university community duties
- co-operation skills
- co-operation with stakeholders to the extent required by the position
- specialist duties in society

Employees working in supervisory capacities will be evaluated for success and improvement in supervisory and leadership work (including participation in supervisory and leadership training), for supervisory skills in general, and for the ability to serve as an academic leader. The evaluation will consider how the supervisor supports, encourages and motivates employees to achieve their objectives, as well as how the supervisor fosters a positive, effective and productive workplace.

An evaluation will also be made of overall economy and care in the use of resources in all functions falling within the employee's sphere of responsibility.

3. The evaluation scale

The performance categories applied shall be determined as follows:

Performance category IV The employee's performance is excellent and clearly exceeds all position requirements and the quantitative and qualitative objectives assigned to the employee.

Performance category III The employee's performance satisfies all position requirements very well. The performance exceeds the quantitative and qualitative objectives assigned to the employee in some respects.

Performance category II The employee's performance satisfies the requirements of the position well, and most of the objectives assigned to the employee. Performance attains a high quality standard in key fields of duty.

Performance category I The employee's performance satisfies the basic position requirements and some of the objectives assigned to the employee. Some aspects of performance are nevertheless in need of improvement.

Appendix 4 PERSONAL PERFORMANCE EVALUATION SYSTEM FOR OTHER EXPERT AND SUPPORT STAFF

The personal performance evaluation system comprises the procedures for evaluating the performance of individuals, the associated evaluation factors and the evaluation scale. The impact of personal performance on the personal salary component is stipulated in the collective agreement.

The evaluation discussion is an important element in the work of supervisors and personnel administration, and in interaction between individual employees and their supervisors. A successful evaluation discussion requires careful preparation. Individual employees may prepare for it, for example, by evaluating their own performance in advance. Both parties must set aside time for the discussion away from the distraction of other duties.

1. Personal performance evaluation

The personal performance of an employee is evaluated in the course of an evaluation discussion. The evaluation focuses on the performance of individual employees in the duties assigned in their job descriptions and otherwise by the employer, and on the objectives assigned for the employee in the previous performance appraisal or in some other corresponding manner.

The job performance of an individual is evaluated with respect to the three main criteria specified below. Sub-criteria are used for assessing each main criterion, but are not evaluated independently.

A supervisor will evaluate the employee's performance. The supervisor records the outcome of the evaluation and its grounds, and these are communicated to the employee. On the basis of the evaluation they have completed, the supervisor shall make a proposal for the performance category and performance percentage. If the outcome of the evaluation does not agree with the employee's own view of his/her performance, the employee will enter his/her own view, including the justifications. The performance category and performance percentage will be confirmed by the employer in relation to such factors as the grounds for the performance evaluation, the general evaluation policy, and the performance of employees working in duties of equivalent job requirements.

Reasons shall be given in particular for unusual job performance evaluations that satisfy the position requirements.

2. The evaluation criteria / factors

The main criteria of personal performance evaluation for other expert and support staff are:

2.1 Professional competence

Skills, evaluated with reference to such factors as

- overall command of the employee's duties; knowledge, skills, methods and tools
- maintenance of professional skills
- ability to focus on essentials

Personal development, evaluated with reference to such factors as

- how the employee responds to new challenges and ideas, and views new duties and practices
- an active role in improving the job
- how the employee improves personal skills

Plurality of skills/special ability, evaluated with reference to such factors as

- whether the employee has skills exceeding the employee's own basic duties that benefit the workplace, or some special ability or expertise
- general diversity of the employee's skills or some special ability that benefits the workplace

2.2. Responsibility at work and activity in the workplace

Initiative, evaluated with reference to such factors as

- how spontaneous the employee is in his/her work
- how the employee takes the initiative in improving working methods and the workplace

Co-operation skills, evaluated with reference to such factors as

- how the employee co-operates at the workplace, and with external parties and stakeholders
- how the employee promotes community and a positive atmosphere
- how the employee deals with conflict

Commitment to work and work community, evaluated with reference to such factors as

- how the employee participates in improving the workplace
- how the employee adheres to mutually agreed practices
- how the employee is committed to duties and to the aims of the employee's workplace
- the extent of the employee's involvement in discharging university community functions

Employees working in supervisory capacities will be evaluated for success and improvement in supervisory and leadership work (including participation in supervisory and leadership training), for supervisory skills in general. The evaluation will consider

how the supervisor supports, encourages and motivates employees to achieve their objectives and how the supervisor fosters a positive, effective and productive work-place.

2.3. Quality and performance

Productivity, evaluated with reference to such factors as

- achievement of, for example, quantitative objectives or deadlines imposed on the employee

Quality of work, evaluated with reference to such factors as

- quality of work in relation to the demands and goals of duties

Economy, evaluated with reference to such factors as

- overall economy in discharging duties
- careful use of resources

3. The evaluation scale

The performance categories applied shall be determined as follows:

Performance category IV The employee's performance is excellent and clearly exceeds all position requirements and the quantitative and qualitative objectives assigned to the employee.

Performance category III The employee's performance satisfies all position requirements very well. The performance exceeds the quantitative and qualitative objectives assigned to the employee in some respects.

Performance category II The employee's performance satisfies the requirements of the position well, and most of the objectives assigned to the employee. Performance attains a high quality standard in key fields of duty.

Performance category I The employee's performance satisfies the basic position requirements and some of the objectives assigned to the employee. Some aspects of performance are nevertheless in need of improvement.

Appendix 5 SALARY SCALES

Salary scales 1 July 2025

Teaching and Research Staff

Position demand level	Job-related salary component
1	€ 2,074.47
2	€ 2,281.48
3	€ 2,506.10
4	€ 2,844.66
5	€ 3,293.89
6	€ 3,841.13
7	€ 4,428.24
8	€ 5,354.16
9	€ 6,030.64
10	€ 6,825.50
11	€ 7,889.68

	Percentage of personal salary component
I	min. 6% - max 19 %
II	over 19% - max 31 %
III	over 31 % - max 42 %
IV	over 42 % - max 50 %

Other expert and support staff

Position demand level	Job-related salary component
2	€ 1,843.13
3	€ 2,002.76
4	€ 2,106.80
5	€ 2,222.00
6	€ 2,348.48
7	€ 2,531.78
8	€ 2,857.26
9	€ 3,294.03
10	€ 3,800.12
11	€ 4,333.82
12	€ 4,908.48
13	€ 5,550.04
14	€ 6,320.29
15	€ 7,065.20

Performance category	Percentage of personal salary component
I	min. 6% - max 19 %
II	over 19% - max 31 %
III	over 31 % - max 42 %
IV	over 42 % - max 50 %

Salary scales 1 June 2026

Teaching and Research Staff

Position demand level	Job-related salary component
1	€ 2,120.11
2	€ 2,331.67
3	€ 2,561.23
4	€ 2,907.24
5	€ 3,366.36
6	€ 3,925.63
7	€ 4,525.66
8	€ 5,471.95
9	€ 6,163.31
10	€ 6,975.66
11	€ 8,063.25

