

Guide to Working Life



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Employment Contract

An employment contract is made together with the employer before your work starts.

Work tasks: _____

Duration of employment contract: _____

Work starts: __ . __ . _____

Probation period: _____

Working time: _____

Lunch break/coffee break: _____

Salary payment dates: _____

*It is recommended
to have the
employment contract
in written form*



Before Work Starts

It's good to remember the following things before the work starts.

Passports and cards of the working life (*hygiene passport, alcohol passport, first aid card, occupational safety card, hot work card*):

Protective clothing/equipment: _____

Pre-employment health examination: _____

Occupational health services (*address and telephone*):

Any absence is agreed with (*name and telephone*):

Orientation at the Workplace

You will be familiarized with the workplace and your work tasks.

Orientation means that you will be explained the important aspects of the work and workplace



CONTACT INFORMATION:

Company:

Orientation provider
(occupational guide):

Tel.

Employer/unit:

Tel.

Contact Person:

Tel.

Occupational Safety

Every employee has to follow instructions and safe work methods.

You are responsible for your own occupational safety.

Always use protective equipment, such as a helmet, hearing protector, protective goggles, or safety shoes, if needed.

Report any shortages in occupational safety to your supervisor



Have you remembered to go through the following:

- **Working time and breaks**
- **How to read the roster**
- **Keys, access control card, user names**
- **Workplace procedures and most important rules**
- **Obligation of confidentiality**
- **Occupational safety**
- **Work clothing and how to use it**
- **Ergonomics**
- **Employee benefits (*e.g. sport benefits*)**



How to Get to Know Your Co-workers

Introduce yourself (*tell them who you are, where do you come from, what do you do here*)

Get to know your co-workers.

Feel free to ask for guidance and help.

During lunch break and coffee break, you can, for example, talk about the following things with your co-workers:

- Weather
- Food
- Leisure Time
- Hobbies
- Holidays
- Family
- Work history

Feel free to get to know your co-workers and introduce yourself



*Every
workplace has
its own ways
of talking and
working*

*Co-workers will
help and guide
me if I don't
know something*



CHECKLIST

1. Always make a written employment contract.
2. Agree on the working time (per day, week and month).
3. You have the right to receive guidance when starting a new job.
4. Find a collective labor agreement (tes) that concerns you.
5. You should always receive a receipt of salary payment when your salary is paid.
6. If you follow a roster, always keep a copy of the roster.
7. When the employment contract ends, always ask for a certificate of employment.



8. Get to know the employees representative and the occupational safety representative and discuss an unemployment fund and joining a trade union.
9. For more information, go to www.tyosuojelu.fi/web/en/about-us/events/workers-rights-in-finland

*I will ask for more work
if my employment
contract ends.*



Vocabulary

Trade Union (ammattiliitto)

trade + union = ammatti + liitto A trade union is an organization for employees working in the same field. Trade union discusses with the employer representatives about the employees' collective terms, such as the salary and working time. A trade union represents all employees working in the same field in the whole country.

Probation Period (koeaika)

probation + period = koe + aika When a new employee starts at a new job, they may have a probation period. During the probation period, the employer makes sure that the employee is right for the new job. During the probation period, the employment contract is terminated immediately if the employer or the employee so wishes.

Employees' Representative (luottamusmies)

trust + man = luottamus + mies An employees' representative takes care of the employees' matters together with the employer. The employees' representative also helps employees who experience issues with the employer. Usually the employees' representative is elected by the employees. The employees' representative can also be a woman.

Pay Slip (palkkalaskelma)

pay + slip = palkka + laskelma A pay slip shows how much the employee has been paid salary. An employee receives a pay slip every time a salary is paid to them. A pay slip shows when the salary is paid and what period of time it covers.

A pay slip shows how much you have paid taxes from your salary. In a pay slip, taxes are referred to as withholdings. In addition, it shows how much pension insurance and unemployment insurance payments you have made.

In everyday speech, a pay slip is often referred to as a salary certificate (palkkatodistus) or a salary receipt (palkkakuitti).

Orientation/Occupational Guidance (perehdyttäminen, työnopastus)

to orientate = perehtyä, opetella, occupational + guidance = työ + opastus

Orientation means that the employer provides the new employee with information regarding the work and the workplace. When an employee starts at a new workplace, they will need guidance. The new employee receives guidance that helps them to get to know the workplace,

its customs, and co-workers. This is called orientation. Guidance that specifically focuses on work tasks is often called occupational guidance.

