

The Association of Companies in Welfare Services

on the one hand

and

Efling Trade Union

on the other

enter into the following

AGREEMENT

on changes and an extension to the collective agreement between the parties

For the following member associations of SFV:

**The Alzheimer's Association of Iceland, Eir, Skjól and Hamrar,
The nursing homes of Grund (Grund, Ás and Mörk), NLFÍ Rehabilitation and
Health Clinic, Heilsuvernd Vífilsstaðir Health Care, Hlíðabær/Múlabær,
Hrafnista (Boðaping, Laugarás, Skógarbær and Sléttuvegur),
Kjarkur rehabilitation, The MS Society of Iceland, Reykjalundur rehabilitation,
SÁÁ, Öldungur (Sóltún) and Vigdísarholt (Sunnuhlíð and Seltjörn).**

Article 1

Duration of validity

the current collective agreement of the parties will be extended from 1 April 2024 to 31 March 2028, with the amendments and provisos that are included in this agreement, and will then expire without further notice.

Article 2

Wage increases

Wages according to article 1.1.1 shall increase as follows, unless otherwise provided for by wage tables attached to this agreement:

01/04/2024 3.25% or 23,750 ISK

01/04/2025 3.50% or 23,750 ISK

01/04/2026 3.50% or 23,750 ISK

01/04/2027 3.50% or 23,750 ISK

Article 3

Personal bonus and holiday bonus

Personal bonus (december bonus) during the contract period will be as follows:

In the year 2024 106.000 ISK

In the year 2025	110.000 ISK
In the year 2026	114.000 ISK
In the year 2027	118.000 ISK

Holiday bonus during the contract period will be as follows:

In the year 2024	58.000 ISK
In the year 2025	60.000 ISK
In the year 2026	62.000 ISK
In the year 2027	64.000 ISK

Article 4

Better working hours

With this agreement, appendices 1 and 2 regarding better working hours will be discontinued on October 31, 2024. The following changes will be made to the central collective agreement, effective from November 1, 2024:

Article 1.1.2 will be amended and read as follows:

1.1.2 A fraction of monthly salary is calculated by dividing the monthly wages by 21.67 and multiplying by the number of calendar days other than Saturdays and Sundays from the beginning or until the end of the employment period.

Article 1.3.1 will be amended and read as follows:

1.3.1 The hourly rate for daytime work is 0.632% of the monthly salary in each wage category and grade.

Article 1.4.1 will be amended and read as follows:

1.4.1 Overtime is paid according to an hourly rate, which is divided into overtime 1 and overtime 2. The hourly pay for overtime 1 is 0.9385% of the monthly salary in each wage category and grade, while the hourly pay for overtime 2 is 1.0385% of the monthly salary in each wage category and grade.

Payment for overtime shall be as follows:

Overtime 1 between 08.00 - 17.00 from Mondays to Fridays.

Overtime 2 between 17.00 - 08.00 from Mondays to Fridays.

Overtime 2 between 00.00 - 24.00 on Saturdays, Sundays and special holidays.

The hourly pay for overtime 2 is also paid for work exceeding 38.92 hours per week (168.63 hours based on an average month).

Fixed overtime registered as such in the payroll system shall be paid as overtime 2.

Article 1.5.1 and 1.2 will be amended and read as follows:

1.5.1 Shift bonuses are calculated with regard to rates for daytime work as defined in section 1.3.1.

The shift work premium shall be:

- 33.33% between 17:00 - 24:00 Mondays - Thursdays
- 55.00% between 17:00 - 24:00 Fridays
- 65.00% between 00:00 - 08:00 Tuesdays - Fridays
- 55.00% between 08:00 - 24:00 Saturdays, Sundays and on special holidays
- 75.00% between 00:00 - 08:00 Saturdays, Sundays , Mondays and on special holidays
- 120.00% between 00:00 - 24:00 on major public holidays cf. Article 2.1.4.3, although in such a way that between 16:00 - 24:00 on Christmas Eve and New Year's Eve and between 00:00 – 08:00 on Christmas Day and New Year's Day there is a premium of 165.00%.

Fractions of hours are paid proportionally.

1.5.2 Payments for standby shifts shall be calculated with regard to rates for daytime work as defined in section 1.4.1 in the following way:

- 33.33% between 17:00 - 24:00 Mondays - Thursdays
- 45.00% between 17:00 - 24:00 Fridays
- 45.00% between 00:00 - 08:00 Mondays
- 33.33% between 00:00 - 08:00 Tuesdays - Fridays
- 45.00% between 00:00 - 24:00 on Sat., Sun., and on special holidays
- 120.00% between 00:00 - 24:00 on major public holidays cf. Article 2.1.4.3, although in such a way that between 16:00 - 24:00 on Christmas Eve and New Year's Eve and between 00:00 – 08:00 on Christmas Day and New Year's Day there is a premium of 165.00%.

Fractions of hours are paid proportionally. Payments for call-outs during stand-by shifts are according to Articles 2.3.3.1 and 2.3.3.2.

Article 2.1.1 will be amended and read as follows:

The work week for employees working full time is 36 active working hours.

Article 2.3.6 will be amended and read as follows:

2.3.6 Regular work of daytime workers within daytime work limits, for one month or longer, up to the work obligation for full employment, is paid as a calculated proportion of monthly wages, provided that the employee has been informed of this before such work began. The same applies to regular work of shift workers, subject to the same conditions, regardless of what time of day that work takes place.

Institutions are directed to set more detailed rules regarding overtime and when it is appropriate to discuss a review of the employment ratio, since overtime is either regular or foreseeable.

Article 2.5.2 will be amended and read as follows:

2.5.2 An employee is entitled to leave instead of payment of bonus for standby shifts. 20 minutes of leave is equivalent to a 33.33% shift bonus, 27 minutes of leave is equivalent to a 45% shift bonus, 72 minutes of leave is equivalent to a 120% shift bonus, and 99 minutes of leave is equivalent to a 165% shift bonus.

Article 2.5.4 will be amended and read as follows:

2.5.4 For a regular standby shift, a leave shall be granted equivalent to a maximum of 80 hours for 1200 hours of standby shifts. This leave shall be granted proportionally based on employment ratio and employment period. Leave for standby shifts is a maximum of 80 hours for provision 2.5.4, even if the standby shift hours exceed 1200. Efforts shall be made to take leave for standby shifts concurrently with its accrual and as soon as possible.

Article 2.6 on shift work will be amended and read as follows:

2.6 Shift work

2.6.1 Those who work on regular shifts shall receive bonus pay for work performed during times that fall outside the normal daytime work period according to article 2.2.1.

If an employee's scheduled working time is on average 20% or more outside daytime work limits, they are considered a shift worker.

2.6.2 Where work is performed on regular shifts, a draft shift schedule showing the expected working hours of each employee shall be submitted six weeks before it takes effect. The final shift schedule shall be submitted one month before the first shift starts, according to the schedule, unless an agreement with the employee is present regarding a shorter notice period.

