

AGREEMENT

BETWEEN:

SA CONFEDERATION OF ICELANDIC ENTERPRISE AND
THE ICELANDIC TRAVEL INDUSTRY ASSOCIATION

AND

ICELAND TOURIST GUIDE ASSOCIATION

VALID from 1 April 2019 to 1 November 2022

Chapter 1

Pay system and definitions

1.1. Form of employment

Recruitment shall be as follows:

- a) Indeterminate recruitment for full or part-time positions with mutual rights and duties, such as annual holiday entitlement, term of notice, sick-leave entitlement and other rights and duties according to legislation or this collective agreement. The arrangements for work and pay can vary: employment on a permanent basis with regular monthly wages, shift work or work paid per hour in accordance with a work arrangement. Employees with regular wages in part-time positions with variable amount of work contributed between months may be paid daytime wages in excess of their job percentage through a change in the job percentage within the month of up to a 100% position.
- b) Temporary recruitment for full or part-time work including rights cf. item a) for a fixed time period or for certain temporary projects. If temporary recruitment has lasted for 24 consecutive months the employee is entitled to a contract of indeterminate duration cf. Act No. 139/2003. The arrangements for work and pay can vary: employment on a permanent basis with regular monthly wages, shift work or work paid per hour in accordance with a work arrangement.
Employees with regular wages in part-time positions with variable amount of work contributed between months may be paid daytime work in excess of their job percentage through a change in the job percentage within the month of up to a 100% position.
- c) Project recruitment for one tour, a day tour or a longer tour, or a limited number of tours. Recruitment for a tour comes with rights and duties as applicable in this agreement, job descriptions or as rising from the general rules of employment law. If project recruitment has lasted for 6 consecutive months in a 50% position or more on average the employee is entitled to temporary or indeterminate recruitment if he/she so wishes. It is permitted to pay project recruited employees an hourly wage for daytime work.

An employer must seek the consent of an employee for each tour and an employee has a right to refuse tours when offered. It is up to the employee to accept more tours than fit within 100% daytime work, and the pay for each tour is calculated as a single project and is independent of the total working hours within the month.

1.2. Definitions

Definitions of job titles and the term guided tour are based on a standard of the European Standardisation Committee; Tourism services, travel agencies and tour operators, terminology, ÍST EN 13809:2003 and shall be interpreted on its basis.

- a. **Tourist guide:** guides tourists in the language he/she is asked to and interprets the cultural and natural heritage of the area visited. The tourist guide describes the land, nature, nation, history and culture to the tourists as well as things seen and heard during the tour. The tourist guide is also the representative of the travel agency and manages the tour on its behalf. The salary grade of tourist guides applies to jobs that require the competence on which tourist guide studies are based.
- b. **Tour manager/tour escort:** the representative of a travel agency or tour group and provides practical services to tourists in accordance with the wishes of the travel agency. If a tour manager is hired for the job of a tourist guide, he/she shall receive wages according to the appropriate salary grade of tourist guides.

- c. **Head guide:** one who in addition to performing tourist guide duties for passengers on a coach is entrusted with guidance or tour management of passengers on another coach, which may or may not have a tourist guide or tour manager on board. The employee/travel agency defines the need for a head guide on a tour and negotiates with a tourist guide before the tour.
- d. **Guided tour:** a tour of a particular length across land, area, city etc. including specific natural or cultural objects and guided by a tourist guide or a tour undertaken to see and experience special natural phenomena while guided by a tourist guide.
- d. **Day tour:** a tour that begins and ends at the same place within 24 hours.
- e. **Longer tour:** a tour where an employee stays away from the starting or ending point of the tour for one night or more.
- f. **Specialised guiding:** guiding requiring special education, knowledge or special experience which the tourist guide is to share during a tour, e.g. university education (geology, literature, cultural history, ethnology, Icelandic, Icelandic literature, etc.) or education and knowledge of photography. The employer/travel agency defines the need for specialised guiding and makes an agreement with the tourist guide relating thereto before a tour.
- g. **Driver guiding:** when the tourist guide serves both as a guide and the driver of a vehicle.

1.3. Salary grades

Those who receive wages according to this agreement shall, at minimum, be organised into salary grades as follows:

1. Salary grade: Tour manager, tour escort. Is a representative of the travel agency and provides practical services to tourists in accordance with the wishes of the travel agency.
2. Salary grade: Tourist guide without special education in the field of guiding or other job preparation for tourist guiding.
3. Salary grade: Tourist guide with job preparation (education or skills assessment) in the specialised field of guiding or general guiding which is job related, cf. however competence conditions of the third salary grade. Is able to prioritise and organise his/her own work in demanding circumstances and show professionalism. Is able to share his/her knowledge and skills, support and consider the methods he/she uses and, in addition, possesses a sense of responsibility for the work environment and the skills to guide others.
4. Salary grade: Tourist guide with job preparation for general guiding (education and skills assessment) in accordance with IST EN 15565:2008 on the job-related training and education of tourist guides. Possesses specialised knowledge related to guiding. Is able to prioritise and organise his/her own work in demanding circumstances and show professionalism. Is able to share his/her knowledge and skills, support and consider the methods he/she uses and, in addition, possesses a sense of responsibility for the work environment and the skills to guide others.

If special knowledge or education exceeding the criteria provided for in salary grades 1-2 is required parties to an employment contract shall negotiate the salary for the job.

1.4. Work experience

The salary grades of tourist guides contain seniority brackets based on work experience in guiding and period of employment with the employer as follows:

1. bracket: entry-level wages
2. bracket: employee with one year of experience
3. bracket: employee with three years of experience

Points earned in a point system according to previous agreements before this agreement entered into force shall be converted to seniority so that each 15 points in

excess of points for education shall count as one year of seniority. The point system will not be maintained as of that time.

The Iceland Tourist Guide Association certifies, upon the request of an employee, the period of employment according to membership fees paid.

1.5. Contracts of employment

1.5.1. The preparation of employment contracts

Wherever a worker is engaged for a period of more than one month and for more than 8 hours per week, on average, a contract of employment must be prepared no later than one month after the commencement of the job, or the engagement shall be confirmed at its commencement in writing or electronically where the information according to 1.5.4 is included.

1.5.2. Amendments to terms of engagement, other than those resulting from legislation or collective agreements, shall be confirmed in the same manner no later than one month after they take effect.

1.5.3. The provisions of articles 1.5.1. and 1.5.2. do not apply to engagements for occasional work, provided that such an arrangement is based on objective considerations.

