

**Unofficial translation - In case of discrepancies between the Finnish and the English text, the Finnish text shall prevail**

## **General collective agreement for the private teaching sector and regulations specific to educational institutions**

Signing minutes on the modernisation of the general collective agreement for the private teaching sector

By means of this signing minutes, the signatory federations have agreed on the modernisation of the general collective agreement for the employment conditions and compensation of the employees of private educational institutions and study centres affiliated to the Finnish Education Employers under the following terms:

### **1. VALIDITY**

The collective agreement will enter into force on 1 April 2020 and will remain in force until 31 March 2022.

### **2. SALARY INCREASES DURING THE AGREEMENT PERIOD**

The following salary increases will be applied during the agreement period:

General increases	
1.8.2020	1.1 %
1.6.2021	1.1 %

General increases increase personal salary and pay scale salary as well as supplements and rewards in euros.

Local and/or arranged instalments	
1.12.2020	0.5 %
1.12.2021	0.5 %

The first instalment, which is to be distributed on 1 December 2020, will be spent locally as determined by the employer based on the demanding nature of the duties or work performance.

Before the instalment is distributed, the employer shall negotiate the grounds for spending the instalment with shop stewards.

In terms of vocational training schools (Annexes 10–13 and annual working time), the instalment will not be distributed due to the cost of

implementing the annual working time system, as has jointly been stated in the signing minutes for the annual working time solution.

The second instalment, which is to be distributed on 1 December 2021, will be spent as follows for various personnel groups:

1. Administration and support service personnel

The entire instalment will be distributed locally (0.5 %) as determined by the employer based on the demanding nature of the duties or work performance.

Before the instalment is distributed, the employer shall negotiate the grounds for spending the instalment with shop stewards.

2. Teaching personnel

In terms of all annexes, one half of the arranged instalment will be spent on the work performed by the working group dealing with regulations for hourly teachers.

In terms of annexes 1 and 2, one half of the arranged instalment will be spent on the work performed by the working group dealing with the changes required by the General Upper Secondary Schools Act and the modernisation of the curriculum. In terms of the other annexes, one half of the arranged instalment will be spent locally as determined by the employer based on the demanding nature of the duties or work performance. Before the instalment is distributed, the employer shall negotiate the grounds for spending the instalment with shop stewards.

The amount of the local instalment for 1 December 2020 is determined according to the salary for September 2020.

The amount of the local instalment for 1 December 2021 is determined according to the salary for September 2021.

The amount of the local instalments will be calculated separately for the salary of each personnel group.

In educational institutions, for compelling economic reasons caused by the coronavirus epidemic, the amounts and the time of payments for the local instalment for 1 December 2020 may be agreed on otherwise in writing.

### 3. TEXTUAL AMENDMENTS TO THE COLLECTIVE AGREEMENT

The textual amendments have been agreed on in separate annexes.

The textual amendments will be entered directly in the collective agreement. The amended texts will be in boldface.

#### 4. SHOP STEWARD AND LABOUR PROTECTION DELEGATE COMPENSATION

The shop steward and labour protection delegate compensation will be increased on 1 August 2020 by 1.6 %, and on 1 June 2021 by 1.6 %.

#### 5. WORKING GROUPS

The following working groups will be operating during the agreement period:

##### 5.1. Working group processing the amendments required by the General Upper Secondary Schools Act and the modernisation of the curriculum

The working group will examine, assess and prepare the amendments to the collective agreement that are required due to the General Upper Secondary Schools Act and the modernisation of the curriculum for upper secondary schools, so that the amendments may be implemented for the academic year beginning on 1 August 2021. The working group will also examine the need for change in the upper secondary school resources and separate compensations. The deadline for the working group is 31 March 2021. 0.25 % of the arranged instalment will be reserved for implementing the changes by 1 August 2021. If the working group does not reach a mutual understanding on the necessary changes by the end of the working group term, one half of the instalment will be distributed as a general increase and the other half as determined by the employer based on the work performance on 1 August 2021.

##### 5.2. Working group for regulations for hourly teachers

The working group will examine, modernise, and where possible, harmonise the entries for regulations for hourly teachers in various annexes. Where possible, the regulations for hourly teachers will become more similar to general regulations for teachers. The term of the working group will end on 31 October 2021, and the working group will prepare the amendments so that they can be implemented on 1 January 2022. 0.25 % of the arranged instalment will be reserved for implementing the changes. If the working group does not reach a mutual understanding on the necessary changes by the end of the working group term, one half of the instalment will be distributed as a general increase and the other half as determined by the employer based on the work performance on 1 January 2022.

##### 5.3. Working group for occupational well-being

The working group looks at improving the quality and productivity of working life and occupational well-being. In addition, the working group examines the performance of joint activities and occupational health and safety and prepares joint training for local agreements. The working group promotes educational institutions being in possession

of sufficient data and their preparedness to plan local measures for promoting the occupational well-being of personnel, for supporting well-being at work and longer careers. The parties to agreements will support, monitor and assess the progress of well-being at work.

#### 5.4. Statistical working group

A statistical working group charged with assessing and developing the keeping of salary statistics and the use of statistics in educational institutions will operate during the collective agreement period.

### 6. PRINCIPLE OF CONTINUOUS NEGOTIATION

The parties will negotiate according to the principle of continuous negotiation on the need to change the collective agreement manifested during the agreement term.

### 7. ENTRY INTO FORCE OF THE AGREEMENT

This agreement will enter into force on 1 April 2020. The amendments to the working time regulations will enter into force as follows: for the administrative and support services personnel, on 1 August 2020, and for the teaching personnel, on 1 August 2020, except for the universities of applied sciences, sports training centres and folk high schools (annual working time) operating in the rhythm of the calendar year, in which case the amendments will enter into force on 1 January 2021.

Helsinki, 23 March 2020

FINNISH EDUCATION EMPLOYERS (FEE)

THE TRADE UNION OF EDUCATION IN FINLAND, OAJ

THE FEDERATION OF PUBLIC AND PRIVATE SECTOR  
EMPLOYEES JYTY

THE TRADE UNION FOR THE PUBLIC AND WELFARE SECTORS  
(JHL)

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# **GENERAL COLLECTIVE AGREEMENT**

## **BETWEEN THE FINNISH EDUCATION EMPLOYERS, THE TRADE UNION OF EDUCATION IN FINLAND (OAJ), THE FEDERATION OF PUBLIC AND PRIVATE SECTOR EMPLOYEES (JYTY) AND THE TRADE UNION FOR THE PUBLIC AND WELFARE SECTORS (JHL)**

### **CHAPTER 1 GENERAL REGULATIONS**

#### **Section 1 Scope of the agreement**

This agreement stipulates the terms and conditions of employment of employees of private educational institutions and study centres affiliated to the Finnish Education Employers.

The agreement shall nevertheless not apply to:

- a. individuals serving in the management of the educational institution, such as CEOs and other similar persons representing the employer in determining the salary and conditions of employees who are subject to this collective agreement.

Application instruction:

This refers to individuals whose main duties include serving as the employer's representative and who have an independent and responsible position in the organisation serving in the management of a company.

- b. temporary lecturers in teaching work.

#### **Section 2 Direction and assignment of work and the right to organise**

1. The employer shall be entitled to direct and assign work, and to engage and dismiss employees.
2. Both sides shall enjoy the unfettered right to organise.

#### **Section 3 Beginning of employment**

##### **Employment contract and the information delivered to the employee**

1. The employment contract shall be made in written form taking into account the regulations of Chapter 1, Section 3 and Chapter 2, Section 4 of the Employment Contracts Act.
2. A fixed-term employment contract may be made on grounds mentioned in the current Employment Contracts Act. If a fixed-term employment contract has been made on grounds other than those mentioned above, or if successive fixed-term employment contracts have been signed without a valid reason, the contract will be considered to be an employment contract which is valid indefinitely.

3. The employer's representative is to ensure that the new employee is clear about labour organisation and negotiation arrangements for their field, who the shop stewards are and where they may be consulted. Shop stewards shall be entitled to inspect the written employment contracts of the members of the organisation concerned.

### **Trial period**

4. In terms of a trial period, the regulations in the current Employment Contracts Act will be followed. The regulations on trial periods will not be included in the collective agreement.

## **Section 4 End of employment and lay-offs**

### **Fixed-term employment contract**

1. A fixed-term employment contract will end by the end of the term or on completion of the work agreed on, without a period of notice. If the duration of the contract has not been determined in terms of calendar periods, the employer shall notify the employee of the time of termination of the contract as soon as it is known to the employer.

### **Periods of notice and the notice procedure**

2. Unless otherwise agreed in this collective agreement, the following periods of notice depending on the length of continuous employment shall be observed when the employer terminates an employment contract:
  - 14 days if the employment has continued for no longer than a year,
  - 1 month if the employment has continued for longer than a year but no longer than 4 years,
  - 2 months if the employment has continued for longer than 4 years but no longer than 8 years,
  - 4 months if the employment has continued for longer than 8 years but no longer than 12 years, and
  - 6 months if the employment has continued for longer than 12 years.

Unless otherwise agreed in this collective agreement, the following periods of notice shall be observed when the employee terminates an employment contract:

- 14 days if the employment has continued for no longer than 5 years, and
- 1 month if the employment has continued for longer than 5 years.

The period of notice of termination shall begin on the day following the day of termination.

3. The termination of employment shall comply with the procedure described in the Employment Contracts Act and the Act on Co-operation Within Undertakings.
4. The employer shall verifiably terminate the contract, where necessary, in writing, and in this case, the reason for the termination shall be indicated.

### **Non-observance of the notice period**

5. If an employee with an employment contract that is valid indefinitely terminates the employment relationship without observing the period of notice, the employee shall be obliged to pay the employee an amount equivalent to salary for the period of notice which was not observed. This does not apply to cases in which the employee is entitled to terminate the employment contract or to otherwise terminate the employment relationship without a period of notice under the law or according to this agreement.

### **Lay-offs**

6. Employees with an employment contract that is valid indefinitely may be laid off in compliance with a notification period of 14 days.
7. The grounds for layoffs and the layoff procedure are determined according to the Employment Contracts Act and the Act on Co-operation Within Undertakings.

## **Section 5 Salary**

### **Payment of pay**

1. The grounds for the payment of pay, the salary itself and the payment of salary have been agreed on in chapters concerning salary and regulations specific to educational institutions.
2. Pay shall be paid into the bank account designated by the employee, where it shall be available to the employee for withdrawal on the due date. Salary may be paid in cash for compelling reasons only.

If the salary payment date of an employee falls on a weekday holiday, the weekday immediately preceding this day shall usually be considered the due date.

Any supplements that are determined according to the work done during the accounting period shall be paid no later than the end of the calendar month immediately following the accounting period to which they relate.

3. If the employee has work experience justifying an experience supplement at the beginning of the employment relationship, the experience supplement will be granted at the beginning of the employment relationship.

New experience supplements will be paid from the beginning of the month following the granting of the right to such supplements.

### **Daily salary and salary of part-time employees**

4. When calculating daily salary based on monthly salary, the divisor used is the number of calendar days each month.
5. The salary of part-time employees is determined based on the relationship between the agreed working time and the maximum working time.

### **Section 6 Travelling expenses and per diem allowances**

Compensation shall be paid in accordance with the current decision of the National Board of Taxes on the non-taxable compensation for travelling expenses for the expenses incurred by an employee who travels at the employer's behest.

The employee shall use the cheapest available vehicle and mode of transportation.

### **Section 7 Workwear and protective clothing**

If the employer or the duties require that the employee wears a certain type of workwear, protective clothing or footwear at work, the employer shall acquire and maintain it.

### **Section 8 Shop steward**

The shop steward agreement in Chapter 8 will be observed for shop stewards.

### **Section 9 Training**

In terms of personnel training, joint training and trade union training, the training agreement in Chapter 8 will be complied with.

### **Section 10 Association at the workplace**

A registered sub-association of a union which is party to this collective agreement and a department, shop-floor committees or other similar party at the workplace concerned may organise meetings on matters regarding the employment relationships at the workplace outside of working hours (before working hours, during the lunch break, immediately after working hours and, where separately agreed on, during the weekly rest period) on the following conditions:

- a. An agreement shall be made with the employer on organising a meeting at the workplace or in another location referred to in this

Section, and where possible, it should be done three days before the intended meeting.

- b. The employer shall indicate the place of the meeting, which is a location managed by the employer and suitable for the purpose either at the workplace or in its vicinity. If such a place is not available, the matter should be discussed where necessary in order to find a suitable solution. When selecting the place for the meeting, attention should be paid to features such as the ability to comply with regulations on occupational safety, occupational hygiene and fire safety and that the meeting does not interfere with business or production activities.
- c. The association and organiser who reserved the meeting place shall be in charge of the order of the meeting, and the cleanliness of the meeting facilities. The shop steward for the association shall be present at the meeting.
- d. The meeting organisers shall be entitled to invite to the meeting representatives of the union which is party to the collective agreement and its sub-association and representatives of the central organisation concerned.

The notifications and notices of the employee union and the sub-division mentioned in Paragraph 1 may be attached to a bulletin board reserved for that purpose at the workplace.

### **Section 11 Central organisation agreements**

1. As part of the collective agreement, the following valid central organisation agreements will be observed:
  - Recommendation on the prevention of substance abuse problems, processing of matters of substance abuse and referral for treatment at workplaces
  - Group life insurance agreement
2. If these agreements are amended, the entry into force of the amendments shall be separately agreed on.

### **Section 12 Charging membership fees**

With the authorisation of the employee, the employer shall charge membership fees from the signatory federations in connection with the payment of salary and remit them to the bank account indicated by the union according to the instructions provided.

At the end of the year, the employee will be paid a certificate on the sum that was drawn for taxation.

### **Section 13 Settlement of disputes and financial penalties**

1. Disputes on the interpretation, application or violation of this contract shall be discussed between the employer and the shop steward of the employees concerned.
2. In cases where local negotiations resulted in a settlement, a memorandum briefly mentioning the subject of the negotiation shall be drafted on the matter and signed by both parties. If local negotiations do not result in a settlement, and one of the parties wishes to submit the matter to the unions, a memorandum briefly mentioning the subject of the dispute as well as the facts and the position of both parties shall be drafted on the matter and signed by both parties.
3. Local negotiations shall be launched within two weeks, unless otherwise agreed, and negotiations between the signatory federations shall be launched within three weeks of a notification by either of the parties, unless otherwise agreed.
4. If the negotiations between the organisations do not result in a mutual agreement, the matter may be submitted to a Labour Court.
5. The maximum financial penalty imposed on a private educational institutions/study centre and a local trade union is EUR 2,590 according to Section 7–9 of the Collective Agreements Act (436/1946).

### **Section 14 Valid benefits**

This collective agreement does not apply to benefits based on an agreement between the employer and the employee or a unilateral decision of the employer, which are not based or have not been based on the collective agreement or an agreement on operating conditions.

### **Section 15 Obligation of good labour relations**

All collective action concerning this collective agreement or its individual regulations are prohibited.

### **Section 16 Validity of the agreement**

1. This collective agreement shall be in force according to the signing minutes, and subsequently, one year at a time, unless it is terminated in writing by either of the parties no later than six weeks before its impending termination.
2. In connection with the termination, the party terminating the collective agreement shall submit a memorandum with proposals for amendments to the other party.

3. The regulations of the collective agreement shall remain in force until the entry into force of a new agreement or until either party has declared that the negotiations between the parties have come to an end.

## CHAPTER 2 WORKING TIME

### Section 1 Scope of application

1. The regulations in this chapter shall be applied to administration and support service personnel.
2. The working time of teaching personnel is determined according to the chapter on the working time and salary for teaching personnel.

### Section 2 Regular working hours (entry into force on 1 August 2020)

1. Regular office hours shall average not more than **7 hours and 15 minutes** per day, and **36 hours and 15 minutes** per week.
2. Regular working hours for duties other than office work shall average not more than 9 hours per day and no more than 10 hours per night shift and no more than **38 hours and 15 minutes** per week.

Application instruction:

By means of various working time arrangements, working time may be implemented as in a system of leisure time compensation, so that the daily working hours may vary on different working days during the week, or, within a reference period, working time may be organised so that employees may take time off for a longer continuous period.

3. In duties according to Paragraph 1, the daily regular working hours may be temporarily increased by no more than one hour. The temporary increase in working hours will be recorded in the work schedule when the list is drafted.
4. **The review period for the maximum number of working hours under the Working Hours Act is no more than 12 months (entry into force on 1 January 2021).**
5. **The employer may commission no more than six additional hours of work and no more than six hours of paid training at a simple hourly salary per year.**

**Additional work and training may not take place on Sundays, weekday holidays or Saturdays during weeks with midweek holidays.**

**Additional work and training may take place on no more than two Saturdays per year.**

**Compensation for additional work and training shall be paid as a supplement to the monthly salary.**



**The timing of the additional work and training shall be such that it does not unreasonably inconvenience individual employees.**

**Employees shall be notified of the need for additional work and training as early as possible, and employees shall be entitled to refuse them on a case-by-case basis.**

**For 2020, based on the entry mentioned above, there are three hours of additional work and three hours of training available.**

### **Section 3 Janitors' working time**

The working time of janitors is determined according to Section 2 Paragraph 2; however, the organisation of the working time may be locally agreed on, by derogation from Section 4, within the working time adjustment system.

### **Section 4 Working time adjustment system**

1. The weekly regular working time may also be arranged so that it is on average what is mentioned above in Section 2 Paragraph 1 and 2. For this, a working time adjustment system shall be drafted in advance for at least the period during which the working time will be balanced out to the average mentioned. Regular working time must not exceed 48 hours during any week of the reference period, and the working time shall balance out during a period of no more than 26 weeks.
2. In duties referred to in Section 2 Paragraph 2, regular working time may also be arranged so that during the semesters or working periods of the educational institution, it is on average 42 hours per week, provided that the regular working time will be balanced out to an average of **38 hours and 15 minutes** per week during a period of 52 weeks.

The implementation of this working time system shall be agreed on locally, and it may be implemented in employment relationships that are valid indefinitely or fixed-term employment relationships of at least 12 calendar months.

### **Section 5 Termination of an employment relationship in the middle of the reference period**

1. If the employment contract is terminated in the middle of a reference period in a working time system according to Section 4, and if the working time is not balanced out to an average of **36 hours and 15 minutes** of office hours, and to an average of **38 hours and 15 minutes** for duties other than office work, for the hours exceeding this number of hours,
  - a. unraised salary for regular working time shall be paid, if the employer is entitled to terminate the employment contract for reasons

due to the employee, or, if the employee terminates the employment contract,

- b. salary shall be paid with an increase of 50 % if the employee is entitled to terminate the employment contract or if the employer terminates employment contract on financial or production-related grounds.
2. However, for more than eight hours of work per day, salary shall be paid with an increase of 50 % indicated in Paragraphs a and b.
3. If the employment contract is terminated in the middle of the reference period, and if the weekly office hours of a full-time employee are on average under **36 hours and 15 minutes**, and for duties other than office work, on average under **38 hours and 15 minutes**, the number of hours lost will be deducted from the employee's salary.

## **Section 6 Organisation of working time and breaks**

1. The working week will be approximately 5 days long.
2. Inappropriately short shifts should be avoided. Shifts of under four hours should not be used at the workplace, unless required by the needs of the employee or another justified reason such as the nature of the work, the short-term nature of the work, the need for labour force or other acceptable reasons related to the use of labour force.
3. Except for hours of rest, regular working hours are organised daily in a continuous manner unless there is a justified reason to proceed otherwise. Locally, it is possible to agree on hours of rest between half an hour (1/2) and one (1) hour. If an employee may leave their place of work unhindered during their hours of rest, the hours of rest are not included in the working hours. In this case, employees must have a real possibility of leaving the workplace.
4. **Weekly time off may be granted between working weeks so that it is partly included in the preceding and partly in the following week. However, the majority of weekly hours of rest shall be included in the week to which the hours of rest apply.**

## **Section 7 Holidays and weekday holidays**

1. Christmas and Midsummer Eve are holidays, unless otherwise stated due to the operation of the educational institution.
2. On weeks with a weekday holiday, 1 May or Independence Day on a day other than Saturday, the amount of regular work will be decreased by the amount corresponding to the working hours of the day on the weekday holiday.

3. Each of the days mentioned above will decrease the regular working hours of the week or the reference period by the average daily number of hours (weekly working hours under the employment contract/5).

### **Section 8 Working hours during events, competitions and camp activities**

1. **When work is carried out in the non-profit organisation, the employee and the employer may agree on the number of working hours and compensation counter to the regulations of this collective agreements in connection with events, competitions and camp activities. In this case, a working time plan shall be drafted before travelling, indicating the hours considered working time, and potential hours of duty on call.**
2. The daily allowances shall be paid according to Section 6 of Chapter 1.

### **Section 9 Additional work and overtime**

#### **Additional work**

1. Additional work is any work that is done between regular working hours and the maximum regular working time under law. Salary increased by 50 % shall be paid for additional work performed between the regular working hours and a maximum regular working time under Section 2 Paragraph 1 and 2. Simple hourly salary will be paid for additional work by part-time employees.

#### **Overtime**

2. Overtime shall be any work exceeding the daily working time under the law, or work exceeding this legal daily working time and the regular working time indicated in the work schedule. Overtime may be performed within legal limits. The salary for daily overtime shall be increased by 50 % for the first two hours and by 100 % for subsequent hours.

#### **Application instruction:**

If the work performed by the employee continues on to the following day, when calculating the compensation for overtime and additional work, the work shall be considered to be performed on the preceding day until the regular working time of the employee normally begins. In this case, these hours shall not be taken into account when calculating the regular working time for the following day.

3. Weekly overtime refers to work which is not daily overtime and which is performed during the week in addition to the maximum number of hours under the law, and for which salary is increased by 50 % for the first eight hours and by 100 % for subsequent hours.

Application instruction:

If, due to an employee's illness, accident, a trip at the request of the employer, a layoff due to financial or production-related reasons, or due to the employee's participation in training organised by the employer or referred to in the training agreement, the employee has not been able to complete a number of hours corresponding to the regular weekly working time, and the employee must work on a non-working day under the working time adjustment system, then the compensation for the work performed on a non-working day shall be equivalent to the compensation for weekly overtime.

4. A number of working hours completed in the reference period system (according to the average weekly working time) will be remunerated for the hours exceeding the daily hours (daily overtime) recorded in the schedule as follows:
  - salary increased by 50 % for the first two hours, and
  - salary increased by 100 % for subsequent hours.

Salary increased by 50 % will be paid for hours of work performed in addition to the shifts indicated in the work schedule (weekly overtime).

### **Exchange of overtime pay for time off**

5. With the consent of the employer and the employee, compensation for additional work and overtime (basic salary and the increase) may be exchanged for the corresponding amount of time off or transferred to a working time bank. In this case, it shall be increased by the percentages which would have been used to increase it if monetary compensation had been received.

### **Section 10 Evening and night work**

1. A separate hourly evening work supplement of 15 % shall be paid to employees in compensation for work done between 18.00 and 21.00. The supplement will be calculated based on the hourly salary under Section 14.
2. An hourly night work compensation of 30 % of the shall be paid to employees in compensation for work done between 21.00 and 06.00. The supplement will be calculated based on the hourly salary under Section 14. If the shift that began during the previous day continues after 06.00, the night work supplement will, however, be paid until the end of the shift.
3. Monetary compensation shall be paid if it is not jointly agreed that the compensation will be a corresponding amount of time off or a transfer to a working time bank.

## **Section 11 Saturday work**

1. In addition to the other salary received for the same period, hourly salary increased by 25 % will be paid as a Saturday increase for working hours between 06.00 and 20.00. The Saturday increase will not be paid for periods eligible for the Sunday increase.
2. Monetary compensation shall be paid if it is not jointly agreed that the increase will be a corresponding amount of time off or a transfer to a working time bank.

## **Section 12 Sunday work**

1. In addition to the other salary received for the same period, simple hourly salary will be paid as a Sunday work increase for Sunday work, which refers to work performed on Sundays, other ecclesiastical holidays, 1 May and Independence Day. The Sunday increase will also be paid for work performed between 20:00 and 00:00 on days preceding the said days and on Easter Saturday, Midsummer Eve and Christmas Eve.
2. Monetary compensation shall be paid if it is not jointly agreed that the increase will be a corresponding amount of time off or a transfer to a working time bank.
3. The other regulations on work performed on Sundays are included in **Section 20 Paragraph 4** of the Working Hours Act.

## **Section 13 Urgency bonus and compensation for hours of duty on call**

1. In exchange for being contacted for urgent work and the disruption due to the required commute, an urgency bonus will be paid to the employee. **From 1 August 2020 onwards, the urgency bonus will be €11.61, and from 1 June 2021 onwards, the urgency bonus will be €11.74.** The urgency bonus is paid to employees who are contacted for urgent work by the employer during their time off without being ordered to remain on standby or without being notified of such work in advance.
2. In exchange for hours of duty on call, which does not involve staying in one's dwelling, the hourly monetary compensation paid depending on the hours of duty on call and the related commitment will be 15 % to 30 % of the simple hourly salary.
3. If, under the contract, the employee is obliged to stay in their dwelling which they may be asked to leave to come to work, the employee will be paid an hourly compensation which is 50 % of their hourly salary.
4. A monetary compensation shall be paid for hours of duty on call if it is not jointly agreed that the compensation will be a corresponding amount of time off or a transfer to a working time bank.

#### **Section 14 Hourly salary divisor**

When calculating hourly working time compensation, the simple hourly salary result from dividing the monthly salary by 163. The simple hourly salary of office work result from dividing the monthly salary by 153.

#### **Section 15 Working time bank**

The working time bank may be introduced for employees falling within the scope of the chapter on working hours (personnel within the scope of the Working Hours Act). The regulations on the working time bank are included in Chapter 8.

## **CHAPTER 3                    ANNUAL HOLIDAYS**

### **Section 1 Scope of application**

1. The annual holiday benefits of employees are determined in accordance with the Annual Holidays Act and with this agreement, unless otherwise stated in the regulations below.
2. The regulations in this chapter shall be applied to administration and support service personnel and teaching personnel whose working time is determined according to Chapter 6 Section 17 on the salary and working time of the teaching personnel.
3. Otherwise, members of the teaching personnel shall be entitled to an annual holiday if this has been agreed on in the regulations specific to educational institutions in Chapter 7. In this case, the right to an annual holiday, holiday compensation and holiday bonus is determined according to the regulations specific to educational institutions.
4. The computational annual leave and holiday day allowance of teaching personnel within the scope of working time based on teaching obligations is determined according to Chapter 11 and Section 12 of this collective agreement.

#### **Application instruction:**

The teaching personnel within the scope of working time based on teaching obligations is not within the scope of the regulations on annual holiday or the Annual Holidays Act. Instead, interruption periods equivalent to holidays are included in their working time system.

In regulations specific to the educational institutions there is a separate regulation on the right to leave periods of teaching staff in folk high schools, sports training centres and universities of applied sciences within the scope of annual working time.

5. If not otherwise agreed on in the regulations specific to educational institutions, the holiday bonus regulations in this chapter also apply to teaching personnel except for the teaching personnel of folk high schools, sports training centres and universities of applied sciences within the scope of annual working time and part-time hourly teachers.

### **Section 2 Definitions**

1. The holiday credit year shall begin on 1 April and end on 31 March.
2. The holiday year shall be the calendar year during which the holiday credit year ends.

3. The holiday season is a period that begins on 2 May and ends on 30 September.
4. A day of holiday shall be an ordinary weekday. For the purposes of this agreement, ordinary weekdays shall not include Saturdays, Sundays, ecclesiastical holidays, Christmas Eve, Midsummer Eve, Finnish Independence Day or 1 May.
5. A full calendar week shall expend five days of annual holiday. Weekday holidays shall not expend the annual holiday. The provisions of the Annual Holiday Act referring to 12, 18 or 24 ordinary weekdays shall denote 10, 15 or 20 ordinary weekdays for the purposes of this agreement.
6. A full holiday credit month shall be a calendar month affording entitlement to annual holiday.
7. Carried-over holiday shall denote the part of holiday that has been carried over from the holiday year's days of holiday to be taken later.

**Section 3 Length of annual holiday and holiday credit**

1. The length of an employee's annual holiday shall be determined as follows:
  - a. If the employee has been in an employment relationship continuously for less than one year at the end of the holiday credit year, then the annual holiday earned for each full holiday credit month shall comply with the following table:

Full holiday credit months	1	2	3	4	5	6	7	8	9	10	11	12
Number of days of holiday	2	4	5	7	9	10	12	14	15	17	19	20

- b. If the employee has been in an employment relationship continuously for at least one year at the end of the holiday credit year, then the annual holiday earned for each full holiday credit month shall comply with the following table:

Full holiday credit months	1	2	3	4	5	6	7	8	9	10	11	12
Number of days of holiday	3	5	7	9	11	13	15	18	20	24	26	30

- c. If the employee has been in an employment relationship continuously for at least one year at the end of the holiday credit year and has completed by the end of March at least 15 years of service eligible for experience supplements, then the annual holiday earned



for each full holiday credit month shall comply with the following table:

Full holiday credit months	1	2	3	4	5	6	7	8	9	10	11	12
Number of days of holiday	3	5	8	10	13	16	19	23	25	30	33	38

2. The actual length of the annual holiday time of the employee is always at least the same as it would be according to the Annual Holiday Act.

Application instruction:

However, the annual holiday pay and holiday compensation will always be calculated according to the tables on this page and the regulations on the annual holiday pay and holiday compensation.

#### **Section 4 Full holiday credit months**

Full holiday credit months are determined according to Section 6 of the Annual Holiday Act.

Application instruction:

In the case of teaching personnel, the days for which the employer pays salary, except for Saturdays and Sundays, are considered time equivalent to working.

#### **Section 5 Granting annual holidays**

1. Annual holidays will be granted during a period determined by the employer.
2. If all working days of the calendar week are days of annual holiday, the entire calendar week from Monday to Sunday will assigned as holiday time. Five days of annual holiday are expended during a full calendar week. Weekday holidays shall not expend the annual holiday.
3. Each day of annual holiday expends the regular working time of a week or period for the average number of hours in a working day.
4. To part-time employees working on average less than five days per calendar week, the annual holiday will be granted so that the number of working days and time off included in the holiday will be equal.

#### **Section 6 Annual holiday pay for monthly paid employees**

##### **Amount of salary**

1. For the duration of the annual holiday, normal monthly pay under the employment contract shall be paid to the employee.

## **Working time compensation**

2. Monthly paid employees, whose working time includes Sunday, evening, night or Saturday work performed during regular working hours, shall be entitled to a supplement corresponding to the working time compensation mentioned above in addition to their annual holiday pay and holiday compensation. The urgency supplement and compensation for hours of duty on call are not types of compensation paid for working time, and are not taken into account when calculating the annual holiday pay or holiday compensation.

Working time compensation will be taken into account so that the annual holiday pay calculated based on the actual monthly salary will be increased by the percentage of working time compensation paid during the holiday credit year included in the actual salary for regular working time paid for the same period.

### **Section 7 Determination of annual holiday pay when working time and salary is changed during the holiday credit year**

The annual holiday pay is determined according to Section 12 of the Annual Holiday Act when the working time and the salary of the employee have changed during the holiday credit year, and the change has lasted in total at least one calendar month or 30 calendar days in one or several periods.

The percentage-based annual holiday pay for monthly paid employees is calculated using the following percentages:

- 9 % in the case described in Section 3 Paragraph 1.a,
- 13 % in the case described in Section 3 Paragraph 1.b,
- 16 % in the case described in Section 3 Paragraph 1.c

If changes occur only after the end of the holiday credit year before the start of the annual holiday or parts of it, the holiday pay is calculated based on the monthly salary derived from the working time during the holiday credit year.

### **Section 8 Payment of the annual holiday pay for monthly paid employees**

The annual holiday pay will be paid to an employee on the actual salary payment day.

### **Section 9 Determination of the holiday compensation**

The holiday compensation of monthly paid employees is 1/21 of the monthly salary per annual day of annual holiday.

When the annual holiday pay for monthly paid employees is determined according to the percentage-paid calculation in Section 7, the holiday compensation per day of annual holiday is the amount of the annual holiday pay divided by the number of days of holiday earned during the holiday credit year.

### **Section 10 Annual holiday pay for employees paid other than monthly**

The annual holiday pay of an employee paid otherwise than monthly is determined according to Chapter 3 Section 7 of the collective agreement unless otherwise agreed in regulations specific to educational institutions in terms of teaching personnel (i.e. hourly teachers).

### **Section 11 Computational annual holiday for teaching personnel**

1. Teachers and full-time hourly teachers within the scope of working time based on teaching obligations are not entitled to an annual holiday. In order to allocate the benefits of the Health Insurance Act, an agreement has been made on a computational annual holiday beginning on 16 June. The length of the computational annual holiday is calculated by multiplying the full holiday credit months of the holiday credit year by the integer corresponding to the percentage in Section 14 Paragraph 1. The outcome is divided by two. If the outcome is not an integer, it is rounded to the closest integer.
2. The computational days of annual holiday include all weekdays (Mon-Sat, Midsummer Eve excluded).

### **Section 12 Holiday day allowance for fixed-term teaching personnel**

If a fixed-term teacher or full-time hourly teacher has been in service full work period for an academic year or a semester, the holiday day allowance paid at the end of the employment relationship is the full salary of two days per full holiday credit month. The holiday day allowance is reduced by the summer interruption days included in the employment relationship.

Application instruction:

The full salary under the section above are paid as per the time of the termination of the employment relationship.

### **Section 13 Postponement of annual holiday due to incapacity**

If, at the beginning of or during an annual holiday or carried-over holiday, an employee is incapacitated by illness, childbirth or accident, the annual holiday or carried-over holiday days occurring during the disability period will be postponed to a later date if the employer requests a postponement without undue delay and if this is possible before the beginning of the holiday. The employee has a similar right to also postpone the annual holiday or carried-over holiday if it is known that during the holiday, the

employee will be hospitalised or will be paid other comparable treatment during which the employee will be incapacitated.

When requesting a postponement of the holiday, the employee shall submit a medical certificate on the incapacity or another reliable account specified by the employer.

If the employee does not request the transfer of the holiday, the right to the daily allowance under the Health Insurance Act is not transferred to the employer.

## **Section 14 Holiday bonus**

### **Amount of holiday bonus**

1. The holiday bonus of a monthly paid employees shall be
  - 4 % in the case described in Section 3 Paragraph 1.a,
  - 5 % in the case described in Section 3 Paragraph 1.b, and
  - 6 % in the case described in Section 3 Paragraph 1.c

of the salary for the month immediately preceding the month of payment of holiday bonus multiplied by the number of full holiday credit months.

If the annual holiday pay of monthly paid employees is determined in a percentage-based manner under Section 10 Paragraph 4 of the Annual Holiday Act, the holiday bonus is, however, paid according to the regulations above.

2. The holiday bonus of employees who are paid in other ways shall be 50 % of the annual holiday pay.

### **Payment of the holiday bonus**

3. The holiday bonus shall be paid in connection with the July salary.
4. The holiday bonus shall also be paid at the end of the employment relationship as agreed on the payment of salary at the end of the employment relationship.
5. Employees whose continuous employment relationship has been shorter than four months shall not be entitled to holiday bonus. Employees who do not comply with the period of notice or terminate a fixed-term employment relationship shall not be entitled to holiday bonus.

## **Section 15 Carried-over holiday**

### **Agreement**

1. The system of carried-over holiday shall be governed by Section 27 of the Annual Holidays Act and by the following regulations. Use of carried-over holiday shall require a written agreement between the employer and employee. The agreement shall specify the maximum number of days that can be carried over and the date by which the carried-over holiday must be taken. However, the agreement may be made for no more than five years.
2. The carrying over of days of holiday and carried-over holiday shall be agreed by no later than the time at which the employee is given an opportunity to express a view on the time of the holiday.

### **Days carried over**

3. Any portion of annual holiday determined according to Section 3 Paragraph 1 which exceeds 15 days may be carried over
  - In terms of paragraph 1 a., no more than five days
  - In terms of paragraph 1 b., no more than ten days, and
  - In terms of paragraph 1 c., no more than 15 days

### **Leave-taking**

4. Carried-over holiday shall be taken at the time agreed on separately. If the time of the carried-over holiday cannot be agreed on, the employee shall notify of the leave-taking no later than four months before the beginning of the leave. Carried-over holiday shall be granted in full days, unless otherwise agreed.
5. It may be agreed that carried-over holiday in full or in part is combined with working time bank leave.

### **Unused carried-over holiday**

6. At the end of the employment relationship, the compensation for unused carried-over holiday shall be paid according to the regulations on holiday compensation.

### **Incapacity at the beginning of and during carried-over holiday**

7. The employee shall be entitled to defer carried-over holiday due to incapacity according to Section 13 of this chapter.

## CHAPTER 4 ABSENCES

### Section 1 Sickness absences

#### Prerequisites for the payment of salary

1. Pay during illness is paid when the employee is disabled due to illness or accident if the employee has not caused the disability intentionally or by gross negligence.

#### Employee's duty to notify

2. The employee shall notify the employer of the disability and its estimated duration without delay.
3. Upon request, the employee shall submit a medical certificate on the disability or another reliable report specified by the employer. If the employee consults a physician named by the employer, the employer shall cover the costs incurred due to the medical certificate. An occupational physician shall primarily be consulted.

#### Application instruction:

The employer may accept the employee's personal notification as the grounds for the payment of the pay during absence. The employer shall determine the length of the period for which this is done. However, the employer shall always be entitled to request a medical certificate for each absence.

#### Length of paid sick leave period

4. The pay during illness will be paid in connection with each disability case as follows:

Continuous duration of the employment relationship	Duration of the pay during illness
Under one month	for no more than the waiting period referred to in the Health Insurance Act
at least 1 month, but not 3 years	for no more than 28 calendar days (4 weeks)
at least 3 years, but not 5 years	for no more than 35 calendar days (5 weeks)
at least 5 years, but not 10 years	for no more than 42 calendar days (6 weeks)
at least 10 years	for no more than 56 calendar days (8 weeks)

If the reason for the absence is an accident in connection with the employee's duties, violence faced by the employee in the line of duty or an

occupational disease, pay during illness will be paid for 84 calendar days (12 weeks).

### **Pay during illness supplement**

5. Monthly paid employees whose working time includes Sunday, evening, night or Saturday work performed during regular working hours shall be entitled to receive a corresponding supplement to their pay during illness. The pay during illness are increased by the same percentage as the working time supplements mentioned above in terms of the salary for the previous salary payment period.

### **Recurrence of the illness**

6. If the employee becomes ill with the same illness within 30 days of returning to work, the period for which the employer shall be obliged to pay the pay during illness will be calculated as if it were a single period of illness. However, the pay during illness shall be paid for at least the waiting period referred to in the Health Insurance Act if the same illness recurs.

### **Daily allowance**

7. The right to daily allowance under the Health Insurance Act is transferred to the employer for the sick leave period to the extent to which the amount of the daily allowance does not exceed the salary received by the employee for the same period.
8. For teaching personnel with no right to annual holiday, the right to daily allowance under the Health Insurance Act is not transferred to the employer for the computational annual holiday starting on 16 June, or for teaching personnel subject to the Annex on universities of applied sciences, sports training centres or folk high schools with an annual working time, included in Chapter 7, for the first 30 weekdays at the beginning of the summer leave period.

At other times, when the teaching work has been interrupted due to holidays at the educational institution, the daily allowance or other compensation referred to in Section 10 will be paid to the employer when the employee has been entitled to daily allowance or other compensation but has not applied for leave due to disability.

9. If the daily allowance under the Health Insurance Act is not paid for reasons due to the employee, or if the payment received is smaller than the sum to which the employee would be entitled under Chapter 11 Section 1–4 of the Health Insurance Act, the employer shall be entitled to deduct from the pay during illness the part which has not been paid as a daily allowance, either in full or in part, due to the behaviour of the employee.
10. If, due to disability, the employee receives another daily allowance or another type of compensation comparable to it under law or based on in-

insurance covered by the employer, the employer shall be entitled to compensation or daily allowance for the sick leave period to the extent to which this daily allowance does not exceed the salary received by the employee for the same period.

