

GUIDELINES ON SPECIAL WORK ASSIGNMENTS 2021

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FA and Finansforbundet have jointly prepared this guide with a collection of examples that we hope will provide answers to many questions.

When there is a need in the companies for activities that fall under the provisions of Section 10 "Special work assignments", participation must take place through entering an agreement between the manager and the employee.

If the special work assignments are performed outside the employee's normal working hours, on Saturdays, Sundays or holidays or on the employee's scheduled free days, as a general rule, an additional fee shall be paid in accordance with Section 9, Paragraph 4. The hours worked shall be added to the time bank on a 1:1 basis along with any supplements.

If it becomes necessary to order overtime or additional work to be able to conduct an event, a supplement shall be paid in accordance with Section 9, Paragraph 4 for hours that fall outside of the employee's normal working hours, on Saturdays, Sundays, public holidays or the employee's scheduled free days. The works worked are added to the time bank as overtime or additional work along with any supplements.

Examples of situations where management has the right to order overtime or additional work in connection with events in accordance with Section 10:

- When employees who have entered into an agreement in accordance with Section 10 become ill
- When the events reach a scope that could not have been realised when entering the agreements
- Where the arrangements are made necessary or affected by unforeseen events and it has not been possible to enter into the necessary number of agreements

There may be events that many employees would like to participate in - even with reduced supplementary payment, or events that too few employees want to participate in. Therefore, the company and the union representative may enter agreements on changing the supplementary agreement depending on the nature of the event.

Employees on fixed salary

If it is a natural part of the job, e.g. bank consultant, to go out and eat or participate in social activities with customers and the employee themselves has an influence on how these activities are planned and held, this does not trigger special payment in accordance with Section 10.

If, on the other hand, such an activity is not a natural part of an employee's job, it will have to be agreed, depending on the circumstances, whether the person in question will participate and if so, whether it will trigger a supplement in accordance with Section 9, Paragraph 4, see Section 10.

Examples:

By night event

The bank participates in the trade association's "by night" event in the city. Therefore, the bank's branches in the city are open from 6 p.m. to 10 p.m. The staff distributes balloons and information leaflets about the bank's products. They also hold a competition to see who can stack the highest pile of 20-kroner coins.

The bank may enter into an agreement with the necessary number of employees, who are remunerated on a 1:1 basis in accordance with Section 10 and supplements in accordance with Section 9, Paragraph 4, unless the company and the union representative have agreed on another supplement rate.

Guarantor, customer council, shareholder meetings etc.

The bank convenes a guarantor meeting etc. and the following employees participate:

IT employees must set up equipment and take it down afterwards.

They may be ordered to perform additional work and are remunerated in accordance with this provision, as it is part of their normal work.

The auditor and Chief Accounting Officer must secure ballot forms by running them to the bank's box.

They may be ordered to perform additional work and are remunerated in accordance with this provision, as it is part of their normal work.

Employees from the Marketing Department take pictures, instruct assistants and hold microphones during debates.

The bank may enter into an agreement and remuneration is paid in accordance with Section 10, i.e. hours are paid on a 1:1 basis and supplements are paid in accordance with Section 9, Paragraph 4, unless the company and the union representative have agreed on another supplement rate.

Consultants receive guests, look after cloakrooms and handle access control.

The bank may enter into an agreement and remuneration is paid in accordance with Section 10, i.e. hours are paid on a 1:1 basis and supplements are paid in accordance with Section 9, Paragraph 4, unless the company and the union representative have agreed on another supplement rate.

Due to many participants, the bank orders an additional 2 employees to participate in the guarantor meeting.

The bank must pay remuneration in accordance with Section 18, paragraph 7, i.e. hours are paid on a 1:1 basis and supplements are paid in accordance with Section 9, Paragraph 4, unless the company and the union representative have agreed on another supplement rate.

Visit to ZOO

The company invites customers to visit ZOO on a Tuesday evening together with employees at the company. The company may enter agreements in accordance with Section 10 with the number of employees who will participate in the event. The employees are remunerated in accordance with Section 10, i.e. hours are paid on a 1:1 basis and supplements are paid in accordance with Section 9, Paragraph 4, unless the company and the union representative have agreed on another supplement rate.

As 2 of the employees who have entered agreements have become ill, the company orders 2 other employees to participate.

The company must pay remuneration in accordance with Section 18, paragraph 7, i.e. hours are paid on a 1:1 basis and supplements are paid in accordance with Section 9, Paragraph 4, unless the company and the union representative have agreed on another supplement rate.

Evening meeting for customers regarding, e.g. pension, investments, housing etc.

Customers are invited to attend an event from 6 p.m. to 9:30 p.m. A light meal and drinks will be served at the meeting. An investment expert from the company and a pension expert from the insurance company that the company works with give lectures and:

A. The company's own consultants must attend the meeting as part of their work and learn new things:

- They are remunerated in accordance with the provisions on overtime and for any additional transport time, see Sections 22 and 23 in the Standard Collective Agreement.

B. The company enters into agreements with 2 other employees to participate – their assignment is to be available for customers:

- They are remunerated in accordance with Section 10 on a 1:1 basis and supplements are paid in accordance with Section 9, Paragraph 4, unless the company and the union representative have agreed on another supplement rate.

C. A number of other employees are offered to participate on a voluntary basis

- These employees are not remunerated for participation.

See also the guidelines on participation in meeting and course events.

Phone banking night

The branch management decides to conduct a phone banking night, where employees will call select potential customers and try to arrange a meeting with them. The work runs from 4:30 p.m. to 8 p.m.

The event is covered by Section 10 and therefore participation must be agreed with individual employees. Remuneration occurs on a 1:1 basis and supplements in accordance with Section 9, Paragraph 4.

Football match

The company invites 5 major customers to attend an important football match. The company agrees with the Business Customer Manager that he will participate along with the customers. 5 other employees are also offered to participate.

The Business Customer Manager is remunerated in accordance with Section 10 on a 1:1 basis and supplements are paid in accordance with Section 9, Paragraph 4, unless the company and the union representative have agreed on another supplement rate. + any additional transport time. The other 5 employees are not remunerated.

Collective agreement

§ 10 Special work assignments

Paragraph 1 In the event of special work assignments of a marketing nature inside or outside the company, the manager and employee agree on their participation.

Payment is made on a 1:1 basis and supplements in accordance with Section 9, Paragraph 4. An agreement can be entered between the company and the union representative on changing the supplement rates.

§ 9 Agreements and supplements

Paragraph 4. The following is paid for agreed working hours at special times: For work on weekdays:

- between 6 a.m. - 7 a.m., a supplement of 45 % of the hourly wage
- between 7 a.m. - 8 a.m., a supplement of 25 % of the hourly wage
- between 6 p.m. - 8 p.m., a supplement of 45 % of the hourly wage
- between 8 p.m. - 6 a.m., a supplement of 65 % of the hourly wage

For work on Saturdays, Sundays and public holidays:

- between 6 a.m. - 10 p.m., a supplement of 65 % of the hourly wage
- between 10 p.m. - 6 a.m., a supplement of 75 % of the hourly wage.

In the event of illness, holiday etc., the standard supplement is paid.

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