

Date: October 2007

CHJ/avs

**Memorandum on the graphic agreement**

The present memorandum enumerates the most important terms of the graphic agreement entered into between HK/Privat, 3F, DMA and GA for the period from 01 March 2007 to 01 March 2010.

The memorandum has been drawn up by GA for use by the association's members.

For more detailed information on the terms of the agreement, please refer to the agreement text. A Danish-language version of the agreement can be ordered from the parties to the agreement.

**Scope**

Printing

The agreement covers the work functions normally connected with the operation of printing machines using one of the following printing techniques: offset or letterpress, including flexo and gravure. Skilled employees engaged in the operation of printing machines are known as "printers" and are either "typographic printers" or "lithographic printers". Unskilled employees engaged in the same are known as "printing workers".

The agreement also covers the work functions connected with the subsequent processing of printed paper, cardboard and board from the printing technicians covered by the agreement.

Bookbinding

Skilled employees engaged in such functions are known as "bookbinders". Unskilled employees engaged in the same tasks are known as "bookbinding assistants" or "cardboard binding workers".

Prepress

Finally, the agreement to some extent covers prepress work connected with the production of printing plates prior to flexo printing.

**Pay**

The agreement is a "minimum pay" agreement.

Minimum pay

The agreement sets a level of minimum hourly pay.

The minimum hourly pay for workers over 18 years old is:

01 March 2007	DKK 98.15
01 March 2008	DKK 100.65
01 March 2009	DKK 103.15

The agreement is based on the assumption that a company pays allowances to employees if their qualifications entitle them to these. Pay is agreed between the company and the employee without intervention on the part of the organisations. Pay is negotiated once a year.

The regulations on pay are given in section 7 of the agreement.

### **Pension**

After no more than nine months of employment, the employee is entitled to a Graphic Pension. The company pays two thirds of the pension contribution. The employee pays one third of the pension contribution.

The total pension contribution amounts to:

01 July 2006	10.8%
01 July 2008	11.1%
01 July 2009	12.0%

The regulations on pension are given in section 11 of the agreement.

Further information on the Graphic Pension is available at [www.sampension.dk](http://www.sampension.dk).

### **Flexible payroll account**

The company pays an allowance known as “flexible payroll account” (“Fritvalgs Lønkonto” in Danish). The allowance is calculated on the basis of holiday-entitling pay. The allowance can either be taken as holiday etc. or regularly paid into the employee’s pension fund.

The flexible payroll account allowance amounts to:

01 May 2007	0.50%
01 May 2008	0.75%
01 May 2009	1.00%

The regulations on the flexible payroll account are given in article 50 of the agreement.

### **Working time**

The actual weekly working time amounts to 37 hours. Breaks, including lunch breaks, are not included in the working time.

The working week typically comprises three, four or five shifts. A three-shift pattern typically comprises a day shift, an evening shift and a night shift. Four-shift or five-shift patterns also include one or two weekend shifts. A weekend shift typically involves two working days per week (usually Saturday and Sunday), each lasting 12 hours.

The working time regulations in the agreement can be set aside by local arrangement with the company, which is why there are many different patterns of shift operation, e.g. four shifts each completing three working days per week, each of 12 hours' duration.

The regulations on working time are given in section 2 of the agreement.

### **Evening and night work**

Whenever a portion of working time lies outside of normal working hours (06:00 to 18:00), the employee receives compensation for this through a financial allowance as well as a reduction in working time.

The daily shiftwork allowance for a five-day week for evening work (18:00 to 00:00) amounts to:

01 March 2007	DKK 129.50
01 March 2008	DKK 139.12
01 March 2009	DKK 148.74

The daily shiftwork allowance for a five-day week for night work (00:00 to 06:00) amounts to:

01 March 2007	DKK 173.16
01 March 2008	DKK 187.22
01 March 2009	DKK 201.28

The working time reduction amounts to 4.86 minutes per normal working hour within the period from 18:00 to 06:00. The working time reduction can be offset against the qualifying week or saved for future time off. The working time reduction corresponds to a weekly working time of 34 hours if all the week's working hours are between 18:00 and 06:00.

The regulations on evening and night work are given in article 3 of the agreement.

### **Overtime**

The agreement contains regulations relating to payment for overtime.