If the salary for the sick leave period have been paid before the payment of some of the types of compensation mentioned above, the employer shall be entitled to receive compensation or recover the sum from the employee to the extent to which the compensation does not exceed the salary received for the same period.

### **Quarantine and institutional care for alcohol and drug addicts**

11. Employees who are required to be absent from work under Section 16 Paragraph 2 of the Communicable Diseases Act (in so-called quarantine cases) will be paid pay during illness for the period of absence.
12. Pay during illness will also be received when an employee addicted to alcohol or drugs has voluntarily sought institutional care after agreeing on such treatment with the employer.

### **Section 2 Medical examinations**

#### **Prerequisites for the payment of salary**

1. The prerequisites for the application of the regulations is that examinations and studies have been arranged so that the unnecessary loss of working time is avoided, that the examinations have not been possible outside of the working hours and that the employer has been notified of them in advance.

In the following cases, no deductions will be made from the salary:

- a. Diagnosing an illness  
When the employee undergoes a medical examination necessary for diagnosing an illness, and undergoes a laboratory and X-ray examination related to the medical examination as prescribed by a physician. This also applies to disability due to the medical examination and observation or hospital examinations due to the symptoms of an illness.
- b. Further treatment of an illness  
When the employee undergoes a medical examination due to a previously diagnosed illness, when
  - the illness is ongoing and the employee needs to undergo a medical examination
  - a chronic illness requires an examination by a specialist to prescribe treatment



- the medical examination is required to prescribe treatment for another previously diagnosed illness if an appointment is not available outside of the working hours
  - the employee is disabled due to treatment required for an oncological disease.
- c. Sudden dental issues  
For a period of treatment for sudden dental issues if the dental issues result in the employee's disability which requires treatment on the same day or during the same shift. The requirement is that the disability and the urgency of treatment are indicated by a certificate provided by the dentist.
- d. Prenatal examinations  
When a pregnant employee undergoes prenatal medical examinations if the employee is unable to make an appointment outside of working hours.
- e. Statutory examinations and occupational health care examinations  
When an employee participates in statutory medical examinations approved in the occupational healthcare action plan or required by the employer, or in related subsequent examinations. In this case, no deductions will be made from the salary in terms of the travel time. In addition, the employer will compensate for the necessary travel costs. If the examinations or subsequent examinations are performed in another locality, the employer will also pay a daily allowance.

### **Section 3 Family leave**

1. The employee's maternity, paternity and parental leave and child-care leave are determined according to the Employment Contracts Act and the Health Insurance Act.

Minuted note:

The partial child-care leave for teachers within the scope of working time based on teaching obligations is implemented as agreed on by the employer and the teacher. If no agreement is reached, 4/5 of the teacher's teaching obligation shall be confirmed as their number of teaching hours.

The partial child-care leave granted to teachers within the total working time system is the ratio of their teaching hours and other working time to the parts of their working time mentioned and the weekly total working time.

### **Paid maternity and paternity leave and daily allowance**

2. From the beginning of the maternity leave, the employee will be paid full salary for a period of 72 weekdays.

Adoptive parents will be paid salary for a period of no more than 72 weekdays from the beginning of the adoptive parents' parental allowance period on the grounds mentioned above in Section 1. If the adoptive parents share this parental allowance period, the salary referred to here will only be paid to one of them at a time, and for a total of no more than 72 weekdays from the beginning of the adoptive parents' parental allowance period. The payment of salary requires that the employee is entitled to parental allowance and that the employee complies with the provisions on withdrawing it.

If an unpaid absence which began before maternity leave continues during the maternity leave, the employer has no obligation to pay salary for this period. This does not apply to unpaid absences related to pregnancy.

3. From the beginning of the paternity leave, the employee will be paid full salary for a period of 6 weekdays.
4. For the period for which the employer pays maternity or paternity leave pay, and pay to adoptive parents during the adoptive parents' parental allowance period, the maternity or paternity allowance and parental allowance is paid to the employer under Chapter 7 Section 4 of the Health Insurance Act, the annual leave period excepted.
5. In terms of teaching personnel with no right to annual holiday, the right to daily allowance under the Health Insurance Act is not transferred to the employer for the computational annual holiday starting on 16 June, or in terms of teaching personnel subject to the regulations on universities of applied sciences, sports training centres or folk high schools with an annual working time, included in Chapter 7, for the first 30 weekdays at the beginning of the summer leave period.

At other times, when the teaching work has been interrupted due to holidays at the educational institution, the maternity, paternity or parental allowance will be paid to the employer when the employee has been entitled to maternity, paternity or parental allowance but has not applied for leave.

6. If the maternity or paternity allowance or the adoptive parents' parental allowance is not paid due to the employer's negligence, a sum equivalent to the lost maternity or paternity allowance or adoptive parents' parental allowance is deducted from the salary.

### **Effect of a period of absence on employment relationship benefits**

7. When an employee is absent from work beyond a statutory maternity, paternity or parental leave period, such a period of absence shall not be taken into account as a period comparable to a working period when determining benefits linked to the duration of the employment relationship, unless otherwise laid down in law or separately agreed on.

## **Temporary child-care leave**

8. When a child under ten years of age or a handicapped child falls ill suddenly, the child's guardian or parent with a responsibility for the child's maintenance shall be entitled to receive salary for no more than three working days according to the regulations on pay during illness. Salary shall be paid for the period of brief absence necessary to arrange care for the child or to nurse the child.

Application instruction:

Salary shall be paid to parents other than single parents if one of the guardians is unable to arrange for the care or personally care for the child due to paid employment, working hours or another compelling obstacle.

A report on the absence shall be submitted according to the regulations on the payment of pay during illness in this collective agreement. Where necessary, a report shall be submitted on the inability of the other guardian to care for the child.

An employee who is unable to work for the reason mentioned above is obliged to immediately notify the employer of this, and, where possible, of the estimated end time of the obstacle.

If the employee must be absent from work to care for the child for more than three working days, the possibility of an unpaid absence will be arranged for the employee. The employee's annual holiday benefits will not be reduced due to such an absence.

The parent responsible for the maintenance of the child refers to the biological parent of the child with whom the child does not live or who is not the child's guardian.

## **Severely ill children**

9. An employee entitled to a special care allowance for the care and rehabilitation of a severely ill child under Chapter 10 of the Health Insurance Act shall be entitled to be absent from work to be involved in the care, rehabilitation or care-related guidance according to the decision concerned after agreeing on the absence in advance with the employer. The absence shall be unpaid.

## **Absence for compelling family reasons**

10. If there is a sudden illness in the family, a possibility for a short, temporary unpaid absence will be arranged for the employee. The annual holiday benefits will not be reduced due to such an absence.

## **Section 4 Other absences**

### **Death of close relatives and funeral**

1. Due to the death of a close relative or funeral, the possibility for a short absence of no more than one day will be arranged for the employee. The employee's pay or annual holiday benefits will not be reduced due to such an absence.

Application instruction:

In this connection, a close relative mainly refers to parents, grandparents and in-laws, children, spouse, partner and brothers and sisters.

In-laws also refers to the partner's parents if the Act on the Dissolution of the Household of Cohabiting Partners is applied to partners.

### **Marriage, partnership registration and anniversaries**

2. Employees are granted a paid day off for their own marriage and partnership registration if the day of the marriage or partnership registration is a working day.
3. Employees are granted a paid day off on their 50th and 60th birthday if the anniversary is their working day.

### **National defence**

4. Pay will not be reduced when an employee liable for military service responds to a call-up.
5. If an employee participates in the reserve refresher course or supplementary civilian service, the employee will be paid the difference between the salary and the reserve paid for the course or service days if these days had been working days. No deduction will be made for days off.
6. Female employees entering into voluntary military service will be granted an unpaid leave for the duration of the military service. For this period, no benefits based on the employment relationship will be accumulated.

### **Social and trade union activities**

7. Employees who are members of an electoral commission or committee established under the law for the election of a municipal council or a municipal executive board, for a national or municipal election, shall receive the difference between the salary and the compensation for the loss of income paid by the municipality if the meeting of the parties mentioned above is held during the employee's working time. The difference will be

paid when the employee has submitted the report on the compensation for the loss of income paid by the municipality. Participation in the meeting shall not result in the reduction of annual holiday benefits.

8. A possibility to participate in the meetings of organisations signatory to the collective agreement and the decision-making bodies of the central organisation shall be arranged for the employee. Such an absence shall not result in a reduction of income.

### **Agreeing on absences**

9. Employees shall agree on absences under this Section with the employer.

## **CHAPTER 5 SALARY FOR ADMINISTRATION AND SUPPORT SERVICE PERSONNEL**

### **Section 1 Scope of application**

This Chapter shall be applied to the employment relationships of administration and support service personnel.

### **Section 2 Regulations on salary**

#### **Determination of salary**

1. The monthly salary of employees shall be determined according to the demanding nature of the duties and personal factors as agreed on in this Chapter.
2. The salary based on the demanding nature of the employee's duties and the potential experience to be taken into account shall be determined at the beginning of the employment relationship.

#### **Apprentice's salary**

3. For an apprentice, salary which is based on the difficulty of the duties is determined according to the difficulty category. However, the competencies and the need for guidance of the apprentice as well as the content and responsibility of the duties are taken into account.

#### **Trainee salary and student salary**

4. A different agreement may be made on the regulations on the financial benefits of the collective agreement if an employment contract is made with a trainee for the duration of the mandatory traineeship included in their degree.
5. In another traineeship related to studies, the minimum salary is 75 % of the lowest salary of the difficulty category concerned.
6. At least 80 % of the lowest salary of the difficulty category concerned shall be paid to the trainee without competencies and qualifications in the field, but for no more than two months.
7. Comprehensive school pupils, upper secondary school students or vocational training school students without competencies and qualifications in the field will be paid during the holiday period (1 June – 15 August) at least 65 % of the lowest salary of the difficulty category concerned. This salary may be paid to the same employee for no more than 2.5 months.

### **Section 3 Salary based on the difficulty of the employee's duties and duty-specific salary element**

#### **Salary based on the difficulty of the employee's duties**

1. Salary based on the difficulty of the employee's duties are determined according to the difficulty categories in Section 16, the salary agreed for each difficulty category according to Section 15 and the potential duty-specific salary element paid for the duties.

#### **Duty-specific salary element**

2. The duty-specific salary element is paid based on the mutual difficulty of duties in the same difficulty category, the versatile nature of the duties and the particular competencies required for them as well as potential partial duties in a higher difficulty category.
3. The amount of the duty-specific salary element paid on the grounds mentioned above shall be determined in percentages of the salary for the difficulty category.

#### **Determination of the difficulty category and the duty-specific salary element**

4. The difficulty category of the employee's duties and the grounds for a potential duty-specific salary element will be established by the employer and the shop steward representing the employees, or in the absence of a shop steward, by a personnel representative.

#### **Reassessment of the difficulty category**

5. When the difficulty of the duties and the difficulty category of the duties change, the difficulty category and the duty-specific salary element will be reassessed. In any case, the reassessment mentioned above will be made regularly, at least once a year. However, when the difficulty of the duties increases, personal salary will not be reduced.
6. A supervisor, the employee or a shop steward representing the employee at the request of the employee may take the initiative to review the difficulty category of the employee's duties and the duty-specific salary element.

## Section 4 Experience supplement

### Amount of the experience supplement

1. Employees will be paid an experience supplement calculated based on the salary for the difficulty category, with the addition of the potential duty-specific salary element. The amount of the experience supplement shall be determined as follows:

duration of experience	experience supplement
2 years	4 %
5 years	8 %
8 years	12 %
11 years	16 % (the maximum accumulation is 16 %)

### Time justifying an experience supplement

2. The total duration of employment in the service of the same employer in the same area of tasks (e.g. financial management, food supply, property maintenance) will be in full considered as time that will justify an experience supplement. If there are essential changes to the level of difficulty of the duties (more than one level of difficulty in the same area of expertise) or if the employee's area of tasks changes (e.g. from property maintenance to financial management or vice versa), previous experience may be reassessed.

The duration of employment in the service of another employer will be taken into account, providing that the experience is genuinely beneficial for the employee's duties.

A period of absence for which the employee has received salary or daily, maternity, paternity, or parental allowance under the Health Insurance Act will also be considered as time that will justify an experience supplement.

Under the Study Leave Act, no more than 30 calendar days of the study leave for the holiday credit year will be approved for the experience supplements.

## Section 5 Personal salary element

1. A personal salary element may be paid to the employee based on the employee's personal competencies, work outcomes and ability to collaborate. The grounds for the personal salary element shall be fair and encouraging, and the employee must be able to affect the factor on which the personal salary element is based through their individual work performance.



Application instruction:

Factors on which the personal salary element is based may include features such as the quality of work, diligence, work performance and effectiveness, innovation, initiative, collaboration and interaction skills, ability and willingness to develop, and flexibility.

2. The principles for the use of the personal salary element will be negotiated each year with the shop steward, and its grounds are explained to the personnel according to the normal personnel practices. The negotiations shall also examine the implementation of the personal salary element. The employer will decide on the payment of the personal salary element. No upper or lower limit has been determined for it.
3. The personal salary element will be granted until further notice or for a fixed term, but for no more than the period during which the employee carries out the same duties. When the difficulty of the duties changes, the salary element will be reassessed. Otherwise, the personal salary element granted until further notice will continue to be paid if the grounds for granting have not changed.

## **Section 6 Negotiated salary**

1. It may be agreed that a negotiated salary (total salary) will be paid to the employee. This salary may include the supplements and parts of salary determined in this chapter on the salary for administration and support service personnel.
2. In addition, due to various system changes, employees may receive salary exceeding the salary under the collective agreement (for instance the so-called guaranteed piecework pay), which will be dealt with as the negotiated salary mentioned above.

## **Section 7 Training supplement**

A training supplement will be paid for training which can be considered an additional asset for the management of the employee's duties. The amount of the supplement is no more than 15 % of the salary for the difficulty category. When the difficulty of the duties changes, the supplement will be reassessed. The training supplement is mainly paid for a vocational degree related to the duties or for additional training agreed on with the employer. The impact of the degree or training on the employee's salary shall be agreed on before the beginning of the training.

## **Section 8 Changes to the difficulty of the duties**

When the difficulty of the employee's duties changes, the difficulty category of the duties shall be reviewed. The employee, a shop steward

representing the employee or the employee's supervisor may take the initiative to review the difficulty category.

### **Section 9 Circumstantial supplement**

As a special supplement based on the duties, an hourly supplement may be paid for work which is extremely difficult, dirty or performed under difficult conditions. The maximum amount of the supplement shall be 35 % of the employee's hourly salary. If the duties justifying the supplements are regular, it may be agreed that the supplement is paid as a fixed monthly supplement in euros.

### **Section 10 Substitution and additional duties**

1. An employee managing better-paid duties as a substitute will be paid the difference between the salary for the substitute period.
2. If the substitute is due to annual holidays, no compensation will be paid.
3. If other additional duties included in the employment contract are agreed on with the employee, the additional compensation will be agreed on at the same time.

Application instruction:

The additional duties included in this section of the agreement are mainly fixed-term in nature, or they are not regularly part of the employee's actual duties. The requirement is that additional duties were not taken into account when assessing the difficulty of the duties.

Duties mentioned in this section may include, for instance, managing additional duties alongside one's own duties, familiarising new employees with their work, providing guidance for those learning on the job, apprentices and those undergoing training related to competence-based qualifications and participating in traineeships in various educational institutions, as well as serving alcohol or engaging in catering activities.

### **Section 11 Language supplement**

1. In a bilingual municipality, an employee whose duties require competencies in both national languages and who is skilled in the national language which is not their native language may be paid a language supplement from

**1 August 2020** onwards as follows:

**EUR 19.58**

per month for good oral skills and

**EUR 25.12**

per month for good oral and written skills.

**1 June 2021** onwards as follows:

**EUR 19.80**

per month for good oral skills and

**EUR 25.40**

per month for good oral and written skills.

2. An employee with a perfect command of both national languages may be paid a monthly language supplement from

**1 August 2020** onwards as follows:

**EUR 39.12**

**1 June 2021** onwards as follows:

**EUR 39.55**

## **Section 12 Language skills supplement**

1. The language skills supplement will be paid if skills in a language other than the employee's native language are highly beneficial for the duties of the employee concerned. However, the language skills supplement will not be paid if the duty specifically requires foreign-language skills.
2. The supplement will be paid depending on the level of the language degree (Act on the General Language Degrees 964/2004 and Decree 1163/2004)

From **1 August 2020** onwards as follows:

Level of the degree	Supplement / month
basic level	<b>EUR 19.58</b>
medium level	<b>EUR 39.12</b>
highest level	<b>EUR 76.09</b>

From **1 June 2021** onwards as follows:

Level of the degree	Supplement / month
basic level	<b>EUR 19.80</b>
medium level	<b>EUR 39.55</b>
highest level	<b>EUR 76.93</b>

### **Section 13 Shop steward compensation**

1. Those acting as shop stewards will be paid a shop steward compensation

from **1 August 2020** onwards as follows:

Employees represented	Fee / month
-19	<b>EUR 65.80</b>
20-59	<b>EUR 82.77</b>
60-159	<b>EUR 96.57</b>
160-	<b>EUR 108.24</b>

from **1 June 2021** onwards as follows:

Employees represented	Fee / month
-19	<b>EUR 66.85</b>
20-59	<b>EUR 84.09</b>
60-159	<b>EUR 98.12</b>
160-	<b>EUR 109.97</b>

The number of employees represented will be verified each academic year.

2. If, based on a notification to the employer, a deputy shop steward carries out the shop steward's duties for the main part of a calendar month while the shop steward is unable to do so, the deputy will be paid the compensation for the month concerned.

### **Section 14 Labour protection delegate's fee**

The labour protection delegate will be paid the labour protection delegate's fee

from **1 August 2020** onwards as follows:

Employees represented	Fee / month
10–100	<b>EUR 35.02</b>
101–200	<b>EUR 45.63</b>
201–	<b>EUR 62.61</b>

from **1 June 2021** onwards as follows:

Employees represented	Fee / month
10–100	<b>EUR 35.58</b>
101–200	<b>EUR 46.36</b>
201–	<b>EUR 63.61</b>

The labour protection delegate will be paid the salary for regular working time for work performed outside of their working hours (e.g. meetings and inspections).

### **Section 15 Administration and support service personnel – salary**

#### **Salary for the difficulty categories on 1 August 2020**

Difficulty category	1.	2.	3.	4.	5.	6.
euros/month	1,631.65	1,765.18	1,905.47	2,068.22	2,231.01	2,424.53

#### **Salary for the difficulty categories on 1 June 2021**

Difficulty category	1.	2.	3.	4.	5.	6.
euros/month	1,649.6	1,784.6	1,926.43	2,090.97	2,255.55	2,451.2

**Section 16 Difficulty category for the salary system of administration and support service personnel**

<b>Difficulty category</b>	<b>General description</b>	<b>Independence – consideration – responsibility</b>	<b>Training – experience</b>
<b>1.</b>	Assistance duties. The solutions required for the completion of the duties are repetitive and similar.	The duties are carried out according to clear work instructions and routines.	The necessary knowledge and skills are acquired by means of guidance or in-house training in connection with the work.
Application instruction: The employee always has an immediate supervisor or another appointed responsible person who provides detailed guidance where necessary and supervises the work performance or its outcome.			
<b>2.</b>	Duties requiring professional competencies. The solutions required for the completion of the duties are based on experience.	The duties are carried out based on general instructions.	The necessary knowledge and skills are acquired through work experience or professional training.
Application instruction: The employee acts according to the general instructions provided. The employee is familiar with the work assignments and is able to operate relatively independently. The immediate supervisor or another appointed responsible person ensures that the employee receives sufficient instructions in their daily work and decides on the methods of operation under changed circumstances or exceptional situations. The supervisor or another responsible person may not operate in the same unit or shift.			
<b>3.</b>	Duties requiring extensive professional competencies. The solutions for the completion of the duties require a choice of operating methods.	The duties will be carried out in application of general instructions, many independently.	The necessary knowledge and skills are acquired through professional training or solid work experience.

	<p>Application instruction: The employee has some responsibility for the assignment or work on the whole and on the outcome. The outcome of the work has been determined, but the manner of performing it may vary. For instance, the manner and order of completing the work assignments may be decided on by the employee and is based on the employee's professional competencies. The employee independently detects a potential problem and knows how to solve it.</p>		
<p><b>4.</b></p>	<p>Duties related to the management of partial functions or the application of expertise. The solutions required for the completion of the duties also require new solution models.</p>	<p>The duties are carried out independently. The responsibility is manifested on grounds of independent solutions, and it may involve financial and supervisory responsibility.</p>	<p>The necessary knowledge and skills are acquired through intermediate vocational training or training at an institution of higher education or through work experience.</p>
<p>Application instruction: The management of partial functions refers to salary administration or accounting in financial administration, mainly the duties of a hostess in kitchen operations, and a responsibility for the maintenance and servicing of properties on a practical level in real estate.</p> <p>The supervisor's responsibility mainly refers to exercising the right to direct – deciding what is done and by whom. Financial responsibility refers to, for instance, the employee's responsibility for procurement and the related costs within the framework of the confirmed budget. Financial responsibility also involves the reporting obligation.</p>			
<p><b>5.</b></p>	<p>Duties related to the management, planning and development of partial functions or the application of expertise requiring theoretical knowledge. The duties also require designing and developing new solutions.</p>	<p>The duties are carried out independently. The responsibility is manifested on grounds of independent solutions, and it may involve financial responsibility and responsibility for personnel.</p>	<p>The necessary knowledge and skills are acquired through training in an institution of higher education or solid work experience.</p>
<p>Application instruction: The duties in this difficulty category do not simply involve the application of knowledge. Instead, the employee is able to create something new and act as a developer. The duty may involve responsibility for personnel. For instance, the person concerned is involved in employment, but the final decision on recruitments may be made by someone else.</p>			

6.	Duties related to the management and development of functions or partial functions or the application of expertise requiring profound theoretical knowledge. The solutions for the completion of the duties require the planning, development and implementation of solutions based on both theoretical and practical competencies.	The duties are carried out independently. The responsibility is manifested on grounds of independent solutions, and it may involve financial responsibility, responsibility for personnel and the responsibility of an expert.	The necessary knowledge and skills are acquired mainly through training in an institution of higher education and solid work experience.
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## **CHAPTER 6 SALARY AND WORKING TIME OF THE TEACHING PERSONNEL**

### **Section 1 Scope of application**

1. This Chapter shall be applied to the employment relationships of the teaching personnel. In addition, the regulations specific to educational institutions in Chapter 7 shall be complied with.
2. The regulations in Chapter 6 and 7 will be applied if the teacher has been assigned to perform equivalent duties which are locally called by another name than in this Chapter.

### **Section 2 Grounds for the payment of salary**

#### **Basic salary**

1. The salary of the teaching personnel is determined according to the regulations in this Chapter and Chapter 7.
2. Basic salary refers to the salary in euros which are included in the annexes to the collective agreement, specific to educational institutions, and which are related to eligibility or degrees (or salary determined based on a salary scale) with no supplements.
3. If the employee's basic salary is determined in the framework of the salary scale, the difficulty and level of responsibility of the duties, the employee's position in the organisation and the size of the school/educational institution, the number of facilities/educational institutions and local conditions shall be taken into account when determining the basic salary. In addition, when determining the basic salary, the competencies and the ability of the employee to complete the duties shall be taken into account.

#### **Application instruction:**

The contractual regulation should be applied also when the difficulty or the level of responsibility of the employee's duties, the employee's position in the organisation as well as the size of the school or educational institutions, or the competencies and the ability of the employee to complete the duties increase during the employment relationship.

It is not purposeful to use only the lower limit of the salary scale but rather the entire salary scale. The objective is that employees with more demanding duties and/or more competencies are placed closer to the upper limits of the salary scale.

The upper limit of the salary scale may be exceeded.

4. The basic salary of a teacher with a dispensation is determined based on the basic salary of the eligibility level according to the eligibility criteria (not the transitional provisions) applicable at the time of granting the dispensation.

### **Salary of a part-time employee**

5. The salary of a part-time teacher is lower to the same extent as their working hours are shorter than a teacher with a full-time position.

Application instruction:

The number of teaching obligation hours corresponds to full-time work.

### **Cost-of-living classification of municipalities**

6. The division of workplaces according to their location is based on the Government Decree on the General Cost-of-living Classification of Municipalities (1055/2003).

Application instruction:

If the cost-of-living classification of a municipality changes due to its incorporation into larger municipalities or other similar changes, the cost-of-living classification applied to the personnel before the change will remain in force.

7. The basic salary according to the cost-of-living classification of the municipality is determined according to the main workplace of the teacher (educational institution where the number of hours taught is the greatest).

### **Section 3 Equating a title with a degree**

When determining the basic salary, a Bachelor of Science and Arts is equated with the Bachelor's Degree in arts and natural sciences.

### **Section 4 Incompetence deduction**

#### **Application**

1. The incompetence deduction shall not be applied to upper secondary schools and comprehensive schools, Steiner schools, general upper secondary schools for adults or upper secondary school adult classes or hourly teachers at folk high schools, adult education centres or study centres.

#### **Quantity**

2. The basic salary for teachers with no qualifications determined in the eligibility criteria for the duties shall be at least 4 % and no more than 25 %

lower than the basic salary in the pricing item concerned or the basic salary on the lower limit of the salary scale. The decision on an incompetence deduction will be made by the employer.

Application instruction:

Qualifications determined in the eligibility criteria refer to qualifications laid down in the law/a decree (provisions other than transitional provisions). If the degrees/degree levels required for certain duties, as laid down in the law/a decree, are alternative, the incompetence deduction will be applied to the degree level of the person concerned. If the employer has specifically confirmed the degree level required, the incompetence deduction will be applied to this degree level.

## **Section 5 Experience supplement**

### **Application**

The regulations on the experience supplement will be applied to all educational institutions. Except for principals, Paragraph 1 and 2 of the regulations on the experience supplement shall not apply to universities of applied sciences, sports training centres or folk high schools with an annual working time.

### **Amount of the experience supplement**

1. A full-time teacher will be paid an experience supplement as separately agreed on in regulations specific to educational institutions below.
2. In terms of the basic salary and a full-time hourly teacher, the experience supplement is determined based on the salary sum for the teaching obligation of teachers for the subject concerned and the total sum of the previous experience supplements.

### **Time justifying an experience supplement**

3. An experience supplement is justified by serving as a full-time teacher/principal in Finland or abroad or by performing duties which are highly beneficial for the person's current duties.
4. When calculating the experience supplement, the calendar months during which the teacher/principal has served under the same employer for at least 18 calendar days will be taken into account.
5. When the employment year is divided into two or several semesters, one month's employment shall be a fraction of the service of an entire year, equivalent to the number of months during one academic year in the educational institution.

6. The right to an experience supplement will begin at the start of the month after reaching the said right.

### **Time equivalent to working included in the experience supplement**

7. An absence for which salary or the daily, special maternity, maternity, paternity or parental allowance was paid as governed in the Health Insurance Act, will also be accepted as time which justifies an experience supplement.
8. Under the Study Leave Act (273/79), no more than 30 calendar days of the study leave for the holiday credit year will be approved for the experience supplements. The requirement is that the employee returns to work under the same employer immediately after the study leave.

## **Section 6 Personal salary supplements**

### **Determination and payment of a personal salary supplement**

1. A personal salary supplement may be paid to the employee based on the employee's personal competencies and work outcomes or large-scale eligibility. The employer will decide on the payment of the personal salary supplement. No upper or lower limit has been determined for the supplement.

### **Duration and modification of a personal salary supplement**

2. The personal salary supplement will be granted until further notice or for a fixed term, but for no more than the period during which the employee is in the service of the same employer carrying out the same duties. A personal salary supplement granted until further notice will remain a part of the total salary, and its payment may be terminated when the grounds for its payment are no longer valid. When the service time justifying experience supplements is completed, the personal salary supplement will be reduced accordingly.

## **Section 7 Language supplement**

1. In a bilingual municipality, a teacher whose duties require competencies in both national languages and who is skilled in the national language which is not their native language may be paid a language supplement

from **1 August 2020** onwards as follows:

**EUR 19.58**

per month for good oral skills and

**EUR 25.12**

per month for good oral and written skills.

from **1 June 2021** onwards as follows:

**EUR 19.80**

per month for good oral skills and

**EUR 25.40**

per month for good oral and written skills.

2. A teacher with a perfect command of both national languages may be paid a monthly language supplement from

**1 August 2020** onwards as follows:

**EUR 39.12**

**1 June 2021** onwards as follows:

**EUR 39.55**

### **Section 8 Language skills supplement**

1. The language skills supplement will be paid if skills in a language other than the teacher's native language are highly beneficial for the duties of the employee concerned. However, the language skills supplement will not be paid if the duty specifically requires foreign-language skills.
2. The supplement will be paid depending on the level of the language degree (Act on the General Language Degrees 964/2004 and Decree 1163/2004)

**from 1 August 2020 onwards as follows:**

Level of the degree	Supplement / month
basic level	<b>EUR 19.58</b>
medium level	<b>EUR 39.12</b>
highest level	<b>EUR 76.09</b>

**from 1 June 2021 onwards as follows:**

Level of the degree	Supplement / month
basic level	<b>EUR 19.80</b>
medium level	<b>EUR 39.55</b>
highest level	<b>EUR 76.93</b>

## **Section 9 Doctor's degree supplement**

A degree supplement shall be paid to a principal, teacher and a full-time hourly teacher with a doctor's degree. The supplement is 4 % of the basic salary under the collective agreement.

## **Section 10 Fee for teaching a class on behalf of another teacher**

If a teacher is assigned to teach the class of another teacher alongside the teacher's own lesson or other duties, they will be paid 30 % of the extra hour fee for their own duties for the class.

## **Section 11 Substitution**

An employee managing better-paid duties as a substitute will be paid the difference between the salary for the substitution period.

## **Section 12 Fee for arranging examinations**

A teacher arranging an examination for private students shall be paid fee of EUR **32.11 (from 1 August 2020 onwards)** and EUR **32.46 (from 1 June 2021 onwards)**. The fee includes compensation for preparing the examination, the correction and assessment work and, where necessary, supervision. The examination covers written and oral questions, a work sample and a resit. If more than one private student is taking the examination at the same event, the teacher arranging the examination will be paid a full fee for the first three students, 1/2 of the fee for the fourth through the ninth student, and 1/4 of the fee from the tenth student onward.

## **Section 13 Calculating the extra hour fee**

1. An extra hour fee will be paid for the hours exceeding the teaching obligation.

### **Grounds for the extra hour fee**

2. The teacher's extra hour fee will be calculated based on the grounds for the extra hour fee, which is obtained when the qualification supplements affecting the amount of the extra hour fee are added to the amount of basic salary under Section 2 and when the potential incompetence deduction is deducted.

Application instruction:

Grounds for the extra hour fee = basic salary + qualification supplements - incompetence deduction

### Extra hour fee coefficient

3. The extra hour fee coefficient is one except for upper secondary and comprehensive school teaching, general upper secondary schools for adults, folk high schools (teaching obligation working time) and the special needs teachers at certain vocational training schools. Their coefficients are included in the salary annexes.

### Extra hour fee for weekly lessons per year

4. The monthly fee per extra hour (extra hour fee for weekly lessons per year) is obtained by multiplying the grounds for the extra hour fee by the extra hour fee coefficient which is indicated in the regulations specific to educational institutions in connection with the basic salary, and the outcome is divided by the unreduced number of hours per week (in educational institutions providing general education, the divisor is the teaching obligation - 1.5 hours) which has been confirmed as the teacher's teaching obligation. The figure obtained is rounded to two decimal places.

$$\text{extra hour fee for weekly lessons per year} = \frac{\text{Application instruction:} \quad \text{grounds for the extra hour fee} \times \text{extra hour fee coefficient}}{\text{teaching obligation}}$$

In educational institutions providing general education, 1.5 is deducted from the teaching obligation used for the calculation. The extra hour fee coefficient is 1 if not stated otherwise in the regulations specific to the educational institutions.

### Fee for individual extra hour

5. The fee paid for an individual extra hour (price for a single hour) is obtained by multiplying the monthly fee by 12 and dividing it by the number of working weeks of the educational institution concerned 38. However, in music schools the divisor is 35, the divisor for teaching counselling at the comprehensive or upper secondary school is 30, and in general upper secondary schools for adults it is 33.

$$\text{Fee for individual extra hour} = \frac{\text{Application instruction:} \quad \text{extra hour fee for weekly lessons per year} \times 12}{\text{working weeks}}$$

### Extra hour fee for a partial academic year

6. If the teaching of extra hours does not cover the entire working time of the academic year, the fee will be paid according to the hours taught, in

which case the number of hours corresponding to the number of working weeks at the educational institution justifies a single extra hour fee for weekly lessons per year, and a smaller number of hours justifies a proportional part of it.

Application instruction:

A teacher's teaching obligation is 22 hours. In addition, the teacher will ensure one extra hour for 10 weeks. The amount of the extra hour fee will be calculated as follows: 10 hours / number of the working weeks at the educational institution = share of the extra hour fee for weekly lessons per year in the monthly salary.

7. The share of the extra hours which have not been taught will be deducted from the salary of the teacher as determined above.

## **Section 14 Shared teachers**

### **Scope of application:**

1. If the employer has assigned to the teacher teaching work under various Acts on teaching and/or other work in other educational institutions or teaching work in the same field and/or other work in several administratively independent educational institutions, the teacher will be subject to the regulations of this Section on shared teachers unless otherwise stated in Paragraph 2. The conditions for the teacher's employment relationship will be determined according to the school or educational institution in which the post has been established or to which it has been assigned (primary educational institution).
2. This Section will be applied to a teacher shared between an comprehensive school and one or several upper secondary schools, if the teacher has been assigned to teach not only at the educational institutions mentioned above but also at other educational institutions below the level of higher education.

### **Travelling supplement**

3. A shared teacher assigned to at least two workplaces, which are at least 1 kilometre apart, will be paid an 8 % supplement calculated based on the basic salary.
4. If, for giving lessons, a shared teacher must travel from one workplace to another in the middle of the day at least four times a week on average, and the distance between the workplaces is at least 1 kilometre, or if, to give lessons, the shared teacher must travel from their residence or the workplace closest to the residence to another workplace or other workplaces, using the shortest feasible route, travelling a total of no less than 140 kilometres a week, they shall receive a 12 % supplement calculated based on the basic salary.



### **Teaching obligation and other work**

5. If the annual number of working weeks between the secondary and primary educational institution are different, the teaching obligation of the teacher shall be calculated as an annual number of teaching hours.
6. A shared teacher completing at least one third of the teaching obligation in the secondary educational institution shall be obliged to perform other work at the secondary educational institution in proportion to their lessons and under the provisions and regulations applicable to the teachers of the educational institution concerned.

### **Travelling expenses**

7. The compensation for the travel expenses of shared teachers is determined according to Chapter 1 Section 6.

### **Teaching at comprehensive schools or upper secondary schools**

8. If the primary educational institution for the shared teacher is an comprehensive school or an upper secondary school, Section 23 Paragraph 1 of the regulations specific to educational institutions on upper secondary schools and comprehensive schools will only be applicable to teaching at the educational institutions mentioned above, not, however, to teaching at other educational institutions.

### **Section 15 Full-time hourly teachers**

#### **Scope of application:**

1. The regulations of this section will be applied at upper secondary schools, comprehensive schools, music schools and vocational training schools.

#### **Definition of a full-time hourly teacher**

2. An hourly teacher is a full-time teacher if they teach at one or several schools or educational institutions or universities of applied sciences under Paragraph 1, which receive state subsidies or government aid, on average for at least 16 lessons, or on average for at least 14 lessons at general upper secondary schools for adults or upper secondary school adult classes. In this connection, such assignments outside of classes, for which a fee will be paid as an extra hour fee for weekly lessons per year, will also be considered lessons.

The requirement for adding up the hours is that it has been agreed on before the beginning of the employment relationship. For employment relationships which are ongoing until further notice, the calculation will begin after the notice period.

3. If an hourly teacher works in at least two educational institutions such that the teaching obligation is completed in one of these educational institutions, the teacher will be a part-time hourly teacher in the other educational institutions.

### **Basic salary**

4. The salary of a full-time hourly teacher will be determined as teachers' salary, with the exceptions mentioned in this Section.
5. The basic salary of a full-time hourly teacher is the basic salary for the equivalent teacher's duties unless otherwise stated in the regulations specific to educational institutions. If a full-time hourly teacher covers subjects with different basic salary, a weighted basic salary will be calculated for the teacher for determining the salary. The agreed incompetence deductions will be made from the basic salary of full-time hourly teachers, and unless the qualification supplements have not yet been taken into account in the basic salary, they will be paid to the teachers.

### **Experience supplements**

6. A full-time hourly teacher will be paid experience supplements on the same grounds as in equivalent teacher's duties. If a full-time hourly teacher covers subjects for which they are entitled to experience supplements of various values, their experience supplement will be determined according to the lessons they give the most. If the number of lessons is equal, the number of experience supplements will be determined by what is most advantageous to the hourly teacher.

### **Weighted teaching obligation and proportional salary**

7. The teaching obligation of full-time hourly teachers is the same as that of a corresponding teacher. If hourly teachers cover subjects with a different teaching obligation, a weighted teaching obligation will be calculated for them.
8. If the number of lessons given by a full-time hourly teacher falls short of the teaching obligation hours for a teacher, the salary is determined based on the ratio between the number of hours and the full teaching obligation.

### **Extra hour fee**

9. An extra hour fee will be paid for the hours exceeding the teaching obligation. This fee will be calculated according to Section 13, and the grounds for this fee will be determined at each educational institution according to Paragraph 5, and otherwise based on the same grounds as the fee for a teacher.

### **Salary for a shared full-time hourly teacher**

10. As indicated above, basic salary and a teaching obligation will be determined for an hourly teacher who is working full-time based on the number of lessons in at least two different educational institutions. The share of lessons for which full salary is paid will be calculated at each educational institution.

### **Holiday bonus**

11. A full-time hourly teacher will be paid a holiday bonus on the same grounds as a corresponding teacher.

### **Continuous duration of the employment relationship**

12. The fixed-term employment relationship of a full-time hourly teacher will be considered continuous if it ends at the end of the semester or during the holiday following the semester and begins at the start of the working period of the following semester at the same educational institution.

## **Section 16 Part-time hourly teachers**

### **Scope of application:**

1. The regulations of this section will be applied at upper secondary schools, comprehensive schools, music schools and vocational training schools.
2. However, in music schools, the regulations on full-time hourly teachers will be applied to part-time hourly teachers if the conditions of Chapter 7 Annex 8 Section 15 on music schools are met.

### **Salary and teaching obligation**

3. A part-time hourly teacher will be paid a fee for each lesson given. The grounds for the hourly teacher's fee are the same as the unweighted basic salary on which teacher's salary is based. The hourly fee will be paid according to Section 13 unless otherwise stated in the regulations specific to educational institutions.
4. The teaching obligation is an unweighted teaching obligation used as the grounds for the teacher's salary unless otherwise stated in the regulations specific to educational institutions.

### **Payment of salary in certain absence situations**

5. If a part-time hourly teacher participates in the reserve refresher course or civil defence training or, at the request of the employer, updating training, the teacher will be paid salary under the work plan for this period.

## **Section 17 Working time and annual holiday of teaching personnel within the total working time system**

### **Scope of application:**

1. The duties of the principal, teacher and other teaching personnel of educational institutions are within the total working time system if this has been agreed on in the regulations specific to educational institutions. In this case, where applicable, the regulations on office working hours in Chapter 2 Section 2 are complied with, taking into account the particular nature of the duties of the principal, teacher and other teaching personnel.

