

# Institutional Agreement

between the Federation of General and Special Workers in Iceland (SGS) and the Environment Agency, the Vatnajökull National Park and Þingvellir National Park pursuant to chapter 11 of the collective bargaining agreement of the Minister of Finance and Economic Affairs p.p. the Treasury and the Federation of General and Special Workers in Iceland (SGS) which was signed on 6 March 2020.

## 1 Scope

This institutional agreement covers all employees of the Environment Agency, the Vatnajökull National Park and Þingvellir National Park that work according to and enjoy terms of employment pursuant to the SGS collective bargaining agreement, see article 11.1 in the collective bargaining agreement of the Minister of Finance and Economic Affairs p.p. the Treasury on the one hand and SGS on the other, dated 6 March 2020.

## 2 Objective

With this institutional agreement the objective of parties to the agreement is:

- To improve management and make a link between those results achieved by the institutions and those by the employees.
- To increase correlation between institutions with respect to definition of jobs and with respect to pay.
- To achieve quality elements in payroll systems, e.g., flexibility, objectivity and transparency.
- To make the institution a better workplace.
- To support gender-related equal pay.
- To have an open channel for career development through employee interviews.

## 3 Jobs and their ranking in wage categories

When deciding the ranking of jobs with respect to pay, then the place of the job in the organisational chart, the nature of the job, the responsibilities, demands and scope of the job shall be taken into account, and a permanent/stable scope of work shall be assumed. Ranking shall be based on objective metrics to the extent possible. Ranking of jobs in wage categories is minimum ranking.

### **Worker**

General work, light maintenance, cleaning etc. under the supervision of a superior.

Wage Category 7

### **Service Representative**

Work in the visitor centre, service centre and camp sites, such as customer service, supervision, general provision of information, cleaning and supervision.

Wage Category 8

## **Rangers**

Rangers are responsible for education and providing information in the areas; they monitor the natural environment and infrastructure, handle general maintenance and provide service for visitors.

Wage Category 11

## **Senior Ranger/Shift Manager**

A senior ranger/shift manager organises, prioritises and manages rangers' tasks and as appropriate, those of other employees, in consultation with the area specialist/national park director or immediate superior. He is responsible for education and providing information in the areas; monitors the natural environment and infrastructure, handles general maintenance and provides service for visitors.

Wage Category 13

### 3.1 Special responsibility in work

A ranger working on his own in an area or areas will have this recognised by an increment of 1 wage category. An employee is considered to be working alone when he cannot seek assistance from other colleagues who are working in the same area as the ranger.

A ranger working alone in an area/area for more than 5 days a month, because of employee absence, shall have this recompensed with additional pay that is equivalent to an increment of one wage category for the days when he is working alone in an area or areas.

An employee who supervises or participates actively in tasks in a limited field of activity, in excess of that which is generally required, shall have this recompensed with an increment of 1 wage category. This can apply to both permanent and temporary tasks. The scope of work shall be defined in more detail in the job description in the case of permanent tasks.

## 4 Additional criteria for assessment of wage category and increments on basic ranking

### 4.1 Work experience that can be utilised within an institution

After 6 months of service an employee's pay is increased by 1 increment.

After one year of service an employee's pay is increased by one additional increment.

After 2 years of service an employee's pay is increased by one additional increment.

After 5 years of service an employee's pay is increased by one additional increment.

Comparable work experience that can be utilised between institutions that are parties to this agreement shall be recognised, in part or as a whole .

#### 4.2 Education in excess of basic requirements that can be utilised in the job.

An employee's education that is not taken into account in the basic ranking of a job shall be evaluated as follows:

Formal education that can be utilised in the job shall be evaluated as follows:

University degree	1 wage category
Journeyman/master examination in vocational trade education	1 wage category

#### 4.3 Continuous education and career development that can be utilised in the job in excess of basic job requirements

After 60-hour course, 1 wage category increment

After 120-hour course, 1 wage category increment

After 180-hour course, 1 wage category increment

After 240-hour course, 1 wage category increment

Continuous education and career development generally refers to shorter courses that are not part of formal trade or university studies, and that have not been evaluated in another manner. Confirmation of all courses must be submitted to the institutions for it to be possible for the courses to be evaluated for pay.

Recognised studies that lead to rights to work as a ranger, and that are part of formal university studies, are however an exception to this rule. Such studies/rights are evaluated as 120-hour courses, such as e.g. the Environment Agency Ranger Course.

