

#### Which collective agreement apply

- The collective agreement of the Federation of General and Special workers in Iceland (SGS) and SA Confederation of Icelandic Enterprise is a agreement that Framsýn is a part of. This is the collective agreement for employees in tourism.
- The collective agreement between LÍV - The Commercial Federation of Iceland and and SA Confederation of Icelandic Enterprise is a agreement that Framsýn is a part of. This is the collective agreement for reception employees.
- The collective agreement between LÍV - The Commercial Federation of Iceland and and SA Confederation of Icelandic Enterprise is a agreement that Framsýn is a part of is also the agreement used for composite jobs in tourism companies.

#### Are you in the correct union?

All employees working in Framsýn's area of influence must pay membership fees to Framsýn provided that their terms and other rights are governed by the collective wage agreement between SGS and SA-Business Iceland for employees in the tourist sector. In return, the union holds the responsibility of guarding their interests in the labour market and of providing them with the information that they need at any time as regards their rights and duties in the labour market.

#### Framsýn area

The Framsýn area covers the municipalities Norðurþing, Skútustaðahreppur, Þingeyjarsveit and Tjörneshreppur.

#### Questions about the rights of members

Employees are welcome to send any questions they may have about the substance of the collective wage agreement to the e-mail [kuti@framsyn.is](mailto:kuti@framsyn.is) and/or [linda@framsyn.is](mailto:linda@framsyn.is).

#### NOTE

**All matters brought to the union are confidential if so requested.**

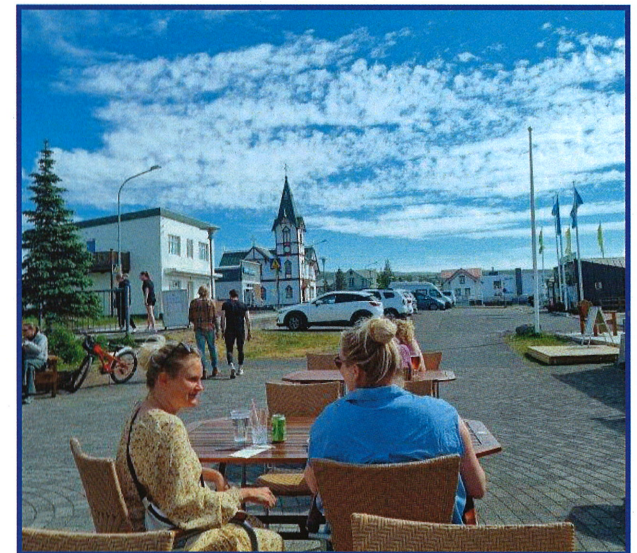
*Further information on anything relating to your rights and duties can be obtained from the offices of the Húsavík Labour Union Office (Skrifstofu stéttarfélaganna, Garðarsbraut 26 á Húsavík) or on the website [www.framsyn.is](http://www.framsyn.is).*

**Skrifstofa stéttarfélaganna  
(Húsavík Labour Union Office) tel. 464 6600  
Húsavík 2021**



**Do you work in a restaurant,  
hotel, guesthouse  
or the entertainment  
tourism service sector?**

***Useful information for employees  
in the tourist services sector***



  
**FRAMSÝN**  
STÉTTARFÉLAG ÞINGEYINGA  
***We guard the rights of our members***



### Type of employment

Employees may either be recruited for hourly rates or for shift work. The type of employment must be clearly stated in the employment contract.

### Shift work

The maximum length of a shift is 12 hours.

The minimum length of shifts is 3 hours.

Each shift shall run as a continuous period.

In shift work, supplements are paid for the proportion of the 40-hour work period that falls outside normal daytime working hours.

- 33% supplement is paid from 17:00 to midnight Monday to Friday
- 45% supplement is paid on all nights from midnight to 08:00 and also on Saturdays and Sundays
- 90% is paid on all watches on special major public holidays

### When does your shift end?

Shifts must be planned for 4 weeks at a time, and the shift schedule presented with at least one week's notice before implementation.