### **Working time**

2. Due to the particular nature of the duties of the principal, teacher and other teaching personnel, their duties consist partly of tasks which may be difficult to place in a strictly delimited working time system or within daily working hours, and partly of tasks which may be carried out outside of the actual workplace. In addition, the amount of work varies considerably at different periods of the academic year. For these reasons, the working time of the principal, teacher and other teaching personnel is flexible during various periods of the academic year and even on a daily basis, which differs from the working time mentioned above.

### **Annual holiday**

3. The rights of the principal, teacher and other teaching personnel to an annual holiday is determined according to the chapter on annual holidays.

## **Section 18 Working time of the teaching personnel**

1. The number of teaching and training workdays, the duration of lessons, the schedule of the teacher's teaching hours and other working time are determined according to an established practice indicated in legislation that has been in force on 31 December 1998 and established practice indicated in a work plan or other similar document unless otherwise stated in the regulations specific to educational institutions.

Application instruction:

The regulation does not apply to teachers within annual working time systems. The duration of the lessons is 60 min.

2. **(Applicable until 31 July 2023)** In vocational training schools, if it is necessary for purposes relating to the organisation of the training to apply a different placement of the working time during the summer, the employer will draft a plan on summer teaching. The plan will be reviewed with the shop steward. After this, if summer teaching is agreed on with

the teacher, a derogation is made from the regulations on teaching during the holidays (Part C Section 8 Paragraph 2) as follows:

- the annual number of teaching and training workdays will remain unchanged
- the annual teaching obligation will remain unchanged
- a consecutive leave of at least four weeks shall be ensured for the summer interruption period
- the summer teaching supplement will be replaced with days off except for the subject of natural resources

Application instruction:

The agreeing referred to in this paragraph shall occur in a manner that ensures that teaching is arranged regularly, taking into account the conditions of the educational institution.

For two working weeks within the summer interruption period, one week of leave will be compensated for. The purpose of the regulation above is that the annual teaching obligation of the teacher remains unchanged. Scheduling teaching for the summer means that the annual amount of work will be performed in a shorter amount of time than the usual 38 teaching weeks.

3. When the teacher's grounds for compensation are determined as an extra hour fee or in terms of time to be included in the teaching obligation based on the estimated amount of work, the employer and the teacher shall jointly assess in advance the number of hours available for performing the work.

### **Section 19 Full salary**

1. A teacher's full salary refers to basic salary and all salary supplements, and additional fees and compensation, including extra hour fees, which are paid regularly each month.
2. During the teacher's paid absence, the salary and the holiday bonus are calculated based on the teacher's full salary.

### **Section 20 Release from work for shop stewards and shop steward compensation**

1. Those serving as shop stewards will be released from part of the time reserved for teaching work, and they will be paid shop steward compensation

from **1 August 2020** onwards as follows:

Employees represented	Fee / month	Relief from the teaching obligation / week	Release days / week
-19	<b>EUR 65.80</b>	2.	160
20–59	<b>EUR 82.77</b>	2.	160
60–129	<b>EUR 96.57</b>	3.	240
130–159	<b>EUR 96.57</b>	4.	320
160–	<b>EUR 108.24</b>	5.	400

from **1 June 2021** onwards as follows:

Employees represented	Fee / month	Relief from the teaching obligation / week	Release days / week
-19	<b>EUR 66.85</b>	2.	160
20–59	<b>EUR 84.09</b>	2.	160
60–129	<b>EUR 98.12</b>	3.	240
130–159	<b>EUR 98.12</b>	4.	320
160–	<b>EUR 109.97</b>	5.	400

The number of employees represented will be verified each academic year.

- If a deputy shop steward, pursuant to a notice submitted to the employer, carries out the shop steward's duties for the main part of a calendar month while the shop steward is unable to do so, the compensation for the month concerned will be paid to the deputy shop steward.

## **Section 21 Labour protection delegate's fee**

The labour protection delegate will be paid the labour protection delegate's fee

from **1 August 2020** onwards as follows:

Employees represented	Fee / month
10–100	<b>EUR 35.02</b>
101–200	<b>EUR 45.63</b>
201–	<b>EUR 62.61</b>

from **1 June 2021** onwards as follows:

Employees represented	Fee / month
10–100	<b>EUR 35.58</b>
101–200	<b>EUR 46.36</b>
201–	<b>EUR 63.61</b>

The labour protection delegate shall be entitled to be released from regular work assignments under the law. Teachers within the scope of working time based on teaching obligations shall be released from 30 teaching obligation hours per academic year. If the mandate of the labour protection delegate does not cover the entire academic year, the release shall be calculated in proportion to teaching weeks.

The labour protection delegate's release may be replaced with an extra hour fee.

A teacher serving as a labour protection delegate will be paid the salary for regular working time for work performed outside of their working hours (e.g. meetings and inspections), and a teacher within the scope of working time based on teaching obligations will be paid an extra hour fee.

Application instruction:

When deciding the number of hours on which the compensation is based, it shall be taken into account that the duties concerned are not class teaching duties, in which case the amount of work corresponding to a single unit for the extra hour fee is 1.5 hours.

## **CHAPTER 7                    REGULATIONS SPECIFIC TO EDUCATIONAL INSTITUTIONS**

### **PART A EDUCATIONAL INSTITUTIONS PROVIDING GENERAL EDUCATION**

#### **Annex 1 Upper secondary school and comprehensive school**

##### **Section 1 Scope of application**

This annex shall be applied to teaching in comprehensive and upper secondary schools.

##### **Section 2 Definitions**

###### **Division of basic education**

This annex shall be applied to teaching provided in comprehensive schools:

- years 1 to 6, and pre-school education provided for those not within the scope of an extended compulsory education
- years 7 to 9 and additional teaching (year 10)
- special needs teaching according to the teaching referred to in Section 17 of the Basic Education Act

###### **Mixed group**

A mixed group is either a group in lower level or upper level of comprehensive school or upper secondary school, depending on whether the majority in the group are from years 1 to 6, years 7 to 9 or from upper secondary school. If there is an equal number of pupils from all levels, the regulations on the grounds for higher salary will be applied.

##### **Principals**

###### **Section 3 Basic salary, experience supplements and teaching obligations**

###### **Basic salary**

1. Basic salary is included in the salary annex by statistical codes as follows:

<b>011064</b>	Basic salary, comprehensive school
<b>011065</b>	Basic salary, upper secondary school



## Experience supplements

Experience supplement years	3 years	5 years	8 years	13 years	20 years
Experience supplement in percentages	5 %	5 %	5 %	9 %	6 %

## The principal's teaching obligation

2. The teaching obligation for the principal of a comprehensive school is 2-11 hours per week.
3. The teaching obligation for the principal of an upper secondary school is 2-9 hours per week.

## Duties included in the teaching obligation

4. The principal's teaching obligation may include not only lessons, demonstration classes and remedial teaching but also other duties.

## Grounds for determination of the number of teaching hours and basic salary

5. When confirming the number of teaching hours and basic salary, the provisions in Chapter 6 Section 2 Paragraph 3 on the salary and working time of teaching personnel shall be taken into account.

## Section 4 Examining the progress of compulsory education

The principal will be paid for examining the progress of compulsory education according to Chapter 6 Section 12 on the salary and working time of teaching personnel.

## Section 5 Working time, annual holidays and extra hours

The principal's working time, annual holidays and extra hours will be determined according to Chapter 6 Section 17 on the salary and working time of teaching personnel. When assigning the holiday credit months, the times served as a full-time teacher in the main educational institution will also be taken into account.

## Vice principals

### Section 6 Vice principal's teaching obligation coefficient and compensation

#### Vice principal's supplement

1. Teachers acting as vice principals will be paid the vice principal's supplement (statistical code 011151), which is 16–24 % and is calculated based on the basic salary under Section 11.

The increase mentioned above shall not be taken into account in the grounds for the extra hour fee.

**Vice principal’s teaching obligation**

2. Teachers acting as vice principals will be relieved from their teaching obligation as follows: teaching obligation coefficient 0.3–0.8.
3. If the vice principal’s teaching obligations is not an integer, the teaching obligation will be rounded to half an hour. If two figures are equally close to the outcome, the teaching obligation will be rounded to the smaller figure.

**Confirming the number of teaching hours and basic salary**

4. When confirming the number of teaching hours and basic salary, the provisions in Chapter 6 Section 2 Paragraph 3 on the salary and working time of teaching personnel shall be taken into account.

**Section 7 Compensation for vice principals managing the principal’s administrative duties**

If, in addition to their own duties, vice principals are assigned to manage the principal’s administrative duties during an interruption of the principal’s work, the vice principals will be paid compensation as a teacher would according to Section 31.

**Section 8 Reform school managers and school managers**

**Scope of application:**

1. This section shall be applied in a reform school.

**Basic salary**

2. Basic salary is included in the salary annex by statistical codes as follows:

**011261**      Manager

**Experience supplements**

Experience supplement years	3 years	5 years	8 years	13 years	20 years
Experience supplement in percentages	5 %	5 %	5 %	5 %	6 %

## Teaching obligation and salary of school managers teaching a special class

3. The teaching obligation of a special class teacher acting as a school manager will be reduced by 6–8 hours per week, and their basic salary will be increased by 20 %.

## Working time, annual holidays and extra hours of managers

4. The manager's working time, annual holidays and extra hours will be determined according to Chapter 6 Section 17 on the salary and working time of teaching personnel.

## Commitment compensation

5. Commitment compensation for managers and school managers  
from **1 August 2020** onwards:

Weekday	<b>EUR 13.47</b>
Saturday	<b>EUR 27.18</b>
Sunday	<b>EUR 40.66</b>

from **1 June 2021** onwards:

Weekday	<b>EUR 13.62</b>
Saturday	<b>EUR 27.48</b>
Sunday	<b>EUR 41.11</b>

The compensation will be reviewed in proportion to the general increase.

## Section 9 School manager (Steiner school, Rinnekoti)

### Steiner school

If the school has no principal, the teaching obligation of the teacher acting as the vice-chair of the teaching personnel or serving in another similar position will be reduced at most as follows: teaching obligation coefficient 0.3–0.8.

When determining the coefficients, the provisions in Section 6 Paragraph 3 and 4 shall be applied.

### Rinnekoti

A special class teacher acting as a school manager will be paid a 16 % increase calculated based on basic salary in exchange for managing the school, and the teaching obligation will be reduced by two hours per week.

## Section 10 Manager and vice-manager (Toivolakoti, Pipola)

1. Basic salary is included in the salary annex by statistical codes as follows:

<b>011259</b>	Manager
<b>011154</b>	Vice-manager

### Experience supplements

Experience supplement years	3 years	5 years	8 years	13 years	20 years
Experience supplement in percentages	5 %	5 %	5 %	5 %	6 %

### Teaching obligation of vice-managers acting as school managers

2. The teaching obligation of vice-managers acting as school managers or who have teaching qualifications shall be 6-8 hours per week.

### Working time, annual holidays and extra hours of vice-managers

3. The vice-manager's working time, annual holidays and extra hours will be determined according to Chapter 6 Section 17 on the salary and working time of teaching personnel.

## Teachers

### Section 11 Basic salary, extra hour fee coefficients and experience supplements

#### Basic salary

1. Basic salary and extra hour fee coefficients are included in the salary annex by statistical codes as follows:

#### 1. Lecturer and guidance counsellor (upper secondary school)

<b>012151</b>	a. A higher university degree and the qualifications of an upper secondary school teacher or the older qualifications of a senior lecturer
<b>012150</b>	b. Qualifications of a comprehensive school or an upper secondary school teacher or the older qualifications of an upper secondary school teacher
<b>012145</b>	c. A higher or lower university degree
<b>012139</b>	d. Other than those mentioned above

## **2. Lecturer (comprehensive school)**

- 012249** a. A higher university degree and the qualifications of a basic / general upper secondary teacher or the older qualifications of a senior lecturer
- 012248** b. Qualifications of a comprehensive school teacher or the older qualifications of a comprehensive or an upper secondary school teacher
- 012244** c. A higher university degree
- 012242** d. A lower university degree
- 012239** e. Other than those mentioned above

## **3. Special needs and special class teacher**

- 012349** a. A higher university degree and the qualifications of a special needs or class teacher
- 012348** b. A lower university degree and the qualifications of a special needs or class teacher
- 012347** c. Qualifications of a special needs or class teacher or a higher university degree and the qualifications of a comprehensive or an upper secondary school teacher
- 012346** d. Qualifications of a comprehensive or an upper secondary school teacher
- 012344** e. A teacher for the most severely intellectually disabled with a suitable post-secondary level degree and 35 study weeks of specialised studies
- 012341** f. A teacher other than those mentioned above or a teacher for the most severely intellectually disabled with a suitable post-secondary level degree

## **4. Class teacher**

- 012449** a. A higher university degree, qualifications of a subject teacher and the qualifications of a comprehensive or upper secondary school teacher
- 012448** b. Qualifications of a subject teacher and a comprehensive or upper secondary school teacher
- 012446** c. Qualifications of a comprehensive or upper secondary school teacher
- 012435** d. Other than those mentioned above

## Experience supplements

2. Comprehensive and upper secondary school (except for Steiner schools)

Experience supplement years	3 years	5 years	8 years	13 years	20 years
Experience supplement in percentages	6 %	6 %	7 %	8 %	6 %

3. Steiner schools

Experience supplement years	5 years	7 years	10 years	15 years	20 years
Experience supplement in percentages	6 %	6 %	7 %	8 %	6 %

For a Steiner school teacher with a suitable degree from a higher education institution or a post-secondary level degree, a training period of two years will be considered as time that justifies experience supplements.

## Pre-primary class teacher

4. A pre-primary class teacher with the degree of a nursery teacher, the Bachelor of Social Services (university of applied sciences), social educator or social instructor will be paid salary on the same grounds as class teachers with the qualifications of a comprehensive / upper secondary school class teacher.

## Steiner school teacher

5. The person in the position of duties equivalent to those of a comprehensive school teacher shall be entitled to higher salary determined based on a certain degree. This applies not only to the degrees mentioned in this agreement but also to studies completed at the Steiner school teacher training institution, which are considered to be sufficient by the Finnish National Agency for Education.

## Specialisation supplement

6. A teacher acting as a class teacher who has completed specialisation studies required by law in the second national language or foreign language, their native language or mathematics and whose teaching subject is the language mentioned or the subject in which the teacher specialises, shall be paid a specialisation supplement which is 4 %, calculated based on the basic salary under Section 11. The supplement will not be paid to teachers whose basic salary is determined according to Section 11 Paragraph 4a or 4b.

## Initial teaching supplement

7. A class teacher or a special class teacher whose basic teaching group includes a total of at least two thirds of pre-primary school pupils receiving pre-primary education, or year 1 or 2 pupils, will be paid an initial teaching supplement which is 3 %, calculated based on the basic salary under Section 11. The supplement will not be paid to teachers whose basic salary is determined according to Section 11 Paragraph 4a or 4b.

## Comprehensive school guidance counsellor

8. The provisions on lecturers in this agreement also apply to comprehensive school guidance counsellors.

## Section 12 Teaching obligations

teaching obligation per week

### 1. Lecturer (upper secondary school)

Finnish, literature and Finnish as a second language	16.5
the second national language, foreign languages, ICT – the teaching obligation for the A1, A2 and B1 languages is reduced by one hour per week compared to what is agreed above	19.5
mathematics, physics, chemistry, visual arts, music religion, philosophy, ethics, psychology, history, social studies, biology and geography, health education	20.5
home economics, handicrafts, technical crafts, guidance counselling	21.5
physical education or optional subjects not immediately related to the subjects mentioned above	22.5
	23.5

### 2. Lecturer (comprehensive school)

Finnish, literature and Finnish as a second language	18.5
a second national language and foreign languages	20.5
ICT	19.5
mathematics, physics, chemistry, visual arts, music	21.5
guidance counselling	22.5
religion, ethics, philosophy, history, social studies, biology, geography, home economics, commercial subjects, health education	23.5
handicrafts, technical crafts, physical education, agriculture and forestry, gardening	24.5
other subjects	23.5

### 3. Special needs teaching

special class or special needs teacher (the intellectually disabled)	22.5
special needs teacher	24.5

### 4. Class teaching

Class teacher	24.5
pre-primary class teacher	24.5

### 5. Steiner school

Steiner school eurhythmics	19.5
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### Meeting the teaching obligation and weighted teaching obligation

1. If the teacher's teaching obligation or the number of hours required for an hourly teacher to be considered a full-time teacher is not completed during the academic year, the teacher will, nevertheless, receive the full basic salary or annual salary along with experience supplements, and full-time hourly teachers will be paid salary equivalent to the limit of full-time work for the entire semester.
2. If the lecturer provides lessons in two or more subjects with a different teaching obligation in the same type of schooling with the same employer, or if the lecturer is a mixed lecturer (Section 15), the lecturer's teaching obligation shall be the average teaching obligation weighted using the weekly number of hours spent on the subjects in which the teacher provides lessons. If the average teaching obligations is not an integer, the teaching obligation will be rounded to half an hour. If two figures are equally close to the outcome, the teaching obligation will be rounded to the smaller figure.

#### Application instruction:

Basic education (lower and upper level of comprehensive school and special needs education) is considered the same type of schooling, where the weighted teaching obligation is calculated on an hourly basis. For upper secondary school hours, they are weighted separately.

### Section 13 Lecturer in guidance counselling

1. The working time and salary of lecturers in guidance counselling may be subject to regulations under this section if this is agreed on between the lecturer in guidance counselling and the employer's representative.
2. The regulations in Section 13 Paragraph 3 may also be applied to special needs teachers or special class teachers if this is agreed on between the teacher and the employer's representative.



## Working time

3. The working time of a lecturer in guidance counselling is divided into bound working time and independent working time. At least 40 and no more than 80 hours of the annual bound working time (guidance counselling work) shall be scheduled at a time other than pupils' school days.

The annual bound working time is **1,200** hours per year. Of this working time, a lecturer in guidance counselling may be obliged to provide no more than 494 class teaching hours per academic year. If the bound working time exceeds **1,200** hours with the consent of the lecturer and at that employer's request, 1/153 of the monthly salary will be paid for each hour.

## Salary

4. Basic salary for lecturers in guidance counselling are included in the salary annex by statistical codes as follows:
  - a. A higher university degree and the qualifications of a comprehensive or upper secondary school teacher or the older qualifications of a senior lecturer

<b>015156</b>	under 15 years of experience justifying an experience supplement
<b>015159</b>	at least 15 years of experience justifying an experience supplement
  - b. Qualifications of a comprehensive or upper secondary school teacher

<b>015155</b>	under 15 years of experience justifying an experience supplement
<b>015158</b>	at least 15 years of experience justifying an experience supplement
  - c. Other than those mentioned above

<b>015143</b>	under 15 years of experience justifying an experience supplement
<b>015146</b>	at least 15 years of experience justifying an experience supplement

## Experience supplements

Experience supplement years	3 years	5 years	8 years	13 years
Experience supplement in percentages	5 %	5 %	5 %	5 %

5. If the lecturer in guidance counselling has a guidance counsellor's training, the basic salary will be increased by 4 %.
6. When determining the lecturer's basic salary, the salary in its entirety for the previous academic year constitutes the benchmark salary, so that the number of hours and duties of the previous academic year and their salary will be used as the number of paid hours and duties. The new total salary will be at least the basic salary equivalent to the total previous salary in euros.

## Section 14 Coefficient specific to upper secondary school teacher

1. The number of teacher's class teaching hours will be multiplied by 1.10 in order to obtain the total number of hours on which the payment of salary is based.
2. In this context, class teaching hours refer to subject lessons in class, guidance counselling lessons in class, remedial teaching lessons and preparatory lessons for demonstrations.
3. The coefficient hours for demonstrations will be calculated based on the number of hours for demonstrations, which have not been multiplied by 1.10. The preparatory lessons for demonstrations are determined according to Section 23.
4. If a comprehensive school teacher or a teacher providing lessons in both comprehensive school and upper secondary school teach at an upper secondary school, the regulations above also apply to them in terms of the hours taught at upper secondary schools.

## Section 15 Mixed lecturer's supplement

A lecturer whose teaching obligation includes lessons at both upper secondary schools and at upper secondary schools for adults, will be paid a mixed lecturer's supplement which is 3 %, calculated based on the basic salary under Section 11.

## Section 16 Comprehensive level supplement

An upper secondary school lecturer with working hours included in the teaching obligation on the comprehensive school level will be paid a

supplement which is 4 %, calculated based on the basic salary under Section 11.

### **Section 17 Upper secondary level supplement**

A comprehensive school lecturer with working hours included in the teaching obligation on the upper secondary school level will be paid a supplement which is 4 %, calculated based on the basic salary under Section 11.

### **Section 18 Pre-primary supplement**

A class teacher whose teaching group includes not only comprehensive school pupils but also one or more pre-primary school pupils will be paid a supplement which is 3 %, calculated based on the basic salary under Section 11.

### **Section 19 Developing region supplement**

1. A teacher working in the rural municipalities of the Province of Lapland, in the City of Kemijärvi or Kuhmo or the municipalities of Hyrynsalmi, Kuivaniemi, Kuusamo, Pudasjärvi, Puolanka, Ristijärvi, Sotkamo, Suomussalmi, Taivalkoski, Houtskari, Iniö, Korppoo, Kustavi, Nauvo, Rymättylä or Velkua, will be paid a developing regions supplement which is 3 %, calculated based on the basic salary under Section 11.
2. The developing regions supplement will not be taken into account when determining an extra hour fee.

### **Section 20 School-specific additional duties**

1. A teacher who is separately assigned duties related to the development, planning or administration of school-specific teaching will be paid a separate supplement in euros based on the difficulty and responsibility of the duties.

The following sum will be spent each month school-specifically for the purpose mentioned above

from **1 August 2020** onwards:

<b>Number of pupils</b>	<b>Cost-of-living category I of the municipality</b>	<b>Cost-of-living category II of the municipality</b>
-200	<b>EUR 366.82</b>	<b>EUR 356.99</b>
201–400	<b>EUR 611.82</b>	<b>EUR 595.01</b>
401–600	<b>EUR 855.43</b>	<b>EUR 833.02</b>
601–800	<b>EUR 1,100.43</b>	<b>EUR 1,071.02</b>
801–1,000	<b>EUR 1,345.43</b>	<b>EUR 1,309.04</b>
1,001–	<b>EUR 1,467.24</b>	<b>EUR 1,428.04</b>

from **1 June 2021** onwards:

<b>Number of pupils</b>	<b>Cost-of-living category I of the municipality</b>	<b>Cost-of-living category II of the municipality</b>
-200	<b>EUR 370.86</b>	<b>EUR 360.92</b>
201–400	<b>EUR 618.55</b>	<b>EUR 601.56</b>
401–600	<b>EUR 864.84</b>	<b>EUR 842.18</b>
601–800	<b>EUR 1,112.53</b>	<b>EUR 1,082.80</b>
801–1,000	<b>EUR 1,360.23</b>	<b>EUR 1,323.44</b>
1,001–	<b>EUR 1,483.38</b>	<b>EUR 1,443.75</b>

2. If a comprehensive school and an upper secondary school operate in the same location, the quota will be determined according to the total number of pupils.

## **Section 21 Procurement and management duties in skills-based and arts subjects**

Each month, teachers of skills-based and arts subjects will be paid the following sums per school for the procurement and management of supplies and materials (total for both comprehensive and upper secondary school)

from **1 August 2020** onwards

in cost-of-living category I **EUR 384.54**

in cost-of-living category II **EUR 374.06**

if the number of comprehensive teaching groups is smaller than 9 and

in cost-of-living category I   **EUR 576.81**  
in cost-of-living category II   **EUR 559.33**  
if the number of comprehensive teaching groups is 9 or more.

from **1 June 2021** onwards

in cost-of-living category I   **EUR 388.77**  
in cost-of-living category II   **EUR 378.17**  
if the number of comprehensive teaching groups is smaller than  
9 and

in cost-of-living category I   **EUR 583.15**  
in cost-of-living category II   **EUR 565.48**  
if the number of comprehensive teaching groups is 9 or more.

## **Section 22 Relief from teaching obligations**

### **Teachers providing lessons in at least two workplaces**

1. The teaching obligation of a teacher providing lessons in at least two workplaces will be reduced by one lesson per week if they travel from one workplace to another in the middle of the day according to the work plan.

Application instruction:

If the distance between the workplaces is less than 1 kilometre, the reduction mentioned above will not apply.

If, according to the work plan, the teacher travels from one workplace to another in the middle of the day on average at least three times per week, the reduction shall be one and a half lessons per week. If there are on average at least five instances of such travel per week, the reduction shall be two weekly lessons per year. If there are on average at least eight instances of such travel per week, the reduction shall be two and a half weekly lessons per year. Alternatively, if while travelling from their residence or the workplace closest to the residence to another workplace or other workplaces in order to provide lessons, the teacher shall use the shortest feasible travel route for at least 30 kilometres per week, the teaching obligations shall be reduced by one lesson per week, and in addition, half a weekly lesson per year for each subsequent full 50 kilometres calculated as mentioned above.

### **Combined class relief**

2. One lesson per week will be reduced from the annual teaching obligation of a class teacher whose teaching group includes pupils from two or more different years.

3. In addition, if there are one or more pre-primary class pupils in the teaching group, the teaching obligation will be reduced by one lesson.

### **Certain administrative duties at Steiner schools**

4. The teaching obligation of teachers acting as chairpersons or as secretaries for the teaching personnel may be reduced by no more than one lesson per week.

### **Section 23 Duties included in the teaching obligations in upper secondary schools**

1. Of the work performed in addition to actual class lessons, lessons will be included in the teaching obligation at upper secondary schools on the following grounds.

### **Upper secondary school resources**

2. In addition to the teacher-specific coefficient, the work plan indicates 20 weekly lessons per upper secondary school and 0.16 weekly lessons per pupil as the grounds for the payment of teachers' salary. For determining the lessons to be indicated in the work plan, the difficulty and responsibility of the work will be taken into account, as well as the participation of the teacher in the oral examinations related to the upper secondary school final assessment and in the preparatory correction of examinations in the matriculation examination as well as in the special duties assigned to teachers.

### **Tutor's compensation**

The tutor's compensation is based on a monthly fee which is **EUR 144.28 per month from 1 August 2020 onwards and EUR 145.87 per month from 1 June 2021 onwards** per one full weekly lesson.

### **Calculation method for demonstration and laboratory lessons**

3. The teaching obligation of physics and chemistry lecturers shall include one fifth of the physics and chemistry lessons completed as the weekly preparatory lessons for demonstrations of these subjects.
4. The teaching obligation of teachers of biology, agriculture, forestry and gardening shall include one 20th of the lessons completed in the subject as the weekly preparatory lessons for the demonstrations and laboratory sessions for teaching these subjects.

### **Comprehensive school class manager**

5. If a lecturer or a full-time hourly teacher has been assigned to manage a comprehensive school teaches and teaches at least one half of the

class's lessons, their teaching obligation will be reduced by one lesson per week.

### **Duties related to guidance counselling**

6. Of the duties related to guidance counselling, performed by a combined teacher outside of class teaching, ½ an hour per week per each new group of 16 pupils will be included in the teacher's teaching obligation.

### **Upper secondary school diploma and oral examinations**

7. The work required for the upper secondary school diploma and oral examinations shall be compensated by considering 1.5 hours equal to one lesson.

### **Rounding the number of lessons**

8. If the number of weekly lessons to be included in the teaching obligation is not an integer, the calculated outcome will be rounded to the closest integer. If two integers are equally close to the outcome, the outcome will be rounded to the larger integer.

### **Teachers providing lessons in both comprehensive school and upper secondary school**

9. For teachers providing lessons in both comprehensive school and upper secondary school, the duties mentioned in this Section will be included in the teaching obligation in the same way as for upper secondary school teachers.

## **Section 24 Duties included in the teaching obligations in comprehensive schools**

### **Guidance counselling**

1. A fee according to the teacher's own grounds for the extra hour fee will be paid per comprehensive school guidance counselling lesson.

### **Library management**

2. Compensation corresponding to 1 to 4 extra hour fees for weekly lessons per year will be paid for library management.

### **Collection management**

3. Compensation corresponding to one extra hour fee for weekly lessons per year will be paid for the management of biology, physics and chemistry collections.

### **Management of musical performances**

4. Compensation corresponding to an extra hour fee for weekly lessons per year will be paid to a lecturer for managing the joint musical performances for the school. An equivalent compensation will also be paid to a class teacher, special class teacher or special needs teacher when the duty has been included in the work plan and there are at least six teachers at the school.

### **Tutor's compensation**

5. For tutor's duties, a lecturer is paid a monthly fee which is **EUR 120.93 per month from 1 August 2020 onwards and EUR 122.26 per month from 1 June 2021 onwards.**

### **Guidance and surveillance of kitchen activities**

6. For the guidance and surveillance of comprehensive school kitchen activities, a home economics teacher will be paid compensation corresponding to one extra hour fee for weekly lessons per year when the duty has been assigned in the work plan.

### **Management of audiovisual tools**

7. For the management of audiovisual tools, a teacher to whom the duty is assigned will be paid 1 to 2 fees for weekly lessons per year.

### **Language studio supervisor**

8. For the duties of a language studio supervisor, the teacher concerned will be paid an hourly fee which is obtained by dividing the full salary by 150.

### **Care and supervision of ICT devices**

9. For the care and supervision of ICT devices, the teacher to whom the duty is assigned will be paid compensation for one weekly lesson based on the teacher's own grounds for an extra hour fee, and on the upper level of comprehensive school, where ICT is an optional subject, compensation for two weekly lessons.

### **Student union instructor**

10. For the duties of the student union instructor on the upper level of comprehensive school, the teacher to whom the duty is assigned will be paid compensation for 0.5 to 2 weekly lessons based on the teacher's own grounds for an extra hour fee.



## Homework supervision

11. For a homework or other study supervision lesson arranged for a pupil who must wait at school due to school transportation or another reason due to the organisation of school work, the teacher will be paid compensation equivalent to one extra hour fee for weekly lessons per year if the supervision is not carried out in connection with other paid duties.

## Instruction work for pupils at the student accommodation

12. For instruction work during the leisure time of pupils at the student accommodation, the teacher will be paid compensation equivalent to one extra hour fee for weekly lessons per year.

## Examining private pupils and the progress of compulsory education

13. For an examination related to a degree referred to in Section 38 of the Basic Education Act and an examination of the progress of compulsory education referred to in Section 25 of the Basic Education Act, a principal and teacher will be paid a compensation of **EUR 37.01 per examination from 1 August 2020 onwards, and a compensation of EUR 37.42 per examination from 1 June 2021 onwards.**

If more than one student is taking the examination at the same event, the teacher will be paid a full fee for the first three students, one half of the fee for the fourth through the ninth student, and one quarter of the fee from the tenth student onward.

## Duties related to guidance counselling

14. For guidance or guidance in small groups, related to guidance counselling, and for communication duties and other duties, a total of two hours a week at the upper level of comprehensive school are included in the teacher's teaching obligation per comprehensive teaching group for the first six comprehensive teaching groups, and  $\frac{1}{2}$  an hour for each new group of 16 pupils.

Of the duties related to guidance counselling, performed by a combined teacher,  $\frac{1}{2}$  an hour per week per each new group of 16 pupils at the upper level of comprehensive school will be included in the teacher's teaching obligation.

For the arrangement duties related to practical training,  $\frac{1}{2}$  an hour per week for each new group of 16 pupils participating in the practical training will be included in the teacher's teaching obligation.

## Preparatory lessons for demonstrations

15. One twentieth of the demonstrations and laboratory work lessons included in the biology, agriculture, forestry and gardening curriculum will be

included in the teaching obligation of a lecturer providing lessons on biology, agriculture, forestry and gardening, and a special class teacher teaching pupils in years equivalent to the upper level of comprehensive school.

Due to the weekly preparatory lessons for demonstration in physics and chemistry, the teaching obligation of a physics and chemistry lecturer and a special class teacher teaching pupils in years equivalent to the upper level of comprehensive school will include one fifth of physics and chemistry lessons per week.

### **Cross-over use of certain compensation**

16. If the employer considers it appropriate, the combined number of hours may be formed from the compensation mentioned in Paragraphs 2, 3, 7, 8, 9 and 10 above. The employer may deviate from the paragraphs above in allocating the number of hours for the management of these duties.

### **Section 25 Inclusion in the teaching obligation**

If a number of lessons corresponding to the teacher's teaching obligation cannot be assigned, the necessary components of the duties mentioned in Sections 24 and 25 will be considered lessons included in the teaching obligation.

### **Section 26 Separately compensated duties**

#### **Club compensation**

1. For club lessons, a teacher will be paid a compensation according to the teacher's own grounds for the extra hour fee.

### **Management of the duties of a disqualified principal**

2. A teacher who is assigned to manage the principal's duties related to the matriculation examination while the principal is disqualified from doing so will be paid an hourly compensation obtained by dividing the full salary by 150.

### **Section 27 Separately compensated duties at reformatory homes**

#### **Special duty quota**

1. For performing special duties approved in the school work plan, a teacher will be paid a compensation according to the grounds for their extra hour fee. The school has no more than 20 lessons per week for compensating for special duties, and additionally one lesson for each new group of eight pupils.

## Club activities

2. For managing a voluntary club approved in the school work plan and arranged for pupils outside of the daily working hours of the school, a teacher will be paid a compensation corresponding to one fee for weekly lesson per year for the number of lessons according to the number of working weeks in the academic year.

## Inclusion in the teaching obligation

3. If a number of lessons corresponding to the teacher's teaching obligation cannot be assigned, the necessary components of the duties mentioned above may be lessons included in the teacher's teaching obligation, so that the number of lessons according to the number of working weeks in the academic year correspond to the teacher's weekly lesson per year.

## Section 28 Training and planning work (the changes will enter into force on 1 August 2020)

1. A teacher shall be obliged to participate in further training agreed on with the employer, or in planning work, for 18 hours per academic year. **If the training and planning work is implemented in the form of full working days (at least 6 hours), two working days may be allocated outside of the school working period immediately before or after a semester, and no more than one working day may be on a Saturday during the working period of the academic year. In addition, during the school working period, a teacher may be enrolled for training promoting and maintaining the teacher's own professional competencies or activities improving their working capacity and well-being at work for no more than six hours.**
2. In addition to teaching and other duties assigned to teachers, depending on the school-specific execution of tasks, a teacher shall participate in assignments related to the joint planning of teaching, negotiations by subject group and subject matter group, the cooperation between the school and the home as well as planning the implementation of teaching and the development of the school activities for **45–100 hours per academic year. The use of working time will be planned and monitored.**
3. The employer may require that the teacher carry out school development work in addition to the other working time allocated for this purpose in the agreement so that the working time of 1.5 hours corresponds to one extra hour fee.

## Section 29 Compensation for teachers managing the principal's administrative duties

If, alongside their own duties, a teacher is assigned to manage the principal's administrative duties short-term, for at least three days during an interruption in the principal's work, the teacher will be paid the difference

of the number of hours calculated according to the middle point of the margin of undeducted teaching obligations for the duties concerned as extra hours according to the teacher's own grounds for the extra hour fee.

### **Section 30 Salary of a teacher's substitute**

1. For a temporary post of no more than five school working days, the substitute will be paid a compensation according to the lessons taught as an hourly compensation according to the substitute's eligibility.
2. If the temporary post is longer than five school working days and occurs at a time when the number of lessons taught is lower than that of the teaching obligation, the substitute will be paid a percentage corresponding to the lessons taught of salary equivalent to the full teaching obligation according to the following formula:

$$= \frac{\text{number of lessons taught and special assignments} \times \text{full salary for the temporary post period}}{\text{total number of teaching obligation lessons for the duties concerned during the temporary post period}}$$

3. If the number of hours completed by the teacher's substitute is higher than that of the teaching obligation, the substitute will be paid not only full salary but also an extra hour fee for the lessons exceeding the teaching obligation.

### **Section 31 Extra hours**

1. An extra hour fee will be paid to teachers for the hours exceeding the teaching obligation.
2. The upper secondary school lessons assigned to comprehensive school teachers in addition to comprehensive school lessons will be included in the teaching obligation after the comprehensive school lessons. Similarly, the comprehensive school lessons assigned to upper secondary school teachers in addition to upper secondary school lessons will be included in the teaching obligation after the upper secondary school lessons.
3. The grounds for the fee for the extra lessons provided by a class teacher at the upper level of comprehensive school or in special needs teaching are the same as the grounds for the fee of a lecturer or special needs education.
4. The grounds for the fee for the extra lessons provided by a special needs teacher at comprehensive school or the upper level of comprehensive school are the same as the grounds for the fee of class a teacher or lecturer.

## Section 32 Teaching during holidays

The teaching hours during the holidays of comprehensive school and upper secondary school institutions are multiplied by two for calculating the total number of lessons and salary, and they may be included in the teaching obligation.

## Hourly teachers

### Section 33 Full-time hourly teachers

The conditions for the employment relationship of an hourly teacher are the same as those for a teacher unless otherwise agreed on in this annex.

The basic salary is included in the salary annex by statistical code as in the case of lecturers/teachers: the hourly teacher's code is 012551, while the lecturer's code is 012151.

## Other regulations

### Section 34 Compensation for the examination and supervision of private pupils

1. Teachers in charge of examination will be paid **a compensation of EUR 41.41 from 1 August 2020 onwards, and a compensation of EUR 41.87 from 1 June 2021 onwards**. The compensation for the examination may include a written and oral examination and a resit.

If several private pupils participate in the same year's examination for the same subject, the compensation per participant shall be as follows:

1–3 pupils	full compensation and an additional compensation for the following
4–9 pupils	1/2 of the compensation
10–20 pupils	1/4 of the compensation
21+ pupils	1/6 of the compensation

2. Teachers supervising written examinations will be paid an hourly supervision compensation which is the teacher's full salary divided by 150.
3. The principal will be paid the compensation mentioned in Paragraph 1 per participant referred to in Paragraph 1 or 4 with no gradation.
4. For the correction of the matriculation examination, a compensation will be paid per examination on the grounds mentioned in Paragraph 1. For foreign languages, the correction will be considered a single examination.

5. The compensation for examination and supervision will also be paid for anyone who
  - retakes an approved examination after the actual examination or supplements the matriculation examination or
  - retakes an approved examination in a separate examination after the degree following the actual matriculation examination at their own school or supplements the matriculation examination or
  - takes the matriculation examination or a separate examination included in it according to the vocational training or other similar training and the additional studies potentially required by the Ministry of Education as referred to in Section 9 of the Act on the Organisation of the Matriculation Examination.

### **Section 35 Compensation for travelling expenses**

1. Teachers providing lessons in two or more workplaces will be compensated for travelling expenses for trips between the schools. Trips from and to the teacher's residence will be compensated for if the distance exceeds 6 kilometres.
2. If the teacher provides lessons at one school on a given day, the travelling expenses will be compensated for if the trip to the workplace located further away from the teacher's residence incurs greater cost than the trip to the workplace located closer to the teacher's residence.
3. Hourly teachers will only be compensated for trips between schools.

### **Section 36 Work related to distance teaching**

The work related to the distance learning of students shall be included in the number of the teacher's teaching hours so that 1.5 hours of distance teaching correspond to a single lesson.

### **Section 37 Compensation for club activities in certain cases**

If the club is organised by a person who is not a teacher at the school or a full-time hourly teacher, the organiser will be paid an hourly compensation which would be paid to a part-time hourly teacher at the school concerned.

## **Annex 2 Upper secondary schools for adults and upper secondary school adult classes**

### **Principals and vice principals**

#### **Section 38 Principal's basic salary, experience supplements and teaching obligations**

##### **Basic salary**

1. The basic salary is included in the salary annex under the statistical code 011065.

##### **Experience supplements**

Experience supplement years	3 years	5 years	8 years	13 years	20 years
Experience supplement in percentages	5 %	5 %	5 %	9 %	6 %

##### **Teaching obligation**

2. The principal's teaching obligation is 100–300 hours per year.

##### **Grounds for determination of the number of teaching hours and basic salary**

3. When confirming the number of teaching hours and basic salary, the provisions in Chapter 6 Section 2 Paragraph 3 on the salary and working time of teaching personnel shall be taken into account within the framework of the upper and lower limit.

