

SVEMEK

ENGLISH

SVEMEK

Avtal och bilagor till allmänna
anställningsvillkor



1 april 2025 – 31 mars 2027

 **INDUSTRI
ARBETSGIVARNA**

unionen


Sveriges Ingenjörer

ledarna
SVERIGES CHEFSORGANISATION

**Agreements and annexes to
General Terms and Conditions
of Employment for Salaried Employees within
the Welding Engineering Industry**

Föreningen Industriarbetsgivarna
(the Swedish Association of Industrial Employers)

Ledarna

Sveriges Ingenjörer
(the Swedish Association of Graduate Engineers)

Unionen

Period of validity: 1 April 2025 – 31 March 2027

**This is a translation of the Swedish Agreement.
The Swedish Agreement takes precedence.**

Grey sidebar
Amendments effective from 1 April 2025.

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Annex 1

Agreement on compensation for staggered working hours, on-call time and standby duty between the Welding Engineering agreement sector and Unionen/Ledarna/Sveriges Ingenjörer

Joint notes

Section 1

In addition, the parties agreed to include in Sections 2–4 the following joint notes for the agreements on guidelines on compensation for staggered working hours, on-call time and standby duty.

Section 2

The parties agreed that notice of staggered working hours, on-call time and standby duty should be given to the salaried employees concerned as well as to the representatives of the salaried employees employed at the member company.

Section 3

The parties concluded that the question concerning reallocation of normal working time, working additional time to take off bridge days and the like, as well as preparatory and shutting-down tasks under Section 7 subsection 2:2 of the agreement on general terms and conditions of employment between Industriarbetsgivarna (the Swedish Association of Industrial Employers) and Unionen/Ledarna/Sveriges Ingenjörer (the Swedish Association of Graduate Engineers) are not affected by this agreement.

Section 4

The parties noted the following:

Under current annual leave, sick pay, overtime, travel time and pension provisions, the following applies to compensation for staggered working hours:

For compensation, holiday pay is paid in accordance with the agreement on general terms and conditions of employment section 4 subsection 4. The same applies to compensation in lieu of annual leave. This compensation is not included in the calculation of overtime compensation or travel time compensation. For salaried employees who regularly work staggered working hours, the compensation is included in pensionable salary in accordance with the ITP agreement point A 3:1.

Compensation for standby duty and on-call time is to be included in the basis for holiday pay and compensation in lieu of annual leave*. For salaried employees who have regular on-call time or standby duty, the compensation is included in pensionable salary according to the ITP agreement point A 3:1. This compensation is not taken into account in the application of the other provisions mentioned above.

Guidelines concerning compensation for work at staggered working hours

1. The following guidelines are intended to be applied to work during staggered working hours. However, the local parties may, if there are specific reasons for doing so, agree on a different solution concerning compensation for work during such time.
2. Staggered working hours refers to that part of the salaried employee's normal standard working time which is scheduled outside the normal daily working time schedule applicable at the salaried employee's place of work.

Staggered working hours are compensated in accordance with point 4 below.

** See Section 4 subsection 4:1 of the agreement on general terms and conditions of employment between Industriarbetsgivarna and Unionen/Ledarna/Sveriges Ingenjörer.*

Notes in the minutes

- a) The parties agree that there should be reasonable grounds for scheduling work at staggered working hours. However, if the salaried employees' party in an individual case claims that there are no reasonable grounds for staggering working hours, the employer may still stagger working hours pending the outcome of the negotiations that may be requested.*
 - b) Where a flexitime system is applied, no compensation is provided for working time within the outer limits of the normal daily working time schedule, i.e. within what is termed the bandwidth.*
3. As far as possible, the employer should notify the salaried employee concerned of the staggering of working time no later than 14 days in advance. This notification should also include information about the estimated duration of the staggered working hours.

4. Staggered working hours are compensated at hourly

rates as follows: 18.00 to 07.00 weekdays

$$\frac{\text{monthly salary}}{540}$$

From 07.00 on Saturdays, from 18.00 on Twelfth Night and the days before 1 May, Ascension Day, Sweden's National Day and All Saints' Day to 06.00 on the next weekday, and from 06.00 to 07.00 on Whitsun Eve, Midsummer Eve and Christmas Eve

$$\frac{\text{monthly salary}}{300}$$

From 07.00 on Whitsun Eve, Midsummer Eve and Christmas Eve and from 18.00 on Maundy Thursday and New Year's Eve until 06.00 on the first weekday after each public holiday

$$\frac{\text{monthly salary}}{150}$$

5. Agreement on exceptions from the above compensation rules may be made with a salaried employee in a more qualified position to whom reasonable compensation is paid in some other arrangement.

Compensation for staggered working hours and overtime compensation cannot be paid for the same hours.

Guidelines concerning compensation for on-call time

1. The following guidelines apply to compensation for on-call time. The local parties have the right to reach an agreement on another solution if special reasons exist.
2. On-call time refers to time when a salaried employee is not required to work but is required to be at the disposal of the employer at the workplace to work when the need arises.