1.5.4. Employer's duty to inform

Contracts of employment or written confirmations of employment shall contain at least the following information:

1. The identity of the contracting parties, including ID numbers.
2. The employer's place of work and address. If there is no fixed place of work or place where work is normally carried out, then it shall be stated that the employee is engaged for work at various locations.
3. The title, job position and nature or type of work for which the employee is engaged or a short summary or description of the job.
4. The date of commencement of the job.
5. The form of employment according to 1.1. and length of the engagement, if it is for a specific term.
6. Annual holiday entitlement.
7. The notice period for termination to be given by the employer and the employee.
8. Monthly or weekly wage rates, e.g. including references to pay scales, other payments or perquisites, as well as the payment periods.
9. The length of an ordinary working day or week.
10. Pension fund.
11. Reference to the valid collective agreement of.

Information according to points 6-9 may be provided by way of reference to the collective agreement of The Iceland Tourist Guide Association.

1.5.5. Work abroad

Employees entrusted with work in another country for one month or longer shall receive written confirmation of their appointment before leaving Iceland. In addition to information according to article 1.5.4., the following must be stated:

1. The estimated working period abroad.
2. The currency in which wages are to be paid.
3. Bonuses or perquisites associated with the work abroad.
4. The conditions under which the employee may return to his/her home country, where such conditions are stated.

Information according to items 2 and 3 may be given in the form of a reference to legislation, the collective agreement of The Iceland Tourist Guide Association or general collective agreements.

1.6. Pay slips

A pay slip or a sheet accompanying the pay slip shall show itemised payments, such as by daily wages or hours paid, as well as indicating any applicable overtime and premium pay. Any deductions shall also be itemised. Holiday pay shall be indicated on the pay slip. Holiday pay shall be deposited into an earned leave account which the employee indicated at the time of recruitment.

CHAPTER 2 Wages

2.1. Guides' pay scales

2.1.1. Wage changes

The pay rises of the agreement are all in the form of ISK figure increases on monthly wages. Monthly wages refer to regular monthly wages for daytime work. The general rise of monthly wages for a full-time position on

1 May 2019: ISK 17,000

1 May 2020: ISK 18,000

1 January 2021: ISK 15,750

1 January 2022: ISK 17,250

Payment-related items of the agreement increase by 2.5% on the same dates, unless otherwise agreed.

2.1.2. The current pay scales will be replaced by pay scales cf. enclosure 1.

New pay scales are valid from 1 April 2019

1 April 2020 pay-scale wages rise by ISK 24,000

1 January 2021 pay-scale wages rise by ISK 24,000

1 January 2022 pay-scale wages rise by ISK 25,000

2.1.3. The hourly wage for daytime work is derived at by dividing the monthly wage in the relevant salary grade and seniority bracket by the annual average of monthly active working hours in a full-time job (162.5 active hours when the agreement was signed).

2.2. The December and holiday bonuses of those employed on a permanent basis

2.2.1. December bonus

The December bonus for each calendar year, based on the full-time job of an employee is:

Year 2019 ISK 92,000

Year 2020 ISK 94,000

Year 2021 ISK 96,000

Year 2022 ISK 98,000

The bonus is paid no later than 15 December each year, based on job percentage, to all employees who have been in temporary or indeterminate employment with an employer for 12 weeks during the last 12 months or are employed during the first week of December. A full-time job in this context is work for 45 weeks besides annual holiday. It is permitted, by way of agreement with the employee, to use a settlement period from 1 December to 30 November each year instead of the calendar year.

The December bonus includes holiday pay, is a fixed amount and does not change according to other provisions. Any earned December bonus shall be settled at the end of employment if employment ends before the settlement date of the bonus.

2.2.2. Holiday bonus

Holiday bonus for each holiday year (1 May to 30 April) based on the full-time employment of an indeterminately recruited guide is:

Year 2019 ISK 50,000

Year 2020 ISK 51,000

Year 2021 ISK 52,000

Year 2022 ISK 53,000

2.2.3 One-off payment July 2019

In 2019 a one-off payment is made in the form of a special premium on holiday bonus ISK 26,000 which is paid no later than 1 August. Payment for those who have worked after 1 April shall be calculated proportionally based on work contributed during the last holiday year.

2.2.4 Employees hired for specific tours or projects are to be paid holiday bonus and December bonus in proportion to hours of daytime work performed for an employer. The requirement for continuous work for 12 weeks is not made when calculating the right of those hired for specific tours or projects to holiday bonus and December bonus; it is enough that the employee has worked 12 weeks during the holiday year.

2.2.5 Nevertheless, it is permitted to settle December bonus and holiday bonus after each tour in which case the bonus is calculated as ISK 88 on each hour of daytime work during the contract period.

The holiday bonus includes holiday pay, is a fixed figure and does not change according to other provisions. Any earned holiday bonus shall be settled at the end of employment if employment ends before the settlement date of the bonus.

2.2.6 Holiday and December bonus entitlement accrued during childbirth leave

After one year in the employment of the same employer, any absence due to legally prescribed childbirth leave shall be counted as working time when calculating the December and holiday bonuses. The same applies in the case of women who, as a safety precaution, must stop work during pregnancy, cf. the Regulations on measures to improve safety and health at work for women who are pregnant, have recently given birth or are breast-feeding.

2.3. Shift premium, overtime and additional payments

2.3.1. Shift premium

33.00% 19:00 - 24:00 Monday - Friday

45.00% 00:00 - 07:00 every day and on weekends

45.00% 00:00 - 24:00 during special holidays

90.00% 00:00 - 24:00 during major public holidays

2.3.2. Overtime pay

Overtime work is paid with an hourly rate which is 1.0385% of guides' monthly wage in each salary grade for daytime work according to article 2.1.

Work in excess of 162.5 hours per month is paid as overtime and work carried out during holidays according to article 3.3.1 is paid with an hourly overtime rate.

2.3.3. Major public holidays

Payment for all work done on major public holidays according to article 3.3.2 shall be made at hourly rates equivalent to 1.375% of guides' monthly wages for daytime work in each salary grade and seniority bracket according to article 2.1.

2.3.4. Preparation before a tour

If a guide is required to fetch and check documents on another day than the one on which the tour starts that work must be paid for and not considered part of the general

preparation for the tour. The same applies if additional work is required after a tour has been completed.

