

# Guidelines for employers

## Union membership dues

## **Guidance on deducting trade union dues**

To the employer

Fellesforbundet (the Federation) has prepared this guide to help the person in the company who have the practical work of deducting the trade union dues. For the Federation, it would be of great help if the company entered into an agreement with the shop stewards/club on notification routines that go beyond the minimum requirements the agreement entails.

The "contract agreement" is part of the collective agreement entered into with the union. We hope that the guidance can be of help in the practice and understanding of the "Deduction agreement". In connection with the collective agreement in 1998, the "Deduction agreement" was also revised. The agreement is reproduced in the guide in its entirety as a separate appendix on pages 4-7.

### **In the main the enterprise has four tasks in connection with implementing the Deduction Agreement:**

1. Deduct dues for all organized employees at each payment.
2. Pay the quota deduction once per month by the 15th of the following month.
3. Upload an electronic dues list at a link that is sent out by the association once a month.
4. Give continuous notifications to the local branch (avdeling) and club about changes in the status of members

### **Payment of quota deductions**

The quota is deducted by the company at each payment. The drawn amount is paid in every month (cf. Section 4.1). The percentage to be deducted is determined by the union and is deducted from all gross wages. By gross salary is meant all salary earned in the individual's employment in the company such as ordinary salary, holiday pay, piece rate, profit sharing/bonus, shift bonus, percentage bonus, overtime bonus, public holiday allowance and other comparable to these which are remuneration for work performed.

Notification of which percentage rate will apply is provided by the local department. Some company clubs have also adopted their own club quota, this quota must not be sent together with the ordinary quota but transferred directly to the club at the company (cf. Section 5.3).

In terms of "Deduction agreement", the dues must be paid every month. The association sends out three invoices every quarter. The invoices are sent by post or by e-mail. If the company does not make use of sent invoices, the specified identification number, i.e. kid number, which is stated on the invoice, must be used for each payment.

If the company has not received an invoice for payment of the dues, it is requested that the union be contacted centrally.

### **Electronic Deduction lists**

The company must report deductions from trade union dues every month after the A report has been submitted. Fellesforbundet has introduced an electronic solution with the entry of Deduction lists centrally (cf. section 7.4). This means that Deduction lists will no longer be sent to the individual department.

On the 15th of each month, an e-mail is sent from the Federation with a link, where move lists must be uploaded securely. The link is valid for 20 days.

By clicking on the link, it will be valid for 60 minutes, should the time expire, a new link can be ordered by contacting the association.

If the company has not received a link for uploading electronic Deduction lists, it may be due to missing contact information, it is therefore requested that the department or union be contacted, so that information about e-mail addresses, contact persons etc. is updated in our system.

Payroll office/Accounting agency that runs payroll for several companies, e.g. chains and groups, can make an agreement to get a link where they can download withdrawal lists for several companies/organization numbers.

Payroll office/Accounting agency that runs payroll for several companies cannot combine companies with different organization numbers into a withdrawal list.

Companies that run 14 days' pay should produce withdrawal lists that apply to whole months. According to section 7.1 of the Deduction agreement, the Deduction lists must contain:

- Indicated withdrawal period
- Member's social security number (11 digits)
- Member's name (surname and first name of member)
- Amount withdrawn (specified for each individual member)

In addition to this, there are also the following requirements for move lists and content:

- The company's/company's name and organization number
- The format of the Deduction list to be uploaded on the sent link must be PDF or Excel
- Template and arrangement in the withdrawal list must not be changed from month to month

The deadline for submitting the draw list and paying the union dues is the 15th of the following month.

## **Messages**

Other information beyond what is mentioned above should not appear in the electronic Deduction lists as these are processed automatically and any comments are not picked up during reading. It is recommended that the company provides feedback and information about members such as:

- Ends at the company
- Being laid off without pay
- Has unpaid leave
- Receives salary/benefits from NAV beyond the employer's period

- Exits active work and switches to permanent schemes such as disability, AFP, pension etc. This information must be given to the union's local branch.

The employees must be on the company's Deduction list as long as they are members of Fellesforbundet and have an employment relationship in the company even if they have not been drawn for one or more periods. This applies, among other things, to employees who are on leave, are laid off or are on sick leave.

According to the Deduction agreement points 3.1, 3.2 and 3.3, it is still the Federation's local departments and/or club that are responsible for keeping the company up to date with whom it shall collect dues for, new members that shall have their dues deducted as well as members who has left the union.

