

APPENDIX I

PART II

**Principal conclusions and experience gained
from experimental project on job evaluation.**

Chapter 5

Evaluation of the results of the project

5.1 Introduction.

When the working group established that the project was successful

decision on whether or not job evaluation at the co-operative would be included[...]. However, the outcome was that no job evaluation was carried out at the co-operative.

When the experimental project on job evaluation is assessed, it is evident that limitations apply

any one place of work. This will be the first time that the

carrying out job evaluation adapting job-evaluation systems and assessing job evaluation results

are far more employees. In the local authorities, the situation is rather different. When agreement was

hand, employee participation in job evaluation committees can be a double edged weapon. First-

When the definitions of the HAC system are expressed in the following manner, it is clear that

their skills increase. In addition, it is necessary to remember that job experience is not necessarily

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

It is noted that this message cannot be classified as CONFIDENTIAL because it contains

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

From the foregoing it is clear that job evaluation can never be a universally valid and correct
method for establishing the relative value of jobs.

and promotes positive developments in the company's activities. Job evaluation can also give important information on working conditions and the working environment of the employees and facilitate the assessment of the need for vocational training, further education and continuing education.

- Systematic job evaluation changes the results of the evaluation process.

APPENDIX II

PART III

**Guidelines on carrying out job evaluation
and the principal requirements that a job
evaluation system must meet**

Chapter 6
Draft guidelines on job evaluation

6.1 The aim of guidelines on job evaluation

According to the letter of appointment from the Minister of Social Affairs to the working group on job evaluation dated 8th March 1995, one of the tasks assigned to the group was to "...examine the formulation of guidelines on the application of job evaluation under Article 4 of the Act on the Equal Status and Equal Rights of Women and Men No. 99/1993".

is to be done, i.e. whether wages are to be raised in one step or over a certain number of years, which wages are to be raised first, etc.

6.2.2 Composition of the committees

The management of the job evaluation project has to be based on collaboration between employees, trade unions and management. The first step is to set up a committee

composition of the complaining committee should be comparable to that of the job evaluation committee, though the number of members should be restricted as far as possible.

6.2.6 Publicity and instructions

It is important that all those involved in a job evaluation project should receive the necessary information and instructions on how to do it.

account themselves themselves of d

Skill, responsibility, effort and job conditions

The Standard ...

way. An example of discrimination in this area is, for example if responsibility for people's health, well-being and security is accorded little or no importance in the job evaluation system, while responsibility for valuable items or monetary assets carries great weight

Other qualities that are in danger of being ignored when responsibility at work is evaluated are:

- responsibility for dealings with customers and clients,
- responsibility for confidential documents,
- responsibility for maintaining a confidential relationship with clients

- responsibility for issuing invoices,
- responsibility for sorting and arranging documents and other materials,
- responsibility for information
- responsibility for the care of others, e.g. children, old people and patients.

Effort

This covers both physical and mental effort. The main points examined when evaluating physical effort are the demands made by the job regarding lifting burdens, working speed and work in uncomfortable or monotonous working positions. Particular care must be taken to ensure that jobs that require constantly repeated movements, e.g. work on assembly-plant conveyor belts or monotonous office work involve physical effort no less than jobs in which heavy objects are to be lifted. Similarly, a great deal of physical effort is often involved in looking after individuals with limited physical capacity of their own. Mental effort is associated, e.g., with the concentration demanded by the job. In this connection the complexity of the tasks makes a great difference, and also whether they are many-sided and require accuracy or whether the work is done under time pressure. It is also possible to evaluate the emotional strain involved.

An example of gender-based bias in job evaluation systems is when physical effort involved in lifting heavy objects is evaluated as effort while the strain resulting from constantly repeated

High incidence may be associated with certain jobs. Particular mention should be made of the danger

standardised questionnaire on which a job description in summary form will be based, or else this information is gathered by means of staff interviews. Both methods are sometimes used, and experience shows that this is often necessary because some people find it difficult to describe their jobs without support and assistance. In addition, it can be useful and necessary to observe employees in their work in order to gain a better overview of the nature of the work. When the job description has been compiled, it must be referred to the employees and their superiors and modifications must be made where necessary. A job description is not regarded as fully valid unless it has been signed by the relevant employee and his immediate superior or superiors. The job evaluation committee should not, however, receive job descriptions bearing names, because its evaluation should be based solely on the content of the description irrespective of the person who is in the position. For the same reason, job descriptions should never refer to the sex of the person or persons who made it.

deal with the content of the job description. It

here as to wage determination in general, points of comparison, etc.