- 2.3.5 If a guide is required to dine with passengers on longer tours where accommodation is in a hotel, working hours in excess of 11 hours shall be paid for or payment agreed especially beforehand.
- 2.3.6 If a driver guide on a longer tour is required to clean and put away a vehicle working hours in excess of 11 hours shall be paid for or payment agreed especially beforehand.
- 2.3.7 If a guide hired for a longer tour is required to have time off for half a day or a whole day away from home he/she shall be paid for those days a minimum of 3.75 hours daytime work for half a day and 7.5 hours of daytime work for a whole day, unless it is a weekend or holiday in which case the relevant pay scale applies.
- 2.3.8 It has been part of a tour guide's job on a tour to present other tours by the travel agency and/or third party and note down orders for those tours. If a guide hired for a project also accepts payments (in cash or card) for such tours, remuneration for this shall be agreed upon in a in an employment contract.

2.4. Special premium payments

- 2.4.1. Language premium
If a guide is required to guide using more than one language, a 20% premium is paid on the hourly rate for each additional language.
- 2.4.2. Specialist premium
When specialized knowledge is required during a tour a 25% premium shall be paid.
- 2.4.3. Head guide
A 25% premium shall be paid on the wages of a head guide.
- 2.4.4. Guiding in more than one vehicle
If a guide is required to guide in more than one vehicle a payment for this shall be negotiated beforehand.

2.5. Driver guiding

- 2.5.1. Driver guiding is when the tourist guide drives a coach and guides at the same time. A 50% premium is paid on the hourly wage for driver guiding when there are 4 or more passengers.
- 2.5.2. If driver guiding is changed to ordinary guiding the guide, who has been hired for a specific tour, shall notified of this with at least 2-hour notice or else he/she retains the premium according to article 2.5.1.
- 2.5.3. Another payment arrangement may be agreed upon for day tours where driving comprises less than 50% of the total time of the tour and the driving distance is less than 200km.

CHAPTER 3

Working hours, daytime work and daytime working period

3.1. Employees recruited temporarily or for an indeterminate period

- 3.1.1. The daytime working period for employees recruited temporarily or for an indeterminate period is from 07:00 to 19:00 on weekdays. For work outside this period or exceeding daytime working hours according to 3.1.2. overtime is paid according to 2.3.2. or 2.3.3. as applicable.

- 3.1.2. The daytime working hours of employees recruited temporarily or for an indeterminate period, based on a full-time job, is 37.5 active working hours on average per week. Work shall be organised for four weeks at a time, if possible. Overtime is paid for work exceeding 12 hours a day and 37.5 hours a week on average. Active working hours based on a full-time job is 162.5 hours on average per month. For longer tours, 11 hours are paid per day, but for tours where accommodation is in tents or huts 12 hours are paid per day. Effort shall be made to limit the travel time on coaches to 9 hours per day, at the most.
- 3.1.3. It is permitted to make an agreement with an employee on flexible settlement of daytime work between months provided that daytime work does not exceed 162.5 active hours per month on average over a 6-month period or during the employment period of temporarily recruited employees hired for a shorter period. The upper limit of daily working hours and rest time shall be observed.
- 3.1.4. Employees with regular wages in part-time positions with a variable amount of work contribution from month to month may be paid daytime wages in excess of their job percentage through a change in the job percentage within the month of up to a 100% position.
- 3.1.5. It is permitted to hire tourist guides for shift work. Premium is paid on working hours outside the daytime working period cf. article 2.3.1.

3.2. Employees recruited for tours or projects

- 3.2.1. The daytime working period of employees hired for specific tours or projects is from 07:00 to 19:00 on weekdays. For work outside this period or exceeding 7.5 hours a day overtime is paid according to 2.3.2. or 2.3.3. as applicable.
- 3.2.2. The wages of employees hired for specific tours or projects are paid for hours worked or for a previously negotiated time, at least 4 hours, unless in the case of longer tours. For longer tours, 11 hours are paid per day, but for tours where accommodation is in tents or huts 12 hours are paid per day. Effort shall be made to limit the travel time on coaches to 9 hours per day, at the most.
- 3.2.3. An employer must seek the consent of an employee for each tour and an employee has a right to refuse tours when offered. It is up to the employee to accept more tours than fit within 100% daytime work, and the pay for each tour is calculated as a single project and is independent of the total working hours within the month.

Temporary protocol due to changes to working hours in the agreement.

Changes to working hours according to articles 3.1. and 3.2 take effect on 1 June 2019 but until then provisions on working hours in the previous agreement apply unchanged.

3.3. Special provisions on working hours

- 3.3.1. If a travel agency requests special extra work outside the working hours agreed upon during tours with accommodation in a hotel or tent/hut that work is paid for especially in accordance with the work contributed by the employee.
- 3.3.2. Academic lecture outside working hours
If a tourist guide gives an academic lecture outside regular working hours he/she shall be paid especially for the preparation and presentation of the lecture, no less than 2 hours for each lecture.
- 3.3.3. Grocery shopping/cooking
If an employee hired for a tour takes care of grocery shopping and/or cooking for passengers, the arrangement and payment for this shall be agreed upon before the tour begins. The decision of payment shall be made with view of the magnitude of the shopping and/or cooking.
- 3.3.4. Cancellation of tours
- 3.3.4.1. *Day tours*
If a day tour is cancelled in the case of an employee hired for the tour within 24 hours of the announced time of departure, the tour shall be paid in full at the rate that otherwise would have been paid, barring force majeure. However, a travel agency is permitted to offer the guide comparable tours under its own auspices or others' during

the travel period agreed upon without special extra payment. If that tour is longer or falls outside of the period originally agreed upon payment shall be made for the excess time.

3.3.4.2. *Longer tours*

If a longer tour is cancelled for an employee hired for the tour the entire tour shall be paid as planned, provided the employee has not received announcement of the change at least 120 hours before the agreed longer tour was supposed to begin, barring force majeure such as a strike or natural disaster. However, a travel agency is permitted to offer the employee work on a tour or tours instead of the one cancelled and previously agreed, during the same period. It is also permitted to agree on priority for guiding a tour outside the high season instead of a tour cancelled during the summer, if this is convenient for both parties.

3.3.4.3. If a guide refuses to guide a tour during the same period as the original tour was scheduled for, payment equalling the substitute tour is cancelled.

3.3.4.3. A guide cancels a tour

If a guide cancels guiding a tour with the same notice as according to 3.2.4.1. and 3.2.4.2. he/she becomes liable for damages against the travel agency amounting to half the wage of the guide when the tour is cancelled, unless in the case of other legitimate absence. A guide is permitted to find a replacement guide for the tour. The choice of a guide is subject to approval by the travel agency. The travel agency's rejection must be based on well-founded and factual reasons.

