**Guidelines for working hours, travel regulations, telephone schemes and computer glasses in NORSØK.
Valid from 29.04.2024 after negotiations between the employer and the employee organizations in NORSØK**

**Working**

**2.1 Ordinary working hours**Ordinary working hours per week are 37.5 hours.
Working hours include 20 min. lunch break per day.
The normal working hours are from 08:00 to 17:00, with core hours between 09:00 and 15:00.

**2.2 Flexible working hours**Flexible working hours are practised. Settlement time is 31.12. each year. The settlement date may be deviated by special agreement for certain categories of positions.

It is allowed to be transferred- 45 plus hours or 10 minus hours to the next settlement period.
- Time in excess of minus 10 hours entails a deduction from wages.
- Plus hours beyond 45 are cancelled without compensation.

**2.3 Calculation of working hours when participating in non-mandatory events: Working hours when participating in non-mandatory events**such as courses, seminars, thematic meetings, exhibitions, fairs, etc. are calculated hour by hour up to 7.5 hours. Working hours are not counted beyond 7.5 hours.

**2.4 Overtime work**The parties agree that overtime shall be limited as much as possible. Overtime must be agreed in advance. For employees entitled to overtime pay, an addition to the hourly wage of 50% is given on work performed outside normal working hours. Mandatory accrued overtime is taken off hour by hour.

**2.5 Working hours in connection with holidays-**Day off on Christmas Eve and New Year's Eve
- Working hours are 6 hours per day on weekdays during Christmas
- The working hours are 4 hours on the Wednesday before Maundy Thursday

**2.6 Calculation of working hours on travel:
Travel time is the time** spent on the journey between place of work/residence and place of assignment, including necessary waiting time along the way. If the trip includes several mission locations, the time for travel between the mission locations is considered travel time. Time spent in hotels etc. is not calculated as travel time. Travel time between 22:00-06:00 is not counted as travel time during the part of this period when sleeping accommodation is used.

 On mandatory work trips and trips that are part of ordinary work, 60 minutes of work per travel hour are counted beyond normal working hours.

Non-mandatory travel such as congresses, courses, seminars, thematic meetings, exhibitions, fairs, etc. is considered 30 minutes working time per hour travel time beyond normal working hours. For particularly time-consuming, non-mandatory work trips, special agreements can be made.

**Reiseregulativ**

[**The Norwegian Travel Regulations, the Domestic and International Travel Regulations**](https://www.regjeringen.no/no/tema/arbeidsliv/Statlig-arbeidsgiverpolitikk/statens_reiseregulativ/id965/), with appurtenant provisions, apply to all employees of NORSØK, unless otherwise agreed between the parties. No compensation supplement is given for travel abroad.

**Telephone schemes**

Employees who continuously need to be available outside working hours receive a free service telephone that can also be used privately.

Other employees can choose between:

1) Service phone used only for work2) Private telephone subscription used privately and for work, subscription costs are covered privately. NORSØK covers the cost of purchasing a telephone. The maximum cost per telephone is limited to NOK 4000. 3) Private purchase of a phone with the possibility of two SIM cards. NORSØK covers subscriptions for SIM cards used in a work context. The cost of purchasing a telephone is covered privately.

**Support for computer glasses**

An employee who performs a substantial part of his or her job at a computer screen has the right to have an eye examination. If it turns out that the employee needs computer glasses, the employer will cover expenses related to the purchase of such glasses.

What is covered is:

1. Documented expenses for eye tests
2. spectacle lenses
3. A simple frame up to NOK 1000,-
4. If the employee wants glasses that take care of other vision corrections, the additional expense must be covered by the employee himself. The additional cost must be documented by an optician.
5. In order to cover the expenses, the need for computer glasses must be documented with an eye examination from an optician.