If the operations of the institution require a change to the shift schedule, it shall be made with the employee's consent. If the shift schedule is changed with less than 24 hours' notice, the employee in question shall be paid a change fee equivalent to 2% of the monthly wages in each wage category and grade. If the notice is 24 - 168 hours (one week) a change fee equivalent to 1.3% of the monthly wages in each wage category and grade shall be paid. This refers only to changes in scheduled shifts, not extra shifts.

If an employee takes a shift beyond their work obligation, with less than 24 hours' notice during the period from 17:00 - 19:00 on Fridays, 24:00 - 08:00 Mondays to Fridays 00:00 - 24:00 on Saturdays, Sundays and special holidays, as defined in section 2.1.4.2, based on an 8-hour shift, a change fee equivalent to 1.3% of the monthly

wages in each wage category and grade shall be paid, and proportionally for longer or shorter shifts.

- 2.6.3 When making the shift schedule, care shall be taken to distribute work on holidays as evenly as possible among employees.
- 2.6.4 Normally, shifts shall be between 4 - 10 hours long. It is allowed, as defined in section 2.1.2, to agree on another duration of shifts. If it is expected that an employee will take shifts that are shorter than 8 hours, this shall be specifically stipulated in the employment contract. Employees with an employment ratio of 80% or higher have priority for 8-hour shifts.
- 2.6.5 Where there is a necessity for overlap time during shift changes, it shall be incorporated into the regular working hours.
- 2.6.6 The organization of shift work shall be arranged so that employees get, on average, two consecutive days off per week.
- 2.6.7 The annual work obligation of shift workers who work on regular shifts shall, on average, be the same as that of daytime workers. The work obligation of shift workers is therefore reduced by 7.2 obligatory working hours based on full employment due to special holidays and major public holidays, according to article 2.1.4.2, which fall on Monday to Friday, excluding Christmas Eve and New Year's Eve, which shall be 3.6 hours for each day based on full employment. The reduction in work obligation due to special holidays shall normally be taken within the period of the shift schedule. If an employee wishes to accumulate work obligations due to special holidays and major public holidays, they shall notify their supervisor of this before the submission of the shift schedule when the accrual takes place. The supervisor is obligated to comply with the employee's wishes, provided that it can be accommodated within the operations of the institution. In cases where work obligations due to special holidays and major public holidays are transferred between months, this shall be tracked and employees regularly informed. Work that falls on special holidays and major public holidays shall, in addition, be paid with a bonus according to article 1.5.1.

Regular shifts refer to shifts that are scheduled for all days, including special holidays and major public holidays. In cases where the institution is closed on a special holiday or major public holiday, an employee who is scheduled for a shift on that day, according to the planned shift schedule, receives time off equivalent to the shift instead of a reduction in work obligation, taking into account the length of the shift.

2.6.8 Weight of obligatory working hours for shift workers

Obligatory working hours of shift workers outside daytime work limits according to the planned shift schedule and within the obligatory working time have different weights when calculating work contributions. Obligatory working hours that are paid with a 33.33% and 55% shift bonus according to article 1.5.1 have a weight of 1.05 so that for every 60 minutes, 63 minutes are calculated. Working hours that are paid with a 65% and 75% shift bonus according to article 1.5.1 have a weight of 1.2 so that for every 60 minutes, 72 minutes are calculated. Despite the above, the work contributions

of an employee in full employment shall never fall below 32 working hours per week on average (averaged over the wage period) and proportionally based on employment period and employment ratio.

Obligatory working hours that are paid with a 120% shift bonus according to article 1.5.1 have a weight of 1.05 for the period 08:00-24:00 and a weight of 1.2 for the period 00:00-08:00. Obligatory working hours that are paid with a 165% shift bonus have the weight of 1.20

2.6.9 Shift incentive

Employees who do shift work and meet the conditions of the article are paid a shift work incentive in the following way. The shift work incentive is paid as a proportion of the paid monthly wages due to the variety and number of shifts during the last three settlement periods, according to scheduled shifts within the obligatory working time. The minimum number of obligatory working hours on that wage period outside of daytime work limits (on a 33.33%, 55%, 65% and 75% bonus) are 126 obligatory working hours. Shifts are grouped into 4 categories; day shifts, evening shifts (33.33% premium), night shifts on weekdays (65% premium) and weekend shifts (55% and 75% premium). Also, the minimum number of obligatory working hours in each shift category shall be 45 obligatory working hours. An employee must work shifts in 2 to 4 categories of shifts, 14 times or more on average in a settlement period, in order to enjoy the shift incentive.

When employees begin work, the shift incentive is calculated for one settlement period in the first and second month of employment so that the minimum number of hours outside daytime work limits is 42 and the minimum number of obligatory working hours in each type of shift is 15. After three months of employment, the shift incentive is calculated according to paragraph 1. The same applies when changes in employment percentage of 40% or more, whether an increase or decrease, are agreed upon.

The proportion of shift incentives is in accordance with the following table:

FJÖLDI VAKTA	TEGUNDIR VAKTA			
	1	2	3	4
19		10,0%	12,5%	12,5%
18		7,5%	12,5%	12,5%
17		7,5%	10,0%	12,5%
16		2,5%	7,5%	12,5%
15		2,5%	2,5%	10,0%
14			2,5%	7,5%

The shift incentive is calculated based on the three most recent settlement periods. A settlement period refers to the settlement period for variable wages at the workplace. The shift incentive paid on April 1 is therefore based on the settlement periods for payment in the wage disbursement on February 1, March 1, and April 1, and the shift incentive paid on May 1 is based on the wage periods for payment on March 1, April 1, and May 1.

2.6.10 Employees who work regular shift work shall be exempt from night shifts if they so wish when they have reached the age of 55.

chapter 3 will be amended and read as follows:

3 Breaks from work, food, and dining area

3.1 Breaks from work

- 3.1.1 Employees are permitted to consume food and drinks during their work when possible with regard to the nature of the work, and such breaks are part of the active working time.
- 3.1.2 It is permissible, with the agreement of the institution's management and a simple majority of the employees concerned, to determine daily breaks that are at the employees' discretion. The determined length of these breaks extends the daily presence at work of employees correspondingly, as such breaks are not counted as active working time.

At those institutions where breaks are determined by such an agreement and work is performed during the break at the request of a supervisor, it is paid for with overtime rate.

Those individuals and/or work groups who, before the effective date of this agreement, regularly received payments according to article 3.2. in the older agreement, shall retain comparable payments, cf. protocol 2.

