

**COLLECTIVE AGREEMENT PROTOCOL FOR SALARIED ICT-EMPLOYEES IN THE
COMMERCIAL SECTOR**

1 January 2024–31 January 2025

Section 1 Scope of the agreement

1. This agreement shall apply to companies affiliated with the Finnish Commerce Federation.
2. The agreement applies to salaried ICT employees and supervisors in the commercial sector whose employment is subject to the Working Hours Act.

Section 2 Terms and conditions of employment

The terms and conditions of employment of salaried ICT employees are determined according to the provisions of the Collective Agreement for the Commercial Sector, with the exceptions set out below.

Section 3 Salaries

1. Job requirement levels

The job requirement levels for salaried ICT employees are:

- Salaried ICT employee I
- Salaried ICT employee II
- Salaried ICT employee III
- Salaried ICT employee IV

Salaried ICT employee I

- **A job** that demands ICT/IT-related professional expertise and the independent application of such expertise.
- The expertise is typically acquired through vocational training and education or equivalent experience.
- Interactions may require the employee to provide instructions or guidance or share and disseminate information.
- The tasks vary and require information to be acquired, processed and combined appropriately for the problem at hand. Previous solutions may be used in decision-making.

Salaried ICT employee II

- **A job** that requires the employee to utilise ICT/IT-related professional expertise in problem-solving situations.
- The expertise is typically acquired through education at a university of applied sciences or university bachelor's degree and/or solid experience.
- Compared with salaried ICT employee I, the job may involve responsibility for an information system or other similar responsibilities.
- The employee interacts with others with the aim of influencing their activities and choices.
- Decision-making situations vary and require problems to be solved using professional expertise. In other words, ready-made solutions are not immediately available. The responsibility for preparation is a key aspect of handling and completing the duties.

Salaried ICT employee III

- **A job** that requires the employee to utilise theoretical ICT/IT-related expertise to analyse problems and create solutions independently.
- The expertise is typically based on theoretical education or equivalent expertise acquired by other means.

- The employee interacts with and influences others in the capacity of a specialist, and the job typically demands negotiation skills.
- The procedures guiding the work are loosely defined, and the employee must independently seek, combine and analyse information as a basis for their decisions. Ready-made solutions are not always available. The employee is responsible for preparing and/or resolving matters, and the specialist's insights are important when making decisions related to the matter.

Salaried ICT employee IV

- **A job** that demands deep and/or extensive knowledge of the ICT/IT field of expertise and the ability to apply the theoretical knowledge in the specialist field to the specific operating environment and work processes.
- The expertise is based on theoretical education applying to the job or solid professional experience. Understanding the operating environment and the organisation's activities and purpose more broadly is essential.
- The employee is independently responsible for the area or operations related to their field of expertise and the development, planning or management of the said area or operations. The methods for achieving the targets can be freely chosen within the scope of the plan.

2. Less demanding jobs

The provisions of the Collective Agreement for the Commercial Sector on salaried employees apply to jobs below the requirement level of salaried ICT employee I.

3. Classifying jobs into requirement levels

A job belongs to the job requirement level that best describes the demands of the role overall. When determining the job requirement level, the job is assessed, not the employee.

A job description must be prepared for each role in the workplace, including the information necessary to determine the job requirement level. The job requirements should be assessed using a written task description form or an equivalent description. Job descriptions should be checked regularly to ensure they are up to date and revised if the task changes substantially. The employer should review the job description with the shop steward. If no shop steward has been elected in the workplace, job descriptions may be reviewed with one or more personnel representatives.

The employer and employee should review the criteria for determining the job description and salary. The employer approves the final job description. The employee and their supervisor should address any questions about the task or related job description without delay.

If the salary is determined according to the job requirement level, the salary should be reviewed if the requirements of the employee's job change permanently. The new salary shall be paid as of the start of the payroll period following the change to the role.

4. Dispute resolution mechanisms

Disputes shall be resolved according to the negotiating procedure, with the following clarifications:

In the event of a dispute, the local parties should record the matters on which their views are aligned and those on which they differ. Based on this, the parties should endeavour to reach a consensus on the job requirement level.

If no resolution can be reached, the parties shall record their views on the matter, including their reasoning, and submit them to the central labour market organisations for consultation.

The central labour market organisations undertake to consult the local parties to help resolve the matter locally. The parties may use the views of external consultants to support the consultation.

5. Pay scales and pay rises

The pay scales for salaried ICT employees in job requirement levels I–IV are shown below.