Performance category	Percentage of personal salary component
I	min. 6% - max 19 %
II	over 19% - max 31 %
III	over 31 % - max 42 %
IV	over 42 % - max 50 %

Other expert and support staff

Position demand level	Job-related salary component
2	€ 1,883.68
3	€ 2,046.82
4	€ 2,153.15
5	€ 2,270.88
6	€ 2,400.15
7	€ 2,587.48
8	€ 2,920.12
9	€ 3,366.50
10	€ 3,883.72
11	€ 4,429.16
12	€ 5,016.47
13	€ 5,672.14
14	€ 6,459.34
15	€ 7,220.63

Performance category	Percentage of personal salary component
I	min. 6% - max 19 %
II	over 19% - max 31 %
III	over 31 % - max 42 %
IV	over 42 % - max 50 %

Salary scales 1 June 2027

Teaching and Research Staff

Position demand level	Job-related salary component
1	€ 2,162.51
2	€ 2,378.30
3	€ 2,612.45
4	€ 2,965.38
5	€ 3,433.69
6	€ 4,004.14
7	€ 4,616.17
8	€ 5,581.39
9	€ 6,286.58
10	€ 7,115.17
11	€ 8,224.52

Performance category	Percentage of personal salary component
I	min. 6% - max 19 %
II	over 19% - max 31 %
III	over 31 % - max 42 %
IV	over 42 % - max 50 %

Other expert and support staff

Position demand level	Job-related salary component
2	€ 1,921.35
3	€ 2,087.76
4	€ 2,196.21
5	€ 2,316.30
6	€ 2,448.15
7	€ 2,639.23
8	€ 2,978.52
9	€ 3,433.83
10	€ 3,961.39
11	€ 4,517.74
12	€ 5,116.80
13	€ 5,785.58
14	€ 6,588.53
15	€ 7,365.04

Performance category	Percentage of personal salary component
I	min. 6% - max 19 %
II	over 19% - max 31 %
III	over 31 % - max 42 %
IV	over 42 % - max 50 %

Salary scales 1 July 2025

Teaching and Research Staff

Position demand level		Performance category I		Performance category II		Performance Category III		Performance Category IV	
		Lower limit	Upper limit	Lower limit	Upper limit	Lower limit	Upper limit	Lower limit	Upper limit
		min. 6 %	Max 19 %	Over 19%	Max 31 %	Over 31 %	Max 42 %	Over 42 %	Max 50 %
1	€ 2,074.47	€ 2,198.94	- € 2,468.62	€ 2,468.63	- € 2,717.56	€ 2,717.57	- € 2,945.75	€ 2,945.76	- € 3,111.71
2	€ 2,281.48	€ 2,418.37	- € 2,714.96	€ 2,714.97	- € 2,988.74	€ 2,988.75	- € 3,239.70	€ 3,239.71	- € 3,422.22
3	€ 2,506.10	€ 2,656.47	- € 2,982.26	€ 2,982.27	- € 3,282.99	€ 3,283.00	- € 3,558.66	€ 3,558.67	- € 3,759.15
4	€ 2,844.66	€ 3,015.34	- € 3,385.15	€ 3,385.16	- € 3,726.50	€ 3,726.51	- € 4,039.42	€ 4,039.43	- € 4,266.99
5	€ 3,293.89 Job demand level bonus	€ 3,491.52	- € 3,919.73	€ 3,919.74	- € 4,315.00	€ 4,315.01	- € 4,677.32	€ 4,677.33	- € 4,940.84
		€ 3,781.56	- € 4,245.34	€ 4,245.35	- € 4,673.44	€ 4,673.45	- € 5,065.86	€ 5,065.87	- € 5,351.27
6	€ 3,841.13 Job demand level bonus	€ 4,071.60	- € 4,570.94	€ 4,570.95	- € 5,031.88	€ 5,031.89	- € 5,454.40	€ 5,454.41	- € 5,761.70
		€ 4,382.77	- € 4,920.28	€ 4,920.29	- € 5,416.44	€ 5,416.45	- € 5,871.25	€ 5,871.26	- € 6,202.03
7	€ 4,428.24 Job demand level bonus	€ 4,693.93	- € 5,269.61	€ 5,269.62	- € 5,800.99	€ 5,801.00	- € 6,288.10	€ 6,288.11	- € 6,642.36
		€ 5,184.67	- € 5,820.53	€ 5,820.54	- € 6,407.47	€ 6,407.48	- € 6,945.51	€ 6,945.52	- € 7,336.80
8	€ 5,354.16 Job demand level bonus	€ 5,675.41	- € 6,371.45	€ 6,371.46	- € 7,013.95	€ 7,013.96	- € 7,602.91	€ 7,602.92	- € 8,031.24
		€ 6,033.95	- € 6,773.96	€ 6,773.97	- € 7,457.05	€ 7,457.06	- € 8,083.21	€ 8,083.22	- € 8,538.60
9	€ 6,030.64 Job demand level bonus	€ 6,392.48	- € 7,176.46	€ 7,176.47	- € 7,900.14	€ 7,900.15	- € 8,563.51	€ 8,563.52	- € 9,045.96
		€ 6,813.76	- € 7,649.41	€ 7,649.42	- € 8,420.78	€ 8,420.79	- € 9,127.86	€ 9,127.87	- € 9,642.11
10	€ 6,825.50 Job demand level bonus	€ 7,235.03	- € 8,122.35	€ 8,122.36	- € 8,941.41	€ 8,941.42	- € 9,692.21	€ 9,692.22	- € 10,238.25
		€ 7,799.05	- € 8,755.53	€ 8,755.54	- € 9,638.45	€ 9,638.46	- € 10,447.78	€ 10,447.79	- € 11,036.39
11	€ 7,889.68	€ 8,363.06	- € 9,388.72	€ 9,388.73	- € 10,335.48	€ 10,335.49	- € 11,203.35	€ 11,203.36	- € 11,834.52

