

# Standardised Contract for IAESTE Trainees

To be handed in with the application for the trainees work application. The trainee and IAESTE hold one copy each.

1. Company		
Name	Supervisor	
Company org. nr		
Address		
2. Trainee		
Name	Social security number (if any)	
Address		
3. Place of work (cf. section 14-6 (1) b) of the Working environment act)		
Address		
4. Job description (title, post, category of work)		
5. Duration of employment, working hours		
First day of employment	Last day of employment (if applicable)	
Weekly working hours (duration/disposition)	Daily working hours (duration/disposition)	
Other working hours arrangement		
Trial period is 1 month with 14 days notice period for either party		
Holidays and breaks are to be decided according to the provisions of the Act relation to Holidays		
6. Pay		
Hourly/monthly pay	Method of payment	Payment intervals
Overtime supplement (minimum 40%)	Public holiday/ night allowance	Other supplements
Allowances/expenses		
All over time must be agreed between the parts. Holiday pay is additional to pay, cf. Act relating to Holidays		
This contract follows The Working Environment Act regarding overtime supplement and termination of employment relationship.		
There is four-week notice on either side. This agreement may only be departed if both parties agree to it in writing. One copy should be sent to IAESTE once completed.		
7. Other information		
Accommodation will be arranged by: IAESTE <input type="checkbox"/> Employer <input type="checkbox"/>		
8. Signatures		
I, as employer, hereby confirm that I offer a practical and educational work to the person mentioned above, through IAESTE's Trainee programme.		
I, as a trainee, confirm that I accept to work only for one employer, the employer given in this contract.		
Date / Employer's signature		
Date / IAESTE's signature		
Date / Trainee's signature		

## **Excerpts from Chapter 14 of the Working Environment Act – Appointment etc.**

*as subsequently amended, last by Act of 21 December No. 121*

### **Section 14-5. Requirements regarding a written contract of employment**

- (1) All employment relationships shall be subject to a written contract of employment. The employer shall draft a written contract of employment in accordance with section 14-6. An employee shall be entitled to engage the assistance of an elected representative or other representative both when drafting and when amending the contract of employment.
- (2) In employment relationships with a total duration of more than one month, a written contract of employment shall be entered into as early as possible and one month following commencement of the employment at the latest.
- (3) In employment relationships of a shorter duration than one month or in connection with contract labour, a written contract of employment shall be entered into immediately.

### **Section 14-6. Minimum requirements regarding the content of the written contract**

- (1) The contract of employment shall state factors of major significance for the employment relationship, including:
  - a) the identity of the parties,
  - b) the place of work. If there is no fixed or main place of work, the contract of employment shall provide information to the effect that the employee is employed at various locations and state the registered place of business or, where appropriate, the home address of the employer,
  - c) a description of the work or the employee's title, post or category of work,
  - d) the date of commencement of the employment,
  - e) if the employment is of a temporary nature, its expected duration,
  - f) where appropriate, provisions relating to a trial period of employment, cf. Section 15-3, seventh paragraph, and section 15-6,
  - g) the employee's right to holiday and holiday pay and the provisions concerning the fixing of dates for holidays,
  - h) the periods of notice applicable to the employee and the employer,
  - i) the pay applicable or agreed on commencement of the employment, any supplements and other remuneration not included in the pay, for example pension payments and allowances for meals or accommodation, method of payment and payment intervals for salary payments,
  - j) duration and disposition of the agreed daily and weekly working hours,
  - k) length of breaks,
  - l) agreement concerning a special working-hour arrangement, cf. section 10-2, second, third and fourth paragraphs,
  - m) information concerning any collective pay agreements regulating the employment relationship. If an agreement has been concluded by parties outside the undertaking, the contract of employment shall state the identities of the parties to the collective pay agreements.
- (2) Information referred to in the first paragraph (g) to (k) may be given in the form of a reference to the Acts, regulations and/or collective pay agreements regulating these matters.

### **Section 14-8. Changes in the employment relationship**

Changes in the employment relationship as referred to in sections 14-6 and 14-7 shall be included in the contract of employment as early as possible and not later than one month after entry into force of the change concerned. This shall nevertheless not apply if the changes in the employment relationship are due to amendments to Acts, regulations or collective pay agreements, cf. section 14-6, second paragraph, and section 14-7, second paragraph.