

Employee details

Name

Client details

Company name

Company registration number

Branche

Collective labor agreement data

Is your company covered by a collective labor agreement?

Yes No

If yes, which one?

Terms of employment scheme

Does a classification method, function and/or remuneration structure apply? Yes* No

* If yes, attach copy

Function

Job title employee

How many hours is a full working week?

36 38 39 40 different

The work is usually performed on the following days and times:

Salary

Job/salary group in which job is classified

Applicable period wage in corresponding scale

Method/method in which hourly wages are calculated

Hourly and/or monthly wage (gross)

Working time reduction (ADV/ATV)

Is there a reduction in working hours?

Yes No

If so, what is this arrangement?

Pay raise & salary increments (if applicable)

Date of initial pay increase

____-____-____

Level of initial wage increase

Date increments salary

____-____-____

Level increments

Are there any know one-off benefits

Yes No

Date payment

____-____-____

Level payment

Overtime, allowance and travel expenses

When are hours considered overtime?

How much is the allowance for overtime?

Is there an allowance for irregular working hours? How much is the allowance?

Yes No

Is there an allowance for shifted hours? Yes No
 How much is the allowance? _____

Does a shift allowance apply? Yes No
 How much is the allowance? _____

Is there an allowance for physically taxing circumstances? Yes No
 How much is the allowance? _____

Is there an allowance for working on holidays? Yes No
 How much is the allowance? _____

Does your organization know of other allowances? Yes No
 How much is the allowance? _____

Is there an allowance for travel expenses? Yes No
 How much is the allowance? _____

Is any other type of allowance applicable? Yes No
 If so, which allowance? _____

Arrangements *(If so, please elaborate)*

Is there a 13th month or year-end benefit? Yes No
 How much is the holiday allowance? _____

How many vacation days does the employee have? _____

Is there a regulation regarding illness? _____

Is there a pension scheme? _____

Other fringe benefits? _____

Expenses

Which expense allowances (such as travel costs, telephone costs, tool costs) are provided free of payroll tax?

Expenses	Amount

Modification

In the event of a change in the terms of employment, the hirer must immediately notify Com.pas. If it appears that the wage has been incorrectly determined in accordance with the information as entered above, Com.pas is entitled to correct the hirer's rate with retroactive effect and to charge the hirer.

Signature

Name contact _____

Function _____

Signature _____

Date _____