##### **Section 39 Duties included in the teaching obligations**

1. The principal's teaching obligation may include not only lessons, demonstration classes and remedial teaching but also other duties.
2. In addition, as with teachers, the principal and vice principal may include the supervision of Finnish-language exercises, and for special reasons, lessons in vocational guidance, in their teaching obligations.
3. Summer teaching will be included in the principal's number of teaching hours.

##### **Section 40 Working time, annual holidays and extra hours**

The principal's working time, annual holidays and extra hours will be determined according to Chapter 6 Section 17 on the salary and working time of teaching personnel. When calculating the holiday credit months, the times served as a full-time teacher in the own educational institution will also be taken into account.

### **Section 41 Compensation for teachers acting as vice principals**

1. The vice principal's compensation is indicated under the statistical code 011151.
2. The basic salary of teachers acting as vice principals is 20 % higher than usual. The increase shall not be taken into account in the grounds for the extra hour fee.

### **Section 42 Relief for teachers acting as vice principals**

1. A teacher acting as a vice principal will be relieved from their teaching obligation as follows: teaching obligation coefficient 0.3–0.8.
2. If the vice principal's teaching obligations is not an integer, the teaching obligation will be rounded to half an hour. If two figures are equally close to the outcome, the teaching obligation will be rounded to the smaller figure.
3. When confirming the number of teaching hours and basic salary, the provisions in Chapter 6 Section 2 Paragraph 3 on the salary and working time of teaching personnel shall be taken into account.

### **Section 43 Compensation for vice principals managing the principal's administrative duties**

If, in addition to their own duties, a vice principal is assigned to manage the principal's administrative duties during an interruption of the principal's work, the vice principal will be paid compensation as a teacher according to Section 51.

## **Teachers**

### **Section 44 Basic salary and experience supplements**

#### **Basic salary**

Basic salary for a lecturer at upper secondary schools for adults are included in the salary annex by statistical codes as follows:

- |               |  |
|---------------|--|
| <b>012151</b> | a. A higher university degree and the qualifications of an upper secondary school teacher or the older qualifications of a senior lecturer |
| <b>012150</b> | b. Qualifications of a comprehensive school teacher or the older qualifications of an upper secondary school teacher                       |



**012145** c. A higher or lower university degree

**012139** d. Other than those mentioned above

### Experience supplements

Experience supplement years	3 years	5 years	8 years	13 years	20 years
Experience supplement in percentages	6 %	6 %	7 %	8 %	6 %

### Section 45 Mixed lecturer's supplement

A lecturer whose teaching obligations include lessons at both upper secondary schools and upper secondary schools for adults will be paid a mixed lecturer's supplement which is 3 %, calculated based on the basic salary under Section 44.

### Section 46 Comprehensive level increase

A teacher at upper secondary schools for adults and upper secondary school adult classes, with working hours included in the teaching obligations on the comprehensive school level, will be paid a supplement which is 4 %, calculated based on the basic salary under Section 44.

### Section 47 Salary of a teacher's substitute

1. For a temporary post of no more than five school working days, the substitute will be paid compensation according to the lessons taught as an hourly compensation according to the substitute's own eligibility.
2. If the temporary post is longer than five school working days and occurs at a time when the number of lessons taught is lower than that of the teaching obligation, the substitute will be paid a share of salary, corresponding to the lessons taught, equivalent to the full teaching obligation, according to the following formula:

$$= \frac{\text{number of lessons taught and special assignments} \times \text{full salary for the temporary post period}}{\text{total number of teaching obligation lessons for the duties concerned during the temporary post period}}$$

3. If the number of hours completed by the substitute is higher than that of the teaching obligation, the substitute will be paid not only the actual salary but also an extra hour fee for the lessons exceeding the teaching obligation.

## **Section 48 Teaching obligation**

1. The teaching obligation of a teacher at upper secondary schools for adults and upper secondary school adult classes is 18.5 lessons per week. Compared to this, the teaching obligation for the A1, A2 and B1 languages is reduced by one hour per week.
2. The annual teaching obligation is obtained by multiplying the weekly teaching obligation by 33.
3. For each course of the syllabus of mandatory, specialisation and applied studies (28 lessons), a teacher may include in the teaching obligation one weekly lesson per year (33 lessons) for teaching, for receiving the oral final examinations at upper secondary schools and for the preparatory review of the matriculation examinations. However, for courses other than those mentioned above, the figure is 31 lessons.
4. If the number of lessons in a course is lower or higher than 28 lessons, lessons for the assignments mentioned may be included in the teaching obligation according to the ratio referred to above.
5. If a teacher provides lessons in two or more subjects for which the teaching obligation is different, or if the teacher is a mixed lecturer, the weighted teaching obligation shall be calculated as lessons per year.

## **Section 49 Inclusion in the teaching obligation**

1. If a number of lessons corresponding to the teacher's teaching obligation cannot be assigned, the necessary components of the duties mentioned in Sections 23 and 24 will be considered lessons included in the teaching obligation.
2. Of the work performed in addition to actual class lessons, lessons may be included in the teaching obligation on the following grounds:

### **Tutor**

For tutor's duties, one weekly lesson will be included in the teaching obligation.

### **Library management**

For library management, three weekly lessons will be included in the teaching obligation.

### **Collection management**

For the management of biology, physics and chemistry collections, one weekly lesson will be included in the teaching obligation for each collection.

**Care and supervision of ICT devices**

For the care and supervision of ICT devices, two weekly lessons will be included in the teacher's teaching obligations in addition to class lessons. If the equipment is used jointly with the comprehensive school, and the upper secondary school teacher has been assigned to care for the joint equipment, 2½ hours are included in the teaching obligation.

**Calculation method for demonstration lessons**

The teaching obligation of physics and chemistry lecturers shall include one fifth of the physics and chemistry lessons completed as the weekly preparatory lessons for demonstrations of these subjects.

The teaching obligation of teachers of biology, agriculture, forestry and gardening shall include one 10th of the lessons completed in the subject as the weekly preparatory lessons for the demonstrations for teaching these subjects.

When calculating demonstration lessons, the relationship between 33 and 28 lessons mentioned in Section 48 will be taken into account.

**Duties related to guidance counselling**

For work performed outside of class teaching by a combined teacher for vocational guidance, half an hour for the basic teaching group of upper secondary schools for adults or upper secondary school adult classes and for the guidance counselling duties of a combined teacher for vocational guidance, half an hour per week will be taken into account for each new group of 16 pupils.

**Club compensation**

For each club lesson, a teacher will be paid a compensation according to the grounds for the teacher's extra hour fee.

**Management of audiovisual tools**

For the management of audiovisual tools, teachers to whom the duty is assigned will be paid 1 to 2 fees for weekly lessons per year.

**Supervision and surveillance of Finnish-language exercises**

For the supervision and surveillance of Finnish-language exercises, teachers will be paid a compensation for seven hours per Finnish-language course (28 lessons).

**Organisation and supervision of summer courses**

A teacher of a classless upper secondary school for adults or upper secondary school adult classes assigned to organise and supervise summer courses will be paid compensation equivalent to a single weekly lesson per year according to the teacher's own grounds for the extra hour fee, separately for each summer course cycle.

### **Student union instructor**

For the duties of a student union instructor, a teacher will be paid a compensation according to their own grounds for an extra hour fee for 0.5–1.5 weekly lessons.

### **Rounding the number of lessons**

3. If the calculated number of weekly lessons to be included in the teaching obligation is not an integer, the calculated outcome will be rounded to the closest integer. If two integers are equally close to the outcome, the outcome will be rounded to the larger integer.

### **Section 50 Separately compensated duties**

#### **Supervision of the matriculation examination**

1. If the teacher supervises the matriculation examination at a time when the teacher has no other duties assigned to them, a compensation will be paid per hour of supervision, which is calculated by dividing the teacher's full salary by 150.

#### **Language studio supervisor**

2. For the duties of a language studio supervisor, the teacher will be paid an hourly fee which is obtained by dividing the full salary by 150.

#### **Management of the duties of a challengeable principal**

3. Teachers who are assigned to manage the principal's duties related to the matriculation examination, while the principal is challengeable from doing so, will be paid an hourly compensation obtained by dividing the teacher's full salary by 150.

#### **Guidance counselling**

4. For guidance counselling, the provisions laid down on guidance counselling in comprehensive school in Section 24 Paragraph 14 will be applied.

### **Section 51 Compensation for a teacher managing the principal's administrative duties**

If, alongside their own duties, a teacher is assigned to manage the principal's administrative duties for at least three days during an interruption in the principal's work, the teacher will be paid the difference of the number of hours calculated according to the middle point of the margin of undeducted teaching obligations for the duties concerned as extra hours according to the teacher's own grounds for the extra hour fee.

## **Section 52 Further training and planning work (the changes will enter into force on 1 August 2020)**

- 1. The teacher shall be obliged to participate in further training agreed on with the employer, or in planning work, for 18 hours per academic year. If the training and planning work is implemented in the form of full working days (at least 6 hours), two working days may be allocated outside of the school working period immediately before or after a semester, and no more than one working day may be on a Saturday during the working period of the academic year. In addition, during the school working period, a teacher may be enrolled for training promoting and maintaining the teacher's own professional competencies or activities improving their working capacity and well-being at work for no more than six hours.**
2. In addition to teaching and other duties assigned to teachers, depending on the school-specific execution of tasks, a full-time teacher shall participate in assignments related to the joint planning of teaching, negotiations by subject group and subject matter group, the cooperation between the school and the home, planning the implementation of teaching and the development of the school activities for **45–100 hours per academic year. The use of working time will be planned and monitored.**
3. The employer may require that the teacher carry out school development work in addition to the other working time allocated for this purpose in the agreement so that the working time of 1.5 hours corresponds to one extra hour fee.

## **Section 53 Extra hours**

An extra hour fee will be paid to teachers for the hours exceeding the teaching obligation.

## **Section 54 Incomplete teaching obligation**

If a permanent teacher's teaching obligation or the number of hours required for an hourly teacher to be considered a full-time teacher is not completed during the academic year, the teacher will, nevertheless, be paid the full basic salary or annual salary along with experience supplements, and full-time hourly teachers will be paid salary equivalent to the limit of full-time work for the entire academic year.

## **Hourly teachers**

### **Section 59 Full-time hourly teacher**

The conditions for the employment relationship of an hourly teacher are the same as those for a teacher unless otherwise agreed on in this annex.

## **Section 60 Part-time hourly teacher**

The grounds for the compensation of part-time an hourly teacher are the same as those of a non-hourly teacher, and their teaching obligation is the same as that of a non-hourly teacher.

## **Section 61 Other provisions**

Regarding the compensation for the examination and supervision of private pupils, travel expense compensations, work related to distance teaching and the compensation for club work, Sections 34–37 of the annex to upper secondary school and comprehensive school teaching are applied.

# **PART B LIBERAL ADULT EDUCATION AND BASIC EDUCATION IN THE ARTS**

## **Annex 3 Folk high schools**

### **Principals**

#### **Section 1 Basic salary, experience supplements and teaching obligations**

##### **Basic salary**

Basic salary for a principal is included in the salary annex by the statistical code **021060**.

##### **Experience supplements**

Experience supplement years	3 years	5 years	8 years	13 years	20 years
Experience supplement in percentages	5 %	5 %	5 %	5 %	6 %

##### **Teaching obligation**

The principal's teaching obligation is no more than 305 hours per year.

#### **Section 2 Working time and annual holiday**

The principal's working time and annual holiday will be determined according to Chapter 6 Section 17 on the salary and working time of teaching personnel.

### **Vice principal and deputy principal**

#### **Section 3 Vice principal/deputy principal's compensation**

The vice principal's compensation is indicated under the statistical code **021150**.

A full-time teacher meeting the eligibility criteria who has been appointed to act as a vice or deputy principal at a folk high school will be paid the vice principal's compensation, which is 8 %, calculated from the basic salary under Section 4.

## Teachers

### Section 4 Basic salary and experience supplements

#### Basic salary

Basic salary is included in the salary annex by statistical codes as follows:

- 022650** A higher university degree
- 022645** Other eligibility referred to in Section 18 of the Teaching Qualifications Decree, taking into account the transitional provision in section 27, or a person eligible to act as a teacher in free adult education on grounds of a dispensation

#### Experience supplements

Experience supplement years	3 years	5 years	8 years	13 years	20 years
Experience supplement in percentages	5 %	6 %	7 %	7 %	6 %

### Section 5 Special needs teacher's supplement

A teacher with a special needs teacher's degree will be paid a special needs teacher's supplement, which is 8 %, calculated from the basic salary under Section 4.

### Section 6 Total work obligation

A teacher's total work obligation in terms of teaching lessons per working year is as follows:

1. Finnish language 700 lessons
2. For students in foreign languages, mathematics, physics and chemistry 800 lessons
3. Religion, psychology, history, literature, social sciences, economy, biology and geography and other comparable subjects 870 lessons
4. Other subjects 870 lessons



## **Section 7 Total work obligation in terms of teaching obligation and other work obligations**

### **Teaching obligation**

1. The work obligation or teaching obligation of teachers, to be completed in terms of teaching lessons, is at least three quarters of the number of hours in the total work obligation.
2. If a teacher referred to in Section 6 Paragraph 1 teaches several subjects with different numbers of lessons, the calculation of their total teaching obligation will be weighted according to the total work obligation for different subjects.

### **Other work obligations (the changes will enter into force on 1 August 2020)**

3. A teacher's other work obligations necessary at boarding schools and included in teacher's duties, if the teaching obligation is three quarters of the total work obligation, shall be **315** lessons per year.

## **Section 8 Breakdown of a teacher's total work obligation**

### **Modifying the volume of the teaching obligation for particular reasons**

1. If the organisation of the teaching work at the educational institution so requires for particular reasons, a teacher's teaching obligations may be increased or reduced compared to the provisions in Section 7, in which case the other work obligations will be increased or reduced by 1½ hours per lesson.
2. However, the teacher's teaching obligation shall not be reduced to more than two thirds of the total work obligation, unless it is necessary to reduce the teaching obligation to ½ of the total work obligation for particular reasons.

### **Duration of lessons**

3. The duration of lessons included in the teaching obligation shall be 45 minutes, and lessons included in other work obligations shall be 60 minutes.

### **Duties included in the teaching obligation**

4. The work obligation to be completed in the form of lessons shall include the preparation for lessons, the preparation and correction of reviews, examinations and other assignments included in teaching, except for the instruction and correction of theses for special courses, and participation in teaching staff meetings.

### **Teacher acting as thesis instructor**

5. Four hours from a teacher's other work obligations shall be reserved for a teacher providing instructions for theses included in special courses for personal instruction of students working on theses.

### **Duties included in other work obligations**

6. Duties included in the teacher's other work obligations shall be generally determined when breaking down the total work obligations. Duties primarily included in other work obligations include the duties related to education, instruction, surveillance and servicing due to the nature of the boarding school. The duties of the vice principal and deputy principal, and special duties potentially assigned to teachers, such as library management, shall be arranged to be completed in the framework of other work obligations. The other work obligations of teachers which have not been separately determined will be completed according to the principal's instructions.

### **Teachers carrying out the duties of a combined vocational guidance teacher**

7. 10 lessons per working year for each new group of 30 students will be included in the teaching obligation of teachers carrying out the duties of a combined vocational guidance teacher.

### **Travel**

8. If, due to travelling to various workplaces, a teacher travels on average 250 kilometres per week, no more than 40 hours per year, of the time used for travel, will be included in other work obligations.

### **Section 9 Activities promoting and maintaining professional skills and work capacity (the changes will enter into force on 1 August 2020)**

**In addition to total work obligation, teachers are obliged to agree with their employer on their participation for no more than 12 hours during the working year in training which promotes and maintains the teachers' own professional skills or activities which improve their work capacity and well-being at work. The joint principles for using this working time will be negotiated on with the shop steward.**

### **Section 10 Impact of the Epiphany on teaching and work obligation**

Due to the Epiphany falling on a weekday other than Saturday, the total obligation (in terms of teaching obligation and other work obligations) of full-time folk high school teachers will be reduced computationally by the work and teaching obligation of one day which consists of elements equivalent to a single working day.

### **Section 11 Work related to distance teaching**

The work related to the distance learning of students shall be included in the number of the teacher's teaching hours so that 1.5 hours of distance teaching correspond to a single lesson.

### **Section 12 Adoption of annual working time**

The annual working time under Annex 4 may be adopted from the beginning of the academic year.

## Annex 4 Folk high schools with an annual working time

(the changes will enter into force on 1 August 2020 or on 1 January 2021 depending on the schedule of the folk high school's working time plans)

### Principals

#### Section 12 Basic salary, experience supplements and teaching obligations

##### Basic salary

Basic salary is included in the salary annex by statistical codes as follows:

**021060** Basic salary

**021061** Principal with a higher university degree or a principal having served as a principal or manager for at least five years.

##### Experience supplements

Experience supplement years	3 years	5 years	8 years	13 years	20 years
Experience supplement in percentages	5 %	5 %	5 %	5 %	6 %

The principal's teaching obligation is no more than 305 hours per year.

#### Section 13 Working time, annual holidays and extra hours

The principal's working time, annual holidays and extra hours will be determined according to Chapter 6 Section 17 on the salary and working time of teaching personnel.

### Vice/deputy principals

#### Section 14 Teacher acting as vice/deputy principal

##### Basic salary

The salary of teachers acting as vice/deputy principals are indicated in the salary annex under the statistical code **021159**.

##### Working time and leave periods

The working time and leave periods of vice/deputy principals are determined in the same way as those of teachers.

## Teachers

### Section 15 Teacher's working time

#### Annual working time

1. The annual working time is **1,612** hours, so that for hours between **212** and **412**, a teacher may select their working time and place.

Application instruction:

The share of working time on which the teacher may decide independently shall be in proportion to the amount of work carried out by the teacher in the form of teaching lessons; however, the teacher may select the working time and place for no more than **412** lessons.

#### Working time plan

2. The allocation of working time will be determined in the working time plan prepared at the beginning of the academic year, the semester or the employment relationship. If the time spent on working or duties has been assessed incorrectly, or if the duties change, the working time plan shall be modified. The working time plan shall always be reviewed to correspond to the actual use of working time.
3. On the initiative of the employer, a working time plan may be made for no more than **1,692** hours, in which case the maximum volume of leave periods complies with Section 16.

### Section 16 Leave periods

#### Granting periods of leave

1. A teacher shall be granted between 2 May and 30 September a period of leave of at least four weeks (28 calendar days) during which the employer may not assign working time. Four weeks of the leave periods shall be granted as a continuous period, and other leave periods shall be granted in periods of at least one week. Leave periods will be granted at a time suitable for the operation of the educational institution.
2. In addition to the details mentioned above, a teacher shall have, according to their annual working time, a period of leave of at least eight weeks (56 calendar days) between 1 October and 30 April, during which the employer may not assign working time. Leave periods will be granted in periods of at least one week. Leave periods will be granted at a time suitable for the operation of the educational institution.

Application instruction:

The total volume of the leave periods indicated in Paragraphs 1 and 2 depends on the number of hours according to the

teacher's annual working time. For instance, an annual working time of **1,612** lessons contains a total of 12 weeks of leave periods, and an annual working time of **1,692** lessons contains a total of 10 weeks of leave periods.

### **Agreement on leave periods**

3. The timing and periodization of leave periods may also be agreed on differently with the teacher.

### **Deduction due to unpaid leave**

4. For teachers who have taken unpaid leave other than that referred to in Chapter 4 of Section 1 of the Employment Contracts Act at a time other than a confirmed period of leave, the salary of the summer leave period shall be reduced by daily salary multiplied by 0.18 per working day included in the unpaid leave. However, for unpaid leave which was no longer than one calendar week, the deduction shall be made in connection with the next payment of salary.

Application instruction:

In the regulation, working days shall refer to folk high school working days. When calculating working days, it shall be considered that a calendar week includes five folk high school working days.

Example: A teacher has taken paid leave for 12 folk high school working days in February, which is a month with 28 calendar days. The teacher's monthly salary is EUR 3,166.20, and the daily salary is thus EUR 113.08. Thus,  $\text{EUR } 0.18 \times 12 \times 113.08 = \text{EUR } 244.25$  will be deducted from the salary of the following leave period.

### **Summer leave allowance**

5. At the end of an employment relationship for a teacher engaged for a period shorter than an entire academic year, the teacher will be paid a summer leave allowance calculated by multiplying the daily salary by 0.18 per working day of the employment relationship. If, between 2 May and 30 September, confirmed leave period days were included in the employment relationship, they will be deducted from the number of days justifying a summer leave allowance.

Application instruction:

When calculating the number of folk high school working days, it shall be considered that a calendar week includes five working days.

Those with an employment relationship shorter than the folk high school academic year (1 August – 31 July) shall be entitled to a

summer leave allowance. The amount of the summer leave allowance is obtained by means of the following formula: the daily salary of the teacher concerned  $\times 0.18 \times$  (number of folk high school working days – number of the teacher's leave period days). The amount of the daily salary is obtained by dividing the salary that the teacher earns during the employment relationship by the number of calendar days corresponding to the duration of the employment relationship.

Example: If the person was in the employment relationship between 15 March and 16 June, and the employer had confirmed a leave period for the person between 10 June and 16 June, the summer leave allowance will be calculated as follows. During the employment relationship, the person earned EUR 8,344.53, and the duration of the employment relationship was 94 calendar days. The amount of the daily salary is EUR 8,344.53/94 = EUR 88.77. The employment relationship includes 62 working days at a folk high school and seven confirmed leave period days.

Thus, the amount of summer leave allowance received by the teacher concerned is EUR 88.77  $\times 0.18 \times (62-7) =$  EUR 878.23.

### Section 17 Basic salary

1. Basic salary for lecturers, determined according to work experience years, are included in the salary annex by statistical codes as follows:

<b>022657</b>	a higher university degree and a higher university of applied sciences degree
<b>022656</b>	a university degree or responsible teacher
<b>022653</b>	other degree

### Time approved as work experience

2. The time approved as work experience will be determined as laid down in Chapter 6 Section 5 on the salary and working time of teaching personnel in terms of the accumulation of time justifying an experience supplement.

### Work exceeding 40 working weeks or 1,612 hours

3. If the employer assigns a teacher work for more than 40 working weeks (**1,612** hours), the teacher will be paid one week's salary for each full extra working week.
4. It may also be agreed with the teacher that work exceeding **1,692** hours (42 weeks) will be performed during a leave period, in which case the

salary to be paid per hour will be obtained by dividing the annual salary by 1,680.

**Part-time work**

5. If the teacher's agreed annual working time is less than **1,612** hours, the salary will be determined in similar proportion to **1,612** hours.

**Holiday bonus**

6. Teachers subject to this annex shall not be entitled to a separate holiday bonus.

**Section 18 Release from work for shop stewards**

**The release from work and compensation for teachers serving as shop stewards will be determined according to Chapter 6 Section 20 on the salary and working time of teaching personnel.**



## Annex 5 Adult education centres

### Principals

#### Section 19 Basic salary, experience supplements and teaching obligations

Basic salary is included in the salary annex by statistical codes as follows:

- 021060** Basic salary
- 021061** Principal with a higher university degree or a principal having served as a principal or manager for at least five years.

#### Experience supplement

Experience supplement years	3 years	5 years	8 years	13 years	20 years
Experience supplement in percentages	5 %	5 %	5 %	5 %	6 %

#### Teaching obligation

The principal's teaching obligation is 75–100 hours per year.

A part-time principal's teaching obligation is no more than 50 hours per year.

#### Section 20 Working time and annual holiday

The principal's working time and annual holiday will be determined according to Chapter 6 Section 17 on the salary and working time of teaching personnel.

### Vice principal

#### Section 21 Basic salary, experience supplements and teaching obligations

The basic salary is included in the salary annex under the statistical code **021159**.

#### Experience supplements

Experience supplement years	3 years	5 years	8 years	13 years	20 years
Experience supplement in percentages	5 %	5 %	5 %	5 %	6 %

## Teaching obligation

A vice principal's teaching obligation is 150 hours per working year.

## Section 22 Incompetence deduction

For vice principals non-compliant with the eligibility criteria for the duties the lower limit of the salary scale according to Section 21 shall be 8 %, or for a particular reason, 16 % lower.

## Section 23 Working time and annual holiday

The vice principal's working time and annual holiday are determined on the same grounds as the principal's working time and annual holiday.

## Section 24 Compensation for teacher acting as vice principal

If there is no vice principal at a folk high school or at an adult education centre, the full-time teacher in charge of the duties of the vice principal and who meets eligibility criteria will be paid a supplement, which is 8 %, calculated based on the basic salary under Section 25.

## Teachers

### Section 25 Basic salary and experience supplements

Basic salary is included in the salary annex by statistical codes as follows:

- 022650** a higher university degree
- 022645** an applicable lower university degree, a university of applied sciences degree or a post-secondary-level degree, or a teacher's eligibility on grounds of a dispensation

### Experience supplements

Experience supplement years	3 years	5 years	8 years	13 years	20 years
Experience supplement in percentages	5 %	6 %	7 %	7 %	6 %

## Section 26 Teaching obligation

A teacher's annual teaching obligation shall be as follows:

- social sciences, pedagogical sciences, Finnish language, the second national language, foreign languages and mathematics and natural sciences 530 lessons
- other subjects 580 lessons

1. If a teacher teaches several subjects with different numbers of lessons, the calculation of the total annual number of lessons provided will be weighted according to their various subjects.
2. The duration of the teaching lesson included in the teaching obligation shall be calculated based on 45 minutes. The work obligation to be completed in the form of lessons taught includes the preparation for lessons, the preparation and correction of reviews, examinations and other assignments, and participation in teaching staff meetings.

## Section 27 Other work obligations (the changes will enter into force on 1 August 2020)

1. The volume of teachers' other work obligations is **350** hours for working year. If, due to travelling to another workplace, a teacher travels on average 200 kilometres per week, no more than 75 lessons per year of the time used for travel will be included in other work obligations.
2. The duration of the teaching lesson included in the other work obligations shall be calculated based on 60 minutes.
3. Due to the special nature of the educational institution, the teacher's other work obligations shall include general arrangements, drafting a curriculum the development of teaching activities, guidance counselling, involvement in the activities of student unions, and other similar duties.

## Section 28 Activities promoting and maintaining professional skills and work capacity (the changes will enter into force on 1 August 2020)

**In addition to the teaching obligation and other work obligations, teachers are obliged to agree with their employer on their participation for no more than 12 hours during the working year in training which promotes and maintains the teachers' own professional skills or activities which improve their work capacity and well-being at work. The joint principles for using this working time will be negotiated with the shop steward.**

## **Section 29 Impact of the Epiphany on teaching work obligation**

Due to the Epiphany falling on a weekday other than Saturday, the work and teaching obligation of full-time folk high school and adult education centre teachers will be reduced computationally by the work and teaching obligation of one day which consists of elements equivalent to a single working day.

## **Section 30 Relief from teaching obligations**

### **Vice principals' duties**

1. The number of teaching lessons for the teacher in charge of the duties of the vice principal may be reduced until 400. If the teacher has been assigned to act as a vice principal at an educational institution with fewer than 11,000 teaching lessons and with at least four full-time teachers, the number of teaching lessons for the teacher may be reduced until 300. If there are more than 5,000 students at the educational institution, the number of teaching lessons with the teacher may be reduced until 200, if this is very well justified based on the amount of administrative duties.

### **Special duties**

2. If special duties restricting the provision of lessons have been assigned to the teacher, the number of teaching lessons for the teacher may be reduced until 400.

### **Department manager**

3. If a teacher had been assigned to act as a department manager, the number of their teaching lessons may be reduced until 400. The number of teaching lessons with the teacher may be further reduced until 50 if this is very well justified based on the amount of administrative duties.

### **Principal teacher for the field**

4. The number of teaching lessons for the principal teacher for the field may be reduced until 200 if the teacher has been tasked with focusing on the development of teaching and the teaching materials in the field and on the guidance of hourly teachers, and if at least 11,000 annual teaching lessons are provided at the educational institution.

## **Section 31 Work related to distance teaching**

The work related to the distance learning of students shall be included in the number of the teacher's teaching hours so that 1.5 hours of distance teaching correspond to a single lesson.

## **Annex 6 Study centres and hourly teachers for folk high schools and adult education centres**

### **Section 31 Hourly fees for hourly teachers at folk high schools and adult education centres**

1. The basic salary for hourly teachers are included in the salary annex by statistical codes as follows:

- a. hourly teachers with a higher university degree or higher university of applied sciences degree

**022942**      Fee A

**022946**      Fee B

- b. hourly teacher with a lower university degree, university of applied sciences degree, or a degree in physical education, visual arts, music, home economics, cottage industry and handicrafts or polytechnic engineering

**022939**      Fee A

**022943**      Fee B

- c. other hourly teacher

**022937**      Fee A

**022941**      Fee B

### **Hourly fees for hourly teachers at study centres**

- d. hourly teachers with a higher university degree or higher university of applied sciences degree

**022941**      Fee A

**022945**      Fee B

- e. hourly teacher with a lower university degree, university of applied sciences degree, or a degree in physical education, visual arts, music, home economics, cottage industry and handicrafts or polytechnic engineering

**022938**      Fee A

**022942**      Fee B

f. other hourly teacher

**022936**      Fee A

**022940**      Fee B

### **Grounds for an artist's compensation**

2. The grounds for the compensation of an artist providing teaching in their field shall be determined according to points a. to c., depending on the esteem and acknowledgement which the artist has earned with their work abroad, or on a national or regional level.

### **Choirmasters and conductors**

3. The choirmaster and conductor of educational institutions shall receive an hourly fee at least according to the grounds in point b., unless the regulation of point a. must be applied to the grounds for their compensation.

### **Section 32 Work related to distance teaching**

The work related to the distance learning of students shall be included in the number of the teacher's teaching hours so that 1.5 hours of distance teaching correspond to a single lesson.

### **Section 33 Fee B (qualification supplement)**

1. The fee B under the table above, meaning the qualification supplement, will be received by hourly teachers who
  - a. are eligible folk high school or adult education centre teachers or have the qualification of an hourly teacher which is laid down separately, or
  - b. have completed basic studies in adult education / lowest passing grade or 35 study weeks in adult education / 60 credits of pedagogical studies and also taught at an educational institution for at least two years, for a total of 100 hours.
2. B – the fee will also be paid to hourly teachers with professional training in the subject taught, and experience acquired through work, if it is highly beneficial for the teaching work.

Application instruction:

The employer will decide when the experience is highly beneficial for the teaching work.

## **Section 34 Beginning of employment**

### **Employment contract and the duration of the employment relationship**

1. The rights based on the hourly teacher's employment relationship begin at the actual start of the work.
2. Hourly teachers are engaged for one working period at a time or for a shorter, fixed term which is agreed on in advance.

## **Section 35 Hourly teachers' duties**

**(the changes to the working time will enter into force on 1 August 2020 in study centres and in educational institutions in which annexes 3 and 5 are applied, and on 1 August 2020 or on 1 January 2021 in folk high schools in which annex 4 is applied, depending on the schedule of the working time plans)**

1. The hourly teachers' obligations include the preparation of lessons, the provision of lessons, other work immediately related to lessons as well as participation in teaching staff meetings under the educational institution's statutes.
2. Where necessary, hourly teachers shall be obliged to temporarily perform such duties confirmed in the educational institution's action and teaching plans which are closely related to the activities of the educational institution in the teachers' own field and which may be considered suitable for them based on their training and work experience. In the work plan, the employer will record in advance the number of lessons which will be separately compensated for. The fee for these duties will be determined according to Sections 31 and 32.
3. The duration of lessons shall be 45 minutes, and the duration of other working sessions will be 60 minutes.

## **Section 36 End of the employment relationship**

### **Period of notice**

1. For the termination of an employment relationship, the regulations of the collective agreement will be followed. However, the mutual period of notice will be 14 days.

A fixed-term employment contract may be terminated in the middle of the term of the contract in compliance with the period of notice, on the same grounds as an employment contract which is valid indefinitely.

### **Grounds for termination**

2. The contract of an hourly teacher may be terminated when:

- a. the number of students at a study group remains permanently under seven, or under five in a study group of disabled students (adult education centres).
  - b. the size of a group intended for at least 26 working weeks has been under the minimum number six times during the working year (adult education centres).
  - c. the size of a study group intended for at least 26 working weeks has been under the minimum on three consecutive occasions (adult education centres).
  - d. no students attend the study group on the first time at the beginning of the studies (folk high schools and adult education centres).
  - e. the size of a group established for a single semester has been under the minimum three times (adult education centres).
3. The contract of an hourly teacher may be terminated separately for each study group. If the operation of the study group continues, the hourly teacher shall be obliged to provide teaching during the period of notice. If the study group is disbanded, the hourly teacher shall be present at the educational institution during the lessons and perform other duties assigned by the principal, referred to in Section 33 Paragraph 5 of the contract (adult education centres).

### **Section 37 Holiday compensation**

- 1. An hourly teacher's right to the holiday compensation is determined according to Section 12 of the Annual Holiday Act.
- 2. The holiday compensation will be paid at the end of the educational institution's working period, or at the end of the employment relationship.
- 3. A breakdown of the holiday compensation shall be provided for hourly teachers, indicating the grounds for the compensation.

### **Section 38 Holiday bonus**

Hourly teachers shall be entitled to a holiday bonus for the calendar months during which they have completed at least 14 working days in accordance with the Annual Holiday Act.

### **Section 39 Pay during illness and maternity leave pay**

- 1. Hourly teachers who provide on average at least 14 lessons per week shall receive pay during illness according to Chapter 4 Section 1, and maternity leave pay according to Section 3.



2. The employment relationship will be considered continuous if an hourly teacher has been in the employment of their own educational institution until the end of the actual previous actual working period, providing on average 14 lessons per week.
3. The right to paid sick leave for hourly teachers other than those referred to in Paragraph 1 will be determined according to the provisions in the Employment Contracts Act.

#### **Section 40 Compensation of travel expenses (not applicable to study centres)**

1. The right of hourly teachers to compensation for travel expenses shall be determined according to the provisions in the collective agreement, with the following exceptions:
  - The travel expenses will be compensated for a unidirectional trip exceeding 15 kilometres between the teacher's residence or office to the place of work at the educational institution. The return trip will be compensated for on the same grounds.

The maximum amount of the travel expenses referred to in this paragraph of the contract equals the costs for a trip between the hourly teacher's home and place of work according to the situation at the time of entering into the agreement.

##### **Application instruction:**

The compensation for travel expenses is determined according to the initial employment contract if the employment contract was terminated only due to the periods of interruption at the educational institution.

For employment relationships valid on 31 January 2018, the maximum amount of the travel expenses referred to in this paragraph of the contract equals the costs for a trip between the hourly teacher's home and place of work according to the situation as per 31 January 2018.

In addition to the compensation for travel expenses, for subjects for which few lessons are available but which must be organised for the implementation of the curriculum, an attempt should be made to find a solution satisfactory to the employee and the employer by means of attractive compensation.

- When an hourly teacher travels to a place of work at an educational institution located outside of their residential municipality or the municipality in which their office is located, a daily allowance will also be paid when the unidirectional trip is at least 6 kilometres.

#### **Section 41 Payment of salary**

1. The salary payment period is one calendar month. The salary shall be paid no later than the seventh calendar day of the following month.
2. In other terms, the provisions in Chapter 1 Section 5 will be followed.

## Annex 7 Sports training centres

(the changes will enter into force on 1 August 2020 or on 1 January 2021 depending on the schedule of the sports training centre's working time plans)

### Principals and vice principals

#### Section 1 Basic salary and experience supplement

Basic salary is included in the salary annex by statistical codes as follows:

**031065** Principal

**031162** Vice principal

#### Experience supplement

Experience supplement years	3 years	5 years	8 years	13 years	20 years
Experience supplement in percentages	5 %	5 %	5 %	5 %	6 %

#### Section 2 Teaching obligation

A principal's teaching obligation is no more than 280 hours per year.

The relief from the teaching obligation of vice principals is four weekly lessons.

#### Section 3 Working time and annual holiday

The principal and vice principal's working time and annual holiday will be determined according to Chapter 6 Section 17 on the salary and working time of teaching personnel.

### Teachers

#### Section 4 Teacher's working time

1. The annual working time is **1,600** hours, so that in terms of hours, a teacher may select their working time and place for no more than **400** hours.

Minuted note:

The share of the working time on which the teacher may decide independently shall be in proportion to the amount of working time resourced in the form of teaching lessons.

2. **In addition to 1,600 hours, a teacher is obliged to agree with their employer on their participation for no more than 12 hours during the working year in training which promotes and maintains the teachers' own professional skills or activities which improve their work capacity and well-being at work. The joint principles for using this working time will be negotiated with the shop steward.**

### **Section 5 Working time plan**

3. The allocation of working time will be determined in the working time plan prepared at the beginning of the academic year, the semester or the employment relationship, and the implementation of the plan will be monitored.
4. If the time spent on working or duties has been assessed incorrectly, or if the duties change, the working time plan shall be modified. The working time plan shall always be reviewed to correspond to the actual use of working time.

### **Section 6 Leave periods**

1. A teacher has 10 weeks of leave periods during the academic year.
2. Of the leave periods according to Paragraph 1, teachers shall be granted between 2 May and 30 September a period of leave of 4–8 weeks (28–56 calendar days), during which the employer may not assign working time. Two weeks of the leave periods shall be granted as a continuous period, and other leave periods shall be granted in periods of at least one week. Leave periods will be granted at a time suitable for the operation of the educational institution. However, the continuous leave period for teachers providing vocational training is at least four weeks instead of the two weeks mentioned above.
3. Of the leave periods according to Paragraph 1, teachers shall be granted between 1 October and 30 April a period of leave of at least 2–6 weeks (14–42 calendar days), during which the employer may not assign working time. Leave periods shall be granted in periods of at least one week. Leave periods will be granted at a time suitable for the operation of the educational institution.
4. The timing and periodization of leave periods may also be agreed on differently with the teacher.
5. For teachers who have taken unpaid leave other than that referred to in Chapter 4 of Section 1 of the Employment Contracts Act at a time other than a confirmed period of leave, the salary of the next leave period shall be reduced by daily salary multiplied by 0.18 per working day included in the unpaid leave.

6. At the end of the employment relationship, for a teacher engaged for a period shorter than an entire academic year, the teacher will be paid a summer leave allowance calculated by multiplying the daily salary by 0.18 per working day of the employment relationship. If between 2 May and 30 September, confirmed summer leave days were included in the employment relationship, they will be deducted from the number of days justifying a summer leave allowance.

## Section 7 Basic salary and experience supplements

The prerequisite for these basic salary is the teacher's eligibility. Basic salary is included in the salary annex by statistical codes as follows:

1. a. Teacher (sports subjects 0327xx and other subjects 0328xx)

**032757 /** a higher university degree or a higher university of applied sciences degree  
**032857**

**032755 /** a university degree  
**032855**

**032751 /** other degree  
**032851**

1. b. Teacher (sports subjects 0327xx and other subjects 0328xx) / Pajulahti and Vierumäki

**032758 /** a higher university degree or a higher university of applied sciences degree  
**032858**

**032756 /** a university degree  
**032856**

**032752 /** other degree  
**032852**

2. If an annual working time of over **1,600** but no more than **1,680** hours is agreed on with a teacher, the teacher will be paid the salary of one week (2.5 % of the annual salary) for each full working week exceeding **1,600** hours.
3. The time approved as work experience shall be determined as laid down in Chapter 6 Section 5 on the salary and working time of teaching personnel in terms of the accumulation of time justifying an experience supplement.
4. If the teacher's agreed annual working time is less than **1,600** hours, the salary will be determined in similar proportion to **1,600** hours.

