

Guidelines for employers

Union membership subscriptions



Fellesforbundet

The United Federation of Trade Unions

Guidelines for deducting union membership subscriptions

To the Employer

These guidelines have been compiled by Fellesforbundet (The United Federation of Trade Unions) to aid the person or persons in the enterprise who perform the practical work connected with deduction of trade union subscriptions. For Fellesforbundet, it would be of great help if agreements on reporting procedures that involve more than the minimum set forth in the Deduction Agreement, were made between the enterprise and the shop steward/the workplace branch of the union.

The Deduction Agreement is part of the Collective Agreement made with Fellesforbundet. We hope that these guidelines will be of help in implementing and understanding the Deduction Agreement. It was revised in connection with the collective bargaining in 1998 and the Deduction Agreement is given on pages 4-7 of this brochure.

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

1. Deduction of membership subscriptions for all organized employees each pay-day.
2. Transfer the deducted subscription to Fellesforbundet not less than once a month.
3. Send deduction lists to the local/workplace branch each month
4. Send current notices to the local and

the workplace branch on the form "Standard meldingsblankett".

Deducting and paying in subscriptions

The subscription shall be deducted by the enterprise each payday. The sums deducted shall be transferred monthly (see Clause 4.1).

The percentage to be deducted shall be determined by Fellesforbundet and shall be deducted from all gross pay. "Gross pay" means all pay earned by the individual employee for work for the enterprise, such as ordinary pay, holiday pay, piecework pay, division of piecework proceeds, shift supplements, percentage supplements, overtime supplements, pay for work on public holidays, and other supplements comparable with those listed that are remuneration for work performed.

Notice of the percentage rates to be deducted, will be given by Fellesforbundet, locally or centrally. The percentage may vary from branch to branch. In addition some workplace branches have adopted a separate workplace branch subscription, this subscription is NOT to be transferred with the ordinary subscriptions, but shall be transferred direct to the workplace branch (see Clause 5.3).

Pursuant to the Deduction Agreement, the subscriptions shall be transferred each month, using the preprinted giro forms provided. If these forms

are not used, the identification (KID) number on them, must be stated when the transfer is made. The identification number for the enterprise is given at the bottom left on the giro forms provided. The workplace / local branch is to have documentation that the subscription is paid in (see Clauses 4.1 and 4.4). Once every year Fellesforbundet will send pre-printed giro forms to the enterprises that are to deduct subscriptions for Fellesforbundet. If an enterprise does not have enough giro forms, it should contact Fellesforbundet. Pre-printed giro forms are forwarded to the enterprise free of charge.

Deduction lists

Enterprises shall report deductions regularly, at least once a month, or on each payday (see Clauses 7.1 and 7.2). Enterprises that do not run out their own lists, can use Fellesforbundet's "Standard Deduction List" (see Clause 7.5).

Pursuant to the Deduction Agreement, the list shall include the following:

- the deduction period
- date of birth and personal ID No. (11 digits), membership number or work number when that is used as the membership number
- name
- amount deducted

The following notices should also be included

- additions during period
- withdrawals during period
- to/from initial period of national/community service
- deaths
- any other notices agreed upon

between the parties to the collective agreement

It is recommended that the enterprises also give notice on the deduction lists to provide information regarding members who:

- leave employment with the enterprise
- are laid off without pay for 5 days or more in excess of the employer period
- are granted leave of absence without pay
- to/from payment from national insurance office
- gross wages
- deductions hitherto this year
- transfer to disability benefits, retirement or AFP pension
- other reasons for not deducting subscriptions

To facilitate the processing and subsequent work connected with the Deduction Agreement, it is desirable that the Deduction Lists contain as much information as possible.

Employees are to remain on the deduction lists for the enterprise for as long as they are members of Fellesforbundet and have employee relations with the enterprise. This includes, for example, employees who have leave of absence, are laid off or are on sick leave.

Standard Report Forms

Fellesforbundet has a special "standard report form" for use when giving notices more frequently than the deduction list intervals.

Two or more branches

Some enterprises have employees who belong to two or more branches of Fellesforbundet. The enterprise shall deduct membership subscriptions for all of these branches. The deduction lists shall be sorted by branches and sent to the respective workplace/local branches. The aggregate subscriptions for each branch, shall be transferred under the enterprise number on the giro form.

Subscriptions for employees on sick leave

The employer shall complete the national insurance form RTV 3.02A (income and

tax details) when the employee will be on sick leave exceeding the employer period. This form shall be sent to the national insurance office in the municipality in which the employee is resident. On this form, it must also be stated whether the person belongs to a trade union and if so which union. The national insurance office will then deduct subscriptions. Take care to ensure that all organized employees who are on sick leave, are included on the deduction list, even if the subscription is deducted by the national insurance office. Fellesforbundet requests that members on sick leave are marked "on Nat.Ins. deductions" on the deduction list.

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 workplace 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.



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