The relative weighting of the factors of the job evaluation system should indicate what factors are most important for the operation in order to achieve its goals as successfully as possible. When determining the weighting of factors, one must never proceed from assumed premises, i.e. in such a way that factors are given weighting that is likely to confirm and justify the prevalent wage differentials.

6.4.4 Reasoned decisions on the payment of wage supplements

Job evaluation assesses only the content of jobs, i.e. the conditions that have to be met in order to perform the job in question in a satisfactory manner. Individual performance, or particular results attained by individuals, are not assessed. For this reason, job evaluation can only be useful as a

Execution of the job evaluation: Job evaluation involves many procedures, each of which has

ensure that gender-related distortion does not creep into the job evaluation process.

- It must be ensured that the points of view of both sexes are heard in connection with all

Sources:

A code of practice on the implementation of equal pay for work of equal value for men and women. 1996. Commission of the European Communities, UK.

Gedersund F (ed) and Christian Kullberg (ed) 1996. *Arbetsvärdering Teori, Praktik, Kritisik*

Ministry of Social Affairs (Iceland). 1996. *Starfsmat, leið til að ákvarða laun.* (Job evaluation, a method of determining wages.) Interim report by the working group. Reykjavík.

Blundell, R. (1996) *Gender Equality in the Workplace: A Guide to Best Practice*

Act
on the Equal Status and Equal Rights of
Women and Men

[Iceland]

Aim and Scope of this Act

Art. 1

Aim

The aim of this Act is to establish and maintain equality between men and women in all spheres of life.

representatives of local authorities, institutions and companies,
h. undertake other tasks consistent with the aim and scope of the Act as further instructed by

Public institutions, employers and non-governmental organizations shall be obliged to provide the Equal Status Bureau with general information which it may need for its operations.

In special circumstances, and when it might be expected that a ruling of a court of law could have widespread influence to increase equality, or if the interests of the plaintiff are deemed to be of such nature as to justify legal proceedings the Equal Status Bureau may

Art. 6

Gathering of information by the Complaints Committee on Equal Status

The Complaints Committee on Equal Status shall ensure that the party to a case is given

In the wake of municipal elections, local authorities shall appoint 3-5-member equal status

Art. 15

Vacant positions, vocational training and continuing education

A vacant position shall be open equally to women and men.

Employers shall ensure that women and men have equal opportunities to continuing education and vocational training and to attend courses that are held to increase vocational skills or to prepare for other occupations.

Art. 16

Reconciliation of occupational and family obligation

Employers shall take the necessary measures to enable women and men to reconcile their occupational and family obligations. Such measures shall, i.a., promote increased flexibility in

the family situation of employees, i.a. making it easy for them to return to work after maternity/paternity leave or parental leave, or time off from work on grounds of force majeure for urgent family reasons.

Art. 17

Sexual harassment

Employers and directors of institutions and social activities shall take special measures to prevent employees, students and clients from being subjected to sexual harassment in the work place, within institutions, during social activities or within schools.

Sexual harassment constitutes sexual behaviour that is unreasonable and/or insulting and

Art. 20

Participation in public committees and boards

Efforts shall be made, wherever possible, to ensure approximately equal participation of women and men in committees, boards and councils under the auspices of the Government and local authorities. Attention shall be called to this fact whenever nominations are requested for the relevant committees, boards and councils.

Art. 21

Statistical analysis

In the production of official statistics on individuals and in interview and opinion surveys information shall be collected, compiled, analysed and presented on the basis of gender unless

SECTION IV

Prohibition of discrimination on the basis of sex

Art. 22

General prohibition of discrimination

Any type of discrimination on the bases of gender, either direct or indirect, shall be prohibited.

However, special temporary measures taken to improve the status of women or men, for the purpose of ensuring equality and the equal status of men and women, shall not be considered violations of this Act. Also, measures taken to increase the opportunity of women or men specifically to promote equality, and the equal status of men and women, shall not be considered in violation of this Act. The same shall apply if it is deemed necessary to engage one sex due to objective factors connected with the occupation.

It shall not be considered discriminatory to make special allowances for women due to pregnancy or the birth of a child.

Art. 23

Prohibition of discrimination regarding terms

Art. 25

Prohibition of dismissal

Employers shall be prohibited from dismissing an employee for the sake of his/her demanding redress on the basis of this law.