5. Any teacher subject to this agreement shall not be entitled to a separate holiday bonus.

## **Hourly teachers**

### **Section 8 Hourly teacher's duties**

1. The obligations of an hourly teacher include the preparation of lessons, the provision of lessons, other work immediately related to lessons as well as participation in teachers' meetings under the educational institution's statutes.
2. The duration of the lesson shall be at least 45 minutes.

### **Section 9 End of the employment relationship**

The mutual period of notice will be 14 days.

### **Section 10 Hourly teacher's hourly fee**

Basic salary is included in the salary annex by statistical codes as follows:

- |               |   |
|---------------|---|
| <b>032943</b> | hourly teachers with a higher university degree |
| <b>032940</b> | hourly teachers with a lower university degree  |
| <b>032938</b> | other hourly teachers                           |

### **Section 11 Hourly fee increased by a qualification supplement**

An hourly teacher will be paid an hourly fee increased by a qualification supplement if they

1. are eligible folk high school teachers
2. are eligible full-time adult education centre teachers
3. are hourly teachers for sports training centres whose eligibility has been laid down separately, or
4. have the lowest passing grade or basic studies in adult education or hold a basic studies degree in adult education and have taught at an educational institution for at least two years and 100 hours

- |               |   |
|---------------|---|
| <b>032945</b> | hourly teachers with a higher university degree |
| <b>032942</b> | hourly teachers with a lower university degree  |
| <b>032940</b> | other hourly teachers                           |

## **Section 12 Holiday compensation**

1. An hourly teacher's right to the holiday compensation is determined according to Section 12 of the Annual Holiday Act.
2. The holiday compensation will be paid at the end of the educational institution's working period or at the end of the employment relationship.
3. A breakdown of the holiday compensation shall be provided for hourly teachers, indicating the grounds for the compensation.

## **Section 13 Holiday bonus**

1. An hourly teacher providing at least 16 lessons a week will be paid a holiday bonus. When calculating the average number of weekly lessons, the calendar month will be used as a reference period.
2. In addition, a prerequisite for the payment of the holiday bonus is that the hourly teacher has completed at least 14 working days per calendar month according to the Annual Holiday Act.

## **Section 14 Pay during illness and maternity leave pay**

1. Hourly teachers who provide at least 16 lessons per week shall receive a pay during illness according to Chapter 4 Section 1, and a maternity leave pay according to Chapter 4 Section 3.
2. The employment relationship will be considered continuous if an hourly teacher has been in the employment of their own educational institution until the end of the actual previous actual working period, providing on average 16 lessons per week.
3. The right to paid sick leave for other hourly teachers will be determined according to the provisions in the Employment Contracts Act.

## **Section 15 Travel expenses**

The right of hourly teachers to compensation for travel expenses shall be determined according to the provisions in the collective agreement, with the following exceptions:

- The travel expenses will be compensated for a unidirectional trip exceeding 15 kilometres between the teacher's residence or office to the place of work at the educational institution. The return trip will be compensated for on the same grounds.

The maximum amount of the travel expenses referred to in this paragraph of the contract equals the costs for a trip between the hourly teacher's home and place of work according to the situation at the time of entering into the agreement.

Application instruction:

The compensation for travel expenses is determined according to the initial employment contract if the employment contract was terminated only due to the periods of interruption at the educational institution.

For employment relationships valid on 31 January 2018, the maximum amount of the travel expenses referred to in this paragraph of the contract equals the costs for a trip between the hourly teacher's home and place of work according to the situation as per 31 January 2018.

- In addition to the compensation for travel expenses, for subjects for which few lessons are available but which must be organised for the implementation of the curriculum, an attempt should be made to find a solution satisfactory to the employee and the employer by means of attractive compensation.
- The daily allowance will be paid when an hourly teacher travels to a place of work at an educational institution located outside of their residential municipality or the municipality in which their office is located, if the unidirectional trip is at least 6 kilometres.

## **Section 16 Payment of salary**

1. The salary pay period is one calendar month. The salary shall be paid no later than the seventh calendar day of the following month.
2. In other terms, the provisions in Chapter 1 Section 5 will be followed.



## Annex 8 Music schools

### Principals and vice principals

#### Section 1 Basic salary and experience supplements

Basic salary is included in the salary annex by statistical codes as follows:

Principal

**041061** a higher university degree

**041060** other degree

Vice principal

**041159** a higher university degree

**041158** other degree

#### Experience supplements

Experience supplement years	3 years	5 years	8 years	13 years
Experience supplement in percentages	5 %	5 %	5 %	5 %

#### Section 2 Number of lessons taught

Principal 2–10 lessons per week

Vice principal 2–13 lessons per week

#### Section 3 Working time and annual holiday

The principal's working time and annual holiday will be determined according to Chapter 6 Section 17 on the salary and working time of teaching personnel.

#### Teachers

#### Section 4 Basic salary, teaching obligations and experience supplements

##### Basic salary and teaching obligation

Basic salary is included in the salary annex by statistical codes as follows:

## Conservatory

- 043152** Principal teacher  
The teaching obligation is 20 lessons / week
- 043249** Lecturer – a higher university degree  
The teaching obligation is 22 lessons / week
- 043248** Lecturer  
The teaching obligation is 22 lessons / week
- 043346** Teachers of general subjects – a higher university degree
- 043341** Teachers of general subjects – a lower university degree  
Teaching obligations of teachers of general subjects (lessons / week)
- languages and mathematics 20
  - physical education 25
  - civics and art and environmental education 21

## Basic teaching of music

- 043449** A higher university degree  
The teaching obligation is 23 lessons / week
- 043448** A suitable university of applied sciences degree, a postgraduate degree from a conservatory or the older qualifications of a lecturer  
The teaching obligation is 23 lessons / week
- 043444** Other suitable degree  
The teaching obligation is 24 lessons / week

Application instruction:

Teachers shall also refer to accompanists.

Where necessary, the teaching obligation may also be determined on an annual basis.

## Experience supplements

Experience supplement years	3 years	5 years	8 years	13 years	20 years
Experience supplement in percentages	5 %	6 %	7 %	8 %	3 %

## **Section 5 Determination of salary**

When determining a teacher's salary, the other grounds mentioned in Chapter 6 Section 2 Paragraph 2 on the salary and working time of the teaching staff are taken into account.

If the music school has both a conservatory department (professional training) and a music school department, a lecturer at the educational institution will be paid in the same way as a conservatory lecturer.

## **Section 6 Qualification supplement**

Lecturers and teachers providing lessons on didactics will be paid a didactics supplement which is 3.5 %, calculated from the basic salary under Section 4.

## **Section 7 Supplement of teachers in charge of a group of subjects**

A teacher in charge of a group of subjects will be paid the supplement of a teacher in charge of a group of subjects which is 3.5 %, calculated from the basic salary under Section 4.

## **Section 8 Teaching obligation and vice principal's supplement for teacher acting as vice principal**

1. The teaching obligation of a teacher acting as a vice principal is 10–16 lessons per week.
2. A teacher acting as a vice principal will be paid the vice principal's supplement which is 6 %, calculated based on the basic salary under Section 4.

## **Section 9 Manager of secondary place of business**

A teacher assigned to act as a manager of a secondary place of business shall be paid an additional fee:

Number of pupils and the secondary workplace	Compensation in terms of weekly lessons
20–50	1
51–100	2
101–200	3
201–	4

## **Section 10 Supplement for teachers providing lessons at one or several secondary places of business**

If, in addition to the main school, a teacher provides lessons at one or several secondary workplaces, they will be paid a subsidiary occupation supplement based on the distance travelled each week from the main school or from the teacher's residence to the secondary workplace or

workplaces. The subsidiary occupation supplement will be calculated based on the basic salary under Section 4 as follows.

Kilometres travelled per week	Supplement
100–149	3.5 %
150–199	7.0 %
200 or more	10.5 %

Application instruction:

The kilometres travelled will be calculated for actual two-way trips using the shortest feasible travel route. It is not important whether the teacher provides lessons during the day only at the secondary workplace or, in addition to the secondary workplace, also at the main school.

### **Section 11 Compensation for travelling expenses**

A teacher will be paid for the costs incurred for travelling from one music school facility to another according to Chapter 1 Section 6.

### **Section 12 Working time**

#### **Working weeks**

1. The teaching period will be at least 35 working weeks and other work no more than three working weeks. The working week shall consist of five days. An Independence Day, Epiphany and 1 May which falls on a weekday other than Saturday will be deducted from working days.

#### **Other work (the changes to the working time will enter into force on 1 August 2020)**

2. Other work includes the development of teaching and other duties on a similar level which are assigned by the employer but are not immediately related to lessons. The weekly working time for other work is **30** hours, and one hour is equivalent to 60 min.

#### **Converting other work to teaching work (the changes to the working time will enter into force on 1 August 2020)**

3. Instead of other work, a teacher may be assigned to provide lessons in excess of 35 working weeks. In this case, providing one lesson will reduce other work by two hours. If more than **90** hours of other work is assigned to a teacher, a fee for one extra hour shall be paid for one hour of other work.

## Organisation of working time

4. An attempt should be made to organise a teacher's working time between Monday and Friday. If it is necessary for the educational institution to organise teaching on Saturdays, or if it is otherwise agreed on with the teacher, the teacher's day off should be on Mondays, unless otherwise agreed on at the teacher's request.

## Work related to distance teaching

5. The work related to the distance learning of students shall be included in the number of the teacher's teaching hours so that 1.5 hours of distance teaching correspond to a single lesson.

## Activities promoting and maintaining professional skills and work capacity (the changes will enter into force on 1 August 2020)

6. **In addition to the teaching obligation and other work obligations, a teacher is obliged to agree with their employer on their participation for no more than 12 hours during the working year in training which promotes and maintains the teacher's own professional skills or activities which improve their work capacity and well-being at work. The joint principles for using this working time will be negotiated on with the shop steward.**

## Full-time hourly teachers

### Section 13 Basic salary, teaching obligations and experience supplements

#### Basic salary and teaching obligations

Basic salary is included in the salary annex by statistical codes as follows:

<b>042543</b>	A higher university degree The teaching obligation is 22 lessons / week
<b>042542</b>	A suitable university of applied sciences degree, a post-graduate degree from a conservatory or the older qualifications of a lecturer The teaching obligation is 22 lessons / week
<b>042539</b>	Other suitable degree The teaching obligation is 24 lessons / week
<b>042543</b>	General subjects – a higher university degree

- 042538** General subjects – a university degree  
Teaching obligations of teachers of general subjects (lessons / week)
- languages and mathematics 20
  - physical education 25
  - other subjects 21

**Experience supplements:**

Experience supplement years	3 years	5 years	8 years	13 years	20 years
Experience supplement in percentages	5 %	6 %	7 %	8 %	3 %

**Part-time hourly teachers**

**Section 14 Basic salary**

**Basic salary**

1. The basic salary of a part-time hourly teacher is included in the salary annex.
2. The grounds for the salary of an unqualified part-time hourly teacher are 4 to 25 % lower than the compensation mentioned above.

**Section 15 Full-time terms for part-time hourly teachers**

1. The terms for a full-time hourly teacher shall be applied to a part-time hourly teacher when
  - the employment relationship of a part-time hourly teacher is valid indefinitely or it has been made for a fixed term of at least one academic year, and
  - the teacher does not have a full-time employment relationship with another employer.
2. When the conditions mentioned above are met, the terms of full-time hourly teachers shall be applied from the beginning of the employment relationship and throughout its duration.
3. The employment time justifying experience supplements which is accumulated based on employment under this paragraph will be in proportion to the relationship between the lessons taught and the number of lessons justifying a full-time employment relationship at the educational institution concerned.

## **Section 16 Degree Quality Assessment Board and planning duties**

If an hourly teacher performs duties related to planning or the Degree Quality Assessment Board, a one-off hourly fee will be paid based on of the teacher's own extra hour fee.

## **Section 17 Supplement for hourly teachers providing lessons at one or several workplaces**

An hourly teacher providing at least 16 lessons per week at a single music school will be paid a subsidiary occupation supplement according to Section 10.

## **Section 18 Compensation for travelling expenses**

1. An hourly teacher providing at least 16 lessons per week at a single music school will be compensated for the costs incurred for travelling from one of the music school's facilities to another according to Chapter 1 Section 6.
2. In addition to the compensation in Paragraph 1, an hourly teacher providing fewer than 16 lessons per week at a single music school will be compensated for the costs incurred for travelling from their residence to the first workplace and similarly, from the last workplace to their residence for unidirectional trips in excess of 15 kilometres according to the principles laid down in Chapter 1 Section 6.

The maximum amount of the travel expenses referred to in this paragraph of the contract equals the costs for a trip between the hourly teacher's home and place of work according to the situation at the time of entering into the agreement.

Application instruction:

The compensation for travel expenses is determined according to the initial employment contract if the employment contract was terminated only due to the periods of interruption at the educational institution.

For employment relationships valid on 31 January 2018, the maximum amount of the travel expenses referred to in this paragraph of the contract equals the costs for a trip between the hourly teacher's home and place of work according to the situation as per 31 January 2018.

In addition to the compensation for travel expenses, in situations such as those described in the application instruction in Section 18 Paragraph 5, an attempt should be made to find a solution satisfactory to the employee and the employer by means of attractive compensation.

3. If an hourly teacher mentioned in Paragraph 2 must exceptionally, or at the specific request of their employer, spend the night in a place other than their residence due to performing their work assignments, daily allowance will be paid according to travelling rules in the same way as the allowance is paid for work trips.
4. If an hourly teacher mentioned in Paragraph 2 travels due to their work assignments to another municipality which is located at least 120 kilometres from their actual workplace or residence, and if the duration of the trip is at least 10 hours, they will be paid a compensation equivalent to a partial daily allowance.
5. For particularly compelling reasons, an educational institution may at its discretion pay a partial daily allowance to an hourly teacher mentioned in Paragraph 2 if the distance between the hourly teacher's residence and workplace is at least 75 kilometres and if the duration of the commute is at least five hours.

**Application instruction:**

For subjects for which few lessons are available but which must be organised for the implementation of the curriculum, or if there is a particular deficit of teachers providing lessons on e.g. rare instruments, the management board may consider the payment equivalent to a partial daily allowance applicable to a single working year also in the case when the conditions for a one-way trip of 75 kilometres and a total duration of five hours are also met. Where applicable, the calculation of travel kilometres will follow the application instruction in Section 7.



## Annex 9 Visual arts and multidisciplinary arts school

### Principals

#### Section 1 Basic salary and experience supplements

##### Basic salary

The basic salary is included in the salary annex under the statistical code **051054**.

##### Experience supplements

Experience supplement years	3 years	5 years	8 years	13 years	20 years
Experience supplement in percentages	5 %	5 %	5 %	5 %	6 %

#### Section 2 Teaching obligation

Teaching obligation is 5–14 lessons per week.

Application instruction:

When determining the teaching obligation, features such as the location and number of teaching points at the school and the number of other staff at the school should be taken into account.

#### Section 3 Working time and annual holiday

The principal's working time and annual holiday will be determined according to Chapter 6 Section 17 on the salary and working time of teaching personnel.

### Teachers

#### Section 4 Basic salary and experience supplements

Basic salary is included in the salary annex by statistical codes as follows:

**053444** The teacher is eligible to provide basic teaching, teaching in the visual arts or music, and the teacher is an eligible music school teacher or an artist with pedagogical eligibility under the Teaching Qualifications Decree 986/1998.

**053442** Other teacher

## Experience supplements

Experience supplement years	3 years	5 years	8 years	13 years	20 years
Experience supplement in percentages	5 %	5 %	5 %	8 %	3 %

### Section 5 Work obligation (the changes will enter into force on 1 August 2020)

A teacher's work obligation is **790** hours per working year. 578 hours of this shall be lessons and **212** hours shall be other work obligations determined by the employer.

Application instruction:

The other work obligations include the development of teaching and other duties on a similar level which are assigned by the employer but are not immediately related to lessons.

### Section 6 Activities promoting and maintaining professional skills and work capacity (the changes will enter into force on 1 August 2020)

**In addition to the work obligation, teachers are obliged to agree with their employer on their participation for no more than 12 hours during the working year in training which promotes and maintains the teachers' own professional skills or activities which improve their work capacity and well-being at work. The joint principles for using this working time will be negotiated with the shop steward.**

### Section 7 Teacher acting as a school manager

A teacher acting as a school manager will be paid a monthly compensation according to the salary annex. They will be relieved from their lessons as follows:

from **1 August 2020** onwards

Number of lessons taught during the previous academic year	Monthly compensation	Relief from lessons per week
-1,000	<b>EUR 101.24</b>	1-3
1,001-2,000	<b>EUR 157.47</b>	2-4
2,001-	<b>EUR 213.72</b>	3-4

from **1 June 2021** onwards

Number of lessons taught during the previous academic year	Monthly compensation	Relief from lessons per week
-1,000	<b>EUR 102.35</b>	1–3
1,001–2,000	<b>EUR 159.20</b>	2–4
2,001–	<b>EUR 216.07</b>	3–4

### **Section 8 Working time reducing impact of the Epiphany**

Due to the Epiphany falling on a weekday other than Saturday, the work and teaching obligation of full-time teachers will be reduced computationally by the work and teaching obligation of one day which consists of an element equivalent to a single working day.

### **Section 9 Work related to distance teaching**

The work related to the distance learning of students shall be included in the number of the teacher's teaching hours so that 1.5 hours of distance teaching correspond to a single lesson.

#### **Hourly teachers**

### **Section 9 Hourly fees**

1. The basic salary for hourly teachers is included in the salary annex by the statistical code **052999**
2. For completed lessons, hourly teachers will be paid hourly salary determined between **EUR 25.42 – 30.73 (from 1 August 2020 onwards)** and **EUR 25.70 – 31.07 (from 1 June 2021 onwards)**.
3. Teachers providing at least 16 weekly lessons will be paid hourly salary of **EUR 27.00 – 32.56 (from 1 August 2020 onwards)** and **EUR 27.30 – 32.92 (from 1 June 2021 onwards)** per lesson taught.
4. For planning and organising at an exhibition, 50 % of the fee mentioned in Paragraph 2 will be paid.

Application instruction:

The duration of lessons shall be 45 minutes, and the duration of other working sessions will be 60 minutes.

### **Section 10 Holiday compensation and holiday bonus**

1. Hourly teachers will earn a holiday bonus for full holiday credit months.

2. An hourly teacher's right to an annual holiday is determined according to the provisions of the Annual Holidays Act. The annual holiday pay and the holiday compensation are determined according to Section 12 of the Annual Holidays Act. The holiday compensation will be paid at the end of the school's working period, or at the end of the employment relationship.
3. A breakdown of the holiday compensation shall be provided for hourly teachers, indicating the grounds for the compensation.

### **Section 11 Pay during illness and maternity leave pay**

1. Hourly teachers who provide on average at least 14 lessons per week shall receive a pay during illness according to Chapter 4 Section 1, and a maternity leave pay according to Section 3.
2. When calculating the duration of the employment relationship, an hourly teacher's employment relationship will be considered continuous if the hourly teacher has been in the employment of the school until the end of the previous working period, providing on average 14 lessons per week.
3. The right to paid sick leave for hourly teachers other than those referred to in Paragraph 1 will be determined according to the provisions in the Employment Contracts Act.

### **Section 12 Temporary child-care leave**

Hourly teachers who provide on average at least 14 lessons per week shall be entitled to a temporary paid absence according to Chapter 4 Section 3 Paragraph 6.

## **PART C VOCATIONAL TRAINING SCHOOLS**

### **Joint provisions**

**Applicable to annexes 10–13, not applicable to annex 10 A**

### **Section 1 Determination of the terms of an employment relationship**

The terms of the employment relationship of a teacher at a vocational training school will be determined according to the contractual terms complied with on 31 December 1998, unless otherwise agreed in the collective agreement.

**(Applicable until 31 July 2023)** In vocational training schools, the employer will draft a plan on summer teaching if it is necessary to arrange training according to a different working time schedule in summer. The plan will be reviewed with the shop steward. After this, if summer teaching is agreed on with the teacher, a derogation is made from the regulations on teaching during the holidays (Part C Section 8 Paragraph 2) as follows:

- the annual number of teaching and training workdays will remain unchanged
- the annual teaching obligation will remain unchanged
- a consecutive leave of at least four weeks shall be ensured for the summer interruption period
- the summer teaching supplement will be replaced with days off except for the subject of natural resources

Application instruction:

The agreements referred to in this paragraph shall be made in a manner ensuring that teaching is arranged regularly, taking into account the conditions of the educational institution.

For two working weeks within the summer interruption period, one week of leave will be compensated for. The purpose of the regulation above is that the annual teaching obligation of the teacher remains unchanged. Scheduling teaching for the summer means that the annual amount of work will be performed in a shorter amount of time than the usual 38 teaching weeks.

## **Section 2 Fields of education / fields of study**

The fields of education / the fields of study will be considered equal to the types of educational institutions in existence on 31 December 1998 as follows:

Type of educational institution	Field of education / field of study
Certain vocational training schools	Technical fields of study and traffic-related fields of study other than maritime navigation, Tourism, catering and home economics Social and healthcare/beauty care Natural resources, agriculture, gardening and fishery as well as other fields of natural resources, culture/handicrafts and applied arts
Commercial school	Trade and administration
Social and healthcare school	Social and healthcare section
Forestry and wood economy school	Natural resources/forestry and wood economy and other fields of natural resources

## **Section 3 Multidisciplinary school**

The terms of employment for a teacher at a multidisciplinary school will be determined according to the educational institution in which the employee has been engaged. The teaching obligation and basic salary of a full-time hourly teacher will be determined based on the hours provided at different educational institutions that have been weighted.

## **Section 4 Application of the collective agreement for vocational adult training centres (applicable until 31 July 2023)**

The terms of the collective agreement on vocational adult training centres may be applied to a teacher who teaches adults on training courses resulting in vocational basic degrees, vocational degrees or specialised vocational degrees, on training courses preparing for such degrees or on training courses not aimed at a degree or a partial degree (e.g. professional specialisation or complementary studies). The teaching mentioned above is also considered equal to the working life development and service activities implemented in connection with vocational training.

The application of the collective agreement for vocational adult training centres also requires that more than one half of the teacher's working time consists of the duties mentioned above.

Minuted note:

Adults are students not selected through the joint application process.

The teaching mentioned above is also considered equal to the teacher's working life development and service activities implemented in connection with vocational training.

### **Section 5 Impact of weekday holidays on the teacher's teaching obligation**

Due to the Epiphany, 1 May and Independence Day falling on a weekday other than Saturday the teaching obligation of a teacher will be reduced computationally by the teaching obligation of one day.

### **Section 6 Guidance counselling for students learning on the job**

The duty of providing guidance counselling for students learning on the job is included in the teachers' teaching obligation.

### **Section 7 Compensation for work other than class teaching**

1. A teacher will be paid a compensation corresponding to their amount of work if they are assigned to perform the following duties:
  - work for a distance teaching cycle (preparing and correcting exercises, providing feedback, where necessary, personal guidance, and the practical arrangement duties for the cycle),
  - planning and consultation duties related to paid service activities,
  - guidance duties for the independent study of students (guidance other than that provided during lessons),
  - organisation of professional degrees / demonstrations, receiving and assessment of degrees,
  - degree work (guidance, review etc.) or
  - other assignments determined by the employer, for instance duties related to the development of teaching and educational activities at the educational institution or in the field of education, based on features such as school legislation or local needs.

The grounds for compensation will be the teacher's own grounds for an extra hour fee.

Application instruction:

When a decision is made on the number of hours on which the compensation is based, it shall be taken into account that the duties concerned are not class teaching duties, in which case the

amount of work corresponding to a single unit for the extra hour fee is 1.5 hours of other work.

2. If the teacher's teaching obligation is not otherwise completed, a duty for which the estimated compensation is equal to 38 extra hour fees may be included in the teacher's teaching obligation as a single weekly lesson per year.
3. If the duty referred to above is assigned to a teacher within the total working time system, it will be included in the teacher's teaching obligation.

Application instruction:

The amount of work equivalent to the teaching obligation of teachers within the total working time system is two hours.

### **Section 8 Evening, weekend, weekday holiday and holiday teaching supplement**

1. For lessons beginning after 4.30 p.m., a lecturer and a full-time hourly teacher will be paid an evening teaching supplement which is one half of the extra hour fee of the teacher concerned (1/38). The amount of the evening teaching supplement for teachers within the total working time system is their actual salary divided by 153.
2. The supplement equivalent to the evening teaching supplement will also be paid for lessons provided on Saturdays, Sundays and on weekday holidays (weekend teaching supplement) and for teaching organised during the educational institution's holiday periods (holiday teaching supplement).

Application instruction:

The holiday periods of educational institutions refer to the autumn, Christmas, sports and Easter holidays and the summer interruption period. Teaching during the summer work period on the training courses of agricultural entrepreneurs at agricultural schools as well as home economy and institutional household schools will not justify a holiday teaching supplement.

The holiday teaching supplement will not be paid to teachers engaged exclusively for the holiday period.

The supplement under this section will be paid for the same work on a single set of grounds only.



## **Annex 10 A Vocational training schools with an annual working time**

### **Section 1 Scope of application**

These contractual terms will be applied to the teaching staff of vocational training schools subject to the collective agreement for the private teaching sector.

Minuted note:

The terms of the collective agreement will not be applied to principals based on Chapter 1 Section 1 Paragraph a) on the private teaching sector.

The terms of the collective agreement on vocational adult training centres may be applied to teachers who teach adults on training courses resulting in vocational basic degrees, vocational degrees or specialised vocational degrees, on training courses preparing for such degrees or on training courses not aimed at a degree or a partial degree (e.g. professional specialisation or complementary studies).

The application of the collective agreement for vocational adult training centres also requires that more than one half of the teacher's working time consists of the duties mentioned above.

Minuted note:

Adults are students not selected through the joint application process.

The teaching mentioned above is also considered equal to the teacher's working life development and service activities implemented in connection with vocational training.

As part of the Annex, Chapter 6 Sections 1, 2, 3, 4, 5, 6, 7, 8, 9, 11 and where applicable, 17, as well as Sections 19, 20 and 21 on the salary and working time of the teaching personnel will be applied.

### **Section 2 Vice principal's working time, annual holiday and salary**

The vice principal's working time and annual holiday will be determined according to Chapter 6 Section 17 on the salary and working time of the teaching staff. Of the vice principal's working time, no more than 570 hours per working year may consist of teaching or guidance.

The vice principal's salary is at least equivalent to the minimum salary table annexed to this agreement.

### **Section 3 Teachers' working time**

The annual working time of a full-time teacher is 1,500 hours, so that the teacher may independently determine the time and place of performing the work for at least 25 % (responsible work). The educational institution will determine a 12-month period in which the working time and leave periods are allocated (working year). The review period concerned shall be identical for the entire staff of the educational institution.

Application instruction:

The nature of the teacher's duties will affect the amount of the working time allocated for responsible work.

Employers may assign a teacher more than 1,500 hours of annual working time, up to 1,700 hours. An annual working time in excess of 1,700 hours requires an agreement with the teacher.

### **Section 4 Work plan and monitoring of the working time**

The employer will determine the allocation of the working time in the work plan, which will be drafted before the beginning of the annual review period determined by the educational institution. The work plan will be drafted in co-operation with the teacher.

The work plan will determine the duties during the review period, the distribution of the working time and the time of the leave periods.

The implementation of the work plan will be regularly monitored. When necessary, the work plan will be reviewed due to incorrect assessments, a change of duties or for another justified reason. The teacher will be obliged to notify their supervisors in good time if they find that the work plan should be modified. The work plan will be reviewed to correspond to the actual allocation of the working time.

Minuted note:

The parties to the agreement will prepare a joint recommendation on the main points to be taken into consideration when drafting the work plan.

### **Section 5 Teacher's salary**

The salary of a full-time teacher (1,500 hours) are at least equivalent to the minimum salary table annexed to this agreement.

Salary for a working hour in the range of 1,501–1,700 working hours is obtained by dividing the monthly salary by 125.

The hourly salary described above, increased by 50 %, will be paid for working hours in excess of 1,700 hours.

## Experience supplements

Experience supplement years	3 years	5 years	8 years	13 years	15 years	20 years
Experience supplement in percentages	5 %	4 %	4 %	5 %	5 %	5 %

### **Section 6 Working time compensation**

When the employer assigns a teacher's duties between 6 and 10 p.m. or for Saturday, working time compensation will be paid for the work performed. The working time compensation is 25 % of the salary calculated according to Section 5 Paragraph 2. Working time compensation may be agreed on differently with the teacher.

When the employer assigns a teacher's duties between 10 p.m. and 7 a.m. or for Sunday or weekday holiday, working time compensation will be paid for the work performed. The working time compensation is 50 % of the salary calculated according to Section 5 Paragraph 2. Working time compensation may be agreed on differently with the teacher.

Working time supplement will only be paid for the same hours on a single set of grounds mentioned above.

### **Section 7 Special compensations**

#### **Special needs teacher's supplement**

A special needs class teacher with a special needs teacher's degree will be paid a special needs teacher's supplement which is 19 %, calculated from the teacher's basic salary.

#### **Guidance counsellor's supplement**

A teacher with a guidance counsellor's training and serving as guidance counsellors will be paid a guidance counsellor's supplement which is 3 %, calculated from the teacher's basic salary.

### **Section 8 Teacher's leave periods**

During a full working year, teachers will have 12 weeks of leave. 6 to 8 weeks of the leave periods will be granted between 1 May and 30 September. At least four weeks of these leave periods shall be consecutive. The timing and periodization of leave periods may be agreed on differently with the teacher.

The employer shall confirm the leave periods according to the model below:

**Educational institutions operating in a schedule between 1 August and 31 July**

leave periods between 1 February and 30 April (confirmation by 31 December)

leave periods between 1 May and 31 July (confirmation by 31 March)

leave periods between 1 August and 31 January (confirmation by 31 May)

**Educational institutions operating in a schedule between 1 January and 31 December**

leave periods between 1 January and 30 April (confirmation by 30 November)

leave periods between 1 May and 30 September (confirmation by 31 March)

leave periods between 1 October and 31 December (confirmation by 31 August)

**Section 9 Holiday bonus**

The grounds for the payment of a holiday bonus to the teacher is the monthly salary of the month preceding the month in which the holiday bonus is paid, multiplied by 0.8 as indicated in Chapter 3 Section 14.

**Section 10 Leave period compensation for a fixed-term teacher**

A teacher engaged for a period shorter than the working year will be paid a leave period compensation at the end of the employment relationship. The amount of the compensation is 26 % of the salary paid for working periods during the employment relationship, reduced by the salary of the leave periods included in the employment relationship.

Application instruction:

The salary for the working period only include the salary paid for working. The salary paid for a period of sick leave absence according to Chapter 4 Section 1 Paragraph 4 of the collective agreement and the salary under Chapter 4 Section 3 Paragraphs 2 and 3 of the collective agreement will also be considered salary for the working period.

The salary for the working period will not be reduced due to a temporary child-care leave, an absence due to compelling family reasons or quarantine.

## **Section 11 Impact of the absence periods on leave periods**

If a teacher has taken unpaid leave during the working year, the salary of the next leave period will be reduced in proportion to the duration of the leave. However, for absences referred to in Chapter 4 of Section 1 of the Employment Contracts Act, the salary will not be reduced for a maximum period of 182 calendar days.

The number of days reducing the salary for the leave periods will be obtained by calculating the number of the working days (Mon–Fri) of the educational institution included in the unpaid leave. The reduction of salary will be calculated by multiplying the daily salary by the number of working days and multiplying the outcome by 0.24.

If the unpaid leave also included calendar days (Mon–Sun) for a leave period included in the work plan, they will be deducted from the days reducing the salary for the leave period.

## **Section 12 Daily allowance under the Health Insurance Act**

The right to daily allowance under the Health Insurance Act is transferred to the employer for a sickness absence, maternity leave and paternity leave to the extent that the amount of the daily allowance does not exceed the salary received by the employee for the same period. However, the daily allowance is not transferred to the employer from the beginning of the summer leave for the first 30 weekdays.

## **Section 13 A part-time teachers**

The terms for employment relationships applicable to a teacher will be complied with in terms of a part-time employee whose working time is at least 800 hours during the working year, or on average at least 20 hours per week, in which case the post is considered full-time. The working time and salary of a part-time teacher are proportionately lower compared to the working time and salary of a full-time teacher.

Application instruction:

The teacher will be considered part-time if they have on average at least 16 hours per week of working time bound to a particular time or place.

## **Section 14 Hourly teacher**

An employee working under 800 hours per working year or on average under 20 hours per week is an hourly teacher.

Application instruction:

When agreeing on the working time of an hourly teacher, the need for preparations and subsequent work as well as other

teachers' duties shall be taken into account to match actual use of working time.

If, on average, there are under 800 hours or, on average, under 20 hours per week of teacher's duties per working year, hourly teachers will be paid at least the established salary per working hour. When determining the hourly salary, the difficulty and responsibility of the work, the skills and experience as well as the level of training and eligibility of the hourly teacher will be taken into account.

An hourly teacher's right to pay during illness is determined according to the provisions in the Employment Contracts Act.

An hourly teachers who performs on average at least 14 hours of teachers' duties per week shall receive pay during illness according to Chapter 4 Section 1, and a maternity leave pay according to Chapter 4 Section 3.

An hourly teacher's right to the holiday compensation is determined according to Section 12 of the Annual Holiday Act.

If an hourly teacher participates in the reserve refresher course or civil defence training or, at the request of the employer, updating training, the teacher will be paid salary under the work plan for this period.

## **Section 15 Monitoring and assessing the agreement**

For monitoring the agreement, a monitoring group will be established for reporting on the implementation of the agreement to the signatory parties. The monitoring group will particularly assess the functionality of the agreement in the changed operating environment of educational institutions and in the new job description of teachers.

## **Section 16 Implementation**

The annual working time system shall be implemented no later than 1 August 2023.

## **Section 17 Other regulations**

If, at the same time that an assignment is given by the employer, a teacher is also requested to be in charge of the class of another teacher, the teacher will be paid a compensation which is 30 % of the salary calculated according to Section 5 Paragraph 2.

The release from work for teachers serving as shop stewards and labour protection delegates will be doubled in the work plan compared to the release from work under Chapter 6 Sections 20 and 21 on the salary and working time of the teaching staff.

## Section 18: Transitional regulations

The transitional regulations apply to a teacher who, at the time of the transition, have an employment relationship at an educational institution transitioning to the annual working system from the teaching obligation working time and total working time.

For teachers transitioning from the teaching obligation working time in Annex 11 on commercial schools, the minimum amount of responsible working time is as follows:

teaching obligation 16	42 %
teaching obligation 18	35 %
teaching obligation 19	33 %

In an employment relationship beginning after the time of the transition, the amount of responsible work will be at least 25 % of the annual working time.

A teacher subject to Annex 12 on the social or healthcare schools or Annex 13 on forestry and wood economy schools will transition to the leave period systems so that during their first working year, there will be 10 leave periods, during the second year, 11 leave periods and during the third working year, 12 leave periods.

A teacher transitioning to the annual working time system from Annex 10 on certain vocational training schools will continue to be subject to the following regulations on the experience supplement:

In terms of the fifteen-year (15) experience supplement, at least ten (10) years of service justifying the experience supplement shall consist of the duties of the teacher or principal.

In terms of the twenty-year (20) experience supplement, at least fifteen (15) years of service justifying the experience supplement shall consist of the duties of the teacher or principal.

If the teacher has received the fee for a freelance vice principal, apartment manager, programme manager or subcontractor according to an annex on certain vocational training schools and commercial schools, an equivalent will be paid as long as the teacher performs the duties concerned.

Teachers' holidays or interruption periods will be replaced with the leave period when the educational institution transitions to the annual working time system. If the teacher has unused carried-over holiday according to Chapter 3 Section 15, an agreement should be made on taking the leave before transitioning to the annual working time system or replacing the leave as determined in Chapter 3 Section 15 Paragraph 6.

## **Annex 10 Certain vocational training schools**

### **Section 1 Scope of application**

This annex will apply to the following fields of education:

- technical and traffic-related fields except for training in maritime schools
- tourism, catering and home economics
- beauty care training within the social and healthcare sector
- handicrafts and applied arts in the cultural sector
- agricultural, gardening and fishery training in the natural resources sector

### **Principals and vice principals and adult education managers**

### **Section 2 Basic salary, teaching obligations and experience supplements**

#### **Basic salary**

Basic salary is included in the salary annex by statistical codes as follows:

- 061062** Principal  
Teaching obligation of no more than 456 hours per year.
- 061160** Vice principal  
Teaching obligation of no more than 570 hours per year.
- 061359** Adult education manager  
Teaching obligation of no more than 350 hours per year.

#### **Experience supplements**

Experience supplement years	3 years	5 years	8 years	13 years	20 years
Experience supplement in percentages	5 %	5 %	5 %	5 %	6 %

### **Section 3 Working time, annual holidays and extra hours**

Working time, annual holidays and extra hours will be determined according to Chapter 6 Section 17 on teachers' salary and working time.



## Section 4 Fee and relief for freelance vice principals

1. A lecturer assigned to serve as a vice principal will be paid a fee of EUR **362.99** from **1 August 2020** onwards and a fee of EUR **366.98** from **1 June 2021** onwards, and they will be relieved of their teaching obligation as follows:

Number of students	Relief hours / week
100	5
101–300	6
301–	7

## Teachers

### Section 5 Basic salary, teaching obligations, extra hour coefficients and experience supplements

#### Basic salary, teaching obligations and extra hour coefficients

Basic salary is included in the salary annex by statistical codes as follows:

#### Lecturer (vocational subjects)

A higher university degree or a higher university of applied sciences degree

**063551** Teacher

**063651** Special needs teacher

The teaching obligation is 26 lessons / week (38 weeks)

Engineer, construction architect, lower university degree, university of applied sciences degree

**063549** Teacher

**063649** Special needs teacher

The teaching obligation is 26 lessons / week (38 weeks)

Vocational teacher's degree or other similar degree

**063544** Teacher

**063644** Special needs teacher

The teaching obligation is 25 lessons / week (38 weeks)

Technician or other professional with completed additional studies assigned by the Ministry of Education

**063545** Teacher

**063646** Special needs teacher

The teaching obligation is 26 lessons / week (38 weeks)

Other highest degree in the field

**063541** Teacher

**063641** Special needs teacher

The teaching obligation is 26 lessons / week (38 weeks)

Technician's degree or other similar degree

**063539** Teacher

**063639** Special needs teacher

The teaching obligation is 27 lessons / week (38 weeks)

### **Lecturer (common subjects)**

A higher university degree or a higher university of applied sciences degree

**063747** Teacher

**063847** Special needs teacher

The teaching obligation is 22 lessons / week (38 weeks)

Other degree

**063744** Teacher

**063844** Special needs teacher

The teaching obligation is 22 lessons / week (38 weeks)

### **Lecturer (physical and health education)**

A higher university degree or a higher university of applied sciences degree

**063747** Teacher

**063847** Special needs teacher

The teaching obligation is 25 lessons / week (38 weeks)

Other degree

**063744** Teacher

**063844** Special needs teacher

The teaching obligation is 25 lessons / week (38 weeks)

Application instruction:

The amounts above include the qualified teacher's pay grade under Sections 13 and 14 of the new Teaching Qualifications Decree 986/1998 and the pay grade for teachers' posts under the previous qualification decrees.

A handicrafts and applied arts teacher with a post-secondary-level degree and a degree from a higher education institution and a teacher of the communication, visual arts, dance and theatre sector with a post-secondary-level degree will be considered equal to an engineer. A teacher with a suitable post-secondary-level degree, a degree approved by the Finnish National Agency for Education or at least three years of studies in the communications and cultural sector will be considered equal to a vocational

teacher. A gardening teacher whose degree was previously considered equal to a higher university degree will still be considered equal to a higher university degree.

The extra hour coefficient for special needs teachers is 0.95. The coefficient for other teachers is 1.