3. On-call time is compensated per on-call hour at the following rates:

$$\frac{\text{monthly salary}}{600}$$

However, the following applies:

Friday–Sunday

From Friday 18.00 to Saturday 07.00

$$\frac{\text{monthly salary}}{540}$$

From Saturday 07.00 to Monday 06.00

$$\frac{\text{monthly salary}}{300}$$

Public holidays

From 18.00 the day before to 07.00 on Epiphany, 1 May, Ascension Day, Sweden's National Day and All Saints' Day

$$\frac{\text{monthly salary}}{540}$$

From 07.00 on Epiphany, 1 May, Ascension Day, Sweden's National Day and All Saints' Day to 06.00 on the first weekday after each public holiday

$$\frac{\text{monthly salary}}{300}$$

From 07.00 on Whitsun Eve, Midsummer Eve and Christmas Eve and from 18.00 on Maundy Thursday and New Year's Eve until 06.00 on the first weekday after each public holiday

$$\frac{\text{monthly salary}}{150}$$

Compensation for on-call time is paid per shift of a minimum of 8 hours. Where appropriate, this is reduced by the time for which overtime compensation is provided.

4. Agreement on exceptions from the above compensation rules may be made with a salaried employee in a more qualified position to whom reasonable compensation is paid in some other arrangement.
5. On-call time is to be distributed so that it does not unduly burden any individual salaried employee.

The on-call time schedule should be drawn up in good time.

Guidelines concerning compensation for standby duty

1. The following guidelines apply to compensation for standby duty. The local parties have the right to reach an agreement on another solution if special reasons exist.
2. Standby duty refers to time when a salaried employee is not required to work but is required to be available to present themselves at the workplace within the prescribed time.
3. Standby duty is compensated per standby hour at the rate of:

$$\frac{\text{monthly salary}}{1,400}$$

However, the following applies:

Friday–Sunday

From Friday 18.00 to Saturday 07.00

$$\frac{\text{monthly salary}}{1,000}$$

From Saturday 07.00 to Monday 06.00

$$\frac{\text{monthly salary}}{700}$$

Public holidays

From 18.00 the day before to 07.00 on Epiphany, 1 May, Ascension Day, Sweden's National Day and All Saints' Day

monthly salary
1,000

From 07.00 on Epiphany, 1 May, Ascension Day, Sweden's National Day and All Saints' Day to 06.00 on the first weekday after each public holiday

monthly salary
700

From 07.00 on Whitsun Eve, Midsummer Eve and Christmas Eve and from 18.00 on Maundy Thursday and New Year's Eve until 06.00 on the first weekday after each public holiday

monthly salary
350

Compensation for standby duty is paid per shift of a minimum of 8 hours. Where appropriate, this is reduced by the time for which overtime compensation is provided.*

4. Where a salaried employee on standby is ordered to report for duty, overtime compensation is paid for the time worked with a minimum of three hours. Necessary travel costs to the workplace are reimbursed by the employer.
5. Agreement on exceptions from the above compensation rules may be made with a salaried employee in a more qualified position to whom reasonable compensation is paid in some other arrangement.
6. Standby duty is to be distributed so that it does not unduly burden any individual salaried employee.

The standby schedule should be drawn up in good time.

** By agreement between Industrierbetsgivarna and Ledarna, the last paragraph of point 3 has the following wording: Compensation for standby duty is paid per shift of a minimum of 8 hours.*

Annex 2

Working time (choice of three options – *trevalet*)

Each salaried employee is required to choose one of the following options each year by no later than January 31:

- A reduction in working time corresponding to five days.
- An allocation to pension premiums corresponding to 3,0 per cent of the employee's paid monthly salary during the previous calendar year.
- A cash payment in the form of a one-off amount equivalent to 2,5 per cent of the employee's paid monthly salary during the previous calendar year.

Comment

From April 1, 2025, an additional 0.5%, equivalent to 1 day, will be allocated to Trevalet, which provides the above levels applicable when taking time off, cash payment, or allocation to pension premiums. Since the working time reduction is earned in the calendar year before it becomes selectable, this additional allocation can be utilized from 2026. Note, however, that the additional allocation, when used in 2026, should be proportioned in relation to the fact that the earning year 2025 is only nine months. When taking time off, this means 4 days and 6 hours. When taking cash compensation, the allocation is calculated at 2.0% on earnings during the period January 1 - March 31, and at 2.5% on earnings during the period April 1 – December 31. Similarly, the calculation is made for allocation to pension premiums.

The contractual arrangements in 2001 and 2004 allowed the local parties to contribute 0.5 per cent to the local pool at four audit points instead of applying the choice of three options system above.

If this has occurred, the employee's choice among the three options above is reduced pro rata.

Example:

If the local parties have exercised this option on two occasions, the three options in the trevalet system will consist of two days' leave, a 1.2 per cent allocation to pension premiums or a cash payment of 1.0 per cent.

