



The union is for you

Important information from
the Seko union at PostNord

Seko is our union

Seko welcomes all employees, regardless of whether you are new or have been employed for many years. We make sure our members know their rights. We ensure that everything is done properly – whether it's your employment, your working hours, or your salary. We will look into any questions you might have, and try our best if you need help.

You become part of the union for your own sake – and to stand up for others. We have rights in our workplace, thanks to our union having been powerful enough to be able to agree on them with our employer. We have enough members. The same applies for our salaries – they don't just increase because the employer feels a sudden rush of generosity. They increase because the union was powerful enough to make sure its demands were met.

Seko is by far the largest union at PostNord and a large majority of employees are members. When we unite in a union, we can make an impact. In the company and in the workplaces where there are enough of us. The union, quite simply, is our association for making conditions better for those of us who work here.



Matilda
Driver

"Seko is always close by if you have any questions about what actually applies, what's written in the law and agreements. If I were to end up in a situation where I disagree with my employer, I know that I have Seko in my corner."



Christian,
Postperson

"Being a member of Seko provides protection in the workplace; the union helps you with things you can't sort out on your own."



Louise
Customer service staff

"As a union we are strong and we can make demands on our employer. The collective agreement offers security and this would not have been possible without a strong union with many members."

Important information about your employment

Salary (minimum salary under the collective agreement)

Period	Hourly wage:	Monthly salary, full-time:
As of 1 March 2021	SEK 132.58	SEK 23,505
As of 1 August 2022	SEK 135.23	SEK 23,975

The hourly wage is calculated each calendar month and is then paid out the following month. The monthly salary is paid out at the end of the month it was earned. Salaries are usually paid on the 25th of each month.

Monthly salary

Once you have worked a minimum of 40 per cent of full-time for three consecutive months, you are entitled to a monthly salary instead of an hourly wage. This is important as salaried employees have more rights than those employed by the hour. Furthermore, other rules apply for when you receive overtime pay. Your contract contains information about your salary. Hourly wages are stated as an hourly sum, monthly salaries as a percentage of full-time employment. Unfortunately, there is nothing in the PostNord system that can ensure an automatic transfer from hourly wage to monthly salary. Unsure about what applies for you? Ask us!

The Swedish Employment Protection Act

If you have been a temporary employee for a minimum of 12 months over the past three years, the employer must furlough you one month in advance if they do not want to extend your contract. You will also have the preferential right to re-employment in the 9 months after your employment is terminated.

If you work part-time, you can inform your employer that you want preferential right to a higher number of hours – it does not matter how long you have been employed.

Does that sound complicated? Ask Seko for help!

Seko fights for the best possible employment conditions – we want to see permanent full-time positions. We are pushing for more hours for our members who work part-time, and for temporary employees to be given permanent positions.

We cannot promise that we will always succeed, but we can promise to do our very best to represent you as a member.

Workers' rights

– negotiated by the union

Working hours

Regular working hours for distribution staff are 38 hours per week, or 39 hours per week for distribution centre staff.

You are entitled to a schedule with details about the days and hours you will work.

You will be given your schedule at least two weeks in advance.

Breaks

Breaks do not count as working hours and you have the right to leave the workplace. A scheduled break is a minimum of 30 minutes.

Meal breaks count as working hours and are between 15 and 20 minutes.

In addition to the above, you are entitled to shorter breaks when necessary, however these are not scheduled.

You must take a break every 5 hours or 6 hours if you are a lorry driver. You may work for up to 6 hours if you have taken a meal break during this period.

These breaks are a safety precaution – we need them so we can rest and recuperate and feel good during the working day. So make sure you take your breaks!

Changes to your schedule

You are entitled to a supplement if your work schedule changes with less than 14 days' notice.

The supplement paid for each day affected by the changes is:

As of 1 February 2021	SEK 270
As of 1 August 2022	SEK 274.86

Overtime

Overtime is additional work carried out by full-time employees outside of their regular schedule. For hourly workers, the combined hours worked during a calendar month must exceed those for permanent full-time employees.

Overtime can be taken out as flexitime or money.