#### 4.4 Personal attributes

It is authorised to take into account specific competence and performance in work when ranking increments, to a maximum of 4 increments, given that they are utilised in the job. The following factors shall then be taken into account:

Specific knowledge, skill or experience that the employee utilises effectively in his job and that is not paid for in any other manner. This can among other things refer to language knowledge other than Icelandic and English, that the employee is a fully-fledged member of a search and rescue team, has advanced driving rights or test for mobile plant machinery.

Has confidence, initiative and can work independently (within a recognised operations framework). Looks for and recognises opportunities for improvement.

Has good organisational skills, completes tasks and complies with work procedures and instructions.

Demonstrates agility and flexibility in communications and cooperation and provides information in a clear manner to both colleagues and visitors.

Performance in excess of general requirements, shows considerable interest and concern for the job, for the benefit of the area and its issues.

#### 4.5 Temporary factors

It is authorised to remunerate employees with special additional pay for specific temporary pressure of work, pursuant to article 1.8 in the collective bargaining agreement.

### 5 Employee interviews

Employees who are hired for permanent jobs are regularly invited to employee interviews in accordance with the policy of each individual institution. In the interviews, the subjects discussed include well-being of the employee, the job and tasks, main tasks in the period ahead, and the job description is also updated as required.

Employees who are hired for temporary jobs for a period of at least three months, are invited to a feedback discussion, as near as possible to the middle of the period of employment, and no less frequently than at 6 monthly intervals where the appointment is for a longer period of time. The conversation mainly covers aspects that are going well in the job, communications and aspects where there is room for improvement.

The immediate superior conducts both the employee interviews and the feedback conversations. Each individual institution uses a formal conversation format in accordance with the emphases of each institution and its management. Employees have access to the conversation format or can receive it in advance in order to prepare the conversation.

### 6 Right for re-evaluation of job ranking

If an employee considers that his ranking is incorrect on the basis of the available criteria, he has the right to have his ranking re-evaluated. Disputes shall be appealed to the joint committee, see article 11.5 of the collective bargaining agreement.

### 7 Travel costs

#### 7.1 Travel at the start and end of the period of employment

The institution provides or pays for travel at the start and end of a period of employment. Payments for travel are never higher than the fare for public transport on the same route. If an institution provides travel (e.g. minibuss) but the employee chooses to use his own transport, then he does so at his own expense.

It is recommended that employees travel in as economic a manner as possible and share vehicles where possible.

Trips longer than 50 km at the beginning and end of a period of employment are considered working time, according to a table with travel distances and travel time. Working time for trips to and from work can never be more than 4.5 hours and never longer than the real travel time, e.g. if an employee travels by plane instead of driving.

#### 7.2 Travelling related to time off during a period of employment

The institution provides or pays for journeys from the place of work to an employee's home, equivalent to a return journey, for each 4 weeks of employment. The same criteria then apply to payments and travel time as apply to travel to work at the beginning and end of a period of employment. Employees who are

appointed to permanent jobs or that work for a period of more than 6 months shall make a separate agreement about travel.

### 7.3 Trips between lowlands and highlands

The institution is responsible for employees' travel from lowland places of work into the highlands at the beginning of each shift period and back to the lowland places of work at the end of each shift period where applicable. Travel time between places of work in the highlands and lowlands is considered to be working time. When an employee is hired, his lowland place of work shall be specified.

#### Distances and travel time

Distance (kilometres)	Working time (hours)
0-50	0
51-100	0.5
101-150	1
151-200	1.5
201-300	2
301-400	2.5
401-450	3
451-500	3.5
501-551	4
>551	4.5

### 8 Meals

Employees that work in uninhabited areas receive payment of one unit of per diem for each work day instead of a meals allowance.

*Uninhabited areas are defined pursuant to item 18 of article 5 of act number 60/2013 as: Geographical areas where people have no fixed abode and where buildings are non-existent or hardly visible.*

### 9 Working clothes

Employees are supplied with working clothes for their jobs. They are the property of the institution in question and shall clearly display the institution and the name of the employee. The clothes are returned on termination of employment. It should be taken into consideration that people who do not have access to washing machine at their place of work, should be supplied with a change of clothing.

People working for an institution have the right to a clothes allowance to the amount of ISK 3,000 per month. A clothes allowance is paid with the monthly salary. The clothes allowance is adjusted annually on 1 January, pursuant to the wages index (**base index 857.5**).

## 10 Joint committees

The role of joint committees is defined in the collective bargaining agreement between SGS and the state. A joint committee has among other things, the role of discussing the criteria for categorisation of jobs, for the ranking of individual jobs in wage categories and for achieving settlements in disputes that may arise from a collective bargaining agreement, and from this institutional agreement. Emphasis is placed on the joint committee being active and reacting swiftly to the submissions it receives, and that it presents its conclusions to the parties to the agreement.