Salary scales 1 June 2026

Teaching and Research Staff

Position demand level		Performance category I		Performance category II		Performance Category III		Performance Category IV	
		Lower limit	Upper limit	Lower limit	Upper limit	Lower limit	Upper limit	Lower limit	Upper limit
		min. 6 %	Max 19 %	Over 19%	Max 31 %	Over 31 %	Max 42 %	Over 42 %	Max 50 %
1	€ 2,120.11	€ 2,247.32 - € 2,522.93	€ 2,522.94 - € 2,777.34	€ 2,777.35 - € 3,010.56	€ 3,010.57 - € 3,180.17				
2	€ 2,331.67	€ 2,471.57 - € 2,774.69	€ 2,774.70 - € 3,054.49	€ 3,054.50 - € 3,310.97	€ 3,310.98 - € 3,497.51				
3	€ 2,561.23	€ 2,714.90 - € 3,047.86	€ 3,047.87 - € 3,355.21	€ 3,355.22 - € 3,636.95	€ 3,636.96 - € 3,841.85				
4	€ 2,907.24	€ 3,081.67 - € 3,459.62	€ 3,459.63 - € 3,808.48	€ 3,808.49 - € 4,128.28	€ 4,128.29 - € 4,360.86				
5	€ 3,366.36	€ 3,568.34 - € 4,005.97	€ 4,005.98 - € 4,409.93	€ 4,409.94 - € 4,780.23	€ 4,780.24 - € 5,049.54				
	Job demand level bonus	€ 3,864.76 - € 4,338.74	€ 4,338.75 - € 4,776.26	€ 4,776.27 - € 5,177.31	€ 5,177.32 - € 5,469.00				
6	€ 3,925.63	€ 4,161.17 - € 4,671.50	€ 4,671.51 - € 5,142.58	€ 5,142.59 - € 5,574.39	€ 5,574.40 - € 5,888.45				
	Job demand level bonus	€ 4,479.19 - € 5,028.52	€ 5,028.53 - € 5,535.60	€ 5,535.61 - € 6,000.42	€ 6,000.43 - € 6,338.47				
7	€ 4,525.66	€ 4,797.20 - € 5,385.54	€ 5,385.55 - € 5,928.61	€ 5,928.62 - € 6,426.44	€ 6,426.45 - € 6,788.49				
	Job demand level bonus	€ 5,298.74 - € 5,948.58	€ 5,948.59 - € 6,548.43	€ 6,548.44 - € 7,098.31	€ 7,098.32 - € 7,498.21				
8	€ 5,471.95	€ 5,800.27 - € 6,511.62	€ 6,511.63 - € 7,168.25	€ 7,168.26 - € 7,770.17	€ 7,770.18 - € 8,207.93				
	Job demand level bonus	€ 6,166.69 - € 6,922.98	€ 6,922.99 - € 7,621.10	€ 7,621.11 - € 8,261.04	€ 8,261.05 - € 8,726.45				
9	€ 6,163.31	€ 6,533.11 - € 7,334.34	€ 7,334.35 - € 8,073.94	€ 8,073.95 - € 8,751.90	€ 8,751.91 - € 9,244.97				
	Job demand level bonus	€ 6,963.66 - € 7,817.69	€ 7,817.70 - € 8,606.03	€ 8,606.04 - € 9,328.67	€ 9,328.68 - € 9,854.23				
10	€ 6,975.66	€ 7,394.20 - € 8,301.04	€ 8,301.05 - € 9,138.11	€ 9,138.12 - € 9,905.44	€ 9,905.45 - € 10,463.49				
	Job demand level bonus	€ 7,970.63 - € 8,948.16	€ 8,948.17 - € 9,850.49	€ 9,850.50 - € 10,677.63	€ 10,677.64 - € 11,279.19				
11	€ 8,063.25	€ 8,547.05 - € 9,595.27	€ 9,595.28 - € 10,562.86	€ 10,562.87 - € 11,449.82	€ 11,449.83 - € 12,094.88				

Salary scales 1 June 2027**Teaching and Research Staff**

Position demand level		Performance category I		Performance category II		Performance Category III		Performance Category IV	
		Lower limit	Upper limit	Lower limit	Upper limit	Lower limit	Upper limit	Lower limit	Upper limit
		min. 6 %	Max 19 %	Over 19%	Max 31 %	Over 31 %	Max 42 %	Over 42 %	Max 50 %
1	€ 2,162.51	€ 2,292.26	- € 2,573.39	€ 2,573.40	- € 2,832.89	€ 2,832.90	- € 3,070.76	€ 3,070.77	- € 3,243.77
2	€ 2,378.30	€ 2,521.00	- € 2,830.18	€ 2,830.19	- € 3,115.57	€ 3,115.58	- € 3,377.19	€ 3,377.20	- € 3,567.45
3	€ 2,612.45	€ 2,769.20	- € 3,108.82	€ 3,108.83	- € 3,422.31	€ 3,422.32	- € 3,709.68	€ 3,709.69	- € 3,918.68
4	€ 2,965.38	€ 3,143.30	- € 3,528.80	€ 3,528.81	- € 3,884.65	€ 3,884.66	- € 4,210.84	€ 4,210.85	- € 4,448.07
5	€ 3,433.69 Job demand level bonus	€ 3,639.71	- € 4,086.09	€ 4,086.10	- € 4,498.13	€ 4,498.14	- € 4,875.84	€ 4,875.85	- € 5,150.54
		€ 3,942.05	- € 4,425.51	€ 4,425.52	- € 4,871.78	€ 4,871.79	- € 5,280.86	€ 5,280.87	- € 5,578.38
6	€ 4,004.14 Job demand level bonus	€ 4,244.39	- € 4,764.93	€ 4,764.94	- € 5,245.42	€ 5,245.43	- € 5,685.88	€ 5,685.89	- € 6,006.21
		€ 4,568.77	- € 5,129.09	€ 5,129.10	- € 5,646.30	€ 5,646.31	- € 6,120.42	€ 6,120.43	- € 6,465.24
7	€ 4,616.17 Job demand level bonus	€ 4,893.14	- € 5,493.24	€ 5,493.25	- € 6,047.18	€ 6,047.19	- € 6,554.96	€ 6,554.97	- € 6,924.26
		€ 5,404.71	- € 6,067.55	€ 6,067.56	- € 6,679.40	€ 6,679.41	- € 7,240.27	€ 7,240.28	- € 7,648.18
8	€ 5,581.39 Job demand level bonus	€ 5,916.27	- € 6,641.85	€ 6,641.86	- € 7,311.62	€ 7,311.63	- € 7,925.57	€ 7,925.58	- € 8,372.09
		€ 6,290.02	- € 7,061.44	€ 7,061.45	- € 7,773.52	€ 7,773.53	- € 8,426.26	€ 8,426.27	- € 8,900.98
9	€ 6,286.58 Job demand level bonus	€ 6,663.77	- € 7,481.03	€ 7,481.04	- € 8,235.42	€ 8,235.43	- € 8,926.94	€ 8,926.95	- € 9,429.87
		€ 7,102.93	- € 7,974.04	€ 7,974.05	- € 8,778.15	€ 8,778.16	- € 9,515.24	€ 9,515.25	- € 10,051.32
10	€ 7,115.17 Job demand level bonus	€ 7,542.08	- € 8,467.05	€ 8,467.06	- € 9,320.87	€ 9,320.88	- € 10,103.54	€ 10,103.55	- € 10,672.76
		€ 8,130.04	- € 9,127.12	€ 9,127.13	- € 10,047.50	€ 10,047.51	- € 10,891.18	€ 10,891.19	- € 11,504.77
11	€ 8,224.52	€ 8,717.99	- € 9,787.18	€ 9,787.19	- € 10,774.12	€ 10,774.13	- € 11,678.82	€ 11,678.83	- € 12,336.78