The regulations in the agreement are different for typographers, lithographers, bookbinders and cardboard binding workers.

For lithographers (offset printers), basic overtime is paid at time-and-a-half. Overtime in excess of two hours, or overtime at night or on Saturdays, is paid at double-time.

The regulations on overtime are given in article 6 of the agreement.

### **Illness**

Illness must be reported as quickly as possible and no later than two hours after the employee's normal attendance time.

Subject to fulfilment of the seniority (13 weeks) and employment (120 hours) requirements, the employee is entitled to sick pay while ill, provided that the employee in question is entitled to statutory sickness benefit.

Sick pay amounts to normal daily pay as of the onset of the illness.

Payment of sick pay ceases when sick pay has been paid out for more than 52 weeks in excess of the employer periods in the 18 preceding calendar months. The employer can demand documentation of the illness.

The regulations on sick pay are given in section 5 of the agreement.

### **Child's first day of illness**

An employee with nine month's seniority has the right to paid leave if necessary to care for their ill, homebound children under 14 years of age. Leave is only granted to one of the child's parents and can only cover the child's first day of illness.

The regulation is described in article 19 of the agreement, points 1–2.

### **Child's hospitalisation**

An employee with six month's seniority has the right to paid leave if it is necessary for the employee to be admitted to hospital together with the child. The regulation applies to children under 14 years of age. The maximum entitlement to leave is a total of one week per child within a 12-month period.

The regulation is described in article 19 of the agreement, points 3–5.

### **Holiday**

The agreement complies with the Danish Holiday Act.

Five weeks' holiday

The employee has a statutory right to five weeks' holiday in the period from 01 May to 31 April (the holiday year). Holiday is

financed in the sense that the employee earns 12.5% of the holiday-entitling pay in the qualifying year (calendar year) to take as holiday in the subsequent holiday year.

The Danish Holiday Act regulates notice and taking of holidays.

Holiday card

When an employee resigns, the company issues the employee with a holiday card for earned and untaken holiday.

The regulations on holidays are given in section 6 of the agreement.

The English version of the Holiday Act is available on the website of the National Directorate of Labour (*Arbejdsdirektoratet*) at [www.adir.dk](http://www.adir.dk).

### **Extra holiday days**

Five extra holiday days

Employees with nine months' seniority are entitled to five extra holiday days per holiday year. The company pays full pay for extra holiday days.

The regulations on extra holiday days are given in article 22 of the agreement.

### **Pregnancy, maternity leave and adoption**

Employees covered by the agreement are entitled to full pay in respect of pregnancy leave, maternity leave, paternity leave, parental leave and adoption leave.

Mothers are entitled to full pay for four weeks prior to expected childbirth and 24 weeks after the birth, subject to a maximum of 28 weeks in total. Fathers are entitled to full pay for two weeks' paternity leave and ten weeks' parental leave.

The agreement regulates which periods payment can be made for.

Payment assumes that the employee is entitled to benefit according to the Danish Act on Childbirth.

The regulations on payment relating to pregnancy, childbirth and adoption are given in article 37 of the agreement.

### **Notice periods**

Employment commences without a notice period. After the following periods of employment, the following notice periods apply:

Employment	Employers	Employees
After 4 weeks	1 week	1 week
After 9 months	2 weeks	2 weeks
After 2 years	4 weeks	3 weeks

After 5 years	7 weeks	4 weeks
After 10 years	12 weeks	4 weeks
After 15 years	14 weeks	4 weeks
After 20 years	16 weeks	4 weeks
After 25 years	18 weeks	4 weeks

The end of the notice period must coincide with the end of working time on a Friday.

The regulations on notice periods are given in article 11 of the agreement.

**Parties to the agreement and their websites**

[www.hkprivat.dk](http://www.hkprivat.dk)

HK/Privat mainly organises printers and bookbinders covered by the agreement.

[www.3f.dk](http://www.3f.dk)

3F mainly organises packaging workers covered by the agreement.

[www.pressenshus.dk](http://www.pressenshus.dk)

DMA (Danske Mediers Arbejdsgiverforening/Danish Media Employers' Association) mainly organises companies that publish daily newspapers.

[www.ga.dk](http://www.ga.dk)

GA (Grafisk Arbejdsgiverforening/Graphic Association of Denmark) organises graphic companies.