



Know your rights

– to all employees involved in the construction of the Metro in the capital

2019



All employees working to construct the Metro and the Light Rail in the capital have a number of contractual rights that must be observed. These rights are laid down in the collective agreements for the respective trade groups. All companies must comply with the regulations, and all employees within the trade groups have the same rights, whichever country they are from.

This material will give you information about some of your rights as an employee involved in the Metro and Light Rail construction work. If you have any questions, please contact your union representative or trade union. Your employer can contact the company's employer organisation. Contact details are available on the last page.

The "Know your rights" folder is not legally binding, but is solely a guide to understanding the collective agreements.

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Minimum rate of pay

Your pay is agreed between you and your employer. Your hourly pay must be stated in your employment contract and on your payslips. Your hourly pay may not be less than the minimum rates of pay shown in the table. The minimum rate of pay depends on your trade group. The rates stated below apply as from March 2018 until February 2019. The minimum rates of pay are adjusted annually in accordance with the collective agreements, but any other pay negotiations may take place annually.

Trade group	Minimum rate of pay (applying as from March 2018 until February 2019)
Concrete worker/steel fixer (collective agreement for the earthworks and concrete sectors)	DKK 124.15 per hour
Welder (collective agreement for metal, sheet metal, plumbing and piping work)	DKK 117.60 per hour
Electrician (collective agreement for electricians/ electrical collective agreement)	DKK 116.50 + supplement*: DKK 12.70 per hour
Ventilation fitter (collective agreement for the heating and plumbing trades, collective agreement for metal, sheet metal, plumbing and piping work)	DKK 117.60 + supplement*: DKK 10 per hour
Fitters, electricians and welders (employed under the Industrial Agreement)	DKK 117.65
Bricklayers (collective agreement for bricklayers and unskilled bricklayers, or the collective agreement for unskilled bricklayers)	DKK 123.90 + supplement* DKK 20 = DKK + any supplement** DKK 2.90 per hour
Drivers (drivers' collective agreement)	DKK 140.60 + supplement: 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)	DKK 125.85 per hour

*For electricians, ventilation fitters and bricklayers there is a supplement to the minimum pay rate 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 will receive an additional supplement and drivers who have been employed for longer than 9 months will receive an additional supplement.

When your personal salary is fixed, account must be taken of your qualifications and experience, education, performance and the nature of the work. Locally, the level of pay is above the minimum payment rate, which can be seen above. If you have any questions concerning your personal pay, you should contact your trade union.

Signed employment contract

When you work on the construction of the Metro and Light Rail, your employment must be documented in writing. The employment contract should be signed by both you and your employer. The documentation must be issued to you no later than one month after you have started work (for electricians this is no later than 5 days after you have started work). The employment contract must state your hourly pay, applicable collective agreement and commencement date, as well as your and the company's contact details.

Payslip

As an employee you must receive a detailed payslip when your salary is paid out to you. The payslip must include such information as: The salary paid, sick pay, holiday pay, working hours, pension contribution, ATP (Arbejdsmarkedets Tillægspension), compensation for loss of earnings on public holidays account, and any overtime work. If you see "on-account amount" on your payslip, you must check whether it corresponds to the amount that has actually been paid out to you in cash. It can be a good idea

to make a note of any on-account amount that is paid to you in cash by your employer. Pay attention to the requirements in the collective agreement concerning the information on payslips!

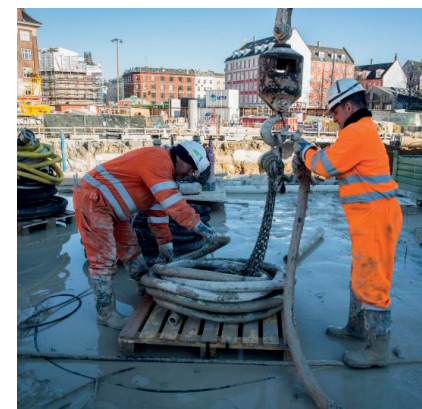
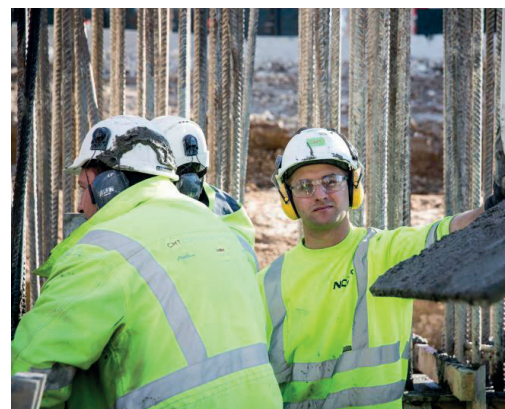
Working hours

in Denmark are normally fixed at 37 hours per week. However, you may agree on special working hours with your employer. If you work more than 37 hours, you may be entitled to overtime payment in addition to your hourly pay. Normal working hours must be between 06:00 and 18:00 on the first five or six days of the week, depending on which collective agreement you work under. Other working hours must be agreed in writing between employee and employer.