Salary scales 1 July 2025**Other expert and support staff**

Position demand level		Performance category I		Performance category II		Performance Category III		Performance Category IV	
		Lower limit	Upper limit	Lower limit	Upper limit	Lower limit	Upper limit	Lower limit	Upper limit
		min. 6 %	Max 19 %	Over 19%	Max 31 %	Over 31 %	Max 42 %	Over 42 %	Max 50 %
2	€ 1,843.13	€ 1,953.72 - € 2,193.32	€ 2,193.33 - € 2,414.50	€ 2,414.51 - € 2,617.24	€ 2,617.25 - € 2,764.70				
3	€ 2,002.76	€ 2,122.93 - € 2,383.28	€ 2,383.29 - € 2,623.62	€ 2,623.63 - € 2,843.92	€ 2,843.93 - € 3,004.14				
4	€ 2,106.80	€ 2,233.21 - € 2,507.09	€ 2,507.10 - € 2,759.91	€ 2,759.92 - € 2,991.66	€ 2,991.67 - € 3,160.20				
	Job demand level bonus	€ 2,294.27 - € 2,575.63	€ 2,575.64 - € 2,835.37	€ 2,835.38 - € 3,073.45	€ 3,073.46 - € 3,246.60				
5	€ 2,222.00	€ 2,355.32 - € 2,644.18	€ 2,644.19 - € 2,910.82	€ 2,910.83 - € 3,155.24	€ 3,155.25 - € 3,333.00				
	Job demand level bonus	€ 2,422.35 - € 2,719.44	€ 2,719.45 - € 2,993.67	€ 2,993.68 - € 3,245.04	€ 3,245.05 - € 3,427.86				
6	€ 2,348.48	€ 2,489.39 - € 2,794.69	€ 2,794.70 - € 3,076.51	€ 3,076.52 - € 3,334.84	€ 3,334.85 - € 3,522.72				
	Job demand level bonus	€ 2,586.54 - € 2,903.76	€ 2,903.77 - € 3,196.57	€ 3,196.58 - € 3,464.99	€ 3,465.00 - € 3,660.20				
7	€ 2,531.78	€ 2,683.69 - € 3,012.82	€ 3,012.83 - € 3,316.63	€ 3,316.64 - € 3,595.13	€ 3,595.14 - € 3,797.67				
	Job demand level bonus	€ 2,856.20 - € 3,206.48	€ 3,206.49 - € 3,529.82	€ 3,529.83 - € 3,826.22	€ 3,826.23 - € 4,041.78				
8	€ 2,857.26	€ 3,028.70 - € 3,400.14	€ 3,400.15 - € 3,743.01	€ 3,743.02 - € 4,057.31	€ 4,057.32 - € 4,285.89				
	Job demand level bonus	€ 3,260.19 - € 3,660.02	€ 3,660.03 - € 4,029.10	€ 4,029.11 - € 4,367.42	€ 4,367.43 - € 4,613.47				
9	€ 3,294.03	€ 3,491.67 - € 3,919.90	€ 3,919.91 - € 4,315.18	€ 4,315.19 - € 4,677.52	€ 4,677.53 - € 4,941.05				
	Job demand level bonus	€ 3,759.90 - € 4,221.02	€ 4,221.03 - € 4,646.67	€ 4,646.68 - € 5,036.85	€ 5,036.86 - € 5,320.62				
10	€ 3,800.12	€ 4,028.13 - € 4,522.14	€ 4,522.15 - € 4,978.16	€ 4,978.17 - € 5,396.17	€ 5,396.18 - € 5,700.18				
	Job demand level bonus	€ 4,310.99 - € 4,839.70	€ 4,839.71 - € 5,327.73	€ 5,327.74 - € 5,775.10	€ 5,775.11 - € 6,100.46				
11	€ 4,333.82	€ 4,593.85 - € 5,157.25	€ 5,157.26 - € 5,677.30	€ 5,677.31 - € 6,154.02	€ 6,154.03 - € 6,500.73				
	Job demand level bonus	€ 4,898.42 - € 5,499.17	€ 5,499.18 - € 6,053.71	€ 6,053.72 - € 6,562.03	€ 6,562.04 - € 6,931.73				
12	€ 4,908.48	€ 5,202.99 - € 5,841.09	€ 5,841.10 - € 6,430.11	€ 6,430.12 - € 6,970.04	€ 6,970.05 - € 7,362.72				
	Job demand level bonus	€ 5,543.02 - € 6,222.82	€ 6,222.83 - € 6,850.33	€ 6,850.34 - € 7,425.55	€ 7,425.56 - € 7,843.89				
13	€ 5,550.04	€ 5,883.04 - € 6,604.55	€ 6,604.56 - € 7,270.55	€ 7,270.56 - € 7,881.06	€ 7,881.07 - € 8,325.06				
	Job demand level bonus	€ 6,291.28 - € 7,062.85	€ 7,062.86 - € 7,775.07	€ 7,775.08 - € 8,427.94	€ 8,427.95 - € 8,902.75				
14	€ 6,320.29	€ 6,699.51 - € 7,521.15	€ 7,521.16 - € 8,279.58	€ 8,279.59 - € 8,974.81	€ 8,974.82 - € 9,480.44				
	Job demand level bonus	€ 7,094.31 - € 7,964.37	€ 7,964.38 - € 8,767.50	€ 8,767.51 - € 9,503.70	€ 9,503.71 - € 10,039.12				
15	€ 7,065.20	€ 7,489.11 - € 8,407.59	€ 8,407.60 - € 9,255.41	€ 9,255.42 - € 10,032.58	€ 10,032.59 - € 10,597.80				