### Experience supplements

Experience supplement years	3 years	5 years	8 years	13 years	15 years	20 years
Experience supplement in percentages	5 %	5 %	9 %	5 %	6 %	6 %

In terms of the fifteen-year (15) experience supplement, at least ten (10) years of service justifying the experience supplement shall consist of the duties of the teacher or principal.

In terms of the twenty-year (20) experience supplement, at least fifteen (15) years of service justifying the experience supplement shall consist of the duties of the teacher or principal.

### Section 6 Weighted teaching obligation

If a teacher other than a vocational teacher provides lessons in two or more subjects other than vocational subjects, their teaching obligation will be calculated by weighting the weekly teaching obligations for the subjects taught against the average weekly lessons spent on them. If the weighted teaching obligation is not an integer, the teaching obligation will be rounded to the closest integer. If two integers are equally close to the outcome, the teaching obligation will be rounded to the smaller integer.

### Section 7 Teachers at a vocational training school for the hearing impaired

The teaching obligation of a teacher at a vocational training school for the hearing impaired is lower than normal by two weekly lessons, except for physical education and health education.

### Section 8 Planning work

1. One and a half (1.5) hours of planning work per week will be included in the teacher's teaching obligation.
2. The planning work includes participation in department meetings and other similar meetings, participation in educational and pedagogical meetings and negotiations between teachers, keeping in touch with the local business sector and similar stakeholders, keeping in touch with the parents of the students, and assignments related to planning teaching and the development of the activities of the educational institution.

3. In addition to lecturers, planning work also applies to hourly teachers who become full-time teachers due to the number of lessons they provide at the educational institution and other assignments included in full-time work, and part-time teachers who have completed a minimum number of lessons required for full-time work. In addition, the application acquires that the continuous duration of the employment relationship of the teacher at the educational institution is longer than one week.

## **Section 9 Qualification supplements**

### **Special needs teacher's supplement**

A special needs class teacher with a special needs teacher's degree will be paid a special needs teacher's supplement which is 22 %, calculated from the basic salary indicated in the salary annex.

### **Reading teacher and clinic teacher supplement**

A trained reading teacher and a clinic teacher will be paid the reading teacher and clinic teacher supplement which is 6 %, calculated based on the basic salary under the salary annex.

### **Guidance counsellor's supplement**

A teacher with a guidance counsellor's training and serving as guidance counsellors will be paid the guidance counsellor's supplement which is 3 %, calculated based on the basic salary under the salary annex.

### **Sign language supplement**

A teacher with medium-level competence in sign language will be paid a sign language supplement which is 3 %, calculated from the basic salary indicated in the salary annex.

## **Section 10 Guidance counselling and remedial teaching fee**

The fee for remedial teaching sessions and guidance counselling lessons will be remunerated based on the teacher's own grounds for an extra hour fee.

## **Section 11 Tutor's compensation**

A teacher tutoring one or more classes will be paid a compensation for their tutor's duties for each working week at the school, but for no more than one hour per week. The amount of compensation will be obtained by dividing the total monthly amount, consisting of the basic salary and experience supplements for the duties concerned, by 150.

## Section 12 Tool maintenance fee

A fee will be paid for duties related to the development, planning and maintenance of the teaching tools, equipment and materials outside of the actual lessons according to the number of hours determined by the employer, using the teacher's own grounds for an extra hour free.

Per educational institution, the following amounts of weekly hours may be spent on the duties mentioned above:

Number of classes	Weekly lessons
1–20	2
21–40	4
41–60	5
61–	6

## Section 13 Department manager's fee and relief

1. A teacher assigned to act as a department manager will be paid a fee in exchange for carrying out the duties based on the number of classes in the department according to the salary annex.

**from 1 August 2020 onwards:**

Number of classes in the department	Fee / month
3	<b>EUR 38.72</b>
4–7	<b>EUR 51.28</b>
8–11	<b>EUR 63.55</b>
12–	<b>EUR 76.99</b>

**from 1 June 2021 onwards:**

Number of classes in the department	Fee / month
3	<b>EUR 39.16</b>
4–7	<b>EUR 51.84</b>
8–11	<b>EUR 64.25</b>
12–	<b>EUR 77.84</b>

2. The teacher assigned to act as a department manager will be relieved from their teaching obligation as follows:

Number of comprehensive teaching groups	Relief from the teaching obligation per week
3	2
4–5	3
6–7	4
8–9	5
10–	5 + 1 for each following set of three comprehensive teaching groups

3. If the department has five or more programmes, the department manager will be relieved of one more hour per week in addition to the relief mentioned above.

#### **Section 14 Subcontractor's fee and relief**

1. A teacher acting as a supervisor responsible for subcontracting work in work teaching will be paid a monthly fee of **EUR 51.28 (from 1 August 2020 onwards)** and a monthly fee of **EUR 51.84 (from 1 June 2021 onwards)**, however in the construction department, a monthly fee of **EUR 109.78 (from 1 August 2020 onwards)** and a monthly fee of **EUR 110.99 (from 1 June 2021 onwards)** when
  - the subcontracting work will mainly be performed outside of the actual work facilities of the pupils,
  - the subcontracting work is performed as part of the teaching in the curriculum approved for the educational institution and
  - the teaching at the educational institution is organised so that the subcontracting work is continuous and constitutes a significant part of the teaching.
2. As an additional compensation, 1 hour/week will be granted for a subcontracting class for which the teacher is responsible. However, no more than 4 hours/week may be granted. A class where on average more than 30 % of the work teaching for the pupils is provided in the form of subcontracting work outside of the actual work facilities of the pupils shall be considered a subcontracting class. The first class may be a subcontracting class only in the construction study programme. The subcontracting class may be in charge of subcontracting only in the construction study programme. Acting as the supervisor responsible for subcontracting shall not increase the teacher's accumulation of working hours.
3. If the teacher acts as a supervisor responsible for various subcontracts, the teacher will be paid a fee for the task with the highest fee.

### **Section 15 Relief for teachers managing the principal's duties**

1. This regulation will only be applied if there is no vice principal at the educational institution.
2. When a teacher manages the principal's duties because the principal is unable to do so for at least one week, weekly work outside of classes will be included in the teacher's teaching obligation as follows:

Number of classes	Number of lessons
18–23	2
24–29	3
30–	4

### **Section 16 Relief for combined teachers of general subjects**

The relief from teaching obligation for combined teachers of general subjects is as follows:

Number of classes	Relief
1–35	1 weekly lesson
36–60	2 weekly lessons
61–	3 weekly lessons

### **Section 17 Teaching and training workdays**

The calculated starting point for teaching and training workdays which the employer may determine is 195 workdays per academic year. If Independence Day, the Epiphany or 1 May falls on a weekday other than Saturday, the number of teaching workdays will be reduced by a corresponding number of days. At least five of these teaching and training days are training or planning days.

## Annex 11 Commercial schools

### Principals and vice principals and adult education managers

#### Section 1 Basic salary, teaching obligations and experience supplements

##### Basic salary

Basic salary is included in the salary annex by statistical codes as follows:

- 071062** Principal  
Teaching obligation of no more than 342 hours per year.
- 071161** Vice principal  
Teaching obligation of no more than 570 hours per year.
- 071359** Adult education manager  
Teaching obligation of no more than 350 hours per year.

When determining the teaching obligation, the size of the educational institution and the amount of work resulting from the duties assigned should be taken into account.

##### Experience supplements

Experience supplement years	3 years	5 years	8 years	13 years	20 years
Experience supplement in percentages	5 %	5 %	5 %	9 %	6 %

#### Section 2 Working time, annual holidays and extra hours

Working time, annual holidays and extra hours will be determined according to Chapter 6 Section 17 on teachers' salary and working time.

#### Section 3 Fee and relief for freelance vice principals

1. Vice principals at commercial schools shall receive a monthly fee of EUR **172.32 (from 1 August 2020 onwards)** and EUR **174.22 (from 1 June 2021 onwards)**.
2. The relief from the teaching obligation is 3 lessons per week.



## Teachers

### Section 4 Basic salary and experience supplements

#### Basic salary

Basic salary is included in the salary annex by statistical codes as follows:

Lecturer

A higher university degree or a higher university of applied sciences degree

**073551** Teacher

**073651** Special needs teacher

A lower university degree or university of applied sciences degree

**073547** Teacher

**073647** Special needs teacher

Other degree

**073544** Teacher

**073644** Special needs teacher

#### Experience supplements

Experience supplement years	3 years	5 years	8 years	13 years	20 years
Experience supplement in percentages	7 %	7 %	7 %	8 %	6 %

### Section 5 Teaching obligations and working time

1. The teaching obligations of teachers at a commercial school are as follows:

Finnish language and commercial correspondence/communication	16
accounting, management accounting and financial management	18
others	19

2. Where necessary, an annual teaching obligation may be determined by multiplying the weekly teaching obligation by the number of working weeks at the educational institution.

## **Working time at the Finnish Institute for Enterprise Management**

3. The teaching obligations for a teacher at the Finnish Institute for Enterprise Management have not been determined. The teacher's working time and annual holiday will be determined according to Chapter 6 Section 17 on the salary and working time of teaching personnel.

### **Section 6 Duties included in the teaching obligations**

In addition to the actual lessons provided, the teaching obligation of a teacher shall include duties related to the development and planning of the teaching tools, equipment and materials outside of the classroom according to the number of weekly hours determined by the employer.

### **Section 7 Planning work at the Business College Helsinki**

One (1) hour of planning work per week will be included in the teacher's teaching obligation at the Business College Helsinki.

### **Section 8 Hourly teachers**

The terms of the hourly teachers' employment relationship are determined in the same way as the terms of the employment relationship of lecturers at commercial schools.

### **Section 9 Qualification supplements**

#### **Guidance counsellor's supplement**

A lecturer with a guidance counsellor's training and serving as guidance counsellors will be paid the guidance counsellor's supplement which is 3 %, calculated based on the basic salary under the salary annex.

#### **Reading teacher and clinic teacher supplement**

A trained reading teacher and a clinic teacher will be paid the reading teacher and clinic teacher supplement which is 6 %, calculated based on the basic salary under the salary annex.

#### **Special needs teacher's supplement**

A special needs class teacher with a special needs teacher's degree will be paid a special needs teacher's supplement which is 22 %, calculated from the basic salary indicated in the salary annex.

### **Section 10 Course teaching coefficient**

The lessons provided by teachers on vocational courses (courses other than employment or apprenticeship courses or at least one academic

year of vocational further training) will be multiplied by the coefficient, 1.15, excluding the lessons justifying a holiday teaching supplement.

### **Section 11 Consulting teachers' salary**

A teacher assigned to act as the consulting teacher for field schools will be paid a fee of 1/3 lessons (20 minutes) for lessons during which teacher candidates are under the guidance of the teacher. However, the fee will only be paid for a maximum of 60 lessons per academic year.

### **Section 12 Guidance counselling and remedial teaching fee**

The fee for remedial teaching sessions and guidance counselling lessons will be remunerated based on the teacher's own grounds for an extra hour fee.

### **Section 13 Programme manager's fee**

A teacher assigned to act as a programme manager will be paid a monthly fee of EUR **152.27 (from 1 August 2020 onwards)** and EUR **153.94 (from 1 June 2021 onwards)**.

In addition, the compensation equivalent to one extra hour fee for weekly lessons per year, and in a specialised programme, equivalent to two extra hour fees for weekly lessons per year, will be paid for each new set of five classes for the programme. The maximum compensation is for extra hour fees for weekly lessons per year.

The prerequisite for the payment of the fee is that the total number of lessons for the teacher assigned to act as programme manager does not exceed 1½ times the teacher's teaching obligation.

### **Section 14 Tutor's compensation**

A teacher tutoring one or several classes will be paid a fee for the tutor's duties for each working week at the educational institution. The fee is obtained by dividing the monthly sum of the basic salary for the duties concerned and the experience supplements by 153.

The fee paid for the tutor's duties will not be reduced for a paid leave of up to seven calendar days, and during this time, the fee will not be paid to a substitute.

### **Section 15 Compensation for a teacher managing the principal and vice principal's duties**

If, in addition to their own duties, a teacher is assigned to manage the administrative duties of the principal or vice principal for a period during which the principal or vice principal is unable to carry out their duties, they will be paid for this period the difference between their own teaching

obligation and a number of lessons taught by the principal or vice principal as extra hours.

## **Section 16 Examination of private students**

### **Compensation for the examination of private students**

1. A teacher examining the degrees of private students will be paid a fee of **EUR 55.03 (from 1 August 2020 onwards)** and **EUR 55.64 (from 1 June 2021 onwards)** per examinee.

The examination includes a written and oral examination, exercise-type work performances and resits.

### **Supervision compensation for written examinations**

2. A teacher supervising a written examination will also be paid a supervision compensation of **EUR 11.21 (from 1 August 2020 onwards)** and **EUR 11.33 (from 1 June 2021 onwards)**.

### **Principal's fee for private students**

3. Principals will be paid a fee of **EUR 44.43 (from 1 August 2020 onwards)** and **EUR 44.92 (from 1 August 2021 onwards)** per private student.

The payment of the fee requires that the principal verifies whether the private student applicants meet the requirements of the educational authorities, and that the principal accepts the new private students, confirms the degree requirements, arranges the examination and verifies that the level of the examinations meets the requirements for the degree concerned and issues the degree certificates for the completed degrees.

## Annex 12 Social and healthcare school

### Principals and vice principals and adult education managers

#### Section 1 Basic salary, teaching obligations and experience supplements

##### Basic salary and teaching obligations

Basic salary is included in the salary annex by statistical codes as follows:

<b>081061</b>	Principal Teaching obligation of no more than 380 hours per year.
<b>081159</b>	Vice principal Teaching obligation of no more than 380 hours per year.
<b>081359</b>	Adult education manager Teaching obligation of no more than 350 hours per year.

##### Experience supplements

Experience supplement years	3 years	5 years	8 years	13 years	20 years
Experience supplement in percentages	5 %	5 %	5 %	5 %	6 %

#### Section 2 Working time and annual holiday

The working time and annual holiday will be determined according to Chapter 6 Section 17 on the salary and working time of teaching personnel.

##### Teachers

#### Section 3 Basic salary, experience supplements and teaching obligation

##### Basic salary

Basic salary is included in the salary annex by statistical codes as follows:

Lecturer and full-time hourly teacher

1. A higher university degree or a higher university of applied sciences degree  
**083556** lecturer  
**082556** full-time hourly teacher

- 2. Other degree
  - 083554** lecturer
  - 082554** full-time hourly teacher

### Experience supplements

Lecturer and full-time hourly teacher

Experience supplement years	3 years	5 years	8 years	13 years	20 years
Experience supplement in percentages	5 %	6 %	6 %	5 %	4 %

### Teaching obligation

The teaching obligation is no more than 836 hours per year.

### Section 4 Qualification supplements

A teacher with a guidance counsellor's training and serving as a guidance counsellor will be paid the guidance counsellor's supplement which is 4 % of the basic salary under the salary annex.

### Section 5 Duties included in the teaching obligations

The teaching obligation shall include the following:

1. Of the duties of department managers or similar duties, 3–12 hours per week depending on the size of the department, the field of education and other factors affecting the amount of work.
2. A maximum of three hours per week for field guidance trips.
3. For the duties of a teacher responsible for further training, no more than 200 hours per academic year.
4. For other special duties, at the discretion of the employer.

### Section 6 Working time, annual holiday and hours exceeding the teaching obligation

#### Working time and annual holiday

1. The working time and annual holiday will be determined according to Chapter 6 Section 17 on the salary and working time of teaching personnel.

## **Hours exceeding the teaching obligation and the extra hour fee**

2. The teaching obligation for the academic year may be exceeded with the teacher's consent, in which case the teacher will be paid an extra hour fee for the exceeding hours.

The extra hour fee will be calculated based on the basic salary on the lower limit of the salary scale.

The weekly teaching obligation is 22 hours.

## Annex 13 Forestry and wood economy schools

### Principals, vice principals and adult education managers

#### Section 1 Basic salary, teaching obligations and experience supplements

##### Basic salary and teaching obligations

Basic salary is included in the salary annex by statistical codes as follows:

- 091062** Principal  
The teaching obligation is 50–450 lessons per year.
- 091161** Vice principal  
The teaching obligation is 200–400 lessons per year.
- 091359** Adult education manager  
The teaching obligation is 250–350 lessons per year.

##### Experience supplements

Experience supplement years	3 years	5 years	8 years	13 years
Experience supplement in percentages	5 %	5 %	5 %	5 %

#### Section 2 Working time and annual holiday

The working time and annual holiday will be determined according to Chapter 6 Section 17 on the salary and working time of teaching personnel.

### Teachers

#### Section 3 Basic salary, teaching obligations and experience supplements

##### Basic salary and teaching obligations

Basic salary is included in the salary annex by statistical codes as follows:

Lecturer (vocational subjects)

- 093555** A higher university degree  
The teaching obligation is 850 lessons per year.
- 093552** A suitable university of applied sciences degree or an engineer  
The teaching obligation is 850 lessons per year.



**093550** Forestry engineer, wood economy engineer or a similar older degree  
The teaching obligation is 900 lessons per year.

**093549** Technician or a post-secondary-level degree  
The teaching obligation is 900 lessons per year.

**093547** Forestry, saw industry or sheet industry technician  
The teaching obligation is 1,000 lessons per year.

**093545** Forestry work teacher's training  
The teaching obligation is 1,000 lessons per year.

Lecturer (common subjects)

**093755** A higher university degree  
The teaching obligation is 850 lessons per year.

### Experience supplements

Experience supplement years	3 years	5 years	8 years	13 years	20 years
Experience supplement in percentages	5 %	7 %	9 %	9 %	6 %

### Section 4 Teacher's working time and annual holiday

The working time and annual holiday will be determined according to Chapter 6 Section 17 on the salary and working time of teaching personnel.

### Section 5 Duties included in a teacher's teaching obligations

In addition to class and course lessons, a teacher's teaching obligation includes the following:

1. Exercise and demonstration lessons as well as the time spent on the guidance of teacher candidates, but no more than 100 lessons per teacher per year.
2. For the duties of a department manager or a separate supervisor for a course location, 40 lessons per year per class, but no more than 250 lessons per year.
3. For the duties of a study programme supervisor or tutor, 40 lessons per year.
4. For the supervision of training included in the curriculum, no more than five hours per day of supervision, and for examining the training plans

and reports, one hour per month, but no more than six hours per year and per trainee.

5. For forestry work in a forest used for teaching, a total of no more than 200 hours per new plot of 1,000 hectares per year according to the confirmed action plan of the educational institution.
6. For the time spent on the procurement and manufacturing of illustrative and educational practical training and study trip sites in the terrain, and the finalisation of the site used for teaching, a total of no more than 20 hours per class and per year, travelling times included.
7. For teachers involved in the procurement, maintenance and repair of sawmills, vehicles, machinery, fleet, teaching tools and supplies, and in the maintenance and use of IT devices and software, the maximum is as follows:

Forestry machine driver's and forestry machine installer's training	80 h/class/year
Saw and sheet industry technician	80 h/class/year
Other study programmes	40 h/class/year

The relief will be distributed among teachers according to the confirmed division of labour at the educational institution.

8. Of other duties related to the activities of the educational institution (e.g. managing and guidance of study trips, acting as the student union instructor, supervision of the boarding house)

Number of classes	Lessons taught per year
1–3	40
4–6	80
7–9	120
10–13	160
14–	200

9. When a principal or manager is unable to perform their duties for at least a week, a teacher managing the duties of the principal or manager during this time may include work performed outside of classes in their number of lessons taught as follows:

Number of pupils	Lessons taught per week
up to 99	2
100–199	3
200–	4

## **Section 6 Fee for a department manager and a separate supervisor for a course location**

A department manager and a supervisor for a separate course location shall receive a monthly fee of EUR **47.97 (from 1 August 2020 onwards)** and EUR **48.50 (from 1 June 2021 onwards)**.

## **Section 7 Teacher's training fee**

1. A teacher in forestry teacher training schools, training schools and Swedish-language teacher training will be paid the following fees

### **from 1 August 2020 onwards:**

Principal/manager EUR **257.18**/month

Lecturer (vocational subjects);  
a higher university degree),  
forester and lecturer EUR **175.75**/month

Lecturer (vocational subjects);  
engineers),  
and engineer EUR **154.66**/month

Lecturer (vocational subjects;  
forestry engineer, wood economy engineer or  
a similar older degree),  
lecturer, vocational subjects; (technician)  
forestry technician and machine technician EUR **126.51**/month

Lecturer (vocational subjects; forestry,  
sawmill industry and sheet industry technician),  
Lecturer (vocational subjects);  
forestry work teacher's training EUR **106.91**/month

### **from 1 June 2021 onwards:**

Principal/manager EUR **260.01**/month

Lecturer (vocational subjects);  
a higher university degree),  
forester and lecturer EUR **177.68**/month

Lecturer (vocational subjects);  
engineers),  
and engineer EUR **156.36**/month

Lecturer (vocational subjects;  
forestry engineer, wood economy engineer or  
a similar older degree),  
lecturer, vocational subjects; (technician)  
forestry technician and machine technician      **EUR 127.90/month**

Lecturer (vocational subjects; forestry,  
sawmill industry and sheet industry technician),  
Lecturer (vocational subjects);  
forestry work teacher's training      **EUR 108.09/month**

2. The fee will be paid at a training school and the Swedish-language teacher training only for the period during which there are teacher candidates at the educational institution.

## **PART D UNIVERSITIES OF APPLIED SCIENCES**

The changes to the working time will enter into force on 1 August 2020 or on 1 January 2021 depending on the schedule of the working time plans of the university of applied sciences.

### **Annex 14 Universities of applied sciences**

#### **Section 1 Scope of application**

1. This annex shall be applied to principal teachers, lecturers, full-time and part-time teachers at universities of applied sciences, with a working time of at least 760 hours per year or on average at least 19 hours per week. The annex will also be applied to the employment terms of personnel performing pedagogical management, administration, planning, development, expertise, and assistance duties.
2. The regulations on the holiday bonus shall not be applicable to those subject to the annex.
3. As part of the annex, Chapter 6 Sections 1 and 2, 7, 8, 19, 20 and 21, and where applicable, Section 5, on the salary and working time of the teaching personnel will be applied.

#### **Section 2 Principal teacher and lecturer's working time**

##### **Annual working time**

1. The annual working time is **1,600** hours per academic year so that the teacher may independently determine the time and place of performing the work for at least **28 % (unbound working time)**.

Minuted note:

The annual working time of a full-time teacher under the agreement may not be reached, or it may be exceeded if this is agreed on with the teacher.

**Some of the teacher's unbound working time may be organised in the form of entire weeks.**

##### **Working time plan**

2. The allocation of working time will be determined in the working time plan prepared at the beginning of the academic year, the semester or the employment relationship. If the time spent on working or duties has been assessed incorrectly, or if the duties change, the working time plan shall be modified. The working time plan shall always be reviewed to correspond to the actual use of working time.
3. **The implementation of the work plan will be regularly monitored.**

## **Additional work**

4. The working time for the academic year may be exceeded with the consent of the teacher. In that case, the work in question is additional work.

## **Section 3 Principal teacher and lecturer's minimum salary**

### **Basic salary**

Basic salary, determined according to work experience years, are included in the salary annex by statistical codes as follows:

1. Principal teacher and lecturer's basic salary:

<b>114104</b>	principal teacher
<b>114205</b>	lecturer

### **Doctor and licentiate's degree**

2. The minimum salary for holders of doctor's degrees are 4 % higher.
3. The minimum salary for holders of licentiate's degrees are 2 % higher.

### **Incompetence deduction**

4. The minimum salary for a teacher with no qualifications determined in the eligibility criteria for the duties shall be 6 to 20 % lower than the salary mentioned above.

The eligibility criteria refer to those laid down in the Decree on Universities of Applied Sciences and the rules of procedure of the universities of applied sciences or other regulations, or the eligibility required in connection with performing the tasks.

Minuted note:

The incompetence deduction may also be made for teachers who have not completed a teacher's training of at least 35 study weeks or a teacher's training of at least 60 study weeks when the teacher's training is required as mentioned above.

### **Work in excess of the annual working time**

5. For work under the working time plan, in excess of the annual working time (**1,600 hours**), the salary paid per hour are obtained by dividing the annual salary by 1,600.

### **Time approved as work experience**

6. The time approved as work experience shall be determined for teachers referred to in Section 2 as laid down in Chapter 6 Section 5 on the salary and working time of teaching personnel in terms of the accumulation of time justifying an experience supplement.

### **Language teachers' salary**

7. The salary of a language teacher at universities of applied sciences are determined according to the field of education to which they are assigned.

### **Personal salary and availability supplement**

8. The amount of personal salary will be affected not only by the difficulty of the duties, the professional competence of the teachers and their work performance but also by the general salary level of the locality and specialisation, as well as the employer's hiring politics, and teachers' personal management of their profession, the outcome of their work, their previous training and the balance of supply and demand in the labour market.

Part of the personal salary may consist of an availability supplement. The minimum amount of the availability supplement paid to teachers in the field of training for technology and traffic is obtained by multiplying the basic salary of principal teachers and lecturers under the collective agreement with the coefficients indicated in the salary annex.

When duties change, the right to an availability supplement will be reassessed.

The availability supplements, determined according to work experience years, are included in the salary annex by statistical codes as follows:

<b>114101</b>	principal teacher
<b>114202</b>	lecturer

### **Section 4 Working time and annual holiday for employees other than teachers**

1. The working time and annual holiday of employees other than teachers will be determined according to Chapter 6 Section 17 on the salary and working time of teaching personnel.
2. The working time for the academic year may be exceeded with the consent of the employee. In that case, the work in question is additional work.

## **Section 5 Minimum salary for non-teacher employees**

1. The minimum salary for pedagogical administration, management, planning, development and expert personnel performing extremely demanding duties are equivalent to those of a principal teacher in the same field of training.
2. For demanding duties under paragraph 1, the minimum salary is equivalent to those of a lecturer in the same field of training.
3. The minimum salary for other pedagogical expert duties are no more than 30 % lower than those of lecturers in the field of training concerned.
4. The hourly compensation for additional work, paid to those not in managerial positions, is obtained by dividing the annual salary by 1,600.

## **Section 6 Teacher's leave periods**

1. Between 2 May and 30 September, a teacher shall be granted a period of leave of eight weeks (56 calendar days), during which the employer may not assign working time. The leave period may be granted in two parts. In the field of training related to natural resources, it is possible to derogate from the timing mentioned above due to the nature of the field.
2. Between 1 October and 30 April, teachers shall be granted a period of leave of four weeks (28 calendar days) at a time suitable for the operation of the educational institution (in connection with Christmas, New Year and student holidays), and it may be granted in no more than four parts.

## **Agreement on leave periods**

3. The timing and periodization of leave periods may be agreed on differently with the consent of the teacher.

## **Section 7 Summer leave allowance for fixed-term teachers**

At the end of an employment relationship for a teacher engaged for a period shorter than an entire academic year, the teacher will be paid a summer leave allowance calculated by multiplying the daily salary by 0.18 per working day (Mon–Fri) at the university of applied sciences during the employment relationship. If, between 2 May and 30 September, confirmed summer leave days were included in the employment relationship, they will be deducted from the number of days justifying a summer leave allowance.



## **Section 8 Compensation for evening/night and weekend/weekday holiday work**

1. For work assigned in the work plan between 6 p.m. and 7 a.m., a working time compensation of at least 30 % of the hourly salary calculated in Section 3 Paragraph 5 will be paid. Working time compensation may be agreed on differently with the employee concerned.
2. For work assigned in the work plan during a weekend or weekday holiday, a working time compensation of at least 50 % of the hourly salary calculated in Section 3 Paragraph 5 will be paid. Working time compensation may be agreed on differently with the employee concerned.
3. The compensation under Paragraphs 1 and 2 above will not be paid to managerial employees referred to in Section 5 Paragraph 1.

## **Section 9 Part-time teachers**

1. The working time of a part-time teacher is at least 760 hours per academic year or, on average, at least 19 hours per week. In this case, the employment relationship is full-time.
2. The share of a part-time teacher's working time and place which the teacher may independently determine shall be proportional to the regulations in Section 2.
3. The salary of part-time teachers shall be determined on the same grounds as those of principal teachers and lecturers. The salary is lower in the same proportion as the working hours assigned to them are shorter than the full working time (**1,600 hours**).

## **Section 10: Transitional regulations**

**The transitional regulations will be applied during the transitional period on 31 March 2020 to teachers in the field of training related to technology and traffic at universities of applied sciences, as long as they have an employment relationship with the same employer in the field of training related to technology and traffic:**

**For the annual working time of teachers in technology and traffic, the teachers may determine the time and place of performing 37.5 % of the work. The employer may allocate some of the working time at their discretion to the period outside of the 35 weeks by agreeing on the matter with the teacher.**

**It is possible to agree with the teacher on a smaller amount of unbound working time, but the amount of unbound working time shall be at least 28 %.**

## **CHAPTER 8            OTHER AGREEMENTS**

### **AGREEMENT ON LOCAL COLLECTIVE BARGAINING**

#### **Section 1: Application of the collective agreement on a local level**

This section shall apply to regulations of the collective agreement permitting the application of the collective agreement on a local level within the limits specified in the said agreement.

The parties to the application of the collective agreement on a local level shall include the employer committed to the collective agreement, or the employer's representative, and a shop steward or an individual employee unless otherwise stated in the collective agreement in terms of the regulation concerned.

#### **Section 2: Agreement on derogations from the collective agreement**

A local agreement may be concluded within statutory limits. The parties may derogate from the regulations of the collective agreement where a justified reason so requires. However, a local agreement may not override the entire collective agreement or exceed the average maximum amounts of regular working time or teaching obligations, or derogate from the minimum basic salary, the length of the annual holiday or the regulations on sickness, maternity and paternity leave benefits under the collective agreement.

The parties to the agreement shall be the employer committed to the collective agreement or the employer's representative, and the shop steward or a registered local association of employees operating under the organisations party to the agreement.

The bargaining partners shall be determined before the negotiations commence.

#### **Section 3: The form and content of an agreement**

A local agreement shall be concluded in writing.

The agreement must include at least the following:

- the purpose of the agreement
- the parties to the agreement
- the collective agreement regulation in question
- the justifications for derogating from the regulation
- the detailed content of the agreement
- the terms of validity and termination of the agreement
- the date and signatures

#### **Section 4: The duration and termination of a local agreement**

An agreement may be concluded for a fixed period or until further notice. A resilience agreement under Section 6 of this agreement may be made for a fixed period of no more than two years.

A local agreement which is valid indefinitely may be terminated at three months' notice.

After one year, the fixed-term agreement under this agreement may be terminated as an agreement which is valid indefinitely. Before termination, the parties shall examine the prerequisites for continuing the agreement and potential need for change.

After a local agreement has expired, the regulations of the general collective agreement shall be observed.

The benefits reduced under the resilience agreement shall be restored to a level preceding the resilience agreement at its termination, taking into account the potential changes to the collective agreement during the term of the resilience agreement.

#### **Section 5 The legal effects of the local agreement and communication**

A local agreement shall have the same legal effects as the collective agreement.

The organisations party to the collective agreement shall be notified of the local agreement referred to in Sections 2 and 6 of this agreement.

#### **Section 6 Resilience agreement**

A local derogation from the collective agreement with respect to the minimum standards governing salary or other financial benefits may be agreed upon in the manner specified in this section.

The parties to the agreement shall be the employer committed to the collective agreement or the employer's representative, and the shop steward or a concerned registered local association of employees operating under the organisations that are party to the agreement.

The prerequisite for an agreement is the fact that the employer is in financial difficulty that could lead to a reduction in labour use.

A resilience agreement may only be made for extremely compelling financial reasons in situations where the agreement is temporarily necessary and essential to safeguard the employer's operational preconditions and jobs.

The grounds for using a resilience agreement, the need for measures and their dimensioning shall be unanimously stated between the parties to the negotiation, as well as the estimated impact of the measures and the other actions at the workplace in order to balance the finances and to survive the crisis. The measures agreed on in a resilience agreement shall be reasonable in order to meet the objectives.

When negotiating an agreement of the kind referred to in this section, the employer shall comply with the provisions of the Act on Co-operation Within Undertakings concerning the provision of necessary information in negotiations. The parties may call upon the assistance of specialists if necessary. The staff representatives are provided with up-to-date information on the educational institution's financial situation, for instance its financial statement and budget as well as other documents that describe the financial situation of the employer in adequate detail.

### **Section 7: The interpretation of an agreement and the settlement of disputes**

Disputes over the interpretation of this agreement and of local agreements that are based thereupon shall be settled in the same way as disputes over the collective agreement.

### **Section 8: Validity**

This agreement shall remain in force for the duration of the collective agreement pursuant to which this agreement was concluded.

Local agreements concluded during the validity of this agreement shall nevertheless remain in force for their agreed duration.

# **EXCHANGE OF HOLIDAY BONUS FOR TIME OFF**

## **Section 1 General**

**The exchange of holiday bonus for time off shall be agreed on locally.**

When entering into the agreement, Sections 2–5, Section 7 and Section 8 of the agreement on local collective bargaining shall be observed.

## **Section 2 Time off plan**

The employee and the employer will jointly draft a written plan for the exchange of the holiday bonus for time off.

## **Section 3 Granting time off**

A time off period shall be granted no later than the end of March in the following year, unless otherwise agreed, or unless the time off is incorporated into a carried-over holiday under the Annual Holidays Act.

A time off period will be granted to the employee on five working days of the educational institution per week so that the employee will not have fewer lessons or working hours than average during the time off period.

## **Section 4 Sickness during time off**

If an employee falls ill during time off, the time off is interrupted, and from the beginning of the following calendar day, the time off will become a sickness absence. Unused time off will be available to be granted at a time which will be agreed on subsequently. If the sickness absence ends before the end of the agreed time off, the time off will continue as agreed.

Application instruction:

The employer shall be immediately notified of sickness (see the sickness notification under the Annual Holidays Act) unless there is a significant obstacle to meeting the notification obligation. An incapacity certificate will be submitted to the employer according to the practices of the workplace.

## **Section 5 Maternity or paternity time off during a time off period**

If an employee's right to maternity or paternity time off begins during an agreed time off period for which a holiday bonus is paid, the time off becomes maternity or paternity leave.

## **Section 6 Employment-related benefits**

The time off period will be included in the time increasing the annual holiday, the annual supplements, experience supplements and other similar benefits, such as days of annual holiday.

## **Section 7 Salary**

The employee will be paid for the time off a salary sum equivalent to that of a working period.

## **Section 8 Unused time off**

The transferred but unpaid holiday bonus or holiday bonus corresponding to an unused paid time off will be paid at the end of the employment relationship.

## **Section 9 Cancellation of the agreement**

If, during the term of the agreement, after making an agreement on the exchange of the holiday bonus for leave, the employer lays off the employee, terminates the employee's contract or transforms the employee's post into a part-time post on financial or production-related grounds, the agreement on the exchange of the holiday bonus for time off will be cancelled.

## **Section 10 Fixed-term employment contracts**

An agreement on the exchange of the holiday bonus for leave shall not be applied to an employee in a fixed-term employment relationship whose employment contract is known to end during the term of the agreement.

## **Section 11 Impact on the amount of pension**

If exchanging the holiday bonus for leave may have an impact on the impending amount of pension for the employee, such an employee should be excluded from agreements on exchanging the holiday bonus for leave.

## **Section 12 Duration of time off**

The duration of time off shall be determined so that for each working day exchanged for leave, the holiday bonus will be reduced by 4.0 %, calculated based on the monthly salary.

# **SHOP STEWARD AGREEMENT**

## **Introduction**

The shop steward system is a part of the collective agreement system, the purpose of which is to promote the appropriate implementation and practical application of agreements made between the parties. The purpose of the shop steward system is to purposefully and rapidly settle disputes on the application and interpretation of agreement between the employer and employees. The key features of the system also include processing issues related to employment relationships between the employer and employees, and maintaining and promoting industrial peace as required in the collective agreement system.

Local negotiation procedures which have been arranged and handled appropriately will reduce local friction and may thus considerably promote the achievement of the employer's goals and increase the security and comfort of the employees. In personnel matters, local negotiation procedures may also become a useful two-way information channel which may thus be a part of the information and involvement system at the workplace.

## **Section 1 Scope of application of the agreement**

This agreement applies to members of the Finnish Education Employers (FEE) and their employees who are members of the employee organisation party to this agreement.

## **Section 2 Shop steward system**

### **Shop steward**

1. For the purposes of this agreement, a shop steward shall refer to a shop steward and deputy shop steward elected among the employees organised within each signatory federation and appointed by the signatory federation.
2. Each educational institution shall be entitled to elect a shop steward referred to in Paragraph 1.

### **Main shop steward**

3. The main shop steward may be elected when an agreement has been made in the educational institution on the shop steward organisation, including several regional, local or department-specific shop stewards.

## **Deputy shop steward**

4. A deputy shop steward may be elected for the shop steward. When the shop steward is unable to perform their duties, the deputy shop steward will act as their substitute and will enjoy the rights and obligations of the shop steward during this time.

## **Eligibility**

5. A shop steward shall be an employee of the educational institution concerned, subject to the collective agreement, and shall be a member of the employee organisation committed to the collective agreement, and familiar with the conditions of the workplace.
6. By derogation of the regulations above, parties to the collective agreement may agree on the following:

### **Application instruction 1:**

If employees subject to several collective agreements and registered with the same organisation are employed by the same employer, an agreement may be made on the election of the shop stewards for various sectors of the collective agreement. The shop steward shall be employed in one of the joint sectors of the collective agreement.

### **Application instruction 2:**

If employers exercising the same activity and operating in the same community are subject to the same collective agreement, an agreement may be made on the election of a joint shop steward.

## **Section 3 Election of shop stewards and their number**

### **Election**

1. The election of shop stewards may be organised at the workplace, and in this case, all employees that are members of the trade union shall have an opportunity to participate in the election. However, the organisation and holding of the election may not disturb working activities. The times and places of an election organised at the workplace shall be agreed on with the employer no later than 14 days before holding the election. A signatory federation will ensure that the election is held. However, this is mainly done by the shop steward or, if the shop steward is unable to do so, the potential deputy shop steward. The necessary time spent by the shop steward or deputy shop steward to hold the election will be included in time spent on shop steward's duties.
2. The shop steward of educational institutions will be elected by employees registered with the signatory federation and subject to the collective agreement.



3. The trade union concerned, a shop-floor committee, another similar committee or an employee organisation will notify the employer in writing of the election of the shop steward and the potential deputy shop steward as well as their resignation or dismissal.

### **Number of shop stewards**

4. If it is appropriate for the local negotiation activities and the shop steward system, it may be locally agreed that several shop stewards referred to in this agreement may be elected in a large or regionally decentralised educational institution, for the independent regional or functional units of the educational institution. If no local agreement is reached on the shop steward system or the number of shop stewards, the matter may be submitted for negotiation by parties to the agreement.
5. If the activities of the educational institution or its operational unit are considerably reduced, extended or modified (e.g. divestment, merger, incorporation), the shop steward organisation will be modified according to the principles of this agreement to correspond to the changed situation.

## **Section 4 Shop steward's employment relationship**

### **Obligations**

1. If not otherwise stated in this agreement, the shop steward's employment relationship with the employer is equal in position to that of other employees. The shop steward shall be personally obliged to observe the general terms of employment, working times, the instructions of the supervisory staff and the regulations of the workplace.

### **Ban on discrimination**

2. The shop steward's potential development and advancement in their profession shall not be impaired due to their role as a shop steward.
3. An employee acting as a shop steward may not be transferred to a lesser-paid job compared to the job they held upon the election while they are performing their duties as shop stewards, or due to these duties. They may also not be transferred to a less demanding job if the employer is able to offer them work other than that corresponding to their professional skills. They may not be dismissed due to their duties as a shop steward.