Clubs and shop stewards who today receive a copy of the Deduction lists must still have it.

### **Employees who receive sickness benefits etc. from NAV**

If the employer does not pay its employees beyond the employer's period, the employer must submit income and deduction information to NAV. The national organization in Norway has, on behalf of all confederations, entered into a Deduction agreement with NAV. The agreement stipulates that NAV must deduct 1.5% of sickness benefits, parental benefits, maternity benefits, nursing and training benefits and care benefits from everyone who is a member of a trade union, regardless of what percentage the individual unions have.

The employer must register members whose union dues are to be deducted beyond the employer's period at nav.no. At the link below, enter the member's social security number (11 digits) and complete the deduction information here.

<https://www.nav.no/soknader/en/bedrift/inntekt-og-trekk/tekkopplysninger-arbeidstaker/NAV%2008-30.02/brev>

Employers who pay their employees beyond the employer's period must deduct the ordinary quota, i.e. the department's percentage rate.

### **The joint association's dues**

In the Fellesforbundet's statutes, the union's dues system is described in a separate section 1.4. The joint association's dues are based on a percentage dues where members must pay 1.5% of the dues basis.

According to the articles of association, the departments can adopt a higher administration quota for their own activities than that determined by the association. Increases are made at a higher percentage rate than 1.5%. It is the departments' annual meetings that decide this. A change of a percentage must take place in accordance with section 5.4. In the event of a change in the percentage rate, it is the department that must notify the companies.

Fellesforbundet has just over 80 branches throughout the country, many of which have adopted their own administration quota. This means that the percentage will vary from department to department

from 1.5% and up to 2.2%. It is the department that must notify the individual company which percentage rate is to be deducted.

Fellesforbundet has no lower or upper ceiling on quota deductions. The joint association's departments and contact information can be found on the association's website:

<https://www.fellesforbundet.no/avdelinger/>

### **What is included in the contingent basis**

The contingent basis is gross salary, by gross salary is meant all salary earned in the individual's employment in the company, such as ordinary salary, piece rate, bonus, profit sharing, shift bonus, percentage bonus, overtime bonus, public holiday allowance, holiday pay and other bonuses comparable to these or which are remuneration for work .

### **Several departments**

At some companies, the Federation has organized members in several of the union's departments with different dues percentages. The company must make dues deductions for all of the connected departments with the various percentages. The pull lists are sorted by department and uploaded on the sent link. Payment of the dues must be made per department.

## **Appendix: Agreement (last updated at tariff revision 1998)**

### Agreement

on guidelines for deduction percentage for union membership subscriptions (the pay deduction agreement) between the Confederation of Norwegian Enterprises (NHO) and appropriate national associations and The Norwegian United Federation of Trade Unions (Fellesforbundet) for The Norwegian Confederation of Trade Unions (LO)

#### 1. Background

##### 1.1

The background for the agreement on deduction percentage for union membership subscriptions is based on the provisions concerning this in § 11-3 of the Basic Agreements for Industry and the Building and Construction Trades.

#### 2. Information

##### 2.1

It is a condition that the information that becomes available regarding the individual employee and the individual enterprise, shall not be used for any purpose other than in connection with deduction of union subscriptions.

#### 3. Persons for whom deductions are to be made

##### 3.1

Fellesforbundet's local branch or work-place branch is responsible for keeping the enterprise updated with regard to the persons for whom subscriptions are to be deducted - and for following this up. The enterprise shall be notified when new members are enrolled or members resign, using the standard forms for such notices.

##### 3.2

For new members, deductions shall be made from the first possible deduction period/wage payment after written notice is given.

##### 3.3

Deductions for members who have resigned shall be stopped from the next following pay period after written notice is received from the union, branch or workplace branch.

#### 4. Implementing deductions

##### 4.1

The subscription shall be deducted by the enterprise each pay day. The amount deducted shall be transferred each month.

##### 4.2

The subscription shall be deducted for the whole of the calculation base earned in each pay period (piecework back-payments and holiday pay included).

The calculation base is the employee's gross pay which is entered under code 111-A and the reimbursements of expenses etc. entered as being subject to deductions in the statement of pay

and deductions from pay. Fees paid in addition to ordinary earnings to directors and members of the corporate assembly and gratuities are exempted.