3.2 Food and canteen

- 3.2.1 Employees who work at a fixed workplace shall have access to a dining area as far as possible. A dining area in this case is considered to be a place where hot and cold food can be served, either brought in or prepared on site. The premises and facilities shall be in accordance with the requirements of the relevant health authorities. Employees shall pay for the cost of the food ingredients, but other operating costs shall be paid by the institution in question.
- 3.2.2 At workplaces where no canteen is operated, attempts shall be made to ensure employees have access to a nearby canteen operated by the employer, or equipment shall be provided to transport food to the workplace canteen so that food transportation is free of charge for employees.
- 3.2.3 If the institution purchases food from an entity other than mentioned in article 3.2.2, employees shall pay for comparable food an amount equivalent to the average price paid by employees in the Government Offices canteen.

The average price of food is 671 kr. from November 1, 2015. The average price amount is published on the website of the Government Financial Management Authority (www.fjs.is) under the section wages and wage tables.

- 3.2.4 An employee who does not have access to a dining area but should have it according to article 3.2.1, or is on a shift when the workplace dining area is not open, shall be compensated with food allowance amounting to 639 kr., provided that the employee's daily work obligation is 6 hours or longer.
- 3.2.5 The amount of food allowance changes every three months in accordance with the food item of the consumer price index (01 Food and beverages) with the May 2024 index as the base index (236.6 points) based on sub-indices from 2008.
- 3.2.6 Where there are canteens at workplaces, employees who purchase food there shall appoint 2 union representatives from their group to monitor the operation of the canteen and have access to its accounts.

3.3 Obligatory meals, payments

- 3.3.1 Employees who are required to eat with their clients and assist them during meals shall be exempt from paying for these meals, provided they are not compensated for this in another way such as shorter working hours or payment. In such cases, the employee shall have comparable facilities and the same food as the clients.

Article 4.1.1 will be amended and read as follows:

- 4.1.1 Vacation shall be 30 days (216 hours based on 36 active working hours per week) based on full employment. The accrual of vacation shall be proportional to the employee's employment ratio and employment period.

Articles 12.2.6 and 12.2.7 are amended and shall read as follows:

- 12.2.6 In the first week of illness and accident absences, or for a period equivalent to one week of the employee's work obligation, in addition to monthly wages according to article 1.1.1 in the collective agreement, fixed payments such as for overtime, shift incentive, shift bonus, stand-by shift bonus, inconvenience bonus, and payments for gaps in working time shall be paid, provided that this concerns predetermined working time according to regular shifts or regular work of the employee that has lasted for 12 calendar months or longer or is intended to last at least that long.
- 12.2.7 After the first week of illness and accident absences, or for a period equivalent to one week of the employee's work obligation, in addition to the wages paid according to article 12.2.6, the employee shall receive the average of overtime hours and change fees according to article 2.6.2 that they were paid for the last 12 monthly settlement periods of overtime or the last 12 full calendar months. When calculating overtime hours according to this article, those overtime hours that have been paid according to article 12.2.6 shall not be included.

Article 12.8.1 is amended and shall read as follows:

12.8.1 A parent/guardian has the right to be absent from work for a total of 12 working days (86.4 obligatory working hours based on full employment) in each calendar year due to illnesses of their children under 13 years of age, provided that other care cannot be arranged. During these absences, the employee shall be paid daytime wages and shift bonus according to the regular duty roster/shift schedule. This right does not affect the employee's rights according to other articles.

Article 5

Maternity Protection and Assisted Reproduction

A new article 13.3 is added as follows:

13.3 Mother protection and Assisted Reproduction

13.3.1 Pregnant women have the right to necessary absences from work due to prenatal checkup and shall retain the right to payment of daytime wages and, where applicable, shift bonus according to the regular shift schedule (as in the case of a child's illness), should such examination need to take place during working hours.

13.3.2 Those employees who need to be absent due to assisted reproduction retain the right to payment of daytime wages and, where applicable, shift bonus according to the regular shift schedule (as in the case of a child's illness) for up to 15 working days. The employee shall submit a certificate from the relevant doctor.

Article 6

Time off in lieu of overtime

Article 2.3.8 is amended and shall read as follows:

2.3.8 An employee is permitted, in an agreement with the employer, to accumulate days off in connection to overtime, in such a way that overtime hours are accumulated and taken as time off during daytime work periods, but the overtime bonus is paid at the next regular pay disbursement. There shall be an agreement on taking the leave and it shall be planned so that there is minimal disruption to the institution's operations. Leave according to the above, for the preceding calendar year, which has not been used by April 15th each year, or at the end of employment, shall be paid out at the daytime rate of the employee in question at the next regular pay disbursement.

If there is an agreement between the parties, 1.62 hours of time off during daytime work can also be given for each overtime hour, and then the payment of overtime pay is cancelled as it comes in place of the worked overtime hour.

<p>The number 1.62 is found by multiplying 156 hours based on an average month (based on a weekly work obligation of 36 active working hours) with the overtime calculation factor 2 which is 1.0385%.</p>
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Article 7

Union representatives

Article 16.2.2 is amended and shall read as follows:

16.2.2 Employees are permitted to elect one union representative at each workplace where 5 - 50 employees work, two union representatives where 51-100 work, three where 101-175 work, four where 176-275 work, and five where 276 or more work. After the election, the relevant trade union nominates the union representatives. If an election cannot be arranged, the union representatives shall be appointed by the union.

Union representatives' courses

Article 16.8.1 is amended and shall read as follows:

16.8.1 Union representatives in workplaces shall be given the opportunity to attend courses intended to increase their competence in their work. Those who attend these courses, shall retain their regular wages for up to one week each year. In institutions with more than 15 employees, union representatives shall retain regular wages for up to 2 weeks in the first year. This applies to one union representative per year at each institution if there are 5-50 union members employed, two union representatives if there are more than 50 union members, three if there are more than 100 union members, four if there

are more than 175 union members, and five if there are 276 or more union members. The courses shall be recognized by the contracting parties.

If a union representative course is organized in such a way that the union representative's absence from work is not more than one day per week, union representatives retain their regular wages for up to ten working days per year.

If the union representative attends a full-day course, he will not be required to work that day. In all cases, absences due to courses shall be reported to the institution's supervisor with reasonable notice.

Article 8

Voting and Conditions for Agreement

This collective agreement is made following collective agreements in the private market in March 2024 and is based on the same conditions as were decided there. If the Salary and Conditions Committee of ASÍ and SA (the Confederation of Icelandic Enterprise) decide on wage or terms changes due to conditions failure, the parties shall enter into discussions on how such a change applies to this agreement. Such changes shall result in comparable changes in terms as in the private market, provided they do not involve changes to terms already found in the parties' collective agreement. The parties agree that the wage policy on which this agreement is based, and which is the same as in the aforementioned collective agreements in the private market, shall apply during the agreement period with the same general provisos as apply according to them.

If collective agreements in the private market are terminated on the basis of their conditions failure provisions during the validity period of this agreement, either party is entitled to terminate this agreement with three months' notice as of the end of a month.

