

Ráðningarsamningur

Contract of employment

Nafn / Name		Kennitala / ID No.	
Lögheimili / Address	Póstnr. / Postcode	Sími / Telephone	Netfang / email

Starfsmaður / Employee

Skírnafn / First name	Kennitala / ID.no / Date of Birth	Eftirnafn / Surname
Heimili á Íslandi / Address in Iceland		Aðsetur ef annað / Temporary address
		Netfang / email
Nánasti aðstandandi / Closest family member		Sími / Tel.

Starfssvið / Field of work

Starfsheiti / Stutt lýsing á starfi / Job designation / Short description of job
Vinnustaður / Place of work <input type="checkbox"/> Vinna á mismunandi vinnustöðum / Work done at more than one place

Vinnutími / Full Working time

<input type="checkbox"/> Fullt starf 100% / position, 100%	Hlutastarf / Part time %	<input type="checkbox"/> Dagvinna / Daytime work	vaktavinna / shiftwork	klst. á dag/viku / hours per day/week
<input type="checkbox"/> Annað / Other information				

Ráðningartími / Length of engagement

<input type="checkbox"/> Ótímabundinn / Unlimited	<input type="checkbox"/> Tímabundinn / Temporary	Fyrsti starfsdagur / Starting date	til / to:	<input type="checkbox"/> Sérstakt verkefni / Special assignment
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Laun / Wages

<input type="checkbox"/> Skv. kjarasamningi / Acc. to collective agreement	Launafi./Launaprep / Payscale group / step	<input type="checkbox"/> Skv. samkomulagi / By agreement	Laun kr./mán. / Wage ISK/month		
Dagvinna / Daytime work	kr/klst. / ISK/hr	<input type="checkbox"/> Aðrar greiðslur / Other payments / Vaktaálag / Shift supplement			
Yfirvinna / Overtime	kr/klst. / ISK/hr				
<input type="checkbox"/> Vaktaálag / Shift supplement	<input type="checkbox"/> Samkv. kjarasamningi / Acc. to collective agreement	<input type="checkbox"/> Annað / Other	% á tímanum frá/til: / % per hour from/to:		
<input type="checkbox"/> Hlunnindi / Perquisites	Fyrirkomulag orlofsgreiðslna / Holiday entitlement:				
Greiðslufyrirkomulag / Method of payment	<input type="checkbox"/> Mánaðarl. / Monthly	<input type="checkbox"/> 1/2 mánaðarl. / Fortnightly	<input type="checkbox"/> Vikulega / Weekly	<input type="checkbox"/> Á reikning starfsmanns / Into bank a/c	<input type="checkbox"/>

Uppsagnarfræstur, orlof og veikindagreiðslur / Notice period, holiday pay and sick-leave pay

<input type="checkbox"/> Samkvæmt neðanskráðum kjarasamningi / Acc. to collective agreement named below	<input type="checkbox"/> Sérákvæði / Special provision
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Áunnin réttindi samkvæmt kjarasamningi* / Earned rights acc. to collective agreement*

<input type="checkbox"/> Miðað við fyrri ráðningu hjá fyrirtækinu / Based on previous engagement with company	ár / year	mán. / month
<input type="checkbox"/> Miðað við starfsgrein / Based on occupation	ár / year	mán. / month
<input type="checkbox"/> Annað / Other		

* Átt er við áunnin réttindi samkv. kjarasamningi eða samkv. reglum sem byggja á ákvæðum samningsins um Evrópska efnahagssvæðið. / *Refers to earned rights acc. to collective agreement or according to rules based on the EEA Agreement.

Kjarasamningur / Collective agreement

Um réttindi og skyldur fer að öðru leyti skv. kjarasamningi / All other rights and obligations acc. to the collective agreement	
Lífeyrissjóður / Pension fund	Stéttarfélag / Trade union

Staður / Place

Dagsetning / Date

Undirskrift atvinnurekanda / Employer's signature

Undirskrift starfsmanns / Employee's signature

Instructions for filling out the Contract of Employment

This form can be used when engaging a foreign national for employment in Iceland. Under Council Directive 91/533/EEC, the employer is obliged to explain to the employee the terms of the contract or employment arrangement and the provisions of the collective agreement. Under the Foreign Nationals' Right to Work Act, it is also necessary to apply for a work permit in cases involving non-EEA citizens, and this Contract of Employment is to accompany the application. Another contract form may be used provided that it contains at least the following information:

Contracts of employment shall contain the following minimum information:

1. The identity of the parties.
2. The employer's place of work and address. In cases where there is no fixed place of work or place where work is normally carried out, it shall be stated that the employee is engaged to work in various places.
3. The designation, position, nature or type of job for which the employee is engaged, or a short or description of the job.
4. The starting date of employment and duration. Please state if engagement is temporary or of indeterminate duration.
5. Holiday entitlement.
6. Monthly or weekly wages, e.g., with reference to a wage scale, other payments or perquisites and the payment period. Overtime and shift supplements should be stated.
7. Work ratio and working arrangements.
8. Pension fund.
9. Reference to the applicable collective agreement and relevant trade union.

Ráðningarsamningar skulu að lágmarki tilgreina eftirfarandi atriði:

1. Upplýsingar um samningsaðila, þ.m.t. kennitölu, fæðingardag og heimilisföng.
2. Upplýsingar um starfsstöð. Sé vinna unnin á fleiri en einni starfsstöð eða ekki um fasta starfsstöð að ræða skal tilgreina það.
3. Starfsheiti og stutt starfslýsing
4. Upphafsdagur ráðningar og lengd. Tilgreina skal hvort ráðning er tímabundin eða ótímabundin.
5. Fyrirkomulag orlofsgreiðslna
6. Mánaðar- eða vikulaun. Tilgreina skal upplýsingar um launaflokk sem við á eða nákvæmar launatölur, þ.m.t. dagvinnukaup, yfirvinnukaup og vaktaálgög þar sem við á.
7. Starfshlutfall og fyrirkomulag vinnutíma starfsmanns.
8. Lífeyrissjóður
9. Vísun í viðeigandi kjarasamning og hlutaðeigandi stéttarfélag.

Article 1 of the Employees' Working Conditions and Compulsory Pension Rights Insurance Act, No. 55/1980

Wages and other terms of service agreed by the organizations of the social partners shall be minimum terms, applying to all employees in the relevant occupation in the area covered by the agreements, irrespective of gender, nationality or period of employment. Agreements between individual employees and employers specifying poorer terms than those stated in the general collective agreements shall be void.

1. gr. laga nr. 55/1980 um starfskjör launafólks og skyldutryggingu lífeyrisréttinda

Laun og önnur starfskjör, sem aðildarsamtök vinnumarkaðarins semja um, skulu vera lágmarkskjör, óháð kyni, þjóðerni eða ráðningartíma fyrir alla launamenn í viðkomandi starfsgrein á svæði því er samningurinn tekur til. Samningar einstakra launamanna og atvinnurekenda um lakari kjör en hinir almennu kjarasamningar ákveða skulu ógildir.