Remarks:

- 1 *A salaried employee who chooses a reduction in working time does not have the right to carry over these days from one calendar year to another. Leave not taken during the calendar year will be compensated by a cash payment. This also applies to salaried employees who for any reason do not make any choice.*
- 2 *The annual amount paid in accordance with this annex is included in the current fixed salary which the employer is required to declare as pensionable salary in accordance with Division 1 or Division 2 of the ITP plan.*

Annex 3

Pay agreement for agreement years 2025–2027 - Unionen

1 Common points of departure

Industriarbetsgivarna and Unionen are both of the view that increased profitability, productivity, investment and innovation capacity in the member companies are crucial prerequisites for increased competitiveness and growth, thus creating better prospects for a positive wage trend for the salaried employees.

Productivity growth is a result of a creative process that assumes clear goals for the member company's operations and for its salaried employees. The member company's managers have a particular responsibility for setting goals and monitoring results.

The motivation for each development initiative must be to strengthen the member company's competitiveness. The skills and skills development of salaried employees are of great importance for the member company's productivity and revitalisation. It is therefore important to give them the opportunity and motivation to develop their skills appropriately throughout their professional lives, which ought to be reflected in pay determination in practice.

2 Basic principles for wage formation in the member companies

2:1

Pay determination and the wage trend for salaried employees are dependent on the conditions that create the member company's financial circumstances, in particular productivity growth and the contribution of salaried employees to this.

Pay determination should therefore be part of a productivity and revenue-generating process and stimulate heightened efforts.

Pay determination is to be based on systematic and justified assessment.

The member company should also have criteria for pay determination for all career paths, such as specialists/experts and managers.

The same principles of pay determination are to apply to all salaried employees.

2:2

Pay determination is to be individual and differentiated on the basis of the requirements of the enterprise and the nature and content of the duties, individual skills, capability and achieved results, as well as efforts to develop the skills of others that are important to the enterprise. What determines the individual's pay is primarily goal achievement and actual results.

Management skills, judgement and initiative, financial responsibility, ability to collaborate, and creativity and innovation capacity are to be taken into account when determining pay.

One starting point is that the salary rises with increasing responsibility and the degree of difficulty of the work and with the performance and capability of the salaried employee.

3 Salaries and wage trend

3:1 Joint review

The fundamental principles for wage formation and the common points of departure set out in this agreement assume that the local parties undertake a joint review of the agreement's intentions and its application at the member company. With their knowledge of the member company's circumstances, the local parties should agree on a schedule for and the forms of salary review.

The local parties are to analyse whether there are discriminatory or otherwise unjustified pay differences in advance of the salary negotiations to be conducted. If these analyses show that unjustified pay differences exist in the member company, these are to be adjusted in connection with the salary reviews.

3:2 Performance appraisal

An annual review of each salaried employee's salary is carried out. The performance appraisal is a conversation between the salary-setting manager and the salaried employee and is based on the fundamental principles for wage formation and the common points of departure in this agreement. Each salaried employee is to know on what basis their salary is determined and what the salaried employee can do to increase their salary.

3:3 Salary review

The local parties are to carry out one salary review per agreement year. The salary review is to occur on 1 April unless the parties agree otherwise.

The review is to be conducted on the basis of “Common points of departure” and “Basic principles for wage formation in the member companies” as set out in points 1 and 2.

For the purpose of conducting these negotiations, the following are placed at the disposal of the local parties: for the first agreement year, an undistributed pay increase of 2.4 per cent and, for the second agreement year, 2.5 per cent of the payroll for members of Unionen on the day before the salary review date.

Pay determination is to take into account the increased experience of salaried employees in their positions, more qualified duties, increased job demands, more authority and responsibility, promotion and improved performance.

In connection with the salary review, in addition to the undistributed pay increase specified above, the local parties shall negotiate individual pay increases in order to maintain or achieve the desired pay structure for the salaried employees.

For a salaried employee who receives little or no pay increase, special talks are to be held concerning the individual’s qualifications for their duties and current capacities, the need for skills-enhancing measures or other appropriate measures.

3:4 Lowest pay increase

Unless the local parties agree otherwise, each salaried employee covered by the salary review shall receive from 1 April 2025, and 1 April 2026 a minimum amount of SEK 481 and SEK 512 respectively per month.

This amount refers to a full-time salaried employee. For part-time employees, the amount is reduced pro rata.

4 Minimum salary

The minimum monthly salary under the agreement, currently SEK 20,880, will be increased from 1 April 2025 to SEK 21,486, and to SEK 22,130 as of 1 April 2026.

For employees who have been employed continuously for one year at the member company, the minimum monthly salary under the agreement, currently SEK 22,281, will be raised from 1 April 2025 to SEK 22,927, and from 1 April 2026 to SEK 23,615.

These amounts are deducted from the undistributed pay increase at the member company.

Where there are special reasons for doing so, a lower salary may be applied for a period of 12 months. The local parties are agreed on the meaning and application of the term “special reasons” in the member company.

