Employment contract

for agricultural trainee

Between

[Name of the employee]

and

[Name of the company]

It is hereby confirmed that [Name of the employee]

 [Address]

 [Address]

 Email address, cf. point 13.1:

 Phone number:

 (the ”Employee”)

and [Name of the company]

 [Address]

 [Address]

 Central Business Registration No.:

 Email address:

 Phone number:

 (the “Company”)

have entered into an agreement on employment on the terms set out below:

1. Position and work tasks
	1. The Employee is employed as an agricultural trainee. The work consists of training in all tasks within the daily operation.
2. Accession and expected duration of the employment
	1. Accession date / effective date is the [date].
	2. The duration of the employment is limited in time. Resignation is done upon termination of the internship agreement. Regardless of the date of resignation, the first two (2) months of the employment are a trial period during which both parties can terminate the employment without notice. After the end of the trial period, the employment cannot be terminated by the Company, whereas the Employee can terminate the employment with 14 days’ notice.
3. Collective Agreement
	1. The employment is covered by the Collective Agreement in force at any time and any related agreements between Arbejdsgiverforeningen KA and Det Faglige Hus and any local agreements. See the Collective Agreement at [www.ka.dk](http://www.ka.dk). A local agreement has been concluded at the time of the agreement of this employment: Yes [ ]  No [ ]
	2. Specific references to the Collective Agreement in this Employment contract refer to the Collective Agreement 2022-2025. The subject of employment is agriculture.
4. Place of work
	1. The meeting place is the Company’s address: Yes [ ]  No [ ]

If No, state the location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Working hours
	1. The working hours are agreed to [number] hours per week, which are placed according to the rules of the Collective Agreement.
	2. Working hours are calculated over a reference period, cf. section 15(2 and 3) of the Collective Agreement: Yes [ ]  No [ ]

If yes, the reference period is calculated over [number] weeks starting on the [date]. The first reference period may have a shorter duration.

1. Salary
	1. The salary is agreed as gross salary, cf. section 11(4) of the Collective Agreement: Yes [ ]  No [ ]

If Yes, the gross salary for 0.-6. months amounts to DKK [---] per month and then DKK [---] per month. The gross salary is fixed for [indicate period].

* 1. For 0.-6. months the personal salary is agreed to DKK [---] per month and then DKK [---] per month.
	2. The salary includes employee accommodation, board and/or lodging, cf. section 2(2) of the Collective Agreement, professional group Agriculture: Yes [ ]  No [ ]

If Yes, specify here: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* 1. The salary period begins on [date] and ends on [date]. Salary for employees paid by the month will be made available at the latest on the final business day of the month and no later than two (2) weeks after the end of the salary period.
1. Public holiday payment
	1. Employees, who are employed in companies where wages and working hours for the professional group in question are reduced on public holidays, are covered by the public holiday scheme. Reduction of wages and working hours generally means that there is no roster work on that day, as it is a public holiday.

* 1. Employees who are employed in companies where public holidays are working days and salary and working hours are not reduced are not covered by the public holiday scheme.
	2. The Employee is covered by the public holiday scheme, cf. section 13 of the Collective Agreement: Yes [ ]  No [ ]

If Yes, choose on of the options below: If No, fill in the following:

[ ]  The salary includes public holiday payment The Employee wants the public holidays to be

[ ]  Public holiday payment is saved and paid distributed among the employees, so that as far

[ ]  Full salary is paid in public holidays as possible exemption is agreed for work on pub-

 lic holidays in turn: Yes [ ]  No [ ]

If the Employee does not want distribution of work on public holidays, the Employee will work to a normal extent on public holidays, in the event that they fall on a normal working day.

1. Pension
	1. No pension is paid in the employment, cf. the Collective Agreement, professional group Agriculture, section 10(6).
2. Holiday and days off earned
	1. Holiday allowance is granted with 12,5% of the holiday-eligible salary, cf. section 26-26F of the Collective Agreement.
	2. The Employee earns the right to days off in terms of section 27 of the Collective Agreement.
3. Illness

In case of illness, please notify [---] by phone [---]. Notification shall be made as early as possible, but no later than [---]. Notice of illness by text message is accepted: Yes [ ]  No [ ]

* 1. The Employee is obliged, on a regular basis during the period of illness, to keep the Company informed about the expected duration of the absence due to illness.
1. Duty of confidentiality
	1. During the employment relationship and after it has been terminated, the Employee must overserve a duty of confidentiality regarding the Company’s customers and other matters for which such confidentiality is inevitably required. Violation of the duty of confidentiality may lead to both instant dismissal and criminal liability and/or liability for damages.
2. Protection of personal data
	1. The Employee is aware that administration of personnel requires collection, registration, use and disclosure of personal data, and that the Company will process such data in accordance with general purposes.
	2. The Company will process social security number for unique identification of the Employee regarding payroll, e-income registration and tax retention. The Company will also process information about pension payments, insurance, leave and absence, pregnancy and maternity leave, courses, education and training activities, transportation related to work, employee-performance and -development and issues related to working-environment and safety, serious misdemeanor etc.
	3. The information mentioned above is handled in accordance with legislative obligations that lie with the Company The information is kept only as long as required. Upon request the Employee is entitled to access all personal information processed by the Company and is entitled to demand that any incorrect information is amended. If the Company is failing to comply with this, complaints can be submitted to the Danish Data Protection Agency.
3. Other terms
	1. The Employee is obligated to keep the Company informed of any changes in private contact information, including address, phone number and email, so that the Company is always informed of the applicable contact information.The Employee accepts that the provided email address can be used for messages in connection with the employment e.g., receipt of warning, termination, etc. Failure to comply with this obligation shall be regarded as a breach of the employment, which, in the circumstances, may have employment law consequences.
	2. The Employee confirms, by signing below, that the Employee does not suffer from any illness or have any symptoms of any illness that has a significant impact on the Employee’s capacity to carry out the work in question.
	3. The following driver’s license/certificate is required:

[ ]  No requirements [ ]  Car [ ]  Tractor [ ]  Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Lost driver’s license/certificate is considered a material breach and may result in expulsion.

* 1. The Company provides work clothes, cf. section 7 of the Collective Agreement, professional group Agriculture: Yes [ ]  No [ ]
	2. Other remarks:

Payment for overtime: Overtime is regulated by section 16 of the Collective Agreement. Payment for overtime is calculated in accordance with section 4 of the Collective Agreement, professional group Agriculture.

Insurance: The Employee is entitled to employer-paid insurance from the first day of internship, however, on condition that the Employee has requested the Danish National Register for Danish CPR number. The insurance must, as a minimum, correspond to the trainee insurance, as stated in the framework agreement concluded between the parties of the Collective Agreement and Velliv, cf. section 10(4) of Collective Agreement, professional group Agriculture.

* 1. This Employment contract shall replace any previously distributed Employment Contracts.
	2. Staff handbook is distributed: Yes [ ]  No [ ]
1. Signatures
	1. This Employment contract is signed in two (2) copies, and each party shall receive one (1) copy.
	2. By signing this Employment contract, the Employee accepts the abovementioned terms and confirms to receiving a copy of the Employment contract.

Date: Date:

For the Company

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Company Signature Trainee