

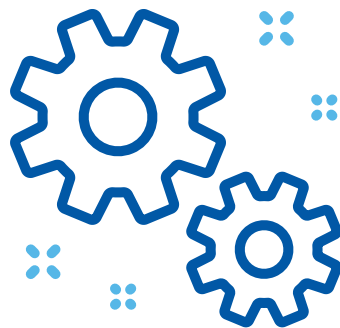


Maahanmuuttovirasto
Migrationsverket
Finnish Immigration Service

Finnish society course



Working in Finland



Words you need in working life

Employment contract

An employment contract is made between an employee and an employer. In this contract, the employee promises to do the agreed work, and the employer promises to pay the agreed salary for it. Such details as pay, working hours, the length of the employment relationship and the tasks are set down in the employment contract. The employment contract may be written, oral or digital. It is always a good idea to have a written employment contract.

Employment relationship

An employee and an employer have an employment relationship when they have made an employment contract.

Collective agreement

A collective agreement is made between a trade union and an employers' union. It contains the agreement on the terms of employment applied in a certain sector. The terms of employment include pay, working hours and holidays. An employment contract must state which collective agreement the employer follows.

Trade union

An organisation of employees in the same sector. The trade union talks to employer representatives about the employees' terms of employment, pay and working hours. In the workplace, the trade union and the employees who belong to it are represented by a shop steward. An asylum seeker can belong to a trade union.

Labour protection authorities

The central government's labour protection authorities supervise health and safety at work in Finland. The labour protection authorities' task is to ensure that provisions on health and safety at work are followed and that the employer complies with the laws on working hours and pay. An employee can always contact the labour protection authorities if they have something to ask about their employment relationship or safety at work. The employer must also assess any dangers in the workplace as part of health and safety at work.

When can I start working?

If you are an asylum seeker, you can start working:

- 3 months after submitting your asylum application if you have a valid travel document (passport) that entitles you to cross the border
- 6 months after submitting your asylum application if you do not have a valid travel document

Your right to work is valid as follows:

- A decision to grant asylum: If you are granted asylum, you can in most cases continue working in Finland. You will receive a residence permit card, which tells you if you have the right to work in Finland.
- A decision to refuse asylum: If you are refused asylum and you appeal the decision, you can continue working until you receive a final decision. Your right to work ends when you can be removed from the country under the law.

An asylum seeker's right to work is not the same as a residence permit for an employed person. An asylum seeker's right to work starts automatically. You will not receive a separate notification of it, and you do not need to apply for a specific permit.

The asylum seeker's right to work does not include the right to set up a company or a trade name. For this you need a separate residence permit.



Proving your right to work

The employer is responsible for ensuring that a foreign job-seeker has a right to work in Finland. The employer may ask you to show a certificate proving your right to work.

The employer or the jobseeker can contact the Finnish Immigration Service for a certificate of right to work. A form is used to request the certificate, and a fee of EUR 50 is charged for processing it. You must attach a receipt of the payment to the request.

Visit the Finnish Immigration Service's website for up-to-date information about proving your right to work:

www.migri.fi/todistuspyynnnot

WATCH OUT for employers hiring people who do not have a right to work! You may be guilty of a violation or an offence.

Looking for a job

- Find out what types of jobs are available in your area and contact employers. Be open to different work opportunities.
- Write a job application and a CV. The reception centre can conduct a skills assessment with you, and you can use it as your CV.
- Finding a job is easier if you can speak Finnish or Swedish. Learning the language always pays off!
- In Finland, you mostly apply for jobs on the Internet. You can fill in application forms on jobseeking sites or send applications by e-mail.
- If you are a suitable candidate for a job, you may be invited to a job interview. You should be ready to explain why you would be a good choice for the job you applied for.

What should I do when I have found a job?

Always make a written **employment contract** with your employer. It is a good idea to have a written contract even if the employment relationship is short. Do not sign any papers if you do not understand what they mean. At minimum, the following should be set out in the employment contract:

- pay
- working hours
- length of the employment relationship, and
- tasks.

All those who have paid employment in Finland also pay taxes. You, too, should get a tax card. The tax will be taken directly out of your pay. When you go to get a **tax card**, you must bring your customer card from the reception centre.

