

# Manual for companies involved in the construction of the Metro and the Light Rail in Greater Copenhagen

What do companies need to know about the Danish labour market?

**Metroselskabet and  
Greater Copenhagen  
Light Rail**  
Updated in 2018





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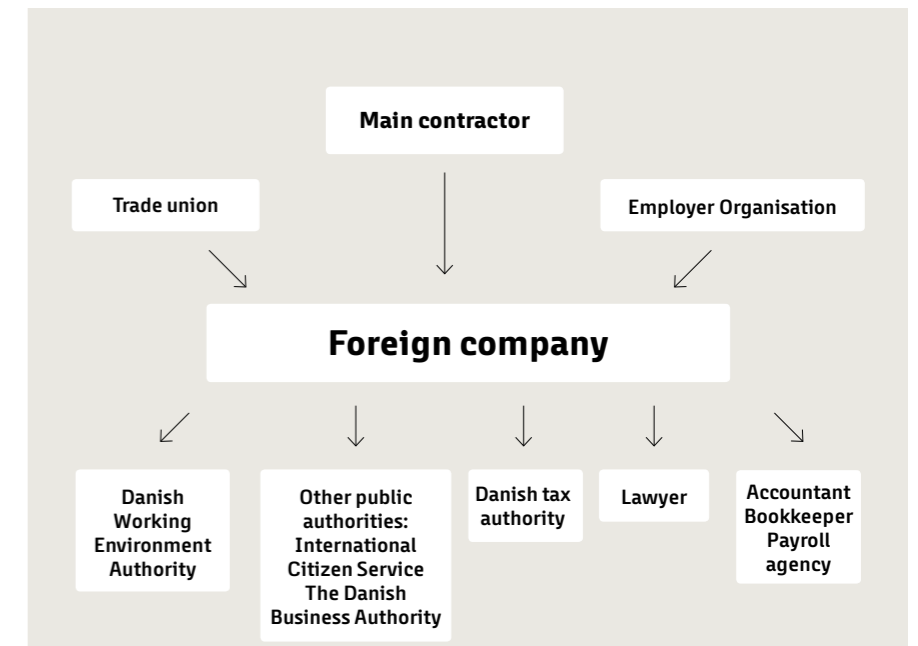
Dear company,

Welcome to this manual. The Danish labour market is part of the common European labour market for the free exchange of goods and services, and the free movement of labour across national borders. We would like to welcome all companies and their employees engaged in the construction of the Metro and the Light Rail in Greater Copenhagen, in the expectation that every company will familiarise itself in detail with:

- Danish legislation
- The Danish labour market
- Relevant collective agreements

The Danish labour market has a different structure to the labour markets in many other countries. For example, minimum rates of pay are agreed in collective agreements, but not stipulated in legislation. Metroselskabet and Greater Copenhagen Light Rail have created this manual in order to help you and your company to understand the Danish rules and collective agreements, and to ensure that this experience is passed on from company to company. The manual is intended especially to help foreign companies with limited or no experience from working in Denmark. The manual has been created with the help of the employer organisations Dansk Byggeri (the Danish Construction Association), Tekniq (the Danish Mechanical and Electrical Contractors' Association) and Dansk Industri (the Confederation of Danish Industry), as well as trade unions, contractors and relevant authorities.

The manual can be used as a tool to help you find your way around among the various operators and roles in the Danish labour market. The figure below presents an overview of some of the many parties that you, as a company, are required to



The figure was developed with inspiration from (Arnholtz and Andersen, 2016)<sup>1</sup>

relate to in the Danish labour market. Their various roles and tasks are described in this manual.

Our aim is for this manual to make it easier for companies involved in construction work for Metroselskabet and Greater Copenhagen Light Rail to work in Denmark and to establish successful cooperation with public authorities, employer organisations and trade unions. We hope that you and your company will find the manual useful.

It is not necessary to read the manual from beginning to end. Instead, you should use the manual as a reference, for instance to find answers to specific questions. We also suggest whom to contact if you have any questions.

[www.dinletbane.dk/entrepreneurs](http://www.dinletbane.dk/entrepreneurs)  
[www.m.dk/entrepreneurs](http://www.m.dk/entrepreneurs)

The guidelines referred to in the manual have been identified by Metroselskabet and Greater Copenhagen Light Rail as important for foreign companies operating in Denmark, but do not constitute a complete list, nor do we take responsibility for any errors or omissions in the material. Although the manual includes guidelines and comments on the authorities' regulations, it is always the authorities' instructions and guidelines that apply. The employer organisations' and trade unions' interpretations of the collective agreements also apply. Please see the authorities' websites and relevant collective agreements for further information and references.

We hope that you enjoy reading the report!

Kind regards  
**Metroselskabet and Greater Copenhagen Light Rail**

<sup>1</sup> Jens Arnholtz and Søren Kaj Andersen  
 "Foreign companies and posted workers in the building and construction industry," FAOS (Employment Relations Research Centre), Department of Sociology, Copenhagen University, 2016.

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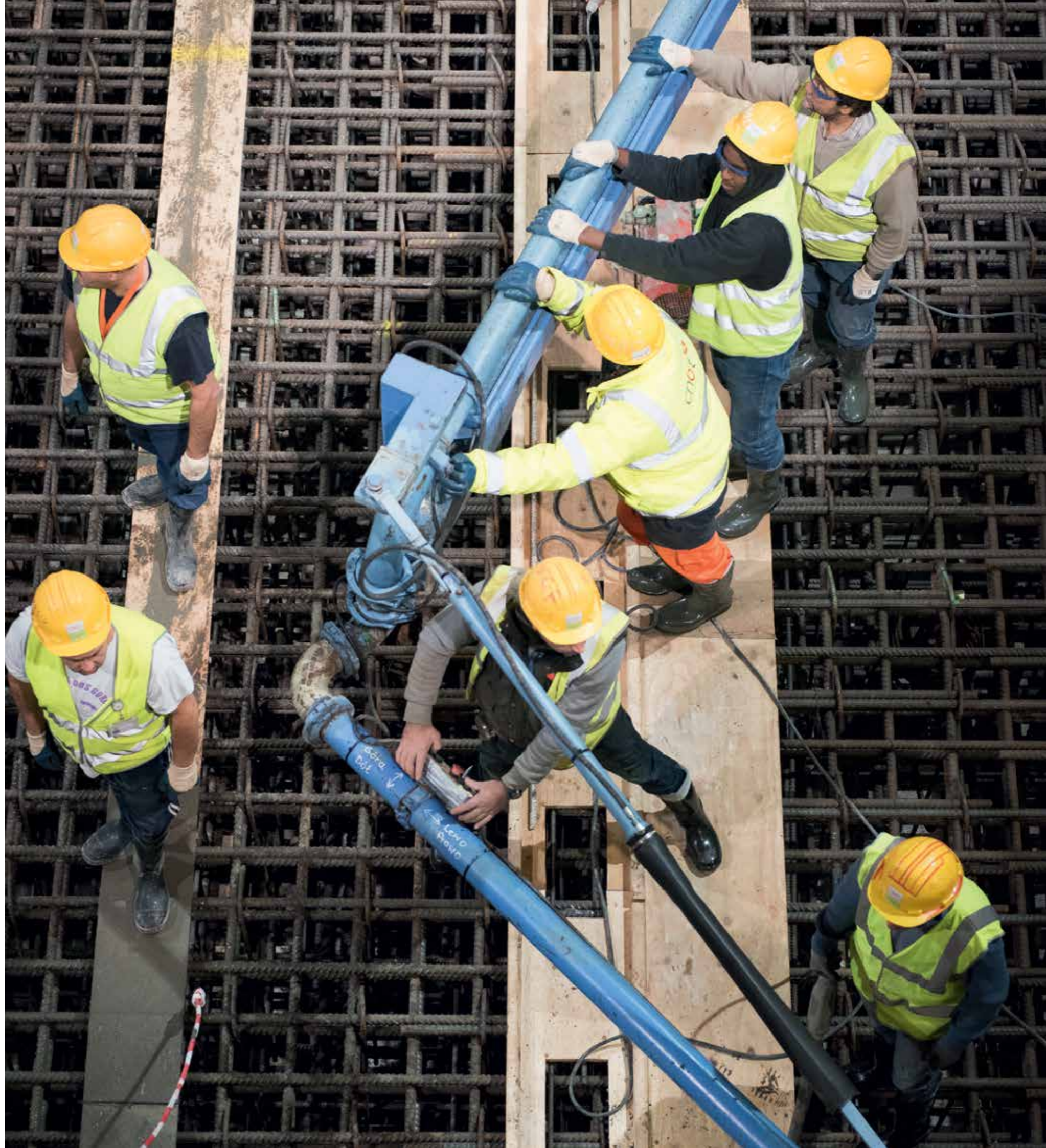
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CHAPTER 1:

# Focus areas of Metroselskabet and Greater Copenhagen Light Rail



**M**etroselskabet and Greater Copenhagen Light Rail are developing public transport by planning, building and operating the Metro and Light Rail systems in Greater Copenhagen. We are two public companies owned by the Danish authorities – the Ministry of Transport, the Capital Region and the municipalities where we are building the Metro and the Light Rail. This means that our construction projects attract considerable public attention and impose a number of special obligations and considerations on us. This applies to such areas as pay and working conditions, the employment of apprentices in the construction projects, and special initiatives and cooperation with the labour market parties. We take pride in constructing unique infrastructure projects and doing so in a proper way, whereby we accept a special social responsibility.

We are constructing the Metro and Light Rail throughout Greater Copenhagen and have entered into contracts with several different contractors. The contracts are developed over time, as new expectations and requirements are made. This means that our contracts are not identical, yet they share in common that, as the client, we have certain focus areas which apply to all projects. We focus on ensuring that everyone who contributes to building for Metroselskabet and Greater Copenhagen Light Rail returns home safely from work every day, that we achieve the right quality in construction, that the time schedule and budgets are respected and that we are a competent player for our contractors and partners. It is very important for Metroselskabet and Greater Copenhagen Light Rail to enjoy good collaborative relationships with our contractual parties.

In this chapter, you can read more about our focus areas.

### Requirements concerning pay and working conditions

*In all contracts, Metroselskabet and Greater Copenhagen Light Rail require employees engaged in the construction work to be paid and to have rights equivalent to the terms applying to local employees for the same type of work.*

Our requirements concerning pay and working conditions apply not only to the main contractor, but also to all companies involved in the construction work. In the relevant collective agreements, companies can see the requirements set for the employees' working condi-

tions, including working hours, minimum pay and holiday rules. The collective agreement thereby defines what the company must do in order to fulfil our contractual requirements concerning pay and working conditions. The collective agreement sets out a number of game rules for the workplace, enabling companies and employees to focus on the work required.