Salary scales 1 June 2026**Other expert and support staff**

Position demand level		Performance category I		Performance category II		Performance Category III		Performance Category IV	
		Lower limit	Upper limit	Lower limit	Upper limit	Lower limit	Upper limit	Lower limit	Upper limit
		min. 6 %	Max 19 %	Over 19%	Max 31 %	Over 31 %	Max 42 %	Over 42 %	Max 50 %
2	€ 1,883.68	€ 1,996.70 - € 2,241.58	€ 2,241.59 - € 2,467.62	€ 2,467.63 - € 2,674.83	€ 2,674.84 - € 2,825.52				
3	€ 2,046.82	€ 2,169.63 - € 2,435.72	€ 2,435.73 - € 2,681.33	€ 2,681.34 - € 2,906.48	€ 2,906.49 - € 3,070.23				
4	€ 2,153.15	€ 2,282.34 - € 2,562.25	€ 2,562.26 - € 2,820.63	€ 2,820.64 - € 3,057.47	€ 3,057.48 - € 3,229.73				
	Job demand level bonus	€ 2,344.74 - € 2,632.30	€ 2,632.31 - € 2,897.74	€ 2,897.75 - € 3,141.06	€ 3,141.07 - € 3,318.03				
5	€ 2,270.88	€ 2,407.13 - € 2,702.35	€ 2,702.36 - € 2,974.85	€ 2,974.86 - € 3,224.65	€ 3,224.66 - € 3,406.32				
	Job demand level bonus	€ 2,475.64 - € 2,779.27	€ 2,779.28 - € 3,059.53	€ 3,059.54 - € 3,316.43	€ 3,316.44 - € 3,503.27				
6	€ 2,400.15	€ 2,544.16 - € 2,856.18	€ 2,856.19 - € 3,144.20	€ 3,144.21 - € 3,408.21	€ 3,408.22 - € 3,600.23				
	Job demand level bonus	€ 2,643.45 - € 2,967.64	€ 2,967.65 - € 3,266.90	€ 3,266.91 - € 3,541.22	€ 3,541.23 - € 3,740.73				
7	€ 2,587.48	€ 2,742.73 - € 3,079.10	€ 3,079.11 - € 3,389.60	€ 3,389.61 - € 3,674.22	€ 3,674.23 - € 3,881.22				
	Job demand level bonus	€ 2,919.03 - € 3,277.02	€ 3,277.03 - € 3,607.48	€ 3,607.49 - € 3,910.40	€ 3,910.41 - € 4,130.70				
8	€ 2,920.12	€ 3,095.33 - € 3,474.94	€ 3,474.95 - € 3,825.36	€ 3,825.37 - € 4,146.57	€ 4,146.58 - € 4,380.18				
	Job demand level bonus	€ 3,331.91 - € 3,740.54	€ 3,740.55 - € 4,117.74	€ 4,117.75 - € 4,463.50	€ 4,463.51 - € 4,714.97				
9	€ 3,366.50	€ 3,568.49 - € 4,006.14	€ 4,006.15 - € 4,410.12	€ 4,410.13 - € 4,780.43	€ 4,780.44 - € 5,049.75				
	Job demand level bonus	€ 3,842.62 - € 4,313.89	€ 4,313.90 - € 4,748.90	€ 4,748.91 - € 5,147.66	€ 5,147.67 - € 5,437.67				
10	€ 3,883.72	€ 4,116.74 - € 4,621.63	€ 4,621.64 - € 5,087.67	€ 5,087.68 - € 5,514.88	€ 5,514.89 - € 5,825.58				
	Job demand level bonus	€ 4,405.83 - € 4,946.17	€ 4,946.18 - € 5,444.94	€ 5,444.95 - € 5,902.15	€ 5,902.16 - € 6,234.66				
11	€ 4,429.16	€ 4,694.91 - € 5,270.70	€ 5,270.71 - € 5,802.20	€ 5,802.21 - € 6,289.41	€ 6,289.42 - € 6,643.74				
	Job demand level bonus	€ 5,006.19 - € 5,620.15	€ 5,620.16 - € 6,186.89	€ 6,186.90 - € 6,706.40	€ 6,706.41 - € 7,084.23				
12	€ 5,016.47	€ 5,317.46 - € 5,969.60	€ 5,969.61 - € 6,571.58	€ 6,571.59 - € 7,123.39	€ 7,123.40 - € 7,524.71				
	Job demand level bonus	€ 5,664.97 - € 6,359.73	€ 6,359.74 - € 7,001.04	€ 7,001.05 - € 7,588.92	€ 7,588.93 - € 8,016.46				
13	€ 5,672.14	€ 6,012.47 - € 6,749.85	€ 6,749.86 - € 7,430.50	€ 7,430.51 - € 8,054.44	€ 8,054.45 - € 8,508.21				
	Job demand level bonus	€ 6,429.69 - € 7,218.23	€ 7,218.24 - € 7,946.12	€ 7,946.13 - € 8,613.35	€ 8,613.36 - € 9,098.61				
14	€ 6,459.34	€ 6,846.90 - € 7,686.61	€ 7,686.62 - € 8,461.74	€ 8,461.75 - € 9,172.26	€ 9,172.27 - € 9,689.01				
	Job demand level bonus	€ 7,250.39 - € 8,139.58	€ 8,139.59 - € 8,960.39	€ 8,960.40 - € 9,712.78	€ 9,712.79 - € 10,259.98				
15	€ 7,220.63	€ 7,653.87 - € 8,592.55	€ 8,592.56 - € 9,459.03	€ 9,459.04 - € 10,253.29	€ 10,253.30 - € 10,830.95				

Salary scales 1 June 2027**Other expert and support staff**

Position demand level		Performance category I		Performance category II		Performance Category III		Performance Category IV	
		Lower limit	Upper limit	Lower limit	Upper limit	Lower limit	Upper limit	Lower limit	Upper limit
		min. 6 %	Max 19 %	Over 19%	Max 31 %	Over 31 %	Max 42 %	Over 42 %	Max 50 %
2	€ 1,921.35	€ 2,036.63 - € 2,286.41	€ 2,286.42 - € 2,516.97	€ 2,516.98 - € 2,728.32	€ 2,728.33 - € 2,882.03				
3	€ 2,087.76	€ 2,213.03 - € 2,484.43	€ 2,484.44 - € 2,734.97	€ 2,734.98 - € 2,964.62	€ 2,964.63 - € 3,131.64				
4	€ 2,196.21	€ 2,327.98 - € 2,613.49	€ 2,613.50 - € 2,877.04	€ 2,877.05 - € 3,118.62	€ 3,118.63 - € 3,294.32				
	Job demand level bonus	€ 2,391.63 - € 2,684.95	€ 2,684.96 - € 2,955.70	€ 2,955.71 - € 3,203.89	€ 3,203.90 - € 3,384.38				
5	€ 2,316.30	€ 2,455.28 - € 2,756.40	€ 2,756.41 - € 3,034.35	€ 3,034.36 - € 3,289.15	€ 3,289.16 - € 3,474.45				
	Job demand level bonus	€ 2,525.16 - € 2,834.85	€ 2,834.86 - € 3,120.72	€ 3,120.73 - € 3,382.76	€ 3,382.77 - € 3,573.34				
6	€ 2,448.15	€ 2,595.04 - € 2,913.30	€ 2,913.31 - € 3,207.08	€ 3,207.09 - € 3,476.37	€ 3,476.38 - € 3,672.23				
	Job demand level bonus	€ 2,696.31 - € 3,026.99	€ 3,027.00 - € 3,332.24	€ 3,332.25 - € 3,612.04	€ 3,612.05 - € 3,815.54				
7	€ 2,639.23	€ 2,797.58 - € 3,140.68	€ 3,140.69 - € 3,457.39	€ 3,457.40 - € 3,747.71	€ 3,747.72 - € 3,958.85				
	Job demand level bonus	€ 2,977.41 - € 3,342.56	€ 3,342.57 - € 3,679.63	€ 3,679.64 - € 3,988.61	€ 3,988.62 - € 4,213.32				
8	€ 2,978.52	€ 3,157.23 - € 3,544.44	€ 3,544.45 - € 3,901.86	€ 3,901.87 - € 4,229.50	€ 4,229.51 - € 4,467.78				
	Job demand level bonus	€ 3,398.55 - € 3,815.35	€ 3,815.36 - € 4,200.09	€ 4,200.10 - € 4,552.77	€ 4,552.78 - € 4,809.27				
9	€ 3,433.83	€ 3,639.86 - € 4,086.26	€ 4,086.27 - € 4,498.32	€ 4,498.33 - € 4,876.04	€ 4,876.05 - € 5,150.75				
	Job demand level bonus	€ 3,919.47 - € 4,400.16	€ 4,400.17 - € 4,843.87	€ 4,843.88 - € 5,250.61	€ 5,250.62 - € 5,546.42				
10	€ 3,961.39	€ 4,199.07 - € 4,714.05	€ 4,714.06 - € 5,189.42	€ 5,189.43 - € 5,625.17	€ 5,625.18 - € 5,942.09				
	Job demand level bonus	€ 4,493.94 - € 5,045.08	€ 5,045.09 - € 5,553.83	€ 5,553.84 - € 6,020.18	€ 6,020.19 - € 6,359.35				
11	€ 4,517.74	€ 4,788.80 - € 5,376.11	€ 5,376.12 - € 5,918.24	€ 5,918.25 - € 6,415.19	€ 6,415.20 - € 6,776.61				
	Job demand level bonus	€ 5,106.31 - € 5,732.55	€ 5,732.56 - € 6,310.63	€ 6,310.64 - € 6,840.53	€ 6,840.54 - € 7,225.91				
12	€ 5,116.80	€ 5,423.81 - € 6,088.99	€ 6,089.00 - € 6,703.01	€ 6,703.02 - € 7,265.86	€ 7,265.87 - € 7,675.20				
	Job demand level bonus	€ 5,778.26 - € 6,486.92	€ 6,486.93 - € 7,141.06	€ 7,141.07 - € 7,740.69	€ 7,740.70 - € 8,176.79				
13	€ 5,785.58	€ 6,132.71 - € 6,884.84	€ 6,884.85 - € 7,579.11	€ 7,579.12 - € 8,215.52	€ 8,215.53 - € 8,678.37				
	Job demand level bonus	€ 6,558.28 - € 7,362.60	€ 7,362.61 - € 8,105.04	€ 8,105.05 - € 8,785.61	€ 8,785.62 - € 9,280.58				
14	€ 6,588.53	€ 6,983.84 - € 7,840.35	€ 7,840.36 - € 8,630.97	€ 8,630.98 - € 9,355.71	€ 9,355.72 - € 9,882.80				
	Job demand level bonus	€ 7,395.39 - € 8,302.38	€ 8,302.39 - € 9,139.59	€ 9,139.60 - € 9,907.04	€ 9,907.05 - € 10,465.18				
15	€ 7,365.04	€ 7,806.94 - € 8,764.40	€ 8,764.41 - € 9,648.20	€ 9,648.21 - € 10,458.36	€ 10,458.37 - € 11,047.56				