Lunch Break (ruokatauko)

lunch + break = ruoka + tauko The employee has the right to take a break during their working time. Lunch break is a break during the workday when the employee can rest and eat. Usually, a lunch break is 30 minutes or 1 hour. The employee has the right to take a lunch break if their workday lasts over 6 hours. Lunch break is usually not included in the working time.

The employee also has the right to take coffee breaks. Coffee breaks are breaks that last for 10 or 15 minutes. Coffee breaks are included in the working time.

Sick Leave (sairausloma)

sick + leave = sairaus + loma A sick leave refers to days when the employee has to be absent from work due to a sickness or an accident. If you're sick, you shouldn't come to work. Instead, you have to take sick leave. You have to inform the employer of your sick leave. The employer may

require a sick leave certificate of your sickness. You can get a sick leave certificate, for example, from a doctor or a public health nurse.

Working Time (työaika)

working + time = työ + aika Working time is the time you use for working. Working time varies between different fields. A regular working time is a maximum of 8 hours per day or 40 hours per week. In many fields, the working time is shorter. The commute between your home and workplace is not included in the working time.

Collective Labor Agreement (työehtosopimus)

labor + agreement = työ + ehto + sopimus (employment condition agreement); abbreviation: TES A collective labor agreement agrees on the conditions of employment in a specific field. Conditions of employment include e.g. salary, working time, and holidays. A collective labor agreement is made between an employer organization and an employee organization.

Pre-employment Health Examination (työhöntulotarkastus)

pre + employment + examination = työ + tulo + tarkastus A pre-employment health examination is performed by the occupational health services. A pre-employment health examination makes sure that your health is suitable for the work.

Employment Contract (työsopimus)

employment + contract = työ + sopimus An employment contract is a contract of work between you and your employer. An employment contract is made when your work starts. An employment contract says that you promise to work as agreed and that the employer promises to pay salary as agreed. In addition to salary, the employment contract agrees, for example, on your working time and work tasks. An employment contract may be in written, oral, or in electronic form. It is recommended to have the employment contract in written form.

Occupational Safety Representative (työsuojeluvaltuutettu)

occupation + safety + representative = työ + suojelu + valtuutettu An occupational safety representative represents employees in matters regarding occupational safety. Employees elect the occupational safety representative for their workplace. They must elect an occupational safety representative if there are more than 10 people working in the workplace.

Occupational Health Services (työterveyshuolto)

occupation + health + services = työ + terveys + huolto Occupational health services are health services provided by the employer for the employees. The goal of occupational health services is also to prevent health issues caused by work.

Certificate of Employment (työtodistus)

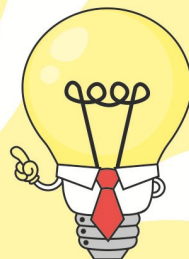
employment + certificate = työ + todistus Once the contractual employment relationship ends, the employer gives the employee a certificate of employment. The certificate of employment states what work the employee has done. It also states how long the employee worked there. The employer may also state in the certificate of employment why the contractual employment relationship ended. In addition, the employer may evaluate the employee's skills in the certificate of employment.

Unemployment Fund (työttömyyskassa)

unemployment + fund = työttömyys + kassa The purpose of an unemployment fund is to provide its members earnings-related unemployment allowance (monetary compensation) that replaces their salary if they become unemployed. The unemployment fund collects payments from its members when they're employed and helps them if they become unemployed.

TOP-10 Tips for Starting a Work

1. **Be respectful to the schedule**
2. **Be flexible**
3. **Follow the workplace rules**
4. **Get to know your co-workers**
5. **Ask for help, if needed**
6. **Treat everyone equally**
7. **Be open to new things**
8. **Take the initiative**
9. **Be part of the work community**
10. **Remember, attitude matters**



Finnish version made by:

Kemin osaava verkosto -hanke (ESR)

Oma polku maahanmuuttajalle -hanke (ESR)

SUJUVA maahanmuuttajan koulutuspolku Lapissa -hanke (OPH)

Bridge – Making career paths smoother for immigrants (ESF)