Employers shall also ensure that no employee is subjected to injustice in his/her occupation, e.g. regarding safety at work, working terms or the assessment of his/her performance, due to the fact that he/she has complained about sexual harassment or discrimination on the basis of gender.

If evidence is presented that this provision has been violated, the employer shall prove that the dismissal or alleged injustice was not based on the employee's demand for redress, or his/her charge concerning sexual harassment or other gender discrimination. This rule will not apply if the dismissal is made more than a year from the time of the employee's demand for redress on the bases of this Act.

Art. 26

Education

Within schools, and other educational and pedagogical institutions, any kind of discrimination on the basis of gender shall be prohibited. This rule shall be heeded in studies, teaching, work routines and day-to-day relations with students.

The director of an institution shall ensure that a student or client shall not suffer for having complained of sexual harassment or gender discrimination.

Art. 27

Prohibition of the waiving of rights

It shall not be permitted to waive any rights provided for by this Act.

SECTION V

Sanctions

Art. 28

Compensation for financial and non-financial loss

Anyone who deliberately or through negligence violates this law shall be liable for damages under general rules. Furthermore, the party in question may be awarded to pay compensation for non-financial loss, in addition to any financial loss, to whom subjected to damages, if applicable.

Art. 29

Fines

Violations of this Act may be liable to fines to be paid to the State Treasury.

SECTION VI

Other provisions

Art. 30

The Minister for Social Affairs may issue regulation on the further implementation of this Act.

Art. 31

Commencement

This Act shall take effect immediately. At the same time the Equal Status and Equal Rights

on Equal Status which will take over the activity from the ex-Complaint Committee. On commencement of this Act, the Minister shall appoint one member to the Complaints Committee on Equal Status, without nomination, to a period of three years. The Supreme Court shall appoint two members, a chairman for a period of four years and a vice-chairman for a period of two years. The alternates shall be appointed in the same manner.

The current Director of the Equal Status Council shall continue in his occupation until the Minister of Social Affairs has appointed the Director of the Equal Status Bureau under Art. 3, par. 1.

Passed by the Althing, 9 May 2000.

Translated from Icelandic:

Act on Maternity/Paternity Leave and Parental Leave

(Presented to the Althing at its 125th annual session, 1999-2000.)

SECTION I

Aim and scope

Art. 1

Scope

This Act shall apply to the rights of parents working in the domestic labour market to be granted maternity/paternity leave and parental leave. It shall apply to parents who are employed by others or are self-employed.

~~This Act shall also apply to parents who are attending in the labour market and parents~~

attending full-time educational programmes as to receiving a maternity/paternity grant.

Art. 2

Aim

The aim of this Act to ensure children's access to both their fathers and mothers.
Furthermore, the aim of this Act is to enable both women and men to co-ordinate family life and work outside the home.

SECTION II

Public administration

Art. 3

Overall responsibility

for being appointed a district court judge, and shall serve as its chair.

be a physician, and shall serve as its vice-chairman. The alternates shall be nominated in the same manner, and shall have the same qualifications as the principals.

The role of the Complaints Board shall be to deliver rulings on disputes which may arise under this Act.

The Complaints Board's rulings shall not be subject to appeals to a higher authority.

Costs of the Complaints Board's activities shall be paid by the State Treasury.

Art. 6

Procedure of the Maternity/Paternity and Parental Leave Complaints Board

Complaint shall be submitted in writing to the Complaints Board within three months from the time the party to the dispute was notified of the relevant decision. A complaint shall be deemed to have been received in ample time if a letter containing it is received by the

child. This right shall not be assignable. In addition, parents shall have a joint right to three additional months, which may either be taken entirely by one of the parents or else divided between them. The right to maternity/paternity leave shall lapse when the child reaches the

age of 18 months.

The right to maternity/paternity leave shall be established upon the birth of a child. However, a woman shall be permitted to start her maternity leave up to one month prior to the expected birth date, which shall be confirmed by a medical certificate.

A woman shall take maternity leave for at least the first two weeks after the birth of her child.

In the case of adoption of a child, or the taking of a child into permanent foster care, the

time-reference shall be based on the date when the child enters the home, providing this is confirmed by the relevant Child Welfare Committee, or other competent bodies. If the parents have to fetch the child from another country, the maternity/paternity leave may begin at the start of the journey, providing the relevant authorities or institute have confirmed that permission has been granted for the adoption of a child.