Shift beginnings and endings must be recorded in the shift schedule. If this is not done, daytime pay must be paid during daytime and overtime pay during the overtime period.

### Winter vacation time for work during public holidays

Employees who work shift work earn a total of 12 winter vacation days based on full-year employment in exchange for working on weekends and during public holidays. The parties may agree on payment instead of the vacation days in question, in which case 8 hours of daytime work is paid for each vacation day, based on full-time employment. Substitute workers receive payment for earned winter vacation days on termination of employment.

### Meals during working hours

The employer provides employees with meals during working hours, free of charge.

### Clothing

Employees must always be clean and neat. If employees are required to wear specific work clothing, such clothing must be provided as needed by the employer at no cost to the employee.

The employer shall be responsible for the maintenance and cleaning of the clothing he provides and is the employer's property.

### An employment contract should be done

At the time of start of employment, all employees have the right to get an employment contract. In the employment contract the timing of the employment should be stated, the work arrangements, salary and what collective agreement is valid for the job.

### Jafnaðarkaup

*(flat rate found by dividing monthly pay by the hours worked)*

"Jafnaðarkaup" does not exist in collective wage agreements and is therefore not permitted. There have been examples of companies in the tourism sector that have not complied with this rule and have paid employees jafnaðarkaup. Experience has shown that the criteria used for the calculation are often wrong.

### Minimum rest

Minimum rest is to be continuous, i.e. 11 hours per 24-hour period.

### Shop stewards must be elected

Employees may elect one shop steward in each workplace where there are more than 5 employees and 2 stewards where there are more than 50 employees. Shop stewards are expected to guard the interests of the employees.

### Some points from the collective wage agreements:

- 22 year biological age is equivalent to length of service after 1 year.
- Employees who do not work regular shift work are to be paid an hourly rate, i.e. day time rate during daytime hours and overtime rates during hours outside daytime hours.
- The maximum daytime hours per month is 173.33 hours, after which overtime pay must be paid, i.e. with an 80% supplement.
- Daytime pay must be calculated by dividing the monthly pay by 172.
- Refreshment breaks are to be 5 minutes for each worked hour and divided as agreed between the employee and the supervisor.
- Holiday pay may not be included in the wage rate.

- A minimum of four hours must be paid for call-outs.
- Employees that are hired for management positions are entitled to a 15% extra salary on the salary already agreed in the collective agreement.
- Employees in tourism should be paid according to article 2.9 and 2.10 in the fitting collective agreement about standby shifts and/or is made to answer phone when regular working hours are finished.

### You are entitled to a pay slip

Wage earners are entitled to a pay slip at each pay-out. The pay slip must be itemised and contain information such as daytime work, overtime, shift supplements and other supplements and bonuses. All deductions must be itemised. Keep your pay slips, as you can use them to prove your entitlements.

### Placement in wage brackets

According to collective wage agreements, employees may be placed in wage category 4 provided that the employees are recruited on hour rates. Employees hired for shift work are to be placed in wage brackets 5 and 6 depending on their responsibilities. It should be noted that these are minimum wage terms. The terms of employees working in offices and receptions are governed by another collective wage agreement, i.e. the collective wage agreement between LiV (Commercial Federation of Iceland) and SA (SA-Business Iceland).

### The union's membership priority right

As the employment starts Framsýn members have the priority to work with tourism jobs since said jobs terms are agreed by Framsýn's contract area.

### Make a tenancy agreement

When companies in tourism provide housing for their employees for a fee are bound by the laws number 36/1994 about making and content lease agreements. The housing should be meant for living in and meet the standards for this kind of use.

### Membership fee and service area

Those employees working by the collective agreements of Framsýn inside the Framsýn area pay membership fee to the union. That is the basis for these employees to get service from the union and also gives them access to grants from the unions funds as well as educational funds.

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**Contact us if you suspect that your employment arrangements are not as they should be!**