In some cases the normal daily working hours may be increased with overtime. The actual overtime payment will depend on which trade group you belong to. Under some collective agreements, a fixed overtime rate is paid, while for others a 50-100% supplement to the hourly rate is paid.

Please note that special rules and supplements apply if you work outside normal working hours with staggered working hours or as shift work with shift teams.

It is a good idea to keep a daily record of how many hours you work each day. You should write this down in a calendar or logbook.





Working hour schedules

If you work shifts, or outside normal working hours on a permanent basis, your employer must draw up a schedule of your working hours. You must receive the schedule of working hours in good time before the work commences. How far in advance you can require a schedule of working hours will vary, but you must receive it around 3-5 days before the work is to commence, depending on which trade group you belong to.

Occupational pension contribution

All employees are entitled to occupational pension contributions. The contribution is 12 % of your total monthly pay, of which you must pay 4% yourself, while the rest is paid by your employer. For employees who leave Denmark, special rules apply to the disbursement of occupational pension contributions paid in Denmark. Normally, 40% of the pension contributions made can be disbursed to you. Your contract or collective agreement will state the name of the pension company. If this is Pension Danmark, you can send an e-mail in English to service@pension or call tel. no.: (+45) 70 12 13 30. If this is Industriens Pension, you can send an e-mail in English to medlemsservice@industrienspension.dk or call tel. no.: (+45) 70 33 70 70.

The healthcare scheme is part of most collective agreements, represents 0.15% of your salary, and is paid by your employer. A healthcare scheme includes telephone advisory services and various treatment opportunities. If you have any questions you can contact your pension company.

Holiday

In accordance with Danish holiday legislation, you will receive holiday pay when you take your holiday. As an employee you earn holiday entitlement equivalent to 2.08 days per month that you work. Payment for this holiday is calculated on the basis of your pay in the previous year, and is equivalent to 12.5% of your pay. For employees who are not Danish citizens there are rules that allow pensions to be paid out when they leave Denmark.

If you stop working in Denmark and leave the country, your earned holiday pay can be paid out to you. Read more at: www.lifeindenmark.borger.dk

Lønmodtagernes garantifond (LG) (the guarantee fund for Danish wage-earners):

If the company that you work for files for bankruptcy and you have not been paid, it is possible to be paid by the guarantee fund for Danish wage-earners. This applies if you are an employee of a Danish registered company, and also if you work as a posted employee. Read more at lifeindenmark.borger.dk or contact your trade union.



Compensation for loss of earnings where a public holiday falls on a weekday/extra days of holiday

Your employer pays in a monthly amount equivalent to 9.30% of your pay to your compensation for loss of earnings on public holidays account¹. When you have time off on a public holiday, instead of your salary you will be paid the equivalent of a day's pay of DKK 1,100 from your compensation for loss of earnings on public holidays account (the rate and amount will depend on which collective agreement you work under). You must receive the same payment from the compensation for loss of earnings on public holidays account when you take one of your five extra days of holiday, to which you are especially entitled in accordance with your collective agreement, or days off under the collective agreement, e.g. 1 May.

Payment of tax

All employees must pay tax in Denmark. You can apply for a tax card at www.skat.dk/english. Contact SKAT (the Danish tax authority) on the English-language telephone line for employees and companies involved in the Metro construction work, if you have questions concerning your payment of tax, on tel.no.: (+45) 72 22 27 90 (opening hours – business days from 10:00 to 12:00).

When your job in Denmark ends, you must complete a form with supplementary information for your annual tax return (04.069). You can find the form in several languages here: www.skat.dk/blanketter.

REMEMBER – you must not close your bank account in Denmark until your tax matters have been concluded.

Illness

You are entitled to sick pay if you have been employed by the company for at least two to three months. The period in which you are entitled to sick pay depends on which trade group you belong to. If you have been employed by the company for less than two to three months when you fall ill, you may be entitled to sick pay if you fulfil the conditions of the Danish Act on Benefits in the Event of Illness or Childbirth with regard to your employer.

¹The rate varies in different collection agreements, so this depends on the trade group to which you belong. For drivers, the rate is lower and, instead, there is a special savings amount which can be paid out annually in June or at the end of employment.

Remember that you must obtain a national health insurance card. If you have questions for the authorities, e.g. concerning national health insurance, contact International Citizen Services on tel.no.: (+45) 33 66 33 66 (English).