Appendix 6 AMENDMENT COMPILATION

Signing minutes dated 29 April 2011, in force as of 1 May 2011

Chapter 1, section 7, paragraph 2
Chapter 6, section 7a
Shop steward agreement – last sentence of paragraph 2 of section 13

Signing minutes dated 26 May 2011, in force as of 1 October 2011

Chapter 1, section 13, paragraph 6
Chapter 1, section 17a
Chapter 1, section 17b

Signing minutes dated 24 November 2011, in force as of 1 March 2012

Chapter 1, section 18, paragraphs 1 and 2
Chapter 3, section 13, paragraph 1
Chapter 3, section 14
Chapter 3, section 14a

Chapter 5, section 3, paragraph 4, subsection 2 of the implementation measure
Chapter 5, section 6 - implementation measure

Chapter 6, section 5, paragraph 2, clause 5.3.3 - minuted note
Chapter 6, section 5, paragraph 2, clause 5.3.3 - regulation and implementation measure
Chapter 6, section 7a - second minuted note

Revisions to flat rate fees

Chapter 4, section 20 - compensation for unsupervised computer use and corrective measures
Chapter 9, section 2 - standby and hospital on-duty work
Section 11 of the shop steward agreement - fees of shop stewards and labour protection delegates

The collective agreement states the rates in euros that take effect as of 1 March 2012, with the rates in euros that take effect as of 1 April 2013 in brackets. The figures also allow for the general increases that took effect on 1 November 2010 and 1 April 2011.

Other amendments

Chapter 2, section 4, paragraph 1
Chapter 4, section 8 - example calculation

Signing minutes dated 26 June 2012, in force as of 1 January 2013

Chapter 6, section 7b

Chapter 6, section 13, clause 4 - implementation measure

Personal performance evaluation system for teaching and research staff

Personal performance evaluation system for other staff

Percentage of personal salary component for teaching and research staff as well as for other staff

Shop steward agreement – section 13, paragraph 2 “...both ... and *performance bonuses*...”

Signing minutes dated 25 October 2013, in force as of 1 April 2014

Chapter 1, section 5, clause 3

Chapter 2, section 2, paragraph 7 and implementation measure

Chapter 2, section 8a

Chapter 1, section 11, paragraph 2

Chapter 2, section 14, paragraph 6

Chapter 2, section 18

Chapter 3, section 22, paragraph 1 - 1 sentence “...supplementary non-military service...”

Chapter 6, section 2, paragraph 7 - 1 sentence and minuted note

Agreement provisions on trade union training - paragraph 2 of section 6

Revisions to flat rate fees

Chapter 4, section 20 - compensation for unsupervised computer use and corrective measures

Chapter 9, section 2 - standby and hospital on-duty work

The collective agreement states the rates in euros that take effect as of 1 August 2014, with the rates in euros that take effect as of 1 August 2015 in brackets.

Signing minutes dated 29 October 2015, in force as of 1 February 2016

Chapter 2, section 8a, paragraph 1 and implement measure

Revisions to flat rate fees

Chapter 4, section 20 - compensation for unsupervised computer use and corrective measures

Chapter 9, section 2 - standby and hospital on-duty work

Section 11 of the shop steward agreement - fees of shop stewards and labour protection delegates

Signing minutes dated 30.6.2016, in force as of 1 February 2017

Chapter 1, section 11, paragraph 2, added clause 3

Chapter 4, section 1

Chapter 4, section 2

Chapter 4, section 6

- Chapter 4, section 8 and example calculation
- Chapter 4, section 17
- Chapter 5, section 1
- Chapter 5, section 5, paragraph 1 and clauses 4 and 5 in implementation measure
- Chapter 5, section 9, paragraph 2
- Chapter 5, section 10 removed
- Chapter 7, section 2
- Chapter 10:
 - The agreement provisions governing shop steward activities and the status and rights of shop stewards, labour protection delegates and other staff representatives involved in co-operation functions, section 19 *transfer of business* and section 20, paragraphs 1 and 3
 - The agreement on local collective bargaining

Signing minutes dated 24/04/2018, in force as of 01/02/2018 (section 4 – amendments to sub-sections 6 and 25 in force as of 01/09/2018)

- Chapter 1, section 1, title amendment
- Chapter 1, section 4, paragraphs 1 and 4, content amendments
- Chapter 1, section 5, paragraph 9, implementation measure added
- Chapter 1, section 11, title amendment as well as content amendments to paragraphs 2-4
- Section 3, new sub-section 14b added
- Chapter 6, section 6, new paragraph 5 added
- Chapter 4, section 25, title and content amendment
- Chapter 10, section 11, total number of shop stewards represented

