



KAUPAN LIITTO

Collective Agreement  
for Warehouse and  
Transportation  
Supervisors

1.2.  
**2018–2020**  
31.1.

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Collective Agreement for  
Warehouse and Transportation  
Supervisors

1 February 2018 - 31 January 2020

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**COLLECTIVE AGREEMENT FOR WAREHOUSE AND TRANSPORTATION SUPERVISORS**

**Section 1 Scope of the agreement**

1. This agreement applies to warehouse and transportation supervisors aged 18 or over.
2. A warehouse and transportation supervisor is a person who does not regularly take part in the work of the people he/she is managing.

**Section 2 Employment contract**

The written employment contract shall include the minimum details specified in the pro forma agreement in this collective agreement.

**Section 3 Terms and conditions of employment**

The terms and conditions of employment of warehouse and transportation supervisors are determined in accordance with the provisions applying to warehouse workers in the Collective Agreement for the Commercial Sector, with the exceptions set out below.

**Section 4 Notice period**

1. The employer shall comply with the notice period stated in Section 5, Clause 1 of the Collective Agreement for the Commercial Sector:

<b>Duration of continuous employment</b>	<b>Period of notice of termination</b>
No longer than one year	14 days
Longer than 1 year but no longer than 4 years	1 month
Longer than 4 years but no longer than 8 years	2 months
Longer than 8 years but no longer than 12 years	4 months
Longer than 12 years	6 months

2. The supervisor shall comply with the notice period stated in Section 5, Clause 2 of the Collective Agreement for the Commercial Sector:

<b>Duration of continuous employment</b>	<b>Period of notice of termination</b>
No longer than 5 years	14 days
Over 5 years	1 month

3. By way of derogation from clauses 1 and 2, the notice period for both parties can be set at one month by agreement.

If the employer's notice period in accordance with clause 1 is longer than the one-month notice period agreed on the basis of this section, the employer must comply with the longer notice period.

## **Section 5 Wages**

### ***Job requirement grades***

- The job requirement grades for warehouse and transportation supervisors are:
  - Warehouse and transportation supervisor I
  - Warehouse and transportation supervisor II
  - Warehouse and transportation supervisor III

A warehouse and transportation supervisor I is a supervisor:

- who manages work indirectly as the supervisor of the supervisors of subordinates
- whose duties include other responsibilities than managing work

The wage of a warehouse and transportation supervisor I is determined by agreement.

The supervisor's wages must be higher than those of his/her subordinates unless there are justified grounds for deviating from this. The employer and the supervisor shall annually discuss the remuneration and the bases for determining remuneration.

A warehouse and transportation supervisor II is a supervisor:

- who manages work and subordinates with the help of foremen and forewomen
- who does not have warehouse and transportation supervisors among his/her subordinates
- who works as the immediate supervisor of employees
- whose job requirements and responsibility are comparable to those used for the subordinate warehouse and transportation supervisor
- whose duties include other responsibilities than managing work

- who is required to handle and take responsibility for practical and functional duties in his/her operating area.

A warehouse and transportation supervisor III is a supervisor:

- who directly manages work and subordinates
- who temporarily participates in the work of his/her subordinates
- whose work includes handling and taking responsibility for practical and functional duties that differ from ordinary work
- who works as the person in charge of part of a warehouse or the person who organises haulage when the duties involve special responsibility, experience and skills
- who works as the person in charge of part of a warehouse or as a transportation supervisor, taking care of a warehouse or transportation by item group or geographically specified parts or sub-functions of a warehouse.

In extraordinary circumstances, a person may be in charge of part of a warehouse or act as a transportation supervisor when the person does not have any subordinates, providing that his/her work otherwise corresponds to the work of the person concerned.

The pay scale rates for the warehouse and transportation supervisor II and warehouse and transportation supervisor III grades are set out in the wage annex.

### ***Bonuses***

2. Warehouse and transportation supervisor III is paid a bonus (workteam foreman's bonus) in accordance with Section 13, Clause 10 of the Collective Agreement for the Commercial Sector when he/she participates in the same work for which his/her subordinates are paid the corresponding bonus.

3. The wage is increased by 20% for work done in the morning before 6 am.

### ***Education and training***

4. A person who has completed a vocational qualification that is relevant to the position shall immediately be deemed a third-year clerical employee on the pay scale.

### ***Call-out pay***

5. Call-out pay shall be paid when a supervisor comes to work to deal with an emergency outside of regular working hours.

Call-out pay shall amount to 2 hours' pay in addition to the wages payable for the emergency work done.