As a company, you are not statutorily or contractually obliged to have a collective agreement, but Metroselskabet and Greater Copenhagen Light Rail recommend that all companies involved in the construction work enter into a collective agreement. This is the easiest way for the company to ensure compliance with the contractual requirements concerning pay and working conditions. In practice, virtually all of the construction work is subject to a collective agreement. Read more about the collective agreements in Chapter 2.

### Control and documentation of pay and working conditions

*Metroselskabet and Greater Copenhagen Light Rail will continuously ensure compliance with the contractual requirements concerning decent pay and working conditions. This control will concern main contractors, as well as subcontractors.*

Metroselskabet and Greater Copenhagen Light Rail therefore require the contractors and any subcontractors to be able to document that the work is performed in accordance with the requirements concerning local pay and working conditions. It is important that the company is always able to present valid documentation as proof of this compliance. We also expect contractors themselves to undertake self-monitoring in the company or among their subcontractors, to ensure that employees have the right pay and working conditions.

The company must be able to document how much the employees have worked, and what the employees have been paid for their work. The company may be required to present such documentation as employment contracts, payslips, any agreements concerning working hours, and timesheets.



### Together we ensure trainee positions for apprentices

*Metroselskabet and Greater Copenhagen Light Rail give priority to training apprentices within the various construction trades.*

For several years, we have made a targeted effort to ensure apprenticeships and traineeships as part of the Metro construction work. In cooperation with companies, employer organisations, trade unions and vocational colleges, it has been possible to establish a number of customised trainee positions for apprentices, as part of the construction project.

Metroselskabet and Greater Copenhagen Light Rail require the companies to employ apprentices in trades that are included in Danish vocational training programmes or equivalent education programmes in another country. This applies to apprentice electricians, masonry apprentices, construction apprentices within earthworks and concrete works, plumbing, heating and ventilation apprentices, apprentice welders and office administration apprentices.

A trainee position in the construction of the Metro or Light Rail is part of the apprenticeship programme. The trainee position must therefore be instructive and of use in the apprentice's future work. The trainee position must ensure that apprentices gain instructive and varied practical experience. Besides the college programme, the trainee position must ensure that we train the best construction workers within the various trades.

### The construction project supports the Danish labour market model

*Metroselskabet and Greater Copenhagen Light Rail are taking several initiatives to ensure that the construction project supports the Danish labour market model, since this will help to ensure good pay and working conditions for everyone. We expect our partners to do the same.*

Under the Danish model, companies are represented by the employer organisations, while employees are represented by the trade unions. In practice, most of the companies involved in the construction work are members of employer organisations, but many employees are not members of a trade union. Even though Denmark has a strong tradition for civil engineering and construction workers to be members of a trade union, for many years the trade unions have found it more difficult to recruit members, and especially from among foreign workers.

For the Danish labour market model to function optimally for the construction project, Metroselskabet and Greater Copenhagen Light Rail would like to contribute to informing companies and employees of the regulatory conditions in the labour market, as well as employees' rights. We would also like to create good opportunities for communication between companies, employees and the labour market parties.

The Danish labour market model is based on dialogue. At Metroselskabet and Greater Copenhagen Light Rail we have therefore launched the following initiatives:

- *Presentation meeting for new contractors to meet the labour market parties.*
- *Information material for employees describing their rights and entitlements.*
- *Ad-hoc meetings for dialogue with the labour market parties.*
- *Telephone hotline for employees to be able to contact trade unions, main contractors, Metroselskabet and Greater Copenhagen Light Rail.*

Metroselskabet and Greater Copenhagen Light Rail expect the employees to have decent pay and working conditions, that the companies comply with the collective agreement, and that the companies hire apprentices and cooperate with the labour market parties. This manual can help your company to live up to Metroselskabet and Greater Copenhagen Light Rail's priorities and expectations.



CHAPTER 2:

## **The Danish labour market and the collective agreements**

# Checklist

## The Danish labour market and the collective agreements

- Investigate which employer organisation your company can benefit from membership of.

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- Investigate which collective agreement(s) your employees should work under and consider how you can document your compliance with the collective agreement's requirements.

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- Inform your employees that they can elect union representatives.

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- Organise your administration and payroll management, for example with your own bookkeeping function or an external agency, and establish procedures so that bookkeepers and agencies get correct information and errors are avoided.

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- Check whether individual employees receive the correct pay.

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- Make sure that payslips correspond to the requirements in the collective agreement.

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- Make sure that you have correct signed working time agreements and that employees' working hours are registered on a daily basis. It is important that this can easily be documented.

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- Make sure that pension schemes, and possibly also health insurance schemes, have been set up for all your employees.

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- Check that sick leave and holiday pay are handled correctly.

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- Consider whether it is a good idea to work on a piecework basis – this is common in large parts of the Danish construction industry and has ensured high productivity levels.

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In Denmark, the labour market is based on what is commonly called the “Danish labour market model”. Pay and working conditions are laid down in collective agreements concluded between employers and employees. The companies are represented by employer organisations, and the employees by trade unions. A key aspect of the Danish labour market model is that the employer organisations and trade unions must themselves be able to resolve any disagreements. This means that the State can only regulate pay and working conditions to a limited extent. For companies subject to collective agreements, the minimum rates of pay and working hour agreements are legally binding, which means that they have the same validity as statutory requirements. When you, as a foreign company, operate in Denmark, we expect you to familiarise yourself with how the Danish labour market functions, and the requirements imposed on your company by the relevant collective agreements. If you are in any doubt, you should contact your employer organisation. At the end of this chapter there is an overview of relevant contact details for employer organisations and trade unions.

Experience shows that entering a new market is demanding, so that in this chapter we present various information and good advice on what you should be aware of, as a foreign company, before starting to operate in Denmark. Some details relating to the collective agreements are omitted from this chapter, just as certain details will not be relevant for all trade groups and collective agreements.

As described in Chapter 1, Metroselskabet and Greater Copenhagen Light Rail recommend that all companies involved in the construction project enter into a collective agreement. This can take place either by becoming a member of an employer organisation, or by entering into an accession agreement.

### Employer organisations

In Denmark, most companies are members of an employer organisation. This organisation can, for example, help the company to interpret contractual clauses and find out which collective agreements are relevant for the company's work. An employer organisation can also represent the company in the event of any disagreement between the employees and the company. An employer organisation can provide advice and guidance and help the company in any cases of doubt. The employer organisation also represents many other companies and thus has access to a strong network of companies in the civil engineering and construction sector.

Below is a list of the employer organisations that typically represent companies involved in the Metroselskabet and Greater Copenhagen Light Rail's construction projects:

- **Tekniq (the Danish Mechanical and Electrical Contractors' Association):** For companies performing technical installations, heating and plumbing, or electrical installations ([www.tekniq.dk](http://www.tekniq.dk)).
- **Dansk Byggeri (Danish Construction Association):** for companies undertaking civil engineering or construction work ([www.danskybyggeri.dk](http://www.danskybyggeri.dk)).
- **Dansk Industri (the Confederation of Danish Industry):** For companies engaged in industrial production, assembly of technical installations, and transport ([www.di.dk](http://www.di.dk)).

If you are in any doubt as to which employer organisation you should be a member of, Dansk Arbejdsgiverforening (the Confederation of Danish Employers) (DA) will be able to assist you ([www.da.dk](http://www.da.dk)).

Foto: Ricky John Malloy



**PETER STENHOLM**  
EXECUTIVE DIRECTOR OF  
THE DANISH CONSTRUCTION  
ASSOCIATION

“Employer organisations specialise in helping Danish and foreign companies to understand collective agreements and legislation, making it as easy as possible for them to operate. The Danish Construction Association's members also send a signal to their customers that there are decent conditions at the workplace with regard to both the working environment, and pay and working conditions,” says Peter Stenholm, Executive Director of the Danish Construction Association, an employer organisation.



## Trade unions

There is a tradition for employees in Denmark to join a trade union. Within the civil engineering and construction sector, 70% of employees are members of a trade union.<sup>2</sup> Employees cannot be forced to join, nor may they be prevented or prohibited from joining, a trade union.

The trade unions representing the largest work-force groups involved in the construction of the Metro and Light Rail in Greater Copenhagen are:

- **3F/BJMF (United Federation of Danish Workers):** For construction workers within the areas of earthworks and concrete works, such as steel fixers, bricklayers, joiners and unskilled workers in general. In Copenhagen, the local branch, BJMF, is a party to the collective agreement ([www.3f.dk/bjmf](http://www.3f.dk/bjmf)).
- **Dansk Metal (Danish Metalworkers' Union):** For e.g. smiths, welders and others working with IT, technical and mechanical areas, as well as ventilation fitters ([www.danskmatal.dk](http://www.danskmatal.dk)).
- **Dansk El-Forbund (Danish Union of Electricians):** For electricians and others working with electricity ([www.def.dk](http://www.def.dk)).
- **Blik- og Rørarbejderforbundet (Danish Union of Plumbers and Pipefitters):** For heating technicians, plumbers and ventilation fitters ([www.blikogroer.dk](http://www.blikogroer.dk)).

It is Metroselskabet's and Greater Copenhagen Light Rail's policy that trade unions have access to the construction sites in order to engage in dialogue with the employees. However, access may only take place by agreement with the company responsible for the construction site, taking due account of the general safety rules and the progress of the construction work.

Metroselskabet and Greater Copenhagen Light Rail have published the leaflet: "Kend dine rettigheder – til alle medarbejdere på metro-byggeriet" (Know your rights – to all employees involved in the construction of the Metro in the capital). This leaflet has been developed in cooperation with main contractors, employer organisations and trade unions. The leaflet has been created to provide information to Metro construction workers concerning their rights in the Danish labour market. Metroselskabet and Greater Copenhagen Light Rail encourage contractors and subcontractors to provide information to employees equivalent to the information in the leaflet. The leaflet is available in seven languages here: [www.m.dk/rights](http://www.m.dk/rights)

## The industrial dispute system

The industrial dispute system has been agreed between employer organisations and trade unions in order to resolve any disagreements at the workplace between company and employee quickly and without extensive costs. The system makes it possible for disagreements concerning pay and working hours, for example, to be resolved at the workplace. The trade union and employer organisation are only involved if the disagreement cannot be resolved immediately.

Cases are typically brought by trade unions and employer organisations, on behalf of employees and companies, in the industrial dispute system. Decisions taken in the industrial dispute system have legal and binding effect.