Pay scales for salaried ICT employees as of 1 June 2023

ICT-EMPLOYEES					
Capital area	1st year	3rd year	5th year	8th year	11th year
A	1939	2015	2088	2181	2268
B	2226	2343	2474	2641	2804
C	2553	2712	2867	3078	3283
D	2717	2891	3079	3309	3532
E	2903	3107	3333	3592	3838
F	3126	3355	3591	3864	4131
G	3432	3703	3967	4295	4592
Elsewhere	1st year	3rd year	5th year	8th year	11th year
A	1877	1945	2017	2104	2185
B	2138	2240	2354	2501	2663
C	2428	2572	2725	2907	3099
D	2573	2737	2910	3128	3341
E	2750	2946	3151	3396	3628
F	2960	3174	3389	3655	3900
G	3251	3496	3747	4046	4327

Pay scales for salaried ICT employees as of 1 January 2024

ICT-EMPLOYEES					
Capital area	1st year	3rd year	5th year	8th year	11th year
A	2014	2093	2169	2266	2356
B	2312	2434	2570	2743	2913
C	2652	2817	2978	3197	3410
D	2822	3003	3198	3437	3669
E	3016	3228	3462	3731	3987
F	3247	3485	3730	4014	4291
G	3565	3847	4121	4462	4770
Elsewhere	1st year	3rd year	5th year	8th year	11th year
A	1950	2020	2095	2186	2270
B	2221	2327	2445	2598	2766
C	2522	2672	2831	3020	3219
D	2673	2843	3023	3249	3471
E	2857	3060	3273	3528	3769
F	3075	3297	3520	3797	4051
G	3377	3632	3892	4203	4495

Pay scales for salaried ICT employees as of 1 June 2024

ICT-EMPLOYEES										
Capital area	1st year		3rd year		5th year		8th year		11th year	
I	2882		3067		3266		3511		3748	
II	3081		3297		3536		3811		4072	
III	3316		3560		3810		4100		4383	
IV	3641		3929		4209		4557		4872	
Elsewhere	1st year		3rd year		5th year		8th year		11th year	
I	2730		2904		3088		3319		3545	
II	2918		3125		3343		3603		3850	
III	3141		3368		3595		3878		4138	
IV	3449		3710		3975		4293		4591	

The pay scales for jobs below the requirement level of salaried ICT employee I are determined according to the provisions of the Collective Agreement for the Commercial Sector. However, a salaried ICT employee’s salary must be proportionate to the requirements of the job.

Pay rises are determined according to the Collective Agreement for the Commercial Sector.

Section 4 Bonuses and compensation

1. Working time bonuses

Working time bonuses are determined according to the provisions of the Collective Agreement for the Commercial Sector applying to salaried employees.

2. Call-out work

The remuneration for call-out work consists of the salary paid for other call-out work plus at least one hour’s pay and also a call-out bonus, which is determined based on the call-out time as follows:

- a. If the employee is called out after their regular working hours but before 9:00 pm, the call-out bonus is equivalent to two hours’ pay.
- b. If the employee is called out between 9:00 pm and 6:00 am or on the employee’s day off, the call-out bonus is equivalent to four hours’ pay.

3. Standby

The employee shall receive 50% of their salary while on standby.

5. Validity

This protocol shall take effect on 1 January 2024 and remain valid for as long as the Collective Agreement for the Commercial Sector is valid.

Transitional provisions

The jobs of salaried ICT employees who were employed on 31 December 2023 are classified in the following requirement levels:

- Job assigned to the job requirement level “basic task”, as referred to in section 4 of the Wage Annex to the Collective Agreement for the Commercial Sector (job requirement levels and pay scales of salaried employees as of 1 January 2024), and placed in pay scale A
- Job assigned to the job requirement level “basic task or professional task”, as referred to in section 4 of the Wage Annex to the Collective Agreement for the Commercial Sector (job requirement levels and pay scales of salaried employees as of 1 January 2024), and placed in pay scale B
- Job assigned to the job requirement level “professional task”, as referred to in section 4 of the Wage Annex to the Collective Agreement for the Commercial Sector (job requirement levels and pay scales of salaried employees as of 1 January 2024), and placed in pay scale C
- Jobs assigned to job requirement level I, as referred to in this collective agreement protocol, and placed in pay scale D
- Jobs assigned to job requirement level II, as referred to in this collective agreement protocol, and placed in pay scale E
- Jobs assigned to job requirement level III, as referred to in this collective agreement protocol, and placed in pay scale F
- Jobs assigned to job requirement level IV, as referred to in this collective agreement protocol, and placed in pay scale G

The minimum pay is determined according to the seniority level held by the employee on 31 December 2023 based on their work experience and/or education.

The introduction of the job requirement levels described in this collective agreement protocol will not result in the reduction of any employee’s personal remuneration.