Revisions to flat rate fees

Chapter 4, section 20 - compensation for unsupervised computer use and corrective measures

Section 11: Concerning shop steward operations... sub-section 11: Shop steward and labour protection delegate remuneration

Signing minutes dated 27 September 2018, in force as of 1 January 2019

- Chapter 6, section 5.4 - new paragraph added, title and content amendments
- Chapter 6, section 5.4.1 - new paragraph added, title and content amendments
- Chapter 6, section 5.4.2 - new paragraph added, title and content amendments
- Chapter 6, section 5.4.3 - new paragraph added, title and content amendments, amended implementation measure
- Chapter 6, section 6.1 - content amendments
- Chapter 6, section 6.3 - content amendments
- Chapter 6 (6.3.1), amended numbering and changes to content amendments
- Chapter 6 (6.3.2), amended numbering and changes to content amendments
- Chapter 6, section 6.3.3 - amended numbering and content amendments
- Chapter 6, section 7 - content amendments
- Chapter 6 (7a) content amendments
- Chapter 6, section 7b removed
- Chapter 6, section 16 transitional provisions added

Provisions concerning shop steward operations... Sub-section 13: content amended

Annex 3 (personal performance evaluation system for teaching and research staff), amended content and evaluation scale completely replaced

Annex 4 (Personal performance evaluation system for other staff, section 3), amended content and evaluation scale completely replaced

Words replaced: *requirement level chart* and *requirement framework* with the words *demand level chart* in all collective agreement sections

Signing minutes dated 24 March 2020, in force as of 1 April 2020

Chapter 1, section 5, content amendment

Chapter 3, section 11, amendment to reference to applicable legislation

Chapter 3, section 22, amendment of reference to applicable law

Chapter 3, section 23, content amendment

Chapter 4, section 1, content amendment, effective from 1 August 2020

Chapter 4, section 1a, new section, effective from 1 August 2020

Chapter 4, section 3, content amendment

Chapter 4, section 5, title and content amendment, effective by 1 January 2021

Section 4 (20), title and content amendment

Chapter 5, section 3, content amendment, effective from 1 August 2020

Chapter 5, section 5, content amendment, effective from 1 August 2020

Chapter 5, section 9, content amendment, effective from 1 August 2020

Chapter 7, section 2, content amendment, effective from 1 August 2020

Chapter 9, content amendment, effective from 1 January 2021

Contract provisions on trade union training, section 4, content amendment, effective from 1 January 2021

Provisions concerning shop steward operations, section 6, amendment of reference to applicable law

In addition, the jointly agreed technical changes resulting from the Working Hours Act, effective from 1 April 2020

Revisions to flat rate fees

Contractual provisions on shop steward operations, section 11, fees of shop steward and labour protection delegate, effective from 1 August 2020

Signing minutes dated 23 December 2020, in force as of 1 January 2021

Section 3 Rest periods and breaks

~~If the working time in periodic work is longer than six hours, the employee must be given the opportunity to have a meal during work for about 15 minutes. If the working time exceeds 10 hours, the employee also has the right to have another meal during work.~~

To replace with text:

Under section 24 of the Working Hours Act, an employee must be given a regular rest period of not less than one hour during a work shift, during which the employee shall be free to vacate the workplace. The employer and the employee may agree on a shorter break, which shall nevertheless be at least 30 minutes.

If an employee does not have the opportunity to leave the workplace, they must be given the opportunity to have a meal during the work for about 15 minutes.

- on-duty time between 6 p.m. and 8 a.m.
- at the small animal hospital, evening work bonus +50%
- night work at the small animal hospital until 8 a.m.
- Saturday and Sunday work bonus, starting at 8 a.m.
- Increases at the Equine Hospital and the Production Animal Hospital: evening work 4 pm. to 10 p.m. +50%, night work 10 p.m. to 8 a.m. + 100%, Saturday and Sunday 8 a.m. to 10 p.m. +50% - night work compensation is not paid if the work shift has been started after 4 a.m.

During the period 1 April 2020 – 31 March 2022, a joint text working group of the contracting parties prepared a proposal to amend the numbering of sections in the collective agreement and the following sections were amended pursuant to the proposal:

Chapter 1:

- Section 17a was amended to section 18 (Local co-operation agreements)
- Section 17b was amended to section 19 (Labour protection co-operation)
- Section 18 was amended to section 20 (Duration of the agreement)

Chapter 2:

- Section 8a was amended to section 9 (Determination of annual holiday pay when working time and salary are changed during a holiday year)
- Section 9 was amended to section 10 (Payment of annual holiday pay to monthly salaried employees)
- Section 10 was amended to section 11 (Annual holiday pay of employees paid otherwise than monthly)
- Section 11 was amended to section 12 (Determination of annual holiday compensation)
- Section 12 was amended to section 13 (Determination of annual holiday compensation in certain special cases)
- Section 13 was amended to section 14 (Saved leave)
- Section 14 was amended to section 15 (Right to holiday bonus)
- Section 15 was amended to section 16 (Holiday bonus payable)
- Section 16 was amended to section 17 (Exchange of holiday bonus for time off)
- Section 17 was amended to section 18 (Postponement of annual holiday)
- Section 18 was amended to section 19 (Transfer of annual holiday and saved leave due to disability)

Chapter 3:

- Section 1 was amended to section 3 (Sick leave salary supplement for monthly paid employees)
- Section 2 was amended to section 4 (Assignment of per diem allowance to the employer)

- Section 14a was amended to section 15 (Statutory medical examinations and public screening tests)
- Section 14b was amended to section 16 (Donations of organs, tissues or cells)
- Section 15 was amended to section 17 (Eligibility for salary during maternity, paternity and adoptive parental leave)
- Section 16 was amended to section 18 (Temporary child care leave)
- Section 17 was amended to section 19 (Eligibility for salary during temporary child care leave)
- Section 18 was amended to section 20 (Serious illness of a child)
- Section 19 was amended to section 21 (Absence for compelling family reasons)
- Section 20 was amended to section 22 (Anniversaries and absences pertaining to close relatives)
- Section 21 was amended to section 23 (Staff training)
- Section 22 was amended to section 24 (National defence and crisis management training)
- Section 23 was amended to section 25 (Meetings of staff organisations)
- Section 24 was amended to section 26 (Attendance to local government fiduciary duties or service as a lay member of a District Court)