### How are disagreements between company and employees concerning pay and working conditions handled?

1. First, the disagreement is raised locally at the construction site – typically between the union representative and the company. If there is no union representative, the employee himself or herself must seek to resolve the dispute with the company.
2. If the disagreement cannot be resolved immediately, a mediation meeting will be held between the trade union and the employer organisation at the construction site. (There are specific limits to the period of time that may elapse before a mediation meeting is held. You can read more about these deadlines in the collective agreement.)
3. If agreement still cannot be reached, the case is escalated to:
  - an organisation meeting at which the parties meet again, but with new representatives from the trade union and employer organisation;
  - or
  - a "48-hour meeting" which, according to some collective agreements, can be held before the case is escalated further. To allow the case to be handled quickly, this meeting must be held within 48 hours.
4. Subsequently, the case can be escalated to the industrial arbitration body that is stipulated in the collective agreements. Industrial arbitration is part of the industrial dispute system and is applied on a case-by-case basis, to consider cases concerning interpretation of the collective agreement. Industrial arbitration considers cases of doubt concerning compliance with the collective agreement. The chairman of the arbitration tribunal will pronounce a ruling on the basis of documen-



**JENS KIRKEGAARD**  
CHAIRMAN OF THE  
CONSTRUCTION GROUP  
IN THE CONSTRUCTION,  
SOIL AND ENVIRONMENT  
WORKERS' UNION  
(3F/BJMF).

"When the company's employees are members of a trade union that is a party to a collective agreement, this ensures order and stability in its day-to-day production activities. Any problems and queries concerning pay and employment conditions can be settled quickly and flexibly. The Danish labour market is therefore regulated and transparent. Employees who are members of a trade union can seek advice and support from the trade union. This gives employees the peace of mind to concentrate on their day-to-day work!" Says Jens Kirkegaard, Chairman of the Construction Group, 3F/BJMF (United Federation of Danish Workers).



In 2014, the company Kormal was ordered by an arbitration ruling to pay DKK 560,000 to its former employees for failing to pay overtime and holiday pay.

After an industrial arbitration ruling in March 2015, the company CIPA had to make back payments totalling DKK 22 million to employees in a case of under-payment concerning the Metro construction work.

These examples show that it is important for every company to be fully familiar with the rules of the collective agreement. In this way, the company can ensure that, right from the very start, employees receive the right pay and are subject to the right agreements.

tation submitted by both the company and the employee. The arbitration ruling is final and cannot be appealed. Industrial arbitration takes place relatively quickly.

While any disagreement is pending in the industrial dispute system, the work will continue as normal at the workplace. Most disagreements are resolved locally at the construction site, without further involvement, under an agreement or settlement between employees and company.

### Actual burden of proof

In cases of disagreement, as a general rule there is a general/actual burden of proof. This means that the person raising the case (usually the employee) must obtain evidence to prove the claim. In certain circumstances, however, a "reversed burden of proof" will apply. This means that, on the other hand, it is the company's task to obtain proof of compliance with the collective agreement.

### An industrial arbitration case can be expensive for the company

Disagreements that are escalated to industrial arbitration can result in the company having to pay large amounts to the employees, as in some cases concerning the Metro construction work. It is therefore vital that the company keeps its affairs in order and manages its documentation appropriately.

In many cases, employees, represented by trade unions, and companies, represented by employer organisations, will reach a settlement before the case goes to arbitration.

### Which collective agreement?

The most common collective agreements applying to the construction of the Metro and Light Rail in Greater Copenhagen with regard to hourly-paid employees are:

- Collective Agreement for the Earthworks and Concrete Sectors between BJMF and the Danish Construction Association (Jord- og betonoverenskomsten mellem BJMF og Dansk Byggeri)
- Building and Construction Agreement between 3F and the Danish Construction Association (Bygge- og anlægsoverenskomsten mellem 3F og Dansk Byggeri)
- Collective Agreement for Electricians between the Danish Union of Electricians and the Danish Mechanical and Electrical Contrac-

tors' Association (Elektrikeroverenskomsten mellem Dansk EL-forbund og Tekniq)

- Collective Agreement for Electricians between the Danish Union of Electricians and the Danish Construction Association (EL-overenskomsten mellem Dansk EL-forbund og Dansk Byggeri)
- Collective Agreement for Metal, Sheet Metal, Plumbing and Piping Work between the Danish Union of Plumbers and Pipefitters and the Danish Construction Association (Metal- og Blik- og rørarbejde overenskomsten mellem Dansk Metal, Blik og Rør og Dansk Byggeri)
- Collective Agreement for Heating and Plumbing Trades between the Danish Union of Plumbers and Pipefitters and the Danish Mechanical and Electrical Contractors' Association/Danish Metalworkers Union and the Danish Mechanical and Electrical Contractors' Association (VVS-overenskomsten mellem Blik og Rør og Tekniq / Dansk Metal og Tekniq)
- Industrial Agreement between the Confederation of Danish Industry and the Central Organisation of Industrial Employees in Denmark (Industriens overenskomst mellem Dansk Industri og CO-industri)
- Collective Agreement for Bricklayers and Unskilled Bricklayers between the Danish Construction Association and the United Federation of Danish Workers/Murerarbejdsmandsoverenskomsten mellem Dansk Byggeri og BJMF (Collective Agreement for Bricklayers between the Danish Construction Association and BJMF (Murer- og murerarbejdsmandsarbejde overenskomsten mellem Dansk Byggeri og 3F)
- Transport and Logistics Collective Agreement between DI Overenskomst I and 3F Transport Group (Transport og Logistikoverenskomsten mellem DI Overenskomst I og 3F Transportgruppen)

As an employer, you are not required by law to enter into a collective agreement. If you choose to work without a collective agreement, the relevant trade unions may legally, upon notice, initiate a blockade against your company.

With regard to the construction of the Metro and Light Rail in Greater Copenhagen, we recommend that all companies enter into a collective agreement – which may be one of the existing collective agreements, or an accession agreement. It is most common for a company to join an employer organisation and thereby become covered by one of the existing collective



agreements. As a company, you can be covered by a collective agreement without becoming a member of an employer organisation. Instead, you must enter into an accession agreement with the trade union. Read more about this in section 2.6.

The collective agreement(s) applying to your company will depend on the work performed by your employees, and on which employer organisation(s) your company is eligible to join. Before employees begin to work, the company must identify which collective agreement applies to the employees. A company may have employees under several collective agreements, and be a member of several employer organisations.

You can consult the employer organisations and trade unions to make sure that you refer to the correct collective agreement.

### Office employees and employees in managerial positions

Employees who work in office-based positions and employees in managerial positions are not subject to the aforementioned collective agreements. The collective agreements for the office and managerial area are typically with the following trade unions: HK (the National Union of Commercial and Clerical Employees), Lederne (the Danish Association of Managers and Executives) or Teknisk Landsforbund (the Danish Association of Professional Technicians). Employees in this group typically receive a fixed monthly salary and are subject to the Danish Salaried

If your employees have not worked in Denmark before, you will need to explain to them how the system with union representatives functions in Denmark. You can do this in the same way as the company ICDS. ICDS held a joint meeting with the trade union 3F/BJMF, at which the employees were encouraged to elect union representatives.

Employees Act. There are a number of statutory rights concerning terms of employment.

### Accession agreement

If your company does not wish to join an employer organisation, the company can become subject to the collective agreement by signing an accession agreement. The accession agreement is entered into with the trade union that organises the employees within the specific professional area. By signing an accession agreement, the company confirms that it will adhere to the terms of the collective agreement, but without joining the relevant employer organisation. The agreement is just as legally binding as a collective agreement established between an employer organisation and a trade union. The industrial dispute system also applies to companies that have signed an accession agreement. Accession agreements are especially adapted to the relevant type of work performed. In some areas, this may entail a higher pay level than the minimum rates of pay stipulated in the collective agreements. The accession agreement will be equivalent to the collective agreements approved by the labour market that already apply to the area, and which



**JAKUB SZWARC**  
THE JOINT UNION REPRESENTATIVE

MegaFlex is another company that has encouraged employees to elect union representatives. MegaFlex has four union representatives in total, and Jakub Szwarz is the joint union representative for the company's employees. Jakub is from Poland, but has worked in Denmark since April 2014. His current workplace is the construction site at Gammel Strand.

Jakub says: "When I came to Denmark to work on the Metro construction project, I'd never worked in Denmark before. We don't have union reps in Poland, so this was very new for me. I think it's great that we have union reps in Denmark, since this means we can help the company and our colleagues at the same time." Jakub is in ongoing contact with 3F, and has attended two courses for union representatives. He continues: "I've been a union rep here since May 2015, and I spend around three hours a week on this work. This includes meetings with the company, besides helping my colleagues, for example with understanding an employee's rights under the collective agreement."



**OLE TUE HANSEN**  
NATIONAL OFFICER AT THE DANISH UNION OF ELECTRICIANS

"At the Danish Union of Electricians, we view union representatives at the workplace as guarantors of the rapid resolution of any conflicts. Besides ensuring an effective process, the union representatives can resolve conflicts to the satisfaction of both the company and the employees. For the Metro construction project, our union representatives within the electrician trade are very active and represent several nationalities at the same time."

also include requirements for the company to pay, for instance, holiday pay, pension contributions, compensation for loss of earnings where a public holiday falls on a weekday, etc.

### Union representatives

For construction work that is subject to a collective agreement, and employing at least five people from the same company, the employees are entitled to elect a union representative (UR) from among the employees. The election must take place so that all employees who are entitled to vote are able to do so. Under some collective agreements, only members of the trade union are entitled to vote. Under other collective agreements, all employees are entitled to vote, although the union representative must always be a member of the trade union. The election of union representatives must be approved by the relevant local trade union.

Union representatives play an important role, as they help to ensure good order and effective conflict handling at the construction site. Union representatives have a duty to promote good cooperation between the company, employees and the employees' trade union. The company can negotiate agreements with union representatives, who can approve the agreements on behalf of their colleagues. The union representative can also present problems and issues to the company's management. It can be a great advantage for your company to be able to contact one single employee representative when a task or issue needs to be resolved with the employees. Union representatives are subject to special rules which, among other things, ensure that they enjoy a higher degree of protection of employment than other employees, and therefore increased protection from dismissal.

### Health and safety representatives

Being a union representative is not the same as being a health and safety representative. Under Danish working environment legislation, a health and safety representative must be elected by the employees. In addition, the company's management must nominate a management representative, who is responsible for health and safety at the workplace. The health and safety representative serves as the link between the management and the employees on all health and safety issues. The health and safety representative, together with the management of the occupational health and safety group,

thus helps to ensure a good working environment and a focus on any potential occupational health and safety problems, so that they can be prevented. Their task is to seek to ensure a good working environment and to prevent any accidents. Health and safety representatives must attend a mandatory training programme, which you can read more about in the working environment legislation, or by contacting your employer organisation or the Danish Working Environment Authority (Arbejdstilsynet).

Read more on [www.at.dk](http://www.at.dk)

### Employment contract

All employees must have an employment contract. It must be issued on the commencement of the work, or immediately thereafter.<sup>10</sup> The following information must be stated in the employment contract:<sup>11</sup>

- The employee's name and address
- Place of employment
- Description of the work, e.g. the employee's title
- Date of commencement and expected duration (if applicable)
- Current collective agreement
- Holiday entitlement
- Notice of termination
- Type of remuneration: hourly pay or piece-work rate
- Pay date and frequency
- Working hours
- Permanent or non-permanent employment
- We recommend that the employment contract be signed by both employer and employee.