3.4. Holidays and major public holidays

3.4.1. Public holidays

Public holidays are: Maundy Thursday, Easter Monday, the First Day of Summer, 1 May, Ascension Day, Whit Monday, The August Bank Holiday (first Monday in August) and Boxing Day.

3.4.2. Major public holidays

Major public holidays are New Year's Day, Good Friday, Easter Sunday, Whit Sunday, 17 June, Christmas Day and the period after 12:00 noon on Christmas Eve and New Year's Eve.

3.5. Waiting away from home

If a guide has to wait for a tour away from home at the employer's request, he/she shall be paid 7.5 hours according to the daytime pay scale. Premium according to 2.3.1 is paid on weekends 2.3.1

3.6. Stand-by shifts

If an agreement is reached with a guide to be stand-by for a tour on a certain date, 3.754 hours of daytime pay is paid if the guide does not need to attend the tour. If the guide attends the tour only the tour itself is paid for according to normal rules.

Payment rules regarding the cancellation of tours do not apply to stand-by shifts.

3.7. Minimum rest

3.7.1. Daily rest period

Working time shall be arranged in such a way that during each 24-hour period, starting from the beginning of the working day, the employee receives at least 11 hours' continuous rest. If possible, this daily rest period shall include the period between 23:00 and 6:00.

Work may not be arranged in such a way that the working period exceeds 13 hours.

3.7.2. Exceptions and right to take leave

Under special circumstances, when it is necessary to protect items of value, a work session may be extended to as many as 16 hours, in which case, without exception, a rest period of 11 hours shall be granted immediately following the work, without any reduction of the employee's right to regular wages for daytime work.

When special circumstances make it unavoidable to deviate from the daily rest the following shall apply: if employees are specially asked to report for work before the 11-hour rest period is up, then the rest period may be postponed and granted later, in such a way that a right to take leave in the form of 1½ hours (of daytime working time) accumulates for every hour by which the rest period is shortened. It shall be permitted to pay ½ hour (of daytime working time) of the leave entitlement if the employee wishes. In no case may 8 hours of continuous rest be reduced.

If the employee works for such a long time preceding a holiday or weekend as to make it impossible to have 11 hours' rest before the normal beginning of the working day, the situation shall be handled in the same way as above. If the employee reports for work on a holiday or weekend, payment at overtime rates shall be made for the time worked without further additional payments.

However, the above provisions shall not apply in the case of organised shift work, where the rest period may be reduced to as little as 8 hours.

Accrued leave-taking entitlement shall be stated on the employee's pay slip, and leave shall be granted in half and whole days outside the peak periods in the company's activities in collaboration with the employee, provided that the accrued leave-taking entitlement amounts to at least 4 hours. Settlement in respect of the employee's unused leave-taking entitlement shall be made on termination of employment, with the entitlement counted as part of the period of engagement.

3.7.3. Weekly day off

During each 7-day period, a guide shall have at least one weekly day off work, which shall be in direct sequence with the daily rest period. For this purpose, the week shall be taken as beginning on Monday.

3.7.4. Postponement of the weekly day off

To the extent practicable, the weekly day off shall be Sunday, and to the extent practicable, all those who work for the same company or at the same permanent place of work shall receive a day off work on that day. Guides' weekly day off may be postponed so that they are taken when a tour has been completed, without special payment relating thereto. Only the days on which the tour is under way shall be paid.

3.7.5. Breaks

If the employees' daily working time is more than 6 hours, they shall be entitled to at least a 15-minute break. Coffee and meal breaks are considered breaks in this context.

Regarding the scope, rest period, breaks and other matters, reference is made to the collective agreement between ASÍ and VSÍ from 30 December 1996 on certain matters pertaining to the structure of working hours, which is regarded as part of this wage agreement. The abovementioned provisions supplement Section 13 of this agreement.

CHAPTER 4

Board, lodging, transportation and telecommunications

4.1. Board and lodging

4.1.1. Employees who do not reach home during tours receive free meals and other subsistence and travel expenses.

Guides on tours shall be provided with facilities to rest during resting periods. Effort shall be made to ensure that the guide has access to accommodation comparable to that which the passengers get.

In case of different and poorer conditions during hotel tours--e.g. sleeping-bag accommodation, a vehicle or housing that is normally not intended for accommodation--half of the per diem allowance according to the estimate of The State Travel Cost Committee shall be paid.

4.1.2. When employees need to stay for a prolonged period at a worksite away from home an effort shall be made to ensure for them a spacious private room which can be locked and is well ventilated and heated. Preferably, each employee should have a locked

storage for clothes and other personal items as well as access to bathing and sanitary facilities, storage for protective clothing and facilities to dry work clothes.

4.2. Transportation to and from work

- 4.2.1. If a guide is called in for work with less than one hour's notice the employer shall provide transportation to the workplace and from the workplace when work has ended, if public transport is not available.
- 4.2.3. The employer provides an employee with transportation to and from the places of departure and arrival if public transport is not available.
- 4.2.2. On tours where the guide needs to stay the night away from home and needs to carry a substantial amount of equipment, such as travel documents, hiking equipment etc., at the beginning and end of the tour, the employer shall at the beginning and end of the tour either provide the guide with transportation to and from the place of departure or pay the guide the proven cost of transportation.

4.3. Telecommunications

A travel agency shall ensure that a guide has access to a telephone or telecommunications equipment on tours. An agreement may be reached on using the guide's private phone on tours as needed in each case.

If a guide is expected to use his/her private phone on long journeys for tour operators to organise and confirm various aspects of the journey an agreement relating thereto must be reached before the journey. If payment for such use is not agreed upon it shall be considered to be ISK 500 on average for each whole day. If a guide believes his/her telephone expenses due to the tour to be higher he/she shall demonstrate out-of-pocket costs according to a phone bill.

CHAPTER 5

The company component of the agreement

5.1. Objective

The objective of the company component of the agreement is to reinforce the collaboration of staff and management in the workplace with view of creating the preconditions for the improved wage terms of staff with increased productivity.

The objective is to develop collective agreements so that both parties will derive increased benefits from them. Aims include shortening the hours of work while retaining the same or increased productivity. The goal shall always be for the specified benefit to be divided between staff and the company based on clear conditions.

5.2. Negotiation authorisation

The company component shall as a rule apply to all employees covered by the collective agreement of the relevant organisation. However, it is permitted to make special agreements in specific limited workplaces, provided there is an agreement in place pertaining thereto.