Each party can appeal disputes to the committee and request that it commence work. A joint committee meeting shall be convened as quickly as possible, and no later than four weeks after submission is received.

## 11 Review and duration of the agreement

The agreement shall be reviewed pursuant to chapter 11 of the SGS collective bargaining agreement with the Minister of Finance, or when one of the parties so requests. It is authorised to review individual provisions of the agreement at any time, when the parties agree to this.

The agreement is in force from 1 January 2023.

Reykjavik, 3 November 2022

p.p. The Environment Agency  
Workers in Iceland (SGS)

p.p. The Federation of General and Special

p.p. Vatnajökull National Park

p.p. Þingvellir National Park

## Appendices and protocols

### Protocol 1

Article 7 in this agreement does not apply to travel arrangements for employees of Þingvellir National Park. Þingvellir National Park provides employees with travel to and from work from the nearest urban area, unless otherwise specified in the advertisement for the job. Travel time is not counted as working time.

### Protocol 2

From 1 May 2021, per diem will no longer be paid to those working in Þingvellir National Park. Ranking of employees in the wage category will be increased in accordance with the payments that were previously paid as per diem. The same applies to employees who will be hired after 1 May 2021.

### Protocol 3

Parties agree that the wage categories or increments that employees were allocated pursuant to protocol 4 in the SGS collective bargaining agreement with the state, from 1 April 2019, and that do not fulfil the conditions pursuant to prior ranking criteria (agreement from spring 2021), will be part of the increase in basic pay for the job.

### Protocol 4

A separate lump sum payment of ISK 12,000 will be paid out on 1 December 2022 for employees who are in full-time employment in November and December 2022, and in corresponding proportions to other employees

### Appendix 1

List of municipalities and union districts of unions affiliated to The Federation of General and Special Workers in Iceland (SGS)

#### **Unions affiliated to The Federation of General and Special Workers in Iceland (SGS) and municipalities in their areas**

##### **Vestfirðir Trade Union**

Vesturbyggð  
Reykhólahreppur  
Ísafjarðarbær  
Súðavíkurhreppur  
Strandabyggð  
Árneshreppur  
Kaldrananeshreppur

##### **Suðurland Trade Union**

Skaftárhreppur  
Mýrdalshreppur  
Rangárþing eystra  
Rangárþing ytra  
Ásahreppur

##### **Báran Trade Union**

**Bolungarvík Trade and Seaman's Union**

Bolungarvík

**Samstaða Trade Union**

Húnaþing vestra

Húnavatnshreppur

Blönduósbær

Skagaströnd

Skagabyggð

**Aldan Trade Union**

Sveitarfélagið Skagafjörður

Akrahreppur

**Eining-löjla**

Fjallabyggð

Dalvíkurbyggð

Hörgársveit

Akureyrarbær

Eyjafjarðarsveit

Svalbarðshreppur

Grýtubakkahreppur

**Framsýn Trade Union**

Pingeyjarsveit

Skútustaðahreppur

Norðurþing

Tjörneshreppur

**Þórshöfn Trade Union**

Svalbarðshreppur

Langanesbyggð

**Afl Federation of general and special workers**

Langanesbyggð

Vopnafjarðahreppur

Múlaþing

Fljótsdalshreppur

Fjarðabyggð

Sveitarfélagið Hornafjörður

Skeiða- and Gnúpverjahreppur

Flóahreppur

Sveitarfélagið Árborg

Hrunamannahreppur

Bláskógabyggð

Grímsnes- and Grafningshreppur

**Drifandi Trade Union**

Vestmannaeyjabær

**Efling Trade Union**

Grímsnes- and Grafningshreppur

Sveitarfélagið Ölfus

Hveragerðisbær

Kópavogsbær

The City of Reykjavík

Mosfellsbær

Kjósarhreppur

**Grindavík Trade Union**

Grindavíkurbær

**VSFK (Keflavík and District Trade and Seamen's Union)**

Reykjanesbær

Sveitarfélagið Vogar

**Sandgerði Trade Union and Seaman's Union**

Suðurnesjabær

**Hlíf Trade Union**

Hafnarfjarðarkaupstaður

Garðabær

**Akranes Trade Union**

Akraneskaupstaður

Hvalfjarðarsveit

**Vesturland Trade Union**

Hvalfjarðarsveit

Skorradalshreppur

Borgarbyggð

Dalabyggð

Eyja- og Miklaholtshreppur

**Snæfellingar Trade Union**

Snæfellsbær

Grundarfjarðarbær

Helgafellssveit