Employment contracts should be in a language understood by the employee. We also recommend companies to use the employment contract template created by the employer organisations and trade unions. The template is attached as an annex to some collective agreements, but can also be obtained by contacting one of the employer organisations.



<sup>9</sup> Danish Salaried Employees Act: Employees who hold office-based positions, or who undertake warehouse tasks and/or technical support for more than eight hours per week, are automatically subject to the Danish Salaried Employees Act. This does not include the company's executive management board. The Act stipulates various minimum rights for salaried employees, including that the employee is entitled to fixed terms of notice of termination, is entitled to sick pay, and can only be dismissed on objective grounds. <sup>10</sup> The various collective agreements stipulate different rules for how many days this may take. <sup>11</sup> As required in the collective agreement and the Danish Act on an Employer's Obligation to Inform Employees of the Conditions Applicable to the Employment Relationship.



**Payslips and transfer of pay**

All employees must receive payslips when their pay is transferred to them. A payslip must include the following information as a minimum:

- *Work paid at an hourly rate*
- *Piecework*
- *Overtime*
- *Sick pay*
- *Savings for holiday pay and compensation for loss of earnings when a public holiday falls on a weekday*
- *Pension contributions*
- *Compensation for first, second and third days of unemployment*
- *ATP payment (if relevant)*
- *The company's CVR no., if applicable*
- *Mileage allowance, if applicable*

It is important that the payroll period also covers the period stated on the payslip. It must be easy for an employee to assess whether the number of hours stated on the payslip reflects the number of hours he or she has actually worked.

Also note that payslips should also be in a language that the employees understand.

**Administration and payroll management**

There are many requirements and rules in the Danish system that can be demanding to find your way around. Therefore, many companies hire a lawyer and/or an accountant. You should note, however, that the employer organisations which have entered into the collective agreements with the trade unions can give you concrete, detailed guidance on the collective

agreements and labour market regulations in general.

There is considerable variation in how companies handle payroll administration. Many engage an external Danish bookkeeping agency to handle payroll administration. It can be good to know that there are bookkeepers with specialised knowledge of the various collective agreements. Another approach to administration and bookkeeping is to follow the example of Seli, described below, which established its own payroll administration function. Seli Tunneling Denmark handled the tunnel boring machines for the construction of the Cityring.

**What is the pay level?**

The employees' pay must reflect the individual employee's qualifications, responsibility, contribution and level of skill. It can be a good idea to ask the employer organisation or trade union about the pay regulations, with examples of local pay levels in the capital. The minimum rates of pay are stated in the collective agreements as the basic pay without, for example, holiday pay, pension contributions and payment of qualification supplements. It is customary for the employee to receive a supplement based on level of skill, experience, training qualifications or production effort, in addition to the minimum rate of pay.

Under some collective agreements a supplement is also paid if piecework is not possible. In the collective agreements for electricians, bricklayers and heating, plumbing and ventilation fitters, there are supplements if the employees have not been able to undertake piecework (\*).



**MICHAEL MAZZONI**  
FORMER HEAD OF ADMINISTRATION IN SELI TUNNELING DENMARK

Michael Mazzoni, former head of administration in Seli Tunneling Denmark, says: "For us it has been absolutely essential to have payroll administration close to the workers. Often, our Metro workers come up to see the bookkeeper to ask about tax, holiday pay and transfer of their pay. When foreign workers come to a new country to work, it's vital that they understand the Danish system and the collective agreement. We handle any questions and possible disagreements as and when they arise. I'm convinced that we save both money and effort by having our own payroll administration."



**KIM LIND LARSEN**  
CHAIRMAN OF THE BUILDING AND CONSTRUCTION SECTION, UNITED FEDERATION OF DANISH WORKERS (3F)

"Piecework is an advantage for everyone, since it gives the teams greater responsibility and this brings the employees and company closer together. In our experience, motivation and productivity increase significantly under a piecework team.. This increases the earnings of both the company and the piecework gang. Piecework also improves quality and the working environment."

**Working hours?**

| Trade group   | Minimum rates of pay   |
|---|--|
| Concrete worker/steel fixer under the Collective Agreement for the Earthworks and Concrete Sectors  | 01.03.18 to 01.03.19 – DKK 124.15<br>01.03.19 to 01.04.20 – DKK 126.15   |
| Welder and ventilation fitter under the Collective Agreement for Metal, Sheet Metal, Plumbing and Piping Work   | 01.03.18 to 01.03.19 – DKK 117.60<br>01.03.19 to 01.03.20 – DKK 119.60   |
| Electrician under the Collective Agreement for Electricians between the Danish Union of Electricians and the Danish Mechanical and Electrical Contractors' Association; or the Collective Agreement for Electricians between the Danish Union of Electricians and the Danish Construction Association | 01.03.18 to 01.03.19 – DKK 117.60 + a supplement of DKK 12.70*<br>01.03.19 to 01.04.20 – DKK 119.60 + a supplement of DKK 12.70*   |
| Heating, plumbing and ventilation fitter under the Collective Agreement for the Heating and Plumbing Trades   | 01.03.18 to 01.03.19 – DKK 117.60 + a supplement of DKK 10*<br>01.03.19 to 01.03.20 – DKK 119.60 + a supplement of DKK 10*   |
| Fitters, electricians and welders employed under the Industrial Agreement   | 01.03.18 to 01.03.19 – DKK 117.65<br>01.03.19 to 01.03.20 – DKK 119.65   |
| Bricklayer under the Collective Agreement for Bricklayers and Unskilled Bricklayers, or the Collective Agreement for Unskilled Bricklayers  | 01.03.18 to 01.03.19 – DKK 123.90 + a supplement of DKK 20* = DKK 143.90 + a possible supplement of DKK 2.90**<br>01.03.19 to 01.03.20 – DKK 125.90 + a supplement of DKK 20* = DKK 145.90 + a possible supplement of DKK 2.95** |
| Drivers (drivers' collective agreement)   | 01.03.18 to 01.03.19 – DKK 140.60 + a supplement of DKK 3.80 per hour + possibly DKK 8.15 per hour***<br>01.03.19 to 01.03.20 – DKK 143.10 + a supplement of DKK 3.80 per hour + possibly DKK 8.15 per hour***                   |
| Painters (Collective Agreement between Danske Malermestre/the Danish Construction Association and Malerforbundet i Danmark)   | 01.03.18 to 01.03.19 – DKK 125.85<br>01.03.19 to 01.03.20 – DKK 127.85   |

\* For electricians, ventilation fitters and bricklayers, a supplement to the minimum pay rate is applied if piecework is not undertaken.  
 \*\* For bricklayers there is a tool allowance supplement. This only applies to skilled bricklayers and not to unskilled bricklayers.  
 \*\*\* Drivers of trailers or cranes for which a certificate is required receive an extra supplement. Drivers who have been employed for longer than 9 months receive an extra supplement.

The actual pay level is agreed directly between the company and the individual employee.

**Piecework system**

Within the civil engineering and construction sector in Denmark it is customary for employees to work on a piecework basis, whereby the pay not only reflects the hours worked, but also the employee's effectiveness and results. This can be piecework on the basis of individual work processes, or all of the work performed.

Payment on a piecework basis can be a very effective and safe way for you as an employer to determine the overall price of a given task. Piecework can also be an advantage for employees and a way of increasing the revenue from the individual project. Piecework is agreed directly between the company and the individual employee, but normally concerns a specific task and group of employees. Piecework is therefore

often agreed directly between the company and a team (called a "gang") of workers. The piecework rate and scope are assessed jointly by the employees and the company, and a fixed price is agreed for the work. The piecework rate is agreed on a case-to-case basis according to the current piecework price list, which is agreed between the employer organisation and the trade union. It is recommended that the assessment of the scope, including the piecework rate, is agreed on before the work commences.

There is a list of piecework rates for each trade group. The rates in the list constitute the minimum payment for piecework. If you as a company require further information on piecework, guidance and assistance, including the conclusion of and payment for the piecework,

## CHAPTER 2: THE DANISH LABOUR MARKET AND THE COLLECTIVE AGREEMENTS

we recommend that you contact the relevant trade union and employer organisation. In most of the collective agreements within the construction sector, a piecework agreement must be established, should this be required by one of the parties.<sup>12</sup>

### Working hours

The normal working hours are 37 hours per week, which must take place between 6am and 6pm, Monday to Friday. Under some collective agreements, Saturday is also a working day.

The question of working hours is the area that has led to the most disagreements, problems and industrial disputes during the Metro construction project. This has resulted in major back-payment claims for the companies involved. Metroselskabet and Greater Copenhagen Light Rail therefore recommend that working hours and any agreements concerning working hours are agreed in writing and approved by an employer organisation, prior to the commencement of the work. If you as a company wish to be on the safe side, it is a good idea to have also agreed this with the trade unions.

### Overtime and overtime supplement

The company can establish overtime for up to eight hours per week. However, this must be agreed between the company and the employees, and must also be permitted under the collective agreement. There is some variation between the collective agreements in terms of overtime and overtime payment. It is therefore important that you as a company investigate the relevant collective agreement to establish the specific rules.

### Working hour agreements

If this is advisable or necessary in view of the nature of the work, depending on the working hour provisions of the individual collective agreements, a special agreement on other working hours can be established.

Working hour agreements can be established if the employees and the company have agreed on this. This requires a valid written agreement with date, period of validity and the signatures of both the union representative and the company. If the working time agreed in the working time agreement is exceeded, the company must pay for overtime. When you as a company plan

the working hours of your employees, you must be aware of the rules of the Danish Working Environment Act concerning “rest period and days off”.

*Read more or contact the Danish Working Environment Authority at [www.at.dk](http://www.at.dk).*

The provisions of the collective agreement define what is possible within the agreement concerning working hours. There are fundamentally three different agreements concerning working hours.

#### • Varying weekly working hours

The employees' working hours can be adjusted so that the working hours are shorter in some weeks and longer in other weeks. However, the employees must on average work for 37 hours per week over a predetermined period. This period may, as a maximum, extend over 12 months. This can, for example, be varying weekly working hours with time savings, so that the weekly working hours are 46 hours, and overtime is taken as time off within three months. This type of agreement on working hours requires the employees and the company to agree on the working hours. Please note that any such agreement cannot be changed in the middle of the predetermined period, without further notice being required.

#### • Staggered working hours

When the employee works outside the hours of 6am to 6pm, staggered working hours can be worked instead. There are special requirements concerning notice of working hours and financial supplements for staggered working hours. The requirements are stated in the relevant collective agreement.