Negotiations on the company component are conducted under the embargo of strikes and lockouts of general collective agreements and shall be commenced upon the agreement of both parties. Moreover, the intended scope of the agreement shall be stated in writing.

Once negotiations have been decided upon the trade union and association of employers are notified thereof. Both parties, employees and spokespersons of the company, have the right to seek consultation from the contracting parties. Parties can either separately or together decide to summon representatives of the contracting parties to the ministry for negotiations, right after negotiations have been decided upon.

5.3. Representatives of employees – representation in negotiations

The elected representatives of a trade union shall represent employees in negotiations with the management of the company. An elected representative shall be authorised to arrange the election of 2 to 5 additional members of the negotiating committee, depending on the number of employees, and they then form the joint negotiating committee.

The elected representative and elected members of the negotiating committee shall be given a reasonable length of time for preparation and negotiations during work hours. They shall also enjoy special protection at work and they must not be adversely affected due to their work on the negotiating committee. Thus, it is not permitted to dismiss them due to their work on the negotiating committee.

In workplaces where elected representatives are in two or more trade unions, they shall jointly represent employees in cases where the company agreement may affect their position. Under these conditions it shall be ensured that a representative of all relevant trades takes part in the dialogue, even though this may lead to an enlargement of the negotiating committee.

Where elected representatives have not been appointed The Iceland Tourist Guide Association can press for a negotiating committee to be elected.

5.4. Dissemination of information

Before commencing negotiation of a company agreement, the management shall inform the elected representatives and others on the negotiating committee about the position, future outlook, and staff policy of the company.

An elected representative has the right to information about wage payments in the workplace that he/she represents to the extent necessary in order to enforce the provisions of the company agreement.

During the period of validity of the company agreement, elected representatives shall be informed about the abovementioned items and focus in operations twice a year. They shall observe confidentiality about this information to the extent that they are not subject to public discussion.

5.5. Permitted deviations

It is permitted, by an agreement between a company and its employees, to adjust the provisions of the agreement to the needs of the workplace by way of deviations regarding the following components, provided an agreement is reached about the employees' payment.

- A four-day workweek. It is permitted to complete the full weekly workload of daytime work in four weekdays if legislation or other agreements are not restrictive in this respect.
- Shift work. It is permitted to agree to take up shift work with at least one month's notice. Shift periods shall last at least one month at a time.
- Shift premium in daytime-work basis. It is permitted to transfer part of the overtime premium into the daytime-work basis.
- Holiday for overtime. It is permitted to agree to accumulate overtime hours and replace them with holiday for the same number of hours on weekdays outside the company's high season. The overtime hours are accumulated and paid later as daytime work, but the overtime premium is paid out.
- Food breaks. It is permitted to agree to other forms of food breaks than specified in the main collective agreement.
- Annual holiday. It is permitted to use part of the annual holiday to reduce the activities or close on specific days outside the company's high season.
- Work incentive pay system. It is permitted to develop a work incentive pay system without formal work research where deemed convenient by both parties.
- Transfer of Thursday holidays. It is permitted to agree in a workplace that contractual holidays due to Ascension Day and the first day of summer, both of which are always a Thursday, are moved to another weekday, e.g. a Friday or Monday, or linked to other days off taken by employees. The decision on a new holiday or the arrangement for a holiday applies to all relevant employees and is determined by the choice of the majority. The same salary is paid for those days as other weekdays and employees keep their daytime pay on days off pertaining to the new holidays. If employees are especially asked to work on the new holidays overtime is to be paid in addition to daytime pay, unless otherwise provided in the shift work provisions of the collective agreement. If a holiday has not been taken at the termination of employment it shall when wages are settled be paid with 8 hours of daytime pay based on full-time employment.

Deviations from the general rules of the collective agreement in excess of the abovementioned limits are only permitted if The Iceland Tourist Guide Association and the association of employers have made an agreement relating thereto. Employment contracts shall state the share of the company component of the agreement in the employee's wage terms.

5.6. Remuneration of employees

If an agreement is reached on the adjustment of the provisions of the collective agreement to the needs of a company or other deviations from a work arrangement, which has previously been agreed, an agreement shall also be made concerning the share of employees in the benefit which the company derives from the change.

The share of employees can appear as a reduction in working hours without the corresponding reduction in wages, a payment of a fixed amount per month or quarter, a skill premium, a percentage premium on wages or a fixed number of ISK per hours paid, or in another manner depending on the agreement made. However, the contract shall state clearly the benefit to the company and the remuneration of employees. Both are deviations from the collective agreement and can be cancelled at dismissal according to article 5.7.

5.7. Entry into force, scope and term of validity

An agreement on the company component shall be in writing and put to all who fall under the agreement in voting by ballot conducted by the relevant negotiating committee of employees. An agreement is deemed approved if it receives the support of the majority of the votes cast. The relevant trade union shall ensure that the agreed deviations and remuneration for them, on the whole, are in line with the provisions of legislation and collective agreements on minimum wage. Barring the reception of an announcement to the contrary within four weeks the agreement is deemed approved by both parties.

It is permitted to let a company agreement be valid for a limited trial period of up to three months and then finalise its content in light of the experience. In other cases, the term of validity is unlimited. After one year, each party can ask for a revision. If an agreement on changes is not reached within two months each party can denounce the company agreement with a 6-month notice based on the beginning of the month. After that time both the agreed changes and the employees' share in the benefit are cancelled. For a cancellation to be binding it needs to be supported by the majority of the relevant employees in the same sort of voting as was conducted when the agreement entered into force. If an employer cancels the company component of an agreement pay rises related to it shall only be reversed to the extent that corresponds to the cost increase that is derived from the reintroduction of previous contractual provisions.

5.8. The impact of a company agreement on terms of employment

Changes to terms of employment that may stem from a company agreement are binding for all relevant employees provided they have not objected the contractual process formally to the management of the company and the negotiating committee of employees before voting took place.

The provisions of the company agreement apply equally to employees employed when the agreement was approved according to the provisions of this chapter as well as those who are hired later, in which case they shall be informed of its content at the time of recruitment.

5.9. Handling of disputes

In the event of a dispute within the company about understanding or implementation of the company agreement where attempts to resolve the dispute through discussions between parties in the workplace fail, employees shall seek assistance from The Iceland Tourist Guide Association to resolve the issue.

If an agreement is not reached about an evaluation of the impact of a cancellation according to the last sentence of paragraph 2 in article 5.7. either of the parties can refer the dispute to the decision of an independent party. 65% of the cost is paid by the company and 35% by employees.