5 Negotiation procedure

5:1

If there is no Unionen local association at the member company, proposals may be made and consultations may be held with the relevant Unionen branch if the salaried employee so wishes.

5:2

If the local parties cannot agree, a party has the right to call for central negotiations.

Annex 4

Pay agreements for agreement years 2025–2027 - Sveriges Ingenjörer

Industriarbetsgivarna and Sveriges Ingenjörer have agreed that the following agreement shall apply to member companies of Industriarbetsgivarna in the Welding Engineering agreement sector and the members of Sveriges Ingenjörer working at these member companies.

For the purposes of this agreement, the terms graduate engineers/members also mean other university graduates represented by Sveriges Ingenjörer.

1 Common points of departure

Industriarbetsgivarna and Sveriges Ingenjörer are both of the view that increased profitability, productivity and innovation capacity in member companies are crucial factors for increased competitiveness and growth, thus creating better prospects for a positive wage trend for the graduate engineers.

Productivity development is the result of a creative process that assumes clear goals for the member company's operations and for the graduate engineer. The member company's managers have a particular responsibility for setting goals and monitoring results.

The motivation for each development initiative must be to strengthen the member company's competitiveness. The education and skills development of graduate engineers are of great importance for the member company's productivity and revitalisation. It is therefore important to give them the opportunity and motivation to develop their skills appropriately throughout their professional lives, which ought to be reflected in pay determination in practice.

2 Basic principles for wage formation in the member companies

2:1

Pay determination and the wage trend for graduate engineers are dependent on the conditions that create the member company's financial circumstances, in particular productivity growth and the contribution of graduate engineers to this.

Pay determination is to be part of a productivity and revenue-generating process and stimulate heightened efforts.

Pay determination is to be based on systematic and justified assessment.

The member company should have criteria for pay determination for all career paths, such as specialists/experts and managers.

The same principles of pay determination are to apply to all graduate engineers.

2:2

Pay determination is to be individual and differentiated on the basis of the requirements of the enterprise and the nature and content of the duties, individual skills, capability and achieved results, as well as efforts to develop the skills of others that are important to the enterprise. What determines the individual's pay is primarily goal achievement and actual results.

3 Salaries and wage trend

3:1 Joint review

The fundamental principles for wage formation and the common points of departure set out in this agreement assume that the local parties undertake a joint review of the agreement's intentions and its application at the member company. With their knowledge of the member company's circumstances, the local parties should agree on a schedule for and the forms of salary review.

In advance of the salary negotiations the local parties are to analyse whether there are discriminatory or otherwise unjustified pay differences. If these analyses show that unjustified pay differences exist in the member company, these are to be adjusted in connection with the salary reviews.

3:2 Performance appraisal

An annual review of each graduate engineer's salary is carried out. The performance appraisal is a conversation between the salary-setting manager and the graduate engineer and is based on the fundamental principles for wage formation and the common points of departure in this agreement.

Each graduate engineer is to know on what basis their salary is determined and what the graduate engineer can do to increase their salary.

3:3 Salary reviews

The local parties are to carry out one salary review per agreement year.

The salary reviews are to be conducted on the basis of the “Common points of departure” and “Principles for pay determination” as set out in points 1 and 2.

The pay increases shall apply from 1 April unless otherwise agreed.

For the purpose of conducting these negotiations, an undistributed pay increase of 2.4 per cent is available to the local parties for the first agreement year and, for the second agreement year, 2.5 per cent of the payroll for the members of Sveriges Ingenjörer on the day before the salary review date.

In connection with the salary review, in addition to the undistributed pay increase specified above, the local parties shall negotiate individual pay increases in order to maintain or achieve the desired pay structure for the graduate engineers group.

Pay determination is to take into account the increased experience of graduate engineers in their positions, more qualified duties, increased job demands, more authority and responsibility, promotion and improved performance.

For a member who receives little or no pay increase, special talks are to be held concerning the individual’s qualifications for their duties and current capacities, and the need for skills-enhancing measures or other appropriate measures.

4 Negotiation procedure

4:1

If Sveriges Ingenjörer does not have a local branch at the member company, proposals are submitted to the individual graduate engineer who is also the other party for consultations.

4:2

In the case of disagreement between the local parties concerning the forms for the salary review’s implementation, the central parties are to be consulted before the local negotiations are concluded. In such cases, via talks, the central parties shall assist in establishing the basis for a local agreement on this issue.

4:3

If the local parties cannot agree, a party has the right to call for central negotiations.

Annex 5

Technical instructions for Unionen and Sveriges Ingenjörer

1 Scope of the pay agreements

a) Areas of application of the pay agreements

The pay agreements only apply to members of Unionen/Sveriges Ingenjörer and in member companies of Industriarbetsgivarna, Welding Engineering agreement sector.