#### • Shift work

Shift work is when employees have different working hours according to an agreed work schedule, as day, evening and night shift teams. There are special requirements concerning notice of working hours, locally agreed rota periods and financial supplements for shift work. For work on evening and night shifts, the normal working hours are 34 hours per week, with the possibility of maximum 5 hours' overtime (with



**CHRISTOFFER THOMAS SKOV**  
DIRECTOR AT THE CONFEDERATION OF DANISH INDUSTRY, EMPLOYER ORGANISATION

“For major infrastructure projects such as the Metro and Light Rail, it can be necessary to establish special agreements concerning working hours. It is important for both the companies and employees to put these agreements in place. In this situation, it can be a great help to the individual company to be able to consult an employer organisation.”



Under the Collective Agreement for the Earthworks and Concrete Sectors between BJMF and the Danish Construction Association, for example, a supplement of 50% of the normal pay rate is paid for the first three hours' overtime. For overtime as night work and work at weekends and on public holidays, a supplement of 100% of the normal pay rate is paid.

overtime payment). For work on day shifts, the normal working hours are 37 hours per week.

### Registering hours

The collective agreements do not require weekly timesheets showing the daily working hours. As a requirement in all new contracts, however, Metroselskabet and Greater Copenhagen Light Rail require that, as from the commencement of the work, the company establishes a system to register the employees' working time on a daily basis. Registration of working time and any weekly timesheets are the documentation that may be required by Metroselskabet and Greater Copenhagen Light Rail in the performance of their control (read more about this in Chapter 1). It is therefore important that the company ensures the correct registration on timesheets of employees' arrival at and access to and from the construction site. Working time must be registered on a daily basis.

Remember that, as a company, you have a duty to supply documentation if you are suspected of breaching the collective agreement. In such cases, documentation of the registration of working time and weekly timesheets can be of great help to you.

In the leaflet: “Kend dine rettigheder – til alle medarbejdere på metrobyggeriet” (Know your rights – to all employees involved in the construction of the Metro in the capital) we recommend that employees keep a log of the number of hours they work.

### Pension

Your company must pay in occupational (labour market) pension contributions for all new employees with at least two to six months' vocational experience (depending on the collective agreement). The vocational experience does not have to be earned in the company, since all types of vocational experience are included. This means that for most employees, occupational pension contributions must be paid as from the first working day.

The pension contribution under the collective agreements in the building and construction industry is 12%. The employee pays 4% and the company pays 8% of the employee's holiday-qualifying pay, as well as holiday pay and compensation for loss of earnings when a public holiday falls on a weekday. The company is responsible for paying in the full contribution.

If the company does not have a supplementary pension agreement in the home country, it must pay pension contributions as described in the manual, i.e. a total of 8% + 4%, to PensionDanmark. If the company has a supplementary pension agreement in the home country, this can be offset against the employer's share of 8%, and any difference up to the 8% will be paid as a supplement to the individual employee, so that no payment will be required to be made to PensionDanmark.

You should be aware of the deadlines for the company's pension contribution payments. You can contact the relevant pension company – usually PensionDanmark or Industriens Pension.

There may be exceptions for pension payments for employees posted from abroad who are covered by pension schemes in their home countries. If you are in any doubt, please contact your employer organisation.

*PensionDanmark, [www.pensiondanmark.com](http://www.pensiondanmark.com)  
contact: Tel. nos.: (+45) 70 12 13 30 (employees)  
and (+45) 70 12 13 40 (companies).*

*Industriens Pension, [www.industrienspension.dk](http://www.industrienspension.dk)  
contact: Tel. nos.: (+45) 70 33 70 70 (employees)  
and (+45) 70 33 20 40 (companies).*

For employees who are not Danish citizens, there are rules for how, on returning to their home country, the employees can receive repayment of their pension contributions. Contact the pension company if you have any questions about this. See more about pension contributions to ATP (Arbejdsmarkedets Tillægspension) in Chapter 3.

### Healthcare insurance scheme

Your company must make payments to your employees' healthcare insurance scheme, which is specified in most collective agreements. The collective agreement states which pension company handles the healthcare insurance scheme, although this will typically be PensionDanmark. There are individual exceptions concerning healthcare insurance schemes, however. For example, employees under the Industrial Agreement do not have a healthcare insurance scheme, but the company or employee can always opt to purchase a supplementary healthcare insurance scheme.

A healthcare insurance scheme can include telephone advisory services, psychological crisis counselling, addiction counselling or a guide to the healthcare services. The scheme will often also include physiotherapy, chiropractic treatment, or massage for problems with joints and muscles.

The contribution to the healthcare insurance scheme is usually 0.15% of the pay and is paid by the company, possibly together with the pension contribution, by no later than the 10th of the following month.

Companies that already have a healthcare insurance scheme, in the home country, for example, can be exempt from paying into the healthcare insurance scheme named in the collective agreement.

### Illness and occupational injuries

The main rule concerning illness and occupational injuries is that, as a company, you must pay the employee who is ill or has suffered an occupational injury for up to four weeks, six or eight to nine weeks. The pay is calculated on the basis of the rates for sick pay specified in the collective agreement. See the relevant collective agreements for further details.

As an employer, you have a duty to report any occupational accident at the company within nine days of the injured party's first day of absence, if the employee is unable to work for at least one day in addition to the day of the injury. Foreign companies that do not have a CVR number can report an occupational accident via *virksomhed.dk*, using the RUT number.

### Holiday pay

Employees earn the right to 2.08 days of holiday per month. This is specified in the Danish Hol-

iday Act, which ensures minimum holiday pay entitlements for all wage earners in Denmark. As an employer, each month you must therefore allocate holiday pay equivalent to 12.5% of the employee's total pay.

Foreign companies that do not have a Danish CVR number are no longer required to pay in holiday pay in Denmark. Instead, holiday pay must be paid to employees according to the home country's rules. If the holiday pay amount is less than 12.5% and days of holiday are earned at less than 2.08 days per month of employment, the holiday pay amount must be supplemented up to the Danish level. This means that if, for example, the holiday pay amount is 10% according to the home country's rules, the employee must receive a pay supplement of 2.5%; and if less than 2.08 days of holiday are earned per month of employment, the employee must either be granted days of holiday up to the Danish level, or receive compensation in the form of a pay supplement.

An employee who has worked for a full calendar year from 1 January to 31 December of the same year will be entitled to five weeks' paid holiday. The employee can take the holiday earned in the holiday year running from May to April of the following year. In practice, this means that more than one year will pass before a newly hired employee will have earned any entitlement to paid holiday.

On 1 September 2020, a new Holiday Act will enter into force in Denmark. Among other things, it introduces concurrent holiday, whereby employees earn and take their holiday during the same period. In practice, this means that, as from 2020, the holiday year will run from 1 September to 31 August, with a period of 16 months (1 September to 31 December of the following year) during which holiday may be taken. An employee will continue to earn the right to 2.08 days of paid holiday per month of employment, equivalent to five weeks of annual holiday.

In 2019, a transitional period will be introduced whereby holiday earned during the period from 1 September 2019 to 31 August 2020 will be "frozen" and may not be taken or paid out until the employee leaves the labour market. This will ensure that employers avoid having to pay out up to ten weeks of holiday in a single year.<sup>15</sup>

*Read more about the new Holiday Act at the Danish Ministry of Employment's website [bm.dk](http://bm.dk), or contact your employer organisation.*

<sup>15</sup> With the exception of the Collective Agreement for Electricians, under which the healthcare insurance scheme contribution is included in the pension contribution payment.

### Holiday card, holiday payment or holiday fund

Depending on which collective agreement your employees are subject to, holiday pay will be administered via one of the following schemes: holiday card, holiday payment or holiday fund.

Holiday cards and holiday payments are administered by the employer. Holiday funds are administered by the trade union. The holiday fund applies to companies posted from abroad and companies that have entered into an accession agreement.

If an employee stops working before the end of the holiday year, special exemptions make it possible for the employee to have his or her holiday pay paid out when he/she leaves the country. This is either by the company paying out the holiday pay, or as payment from the authorities or by the trade union if the holiday pay amount has been paid into the holiday fund by the employer.

Under the new Holiday Act, which enters into force in 2020, there will still be two types of holiday payment. Holiday with pay and holiday allowance. The holiday allowance rate will continue to be 12.5% and the holiday supplement for holiday with pay will be 1%.

### Compensation for loss of earnings when a public holiday falls on a weekday, and extra days of holiday

When public holidays during a payroll period fall on a normal working day, your employees must receive com-

ensation for loss of earnings when a public holiday falls on a weekday.

Employees are entitled to five extra days of holiday during the year (equivalent to a sixth holiday week). As a company, you must allocate an amount equivalent to 9.15-9.90% of the pay in 2018-2019, and 9.75-10.50% of the pay in 2019-2020 (the rate is adjusted annually), as compensation for loss of earnings when a public holiday falls on a weekday, and as payment for extra days of holiday<sup>16</sup>. Under most collective agreements, the payment is calculated at the end of the year and settled with the employees in connection with the last salary payment in December, the first salary payment in January, or by the employee taking any remaining holiday.

Foreign companies may choose to set up an account for the compensation for loss of earnings when a public holiday falls on a weekday, or to pay out the amount as a pay supplement<sup>17</sup>. For foreign companies that post employees to Denmark without being domiciled in Denmark, instead of setting up such an account, they can pay out the amount on an ongoing basis as a pay supplement. For work on a public holiday that falls on a weekday, an overtime supplement must be paid in accordance with the current rules, cf. the collective agreements between the Danish Construction Association and the BAT cartel. If an employee leaves employment during the year, the company must settle any surplus or deficit to the pool.



**Periods of notice of termination**

There are rules for when the employee and the company, respectively, must give any notice of termination. The length of the notice period depends on how long the employee has been employed by the company. The notice periods do not apply to employees who are employed on a fixed-term basis.

The terms of notice in the collective agreements are typically longer for you as an employer than for your employees. The length of the notice period varies between different collective agreements.

**Example 1:** An employee subject to the Collective Agreement for the Earthworks and Concrete Sectors between BJMF and the Danish Construction Association has been employed by the company for one to three years, and can give one week's notice, while the company can give the employee in question three weeks' notice of termination.

**Eksempel 2:** En electrician who has worked for the company for between six months and two years under the Collective Agreement for Electricians between the Danish Union of Electricians and Tekniq (the Danish Mechanical and Electrical Contractors' Association), can give two days' notice, while the company can give five days' notice of termination to an employee who has been employed for between three months and two years.

Salaried employees<sup>18</sup> known as "white-collar workers" are subject to the provisions of the Danish Salaried Employees Act concerning notice periods. The employer may give one month's notice of termination to employees who have been employed for up to six months. Three months' notice of termination applies to employees who have been employed for between six months and one year. Employees can typically give one month's notice of termination.

Read more about periods of notice of termination in the relevant collective agreement, or in Section 2 of the Danish Salaried Employees Act. Special rules apply to collective dismissal. We recommend that you contact your employer organisation and possibly the relevant trade union in this respect.