CHAPTER 6

Annual holiday

- 6.1.1. The minimum annual holiday of an employee recruited temporarily or for an indeterminate period shall be 24 weekdays. The holiday pay shall be 10.17%.
An employee with 10-year work experience or 5 years with the same company shall get 27 days of annual holiday and holiday pay of 11.59%.
An employee with 15-year work experience cf. 1.4. or 10 years with the same company shall get 30 days of annual holiday and holiday pay of 13.04%.
- 6.1.2. Taking annual holiday outside the annual holiday period
Employees recruited for and indeterminate period who according to the wishes of the employer do not get a minimum of 14 days in the period from 1 April till 30 September each year shall receive a 25% extension on the part of the annual holiday granted outside the statutory period, or an equivalent payment.
(This provision does not apply to guides hired for specific tours or projects.)
- 6.1.3. The holiday pay of guides hired for specific projects shall be 10.17%, 11.59% or 13.04% in accordance with work experience. (The employee supplies an employment certificate).
- 6.1.4. Holiday pay is paid into the guide's earned leave account with a bank or savings bank.
- 6.1.5. In the event of the death of a guide the earned leave shall be paid to the estate.
- 6.1.6. In other respects, annual holiday is subject to the current provisions of law on annual holiday.
- 6.1.7. If an employee is taken ill during holiday in Iceland, in an EEA country, Switzerland, the United States or Canada so that he/she cannot enjoy the holiday he/she shall notify the employer of this on the first day, e.g. by telegram, email or in another verifiable manner barring force majeure but then as soon as that situation has passed.
If an employee fulfils the duty to notify, the illness lasts longer than 72 hours and he/she notifies the employer within that time which doctor is taking care of him/her and will issue a medical certificate, he/she is entitled to compensatory holiday for an equally long period as the illness verifiably lasted. Under the abovementioned circumstances the employee shall always verify his/her illness by way of medical certificate. The employer has the right to have a doctor visit the employee who is taken ill while on holiday. The compensatory holiday shall be granted as per agreement.
- 6.1.8. The same rules as above apply to accidents on annual holiday.

CHAPTER 7

The payment of wages in cases of illness and accident insurance

7.1. Illness and accidents

- 7.1.1. **Sick leave entitlement of employees recruited temporarily/for an indeterminate period**
An employee retains wages for two days for each month worked during the first year of employment with an employer.

After one year of employment with the same employer he/she retains daytime wages for one month during each twelve-month period.

After three years of employment with the same employer he/she shall retain daytime wages for two months in each twelve-month period.

After five years of employment with the same employer he/she shall retain daytime wages for three months during each twelve-month period.

In all cases, employment is assumed to have been continuous.

7.1.2 Accidents at work and occupational diseases

If an employee recruited temporarily or for an indeterminate period is absent due to an accident at work or while travelling directly to or from work and also if an employee becomes ill from an occupational disease, he/she shall, in addition to the entitled wages during illness, maintain his/her daytime pay for three months.

The entitlement above is an independent entitlement and does not erode the employee's sick leave entitlement.

7.1.3 Illness of children

During the first six months of work for an employer, parents may spend two days for each worked month looking after their children under the age of 13, provided that no other arrangements can be made to have them cared for. After 6 months' employment, the entitlement will be 12 days during each 12-month period. The same applies to children under the age of 16 when illness is grave enough to lead to at least one day's stay in hospital. Parents retain their daytime wages as well as shift premium where applicable.

The contracting parties agree that the word parent includes foster parents or guardians, who support the child and act as a parent.

7.1.4 The sick leave entitlement of employees hired for specific tours

The sick leave entitlement of guides hired for specific projects and tours is the same as that of other employees during the first year and is calculated so that the total hours worked for the employee for the past 12 months gives right to wages during illness. Thus, a full month of work (162.5 hours) gives the right to two days paid during illness. Two months worked give the right to 4 days paid during illness, etc.

The sick leave entitlement of guides hired for specific projects and tours in excess of the above is the same as that of other employers who are recruited temporarily cf. 7.1.1. and is calculated so that the total hours worked for an employer for the past 60 calendar months gives right to wage payments during illness.

The establishment of sick leave pay is based on daytime hours worked.

- 7.1.5 If a guide undertakes a tour for the same or a different party during the payable illness period, payments shall be cancelled as of that time.
- 7.1.6 If a guide becomes ill before a tour and cannot work, he/she shall submit a valid medical certificate upon the employer's request. Such a medical certificate shall be provided by the company's regular physician if requested.
- 7.1.7 **Accidents at work and occupational diseases**
 If an employee hired for a specific project is absent due to an accident at work and also if an employee becomes ill from an occupational disease he/she shall, in addition to the entitlement to wages during illness, retain the entitlement to wages in accordance with his/her work contribution for the relevant employer for the preceding 12 months. The wage entitlement shall be based on a full year's employment of 1688 man-hours and the ratio calculated on the basis of hours worked. Hence, an employee who has worked 844 hours for the preceding 12 months shall retain daytime wages for one and a half months.
 Wage payments shall be cancelled if a guide undertakes work for another party during the period.
 The abovementioned entitlement is an independent entitlement and does not erode the employee's sick leave entitlement.
 The establishment of accident pay is based on daytime hours worked.
- 7.1.8 **Medical certificate**
 If a guide is taken ill and cannot work for that reason, he/she shall notify the employer of this without delay. The employer decides whether a medical certificate is required. The certificate shall be issued by the company's regular physician if required.