The agreement covers only those salaried employees who began their employment at the member company no later than 31 March 2025, and 31 March 2026 respectively.

b) Exceptions

The agreement does not apply to salaried employees who began their employment at the member company no later than 31 March 2025, and 31 March 2026 respectively, and who:

- are employed as a temporary substitute or otherwise for a fixed term and whose employment has not been continuous for 6 months
- are probationary employees
- hold a position that constitutes an external activity
- remain in service at the member company after their retirement age has been reached
- have been on leave without pay for at least three months – counted from the time of the salary review – for reasons other than sickness or parental leave.

c) Employment contracts concluded after 1 October 2024, and 1 October 2025 respectively

If an employment contract has been concluded after the above date and an agreement has been made that the agreed salary shall apply irrespective of the 2025 or 2026 salary agreements respectively, the salaried employee shall not be covered by the salary review.

d) Salary review already carried out

If pay increases have been provided pending the 2025 pay agreement, these are to be taken into account unless otherwise agreed by the local parties.

e) Contractual salary

The pay agreements are also applied to a salaried employee with a contractual salary, unless it is clear from the circumstances that this was not the intention at the time the contract was drawn up or renewed.

f) Salaried employees who have terminated their employment

Without specific prompting, member companies should pay to salaried employees who have terminated their employment what they could have claimed after the salary review.

g) Member companies with operations at multiple units

In the case of member companies operating in multiple localities or in multiple units in one and the same locality:

- The member company shall apply the provisions in the agreements to the member company as a whole, if this has been “clear usual practice” in the case of previous salary reviews or if locally agreed in connection with the application of the current pay agreement.
- In other cases, the member company is to apply the pay agreements for each locality where the member company operates, and for each unit of the member company in the same locality.

h) Salaried employees on parental leave

A salaried employee who is or has been on parental leave shall normally be assured the same general wage trend during their leave as when working in full accord with their normal working time.

2 Retroactive calculations etc.

Retroactive calculations

When the pay agreement for 2025 or 2026 respectively is to be applied from 1 April, some forms of remuneration and deductions must be calculated retroactively from this date. The following applies to overtime compensation paid, deductions for leave of absence without pay and sickness deductions.

Overtime compensation is to be calculated retroactively. Unless locally agreed that the calculation is to be made individually, the “standard method” – which involves calculation using the average pay increase at the member company within Unionen/Sveriges Ingenjörer – is to be applied.

The average rates used when the standard method is applied for unionised salaried employees should also be applied to non-unionised salaried employees.

When a salaried employee on long-term sick leave or parental leave receives a retroactive pay increase, compensation shall be paid for the difference between the sickness benefit/parental benefit actually paid and the sickness benefit/parental benefit that would have been paid if the new salary had been used as the basis for the calculation. This retroactive compensation is payable from the date of the pay increase. This applies on condition that retroactive compensation cannot be obtained from Försäkringskassan (the Swedish Social Insurance Agency).

Pay deductions for leave of absence without pay are to be calculated retroactively. The calculation must be done individually. Use of the standard method is not permitted.

Sickness deductions are to be calculated as follows:

- Sickness deductions up to the 14th calendar day are to be calculated retroactively.
- From the 15th calendar day, no retroactive calculation of sickness deductions is to be made.

3 Commissions and incentive pay

The rules governing commissions and incentive pay remain unchanged from previous years.

As far as possible and taking into account that it is in the nature of these forms of pay that the annual earnings of the individual salaried employee can vary, for salaried employees paid commissions and paid in profit shares, the earnings trend should remain consistent over time with that of other salaried employees.

For salaried employees with incentive pay, the same principles apply for pay increases as for other salaried employees.

4 Specific pension issues

Application of the agreement to pensions

If a pay increase is provided to a salaried employee who is no longer employed on 1 April 2025 or 1 April 2026 respectively, and who is entitled to a pension, the pay increase shall not constitute pensionable salary.

However, if the employment ended due to a pension contingency, the pay increase shall be pensionable.

Notification of pensionable salary

The member company is to report to Collectum/PRI any increase in salary resulting from this agreement as pensionable salary.

Annex 6

Agreement on local wage formation (Ledarna)

Industriarbetsgivarna and Ledarna have agreed that the following agreement shall apply to member companies within the Welding Engineering agreement sector and members of Ledarna within the parties' common sphere of activities.

1 Common points of departure

With this agreement, Industriarbetsgivarna and Ledarna aim to contribute to increased productivity, profitability and competitiveness in their member companies, thus creating better prospects for a positive wage trend. This assumes well-developed and effective leadership within all functions in the member company.

Managers are the employer's representatives and have a special responsibility for achieving set goals and ensuring that results are followed up. This requires the continuous development and empowerment of the individual. In order to successfully communicate the member company's business concepts, key success factors and goals, managers must receive support and training and have reasonable conditions for being able to manage this agreement.

The agreement provides the framework for the local wage formation process, where the point of departure is a dialogue between the manager and the employee. The key words in this dialogue are:

- individual goals and priorities
- skills development
- results and performance
- pay and rewards

The employer informs all those concerned about the agreement and its practical management.

If there are local representatives of Ledarna, the local process description is to be formulated jointly. The parties share a joint responsibility for quality assurance of the process. Common support material provides guidance in this work.