**Payments on account**

Your company is advised not to make payments on account, since it is a big administrative task to ensure correct payment of tax, holiday pay, pension contributions, etc. after the amount has been paid out. In exceptional cases, however, it can be necessary to make payments on account to employees during a start-up phase. But be very careful with documentation and follow-up on on-account payments, since disagreement and suspicion of irregularities can easily arise. In the case of on-account wage payments where there is no tax card for the employee, 55% PAYE tax must be deducted for the employee. The rest of the pay, as well as amounts that should have been paid as holiday pay, compensation for loss of earnings when a public holiday falls on a weekday and pension contributions, should be paid to the employee, so that it can be documented that the amounts exist and have been paid to the employee.

It is also important to have documentation for all on-account payments. The documentation must include the following information as a minimum:

- Amount
- Date
- Name
- Signatures of the employee and employer

It is important to save the documentation for on-account payments.



**Unemployment insurance funds**

In Denmark, employees earn entitlement to unemployment benefit if they are employed and are a member of an unemployment insurance fund. In Denmark, unemployment insurance is voluntary for the employees and is administered by private unemployment insurance funds. Most unemployment insurance funds are run by one or several trade unions. To be eligible for

unemployment benefit, the person must have fulfilled the employment requirement of being in work for an extended period, and be resident and registered in Denmark.

Most local employees pay into an unemployment fund. Read more in Chapter 4 about the unemployment funds' role in the recruitment of manpower.

**Contact details for employer organisations and trade unions**

| Employer organisations   |   |  |
|--|---|--|
| Dansk Byggeri (Danish Construction Association)                          | Tel. no.: (+45) 72 16 00 00<br>E-mail: info@danskbyggeri.dk<br>Website: www.danskbyggeri.dk                                     |  |
| Dansk Industri (Confederation of Danish Industry)                        | Tel. no.: (+45) 33 77 33 77<br>E-mail: di@di.dk<br>Website: www.di.dk   |  |
| Tekniq (the Danish Mechanical and Electrical Contractors' Association)   | Tel. no.: (+45) 77 41 15 74/(+45) 43 43 60 00<br>E-mail: tekniq@tekniq.dk,<br>Website: www.tekniq.dk                            |  |
| Trade unions   |   |  |
| 3F / BJMF (United Federation of Danish Workers).                         | Silas Grage<br>Tel. no.: (+45) 23 45 74 27<br>E-mail: silas.grage@3f.dk   | Elo Hansen<br>Tel. no.: (+45) 23 45 73 92<br>E-mail: elo.hansen@3f.dk<br>Website: www.3f.dk/bjmf |
| Blik og Rørarbejder forbundet (Danish Union of Plumbers and Pipefitters) | Lars Andersen<br>Tel. no.: (+45) 26 88 20 70<br>E-mail: la@blikroer.dk<br>Website: www.blikroer.dk                              |  |
| Dansk El-Forbund (Danish Union of Electricians):                         | Niels Berglöv<br>Tel. no.: (+45) 35 86 50 00<br>E-mail: nbe@def.dk<br>Website: www.def.dk                                       |  |
| Dansk Metal (Danish Metalworkers' Union)                                 | Flemming Andersen<br>Tel. no.: (+45) 33 63 28 32<br>E-mail: flan@danskmetal.dk<br>Website: www.danskmetal.dk                    |  |
| Malerforbundet (Painters' Union)   | Jesper Carl<br>Tel. no.: (+45) 40 49 25 90<br>E-mail: jec@maler.dk<br>Website: www.maler.dk                                     |  |
| 3F Københavns Chauffører (3F Drivers' Union, Copenhagen)                 | Harald Fabricius<br>Tel. no.: (+45) 40 14 44 59<br>E-mail: harald.fabricius@3f.dk<br>Website: www.3f.dk/koebenhavns-chauffoerer |  |

<sup>18</sup> Definition of salaried employees in accordance with the Danish Salaried Employees Act: Employees who hold office-based positions, or who undertake warehouse tasks and/or technical support for more than eight hours per week, are automatically subject to the Danish Salaried Employees Act. This does not include the company's executive management board. The Act stipulates various minimum rights for salaried employees, They include that the employee is entitled to a fixed notice period, is entitled to sick pay, and can only be dismissed on objective grounds.

CHAPTER 3:

# Legislation and requirements applying to foreign companies operating in Denmark



# Checklist

## Legislation and requirements

- Investigate how to register your company and employees in Denmark.

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- Make sure that your employees have the right residence and work permits.

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- Find out whether your company and employees need NemID, NemKonto and a digital mailbox.

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- Be certain that your employees have national insurance in Denmark or in their home country.

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- Make sure that the correct tax and VAT are paid for the company and are deducted from the employees' pay.

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- Talk to your employees about tax deductions, and make sure that they understand the rules and get the right advice.

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- Make sure that the company's motor vehicles are registered correctly.

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- If your company pays for your employees' accommodation, you must check whether they are obliged to pay tax on this benefit.

---

- Find out whether you, as a company, must pay ATP, AES, financing contributions and AUB contributions.

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- Make sure that your company and employees are insured correctly.

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- Before the work begins, you must remember to apply for recognition of any foreign qualifications and authorisations, if relevant.

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Make sure that you apply for registration of your company in RUT in good time, well before the work begins.

**A**s a foreign company working in Denmark, you have a duty to comply with Danish legislation and the requirements made of companies in Denmark.

This chapter lists a number of aspects that you as a foreign company should investigate further, before you start the work. The chapter does not constitute a complete list, but gives an overview of which rules you should familiarise yourself with. We hope that the chapter will help you to find your way around the Danish rules and that the information will help you to contact the right authorities. The chapter concludes with an overview of links and contact details for relevant authorities.

### Your company must be registered

Company registration takes place via [virk.dk](http://virk.dk)

Companies that become established in Denmark must be registered in Det Centrale Virksomhedsregister (CVR) (Central Business Register, or CBR). Once your company has been registered in the CVR register, you will receive a CVR number. You should also determine the legal form of establishment of your company in Denmark. In other words, you must indicate whether your company is a subsidiary, a branch, a department, or has a "less formal legal structure".

It is normal for a company to be initially established as a "less formal legal entity", and to later become more formally established, as a subsidiary, for instance. When you register your company at [virk.dk](http://virk.dk), you must remember to indicate whether the company has employees or is a sole proprietorship.

Certain companies that are only in Denmark for a short period of time, and work in this country on a temporary basis, do not need to be registered in the CVR register. For these companies it can be relevant to have an SE number. The SE number is used for VAT registration purposes.

### Special registration for companies providing temporary services

"Arbejdstilsynet" (the Danish Working Environment Authority) will visit construction sites in order to check that employees are registered in RUT, where necessary. The Danish Working Environment Authority can also check compliance with working environment legislation, and issue

mandatory orders in the event of non-compliance. If the employees are not correctly registered in RUT, the authorities will issue fines to the company. The fine for failure to register in the RUT register is DKK 10,000.

Foreign companies that provide services in Denmark on a temporary basis must, together with the posted employees, be included in the "Registret for udenlandske tjenesteydere" (Register of Foreign Service Providers, or RUT). Employees of a Danish company with a CVR number, such as a branch or subsidiary, are generally not obliged to register, however. Representatives of the company's international management in the home country may, however, be obliged to become registered in RUT.

Read more here: [www.virk.dk/rut](http://www.virk.dk/rut)

If you have any questions about RUT, contact the Danish Business Authority's RUT support, on tel. no.: (+45) 72 20 00 36 (Monday-Thursday 8.30am-4pm, Friday 9am-3pm)

Erhvervsstyrelsens RUT-support, tlf: +45 72 20 00 36 mandag-torsdag 8.30-16, fredag 9-15

### Employees' status and registration

The company's employees may be hired as

- Local employees in Denmark
- Posted employees with or without residence in Denmark
- Hired manpower (when a company in Denmark has hired manpower from a company in another EU member state.)<sup>19</sup>

Your employees' status depends on whether the company is established in Denmark with a CVR number, or whether the employees work for a foreign company that is working in Denmark on a temporary basis. Rules and requirements concerning tax payment and insurance, for instance, depend on the employees' employment status.

### Foreign employees are registered via International Citizen Service (ICS)

International Citizen Service – [www.icitizen.dk/](http://www.icitizen.dk/) Or citizen services (Borgerservice) in the municipalities in which your employees are resident.

Employees who are liable to pay tax in Denmark must have a CPR (central personal registration) number or a PAYE tax number. Since there can be a waiting time for CPR numbers when several employees are to be registered at the same time, we recommend that you visit International Citizen Service (ICS) with small groups of new employees. To get a CPR number, employees must have an EU residence document or work permit, and documentation of their address in Denmark, such as a lease contract. Make sure that all of your employees have the required papers and documents.

### You are responsible for your employees' residence and work permits.

The police and the Danish Working Environment Authority will perform regular inspections of whether the construction employees have valid residence and work permits.

It is your responsibility as a company not to employ anybody on an illegal basis. If an employer has employees who do not have valid Danish work and residence permits, this can lead to sanctions such as fines or criminal liability for the company.

When an employee from another EU member state has worked in Denmark for more than three to six consecutive months, the employee must apply for an EU residence document from the State Administration. A limited number of EU residence documents are issued by International Citizen Service (ICS) by prior appointment. This takes place via [icitizen.dk](http://icitizen.dk).

Companies that hire employees from countries outside the EU are responsible for ensuring that these employees have the necessary work and residence permits before they begin to work. In Denmark, work and residence permits are granted on the basis of a number of schemes and regulations that depend on which country the employee is from, and the job function the employee is to perform. Contact International Citizen Service for help and guidance.

[www.icitizen.dk/](http://www.icitizen.dk/)  
Tel. no.: (+45) 33 66 66 06  
[east@icitizen.dk](mailto:east@icitizen.dk)

At International Citizen Service, the employees complete the forms concerning tax, EU registration, CPR number, registration with a GP, bank details and insurance. The employees need to bring along passport photos and copies of ID/photo ID (preferably a passport), tax card from

### HOW OTHERS HANDLE THIS:



If your company is to hire foreign employees, there are a number of rules and formalities that you must comply with. To ensure that the introduction to the Danish system is as smooth as possible, it can be a good idea to have an employee who is familiar with the Danish system and who can be responsible for helping new foreign employees to find their feet, ensuring that all of the regulations are complied with.

The company Seli Tunneling Denmark, which handled the manpower for the four Cityring tunnel boring machines, has good experience from doing this. The company's employee picked up new foreign employees from the airport in Copenhagen and accompanied them through the Danish system to the relevant authority, including International Citizen Service in Copenhagen and the bank. In addition, the person also made sure that the new employees had all of the correct documents, so that they could obtain a residence permit, CPR number, national health insurance card, tax card, bank account and NemKonto, etc.

their home country, any marriage certificate and a signed contract. On their employment, the employees are informed that they must bring relevant documents with them to Denmark.