7.2. Guide's accident insurance

- 7.2.1. Employers are obliged to insure the wage-earners covered by this agreement against death, permanent medical disability and/or temporary disability resulting from an accident at work or on a normal route from their homes to the workplace and from the workplace to their homes. If an employee is temporarily stationed at a location outside his/her home in connection with work, the temporary location shall replace the home for the purposes of insurance, and the insurance shall also cover normal travelling between the home and the temporary location.
- 7.2.2 The insurance applies during travel within Iceland and abroad if undertaken on behalf of the employer.
- 7.2.3. The insurance applies to accidents occurring during sports activities, competitions and games, provided that such events are organised by the employer or the staff association and the employee is expected to participate in such events as a part of the employee's work. Exempted are accidents that occur in boxing, any form of wrestling, driving sports, hang-gliding, sailplaning, bungee jumping, mountain climbing that requires special equipment, cliff rappelling, scuba diving and parachuting. If any of the above is part of the job, job preparation or training of an employee and organised by the employer the employer has a duty to ensure that employees are also insured under those circumstances.
- 7.2.4. The insurance does not pay compensation for accidents resulting from the use of motorised vehicles subject to registration in Iceland and which are covered by legally prescribed vehicle insurance, irrespective of whether covered by third-party insurance or by the driver's and owner's accident insurance under the Traffic Act.
- 7.2.5. The insurance shall take effect with respect to the employee when he/she begins working for the employer (is added to the payroll roster) and expires when employment is terminated.
- 7.2.6 Price indexing and indexation of compensation
 Insurance amounts are based on the consumer price index for inflation adjustment effective from February 1, 2008 (282.6 points) and are adjusted on the first day of each month in proportion to the adjustment of the price index.
 Compensation amounts are calculated on the basis of the insurance amounts on the date of the accident but are adjusted on the basis of the consumer price index in direct proportion to changes in the price index from the date of the accident to the date of settlement.

7.2.7 Death benefits

In the event that an accident causes the death of the insured within three years of the date of the accident, the beneficiaries shall be paid death benefits, less already paid-out benefits for permanent medical disability resulting from the same accident.

Death benefits will be from 1 February 2008:

1. To the surviving spouse benefits shall amount to ISK 5,000,000.
The term spouse refers to an individual who was married to the deceased, in registered partnership or common-law marriage.
2. To each minor that the deceased had custody of or paid child-support for in accordance with the Children's Act No. 76/2003, the benefits shall be equivalent to the total amount of child support in accordance with the Social Security Act as current, to which the child would have been entitled due to the death until the age of 18. The benefits are paid in a lump sum. On the calculation of benefits, account shall be taken of child support on the date of death. Benefits to each child, however, shall never be less than ISK 2,000,000. Benefits to children shall be paid to the party who has custody of them after the death of the insured. To each adolescent aged between 18 and 22 who has the same domicile as the deceased and who were demonstrably supported by the deceased, the benefits shall amount to ISK 500,000. If the deceased was the sole provider for the child, the compensation shall increase by 100%.
3. If the deceased demonstrably supported a parent or parents aged 67 or more, the surviving parent, or parents jointly, shall receive benefits amounting to ISK 500,000.
4. If the deceased had no spouse pursuant to item 1 above, then death benefits amounting to ISK 500,000 shall be paid to the estate of the deceased.

7.2.8. Compensation for permanent disability

Compensation for permanent disability shall be paid in proportion to the medical consequences of the accident. Permanent disability shall be evaluated according to injury indices issued by the Disability Committee. The evaluation shall be based on the health of the injured party as it is when it has stabilised.

The base amount of disability compensation is ISK 11,400,000. Compensation for permanent disability shall be calculated in such a manner that ISK 114,000 is paid for each disability degree from 1 to 25, ISK 228,000 is paid for each degree of disability from 26 to 50, ISK 456,000 for each degree of disability from 50 to 100. Compensation for 100% permanent disability, therefore, is ISK 31,350,000.

Disability benefits shall also be based on the age of the injured party on the day of the accident so that benefits are lowered by 2% for each year of age after the age of 50. After the age of 70 benefits shall be lowered by 5% of the base amount for each year of age. The linking of benefits to age shall however never lead to more than a 90% reduction.

7.2.9. Compensation for temporary disability

In the event that an accident causes temporary disability, the insurance shall pay a per diem sum in proportion to the loss of working capacity, starting four weeks after the accident occurred and lasting until the employee is fit for work or until a disability assessment has been made but shall not be made for more than 37 weeks.

Per diem payments for temporary disability are ISK 25,000 per week. If the employee is able to work to some extent, the per diem payments shall be paid proportionately.

Per diem payments from the insurance are paid to the employer during such time as the employee is paid a wage in accordance with collective agreements or an employment contract and are subsequently paid to the employee.

7.2.10. All employers are under obligation to purchase an insurance from an insurance company holding an operating permit in Iceland that meets the above conditions of collective agreements as regards accident insurance.

In respects other than provided for in this section of the agreement, the terms of the insurance company in question and the provisions of the Act on Insurance Contracts No. 30/2004 shall apply.

The above provisions on accident insurance and new compensation amounts apply to accidents that occur after 1 May 2008.

Protocol on the terms and conditions of insurance companies – Appendix to the agreement on workers' accident insurance

The federations of ASI and SA will examine, with the participation of insurance companies, whether the terms and conditions that apply to their insurance policies are fully

compatible with this agreement. The result of that examination will also apply to this agreement.

7.3. Childbirth leave

- 7.3.1. According to Act No. 95/2000 on Childbirth and Parental Leave childbirth leave shall be considered as time in employment when assessing job-related rights such as the right to take annual holiday and the lengthening of annual holiday according to collective agreements, seniority pay rises, illness rights and term of notice. The same applies if for safety reasons a woman needs to stop working during pregnancy, cf. a regulation on measures to increase health and safety in the workplace for women who are pregnant, have recently given birth or are nursing a baby.
- 7.3.2. Childbirth leave counts as time worked when calculating holiday rights, i.e. the right to taking annual holiday but not holiday pay.
- 7.3.3. Pregnant women have the right to necessary absence from work due to antenatal care without deduction from fixed wages, if such care needs to take place during working hours.

7.4. Baggage insurance

Travel agencies shall at their own cost insure the necessary baggage of guides for up to ISK. 250,000.

Insurance amounts shall be reviewed twice a year, 1 January and 1 July, and then raised in accordance with adjustments in the consumer price index.

CHAPTER 8

Conditions in the workplace

8.1. Conditions in the workplace

- 8.1.1. Workplaces and workstations
Concerning conditions in the workplace reference is made to Act No. 46/1980 on conditions, health, hygiene and safety in the workplace and the rules of The Administration of Occupational Safety and Health No. 581/1995. The provisions of laws and rules apply equally to fixed workplaces and workstations outside the workplace.
- 8.1.2. First-aid kit
A first-aid kit with the most common drugs and medical equipment shall be installed in coaches ready for use for first aid in cases of accidents. Drugs and medical equipment shall be kept by the driver and are his/her responsibility.
- 8.1.3. Equipment on a coach
A coach used for tours shall contain working facilities for a guide, a chair that fulfils current requirements for health and safety and facilities for work documents and all necessary equipment and safety equipment, a microphone and speaker system and safety equipment such as a fire extinguisher and equipment that enables the guide to open doors from the inside and outside. A coach used for driver guiding shall contain a hands-free microphone.