With regard to the principles for wage formation and its application in practice, the central parties can provide advice and support.

2 Fundamental principles

2:1

The application of the agreement is adapted to local conditions and assumes engagement, trust and responsibility.

2:2

The member company's salary policy and well-known pay criteria are the basis for pay determination. Managers are to be valued on the basis of their ability to generate results through their leadership.

2:3

Pay is to be determined individually and differentiated on the basis of the enterprise's requirements, the nature and content of the individual's duties, skills, capability and achieved work results.

2:4

The quality and evolution of the dialogue are based on taking joint responsibility.

3 The local process

The member company is responsible for initiating the pay process. For the process to function effectively, a description of how the process is to be applied needs to be drawn up in order to provide quality assurance. This process description should be in writing.

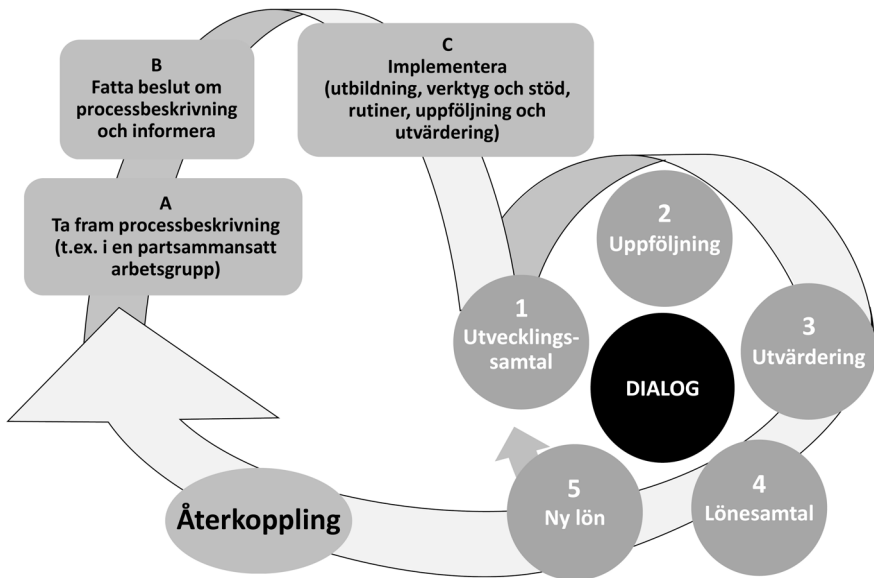
The member company defines which individuals are responsible for the pay process. In connection with this, their authorities and duties are clarified.

It is particularly important that the way in which the dialogue is to be conducted and followed up as well as the timing of the salary review are apparent. It is a good idea to set salary review dates for different individuals on different dates according to a specific order, e.g. month of employment.

If there are local representatives of Ledarna, the parties are to jointly produce a description of how the agreement is to be applied in their own member company, based on the intentions of the agreement. They must also agree on how the employer's proposals for individual salaries are to be presented to the local representatives.

If there are no local representatives, the salary-setting manager and individual member of Ledarna are to agree on the dates and forms for the career development talk, follow-up, salary dialogue and salary review date in accordance with the agreement's points of departure and principles.

The parts of the process – an overview



4 Manager dialogue

Dialogue between the manager and the individual concerned about goals, priorities, expectations and career development needs is of great importance. The focus is on establishing a process in which the individual's results, performance, skills and wage trend are tied together. This dialogue is based on the assignment and the individual circumstances, where skills planning is a given element.

The dialogue between managers and their immediate superiors will work best if both parties have prepared themselves for the dialogue.

The dialogue should include the following elements: career development talk, follow-up, evaluation, performance appraisal and justification of the new salary.

5 Pay determination principles

Pay is to be determined individually and differentiated according to the member company's salary policy and well-known pay criteria.

In individual pay determination, factors such as the ability to manage and cooperate with others; judgement; technical, financial and personal responsibility;

the ability to develop employees; initiative, creativity and innovation capacity; and an ability to see the big picture are important assessment criteria in the manager role.

Pay is to be reviewed at least once per 12-month period. Employees on parental leave are included in the annual pay process.

The immediate manager is to have a decisive influence on pay determination. A new salary must always be presented and justified in a planned conversation.

When an employee is promoted or changes position, their salary is reviewed.

6 Special talks in the event of no pay increase

For members of Ledarna who are offered little or no pay increase, special talks are to be held. At these talks, the member's qualifications for their tasks and current capabilities, and the need for skills-enhancing measures or other appropriate measures are discussed. The results are documented.

7 Negotiation procedure

7:1 Common points of departure

It is within the spirit of the agreement for questions about individual pay determination and the wage trend to be primarily resolved in the dialogue between a member of Ledarna and their manager. In the event that the issues cannot be resolved, the member should contact Ledarna, at which point the provisions in this negotiation procedure apply.