Chapter 4

- Section 1a was amended to section 2 (Deviation from regular working hours)
- Section 2 was amended to section 3 (Periodic work)
- Section 3 was amended to section 4 (Flexible working hours)
- Section 4 was amended to section 5 (Daily breaks)
- Section 5 was amended to section 6 (Maximum working time)
- Section 6 was amended to section 7 (Overtime and additional work)
- Section 7 was amended to section 8 (Compensation for additional work)
- Section 8 was amended to section 9 (Overtime compensation)
- Section 9 was amended to section 10 (Exchange of overtime compensation for time off)
- Section 10 was amended to section 11 (Shift work and night shifts in periodic work)
- Section 11 was amended to section 12 (Compensation for evening work, night work and shift work)
- Section 12 was amended to section 13 (Saturday bonus)
- Section 13 was amended to section 14 (Sunday bonus)
- Section 14 was amended to section 15 (Holiday eve bonus)
- Section 15 was amended to section 16 (Compensation for time spent travelling)
- Section 16 was amended to section 17 (Compensation for certain staff groups)
- Section 17 was amended to section 18 (Effect of certain days on working time)
- Section 18 was amended to section 19 (Certain compensations payable to employees on hourly and piecework rates in periodic work)
- Section 19 was amended to section 20 (Urgent work)
- Section 20 was amended to section 21 (Monitoring and corrective measures in unsupervised use of computers)
- Section 21 was amended to section 22 (Hourly salary divisor)

- Section 22 was amended to section 23 (Transition to summer time)
- Section 23 was amended to section 24 (Reference provision on application of the Working Hours Act)
- Section 24 was amended to section 25 (Working time bank)
- Section 25 was amended to section 26 (Time period used as basis for calculating compensation to be paid)

Chapter 6

- Section 7a was amended to section 8 (Job requirement bonus)
- Section 8 was amended to section 9 (Transition bonus)
- Section 9 was amended to section 10 (Guarantee salary)
- Section 10 was amended to section 11 (Exceptional bonus for lecturers)

- Section 11 was amended to section 12 (University-related separate fees)
- Section 12 was amended to section 13 (Right to information)
- Section 13 was amended to section 14 (Settlement of disputes)
- Section 14 was amended to section 15 (Appendices)
- Section 15 was amended to section 16 (Salaries of staff representatives)
- Section 16 was amended to section 17 (Transitional provisions)

Signing protocol dated 8 April 2022, in force as of 8 April 2022

Chapter 1, section 4, content amendment
Chapter 1, section 5, stylistic amendment
Chapter 1, section 18, stylistic amendment
Chapter 1, section 19, clarifying subsection to section reference
Chapter 2, section 15, content amendment
Chapter 3, section 3, content amendment
Chapter 3, section 5, subsection 5, deletion of text
Chapter 3, section 4, content amendment
Chapter 3, section 17, title and content amendment
Chapter 3, section 24, amendment of the Act number and amendment of the legal reference
Chapter 5, section 3, content amendment of the implementation measure
Chapter 10, sections 1 and 14, content change to correspond to the Co-operation Act which entered into force on 1 January 2022
Chapter 10, paragraph 10, content change as of 1 August 2022

The term "supervisor" was changed to "**supervisor**" (only applies to the Finnish-language version).

The term "other staff" is changed to "other expert and support staff".

Revisions to flat rate fees

Contractual provisions on shop steward operations, section 11, fees of shop steward and labour protection delegate, effective 1 June 2022.

The salaries in euros for the Veterinary Teaching Hospital were increased as of 1 June 2022 and 1 December 2022.

Signing minutes dated 30 March 2023, in force as of 1 April 2023

The collective agreement texts were not changed.

Revisions to flat rate remuneration

Contractual provisions on shop steward operations, section 11, fees of shop steward and labour protection delegate, effective 1 September 2023.

The salaries in euros for the Veterinary Teaching Hospital were increased as of 1 September 2023 and 1 March 2024.

Signing minutes dated 15 December 2023, in force as of 1 January 2024

The following sections chapter 10 Agreement on Trade Union Training will be amended:

The fourth paragraph of section 4 will be amended as follows (addition underlined):

Trade union training may also be arranged either wholly or partly as remote or online teaching.

The second and third paragraphs of section 6 will be amended as follows (changes underlined):

The employee is entitled to receive course reimbursement to cover the expenses caused by the training, the size of which for a two-day or longer courses is 60 euros for each day as defined in the course program. For one-day training the reimbursement is 30 euros. The reimbursement is paid directly to the training organiser.

If the employee participates in the training remotely, the amount of the reimbursement is EUR 20 per course day. Distance training entitling to a course reimbursement refers to real-time training in which the employee participates at the time in question in the same manner as when they attend a training event. The reimbursement is not paid for online courses that are not tied to a specific time.

Signing minutes dated 16 December 2024, in force as of 1 February 2025

The following text will be added to chapter 3 of the General Collective Agreement for Universities, under the heading FAMILY LEAVES, before section 17:

In addition to the family leave provisions below, chapter 2, sections 30–32 of the provisions on training schools shall apply to training schools.

4. The numbering of sections 30–31 of the regulations on training schools will be amended:

Section 33 Compensation and remuneration of teachers acting as chief shop stewards or shop stewards and reduction of teaching obligations

Section 34 Remuneration and reduction paid to teachers for their work outside of their teaching obligation hours when acting as occupational safety and health representatives and district representatives as well as to certain other teachers participating in co-operation tasks.

5. Add new sections 30 - 32 under the OTHER REGULATIONS heading in chapter 2 of the regulations on training schools

Section 30 Compensation for the 14-week protection period is equivalent to the salary of a teacher other than a part-time teacher

A teacher at a training school who has taken pregnancy leave is paid compensation during the summer interruption corresponding to the salary for the remaining 14 weeks of protection time (Chapter 1, section 7 of the collective agreement). No compensation is paid if the teacher is paid for the same period on other grounds.

Section 31 One-off compensation for teachers other than part-time teachers during calculated annual leave

To the extent that the paid pregnancy leave of a teacher working at the training school takes place during the calculated annual leave (from 16 June), the employer will pay the teacher a lump sum. The amount of the lump sum per calendar day is the teacher's daily salary multiplied by 0.57. A fixed-rate will be paid to the teacher in connection with the normal payment of salary.

Section 32 Absence of a teacher other than a part-time teacher before the period of interruption

A teacher at a teacher training school who has been on pregnancy leave or on a parental or child-care leave period before an interruption in the training school's work period (autumn, Christmas, winter and Easter break) is paid only if the teacher has worked immediately before and/or after the interruption period on at least 15 working days.

However, if a 15 day working period is interrupted as a result of an illness, a new pregnancy leave or other sudden reason, the right to pay for the interruption period during the working period remains.

An agreement proposal dated 21 May 2025 and the consensus document referred to in its section 10.2., which has been acknowledged on 14 May 2025:

The readability of chapters 1, 3, 4, 5 and 9 were improved with stylistic changes with which the parties did not intend to change the content or interpretation of the collective agreement. Notwithstanding what is stated the above, changes were made to the content

- Chapter 1, section 10 (telefax costs -> telecommunications costs),
- The example tables in chapter 4, section 8.2.2, and their texts have been amended
- Increase to wellbeing at work has been added to chapter 5, section 2

- **A description of the tasks to be taken into account when drawing up work plans has been added to chapter 5, section 4, subsection 2, and a new last sentence has been added**
- **Chapter 5, section 4, subsections 3–4 have been amended by adding the possibility of local bargaining**
- **A new last paragraph has been added to chapter 9, sections 7.1 and 7.2.**

Contractual provisions on shop steward operations, section 11, fees of shop steward and labour protection delegate, effective 1 July 2025.



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