CHAPTER 9

Elected representatives

9.1. Voting for the elected representatives

- 9.1.1. It is permitted to vote for an elected representative in each workplace where on average 5 or more guides - recruited temporarily, for an indeterminable period or a specific tour – work, and two elected representatives where on average more than 50 guides work. Their election is subject to the provisions of Act No. 80/1938.

CHAPTER 10

Pension funds, sick-pay fund, continuous education fund

10.1. Pension fund

The employee pays 4% of his/her wages to collective pension funds and the employer's contribution to collective pension funds is 11.5%. Payments shall be made to Almenni Pension Fund unless otherwise agreed.

A guide who so wishes can pay into a pension fund on the general labour market of his/her own choice until the age of 70, even though he/she has started receiving pension payments from other funds. This however is subject to the rules of the pension fund in question.

In cases where the guide pays an additional contribution into a private pension fund the employer also pays a contribution in the following manner:

The contribution of the employer is 2% against the employee's 2% contribution

10.2. Sick-pay fund

Employers shall pay 1.25% of guides' wages to the sick-pay fund of the Iceland Tourist Guide Association. The sick-pay fund premium shall be submitted with pension fund payments.

10.3. Continuous education fund

Employers pay a 0.25% charge to the Continuous Education fund of The Iceland Tourist Guide Association which shall be submitted with pension fund payments. This premium replaces a payment into the holiday-pay fund of The Iceland Tourist Guide Association.

10.4. Collection of membership fees

The travel agencies shall collect membership fees for The Iceland Tourist Guide Association from employees performing duties that fall within the scope of this collective agreement, unless the employee has wished to remain outside the association or pay membership fee to another trade union in which he/she is a member. The membership fees are based on a certain percentage of total wages and shall be submitted with pension fund payments.

10.5. Vocational rehabilitation fund

Employers shall pay 0.10% to the vocational rehabilitation fund due to regular employees cf. a statement by ASÍ and SA which accompanies this agreement.

CHAPTER 11

Notice of termination

11.1. The notice of termination of regular employees

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- 11.1.1. There is no notice for termination of employment during the first week of employment.
 After two weeks of continuous work for the same employer: 12 calendar days.
 After 3 months of continuous work for the same employer: 1 month based on the end of the month.
 After 3 years of continuous work for the same employer: 3 months based on the end of the month.
 The provisions of Article 9.1.1. fully replace the provisions of Article 1 of Act No 19/1979 on notice of termination.
 The right to terminate employment is mutual and any termination of employment shall be in writing.
- 11.1.2. If an employee is dismissed after at least 10 years of continuous work for the same company, the notice of termination is four months if the employee has reached the age of 55, 5 months if he/she has reached the age of 60 and 6 months if the employee has reached the age of 63. However, the employee can resign from his/her job with a 3-month notice.

CHAPTER 12

Priority for work

12.1. Priority for work, membership and education

- 12.1.1. Travel agencies and other parties to this agreement require tourist guides to have completed a tourist guide training course in accordance with the standard ÍST EN 15565:2008 or have other education and/or experience appraised as equivalent or have received other job preparation in accordance with other guidance or specific projects for which the employee is hired. Examples include especially trained glacier guides and diving guides. Parties to the agreement shall seek to hire only trained tourist guides.
- 12.1.2. Members of The Iceland Tourist Guide Association have priority for guiding work with travel agencies that are parties to this agreement and travel agencies within SA and SAF enjoy priority for the work of members within The Iceland Tourist Guide Association.

CHAPTER 13

Handling of disputes

13.1. Joint committee and handling of disputes

Disputes on wages and benefits or parallel disputes between an employee and employer that may arise during the contracting period, may be referred by either party to handling by the joint committee of parties to the agreement before resorting to industrial action or the courts. The joint committee shall be made up of three representatives from each party. Also may be referred to the joint committee disputes that arise in workplaces where there are no elected representatives due to the small number of employees or for other reasons.

CHAPTER 14

Acquired rights

14.1. Acquired rights

The acquired rights of employees shall be retained if they are hired again within one year. Similarly, acquired rights shall take effect again after one month of work if the employee is hired after more than one year but within three years. An employee who has worked continuously for 1 year or more for an employer shall similarly enjoy acquired rights again after 3 months of work if hired again after more than three years away from work but less than 5 years.

An employee who enjoys better terms than decided in this agreement shall retain those rights intact while in the same job.

CHAPTER 15

15.1 Conditions for this agreement

This wage agreement is based on the same conditions for agreement as general collective agreements dated 3 April 2019. If changes are made to the provisions of general collective agreements or the contract period based on provisions about an increase in economic growth and wage rates or the presumptive clauses of the abovementioned collective agreements, a comparable change shall apply to this agreement. In the event that the collective agreements from 3 April 2019 are denounced it is permitted to denounce this agreement as of the same time. Notification of the cancellation shall be made within five weekdays of when general collective agreements were denounced.

CHAPTER 13

Validity period

16.1. Contract period

This agreement will remain in effect from 1 April 2019 to 1 November 2022. Notification of the passing of the collective agreement shall be made no later than 19 July 2019.

Reykjavík 27 June 2019

pp The Iceland Tourist Guide Association

pp SA Confederation of Icelandic Enterprise and
The Icelandic Travel Industry Association

Attachment 1

New wage tables**See definitions of salary grades in Article 1.3****First salary grade: Tour manager/tour escort**

	1.4.2019	1.4.2020	1.1.2021	1.1.2022
		344.92	368.92	393.92
Basic salary	320.926	6	6	6

Second salary grade: Tourist guide

		344.92	368.92	393.92
Basic salary	320.926	6	6	6
		352.94	376.94	401.94
After one year	328.949	9	9	9

Third salary grade: Tourist guide

	1.4.2019	1.4.2020	1.1.2021	1.1.2022
Basic salary	332.118	356.118	380.118	405.118
		366.99	390.99	415.99
After 1 year	342.992	2	2	2
		378.25	402.25	427.25
After 3 years	354.255	5	5	5

2. Salary grade: Tourist guide

	1.4.2019	1.4.2020	1.1.2021	1.1.2022
		364.42	388.42	413.42
Basic salary	340.420	0	0	0
		375.56	399.56	424.56
After 1 year	351.566	6	6	6
After 3 years	363.111	387.111	411.111	436.111

General pay rises during the contract period

	1.4.2019	1.4.2020	1.1.2021	1.1.2022
	17.000	18.000	15.750	17.250