Experience shows that some companies believe that employees gain residence and work permits automatically once they have tax cards and national health insurance cards, but this is not necessarily the case. Remember to always make sure that all residence and work permits are approved. Help your employees by contacting International Citizen Service together with them.

### Communication with the Danish public authorities

For companies established in Denmark, the ongoing communication with the public authorities takes place electronically via digital mailbox and via NemID and NemKonto. In Denmark, it is a compulsory requirement that communication between the company and the public authorities takes place digitally. As a company, you must therefore have a digital mailbox – it is not sufficient to just have an e-mail address. For companies that are only temporarily present in Denmark, communication with the Danish authorities takes place via the stated postal address in the home country, or possibly via a specified e-mail address.

Your company can receive important messages in your digital mailbox, and any funds can be reimbursed to you via NemKonto. You need a NemID to get access to your digital mailbox. It is therefore important for your company to be up-to-date with NemID, NemKonto and the digital mailbox:

- **NemID** is a personal login used for digital self-service via-à-vis the public authorities. This is available to both individual citizens and companies. Relevant administration staff working for a company must have personal employee signatures for the company's online information and registration (an employee's own personal NemID cannot be used here!). Your company can order NemID here: [www.nemid.nu/dk-en](http://www.nemid.nu/dk-en)
- **NemKonto** is the company's account for receiving any funds due from the public authorities. A NemKonto can be opened in any bank. Once the NemKonto has been set

up, you can access it at [www.nemkonto.dk/ServiceMenu/Engelsk/NemKonto-Easy-Account-for-companies](http://www.nemkonto.dk/ServiceMenu/Engelsk/NemKonto-Easy-Account-for-companies)

- **Digital postkasse** is your company's fixed communication channel with the public authorities. It is mandatory for every company to have a digital mailbox. Read more about the digital mailbox here: [www.danishbusinessauthority.dk/statutorymailbox](http://www.danishbusinessauthority.dk/statutorymailbox)

### Healthcare services

In Denmark, it is your responsibility as a company to ensure that your employees are covered by social security schemes when they work for your company.

In Denmark, social security includes the yellow national health insurance card and the special health insurance card. These health insurance cards apply to employees who are covered by social security schemes in Denmark. The yellow national health insurance card is for employees resident in Denmark, while the special health insurance card is for employees resident in another country.

Employees who are covered by their home country's social security schemes must bring a completed A1 form to Denmark, as documentation. Remember that it may also be necessary for your employees to have the blue health insurance card for e.g. holiday travel or visits to their home country.

It is important that your employees have the correct registration and health insurance cards before they start work.

Read more here: [www.lifeindenmark.dk](http://www.lifeindenmark.dk)





## CHAPTER 3: LEGISLATION AND REQUIREMENTS

### Tax and VAT

SKAT (the Danish tax authority) inspects construction sites for compliance with the Danish rules for taxes and duties. SKAT usually pays unannounced visits to construction sites to check the tax status of both employees and companies. Your responsibility is to ensure that correct tax and VAT are paid on your company's revenue. Based on individual case processing, SKAT assesses the company's status with regard to payment of tax.

It is also your responsibility as a company to ensure that both tax and labour market contributions are deducted from your employees' pay. Please note that you must comply with SKAT's deadlines. The deadline depends on your company's size, but in principle the tax for the current month must be paid on the last working day of the month.

Your employees must also apply for tax cards to be able to pay their tax. Generally, employees posted from abroad are liable to pay tax in Denmark after 183 days in the course of a 12-month period.<sup>20</sup> There may be special rules under which companies and employees have a limited liability to pay tax.

*Read more at [www.skat.dk/english](http://www.skat.dk/english)*

### Tax on hiring-out labour

Special tax rules apply to the hiring-out of labour, which can be relevant when an employee is posted to Denmark directly from another company in the employee's home country. If the employee's work can be categorised as "international hiring-out of labour", as an employer you must ensure that tax on hiring-out of labour is paid.

*Read more at [www.skat.dk](http://www.skat.dk)*

### Tax deductions

Employees in Denmark are eligible for tax deductions for certain expenses. For example, trade union membership dues are tax deductible, besides unemployment insurance and transport to/from work, provided that the conditions for tax deductibility are fulfilled. If you as an employer cover the costs of overnight accommodation, subsistence and transport, and there is no pay reduction as a consequence, your employees are not entitled to deduct these expenses.

Unfortunately, there are examples of cases where employees have been offered tax advice from non-qualified advisers. These persons have fraudulently charged fees for giving employees incorrect advice on tax deductions and tax rules in Denmark. As a consequence, several employees have been subject to large claims for back-payment of taxes due. This is a very unfortunate situation for the persons concerned. It is therefore important that you and your employees only receive competent tax advice from e.g. SKAT, or an authorised accountant.

Contact SKAT, which will be happy to come and guide your employees on their tax deductions.

### Use of foreign-registered motor vehicles

There are special rules concerning the use of foreign-registered motor vehicles in Denmark. SKAT administers and provides guidance on these rules. Companies with foreign-registered motor vehicles are recommended to contact SKAT in order to gain approval and possibly clarify the payment of registration tax.

The police or the Danish Working Environment Authority check whether the companies at the construction sites comply with the rules for the registration of motor vehicles in Denmark.



Remember that the company's name and CVR/RUT number must be visible on all of the company's vehicles weighing up to four tonnes.

### Employee accommodation and tax obligation

Many companies offer accommodation to employees who come to work in Denmark. If your company makes accommodation available, it is your responsibility to ensure that the accommodation fulfils the statutory requirements. It is also the company's responsibility to obtain any required permits for residential use.

In Denmark, there are rules regulating the purposes for which different buildings may be used. For example, a commercial property may not be used for residential purposes, unless special permission has been granted by the municipality. It is therefore a good idea to contact the municipality if you are in any doubt concerning the rules for use of a property.

Companies that pay for employees' accommodation can do so in one of the following ways:

- *By paying an amount for accommodation (the daily rate is fixed by SKAT) in addition to the employee's normal pay.*
- *By making accommodation available and paying the rent.*
- *This requires compliance with SKAT's accommodation allowance rules and that there is*

*no reduction of the employees' normal pay. Note that it is the company's responsibility to ensure that the rent does not exceed the rental value of the property.*

Irrespective of how the accommodation is paid for, your company should investigate any tax liability to SKAT.

It is recommended that there is a lease contract which has been signed by both the company and the employees.

*Contact SKAT for enquiries in English on (+45) 72 22 27 90 or read more here: [www.skat.dk](http://www.skat.dk)*

### De-registering the company on completion of the work

If the company stops working in Denmark, you must de-register it with the Danish authorities within eight days. The same applies to employees who are no longer to work in Denmark. If, on the other hand, the employees are to work for another company in Denmark, they must not be de-registered.

*Read more at [www.virk.dk](http://www.virk.dk)*

### Payment to ATP and Samlet Betaling (Total Payment)

As a general rule, companies registered in Denmark are obliged to pay into the Labour Market Supplementary Pension Scheme (ATP), and via the Samlet Betaling (Total Payment) scheme to pay in employer contributions to Arbejdsgivernes Uddannelsesbidrag (Employers' education contributions) (AUB); Arbejdsmarkedets Erhvervssikring (Labour Market Insurance) (AES); Barsel.dk (maternity fund); Arbejdsmarkedets Fond for Udstationerede (the labour-market fund for posted workers) (AFU); and Finansieringsbidrag (financing contribution) (FIB); including to Lønmodtagernes Garantifond (employees' guarantee fund) (LG). As a general rule, companies with posted workers are not subject to these payments. You should check whether your company is subject to an obligation to pay into ATP (the Labour Market Supplementary Pension Scheme) and the Samlet Betaling (Total Payment) scheme for its employees. Via the financing contribution, the company pays into e.g. LG (employees' guarantee fund), which is administered by ATP. If a company that is registered in Denmark goes into compulsory liquidation, employees can receive payments from LG equivalent to maximum six months' average pay. Executive directors and management do not receive any compensation if the company goes into compulsory liquidation. A posted employee whose salary has not been paid by a foreign employer can recover this pay through AFU (the labour-market fund for posted workers), if the conditions for payment are fulfilled

Contact ATP Livslang Pension on tel. no.: (+45) 48 20 49 14 or at [www.atp.dk](http://www.atp.dk)

### Payments to the statutory occupational injury insurance scheme

It is your responsibility as an employer to ensure that your employees are covered by the required insurance, either in Denmark or abroad.

For the employees for whom you are to make payments to ATP and AES (Labour Market Insurance), your company also has a duty to make payments to the statutory occupational injury insurance fund.

Before your employees start to work, you must contact an insurance company and take out occupational injury insurance. This type of insurance is offered by most Danish insurance companies.

### Payment to the AUB scheme

Arbejdsgivernes Uddannelsesbidrag (Employers' education contributions) (AUB) finances and administers a number of vocational training schemes, which in overall terms aim to achieve more training positions. All companies that during the preceding year have reported full ATP contributions for more than one full-time, vocationally trained employee, are subject to the AUB scheme. The company's actual contribution is calculated on the basis of the number of employees.

As a company, each year in April you will receive a preliminary statement of the target training ratio for the number of trainees you must have employed during the current calendar year. If your company fulfils its target training ratio and takes more apprentices, you can receive a bonus. If your business does not fulfil its target training ratio, you will in principle be required to pay an additional contribution to AUB.

Please note that Metroselskabet and Greater Copenhagen Light Rail have social clauses in all new contracts, which also include apprenticeship requirements, as well as penalty and bonus provisions. That is not the same thing, however.

Read more at [virk.dk/praktikplads-aub](http://virk.dk/praktikplads-aub)

### Recognition of foreign qualifications

In Denmark, for certain occupations, foreign qualifications must be approved before your employees begin to work. This applies to such trades as welding, crane driving, assembly of scaffolding, operating fork-lift trucks, etc. Special rules apply to employees who work in Denmark for a short time.

Read more here: [www.engelsk.arbejdstilsynet.dk/en](http://www.engelsk.arbejdstilsynet.dk/en)



It can take one to two months to achieve approval of foreign qualifications, so make sure you apply in good time!



**THORKILD BANG**  
DEPUTY DIRECTOR AT THE EMPLOYER ORGANISATION, TEKNIQ (THE DANISH MECHANICAL AND ELECTRICAL CONTRACTORS' ASSOCIATION)

"Besides the fact that the Danish labour market model is new for many foreign companies, we also see how the authorisation rules are misunderstood. For example, a company cannot buy or lease an authorisation from another company. The person who is technically responsible and holds the authorisation must be employed by the company. As an employer organisation, we can help you with this."

### Obtaining authorisations for your employees

Within selected trade groups, foreign companies are required to have a technically responsible employee who fulfils the educational requirements for obtaining authorisation, before the company begins to work in Denmark. For the construction of the Metro and the Light Rail, this applies to such areas as electrical installation, heating and plumbing installation work, and sewerage work.