A parent's right to maternity/paternity leave shall be conditional on the fact that the parent

Should no agreement be reached between the employee and her/his employer on the taking of the employee's maternity/paternity leave, the employee shall always have the right to take her/his maternity/paternity leave in one continuous period as of the starting date decided by the employee.

Art. 11

Safety and health in the work place

If the safety and health of a pregnant woman, a woman who has recently given birth to a child, or a woman who is breastfeeding a child, is considered to be in danger according to a special assessment, her employer shall make the necessary arrangements to ensure the woman's safety by temporarily changing her working conditions and/or working hours. If this is not possible for technical reasons, or other valid reasons, the woman's employer shall entrust her with other tasks; if this is not possible, he/she shall grant her leave of absence for the length of time necessary to protect her safety and health.

A parent's right to receive payments during maternity/paternity leave shall be subject to her/his meeting the conditions for the right to maternity/paternity leave under Art. 8.

The Minister of Social Affairs may issue further regulations on payments from the Maternity/Paternity Leave Fund, e.g. as regarding the assessment of the employment ratio of self-employed people and of those who are exempt under law from payment of the insurance levy.

Art. 14

Accumulation and protection of rights

During maternity/paternity leave, a parent shall pay a minimum of 4% of the maternity/paternity leave payment into a pension fund and the Maternity/Paternity Leave Fund shall pay a minimum of 6%. In addition, the parent shall have the right to pay into a private fund, in which case the Maternity/Paternity Leave Fund shall be obliged to make the statutory complementary contribution.

related rights, such as the right to holiday or the extension of the holiday period under wage agreements, wage increases due to seniority, sickness rights, a notice period of termination of employment and the right to unemployment benefit.

The provisions of para. 1 and 2 shall also apply to leave granted to pregnant women under Art. 11.

Art. 15

Applications to the Social Security Institute

Parents (cf. Art. 1, par. 1) shall apply for payment during maternity/paternity leave to the Social Security Institute six weeks prior to the expected birth of the child. Should a woman wish to start her maternity leave prior to the expected birth date (cf. Art. 8, par. 2), she shall notify the Social Security Institute thereof three weeks prior to the intended starting date of

Art. 17

Illness of a child or its mother

Should a child need to stay in hospital for more than seven days directly following the

If one of the parents exercises part of the parents' joint right to a maternity/paternity leave, and receives payment from the Maternity/Paternity Leave Fund under Art. 13, the period of payment of the maternity/paternity grant shall be shortened accordingly.

Art. 19

Maternity/paternity grants to parents attending full-time educational programmes

Parents attending full-time educational programmes shall each have an independent right to

a maternity/paternity grant for up to three months in connection with a birth, primary adoption or permanent foster care of a child. This right shall not be assignable. In addition, parents

birth, it shall be permitted to extend the parents' joint right to maternity/paternity grant by the number of days the child has to stay in hospital, prior to its first homecoming, by up to four months.

It shall also be permitted to extend the parents' joint right to maternity/paternity grant by up to three months in the case of a serious illness of the child which requires more intensive

However, the employee shall be permitted to make other arrangements with his/her

concurrently with a reduced worktime ratio.

The employer shall make efforts to meet the wishes of the employee regarding the structure of the parental leave.

An employee shall not be entitled to take parental leave amounting to more than 13 weeks in each 12-month period without the special approval of the employer.

Art 26

Notification of parental leave

SECTION VIII
Common provisions

Art. 29

Right to employment

The employment relations between an employee and his/her employer shall remain unchanged during maternity/paternity leave and parental leave.

The employee shall be entitled to return to her/his job upon the completion of maternity/paternity leave or parental leave. Should this not be possible, she/he shall be entitled to a comparable position with the employer according to a contract of employment.

Art. 30

Protection against dismissal

It shall not be permitted to dismiss an employee due to the fact that he/she has given notice of intended maternity/paternity leave or parental leave under Arts. 9 or 26 or during her/his maternity/paternity leave or parental leave, without reasonable cause, and in such a case, the

Art. 34

International agreements

When this Act is applied attention shall be given to international agreements in the field of

social security and social affairs to which Iceland is a party.

Art. 35

Authorization for the issue of regulations

The Minister of Social Affairs may issue regulations on the further application of this Act.

SECTION IX

Commencement

Art. 36

This Act shall take effect immediately. The provisions on maternity/paternity leave shall take effect as of 1 January 2001, on which date the Maternity/Paternity Leave Act, No. 57/1987, with subsequent amendments, shall stand repealed. The provisions on maternity/paternity leave shall cover children who are born adopted on or after 1 January 2001.