This agreement is also based on the condition that a conclusion is reached in the working group on staffing in nursing homes according to what is further prescribed in appendix 1 within reasonable time limits. The parties therefore agree that if the conclusion of the working group according to appendix 1 is not in accordance with the objectives of either contracting party, either contracting party may, if no special agreement is reached on other responses, terminate this agreement with one month's notice from May 1, 2025.

The contracting parties shall submit this agreement for approval, along with protocols and appendices. If the counterparty has not received notification of the result by 16:00 on October 16, it shall be considered approved.

Reykjavík 02 October 2024

On behalf of The Association of Companies
in Welfare Services
Dependent on the approval of the board

On behalf of Efling Trade Union
Dependent on the approval of union
members

**Protocols with the agreement between
The Association of Companies in Welfare Services (SFV)
and
Efling - Trade Union
2 October 2024**

Protocol 1

Concerning standby shifts

The parties to the agreement concur to monitor the working group's review of the arrangement of standby shifts and call outs related to them. The group shall consist of representatives of public employers and public workers' associations in addition to representatives of workers' unions that may be affected.

The working group will map out the scope of standby shifts, examine the frequency and type of call outs and work toward improving the statistics regarding standby shifts. The work shall consist of, among other things, examining how leave from standby shifts is taken and whether certain groups are not being granted leave from standby shifts.

The group shall also analyze and assess whether it is feasible for standby shifts to be counted toward work obligation in parallel to leave from standby shifts according to Article 2.5.4. being abolished.

Parties shall appoint their representatives to the working group no later than 1 October 2024 and the workers' representatives shall convene the first meeting. The working group will further define the subject matter and working procedure. The objective shall be that proposals are available no later than 31 May 2025.

Protocol 2

Concerning the abolishment of Article 3.2 (Meal and coffee breaks during overtime)

Despite the abolishment of Article 3.2, the parties to the agreement concur that those individuals and/or groups of staff that had meal and coffee breaks during overtime as part of their work structure before the collective agreement signed in 2024 came into force, and have generally received such payments regularly, shall maintain comparable payments as per the following. Changes shall not lead to a wage decrease and care must be taken to ensure equity within staff groups.

3.2.1 If overtime is worked, meal breaks shall be 1 hour from 19:00 - 20:00 in the evening, from 03:00 - 04:00 during the night and from 11:30 - 13:30 on public holidays cf. Article 2.1.4. These meal breaks during the overtime period count as working hours.

3.2.2 If overtime or extra shifts are worked, the coffee breaks shall be from 21:00-21:20, 24:00-00:20, 05:40-06:00 and the last 15 minutes before daytime work limits. Coffee

and meal breaks during overtime between 08:00-17:00 shall be the same as in day-time work.

Protocol 3

Concerning shifts and attendance schemes

Parties agree to conduct an educational campaign and create guidelines regarding the making of shift plans both for managers and employees within SFV's member associations. The aim of this is to ensure better predictability, with work-life balance in the forefront. In shift planning, it is necessary to consider operational needs, equity within the staff group, and the requests of individual employees, in addition to respecting the rules of collective agreements. The published shift plan must always be available as it was originally approved and posted. Changes shall not be made after the shift plan has been posted except with the approval of the employee in question.

Protocol 4

Steering group on better working hours

In the event that the changes to better working hours of 10 June 2024 do not meet the intended objectives or there are issues regarding the interpretation of the changes, the steering group of the parties to the agreement that signed the changes shall discuss the issue and find a solution. A steering group will operate throughout the term of the agreement, 2024-2028.

Those guidelines and, where applicable, solutions that the steering group issued in 2021 alongside the implementation of "Better working hours" remain valid as applicable. The steering group shall convene in September 2024 and update the guidelines and, where applicable, solutions with regards to those changes that occurred in the collective agreements in 2024.

Protocol 5

Publication of a comprehensive collective agreement

Parties agree to incorporate the text of this agreement into the full text of the collective agreement and, as the case may be, remove protocols that are no longer applicable. That work shall be completed by 31 October 2024.

Protocol 6

Procedures for out-of-pocket costs due to drug treatment against parasites. Parties agree that it is necessary to ensure that employees do not bear the cost of necessary drug treatment against parasites when an infection occurs in the workplace.

Protocol 7

Vocational training fund

SFV (The Association of Companies in Welfare Services) agrees to be a party to a discussion on the potential merger of the three vocational training funds of which Efling is a member and

which are for union members in the public sector. That work shall be completed by 31 October 2024.

Protocol 8

Facilities for refreshment breaks

Parties agree that all workplaces should have comfortable facilities for staff where they can enjoy a short rest and eat without disruption from the work environment.

Protocol 9

Medical certificates

In general, certificates shall only be submitted for illness lasting longer than five working days. Regarding shorter illnesses, the general rule is that staff with a Bradford score below 25 points in a 13-week period do not need to submit certificates. This does not apply to illness during holidays.

Appendix 1

Statement by the Minister of Health given in connection with the signing of the collective agreement between Efling Trade Union and the Association of Companies in Welfare Services (SFV)

2 October 2024

The Minister of Health will appoint a working group, by the end of October 2024, whose task is to put together a proposal and schedule on how to meet the Directorate of Health's criteria on staffing in caregiving in nursing homes in Iceland.

The work is based on, among other things, reports that have already been published on staffing criteria for caregiving in nursing homes. As the working group works, the National Council for Staffing and Education in Health Services will be tasked with leading work in assessing, in consultation with professionals, whether there are professional grounds for revising the criteria for staffing in caregiving in nursing homes. Should new or updated criteria emerge while the work of the working group is ongoing, which are based on professional grounds and with the involvement of a diverse group of staff where the focus is on safety and quality, they shall be taken into account.

It shall be ensured that the working group includes representatives of the largest stakeholders, including the Association of Companies in Welfare Services (SFV) and Efling.

In continuation, the Minister of Health and the Minister of Finance will, in consultation with the Association of Companies in Welfare Services (SFV) and Icelandic Health Insurance (Sjúkratryggingar Íslands), respond to the group's proposals and ensure a financial basis for all nursing homes in the country. The working group's proposals shall be available in their final form no later than 1 February 2025. The response of the Ministers of Health and Finance to the proposals shall be available no later than 1 April 2025.

Appendix 2
with the agreement between the Association of Companies in Welfare Services
(SFV)
on the one hand
and
Efling Trade Union
on the other
dated 2 October 2024

Wage tables valid during the term of the agreement.