If your company does not have the required authorisations, your employees will be working illegally. This can lead to sanctions such as fines and possible criminal liability for the company.

Read more here: [www.sik.dk](http://www.sik.dk)

Many companies misunderstand the authorisation rules and erroneously believe that they just need to enter into an agreement with an undertaking which holds an authorisation, in order to gain the legal authorisations. But a company may not buy or lease an authorisation from another company. It is a condition that the person who is technically responsible and holds the authorisation must be employed by the company.

### Your employees have a duty to present proof of identity

On any inspection visits to construction sites by the authorities, all of your employees must be able to present proof of their identity with photo ID such as a passport, national health insurance card, ID card, driver's licence, or similar.

### You have a duty to display the company's CVR/RUT number

This includes a duty to show that your company is present at the construction site. Details of the company's name and CVR/RUT number must be displayed at the entrance to the construction site. This information can be displayed on the green hoardings surrounding the Metro construction sites, which include a board with the companies' details at the entrance to all construction sites.



It can take several months to achieve a Danish authorisation, so make sure you apply in good time!



**Useful links and the authorities' contact details**

|   |  |
|---|--|
| <p><b>International Citizen Service East</b><br/>Employees can come here to speak to case officers about their registration, rights, etc. Gyldeløvesgade 11, DK-1600 Copenhagen<br/>Tel. no.: (+45) 33 66 66 06<br/>east@icitizen.dk<br/>www.icitizen.dk/<br/>www.lifeindenmark.dk</p>  | <p><b>New to Denmark</b><br/>Here you can find information about visas, entering the country, residence in Denmark, etc. www.nyidanmark.dk</p>   |
| <p><b>Danish Business Authority</b><br/>The Danish Business Authority can respond to questions concerning company registration, including registration in RUT and de-registration, and an overview of business sectors and activities that are subject to statutory regulation in Denmark.<br/>http://businessindenmark.danishbusinessauthority.dk/ Tel. no.: (+45) 72 20 00 30</p> | <p><b>Danish Ministry of Employment</b><br/>Information about jobs, employee rights in Denmark and information about living in Denmark.<br/>www.workindenmark.dk</p>   |
| <p><b>SKAT</b><br/>SKAT (the Danish tax authority) can respond to questions concerning VAT, tax and registration of motor vehicles.<br/>www.skat.dk<br/>Tel. no.: (+45) 72 22 18 18</p>   | <p><b>Arbejdstilsynet (Danish Working Environment Authority) and Arbejdsmarkedets Erhvervssikring (Labour Market Insurance)</b><br/>Information about the working environment and working environment legislation.<br/>http://engelsk.arbejdstilsynet.dk/en/ Tel. no.: (+45) 70 12 12 18, at@at.dk<br/>www.aes.dk Tel. no.: (+45) 72 20 60 00, aes@aes.dk</p> <p>The Danish Working Environment Authority's website, which presents the special rules for companies posted from abroad, in several languages.<br/>www.posting.dk</p> |
| <p><b>Danish Safety Technology Authority</b><br/>The Danish Safety Technology Authority can respond to questions concerning authorisations. http://www.sik.dk</p>   | <p><b>ATP/Udbetaling Danmark</b><br/>Can answer questions about e.g. ATP, AES contributions, LG, etc. Read more here: www.atp.dk</p>   |





CHAPTER 4:

## How to recruit employees in Denmark

The number of employees needed by companies in the various phases of a construction project will show great fluctuation. There is thus a need to be able to hire good employees quickly. In this chapter we will give an introduction to good recruitment channels in Denmark.

Your company can typically find new employees via the public sector's system, for instance Københavns Erhvervshuset (Business House Copenhagen), or via the private unemployment insurance funds. The sooner you know which employees you need, the better Erhvervshuset (Business House) or the unemployment funds will be able to help you to find the right employees.

### Find new employees via Erhvervshuset (Business House)

In Greater Copenhagen, Københavns Erhvervshuset (Business House Copenhagen), on behalf of the public sector, can help you to recruit new employees. Københavns Erhvervshuset has consultants who can quickly and effectively find suitable candidates who match your company's need for manpower. The consultants can also advise you on any opportunities for subsidised employment and help you to complete the right forms.

Københavns Erhvervshuset includes Hovedstadens Rekrutteringsservice (Greater Copenhagen Recruitment Service), in which 18 municipalities have joined forces. This means that, from one place, your company can get the help of all 18 municipalities with its recruitment tasks.

Metroselskabet and Greater Copenhagen Light Rail have a special recruitment collaboration with Hovedstadens Rekrutteringsservice (Greater Copenhagen Recruitment Service) via Kompetent Arbejdskraft (Competent Manpower) for Greater Copenhagen. They have recruitment officers who are dedicated to helping the companies engaged in constructing the Metro and Light Rail in Greater Copenhagen with hiring the right employees.

Contact Københavns Erhvervshuset/Hovedstadens Rekrutteringsservice on tel. no.: (+45) 70 80 80 55 or via e-mail: [hvs@erhverv.dk](mailto:hvs@erhverv.dk). Enquiries are answered within 24 hours.

### Find new employees via the unemployment funds

Unlike many other countries, in Denmark employees can join an unemployment insurance fund on a voluntary basis. These funds offer unemployment insurance schemes. Most unemployment funds are run by one or several trade unions.

Your company can contact the unemployment funds/trade unions for help with hiring employees within a specific trade, such as welders, electricians or bricklayers.

### The relevant trade unions' unemployment funds are:

| Unemployment funds  | Trade group   | Contact details   |
|---|---|---|
| United Federation of Danish Worker's unemployment fund (3F's a-kasse)           | Concrete worker, steel fixer, bricklayer              | Jens Kirkegaard<br>Tel. no.: (+45) 70 30 08 26<br>E-mail: <a href="mailto:jens.kirkegaard@3f.dk">jens.kirkegaard@3f.dk</a><br>Dennis Birger Hejl<br>Tel. no.: (+45) 70 30 08 26<br>E-mail: <a href="mailto:dennis.hejl@3f.dk">dennis.hejl@3f.dk</a> |
| 3F Drivers' Union Copenhagen's unemployment fund (3F Københavns Chauffører)     | Drivers   | Harald Fabricius<br>Tel. no.: (+45) 40 14 44 59<br>E-mail: <a href="mailto:harald.fabricius@3f.dk">harald.fabricius@3f.dk</a>   |
| The building trades' unemployment fund (Byggefagenes a-kasse)                   | Ventilation fitters, heating and plumbing technicians | Lars Andersen<br>Tel. no.: (+45) 26 88 20 70<br>E-mail: <a href="mailto:la@blikroer.dk">la@blikroer.dk</a>  |
| Danish Metalworkers' unemployment fund (Dansk Metals a-kasse)                   | Welders, ventilation fitters                          | Henrik Larsen<br>Tel. no.: (+45) 33 63 28 35<br>E-mail: <a href="mailto:hela@danskmetal.dk">hela@danskmetal.dk</a>  |
| The Danish Union of Electricians' unemployment fund (Dansk El-Forbunds a-kasse) | Electricians  | Pia Hassel Hansen<br>Tel. no.: (+45) 35 86 50 00<br>E-mail: <a href="mailto:pjh@def.dk">pjh@def.dk</a> <a href="mailto:kbhakassen@def.dk">kbhakassen@def.dk</a>   |
| Painters' Union unemployment fund (Malerforbundets a-kasse)                     | Painters  | Jesper Carl<br>Tel. no.: (+45) 40 49 25 90<br>E-mail: <a href="mailto:jec@maler.dk">jec@maler.dk</a>  |



### Assistance for the unemployed in the Danish labour market, via special schemes

There are a number of public schemes in Denmark to help the unemployed and people with functional impairments to find employment. The purpose of the schemes is to help people to gain a footing in the Danish labour market. Below are a few examples of schemes that your company may be able to establish.

- **Pay subsidies**

*When a person has been unemployed for a longer period, he or she can be hired by a company under the subsidised pay scheme. This means that the company receives a public subsidy to cover part of the employee's pay.*

- **Flexjob**

*A person with reduced ability to work can be employed by the company, with the municipality paying a contribution to subsidise the employee's pay.*

Experience shows that this scheme requires the company to have the administrative capacity to manage it. You can get more information on the subsidy schemes from Københavns Erhvervshuset.

### Contact details for recruitment

- **3F's Jobservice**

With the help of 3F (United Federation of Danish Workers), you can advertise a position free of charge, with a description of the type of employee required by the company.

E-mail: [jobformidling@3f.dk](mailto:jobformidling@3f.dk)  
Tel. no.: (+45) 70 30 03 00

- **Jobservice Danmark (STAR - Styrelsen for Arbejdsmarked og rekruttering (Danish Agency for Labour Market and Recruitment))**

Public employment service that helps companies with recruitment, qualifications upgrading, or retention of employees.

Tel: (+45) 72 20 03 50 (8am-4pm)  
Mail [jobservicedanmark@star.dk](mailto:jobservicedanmark@star.dk)

**With thanks for kind assistance to:**

Dansk Byggeri (Danish Construction Association)  
Tekniq (the Danish Mechanical and Electrical Contractors' Association) Dansk Industri (the Confederation of Danish Industry)  
3F (United Federation of Danish Workers) / BJMF (the Construction, Soil and Environment workers union)  
Blik- og Rørarbejderforbundet (Union of heating, plumbing and ventilation workers)  
Dansk El-Forbund (Danish Union of Electricians)  
Dansk Metal (Danish Metalworkers' Union)

Metroselskabet and the Greater Copenhagen Light Rail's Panel of Experts  
Johnny Dyreborg, Steen Scheuer, Søren Kaj Andersen, Peter Hasle, Emmett Caraker

Københavns Erhvervshus (Business House Copenhagen) and Hovedstadens Rekrutteringsservice (Greater Copenhagen Recruitment Service)  
Danish Business Authority  
SKAT  
Danish Safety Technology Authority  
Danish Working Environment Authority  
International Citizen Services  
ATP  
Danish Ministry of Employment  
Danish-German Chamber of Commerce  
STAR (Styrelsen for Arbejdsmarked og rekruttering) (Danish Agency for Labour Market and Recruitment)

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Michael Mazzoni, Seli Tunneling Denmark  
Jakub Szwarz, MegaFlex

Photo:  
Metroselskabet  
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Lene Skytthe/Metroselskabet  
Pelle Rink

Publisher: Allercp  
2018  
Print: AllerTryk  
ISBN: 978-87-92378-32-3





[www.m.dk/entrepreneurs](http://www.m.dk/entrepreneurs)  
[www.dinletbane.dk/entrepreneurs](http://www.dinletbane.dk/entrepreneurs)

ISBN: 978-87-92378-32-3