Local parties are to endeavour to reach a local agreement on the format of the pay process and how the agreement is to be applied. If the parties do not agree, they may call for negotiations in accordance with the provisions in this negotiation procedure.

Remark

In the event that an employer does not initiate discussions on the format of the pay process at all, or otherwise disregards the application of this agreement, the negotiation procedure in the general terms and conditions agreement for the relevant employers' association within Industriarbetsgivarna shall apply.

7:2 Local negotiations

Local negotiations regarding the pay process and how the agreement is to be applied are to be called for no later than three weeks after either party declares that the party is of the opinion that there is disagreement on an issue. Before local negotiations are concluded, the central parties should be consulted on the application of the agreement. The focus should be on avoiding the need to resort to central negotiations.

7:3 Negotiations in the event of disagreement on individual pay

In the event of disagreement with the employer's proposal for an individual salary, local negotiations must be called for no later than seven days after the employer has submitted its proposal. Negotiations must begin no later than three weeks after being called for. Before local negotiations are concluded, the central parties may be consulted on the application of the agreement.

7:4 Central negotiations

Central negotiations are to be called for by central parties at the latest three weeks from the date on which the local negotiations were declared at an end.

7:5 Referral to the Pay Issues Board

If the parties do not agree in central negotiations, the case may be referred to the Pay Issues Board for an opinion. This must be done at the latest three weeks after the central negotiations have been concluded. The Board is to issue an opinion on the dispute arising under this agreement within two months.

The Pay Issues Board consists of four members, two of which are appointed by the affected employers' association and two of which are appointed by Ledarna. The affected employers' association and Ledarna also each appoint their own secretary. If the Board is in agreement, it may act as an arbitration panel with an impartial chair appointed by the Board.

7:6 Limitation period

If a party fails to observe the time limits set out above, the party loses the right to pursue the matter further and the employer then has the right to determine salaries.

8 Embargo on strikes and lockouts

This agreement has a no strike or lockout clause for both local and central parties in respect of the matters governed by the agreement.

If it has not been possible to reach agreement on the individual salaries in central negotiations, Ledarna or Industrierbetsgivarna may decide to suspend the no strike or lockout clause within the member company in question or the part thereof covered by the negotiations. Notice of this is to be submitted immediately to the

other party.

To be valid, notice of industrial action must have been issued by the Board of the union or by the Board of Industriarbetsgivarna.

In all other cases, the rules on industrial action in the applicable legislation and agreements are applied.

9 Effective date and duration etc.

The agreement enters into force on 1 April 2016 and will remain in force until further notice, subject to three months' notice of termination by either party. The parties are agreed that this agreement is to be notified to the National Mediation Office for registration.

The agreement remains on foot for the same term as the existing agreement on general terms and conditions and therefore no separate termination is required.

Annex 1 to Agreement on local wage formation

Discussion points to be taken up in the local process (see also guidance/sub-points in the support material)

These points are intended as support for the establishment of a well-functioning local wage formation process that is suited to the enterprise. These points can also be used to monitor and assure the quality of the process that already exists at the member company.

The purpose of these points is to clarify roles, responsibilities and working methods, while they may also provide new perspectives.

1. The benefits of locally adapted wage formation for managers
2. Input from salary-setting managers and management prior to the salary review
3. The desired development of the individual(s)
4. Responsibilities and authority
5. The type of conversation to be conducted
6. The necessary training, support and resources
7. Quality assurance of conversations, assessments and justifications of new salary
8. Documentation of conversations and agreements
9. Handling of situations where the manager and the employee whose pay has been determined do not agree on the new salary
10. The schedule for review periods
11. Management's communication with salary-setting managers of the circumstances prior to the salary review

Bear in mind that evaluation and development of the wage formation process assures the quality of the application of the agreement and serves the needs of the enterprise.

Annex 2 to Agreement on local wage formation

Content of the manager dialogue

The dialogue between the member and their manager will work best if both parties have prepared themselves for the dialogue.

Areas that should be raised in the dialogue concerning the manager's mission and circumstances are:

1. Mission and areas of responsibility
2. Skills and career development
3. Responsibilities and authority
4. Organisational support (administrative, HR, immediate manager, colleagues, co-workers)
5. Understanding of and relationship with the member company's other activities
6. Expectations and conditions in the management role
 - Forms of feedback and regularity
 - Expected leadership
 - Availability and flexibility
 - Access to support functions
 - Workload

Support material

1. What characterises good leadership and how do we evaluate it?
2. How would you describe your assignment and your areas of responsibility?
3. How clear do you think the division of responsibilities is within the member company?
4. What degree of discretion do you think you have?
5. What influence do you have on overarching decisions affecting the direction of the enterprise?
6. What do you perceive your own skills development needs are – in the short and long term?
7. What has the highest priority right now?
8. What would you like to spend more time on?
9. What would you like to spend less time on?
10. To what extent and in what forum can you discuss and reflect on the enterprise?
11. What are your thoughts about availability in your managerial role?
12. How does your work affect your private life?
13. What support do you need in your managerial role to best manage your mission?
14. What can I do to help ensure that you have the right conditions for your mission?
15. How would you describe your relationship with your co-workers?
16. How and from whom do you get feedback on your performance?
17. What information do you need to manage your mission?