Wage table in effect from 01 April 2024

	0	1	2	3	4	5	6	7	8
...									
5	438,235	449,191	460,147	471,103	482,059	493,014	503,970	514,926	525,882
6	446,782	457,952	469,121	480,291	491,460	502,630	513,799	524,969	536,138
7	454,261	465,618	476,974	488,331	499,687	511,044	522,400	533,757	545,113
8	462,247	473,803	485,359	496,916	508,472	520,028	531,584	543,140	554,696
9	470,426	482,187	493,947	505,708	517,469	529,229	540,990	552,751	564,511
10	478,801	490,771	502,741	514,711	526,681	538,651	550,621	562,591	574,561
11	487,376	499,560	511,745	523,929	536,114	548,298	560,482	572,667	584,851
12	496,156	508,560	520,964	533,368	545,772	558,176	570,579	582,983	595,387
13	505,147	517,776	530,404	543,033	555,662	568,290	580,919	593,548	606,176
14	514,353	527,212	540,071	552,929	565,788	578,647	591,506	604,365	617,224
15	523,469	536,556	549,642	562,729	575,816	588,903	601,989	615,076	628,163
16	532,407	545,717	559,027	572,338	585,648	598,958	612,268	625,578	638,888
17	541,000	554,525	568,050	581,575	595,100	608,625	622,150	635,675	649,200
18	548,155	561,859	575,563	589,267	602,971	616,674	630,378	644,082	657,786
19	558,992	572,967	586,942	600,916	614,891	628,866	642,841	656,816	670,790
20	570,096	584,348	598,601	612,853	627,106	641,358	655,610	669,863	684,115
21	581,475	596,012	610,549	625,086	639,623	654,159	668,696	683,233	697,770
22	593,133	607,961	622,790	637,618	652,446	667,275	682,103	696,931	711,760
23	604,457	619,568	634,680	649,791	664,903	680,014	695,126	710,237	725,348
24	616,009	631,409	646,809	662,210	677,610	693,010	708,410	723,811	739,211
25	627,791	643,486	659,181	674,875	690,570	706,265	721,960	737,654	753,349
26	639,809	655,804	671,799	687,795	703,790	719,785	735,780	751,776	767,771
27	652,067	668,369	684,670	700,972	717,274	733,575	749,877	766,179	782,480
28	664,570	681,184	697,799	714,413	731,027	747,641	764,256	780,870	797,484
29	677,323	694,256	711,189	728,122	745,055	761,988	778,921	795,855	812,788
30	690,982	708,257	725,531	742,806	760,080	777,355	794,629	811,904	829,178
31	704,928	722,551	740,174	757,798	775,421	793,044	810,667	828,290	845,914
32	718,489	736,451	754,413	772,376	790,338	808,300	826,262	844,225	862,187
33	732,320	750,628	768,936	787,244	805,552	823,860	842,168	860,476	878,784
34	746,429	765,090	783,750	802,411	821,072	839,733	858,393	877,054	895,715
35	761,357	780,391	799,425	818,459	837,493	856,527	875,561	894,594	913,628
36	776,755	796,174	815,593	835,012	854,431	873,849	893,268	912,687	932,106
37	793,272	813,104	832,936	852,767	872,599	892,431	912,263	932,095	951,926
38	810,198	830,453	850,708	870,963	891,218	911,473	931,728	951,983	972,238
39	827,541	848,230	868,918	889,607	910,295	930,984	951,672	972,361	993,049
40	845,313	866,446	887,579	908,711	929,844	950,977	972,110	993,243	1,014,376
41	863,813	885,409	907,004	928,599	950,195	971,790	993,385	1,014,981	1,036,576
42	883,080	905,157	927,234	949,311	971,388	993,465	1,015,542	1,037,619	1,059,696
43	902,823	925,394	947,964	970,535	993,105	1,015,676	1,038,247	1,060,817	1,083,388
44	923,052	946,128	969,204	992,281	1,015,357	1,038,433	1,061,510	1,084,586	1,107,662
45	943,782	967,377	990,972	1,014,566	1,038,161	1,061,755	1,085,350	1,108,944	1,132,539

Wage table in effect from 01 April 2025

	0	1	2	3	4	5	6	7	8
...									
5	461,985	473,535	485,084	496,634	508,184	519,733	531,283	542,832	554,382
6	470,532	482,295	494,059	505,822	517,585	529,349	541,112	552,875	564,638
7	478,011	489,961	501,912	513,862	525,812	537,762	549,713	561,663	573,613
8	485,997	498,147	510,297	522,447	534,597	546,747	558,897	571,046	583,196
9	494,176	506,530	518,885	531,239	543,594	555,948	568,302	580,657	593,011
10	502,551	515,115	527,679	540,242	552,806	565,370	577,934	590,497	603,061
11	511,126	523,904	536,682	549,460	562,239	575,017	587,795	600,573	613,351
12	519,906	532,904	545,901	558,899	571,897	584,894	597,892	610,890	623,887
13	528,897	542,119	555,342	568,564	581,787	595,009	608,232	621,454	634,676
14	538,103	551,556	565,008	578,461	591,913	605,366	618,818	632,271	645,724
15	547,219	560,899	574,580	588,260	601,941	615,621	629,302	642,982	656,663
16	556,157	570,061	583,965	597,869	611,773	625,677	639,581	653,484	667,388
17	564,750	578,869	592,988	607,106	621,225	635,344	649,463	663,581	677,700
18	571,905	586,203	600,500	614,798	629,096	643,393	657,691	671,988	686,286
19	582,742	597,311	611,879	626,448	641,016	655,585	670,153	684,722	699,290
20	593,846	608,692	623,538	638,384	653,231	668,077	682,923	697,769	712,615
21	605,225	620,356	635,486	650,617	665,748	680,878	696,009	711,139	726,270
22	616,883	632,305	647,727	663,149	678,571	693,993	709,415	724,838	740,260
23	628,207	643,912	659,617	675,323	691,028	706,733	722,438	738,143	753,848
24	639,759	655,753	671,747	687,741	703,735	719,729	735,723	751,717	767,711
25	651,541	667,830	684,118	700,407	716,695	732,984	749,272	765,561	781,849
26	663,559	680,148	696,737	713,326	729,915	746,504	763,093	779,682	796,271
27	675,817	692,712	709,608	726,503	743,399	760,294	777,190	794,085	810,980
28	688,320	705,528	722,736	739,944	757,152	774,360	791,568	808,776	825,984
29	701,073	718,600	736,127	753,653	771,180	788,707	806,234	823,761	841,288
30	715,166	733,046	750,925	768,804	786,683	804,562	822,441	840,320	858,200
31	729,600	747,840	766,081	784,321	802,561	820,801	839,041	857,281	875,521
32	743,636	762,227	780,818	799,409	818,000	836,591	855,182	873,772	892,363
33	757,951	776,900	795,849	814,798	833,746	852,695	871,644	890,593	909,541
34	772,554	791,868	811,182	830,496	849,809	869,123	888,437	907,751	927,065
35	788,004	807,705	827,405	847,105	866,805	886,505	906,205	925,905	945,605
36	803,941	824,040	844,138	864,237	884,336	904,434	924,533	944,631	964,730
37	821,037	841,562	862,088	882,614	903,140	923,666	944,192	964,718	985,244
38	838,555	859,519	880,483	901,447	922,410	943,374	964,338	985,302	1,006,266
39	856,505	877,918	899,330	920,743	942,155	963,568	984,981	1,006,393	1,027,806
40	874,899	896,771	918,644	940,516	962,389	984,261	1,006,134	1,028,006	1,049,879
41	894,047	916,398	938,749	961,100	983,451	1,005,803	1,028,154	1,050,505	1,072,856
42	913,987	936,837	959,687	982,537	1,005,386	1,028,236	1,051,086	1,073,935	1,096,785
43	934,422	957,783	981,143	1,004,504	1,027,864	1,051,225	1,074,585	1,097,946	1,121,306
44	955,359	979,243	1,003,127	1,027,011	1,050,895	1,074,779	1,098,663	1,122,546	1,146,430
45	976,815	1,001,235	1,025,656	1,050,076	1,074,496	1,098,917	1,123,337	1,147,757	1,172,178