Call-out pay shall also be paid if:

- notification is made before the end of the regular working hours
- the regular working hours end at or before 4 pm
- the supervisor returns to work overtime, and the overtime begins after 9 pm.

## **Section 6 Miscellaneous regulations**

### ***Applicable agreements***

1. As part of the Collective Agreement for Warehouse and Transportation Supervisors, the agreements made in Section 25 of the Collective Agreement for the Commercial Sector shall apply.

### ***Uniforms***

2. The employer shall acquire uniforms for permanent supervisors if the supervisors' working duties so require.

The employer shall look after the uniform unless otherwise agreed with the supervisor for extra remuneration.

### ***Supervisors' shop steward***

3. The supervisors may elect a shop steward from among their number.

The Agreement on Shop Stewards, which forms part of the Collective Agreement for the Commercial Sector, shall apply to shop stewards in accordance with Clause 1.

### ***Supervisors' labour protection delegate***

4. Supervisors may elect their own labour protection delegate and two deputies to the labour protection delegate from among their number.

The Labour Protection Co-operation Agreement, which forms part of the Collective Agreement for the Commercial Sector, shall apply to labour protection delegates in accordance with Clause 1.

## **Section 7 Disputes**

### ***Local grievance procedure***

1. Disputes arising from the collective agreement shall be negotiated initially between the employer and the supervisor or between the employer and the shop steward.



2. If no settlement can be reached, a memorandum of the dispute shall be prepared in duplicate, corresponding to the template in this collective agreement.

### ***Inter-federation negotiations***

3. The local parties may refer a dispute to the federations for settlement.

### ***Negotiating procedure***

4. Local and inter-federation negotiations shall be initiated and conducted without delay.

### ***Labour Court***

5. Any dispute that remains unresolved in inter-federation negotiations may be submitted to the Labour Court for settlement.

## **Section 8 Industrial peace and breaches of the collective agreement**

1. All industrial action directed against this agreement shall be prohibited.

2. The consequences of infringing this collective agreement shall be governed by the Collective Agreements Act that is current at the time of signing this agreement.

## **Section 9 Validity of the agreement**

1. This agreement shall remain in force until 31 January 2020.

2. After 31 January 2020 the agreement shall continue in force for one year at a time unless written notice of termination is served no later than one month before the end of the validity period.

3. The said notice of termination shall include detailed written proposals for amending the agreement; otherwise the notice of termination shall be null and void.

## PAY SCALES

The previous pay scale groups were valid from 1 March 2016 to 31 March 2018.

<b>Wages of warehouse and transportation supervisors, 1 April 2018 – 31 March 2019</b>			
<b>Helsinki, Espoo, Kauniainen, Vantaa</b>	<b>1st year</b>	<b>3rd year</b>	<b>5th year</b>
Warehouse and transportation supervisor III	2113	2170	2232
Warehouse and transportation supervisor II	2307	2391	2484
<b>Elsewhere in Finland</b>			
Warehouse and transportation supervisor III	2034	2089	2145
Warehouse and transportation supervisor II	2218	2296	2379

<b>Wages of warehouse and transportation supervisors, 1 April 2019 – 31 January 2020</b>			
<b>Helsinki, Espoo, Kauniainen, Vantaa</b>	<b>1st year</b>	<b>3rd year</b>	<b>5th year</b>
Warehouse and transportation supervisor III	2147	2205	2268
Warehouse and transportation supervisor II	2344	2429	2524
<b>Elsewhere in Finland</b>			
Warehouse and transportation supervisor III	2067	2122	2179
Warehouse and transportation supervisor II	2253	2333	2417

**MEMORANDUM OF DISPUTE**

Company .....

Establishment .....

Employer or employer's representative who has handled the dispute in the workplace .....

Position of the employer's representative within the company .....

Telephone .....

Email address .....

Clerical employee affected by the dispute .....

Clerical employee's job at the company .....

Telephone .....

Email address .....

The clerical employee was represented by the shop steward/chief shop steward during negotiations .....

Telephone .....

Email address .....

Subject of the dispute .....

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Local negotiations on the dispute were held on \_\_\_\_\_.\_\_\_\_.20\_\_\_\_

Negotiators .....

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.....

In regard to the dispute, the following have been contacted:

Finnish Commerce Federation

Service Union United PAM

The parties have held local negotiations concerning the dispute. No consensus has been reached to resolve the dispute. For this reason, the decision has been taken to refer the matter to the labour market organisations for negotiation.



# INSTRUCTIONS FOR COMPLETING THE MEMORANDUM OF DISPUTE

## ***General***

The memorandum of dispute procedure only applies to members of the Service Union United PAM working for member companies of the Finnish Commerce Federation where the employment relationship is subject to the Collective Agreement for Warehouse and Transportation Supervisors.