Daily rest period

Must normally be at least 11 hours. May be reduced to 8 hours on a number of specified occasions, such as overtime. Special rules apply for drivers that regulate driving and rest hours.

Days off

A minimum of 104 days off must be planned for each calendar year. A weekly rest period of at least 36 consecutive hours for each seven-day period must be included in the plan.

Additional hours

Additional hours are those worked on top of the regular scheduled hours for part-time employees. These hours are part of the scope of full-time employment.

If you work a lot of additional hours, this is a sign that your employer did not employ you on enough hours. As a union member, you can talk to us and we will help you push for a better contract.

Additional hours for hourly staff are those worked in addition to the hours stated in the employment contract.

If an accident happens at work

The employee has an insurance policy that will cover you if you are involved in an accident at work. Contact your health and safety representative or manager to submit an incident or occupational injury report. If anything happens you will be protected by PostNord's insurance policy.

Illness/sick pay

To be entitled to sick pay, you need to have an employment contract that covers at least one month, or have been employed for 14 consecutive days. Otherwise, you may be entitled to sickness benefit from the Swedish Social Insurance Agency.

You must notify your employer when you are ill. If you are entitled to sick pay, you will receive 80% of your salary on days 2–14. Each sick period

begins with a qualifying deduction, which is one-fifth of the average working hours per week.

Other sickness benefits (excluding hourly staff)

- A maximum of SEK 95 per doctor's appointment. The same amount applies for appointments with a psychologist, provided that you have been referred by your doctor.
- A maximum of SEK 55 for other medical treatment from public healthcare providers (or equivalent).
- Subsidised prescription medication prescribed in connection with an illness will be fully reimbursed.
- SEK 70 per day for hospital in-patient care. To be reimbursed you will need to present your high-cost protection card for medical care and medicines.

Leave with salary (excluding hourly staff)

You may take time off without losing your salary for the following:

- ✓ Serious illness (when compensation has not been paid out by the general insurance policy), death, funerals, estate inventory, or distribution of an estate within the immediate family or close relatives. You may take the time off you need, including travel time, however a maximum of 7 working days can be taken.
- ✓ Moving house. One day.
- ✓ Doctor's or dentist's appointment as follows:
 1. Emergency treatment and appointments or treatments after a referral from a doctor or dentist.
 2. Other appointments with doctors, occupational health services or outpatient care, and maternity care.

In both cases you can take the necessary time off, including travel time.

Insurance in the collective agreement

A number of insurance policies are included in the collective agreement between the employer and the union.

- ✓ A group life insurance policy pays out a lump sum to your surviving next of kin in the event of your death.
- ✓ A safety insurance policy that pays out compensation for loss of income and medical expenses in the event of an occupational injury.
- ✓ Occupational pension is a premium paid for by the employer and increases your pension.

Inconvenient working hours supplement (OB)

As of 1 March 2021, a standard OB of SEK 21.75 per hour applies between 19:00 and 22:00. On 1 August 2022, this will increase to SEK 22.14. Advanced OB is SEK 48.64 per hour as of 1 March 2021 and SEK 49.52 from 1 August 2022:

- Work from 19:00 on Friday until 07:00 on Monday.
- Work between 22:00 and 06:00

Increased advanced OB is SEK 109.05 per hour as of 1 March 2021, and SEK 111.02 from 1 August 2022:

- Starting 19:00 on Maundy Thursday until 07:00 the day after Easter Monday.
- Starting 19:00 on the day before Pentecost, Midsummer, Christmas Eve and New Year's Eve, until 07:00 on the next working day.

Thank your colleagues!

These are just some of the rights included in our collective agreement. They are not enshrined in law, they only exist because the union was powerful enough to be able to establish agreements with the employer. What makes us "powerful enough"? Just one thing – that we are many. The fact that you and your colleagues are Seko members makes it possible for us to have these rights at work.

Nobody should have to forego being a member of Seko just because they do not have a stable employment contract, work part-time, or are an hourly or temp worker. New Seko members pay SEK 50 per month for the first six months. If your income is below SEK 11,000 you will then continue to pay this amount.

Join Seko by talking to your workplace's union representative, or via www.seko.se.



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