Wage table in effect from 01 April 2026

	0	1	2	3	4	5	6	7	8
...									
5	485,735	497,878	510,022	522,165	534,309	546,452	558,595	570,739	582,882
6	494,282	506,639	518,996	531,353	543,710	556,067	568,424	580,781	593,138
7	501,761	514,305	526,849	539,393	551,937	564,481	577,025	589,569	602,113
8	509,747	522,491	535,234	547,978	560,722	573,465	586,209	598,953	611,696
9	517,926	530,874	543,822	556,770	569,719	582,667	595,615	608,563	621,511
10	526,301	539,459	552,616	565,774	578,931	592,089	605,246	618,404	631,561
11	534,876	548,248	561,620	574,992	588,364	601,736	615,107	628,479	641,851
12	543,656	557,247	570,839	584,430	598,022	611,613	625,204	638,796	652,387
13	552,647	566,463	580,279	594,096	607,912	621,728	635,544	649,360	663,176
14	561,853	575,899	589,946	603,992	618,038	632,085	646,131	660,177	674,224
15	570,969	585,243	599,517	613,792	628,066	642,340	656,614	670,889	685,163
16	579,907	594,405	608,902	623,400	637,898	652,395	666,893	681,391	695,888
17	588,500	603,213	617,925	632,638	647,350	662,063	676,775	691,488	706,200
18	595,655	610,546	625,438	640,329	655,221	670,112	685,003	699,895	714,786
19	606,492	621,654	636,817	651,979	667,141	682,304	697,466	712,628	727,790
20	617,596	633,036	648,476	663,916	679,356	694,796	710,235	725,675	741,115
21	628,975	644,699	660,424	676,148	691,873	707,597	723,321	739,046	754,770
22	640,633	656,649	672,665	688,680	704,696	720,712	736,728	752,744	768,760
23	651,957	668,256	684,555	700,854	717,153	733,452	749,751	766,049	782,348
24	663,509	680,097	696,684	713,272	729,860	746,448	763,035	779,623	796,211
25	675,291	692,173	709,056	725,938	742,820	759,702	776,585	793,467	810,349
26	687,309	704,492	721,674	738,857	756,040	773,223	790,405	807,588	824,771
27	699,567	717,056	734,545	752,035	769,524	787,013	804,502	821,991	839,480
28	712,411	730,221	748,032	765,842	783,652	801,463	819,273	837,083	854,893
29	725,611	743,751	761,891	780,031	798,172	816,312	834,452	852,592	870,733
30	740,197	758,702	777,207	795,712	814,217	832,722	851,227	869,732	888,237
31	755,136	774,015	792,893	811,772	830,650	849,529	868,407	887,285	906,164
32	769,663	788,905	808,147	827,388	846,630	865,871	885,113	904,354	923,596
33	784,479	804,091	823,703	843,315	862,927	882,539	902,151	921,763	941,375
34	799,593	819,583	839,573	859,563	879,553	899,543	919,532	939,522	959,512
35	815,585	835,974	856,364	876,754	897,143	917,533	937,922	958,312	978,702
36	832,079	852,881	873,683	894,485	915,287	936,089	956,891	977,693	998,495
37	849,773	871,017	892,261	913,506	934,750	955,994	977,239	998,483	1,019,727
38	867,904	889,602	911,300	932,997	954,695	976,392	998,090	1,019,788	1,041,485
39	886,483	908,645	930,807	952,969	975,131	997,293	1,019,455	1,041,617	1,063,779
40	905,520	928,158	950,796	973,434	996,072	1,018,710	1,041,348	1,063,986	1,086,625
41	925,338	948,472	971,605	994,739	1,017,872	1,041,006	1,064,139	1,087,273	1,110,406
42	945,977	969,626	993,276	1,016,925	1,040,575	1,064,224	1,087,874	1,111,523	1,135,172
43	967,127	991,305	1,015,483	1,039,661	1,063,839	1,088,018	1,112,196	1,136,374	1,160,552
44	988,796	1,013,516	1,038,236	1,062,956	1,087,676	1,112,396	1,137,116	1,161,836	1,186,556
45	1,011,003	1,036,278	1,061,554	1,086,829	1,112,104	1,137,379	1,162,654	1,187,929	1,213,204