Annex 7

Part-time pension

Provision for part-time pension

During the agreement period an additional pension provision totalling 0.5 per cent is made. A provision of 0.2 per cent is to be made as of 1 June 2017, in total 1.0 per cent, and 0.3 per cent as of 1 June 2019, in total 1.3 per cent. An additional provision of 0.4 per cent is to be made as of 1 January 2021, i.e. a total of 1.7 per cent.

From 1 April 2023 and 1 April 2024 respectively an additional provision of 0.2 per cent is to be made each year, resulting in a total provision as of 1 April 2024 of 2.1 per cent.

Part-time pension

From the age of 62, a salaried employee may apply to work part-time (part-time pension) as a transition to retirement. The salaried employee shall apply for this no later than six months before it is intended to enter into force. The salaried employee and the employer are to consult on this. The point of departure is that the working time in the case of a part-time pension is to be 80 per cent of full-time. Another reduction in working hours can be agreed.

The salaried employee's entitlement to a part-time pension is not unconditional. The employer may deny an application for business reasons. However, in such cases it is incumbent upon the employer to first investigate objectively and constructively various measures to allow the salaried employee to take a part-time pension before denying the application. The parties agree that it may be particularly difficult for a salaried employee to take a part-time pension in the case of small member companies. The circumstances of these member companies are therefore to be given special consideration when assessing applications for part-time pensions. The circumstances of the individual member company determine the possibilities for granting part-time pensions. Regardless of the size of the member company, when assessing the application, the needs and requirements of the enterprise must always be taken into consideration. This assessment can be made based on, inter alia, how the work can be carried out without problematic interruptions or increased costs for the company.

If the employer intends to deny the salaried employee's request, the employer is to inform the salaried employee and their trade union organisation. In connection with this, the reasons why the employer intends to deny the application must be stated. Negotiations may be requested in accordance with the negotiation procedure in force. The question of entitlement to a part-time pension is, however, finally examined in central negotiations, that is, the right to a part-time pension cannot be examined by a court.

For salaried employees who exercise their right to take a partial pension, and who are covered by ITP 2, the employer is to notify Collectum of the employee's previous full-time salary so that the retirement pension from the age of 65 will not be affected by the employee's partial retirement.

Annex 8

List of separate agreements not included in the printed agreement

Flexitime

The agreement between SAF and PTK of 22 October 1979 on guidelines for flexitime applies between the Welding Engineering agreement sector and the salaried employees' organisations.

Collection of membership fees

The agreement between the Welding Engineering agreement sector and SIF of 15 December 1980 on the employer's involvement in the collection of SIF's membership fees.

Gender equality agreement

The agreement between SAF-LO-PTK of 3 March 1983 on measures to promote equality between men and women in working life applies between the Welding Engineering agreement sector and the salaried employees' organisations.

Non-compete clauses

The agreement between the Confederation of Swedish Enterprise and PTK on the use of non-compete clauses in employment contracts, and associated arbitration rules for the arbitration board in inventor and non-compete disputes of 2 July 2015.

Pension and group life insurance

The agreement on ITP of 30 September 1976 prolonged on 29 November 1985 between SAF and PTK applies between the Welding Engineering agreement sector and the salaried employees' organisations.

The same applies to the occupational group life insurance (TGL) agreement of 19 February 1976 between SAF and PTK.

Incentive pay

The agreement between SAF and SIF/SALF/CF of 14 December 1969, as amended in 1977, on general terms and conditions and salary review issues in the case of incentive pay applies between the Welding Engineering agreement sector and the salaried employees' organisations.

The right to employees' inventions

The agreement between the Confederation of Swedish Enterprise and PTK on the right to employees' inventions and associated arbitration rules for the arbitration board in inventor and non-compete disputes of 2 July 2015.

Social security when serving abroad

Avtal om social trygghet för tjänstemän vid utlandstjänstgöring (Social security agreement for salaried employees serving abroad) between SAF and PTK of 24 June 1985 applies between the Welding Engineering agreement sector and the salaried employees' organisations.

Trygghetsförsäkring vid arbetsskada (employer's no-fault liability insurance)

The agreement of 29 March 1979 on AMF insurance policies, with subsequent amendments and addendums, applies between the Welding Engineering agreement sector and SIF/SALF/CF.

Job security agreement

The job security agreement between SAF and PTK of 5 April 1974 with later amendments applies between the Welding Engineering agreement sector and the salaried employees' organisations.

Development agreement

The development agreement between SAF, LO and PTK on 15 April 1982, with addendums and amendments, applies between the Welding Engineering agreement sector and Metall/SIF/SALF/CF.

Guidelines for productivity-enhancing measures, together with related agreements and recommendations adopted by the Welding Engineering agreement sector and Metall/SIF/SALF/CF on 12 August 1983.



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