Disputes regarding the working and wage conditions of clerical employees should primarily be resolved in the workplace in compliance with the local order of negotiation set out in Section 7 of the collective agreement. Each party can avail itself of its own union's advisory services during workplace-specific negotiations. The purpose of any support or advice that may be provided by unions is to help the negotiations to flow smoothly and identify a solution to the dispute within the workplace.

The memorandum of dispute should only be completed after a sufficiently thorough local negotiation when the parties wish to have the dispute settled at union level.

## ***Subject of the dispute***

The subject of the dispute is described in brief by way of a title, such as the requirement to pay wages during sick leave.

## ***The agreed course of events***

The undisputed facts underlying the dispute are described under the course of events. This statement accelerates the unions' handling of the matter as it provides the handling personnel with a rapid overview of the events without them needing to request further clarification. These undisputed background details should be brought to the fore by both parties when requesting their own union's views on the events.

## ***The claims of the local parties, with detailed grounds***

The clerical employee must present his/her own detailed demands and grounds for these demands during the local negotiations. The employer's response and grounds for the response are reviewed during the negotiations.

## ***Sending the memorandum to the unions***

If the memorandum is not sent to the unions electronically, the parties shall deliver the memorandum with appendices to their own unions.

**COMMERCIAL SECTOR EMPLOYMENT CONTRACT /  
Retail supervisors and warehouse and transportation supervisors**

1. PARTIES TO THE EMPLOYMENT RELATIONSHIP	Employer	Place of business or domicile
	Clerical employee	Personal ID code
	The above-mentioned clerical employee undertakes to carry out work designated by the above-mentioned employer against reimbursement under the employer's supervision and management and subject to the following terms and conditions:	
2. VALIDITY OF THE EMPLOYMENT CONTRACT	The employment shall begin with a trial period of _____ months. The trial period in employment lasting for less than 8 months shall be no longer than half of the duration of the employment contract, in which case the last day of the trial period shall be _____.	
	<input type="checkbox"/> regular employment The employment begins on _____ and continues until further notice.	<input type="checkbox"/> temporary employment Temporary employment commencing on _____ and continuing until _____. Reason for temporary employment: _____ or until the following specific task has been completed _____ and its estimated duration is until _____.
3. WORKING TIME	The working time shall be <input type="checkbox"/> an average of 37.5 hours per week. <input type="checkbox"/> less than 37.5 hours per week, in which case the average weekly working time shall be _____ hours. The clerical employee agrees to do additional work subject to the provisions of law, and this work will be subject to the remuneration stated in the collective agreement. The clerical employee <input type="checkbox"/> consents to Sunday work as required <input type="checkbox"/> does not consent to Sunday work The remuneration rates stipulated in the collective agreement shall be paid for Sunday work.	
4. DUTIES	Duties of the clerical employee:	
5. REMUNERATION	The clerical employee's wages on commencing employment shall be determined as follows: _____ Monthly or hourly wages	
6. ANNUAL HOLIDAY	The annual holiday shall be governed by the Annual Holidays act and the applicable collective agreement.	
7. NOTICE PERIOD	<input type="checkbox"/> The notice period is determined in accordance with Clauses 1 and 2 of Section 5 of the Collective Agreement for the Commercial Sector. <input type="checkbox"/> The notice period is 1 month for both parties to the contract. If the employer has a longer notice period under the Collective Agreement for the Commercial Sector, the employer shall observe the longer notice period.	
8. COLLECTIVE AGREEMENT	The employment shall comply with a collective agreement binding the employer, with current statutes and ordinances, and with the internal guidelines and regulations of the enterprise. Compliance with the regulations of a collective agreement governing sick pay, annual holiday and working time shall continue after the collective agreement expires and until any new collective agreement takes effect.	
9. OTHER TERMS AND CONDITIONS	_____	
10. DATE AND SIGNATURE	This contract has been drawn up in two equivalent copies, one retained by the employer and the other given to the clerical employee. Place of signing _____ Date _____ Signature of employer _____ Signature of Clerical employee _____ Name in block capitals _____ Name in block capitals _____	

**FURTHER DETAILS:**

In accordance with section 4 of chapter 2 of the Employment Contracts Act, the employer also notifies the following key terms and conditions of employment:

The place where the work will be done: (e.g. all or particular establishments of the enterprise, or certain working areas).

\_\_\_\_\_

The wage payment period shall be:

\_\_\_\_\_

Other details:

\_\_\_\_\_



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