Wage table in effect from 01 April 2027

	0	1	2	3	4	5	6	7	8
...									
5	509,485	522,222	534,959	547,696	560,434	573,171	585,908	598,645	611,382
6	518,032	530,983	543,934	556,884	569,835	582,786	595,737	608,688	621,638
7	525,511	538,649	551,787	564,924	578,062	591,200	604,338	617,475	630,613
8	533,497	546,834	560,172	573,509	586,847	600,184	613,522	626,859	640,196
9	541,676	555,218	568,760	582,302	595,844	609,386	622,927	636,469	650,011
10	550,051	563,802	577,554	591,305	605,056	618,807	632,559	646,310	660,061
11	558,626	572,592	586,557	600,523	614,489	628,454	642,420	656,386	670,351
12	567,406	581,591	595,776	609,961	624,147	638,332	652,517	666,702	680,887
13	576,397	590,807	605,217	619,627	634,037	648,447	662,857	677,266	691,676
14	585,603	600,243	614,883	629,523	644,163	658,803	673,443	688,084	702,724
15	594,719	609,587	624,455	639,323	654,191	669,059	683,927	698,795	713,663
16	603,657	618,748	633,840	648,931	664,023	679,114	694,206	709,297	724,388
17	612,250	627,556	642,863	658,169	673,475	688,781	704,088	719,394	734,700
18	619,405	634,890	650,375	665,860	681,346	696,831	712,316	727,801	743,286
19	630,242	645,998	661,754	677,510	693,266	709,022	724,778	740,534	756,290
20	641,346	657,380	673,413	689,447	705,481	721,514	737,548	753,582	769,615
21	652,725	669,043	685,361	701,679	717,998	734,316	750,634	766,952	783,270
22	664,383	680,993	697,602	714,212	730,821	747,431	764,040	780,650	797,260
23	675,707	692,600	709,492	726,385	743,278	760,170	777,063	793,956	810,848
24	687,259	704,440	721,622	738,803	755,985	773,166	790,348	807,529	824,711
25	699,041	716,517	733,993	751,469	768,945	786,421	803,897	821,373	838,849
26	711,365	729,149	746,933	764,717	782,501	800,285	818,070	835,854	853,638
27	724,052	742,153	760,254	778,356	796,457	814,558	832,660	850,761	868,862
28	737,346	755,779	774,213	792,647	811,080	829,514	847,947	866,381	884,815
29	751,007	769,782	788,557	807,332	826,108	844,883	863,658	882,433	901,208
30	766,104	785,257	804,409	823,562	842,715	861,867	881,020	900,172	919,325
31	781,566	801,105	820,645	840,184	859,723	879,262	898,801	918,340	937,880
32	796,602	816,517	836,432	856,347	876,262	896,177	916,092	936,007	955,922
33	811,936	832,235	852,533	872,831	893,130	913,428	933,727	954,025	974,324
34	827,579	848,269	868,958	889,648	910,337	931,027	951,716	972,406	993,095
35	844,130	865,233	886,337	907,440	928,543	949,646	970,750	991,853	1,012,956
36	861,202	882,732	904,262	925,792	947,322	968,852	990,382	1,011,913	1,033,443
37	879,515	901,503	923,491	945,478	967,466	989,454	1,011,442	1,033,430	1,055,418
38	898,281	920,738	943,195	965,652	988,109	1,010,566	1,033,023	1,055,480	1,077,937
39	917,509	940,447	963,385	986,323	1,009,260	1,032,198	1,055,136	1,078,074	1,101,011
40	937,214	960,644	984,074	1,007,505	1,030,935	1,054,365	1,077,796	1,101,226	1,124,656
41	957,725	981,668	1,005,611	1,029,555	1,053,498	1,077,441	1,101,384	1,125,327	1,149,270
42	979,086	1,003,563	1,028,041	1,052,518	1,076,995	1,101,472	1,125,949	1,150,426	1,174,903
43	1,000,976	1,026,001	1,051,025	1,076,049	1,101,074	1,126,098	1,151,123	1,176,147	1,201,171
44	1,023,404	1,048,989	1,074,574	1,100,159	1,125,745	1,151,330	1,176,915	1,202,500	1,228,085
45	1,046,388	1,072,548	1,098,708	1,124,868	1,151,027	1,177,187	1,203,347	1,229,506	1,255,666

Appendix

Wage table increase for the 2024-2028 collective agreement term

A wage table increase shall be adopted for the union during the 2024-2028 collective agreement term. The wage table increase is intended to promote the development of labour costs of staff in the public sector within the domain of the relevant umbrella organizations generally keeping pace with the development of labour costs of comparable groups in the private sector. It is not intended to ensure the development of labour costs of individual unions or employees. Comparison groups in the private sector are specified using the sections of the Icelandic occupational classification system of Statistics Iceland (ÍSTARF) in the specified period. The wage table increase does not affect the pay rises agreed upon in the collective agreements. The effect of wage changes in connection with the implementation of Article 7. of the agreement on changes to pension structure for public employees from 2016, where applicable, do not have the effect of reducing the wage table increase.

Umbrella organization comparison groups

The development of labour costs of the umbrella organizations of government employees to which the union is a party shall be compared with the development of labour costs of comparable professions in the private sector. The comparison groups of the umbrella organizations are as follows:

Umbrella organization	Employer	Profession on the private market
BHM (the Icelandic Confederation of University Graduates)	State	Specialists (ÍSTARF section 2)
KÍ (The Icelandic Teachers Union)	State	Specialists (ÍSTARF section 2)
BSRB (Iceland's largest federation of public worker unions)	State	45% technicians and specially trained (ÍSTARF section 3), 35% Service, sales, and shop workers (ÍSTARF section 5), 15% office workers (ÍSTARF section 4) and 5% specialists (ÍSTARF section 2)
ASÍ (The Icelandic Confederation of Labour)	State	50% workers (ÍSTARF 7,8,9 and status number 0.1) 43% Service, sales, and shop workers (ÍSTARF section 5), 7% craftsmen (ÍSTARF 7 and status number 2.3)

Reference period and pay-out of wage table increase

During the term of the collective agreement, the development of labour costs between markets shall be compared three times, with the beginning of the period of all measurements being December 2023. The development of hourly wages for regular wages (the wage index of Statistics Iceland) during the reference period shall also be considered, except for increases related to the implementation of Article 7. of the agreement. In addition, consideration shall be given to the development of other labour costs that are agreed upon in the collective agreement and are generally calculated into the cost of collective bargaining, e.g. increase in fund contributions, changes in work arrangements or rights.

The measured wage table increase is based on the calculation of changes in the wage index and labour costs as follows:

Reference period	Modified wage table would take effect
December 2023 - December 2024	1 September 2025
December 2023 - December 2025	1 September 2026
December 2023 - December 2026	1 September 2027

Should the results of measurement lead to changes to the wage table, the modified wage table takes effect according to the above.

Prerequisite for wage table increase

The prerequisite for the wage table increase to be paid out is that there is an approved collective agreement for the above-mentioned reference period and that collective agreement-bound increases have been paid out during that period. In this way, the wage table increase will not be paid out if agreements have not been reached and the wage increases mandated by the collective agreement not been paid out within the reference period.

Committee on wage table increase

The workers' umbrella organizations (BHM, KÍ, BSRB, and ASÍ), the City of Reykjavík, and the Icelandic Association of Local Authorities shall each appoint one main representative and one alternate, and the state two main representatives and two alternates, to a committee whose task is to further define which criteria will be proposed as the basis of measurements on the development of labour costs between markets. The representative of the state chairs the committee meetings, but a committee member may request the participation and chairing of the meeting by the State Conciliation and Mediation Officer and this shall be granted.

The committee shall review and confirm the results of the calculations of each period due to the possible wage table increase of each group of government employees based on:

1. the development of the wage index of the relevant group, as compared to the development of the wage index of a comparison group in the private sector, excluding the effect of the implementation of Article 7 of the agreement
2. the development of other labour costs between markets, which are generally calculated into the cost of collective bargaining

The committee shall seek cooperation with the government, including on the collection and processing of information, and assess whether there is reason to re-evaluate the weight of comparison groups or take into consideration unexpected changes in the wage index that can be attributed to factors other than wages or actual work contribution. In addition, the committee shall establish more detailed procedural rules for itself.

The calculation of the wage table increase

If it turns out that the measured development of labour costs of the relevant umbrella organizations is inferior to that of the comparison group in the private sector, cf. the above table and the difference is over 0.5%, the wage table shall according to Article 1.1.1 be

increased by 80% of the difference measured. If the development is inferior in the last reference period, the condition for a difference over 0.5% is revoked and the wage table according to Article 1.1.1 shall be increased by 90% of the difference measured, on 1 September, 2027. This arrangement, to increase by only a certain percentage, is chosen in light of the fact that past wage developments and the wage development of the relevant group could have changed since the period covered by the measurement. If, on the other hand, the development is in public workers' favour, no action shall be taken.