The **pay** is determined in your employment contract. It must be at least as high as the pay set out in the collective agreement for the sector in which you work. You must get your pay at least once a month. Your taxes, or PAYE tax and other compulsory payments, are taken out of your pay. You should get a payslip which shows your pay, your taxes and all the other payments. Write down your working hours and check every time that the information on the payslip is right!

To receive your pay, you usually need a **bank account**. If you would like to receive your pay to a prepaid card you get from the reception centre, you must show your written employment contract at the centre.

Please note that your pay affects your reception allowance and, depending on your income, you may also have to pay for your accommodation, meals and health care costs. You can talk to the social worker at the reception centre to ask for more information.

Unpaid traineeship

There are no unpaid traineeships under the Finnish law. They are only possible if you are a student or participate in training organised by the TE Office. You should always get proper pay for a traineeship or work. If you go for an unpaid traineeship, there is always a risk that you will get exploited. The 'traineeship' is often normal work, for which the normal salary must be paid.

Asylum seekers have the same rights and responsibilities in working life as all other employees. Under Finnish law, a lower wage cannot be paid to anyone because they are a foreigner or an asylum seeker.

Do not accept
unpaid work!



Your rights at work

The same terms of employment apply to everyone who works in Finland. Foreign and Finnish employees must be treated the same. As an employee, you have the right to:

- a written employment contract and terms of employment
- the pay, working hours and paid holidays set out in the employment
- the breaks during your working day set out in the law
- overtime pay
- a safe work environment
- occupational health care and sick leave
- work induction
- join a trade union
- report any problems you have at work to the employer or the labour protection authorities.

**If you do not
have a right to
work, you must
not work!**

Employee's responsibilities

As an employee, you have certain responsibilities towards your employer:

- Do your work carefully.
- Follow the employer's instructions.
- Go to work on time.
- Let the employer know if you are sick or cannot come to work for some other reason.
- Agree on days off in advance.
- Use the personal protective equipment and aids the employer gives you.
- Do not put your or other people's safety at risk.
- Report any problems or dangers you see to your supervisor.
- If you finish your work, ask what you could do next.
- Do not talk about the employer's confidential business to others.
- Do not do work for another company that damages your employer.

What if I have trouble at work?

The employer must comply with the law and agreements. If there is a problem, negotiate with your employer. If you cannot solve the problem, the reception centre staff, the trade union or the labour protection authorities can advise you.

You can report the following situations to the police or the labour protection authorities:

- You notice that the law is broken in your workplace.
- You experience violence or threats of violence.
- You do not get the agreed pay, or you only get paid for some of the hours you have worked.
- You are made to work very long shifts, maybe without the proper breaks.



When the employment contract expires

The Employment Contracts Act contains provisions on the ending of an employment relationship. There usually is a period of notice before the employment contract ends. During the period of notice, the employee works normally and must receive the usual pay. The period of notice depends on the length of the employment relationship: if the employment relationship has lasted less than a year, the period of notice is usually 14 days.

The contract can only be terminated at once during a trial period, or if the employee or the employer violates or neglects their responsibilities which have been set down in the employment contract.

Make sure that you get the correct holiday compensation as the employment relationship ends. This is money that is paid to you if you have not used all your holiday days. You can check the amount of the holiday compensation on your payslip.

Always ask for a certificate for your work. You will need it when you are looking for a new job. Also ask the reception centre to add your work experience to the skills assessment made for you.

Additional material:

The At Home in Finland project has produced videos on Finnish society. One of the videos deals with jobseeking and working in Finland.

You can find this video on Youtube:

<https://www.youtube.com/c/KotonaSuomessa/playlists>

The video can be watched in the following languages: Finnish, Swedish, English, Arabic, Dari, Kurmanji, Somali, Sorani, Thai, Chinese, French, Estonian, Tigrinya and Russian.

Victim Support Finland has produced a video on an employee's rights. You can watch it on Youtube in 16 different languages at

<http://www.riku.fi/en/various+crimes/labor+exploitation>

Contact information

- Tax office and tax cards
www.vero.fi
tel: 029 497 000
- Central Organisation of Finnish Trade Unions,
service number for immigrants
– free legal advice on employment relationship
issues
workinfinland@sak.fi
tel: 0800 414 004
- Occupational Safety and Health Administration's
helpline
www.tyosuojelu.fi
tel: 029 501 6620
- Victim Support Finland
www.riku.fi
tel: 116 006
- Assistance System for Victims of Human Trafficking
www.ihmiskauppa.fi
tel: 029 546 3177



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