### **Financial and production-related grounds for termination**

4. If the number of employees is reduced or if employees are laid off for financial and production-related reasons, the shop steward shall be the last to be targeted by such measures. If work corresponding to the profession or qualifications of the shop steward cannot be offered, a deroga-

tion may be made from this regulation. In the shop steward considers that their contract has been terminated or that they have been laid off in violation of the regulations above, they shall be entitled to demand an investigation between the organisations.

### **Individual protection**

5. The employment contract of the shop steward may not be terminated based on grounds related to their person without the consent of the majority of employees as required in Chapter 7 Section 10 Paragraph 1 of the Employment Contracts Act. The potential consent will be established by the signatory federation that is party to the collective agreement.
6. The employment relationship of a shop steward may not be terminated due to illness even on the grounds of cancellation in Chapter 8 Section 1 without a period of notice.
7. When assessing the grounds for cancellation of the shop steward's employment contract, the shop steward may not be placed in an inferior position compared to the other employees.

### **Subsequent protection**

8. The regulation on job security in this paragraph of the agreement will also be applied to employees who previously acted as the main shop steward or the shop steward of an educational institution for six months after the end of their duties as shop stewards.

### **Notification on the termination of an employment relationship**

9. The shop steward will be notified of the termination of their employment relationship no later than one month before the beginning of the period of notice under the collective agreement. The reason for the termination will be indicated in the notification on the termination of the employment relationship, provided for the shop steward. The employer will also notify the local trade union branch, the shop-floor committee or another similar committee or an employer organisation of the notification provided for the shop steward.

### **Compensation**

10. If the employment contract of the shop steward was terminated in violation of this agreement, the employer shall compensate the shop steward for the salary of at least 3 and no more than 30 months. The compensation shall be imposed on the same grounds as are laid down in Chapter 12 Section 2 of the Employment Contracts Act. As a factor increasing the compensation, it shall be taken into account that the rights laid down in this agreement have been violated. If the Court considers that there are prerequisites for continuing the employment relationship or for reinstating the terminated employment relationship, but the employment relationship

is not continued regardless of this, it shall be taken into account as a particularly compelling reason when determining the amount of the compensation.

### **Section 5 Shop steward's duties**

1. The main duties of the shop steward include representing the employees that are members of the trade union and who are committed to the collective agreement concerned in matters related to the application of the collective agreement.
2. The shop steward shall represent the employees mentioned above in matters related to the application of work legislation, and in general in matters related to the relationships between the employer and the employee and the development of the educational institution. On their part, it is also the duty of the shop stewards to act in order to maintain and develop the negotiations and joint activities between the educational institution and its personnel.

### **Section 6 Shop steward's right to information**

1. If there is uncertainty or disagreement on the salary of employees or other matters related to employment relationships, the shop steward shall be provided with any information affecting the resolution of the matter of disagreement.
2. The shop steward shall be entitled to receive up-to-date information on the financial state of the educational institution and on the salary data and other data according to Chapter 3 of the Act on Co-operation Within Undertakings.
3. The shop steward shall be entitled to receive the following quarterly data on their represented employees at the educational institution at the beginning of the employment relationship, and on the changed data, in writing or in another manner agreed on:
  - name of the employee
  - starting time of the employment relationship and whether the employment relationship is full-time or part-time
  - grounds for a fixed-term employment relationship and its duration
  - salary group or another similar entity in which the employee or the work performed by the employee belongs.

Shop stewards shall be entitled to receive information on the apprentices and trainees under a training agreement at the educational institution, in a manner to be agreed on with the employer.

4. Shop stewards shall be entitled to receive information twice a year on the number of the full- and part-time employees of the educational institution. This also applies to those who have been separately invited to work and

employed at the educational institution during the last six months, or other temporary personnel.

Upon request, the shop stewards will be paid a report on the information collected in connection with recruitment.

5. If several shop stewards have been elected at the educational institution based on Section 2 above, the principles on which the information is divided between the shop stewards shall be agreed on between the employer and the shop stewards.
6. Shop stewards have the same right as labour protection delegates to access a list of emergency and Sunday work, overtime and the increased salary paid for them.
7. The shop stewards shall keep confidential the information received based on the regulations above for performing their duties.

### **Section 7 Shop steward's relief from work**

1. A shop steward shall receive a sufficient amount of relief from work in order to perform their duties as shop stewards. The amount of the relief will be agreed on with the employer. When assessing the amount of the relief, the number of employees represented, the number of workplaces and their geographic location, and the changes to the position of the personnel shall be taken into account.
2. The employer and the shop steward will agree on the timing of the relief from work. In this case, the functional prerequisites of the educational institution and the possibility of appropriately performing the shop steward's duties will be taken into account. Where necessary, temporary, regular or full relief from work will be organised for shop stewards so that they can perform their duties.
3. When negotiating a resilience agreement, the shop steward will be relieved from work for performing the shop steward's duties for the duration of the negotiations according to the grounds mentioned in Paragraph 1.

### **Section 8 Shop stewards' storage and office facilities**

1. The shop steward shall be entitled to receive storage facilities for the documents and office equipment required for their duties. Where necessary, shop stewards specific to an educational institution and shop stewards for regional operating units shall be entitled to use without charge the appropriate office facilities which may be granted to the shop stewards for performing their duties, if such facilities are available to the employer. Shop stewards shall be entitled to use ordinary office equipment for performing the shop steward's duties.

2. For performing their duties, shop stewards shall be entitled to use ordinary office equipment and other equipment, ICT devices, related software and an Internet connection (e-mail) as well as a telephone provided by the employer for performing work assignments.

## **Section 9 Compensation for the loss of income**

### **Loss of income**

1. The employer will compensate for the income lost by the shop steward during working hours either due to local negotiations with the employer's representative or due to other duties agreed on with the employer.
2. If a shop steward performs duties agreed on with the employer outside of their regular working hours, the salary for regular working hours will be paid for this time, and for teachers within the scope of working time based on teaching obligations, an extra hour fee will be paid.

#### Application instruction:

When a decision is made on the number of hours on which the extra hour fee is based, it shall be taken into account that the duties concerned are not class teaching duties, in which case the amount of work corresponding to a single unit for the extra hour fee is 1.5 hours.

When necessary, the parties to the collective agreement may agree on the grounds for compensation and its amount.

### **Travel expenses**

3. If, for performing duties agreed on with the employer, a shop steward must travel at the request of the employer, the shop steward will be compensated for travel expenses according to the system applicable in the undertaking.

## **Section 10 Shop stewards' training**

1. Participation in training has been agreed on between organisations in the valid training agreement. To promote local agreement, joint training is arranged for employers and personnel representatives.
2. During the shop steward's duties, the employer and the shop steward shall establish whether maintaining the shop steward's professional competences in their former or equivalent work requires providing such professional training which is also arranged for other employees.

## **Section 11 Order of negotiation**

1. In matters concerning work performance and the technical arrangement of work, the employer shall immediately contact the supervisory staff.

2. Disagreements on salary and other terms of the employment relationship shall be settled locally between the employer or the employer's representative, and the shop steward or the employee.
3. Local negotiations should be begun and conducted without undue delay.
4. A memorandum should be drafted on local negotiations if either of the parties requests it. The memorandum will be drafted and signed into copies, with one given to each party.
5. If the disagreement is not settled at the educational institution in local negotiations, the order of negotiation according to the collective agreement will be observed.
6. If the employer does not handle the negotiations with the shop steward personally, the shop steward will be notified of the employer's representative and the representative's field of activity and jurisdiction if it has been restricted to certain groups of matters regionally or in terms of personnel affairs.
7. If the disagreement concerns the termination of the employment relationship of the shop stewards referred to in this agreement, local negotiations and negotiations between the organisations should be started and conducted without delay after the grounds for the termination have been disputed.

# **TRAINING AGREEMENT**

## **Section 1 Training working group**

1. For the implementation of the trade union training referred to in the agreement, there is a training working group between the unions. For the working group, the necessary number of representatives will be appointed by the parties to the agreement.
2. The training working group will approve courses for one calendar year at a time. Where necessary, courses may also be approved in the middle of the calendar year.
3. Before the decision to approve a course, the training working group will be given a report on the curriculum, timing, place of organisation, target group, participants and other information potentially requested by the training working group. The prerequisite for approving the course is a jointly stated need for training. The training working group will be able to monitor the teaching on a course it has approved.
4. The unions will inform of the courses approved by the training working group for the following year no later than two months before the beginning of the first course.

## **Section 2 Professional further, continuing and re-education**

1. When the employer provides the employee with vocational training or sends the employee to training events related to the employee's profession, the costs incurred for the training and the loss of income for regular working time will be compensated for. If the training takes place outside of working hours, the time spent on the training will not be considered working time, but the employee will be compensated for the direct costs incurred.
2. The parties state that according to the decision in principle of the Government, it is recommended that on average at least three days a year are spent on training the personnel in the field, taking into account features such as the work assignments and training of the personnel and the developmental stage of the work community function.

## **Section 3 Joint training**

The joint training required in cooperation agreements is usually provided per workplace. Participation in training shall be agreed on per workplace in the cooperation body, or in the absence of such a body, between the employer and the shop steward. Participation in training will be compensated for in the same way as training under Section 2.

## **Section 4 Trade union training**

### **Preservation of employment relationships and notification times**

1. Without an interruption of the employment relationship, employees will be given the opportunity to participate in a course of up to one month, approved by the training working group, if the need for training has been stated jointly between the employer and employee applying for the course, and if the participation in the course may take place without considerable adverse effects on the undertaking.
2. In the case of a negative decision, the shop steward will be notified no more than 10 days before the beginning of the course why training leave would have considerable adverse effects.
3. A notification of the intention to participate in a course shall be submitted as early as possible. If the duration of the course is no more than one week, the notification shall be submitted no later than three weeks before the beginning of the course, and for a longer course, no later than six weeks before the beginning of the course.
4. Labour protection training is particularly aimed at labour protection delegates.

### **Trade union training for deputy shop stewards and deputy labour protection delegates**

5. The parties recommend that where necessary, a possibility is reserved for deputy shop stewards and deputy labour protection delegates to participate in trade union training without loss of income.

A deputy shop steward and the first labour protection delegates who represent at least 10 employees shall be entitled to participate in one basic course during the calendar year, with no more than three working days without a loss of income. In terms of participating in training, it shall be ensured that performing duties and the activities of the educational institution are not unreasonably impaired, for instance due to the fact that several personnel representatives would like to participate in the training at the same time.

### **Compensation**

6. The shop steward, the labour protection delegate and a member of the labour protection committee may participate in courses approved by the training working group and mentioned in paragraph 1 without a deduction of salary. However, the loss of income will not be compensated for a period longer than one month.

In addition, the prerequisite for the compensation of the loss of income is that the course concerned is related to the cooperation duties of the



participant in the undertaking and that the course has been confirmed as such between the employer and participant.

7. In addition to the shop stewards, chairperson of registered affiliated associations or workplace departments and the members of joint activity bodies will also be compensated for the loss of income if the course has been approved as one that is subject to such compensation.

## **Section 5 Social benefits**

Participation in a trade union training event mentioned in Section 4 will not result in the reduction of annual holiday benefits, retirement benefits or other comparable benefits.

# **AGREEMENT ON WORKING TIME BANK**

## **Section 1 Scope of application**

A working time bank under this section may be introduced for employees falling within the scope of Chapter 2 Section 2 on working hours (personnel within the scope of the Working Hours Act).

## **Section 2 Entering into the agreement and its duration**

1. The use of the working time bank shall require a written agreement concluded between the employer and employee. The initiative on implementing the working time bank may be made either by the employer or by the employee.
2. The agreement shall state which supplements and working time compensations may be saved in the working time bank, the maximum amount of working time to be saved, and the time when the working time saved in the working time bank shall be used as time off.

Application instruction:

Parties to the collective agreement recommend that the agreement be made in the form of an agreement template jointly drafted by the parties.

3. The agreement may be concluded for a fixed period or until further notice.

## **Section 3 Compensation transferred to the working time bank**

1. Compensation for additional work and compensation for the basic and increased salary for overtime, compensation for evening, night, Saturday and Sunday work and compensation for hours of duty on call (see Section 11 Table on the conversion of working time compensation) may be deposited into the working time bank. The maximum number of working time bank hours may be no more than 300 hours/employee.
2. The transfer of compensation for additional work and compensation for the basic and increased salary for overtime, compensation for evening, night, Saturday and Sunday work and compensation for hours of duty on call to the working time bank shall be agreed on no later than upon agreeing on the performance of such work.

## **Section 4 Time off**

Time off shall be taken at a time agreed on separately, and the time off period salary will be determined according to the salary applicable during

the time of the time off. If the time of the time off cannot be agreed on, the employee shall notify of the time off-taking no later than four months before the beginning of the time off.

Application instruction:

If the employee's salary changes in the middle of the time off, for instance due to amendments to the collective agreement, the change will enter into force according to the collective agreement.

The working time bank time off will be primarily taken in full days.

## **Section 5 Working time accounting**

Accounts or other reliable records under the Working Hours Act shall be kept of the time saved in the working time bank. The balance of the working time bank should be easily checked by the employee.

## **Section 6 Employment-related benefits**

Taking a working time bank period of time off will not reduce the employee's annual holiday benefits or other benefits determined based on the duration of the employment relationship.

## **Section 7 Sickness during time off**

If an employee falls ill during time off, the time off is interrupted, and from the beginning of the following calendar day, the time off will become a sickness absence. Unused time off will be available to be granted at a time which will be agreed on subsequently. If the sickness absence ends before the end of the agreed time off, the time off will continue as agreed.

Application instruction:

The employer shall be immediately notified of sickness (see the sickness notification under the Annual Holidays Act) unless there is a significant obstacle to meeting the notification obligation. A disability certificate will be submitted to the employer according to the practices of the workplace.

## **Section 8 Maternity or paternity leave beginning during the time off period**

If an employee's right to maternity or paternity leave begins during an agreed working time bank time off, the time off becomes maternity or paternity leave.

## **Section 9 Entering into the agreement and terminating an agreement**

1. An agreement may be amended by mutual agreement. Amendments to agreements shall be made in writing.

2. An agreement on the working time bank may be terminated by either of the parties. The termination shall be made in writing or in another verifiable way.
3. When the employer terminates the agreement, the employee shall be entitled to use the saved time according to the original agreement.
4. When the employee terminates the agreement, the notice period shall be 4 months, after which the employer shall be entitled to pay compensation for the working time saved in the working time bank according to the same schedule as intended for the payment of compensation, had the working time saved been kept as time off.

#### **Section 10 Unused time off**

At the end of the employment relationship, the working time accumulated in the working time bank will be paid in monetary terms according to the same schedule as that agreed on the payment of the final settlement and potential holiday compensations.

## Section 11 Table on the conversion of working time compensation

Table on the conversion of working time compensation

<b>Converting working time compensation to time</b>		
<b>Working time compensation</b>	<b>Amount of the compensation (Increase %)</b>	<b>Minutes during the working time, calculated based on a full hour</b>
Basic salary part of additional work and overtime	0 %	'hour for an hour' or according to the working hours completed
Increased salary part of additional work and overtime	50 %	30 min
Increased salary part for overtime	100 %	60 min
Compensation for evening work	15 %	9 min
Compensation for night work	30 %	18 min
Saturday increase	25 %	15 min
Sunday increase	100 %	60 min
Compensation for hours of duty on call	15 %	9 min
Compensation for hours of duty on call	20 %	12 min
Compensation for hours of duty on call	25 %	15 min
Compensation for hours of duty on call	30 %	18 min
Compensation for hours of duty on call	50 %	30 min

## Agreement template on the implementation of a working time bank

<b>1. Parties</b>	Employer/educational institution	Business ID																								
	Employee	Social security number																								
<b>2. Purpose of the agreement</b>	The parties have agreed on the implementation of the working time bank according to Chapter 2 Section 15 of the collective agreement for the private teaching sector.																									
<b>3. Validity of the agreement</b>	The agreement shall remain in force <input type="checkbox"/> until further notice from ____ 20__ onwards. <input type="checkbox"/> for a fixed period until ____ 20__.																									
<b>4. Components of the working time bank</b>	<p>The following types of compensation may be saved in the working time bank:</p> <table border="1" style="width: 100%; border-collapse: collapse; margin: 10px 0;"> <thead> <tr> <th style="width: 60%;">Working time compensation</th> <th style="width: 20%;">Yes</th> <th style="width: 20%;">No</th> </tr> </thead> <tbody> <tr> <td><b>Basic salary part of additional work and overtime</b></td> <td></td> <td></td> </tr> <tr> <td><b>Increased salary part of additional work and overtime</b></td> <td></td> <td></td> </tr> <tr> <td><b>Compensation for evening work</b></td> <td></td> <td></td> </tr> <tr> <td><b>Compensation for night work</b></td> <td></td> <td></td> </tr> <tr> <td><b>Saturday increase</b></td> <td></td> <td></td> </tr> <tr> <td><b>Sunday increase</b></td> <td></td> <td></td> </tr> <tr> <td><b>Compensation for hours of duty on call</b></td> <td></td> <td></td> </tr> </tbody> </table> <p>The transfer of components mentioned above to the working time bank shall be agreed on upon agreeing on the performance of such work.</p>		Working time compensation	Yes	No	<b>Basic salary part of additional work and overtime</b>			<b>Increased salary part of additional work and overtime</b>			<b>Compensation for evening work</b>			<b>Compensation for night work</b>			<b>Saturday increase</b>			<b>Sunday increase</b>			<b>Compensation for hours of duty on call</b>		
Working time compensation	Yes	No																								
<b>Basic salary part of additional work and overtime</b>																										
<b>Increased salary part of additional work and overtime</b>																										
<b>Compensation for evening work</b>																										
<b>Compensation for night work</b>																										
<b>Saturday increase</b>																										
<b>Sunday increase</b>																										
<b>Compensation for hours of duty on call</b>																										
<b>5. Maximum number of hours saved</b>	No more than _____ hours of working time compensation may be saved in the working time bank. (instruction: this may be no more than 300 hours)																									
<b>6. Time off taking has been agreed on as follows:</b>	<p>The working time saved in the working time bank will be used as time off as follows:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>(instruction: the time off shall be taken within three years after the end of the calendar year during which the working time has been saved in the bank. Unless otherwise agreed on time off taking, employees shall notify of it no later than four months before the start date of the time off.)</p> <p>The working time saved in the working time bank shall mainly be taken as time off. Exceptionally, the time off will be paid to the employee in monetary terms if the time off cannot be taken during the period mentioned above.</p>																									
<b>7. Working time bank accounting</b>	The employer shall keep records of the working time saved in the working time bank. This will be implemented as follows:																									
<b>8. Termination of the agreement</b>	An agreement which is in force until further notice may be terminated by either party according to the working time bank agreement included in the collective agreement.  Fixed-term agreements will be terminated after the end of the term.																									
<b>9. Signatures</b>	Place and time																									
	Employer's signature	Employee's signature																								

## **PRIVATE TEACHING SECTOR SALARY, SUPPLEMENTS AND FEES**

**PRIVATE TEACHING SECTOR SALARIES, SUPPLEMENTS AND FEES  
FINNISH EDUCATION EMPLOYERS (FEE)**

From 1 August 2020 onwards

**ADMINISTRATION AND SUPPORT SERVICE PERSONNEL**

Difficulty category	1	2	3	4	5	6
	1631,65	1765,18	1905,47	2068,22	2231,01	2424,53

**ADMINISTRATION AND SUPPORT SERVICE PERSONNEL SUPPLEMENTS AND FEE**

Urgency bonus (Chapter 2 section 13)	11,61
Language supplement (Chapter 5 section 11)	
- good oral skills	19,58
- good oral and written skills	25,12
- perfect competence in both national languages	39,12
Language skills supplement (Chapter 5 section 12)	
- basic level	19,58
- intermediate level	39,12
- highest level	76,09
Shop steward compensation (Chapter 5 section 13)	
under 19 individuals represented	65,80
20-59 individuals represented	82,77
60-159 individuals represented	96,57
160+ individuals represented	108,24
Labour protection delegate fee (Chapter 5 section 14)	
10-100 individuals represented	35,02
101-200 individuals represented	45,63
201+ individuals represented	62,61

**TEACHING PERSONNEL**

**GENERAL EDUCATION**

Statistical code

**UPPER SECONDARY AND ELEMENTARY SCHOOL**

<b>Principals and managers</b>		Cost-of-living category I	Cost-of-living category II
011064.	Elementary school principal (Section 3)	3 863,50 - 4 599,53	3 757,10 - 4 472,84
011065	Upper secondary school principal (Section 3)	4 027,22 - 5 051,08	3 916,34 - 4 912,11

		Cost-of-living category I	Cost-of-living category II
011261	Manager (Section 8)	3 366,37	3 273,81
011259	Manager (Section 10)	3 145,31	3 059,06
011154	Vice-manager (Section 10)	2 585,98	2 514,97

**Teachers (Section 11)**

<b>1. Lecturer and guidance counsellor (upper secondary school)</b>		Cost-of-living category I	Cost-of-living category II
012151	A. A higher university degree and the qualifications of an upper secondary school teacher or the older qualifications of a senior lecturer	3 041,46	2 957,61
	Extra hour fee coefficient	0,821	0,844
012150	b. Qualifications of a comprehensive school teacher or the older qualifications of an upper secondary school teacher	2 924,25	2 844,06
	Extra hour fee coefficient	0,831	0,855
012145	c. A higher or lower university degree	2 505,04	2 444,89
	Extra hour fee coefficient	0,864	0,885
012139	d. Other than those mentioned above	2 128,27	2 080,18
	Extra hour fee coefficient	0,908	0,930



		Cost-of-living category I	Cost-of-living category II
<b>2. Lecturer (elementary school)</b>			
012249	a. A higher university degree and the qualifications of a comprehensive/upper secondary school teacher or the older qualifications of a senior lecturer	2 830,69	2 754,83
	Extra hour fee coefficient	0,838	0,861
012248	b. Qualifications of a comprehensive school teacher or the older qualifications of a comprehensive/upper secondary school teacher	2 713,48	2 643,16
	Extra hour fee coefficient	0,852	0,875
012244	c. A higher university degree	2 376,55	2 320,19
	Extra hour fee coefficient	0,892	0,913
012242	d. A lower university degree	2 266,36	2 212,72
	Extra hour fee coefficient	0,899	0,921
012239	e. Other than those mentioned above	2 128,27	2 080,18
	Extra hour fee coefficient	0,908	0,930
<b>3. Special needs and special class teachers</b>			
012349	a. A higher university degree and the qualifications of a special needs or class teacher	2 830,69	2 754,83
	Extra hour fee coefficient	0,838	0,861
012348	b. A lower university degree and the qualifications of a special needs or class teacher	2 713,48	2 643,16
	Extra hour fee coefficient	0,852	0,875
012347	c. Qualifications of a special needs or class teacher or a higher university degree and the qualifications of a comprehensive/upper secondary school	2 651,63	2 585,16
	Extra hour fee coefficient	0,852	0,874
012346	d. Qualifications of a comprehensive/upper secondary school teacher	2 559,22	2 496,22
	Extra hour fee coefficient	0,863	0,885
012344	e. A teacher for the most severely intellectually disabled with a suitable post-secondary level degree and 35 study weeks of specialised studies	2 376,55	2 320,19
	Extra hour fee coefficient	0,892	0,913
012341	f. A teacher other than those mentioned above or a teacher for the most severely intellectually disabled with a suitable post-secondary level	2 223,01	2 170,69
	Extra hour fee coefficient	0,900	0,922
<b>4. Class teacher</b>			
012449	a. A higher university degree, qualification of a subject teacher and the qualifications of a comprehensive/upper secondary school teacher	2 830,69	2 754,83
	Extra hour fee coefficient	0,838	0,861
012448	b. Qualifications of a subject teacher and a comprehensive/upper secondary school teacher	2 713,48	2 643,16
	Extra hour fee coefficient	0,852	0,875
012446	c. Qualifications of a comprehensive/upper secondary school teacher	2 559,22	2 496,22
	Extra hour fee coefficient	0,863	0,885
012435	d. Other than those mentioned above	1 986,10	1 941,92
	Extra hour fee coefficient	0,925	0,947
<b>5. Guidance counselling lecturer (Section 13)</b>			
A higher university degree and the qualifications of a comprehensive/upper secondary school teacher or the older qualifications of a senior lecturer			
		Cost-of-living category I	Cost-of-living category II
015156	-under 15 years of experience justifying an experience supplement	2 951,83 - 3 208,23	2 870,92 - 3 120,24
015159	-least 15 years of experience justifying an experience supplement	3 208,23 - 3 712,34	3 120,24 - 3 610,17
Qualifications of a comprehensive/upper secondary school teacher			
015155	-under 15 years of experience justifying an experience supplement	2 885,11 - 3 115,01	2 805,84 - 3 029,15
015158	-least 15 years of experience justifying an experience supplement	3 115,01 - 3 433,68	3 029,15 - 3 339,27
Other than those mentioned above			
015143	-under 15 years of experience justifying an experience supplement	2 019,90 - 2 372,75	1 973,82 - 2 307,63
015146	-least 15 years of experience justifying an experience supplement	2 150,02 - 2 568,10	2 097,08 - 2 497,60

**SUPPLEMENTS AND FEES**

## Reform school managers and school managers (Section 8)

Weekday	13,47
Saturday	27,18
Sunday	40,66

School-specific additional duties (Section 20)	Cost-of-living category I	Cost-of-living category II
Number of pupils less than 200	366,82	356,99
Number of pupils 201-400	611,82	595,01
Number of pupils 401-600	855,43	833,02
Number of pupils 601-800	1 100,43	1 071,02
Number of pupils 801-1000	1 345,43	1 309,04
Number of pupils 1001+	1 467,24	1 428,04

Procurement and management duties in skills-based and arts subjects (Section 21)	Cost-of-living category I	Cost-of-living category II
Less than 9 comprehensive teaching groups	384,54	374,06
9 or more comprehensive teaching groups	576,81	559,33

Duties included in the teaching obligation in upper secondary schools (Section 23)	
Tutor's fee	144,28

Duties included in the teaching obligation in comprehensive schools (Section 24)	
Tutor's duties	120,93
Examining private pupils and the progress of compulsory education	37,01

Compensation for the examination and supervision of private pupils in an upper secondary school and senior secondary school (Section 34)	
Fee per examination for a teacher in charge of the examination	41,41

**UPPER SECONDARY SCHOOL FOR ADULTS AND UPPER SECONDARY SCHOOL ADULT CLASSES****Principals (Section 40)**

	Cost-of-living category I	Cost-of-living category II
011065 Upper secondary school for adults and upper secondary school adult	4 027,22 - 5 051,08	3 916,34 - 4 912,11

**Teachers (Section 46)**

1. Lecturer at upper secondary school for adults		Cost-of-living category I	Cost-of-living category II
012151	A. A higher university degree and the qualifications of an upper secondary school teacher or the older qualifications of a senior lecturer	3 041,46	2 957,61
	Extra hour fee coefficient	0,821	0,844
012150	b. Qualifications of a comprehensive school teacher or the older qualifications of an upper secondary school teacher	2 924,25	2 844,06
	Extra hour fee coefficient	0,831	0,855
012145	c. A higher or lower university degree	2 505,04	2 444,89
	Extra hour fee coefficient	0,864	0,885
012139	d. Other than those mentioned above	2 128,27	2 080,18
	Extra hour fee coefficient	0,908	0,930

# LIBERAL ADULT EDUCATION AND BASIC EDUCATION IN THE ARTS

Statistical code

## FOLK HIGH SCHOOLS

### Principals (Section 1)

		Cost-of-living category I	Cost-of-living category II
021060	Folk high school principal	3 443,29 - 3 846,77	3 348,19 - 3 740,86

### Teachers (Section 4)

		Cost-of-living category I	Cost-of-living category II
022650	1) higher university degree	2 615,18	2 543,48
	Extra hour fee coefficient	0,949	0,976
022645	2) Other eligibility referred to in Section 18 of the Teaching Qualifications Decree, taking into account the transitional provision in section 27, or a person eligible to act as a teacher in free adult education on grounds of a dispensation	2 262,99	2 208,69
	Extra hour fee coefficient	0,946	1,000

## FOLK HIGH SCHOOLS WITH AN ANNUAL WORKING TIME

### Principals (Section 12)

		Cost-of-living category I	Cost-of-living category II
021060	Folk high school principal within the total working time system	3 427,70 - 3 829,35	3 400,34 - 3 799,13
021061	Principal with a higher university degree or a principal having served as a principal or manager for at least five years	3 541,90 - 3 996,25	3 514,08 - 3 964,65

### Vice principals (Section 14)

		Cost-of-living category I and II of the municipality
021159	The basic salary of a teacher acting as a vice/deputy principal is	
	Initial salary	3 273,57
	After 3 years	3 470,31
	After 5 years	3 643,81
	After 7 years	3 826,02
	After 10 years	4 017,31
	After 15 years	4 258,35

### Teachers (Section 17)

		Cost-of-living category I and II of the municipality
022657	1) higher university degree and a higher university of applied sciences	
	Initial salary	3 082,42
	After 3 years	3 267,65
	After 5 years	3 431,04
	After 7 years	3 602,60
	After 10 years	3 782,73
	After 15 years	4 009,71
022656	2) a university degree or a responsible teacher	
	Initial salary	3 011,93
	After 3 years	3 192,94
	After 5 years	3 352,59
	After 7 years	3 520,24
	After 10 years	3 696,23
	After 15 years	3 918,01
022653	3) other degree	
	Initial salary	2 620,44
	After 3 years	2 777,91
	After 5 years	2 916,80
	After 7 years	3 062,63
	After 10 years	3 215,78
	After 15 years	3 408,71

**ADULT EDUCATION CENTRES**

**Principals (Section 19)**

		Cost-of-living category I	Cost-of-living category II
021060	Adult education centre principal	3 313,84 - 3 702,14	3 222,33 - 3 600,23
021061	Principal with a higher university degree or a principal having served as a principal or manager for at least five years	3 424,26 - 3 863,50	3 330,10 - 3 757,10
021159	Vice principal within the total wage system	3 281,25 - 3 381,70	3 191,27 - 3 288,32

**Teachers (Section 25)**

		Cost-of-living category I	Cost-of-living category II
022650	1) higher university degree	2 615,18	2 543,48
022645	2) applicable lower university degree, a university of applied sciences degree or a post-secondary-level degree, or a teacher's eligibility on grounds of a dispensation	2 262,99	2 208,69

**HOURLY TEACHERS (folk high schools and adult education centres) and study centres (Section 31)**

**Hourly teacher's hourly fees:**

	Cost-of-living category I		Cost-of-living category II	
	Fee A	Fee B	Fee A	Fee B
	022942	022946	022942	022946
a. hourly teachers with a higher university degree or higher university of applied sciences degree	28,50	30,94	27,84	30,21
	022939	022943	022939	022943
b. hourly teacher with a lower university degree, university of applied sciences degree, or a degree in physical education, visual arts, music, home economics, cottage industry, handicrafts or polytechnic engineering	27,05	29,07	26,41	28,39
	022937	022941	022937	022941
c. other hourly teacher	26,24	28,00	25,66	27,32

**Hourly fees for hourly teachers at study centres:**

	Cost-of-living category I		Cost-of-living category II	
	Fee A	Fee B	Fee A	Fee B
	022941	022945	022941	022945
d. hourly teachers with a higher university degree or higher university of applied sciences degree	28,00	30,29	27,32	29,58
	022938	022942	022938	022942
e. hourly teacher with a lower university degree, university of applied sciences degree, or a degree in physical education, visual arts, music, home economics, cottage industry, handicrafts or polytechnic engineering	26,66	28,50	26,03	27,84
	022936	022940	022936	022940
f. other hourly teacher	25,94	27,53	25,36	26,86

**SPORTS TRAINING CENTRES****Principals and vice principals (Section 1)**

		Cost-of-living category I	Cost-of-living category II
031065	Principal	4 042,50 - 4 616,97	3 931,19 - 4 489,78
031162	Vice principal	3 507,37 - 3 970,20	3 411,09 - 3 860,87

**1a. Teacher (sports and other subjects) (Section 7)**

032757/	a. A higher university degree or a higher university of applied sciences		
032857	degree	Cost-of-living category I	Cost-of-living category II
	Initial salary	3 439,65 - 3 777,86	3 344,59 - 3 674,05
	After 3 years	3 645,11 - 4 003,64	3 544,33 - 3 893,59
	After 5 years	3 826,31 - 4 202,77	3 720,51 - 4 087,24
	After 8 years	4 016,60 - 4 411,87	3 905,50 - 4 290,55
	After 13 years	4 256,33 - 4 675,34	4 138,57 - 4 546,73
	After 20 years	4 467,70 - 4 907,61	4 344,07 - 4 772,60
032755/ 032855	b. University degree	Cost-of-living category I	Cost-of-living category II
	Initial salary	3 282,75 - 3 542,73	3 193,15 - 3 445,64
	After 3 years	3 478,78 - 3 754,37	3 383,81 - 3 651,46
	After 5 years	3 651,67 - 3 941,05	3 551,96 - 3 832,99
	After 8 years	3 833,21 - 4 137,05	3 728,52 - 4 023,61
	After 13 years	4 061,95 - 4 384,04	3 950,97 - 4 263,77
	After 20 years	4 263,62 - 4 601,77	4 147,09 - 4 475,50
032751/ 032851	c. Other degree	Cost-of-living category I	Cost-of-living category II
	Initial salary	2 775,66 - 3 003,02	2 699,71 - 2 921,16
	After 3 years	2 941,21 - 3 182,23	2 860,72 - 3 095,46
	After 5 years	3 087,24 - 3 340,31	3 002,68 - 3 249,18
	After 8 years	3 240,54 - 3 506,28	3 151,79 - 3 410,61
	After 13 years	3 433,74 - 3 715,39	3 339,65 - 3 613,99
	After 20 years	3 604,05 - 3 899,77	3 505,26 - 3 793,30

**1b. Teacher (sports subjects and other subjects) / Pajulahti and Vierumäki**

032758/ 032858	a. A higher university degree or a higher university of applied sciences		
	degree	Cost-of-living category I	Cost-of-living category II
	Initial salary	3 542,73 - 3 838,12	3 445,64 - 3 733,17
	After 3 years	3 754,37 - 4 067,52	3 651,46 - 3 956,27
	After 5 years	3 941,05 - 4 269,83	3 832,99 - 4 153,03
	After 8 years	4 137,05 - 4 482,30	4 023,61 - 4 359,64
	After 13 years	4 384,04 - 4 749,97	4 263,77 - 4 619,97
	After 20 years	4 601,77 - 4 985,98	4 475,50 - 4 849,47
032756/ 032856	b. University degree	Cost-of-living category I	Cost-of-living category II
	Initial salary	3 358,19 - 3 648,08	3 266,71 - 3 548,61
	After 3 years	3 558,76 - 3 866,06	3 461,77 - 3 760,62
	After 5 years	3 735,65 - 4 058,34	3 633,82 - 3 947,60
	After 8 years	3 921,39 - 4 260,20	3 814,45 - 4 143,94
	After 13 years	4 155,42 - 4 514,56	4 042,07 - 4 391,32
	After 20 years	4 361,75 - 4 738,82	4 242,74 - 4 609,42
032752/ 032852	c. Other degree	Cost-of-living category I	Cost-of-living category II
	Initial salary	2 845,45 - 3 282,75	2 767,64 - 3 193,15
	After 3 years	3 015,21 - 3 478,78	2 932,71 - 3 383,81
	After 5 years	3 164,94 - 3 651,67	3 078,29 - 3 551,96
	After 8 years	3 322,13 - 3 833,21	3 231,17 - 3 728,52
	After 13 years	3 520,20 - 4 061,95	3 423,79 - 3 950,97
	After 20 years	3 694,82 - 4 263,62	3 593,60 - 4 147,09

<b>Hourly teachers' hourly fees (Section 10)</b>		Cost-of-living category I	Cost-of-living category II
032943	a. hourly teachers with a higher university degree	29,40	28,70
032940	b. a. hourly teachers with a lower university degree	27,82	27,17
032938	c. other hourly teacher	26,94	26,33

<b>Qualification supplement (Section 11)</b>		Cost-of-living category I	Cost-of-living category II
032945	a. hourly teachers with a higher university degree	30,63	29,91
032942	b. a. hourly teachers with a lower university degree	28,82	28,16
032940	c. other hourly teacher	27,82	27,17

## MUSIC SCHOOLS

<b>Principals (Section 1)</b>		Cost-of-living category I	Cost-of-living category II
041061	a. A higher university degree	3 666,00 - 4 491,87	3 565,20 - 4 367,86
041060	b. Other degree	3 547,80 - 4 311,56	3 449,82 - 4 192,84

<b>Vice principals (Section 1)</b>		Cost-of-living category I	Cost-of-living category II
041159	a. A higher university degree	3 364,02 - 3 892,64	3 271,78 - 3 785,48
041158	b. Other degree	3 266,30 - 3 740,82	3 176,28 - 3 638,14

## Teachers (Section 4)

<b>Conservatory</b>		Cost-of-living category I	Cost-of-living category II
043152	A. Principal teacher	2 818,33 - 3 006,67	2 740,64 - 2 924,12
043249	b. Lecturer - higher university degree	2 598,93 - 2 753,92	2 529,26 - 2 677,97
043248	c. Lecturer	2 419,03 - 2 658,79	2 356,31 - 2 613,13
	d. Teachers of general subjects		
043346	- higher university degree	2 307,73 - 2 419,03	2 250,90 - 2 356,31
043341	- lower university degree	2 090,55 - 2 168,06	2 043,09 - 2 118,58

<b>Basic teaching of music</b>		Cost-of-living category I	Cost-of-living category II
043449	a. A higher university degree	2 598,93 - 2 753,92	2 529,26 - 2 677,97
043448	b. Sciences degree, a postgraduate degree from a conservatory or the older qualifications of a lecturer	2 419,03 - 2 658,79	2 356,31 - 2 585,91
043444	c. Other suitable degree	2 211,49 - 2 307,73	2 159,39 - 2 250,90

<b>Full-time hourly teachers (Section 13)</b>		Cost-of-living category I	Cost-of-living category II
042543	a. A higher university degree	2 199,77 - 2 291,89	2 149,56 - 2 236,90
042542	b. A suitable university of applied sciences degree, a postgraduate degree from a conservatory or the older qualifications of a lecturer	2 159,08 - 2 243,82	2 109,79 - 2 190,99
042539	c. Other suitable degree	2 052,16 - 2 121,12	2 005,89 - 2 072,97
	d. General subjects		
042543	- higher university degree	2 199,77 - 2 291,89	2 149,56 - 2 236,90
042538	- university degree	2 022,81 - 2 085,94	1 977,43 - 2 038,50

<b>Part-time hourly teachers (Section 15)</b>		per hour	monthly fee
	a. A higher university degree	28,82	84,13
	b. A suitable university of applied sciences degree, a postgraduate degree from a conservatory or the older qualifications of a lecturer	28,32	82,59
	c. Other suitable degree	24,72	72,10
	General subjects	per hour	monthly fee
	a. A higher university degree		
	- teaching obligation coefficient 20 h/week - languages, mathematics	31,75	92,52
	- teaching obligation coefficient 25 h/week - sports	25,39	74,02
	- teaching obligation coefficient 21 h/week - other subjects	30,23	88,11
	b. University degree		
	- teaching obligation coefficient 20 h/week - languages, mathematics	29,22	85,26
	- teaching obligation coefficient 25 h/week - sports	23,38	68,19
	- teaching obligation coefficient 21 h/week - other subjects	27,83	81,17

**VISUAL ARTS AND MULTIDISCIPLINARY ARTS SCHOOL****Principals (Section 1)**

	Cost-of-living category I	Cost-of-living category II
051054 Principal	2 748,85 - 3 463,05	2 673,39 - 3 367,39

**Teachers (Section 4)**

	Cost-of-living category I	Cost-of-living category II
053442 1) Teacher	2 119,97 - 2 411,01	2 071,52 - 2 348,53
053444 2) Eligibility to provide basic teaching, visual arts or music teaching, eligibility to provide music school teaching or pedagogical eligibility under the Teaching Qualifications Decree 986/1998.	2 204,19 - 2 538,32	2 151,93 - 2 468,74