If the total number of man-years of labour unions entitled to a wage table increase, in accordance with the definitions above, are under 80% of the total number of man-years of the relevant umbrella organizations, the difference in the development of labour costs between markets shall be weighted by the percentage of the man-years of unions entitled to a wage table increase with the total number of man-years of the relevant umbrella organizations. The man-years of the last calendar year shall be used as a basis. This arrangement, which involves weighing the difference, is made to prevent overpayment of wage table increases that could be attributed to the fact that the percentage of employees with an approved collective agreement and a paid increase mandated by the collective agreement were low, so that there would be a significant overestimation of the difference in the development of labour costs between markets.

Example of an arrangement for a wage table increase – assessment and payout

	Profession/ Private market	Association / Public employer
Labour cost index in December 2023	100	100
Increase in regular wages (wage index) according to Statistics Iceland	16.5%	12.5%
Increase in wages due to the implementation of Article 7 of the agreement		-0.2%
Increase in labour costs, e.g. contribution to recreational fund	0.1%	0.5%
Labour cost index of preceding December	116.6	112.8
Difference, % (116.6/112.8-1)		3.37%
Wage table increase (80% of difference)		2.70%

Example of an arrangement for a wage table increase if 70% are entitled to a wage table increase – assessment and pay-out

	Profession/ Private market	Association / Public employer
Labour cost index in December 2023	100	100
Increase in regular wages (wage index) according to Statistics Iceland	16.5%	12.5%
Increase in wages due to the implementation of Article 7 of the agreement		-0.2%
Increase in labour costs, e.g. contribution to recreational fund	0.1%	0.5%
Labour cost index of preceding December	116.6	112.8
Difference, % (116.6/112.8-1)		3.37%
Weighing based on the percentage of approved contracts and the right to wage table increase (70%)		3.37%
Wage table increase (80% of difference)		2.36%
		1.89%

Appendices signed alongside the collective agreement between Efling and the Association of Companies in Welfare Services (SFV) on 2 October 2024.

Appendix 3:

Instructions for management regarding staffing on major public holidays:

In institutions and workplaces that operate around the clock, it has proven difficult to get staff to take on extra shifts on major public holidays when a 165% premium is paid. The main reason is that the pay on major public holidays is lower than the strain and the weight of obligatory working hours and shift work incentive is not calculated for extra shifts. This can be addressed by making a shift change for those who take an extra shift on major public holidays. The employee in question then receives a change fee due to short notice, it is counted as part of the the work obligation according to the weight of mandatory working hours, is paid on top of the major public holiday premium and counts towards shift work incentives. Absence is recorded for the employee who cancels and they are paid according to the collective agreement.

Shift changes are carried out through Vinnustund and instructions can be found here:

<https://hjalp.vinnustund.is/Vinnustund/Breytingagjald.htm>

Appendix 4:

Guidelines on breaks from work

With the recent changes to collective agreements regarding working hours in daytime work, the full-time working week is now 36 active working hours according to Article 2.1.1. Daytime and shift workers are permitted to consume food and drink during their work when the job allows, but do not have control over those breaks unless otherwise agreed, cf. Article 3.1.2.

This arrangement has been in place for shift workers for years. With the recent changes to working hours, the same applies to daytime workers. There will be no changes, for example, to the provisions of the collective agreements regarding staff access to cafeterias. Jobs within the state and municipalities are extremely diverse, and therefore breaks can also vary and shall be implemented at each workplace individually, taking into account the needs of the operations and staff.

In those workplaces where employees can leave work to eat or rest, breaks are not specifically timed. In other jobs where this is more difficult, for example because staff have to relieve each other in order to take a break from work, this must be specifically taken into account when planning the workday.

Organized breaks at employees' initiative

With the agreement of an institution's management and a simple majority of the employees concerned, it is permitted to determine daily breaks at employees' initiative. Their determined duration prolongs the daily presence of the corresponding employees, as such breaks are not part of active working hours. There are examples of staff preferring to go home during their lunch break or having a specific length of break before and/or after lunch. This will continue to be permitted, but it is the decision of the workplace, i.e. management of an institution and the simple majority of staff, how such breaks will be arranged.

Staff health and safety

The goals of recent changes to working hours concern, among other things, staff health and safety. Regular breaks from work have a direct impact on the mental and physical well-being of employees, which is why they are, for example, specifically discussed in connection with rest from work in Act No. 46/1980, on facilities, hygiene, and safety at workplaces.

Appendix 5

Guidelines for the procedure of recruitment at hourly rates

According to most collective agreements, hiring staff on an hourly basis is permitted in certain cases. Employees are then paid an hourly wage. The hourly wage depends on the provisions in the collective agreement, see Article 1.4.

There can be a variety of reasons for hiring staff on a part-time basis, and it is explicitly specified in the collective agreement when this is permitted. This hiring arrangement is an exception to the general rule of hiring people for a fixed employment ratio on a monthly salary, and the allowance should be interpreted narrowly.

In most collective agreements, hiring at hourly rates is permitted in the following cases:

1. For students working during study breaks.
2. For employees who are hired on a short-term basis due to special, annual peak periods of various government agencies, although for no longer than two months.
3. For employees hired to work on specialized, limited projects.
4. For employees who work irregularly for longer or shorter hours, although only in extremely exceptional cases.
5. For pensioners who work part-time.

Special provisions of collective agreements apply to employees hired on an hourly basis, for example in respect to sick leave and notice periods.

It is important that a written contract is made regarding the employment of staff on an hourly basis. It must state the staff's hourly wage, for example in reference to the pay scale in question. Information about notice periods, vacation time, illness, and more may be granted with reference to a collective agreement as other provisions regarding the rights of staff working on an hourly basis apply.

If staff is hired on an hourly basis, or have even worked for years in such an employment arrangement, and should rightfully be on a staff rate and monthly salary, the director/manager and the employee concerned need to have a conversation about whether or not it is time to reconsider the arrangement.

If needed, help and/or further advice can be found in the following places:

Employees are advised to contact their unions and/or associations for advice and assistance.

Institutions are advised to contact the human resources and payroll division of the Financial Management Authority. Inquiries can be sent to the state's human resource centre www.mannaudstorg.is. Useful information can also be found there.

City of Reykjavík workplaces are advised to contact the relevant department's human resources service and/or the human resources and work environment department at mannaudur@reykjavik.is. Also, useful information can be found on the city's intranet, Fróði (innri.reykjavik.is)

Municipalities and their institutions are advised to contact the Icelandic Association of Local Authorities. Inquiries can be directed to thjonusta@samband.is. Useful information can also be found on the association's website <https://www.samband.is/>