#### 4.3

The subscription calculated shall be deducted, but with ranking after deductions for income tax, pension premium, the education and development scheme, the scheme for low-paid groups, and alimonies/maintenance.

#### 4.4

A pre-printed bank giro form will be sent to the enterprise and shall be used for transferring subscriptions to Fellesforbundet. Enterprises that print out giro forms from their computer systems must insert their identification, which can be found on the forms sent to the enterprise. A copy of the giro form used for transfers to Fellesforbundet shall be forwarded to the workplace branch.

### 5. Deductions

#### 5.1

The enterprise shall, under its own management or via the bank, arrange for deduction of union subscriptions and insurance subscriptions if insurance is included in the membership, when this is requested by the shop stewards, or in enterprises where no shop stewards are elected, by Fellesforbundet or a branch thereof. Fellesforbundet or its branches shall notify the enterprise of the rates that are to be applied for deducting union and insurance subscriptions.

The separate workplace branches may adopt special subscriptions for the workplace branch. This branch subscription shall be deducted with the ordinary subscription, by adding it to the union subscription.

The times for establishing or altering workplace branch subscriptions are given in subsection 5.4 below.

#### 5.2

The subscriptions deducted shall be transferred to the account number given by Fellesforbundet.

#### 5.3

In cases where a separate subscription has been adopted by the workplace branch, that amount shall be transferred to the account number given by the workplace branch.

#### 5.4

Rates may be altered with effect from 1 January or 1 July provided notice is given in writing at one month's notice.

### 6. Two or more branches

#### 6.1

If Fellesforbundet has members at one and the same enterprise that belong to two or more different branches, the enterprise shall deduct the subscriptions for all of these branches.

In cases where the branches adopt a special subscription for their districts

and the enterprise is unable to undertake deduction of subscriptions at the different rates for the various branches, the branches shall agree on a common rate and report this to the enterprise.

Fellesforbundet may allow one of the branches to represent the Federation in relations with the enterprise.

The branch that is authorized to act on behalf of Fellesforbundet is responsible for enabling the enterprise to group the members by branches in the deduction lists.

## 7. Deduction lists, notices

### 7.1

The enterprise shall report the deductions made by regularly forwarding deduction lists.

The deduction lists shall state the deduction period and shall contain the:

- DoB and Personal No. (11 digits) and membership number or work number when that is used as the membership number
- name
- amount deducted

Any notices, which should include

- additions during period
- withdrawals during period
- to or from initial period of national/  
community service
- deaths
- any other notices agreed upon between the parties to the collective wage agreement

Whenever a computerized system so permits, or when so agreed between the parties at the enterprise, the following notices may also be included:

- to and from lay-off period or leave of absence without pay lasting 5 days or more in excess of the employer period
- to and from payment from national insurance office
- gross wages
- deductions hitherto
- transfer to disability benefits, retirement pension or AFP

The employees shall remain on the deduction list as long as they are members of Fellesforbundet and are employed by the enterprise.

### 7.2

If not otherwise agreed, deduction lists shall be forwarded to the branch and to the workplace branch monthly .

In those cases where sending deduction lists to two or more branches creates practical problems, the organisations may discuss other solutions.

### 7.3



For employees who are on sick leave the enterprise shall, after expiry of the employer period, give the national insurance office notice of the subscription deductions for Fellesforbundet.

#### 7.4

Fellesforbundet or its branches and the individual enterprise may agree to provide the information on the deduction lists in electronic form.

#### 7.5

To facilitate work at enterprises that do not have a computerized system, Fellesforbundet will supply, to order, standard deduction lists for use in the reporting.

### 8. Adaptations

#### 8.1

For enterprises that for technical reasons are unable to follow these guidelines in full, agreement on the necessary adaptations or transitional arrangements may be made in consultation with the parties to the agreement.

#### 8.2

If an enterprise deducts subscriptions for employees who belong to other unions, it is a condition that reporting be coordinated in consultation with the organisations.

### 9. Duration and termination

#### 9.1

This Agreement entered into force 1

September 1988 and has since been amended at the 1998 revision of the collective wage agreement. If it proves that the alterations made at the 1998 revision result in practical problems for the individual enterprise, implementation of the altered rules may be postponed until 1 February 1999.

This Agreement may be terminated by either party subject to one - 1 - year's notice in writing.