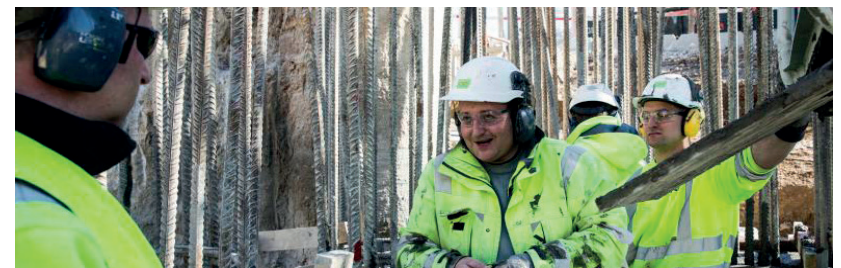
Trade union and unemployment fund

You can decide for yourself whether you wish to join a Danish trade union and unemployment fund. The unemployment fund is your unemployment insurance. The trade union works to safeguard your rights. The trade union establishes collective agreements with the employer organisations' representatives. They help to agree the pay terms to which you are subject, and your overall working conditions. Many of the employees from the local area are members of a trade union or unemployment fund. If you are a member, the trade union will help you if you have problems with your employer, e.g. if you do not receive the correct pay.

Union representatives

Union representatives play an important role at workplaces in Denmark. There are elected union representatives at several of the companies involved in the Metro and Light Rail construction work. The union representative represents the employees and serves as the link to the company. The union representative must work to strengthen the good cooperation between the employees and the company's management, and be in contact with the trade union.

For the employees to be entitled to elect a employee representative, the company must have at least five employees who are members of the trade union. To be elected, the employee representative must also be a member of the trade union.



Other rules

There may be rules and rights that are not described here. If you are in doubt, or have any questions, or find that your rights are not respected, please contact your trade union.



Contact details:

Unions		
Concrete worker/ Steel fixer/ Formwork carpenter/ Carpenter/ Joiner/ Bricklayer <small>(skilled and unskilled work that is not covered by the fol- lowing trades)</small>	3F BJMF Elo Hansen Tel. no.: (+45) 23 45 73 92 E-mail: elo.hansen@3f.dk	
	Monika Agnieszka Wozniak (Polish) Tel. no.: (+45) 27 77 36 00 E-mail: Monika.wozniak@3f.dk	Giuseppe D'Oriano (Italian) Tel. no.: (+45) 28 92 75 55 E-mail: giuseppe.doriano@3f.dk
	Kati Niculae (Romanian) Tel. no.: (+45) 27 77 35 99 E-mail: Kati.niculae@3f.dk	Veronika Kirska (Portuguese, Russian) Tel. no.: (+45) 28 29 87 54 E-mail: veronika.kirska@3f.dk
	Drivers 3F Københavns Chauffører (Copenhagen Drivers) Harald Fabricius Tel. no.: (+45) 88 92 27 72, (+45) 40 14 44 59 E-mail: harald.fabricius@3f.dk	
Electrician	Dansk El-Forbund (Danish Union of Electricians) Niels Berglöv Tel. no.: (+45) 35 86 50 00, (+45) 40 45 63 16 E-mail: nbe@def.dk, kbh@def.dk	Lars Kræmer Tel. no.: (+45) 23 30 42 18 E-mail: lak@def.dk
Painters	Malerforbundet Jesper Carl Tel. no.: (+45) 40 49 25 90 E-mail: jec@maler.dk	Jimi Pedersen Tel. no.: (+45) 40 42 51 96 E-mail: jip@maler.dk
Welder	Dansk Metal (Danish Metalworkers' Union) Flemming Andersen Tel. no.: (+45) 33 63 28 32 E-mail: flan@danskmetal.dk	

Heating and plumbing / Ventilation installer

Union of heating, plumbing and ventilation workers

Lars Andersen
 Tel. no.: (+45) 26 88 20 70
 E-mail: la@blikroer.dk

Dansk Metal (Danish Metalworkers' Union)

Flemming Andersen
 Tel. no.: (+45) 33 63 28 32
 E-mail: flan@danskmetal.dk

Companies

Danish Construction Association

Nørre Voldgade 106
 1358 København K
 Tel. no.: (+45) 72 16 00 00

Confederation of Danish Industry

H.C. Andersens Boulevard 18
 1787 København V
 Tel. no.: (+45) 33 77 33 77

Tekniq

Paul Bergsøes vej 6
 2600 Glostrup
 Tel. no.: (+45) 43 43 60 00
 E-mail: foreign@tekniq.dk

Contractors

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Whistle-Blowing Hotline
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Compliance
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Developer

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Bo Rasmussen
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 E-mail: bor@m.dk



FAGLIGT FÆLLES FORBUND



Dansk Industri



TUNN3L



dansk byggeri

DANSK EL-FORBUND 

TEKNIQ
INSTALLØRERNES ORGANISATION



MALERFORBUNDET