**Teacher acting as school manager (Section 6)**

Less than 1000 lessons taught during the previous academic year	101,24
1001-2000 lessons taught during the previous academic year	157,47
2000+ lessons taught during the previous academic year	213,72

**Hourly teachers (Section 9)**

## Hourly fees

052999 Section 9 2) hourly fees	25,42 - 30,73
052999 Section 9 3) hourly fee for teachers who provide at least 16 weekly	27,00 - 32,56

## VOCATIONAL TRAINING SCHOOLS

Statistical code

### VOCATIONAL TRAINING SCHOOLS - ANNUAL WORKING TIME

<b>Vice principals (Section 2)</b>		Cost-of-living category I	Cost-of-living category II
061460	Vice principal	3 449,71	3 354,89

### Teachers (Section 5)

<b>Lecturer</b>		Cost-of-living category I	Cost-of-living category II
068758 / 068858	An applicable higher university degree or a higher university of applied sciences degree	3 310,03	3 227,28
068756 / 068856	An applicable university degree, engineer, construction architect	3 004,22	2 929,11
068754 / 068854	Applicable post-secondary-level degree	2 723,29	2 655,21
068752 / 068852	Applicable other degree or training	2 412,13	2 351,83

<b>Hourly teachers (Section 14)</b>		Cost-of-living category I	Cost-of-living category II
067938	Hourly teacher's fee	16,09	15,68

### CERTAIN VOCATIONAL TRAINING SCHOOLS

#### Principals, vice principals and adult education managers (Section 2)

		Cost-of-living category I	Cost-of-living category II
061062	Principal	3 593,32 - 4 067,51	3 494,71 - 3 955,52
061160	Vice principal	3 287,12 - 3 832,35	3 196,34 - 3 726,82
061359	Adult education manager	3 173,62 - 3 672,29	3 086,60 - 3 571,20

### Teachers (Section 5)

<b>1. Lecturer (vocational subjects)</b>		Cost-of-living category I	Cost-of-living category II
063551 / 063651	a. A higher university degree or a higher university of applied sciences degree	2 954,82	2 873,32
	Extra hour coefficient for special needs teachers	0,95	0,95
063549 / 063649	b. Engineer, construction architect, lower university degree, university of applied sciences degree	2 731,11	2 657,90
	Extra hour coefficient for special needs teachers	0,95	0,95
063544 / 063644	c. Vocational teacher's degree or other similar degree	2 306,72	2 252,02
	Extra hour coefficient for special needs teachers	0,95	0,95
063545 / 063646	d. Technician or other professional with completed additional studies assigned by the Ministry of Education	2 431,52	2 373,13
	Extra hour coefficient for special needs teachers	0,95	0,95
063541 / 063641	e. Other highest degree in the field	2 153,70	2 103,01
	Extra hour coefficient for special needs teachers	0,95	0,95
063539 / 063639	f. Technician's degree or other similar degree	2 067,64	2 020,89
	Extra hour coefficient for special needs teachers	0,95	0,95



		Cost-of-living category I	Cost-of-living category II
<b>2. Lecturer (common subjects)</b>			
063747 / 063847	a. A higher university degree or a higher university of applied sciences degree	2 576,10	2 511,51
	Extra hour coefficient for special needs teachers	0,95	0,95
063744 / 063844	b. Other degree	2 306,72	2 252,02
	Extra hour coefficient for special needs teachers	0,95	0,95

		Cost-of-living category I	Cost-of-living category II
<b>3. Lecturer (physical and health education)</b>			
063747 / 063847	a. A higher university degree or a higher university of applied sciences degree	2 576,10	2 511,51
	Extra hour coefficient for special needs teachers	0,95	0,95
063744 / 063844	b. Other degree	2 306,72	2 252,02
	Extra hour coefficient for special needs teachers	0,95	0,95

#### SUPPLEMENTS AND FEES

Freelance vice principal's fee (Section 4)	362,99
Department manager's fee (Section 14)	
Number of classes in the department 3	38,73
Number of classes in the department 4-7	51,28
Number of classes in the department 8-11	63,55
Number of classes in the - department 12+	76,99
Subcontracting manager's fee (Section 15)	51,28
Subcontracting manager's fee, construction department (Section 15)	109,78

#### COMMERCIAL SCHOOLS

<b>Principals, vice principals and adult education managers (Section 1)</b>		Cost-of-living category I	Cost-of-living category II
071062	Principal	3 593,32 - 4 645,52	3 494,71 - 4 517,56
071161	Vice principal	3 402,66 - 4 001,85	3 309,10 - 3 891,65
071359	Adult education manager	3 179,23 - 3 839,15	3 092,05 - 3 733,41

<b>Teachers (Section 4)</b>		Cost-of-living category I	Cost-of-living category II
073551 / 073651	a. A Lecturer, higher university degree or a higher university of applied sciences degree	2 670,47	2 596,83
073547 / 073647	b. Lecturer, lower university degree or university of applied sciences degree	2 334,98	2 276,44
073544 / 073644	c. Lecturer, other degree	2 186,36	2 134,46

#### SUPPLEMENTS AND FEES

Freelance vice principal's fee (Section 3)	172,32
Separately compensated duties (Section 14)	
1. Programme manager's fee	152,27
Examination of private students (Section 17)	
1. fee for the examination of private students	55,03
2. Supervision fee for written examinations	11,21
3. Principal's fee for private students	44,43

#### SOCIAL AND HEALTHCARE SCHOOL

<b>Principals, vice principals and adult education managers (Section 1)</b>		Cost-of-living category I	Cost-of-living category II
081061	Principal	3 458,49 - 4 067,51	3 363,39 - 3 955,52
081159	Vice principal and		
081359	adult education manager	3 205,34 - 3 672,29	3 117,44 - 3 571,20

<b>Teachers and full-time hourly teachers (Section 3)</b>		Cost-of-living category I	Cost-of-living category II
083556 / 082556	a. A higher university degree or a higher university of applied sciences degree	3 157,57 - 3 462,73	3 071,03 - 3 367,74
083554 / 082554	b. Other degree	2 965,29 - 3 231,46	2 883,89 - 3 141,63

**FORESTRY AND WOOD ECONOMY SCHOOL****Principals, vice principals and adult education managers (Section 1)**

		Cost-of-living category I	Cost-of-living category II
091062	Principal	3 649,50 - 4 131,07	3 549,31 - 4 017,32
091161	Vice principal	3 449,71 - 3 729,70	3 354,89 - 3 627,00
091359	Adult education manager	3 223,19 - 3 338,48	3 134,82 - 3 246,28

**Teachers (Section 3)**

		Cost-of-living category I	Cost-of-living category II
<b>1. Lecturer (vocational subjects)</b>			
093555	a. higher university degree	3 180,78	3 093,40
093552	b. university of applied sciences degree or engineering degree	2 846,16	2 767,75
093550	c. forestry engineer, wood economy engineer or a similar older degree	2 679,98	2 606,50
093549	d. technician's degree or a post-secondary-level degree	2 619,60	2 549,42
093547	e. forestry, saw industry or sheet industry technician	2 471,11	2 409,16
093545	f. forestry work teacher's training	2 274,67	2 220,08
<b>2. Lecturer (common subjects)</b>			
093755	a. higher university degree	3 180,78	3 093,40

**SUPPLEMENTS AND FEES**

Department manager's fee and fee for a separate supervisor for a course location (Section 6)	47,97
<b>Teacher's training fee (Section 7)</b>	
principal/manager	257,18
lecturer (vocational subjects; a higher university degree), forester and lecturer	175,75
lecturer (vocational subjects; engineers), and engineer	154,66
lecturer (vocational subjects; forestry engineer, wood economy engineer ora similar older degree), lecturer, vocational subjects; (technician)	126,51
lecturer (vocational subjects; forestry, sawmill industry and sheet industry technician), lecturer (vocational subjects; forestry work teacher's training)	106,91

## UNIVERSITIES OF APPLIED SCIENCES

Statistical code

### UNIVERSITIES OF APPLIED SCIENCES (Section 3)

Cost-of-living category I and II of the municipality	principal teacher	lecturer
Statistical code	114104	114205
Initial salary	3 852,29	3 458,10
After 5 years	4 157,80	3 728,52
After 10 years	4 627,45	4 095,87
After 15 years	5 194,20	4 612,71
After 20 years	5 464,38	4 815,09

### Availability supplement

Cost-of-living category I and II of the municipality	principal teacher	lecturer
Statistical code	114101	114202
Initial salary	0,229	0,277
After 5 years	0,213	0,262
After 10 years	0,165	0,230
After 15 years	0,131	0,181
After 20 years	0,131	0,185

### TEACHING PERSONNEL SUPPLEMENTS AND FEE (SECTION 6)

#### Language supplement (Section 7)

- good oral skills	19,58
- good oral and written skills	25,12
- perfect competence in both national languages	39,12

#### Language skill supplement (Section 8)

- basic level	19,58
- intermediate level	39,12
- highest level	76,09

#### Fee for arranging examinations (Section 12)

Fee for a private student (full)	32,11
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#### Shop steward compensation (Section 20)

under 19 individuals represented	65,80
20-59 individuals represented	82,77
60-129 individuals represented	96,57
130-159 individuals represented	96,57
160+ individuals represented	108,24

#### Labour protection delegate's fee (Section 21)

10-100 individuals represented	35,02
101-200 individuals represented	45,63
201+ individuals represented	62,61

**PRIVATE TEACHING SECTOR SALARIES, SUPPLEMENTS AND FEES**  
**FINNISH EDUCATION EMPLOYERS (FEE)**

From 1 June 2021 onwards

**ADMINISTRATION AND SUPPORT SERVICE PERSONNEL**

Difficulty category	1	2	3	4	5	6
	1649,6	1784,6	1926,43	2090,97	2255,55	2451,2

**ADMINISTRATION AND SUPPORT SERVICE PERSONNEL SUPPLEMENTS AND FEE**

Urgency bonus (Chapter 2 section 13)	11,74
Language supplement (Chapter 5 section 11)	
- good oral skills	19,80
- good oral and written skills	25,40
- perfect competence in both national languages	39,55
Language skills supplement (Chapter 5 section 12)	
- basic level	19,80
- intermediate level	39,55
- highest level	76,93
Shop steward compensation (Chapter 5 section 13)	
under 19 individuals represented	66,85
20-59 individuals represented	84,09
60-159 individuals represented	98,12
160+ individuals represented	109,97
Labour protection delegate fee (Chapter 5 section 14)	
10-100 individuals represented	35,58
101-200 individuals represented	46,36
201+ individuals represented	63,61

**TEACHING PERSONNEL**

**GENERAL EDUCATION**

Statistical code

**UPPER SECONDARY AND ELEMENTARY SCHOOL**

<b>Principals and managers</b>		Cost-of-living category I	Cost-of-living category II
011064.	Elementary school principal (Section 3)	3 906,00 - 4 650,12	3 798,43 - 4 522,04
011065	Upper secondary school principal (Section 3)	4 071,52 - 5 106,64	3 959,42 - 4 966,14

		Cost-of-living category I	Cost-of-living category II
011261	Manager (Section 8)	3 403,40	3 309,82
011259	Manager (Section 10)	3 179,91	3 092,71
011154	Vice-manager (Section 10)	2 614,43	2 542,63

**Teachers (Section 11)**

<b>1. Lecturer and guidance counsellor (upper secondary school)</b>		Cost-of-living category I	Cost-of-living category II
012151	A. A higher university degree and the qualifications of an upper secondary school teacher or the older qualifications of a senior lecturer	3 074,92	2 990,14
	Extra hour fee coefficient	0,821	0,844
012150	b. Qualifications of a comprehensive school teacher or the older qualifications of an upper secondary school teacher	2 956,42	2 875,34
	Extra hour fee coefficient	0,831	0,855
012145	c. A higher or lower university degree	2 532,60	2 471,78
	Extra hour fee coefficient	0,864	0,885
012139	d. Other than those mentioned above	2 151,68	2 103,06
	Extra hour fee coefficient	0,908	0,930

2. Lecturer (elementary school)		Cost-of-living category I	Cost-of-living category II
012249	a. A higher university degree and the qualifications of a comprehensive/upper secondary school teacher or the older qualifications of a senior lecturer	2 861,83	2 785,13
	Extra hour fee coefficient	0,838	0,861
012248	b. Qualifications of a comprehensive school teacher or the older qualifications of a comprehensive/upper secondary school teacher	2 743,33	2 672,23
	Extra hour fee coefficient	0,852	0,875
012244	c. A higher university degree	2 402,69	2 345,71
	Extra hour fee coefficient	0,892	0,913
012242	d. A lower university degree	2 291,29	2 237,06
	Extra hour fee coefficient	0,899	0,921
012239	e. Other than those mentioned above	2 151,68	2 103,06
	Extra hour fee coefficient	0,908	0,930
3. Special needs and special class teachers		Cost-of-living category I	Cost-of-living category II
012349	a. A higher university degree and the qualifications of a special needs or class teacher	2 861,83	2 785,13
	Extra hour fee coefficient	0,838	0,861
012348	b. A lower university degree and the qualifications of a special needs or class teacher	2 743,33	2 672,23
	Extra hour fee coefficient	0,852	0,875
012347	c. Qualifications of a special needs or class teacher or a higher university degree and the qualifications of a comprehensive/upper secondary school	2 680,80	2 613,60
	Extra hour fee coefficient	0,852	0,874
012346	d. Qualifications of a comprehensive/upper secondary school teacher	2 587,37	2 523,68
	Extra hour fee coefficient	0,863	0,885
012344	e. A teacher for the most severely intellectually disabled with a suitable post-secondary level degree and 35 study weeks of specialised studies	2 402,69	2 345,71
	Extra hour fee coefficient	0,892	0,913
012341	f. A teacher other than those mentioned above or a teacher for the most severely intellectually disabled with a suitable post-secondary level	2 247,46	2 194,57
	Extra hour fee coefficient	0,900	0,922
4. Class teacher		Cost-of-living category I	Cost-of-living category II
012449	a. A higher university degree, qualification of a subject teacher and the qualifications of a comprehensive/upper secondary school teacher	2 861,83	2 785,13
	Extra hour fee coefficient	0,838	0,861
012448	b. Qualifications of a subject teacher and a comprehensive/upper secondary school teacher	2 743,33	2 672,23
	Extra hour fee coefficient	0,852	0,875
012446	c. Qualifications of a comprehensive/upper secondary school teacher	2 587,37	2 523,68
	Extra hour fee coefficient	0,863	0,885
012435	d. Other than those mentioned above	2 007,95	1 963,28
	Extra hour fee coefficient	0,925	0,947
5. Guidance counselling lecturer (Section 13)		Cost-of-living category I	Cost-of-living category II
A higher university degree and the qualifications of a comprehensive/upper secondary school teacher or the older qualifications of a senior lecturer			
015156	-under 15 years of experience justifying an experience supplement	2 984,30 - 3 243,52	2 902,50 - 3 154,56
015159	-least 15 years of experience justifying an experience supplement	3 243,52 - 3 753,18	3 154,56 - 3 649,88
Qualifications of a comprehensive/upper secondary school teacher			
015155	-under 15 years of experience justifying an experience supplement	2 916,85 - 3 149,28	2 836,70 - 3 062,47
015158	-least 15 years of experience justifying an experience supplement	3 149,28 - 3 471,45	3 062,47 - 3 376,00
Other than those mentioned above			
015143	-under 15 years of experience justifying an experience supplement	2 042,12 - 2 398,85	1 995,53 - 2 333,01
015146	-least 15 years of experience justifying an experience supplement	2 173,67 - 2 596,35	2 120,15 - 2 525,07

**SUPPLEMENTS AND FEES**

## Reform school managers and school managers (Section 8)

Weekday	13,62
Saturday	27,48
Sunday	41,11

School-specific additional duties (Section 20)	Cost-of-living category I	Cost-of-living category II
Number of pupils less than 200	370,86	360,92
Number of pupils 201-400	618,55	601,56
Number of pupils 401-600	864,84	842,18
Number of pupils 601-800	1 112,53	1 082,80
Number of pupils 801-1000	1 360,23	1 323,44
Number of pupils 1001+	1 483,38	1 443,75

Procurement and management duties in skills-based and arts subjects (Section 21)	Cost-of-living category I	Cost-of-living category II
Less than 9 comprehensive teaching groups	388,77	378,17
9 or more comprehensive teaching groups	583,15	565,48

Duties included in the teaching obligation in upper secondary schools (Section 23)	
Tutor's fee	145,87

Duties included in the teaching obligation in comprehensive schools (Section 24)	
Tutor's duties	122,26
Examining private pupils and the progress of compulsory education	37,42

Compensation for the examination and supervision of private pupils in an upper secondary school and senior secondary school (Section 34)	
Fee per examination for a teacher in charge of the examination	41,87

**UPPER SECONDARY SCHOOL FOR ADULTS AND UPPER SECONDARY SCHOOL ADULT CLASSES****Principals (Section 40)**

	Cost-of-living category I	Cost-of-living category II
011065 Upper secondary school for adults and upper secondary school adult	4 071,52 - 5 106,64	3 959,42 - 4 966,14

**Teachers (Section 46)**

1. Lecturer at upper secondary school for adults		Cost-of-living category I	Cost-of-living category II
012151	A. A higher university degree and the qualifications of an upper secondary school teacher or the older qualifications of a senior lecturer	3 074,92	2 990,14
	Extra hour fee coefficient	0,821	0,844
012150	b. Qualifications of a comprehensive school teacher or the older qualifications of an upper secondary school teacher	2 956,42	2 875,34
	Extra hour fee coefficient	0,831	0,855
012145	c. A higher or lower university degree	2 532,60	2 471,78
	Extra hour fee coefficient	0,864	0,885
012139	d. Other than those mentioned above	2 151,68	2 103,06
	Extra hour fee coefficient	0,908	0,930

# LIBERAL ADULT EDUCATION AND BASIC EDUCATION IN THE ARTS

Statistical code

## FOLK HIGH SCHOOLS

### Principals (Section 1)

		Cost-of-living category I	Cost-of-living category II
021060	Folk high school principal	3 481,17 - 3 889,08	3 385,02 - 3 782,01

### Teachers (Section 4)

		Cost-of-living category I	Cost-of-living category II
022650	1) higher university degree	2 643,95	2 571,46
	Extra hour fee coefficient	0,949	0,976
022645	2) Other eligibility referred to in Section 18 of the Teaching Qualifications Decree, taking into account the transitional provision in section 27, or a person eligible to act as a teacher in free adult education on grounds of a dispensation	2 287,88	2 232,99
	Extra hour fee coefficient	0,946	1,000

## FOLK HIGH SCHOOLS WITH AN ANNUAL WORKING TIME

### Principals (Section 12)

		Cost-of-living category I	Cost-of-living category II
021060	Folk high school principal within the total working time system	3 465,40 - 3 871,47	3 437,74 - 3 840,92
021061	Principal with a higher university degree or a principal having served as a principal or manager for at least five years	3 580,86 - 4 040,21	3 552,73 - 4 008,26

### Vice principals (Section 14)

021159	The basic salary of a teacher acting as a vice/deputy principal is	Cost-of-living category I and II of the municipality
	Initial salary	3 309,58
	After 3 years	3 508,48
	After 5 years	3 683,89
	After 7 years	3 868,11
	After 10 years	4 061,50
	After 15 years	4 305,19

### Teachers (Section 17)

022657	1) higher university degree and a higher university of applied sciences	Cost-of-living category I and II of the municipality
	Initial salary	3 116,33
	After 3 years	3 303,59
	After 5 years	3 468,78
	After 7 years	3 642,23
	After 10 years	3 824,34
	After 15 years	4 053,82
022656	2) a university degree or a responsible teacher	Cost-of-living category I and II of the municipality
	Initial salary	3 045,06
	After 3 years	3 228,06
	After 5 years	3 389,47
	After 7 years	3 558,96
	After 10 years	3 736,89
	After 15 years	3 961,11
022653	3) other degree	Cost-of-living category I and II of the municipality
	Initial salary	2 649,26
	After 3 years	2 808,47
	After 5 years	2 948,88
	After 7 years	3 096,32
	After 10 years	3 251,15
	After 15 years	3 446,21

**ADULT EDUCATION CENTRES****Principals (Section 19)**

		Cost-of-living category I	Cost-of-living category II
021060	Adult education centre principal	3 350,29 - 3 742,86	3 257,78 - 3 639,83
021061	Principal with a higher university degree or a principal having served as a principal or manager for at least five years	3 461,93 - 3 906,00	3 366,73 - 3 798,43
021159	Vice principal within the total wage system	3 317,34 - 3 418,90	3 226,37 - 3 324,49

**Teachers (Section 25)**

		Cost-of-living category I	Cost-of-living category II
022650	1) higher university degree	2 643,95	2 571,46
022645	2) applicable lower university degree, a university of applied sciences degree or a post-secondary-level degree, or a teacher's eligibility on grounds of a dispensation	2 287,88	2 232,99

**HOURLY TEACHERS (folk high schools and adult education centres) and study centres (Section 31)****Hourly teacher's hourly fees:**

	Cost-of-living category I		Cost-of-living category II	
	Fee A	Fee B	Fee A	Fee B
	022942	022946	022942	022946
a. hourly teachers with a higher university degree or higher university of applied sciences degree	28,81	31,28	28,15	30,54
	022939	022943	022939	022943
b. hourly teacher with a lower university degree, university of applied sciences degree, or a degree in physical education, visual arts, music, home economics, cottage industry, handicrafts or polytechnic engineering	27,35	29,39	26,70	28,70
	022937	022941	022937	022941
c. other hourly teacher	26,53	28,31	25,94	27,62

**Hourly fees for hourly teachers at study centres:**

	Cost-of-living category I		Cost-of-living category II	
	Fee A	Fee B	Fee A	Fee B
	022941	022945	022941	022945
d. hourly teachers with a higher university degree or higher university of applied sciences degree	28,31	30,62	27,62	29,91
	022938	022942	022938	022942
e. hourly teacher with a lower university degree, university of applied sciences degree, or a degree in physical education, visual arts, music, home economics, cottage industry, handicrafts or polytechnic engineering	26,95	28,81	26,32	28,15
	022936	022940	022936	022940
f. other hourly teacher	26,23	27,83	25,64	27,16



**SPORTS TRAINING CENTRES****Principals and vice principals (Section 1)**

		Cost-of-living category I	Cost-of-living category II
031065	Principal	4 086,97 - 4 667,76	3 974,43 - 4 539,17
031162	Vice principal	3 545,95 - 4 013,87	3 448,61 - 3 903,34

**1a. Teacher (sports and other subjects) (Section 7)**

032757/ 032857	a. A higher university degree or a higher university of applied sciences degree	Cost-of-living category I	Cost-of-living category II
	Initial salary	3 477,49 - 3 819,42	3 381,38 - 3 714,46
	After 3 years	3 685,21 - 4 047,68	3 583,32 - 3 936,42
	After 5 years	3 868,40 - 4 249,00	3 761,44 - 4 132,20
	After 8 years	4 060,78 - 4 460,40	3 948,46 - 4 337,75
	After 13 years	4 303,15 - 4 726,77	4 184,09 - 4 596,74
	After 20 years	4 516,84 - 4 961,59	4 391,85 - 4 825,10
032755/ 032855	b. University degree	Cost-of-living category I	Cost-of-living category II
	Initial salary	3 318,86 - 3 581,70	3 228,27 - 3 483,54
	After 3 years	3 517,05 - 3 795,67	3 421,03 - 3 691,63
	After 5 years	3 691,84 - 3 984,40	3 591,03 - 3 875,15
	After 8 years	3 875,38 - 4 182,56	3 769,53 - 4 067,87
	After 13 years	4 106,63 - 4 432,26	3 994,43 - 4 310,67
	After 20 years	4 310,52 - 4 652,39	4 192,71 - 4 524,73
032751/ 032851	c. Other degree	Cost-of-living category I	Cost-of-living category II
	Initial salary	2 806,19 - 3 036,05	2 729,41 - 2 953,29
	After 3 years	2 973,56 - 3 217,23	2 892,19 - 3 129,51
	After 5 years	3 121,20 - 3 377,05	3 035,71 - 3 284,92
	After 8 years	3 276,19 - 3 544,85	3 186,46 - 3 448,13
	After 13 years	3 471,51 - 3 756,26	3 376,39 - 3 653,74
	After 20 years	3 643,69 - 3 942,67	3 543,82 - 3 835,03

**1b. Teacher (sports subjects and other subjects) / Pajulahti and Vierumäki**

032758/ 032858	a. A higher university degree or a higher university of applied sciences degree	Cost-of-living category I	Cost-of-living category II
	Initial salary	3 581,70 - 3 880,34	3 483,54 - 3 774,23
	After 3 years	3 795,67 - 4 112,26	3 691,63 - 3 999,79
	After 5 years	3 984,40 - 4 316,80	3 875,15 - 4 198,71
	After 8 years	4 182,56 - 4 531,61	4 067,87 - 4 407,60
	After 13 years	4 432,26 - 4 802,22	4 310,67 - 4 670,79
	After 20 years	4 652,39 - 5 040,83	4 524,73 - 4 902,81
032756/ 032856	b. University degree	Cost-of-living category I	Cost-of-living category II
	Initial salary	3 395,13 - 3 688,21	3 302,64 - 3 587,64
	After 3 years	3 597,91 - 3 908,59	3 499,85 - 3 801,99
	After 5 years	3 776,74 - 4 102,98	3 673,79 - 3 991,02
	After 8 years	3 964,53 - 4 307,06	3 856,41 - 4 189,52
	After 13 years	4 201,13 - 4 564,22	4 086,53 - 4 439,62
	After 20 years	4 409,73 - 4 790,95	4 289,41 - 4 660,12
032752/ 032852	c. Other degree	Cost-of-living category I	Cost-of-living category II
	Initial salary	2 876,75 - 3 318,86	2 798,08 - 3 228,27
	After 3 years	3 048,38 - 3 517,05	2 964,97 - 3 421,03
	After 5 years	3 199,75 - 3 691,84	3 112,15 - 3 591,03
	After 8 years	3 358,67 - 3 875,38	3 266,71 - 3 769,53
	After 13 years	3 558,92 - 4 106,63	3 461,45 - 3 994,43
	After 20 years	3 735,46 - 4 310,52	3 633,13 - 4 192,71

<b>Hourly teachers' hourly fees (Section 10)</b>		Cost-of-living category I	Cost-of-living category II
032943	a. hourly teachers with a higher university degree	29,72	29,02
032940	b. a. hourly teachers with a lower university degree	28,13	27,47
032938	c. other hourly teacher	27,24	26,62

  

<b>Qualification supplement (Section 11)</b>		Cost-of-living category I	Cost-of-living category II
032945	a. hourly teachers with a higher university degree	30,97	30,24
032942	b. a. hourly teachers with a lower university degree	29,14	28,47
032940	c. other hourly teacher	28,13	27,47

  

**MUSIC SCHOOLS**

<b>Principals (Section 1)</b>		Cost-of-living category I	Cost-of-living category II
041061	a. A higher university degree	3 706,33 - 4 541,28	3 604,42 - 4 415,91
041060	b. Other degree	3 586,83 - 4 358,99	3 487,77 - 4 238,96

  

<b>Vice principals (Section 1)</b>		Cost-of-living category I	Cost-of-living category II
041159	a. A higher university degree	3 401,02 - 3 935,46	3 307,77 - 3 827,12
041158	b. Other degree	3 302,23 - 3 781,97	3 211,22 - 3 678,16

  

**Teachers (Section 4)**

<b>Conservatory</b>		Cost-of-living category I	Cost-of-living category II
043152	A. Principal teacher	2 849,33 - 3 039,74	2 770,79 - 2 956,29
043249	b. Lecturer - higher university degree	2 627,52 - 2 784,21	2 557,08 - 2 707,43
043248	c. Lecturer	2 445,64 - 2 688,04	2 382,23 - 2 641,87
	d. Teachers of general subjects		
043346	- higher university degree	2 333,12 - 2 445,64	2 275,66 - 2 382,23
043341	- lower university degree	2 113,55 - 2 191,91	2 065,56 - 2 141,88

  

<b>Basic teaching of music</b>		Cost-of-living category I	Cost-of-living category II
043449	a. A higher university degree	2 627,52 - 2 784,21	2 557,08 - 2 707,43
043448	b. Sciences degree, a postgraduate degree from a conservatory or the older qualifications of a lecturer	2 445,64 - 2 688,04	2 382,23 - 2 614,36
043444	c. Other suitable degree	2 235,82 - 2 333,12	2 183,14 - 2 275,66

  

<b>Full-time hourly teachers (Section 13)</b>		Cost-of-living category I	Cost-of-living category II
042543	a. A higher university degree	2 223,97 - 2 317,10	2 173,21 - 2 261,51
042542	b. A suitable university of applied sciences degree, a postgraduate degree from a conservatory or the older qualifications of a lecturer	2 182,83 - 2 268,50	2 133,00 - 2 215,09
042539	c. Other suitable degree	2 074,73 - 2 144,45	2 027,95 - 2 095,77
	d. General subjects		
042543	- higher university degree	2 223,97 - 2 317,10	2 173,21 - 2 261,51
042538	- university degree	2 045,06 - 2 108,89	1 999,18 - 2 060,92

  

<b>Part-time hourly teachers (Section 15)</b>		per hour	monthly fee
	a. A higher university degree	29,14	85,06
	b. A suitable university of applied sciences degree, a postgraduate degree from a conservatory or the older qualifications of a lecturer	28,63	83,50
	c. Other suitable degree	24,99	72,89
	General subjects	per hour	monthly fee
	a. A higher university degree		
	- teaching obligation coefficient 20 h/week - languages, mathematics	32,10	93,54
	- teaching obligation coefficient 25 h/week - sports	25,67	74,83
	- teaching obligation coefficient 21 h/week - other subjects	30,56	89,08
	b. University degree		
	- teaching obligation coefficient 20 h/week - languages, mathematics	29,54	86,20
	- teaching obligation coefficient 25 h/week - sports	23,64	68,94
	- teaching obligation coefficient 21 h/week - other subjects	28,14	82,06

**VISUAL ARTS AND MULTIDISCIPLINARY ARTS SCHOOL****Principals (Section 1)**

	Cost-of-living category I	Cost-of-living category II
051054 Principal	2 779,09 - 3 501,14	2 702,80 - 3 404,43

**Teachers (Section 4)**

	Cost-of-living category I	Cost-of-living category II
053442 1) Teacher	2 143,29 - 2 437,53	2 094,31 - 2 374,36
053444 2) Eligibility to provide basic teaching, visual arts or music teaching, eligibility to provide music school teaching or pedagogical eligibility under the Teaching Qualifications Decree 986/1998.	2 228,44 - 2 566,24	2 175,60 - 2 495,90

**Teacher acting as school manager (Section 6)**

Less than 1000 lessons taught during the previous academic year	102,35
1001-2000 lessons taught during the previous academic year	159,20
2000+ lessons taught during the previous academic year	216,07

**Hourly teachers (Section 9)**

## Hourly fees

052999 Section 9 2) hourly fees	25,70 - 31,07
052999 Section 9 3) hourly fee for teachers who provide at least 16 weekly	27,30 - 32,92

## VOCATIONAL TRAINING SCHOOLS

Statistical code

### VOCATIONAL TRAINING SCHOOLS - ANNUAL WORKING TIME

<b>Vice principals (Section 2)</b>		Cost-of-living category I	Cost-of-living category II
061460	Vice principal	3 487,66	3 391,79

### Teachers (Section 5)

Lecturer		Cost-of-living category I	Cost-of-living category II
068758 / 068858	An applicable higher university degree or a higher university of applied sciences degree	3 346,44	3 262,78
068756 / 068856	An applicable university degree, engineer, construction architect	3 037,27	2 961,33
068754 / 068854	Applicable post-secondary-level degree	2 753,25	2 684,42
068752 / 068852	Applicable other degree or training	2 438,66	2 377,70

<b>Hourly teachers (Section 14)</b>		Cost-of-living category I	Cost-of-living category II
067938	Hourly teacher's fee	16,27	15,85

### CERTAIN VOCATIONAL TRAINING SCHOOLS

#### Principals, vice principals and adult education managers (Section 2)

		Cost-of-living category I	Cost-of-living category II
061062	Principal	3 632,85 - 4 112,25	3 533,15 - 3 999,03
061160	Vice principal	3 323,28 - 3 874,51	3 231,50 - 3 767,82
061359	Adult education manager	3 208,53 - 3 712,69	3 120,55 - 3 610,48

### Teachers (Section 5)

1. Lecturer (vocational subjects)		Cost-of-living category I	Cost-of-living category II
063551 / 063651	a. A higher university degree or a higher university of applied sciences degree	2 987,32	2 904,93
	Extra hour coefficient for special needs teachers	0,95	0,95
063549 / 063649	b. Engineer, construction architect, lower university degree, university of applied sciences degree	2 761,15	2 687,14
	Extra hour coefficient for special needs teachers	0,95	0,95
063544 / 063644	c. Vocational teacher's degree or other similar degree	2 332,09	2 276,79
	Extra hour coefficient for special needs teachers	0,95	0,95
063545 / 063646	d. Technician or other professional with completed additional studies assigned by the Ministry of Education	2 458,27	2 399,23
	Extra hour coefficient for special needs teachers	0,95	0,95
063541 / 063641	e. Other highest degree in the field	2 177,39	2 126,14
	Extra hour coefficient for special needs teachers	0,95	0,95
063539 / 063639	f. Technician's degree or other similar degree	2 090,38	2 043,12
	Extra hour coefficient for special needs teachers	0,95	0,95

		Cost-of-living category I	Cost-of-living category II
<b>2. Lecturer (common subjects)</b>			
063747 / 063847	a. A higher university degree or a higher university of applied sciences degree	2 604,44	2 539,14
	Extra hour coefficient for special needs teachers	0,95	0,95
063744 / 063844	b. Other degree	2 332,09	2 276,79
	Extra hour coefficient for special needs teachers	0,95	0,95

		Cost-of-living category I	Cost-of-living category II
<b>3. Lecturer (physical and health education)</b>			
063747 / 063847	a. A higher university degree or a higher university of applied sciences degree	2 604,44	2 539,14
	Extra hour coefficient for special needs teachers	0,95	0,95
063744 / 063844	b. Other degree	2 332,09	2 276,79
	Extra hour coefficient for special needs teachers	0,95	0,95

#### SUPPLEMENTS AND FEES

Freelance vice principal's fee (Section 4)	366,98
Department manager's fee (Section 14)	
Number of classes in the department 3	39,16
Number of classes in the department 4-7	51,84
Number of classes in the department 8-11	64,25
Number of classes in the - department 12+	77,84
Subcontracting manager's fee (Section 15)	51,84
Subcontracting manager's fee, construction department (Section 15)	110,99

#### COMMERCIAL SCHOOLS

<b>Principals, vice principals and adult education managers (Section 1)</b>		Cost-of-living category I	Cost-of-living category II
071062	Principal	3 632,85 - 4 696,62	3 533,15 - 4 567,25
071161	Vice principal	3 440,09 - 4 045,87	3 345,50 - 3 934,46
071359	Adult education manager	3 214,20 - 3 881,38	3 126,06 - 3 774,48

<b>Teachers (Section 4)</b>		Cost-of-living category I	Cost-of-living category II
073551 / 073651	a. A Lecturer, higher university degree or a higher university of applied sciences degree	2 699,85	2 625,40
073547 / 073647	b. Lecturer, lower university degree or university of applied sciences degree	2 360,66	2 301,48
073544 / 073644	c. Lecturer, other degree	2 210,41	2 157,94

#### SUPPLEMENTS AND FEES

Freelance vice principal's fee (Section 3)	174,22
Separately compensated duties (Section 14)	
1. Programme manager's fee	153,94
Examination of private students (Section 17)	
1. fee for the examination of private students	55,64
2. Supervision fee for written examinations	11,33
3. Principal's fee for private students	44,92

#### SOCIAL AND HEALTHCARE SCHOOL

<b>Principals, vice principals and adult education managers (Section 1)</b>		Cost-of-living category I	Cost-of-living category II
081061	Principal	3 496,53 - 4 112,25	3 400,39 - 3 999,03
081159 081359	Vice principal and adult education manager	3 240,60 - 3 712,69	3 151,73 - 3 610,48

<b>Teachers and full-time hourly teachers (Section 3)</b>		Cost-of-living category I	Cost-of-living category II
083556 / 082556	a. A higher university degree or a higher university of applied sciences degree	3 192,30 - 3 500,82	3 104,81 - 3 404,79
083554 / 082554	b. Other degree	2 997,91 - 3 267,01	2 915,61 - 3 176,19

**FORESTRY AND WOOD ECONOMY SCHOOL****Principals, vice principals and adult education managers (Section 1)**

		Cost-of-living category I	Cost-of-living category II
091062	Principal	3 689,64 - 4 176,51	3 588,35 - 4 061,51
091161	Vice principal	3 487,66 - 3 770,73	3 391,79 - 3 666,90
091359	Adult education manager	3 258,65 - 3 375,20	3 169,30 - 3 281,99

**Teachers (Section 3)**

		Cost-of-living category I	Cost-of-living category II
<b>1. Lecturer (vocational subjects)</b>			
093555	a. higher university degree	3 215,77	3 127,43
093552	b. university of applied sciences degree or engineering degree	2 877,47	2 798,20
093550	c. forestry engineer, wood economy engineer or a similar older degree	2 709,46	2 635,17
093549	d. technician's degree or a post-secondary-level degree	2 648,42	2 577,46
093547	e. forestry, saw industry or sheet industry technician	2 498,29	2 435,66
093545	f. forestry work teacher's training	2 299,69	2 244,50
<b>2. Lecturer (common subjects)</b>			
093755	a. higher university degree	3 215,77	3 127,43

**SUPPLEMENTS AND FEES**

Department manager's fee and fee for a separate supervisor for a course location (Section 6)	48,50
<b>Teacher's training fee (Section 7)</b>	
principal/manager	260,01
lecturer (vocational subjects; a higher university degree), forester and lecturer	177,68
lecturer (vocational subjects; engineers), and engineer	156,36
lecturer (vocational subjects; forestry engineer, wood economy engineer ora similar older degree), lecturer, vocational subjects; (technician)	127,90
lecturer (vocational subjects; forestry, sawmill industry and sheet industry technician),	
lecturer (vocational subjects; forestry work teacher's training)	108,09

## UNIVERSITIES OF APPLIED SCIENCES

Statistical code

### UNIVERSITIES OF APPLIED SCIENCES (Section 3)

Cost-of-living category I and II of the municipality	principal teacher	lecturer
Statistical code	114104	114205
Initial salary	3 894,67	3 496,14
After 5 years	4 203,54	3 769,53
After 10 years	4 678,35	4 140,92
After 15 years	5 251,34	4 663,45
After 20 years	5 524,49	4 868,06

### Availability supplement

Cost-of-living category I and II of the municipality	principal teacher	lecturer
Statistical code	114101	114202
Initial salary	0,229	0,277
After 5 years	0,213	0,262
After 10 years	0,165	0,230
After 15 years	0,131	0,181
After 20 years	0,131	0,185

### TEACHING PERSONNEL SUPPLEMENTS AND FEE (SECTION 6)

#### Language supplement (Section 7)

- good oral skills	19,80
- good oral and written skills	25,40
- perfect competence in both national languages	39,55

#### Language skill supplement (Section 8)

- basic level	19,80
- intermediate level	39,55
- highest level	76,93

#### Fee for arranging examinations (Section 12)

Fee for a private student (full)	32,46
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#### Shop steward compensation (Section 20)

under 19 individuals represented	66,85
20-59 individuals represented	84,09
60-129 individuals represented	98,12
130-159 individuals represented	98,12
160+ individuals represented	109,97

#### Labour protection delegate's fee (Section 21)

10-100 individuals represented	35,58
101-200 individuals represented	46,36
201+ individuals represented	63,61