

Agreement on a work try-out at the workplace

Helsinki Employment Services can refer a personal client to a work try-out at a workplace in order to establish profession and career options for the person or support their re-entry into the labour market. The work try-out is based on the client's service needs. The work try-out can begin once an agreement has been made.

Agreement number: _____

Implementer of the work try-out:

Business ID:

Phone number:

Number of staff in an employment or public service
employment relationship:

Address:

Postal code:

City or town:

Person who will be responsible for guiding and supervising the work try-out participant at the workplace:

Phone number:

Email address *):

Person taking part in the work try-out:

Personal identity code:

Phone number:

Email address *):

Address:

Postal code:

City or town:

Payer of the unemployment benefit:

Helsinki Employment Services' representative:

Phone number:

Address:

Postal code:

City or town:

*) Helsinki Employment Services only sends encrypted email messages.

Are the duties in question such that in order for them to be performed, the implementer of the work try-out requires that the participant present a drug test certificate in accordance with the Act on the Protection of Privacy in Working Life (759/2004)?

☐ No ☐ Yes

Are the duties in question subject to the Act on Checking the Criminal Background of Persons Working with Children (504/2002)?

☐ No ☐ Yes

Have the occupational health care action plan and workplace survey prescribed in the Occupational Health Care Act (1383/2001) been carried out and are they up to date?

☐ No ☐ Yes

Why not? _____

Helsinki Employment Services, the implementer of the work try-out and the person participating in the work try-out have made an agreement on a work try-out in accordance with Act on the Organisation of Employment Services (380/2023) with the following terms and conditions:

1. The purpose of the work try-out is to

- ☐ clarify the participant's profession and career options
- ☐ support the participant's re-entry into the labour market

2. Objectives of the work try-out (individualised description):

3. Duties performed by the work try-out participant during the work try-out (individualised description):

4. The work try-out will be carried out in the period of ____ / ____ 20____ – ____ / ____ 20____
(the duration can be up to 6 months in the same implementer's work try-out or, if the implementer is a municipality, up to 6 months in the same duties).

5. Weekly and daily duration of the work try-out: _____ days/week _____ hours/day.

The work try-out will be carried out on the following weekdays (e.g. Mon–Fri or Mon, Wed and Fri):

Time of the work try-out (e.g. primarily at 9.00–15.00 with one week involving evening work at 17.00–19.00):

6. Work try-out location: _____
7. The implementer of the work try-out commits to taking care of the participant's guidance and supervision throughout the entire work try-out.
8. After the work try-out, the implementer of the work try-out commits to providing Helsinki Employment Services with an assessment of the work try-out participant's suitability for the work, profession or industry and, if the work try-out is arranged to support the participant's re-entry into the labour market, of the participant's development needs with regard to working life capabilities and skills. If the feedback is provided with the form TEM690a_fi, Helsinki Employment Services will forward it to the work try-out participant.
9. If necessary, Helsinki Employment Services has the right to look into the conditions of the work try-out location.
10. Other terms and conditions necessary for the implementation of the work try-out or to the person participating in it set by Helsinki Employment Services:

The work try-out participant's legal status and the implementer's obligations during the work try-out are determined in accordance with Sections 56–60 of the Act on the Organisation of Employment Services as follows:

- The person participating in the work try-out will not have an employment relationship with the implementer or Helsinki Employment Services.
- The person participating in the work try-out will be subject to the Act on Equality between Women and Men (609/1986) and the Non-discrimination Act (21/2004).
- The implementer of the work try-out will be responsible for the participant's occupational safety as prescribed in the Occupational Safety and Health Act (738/2002) and the Young Workers' Act (998/1993). Helsinki Employment Services will provide the coaching and try-out participant with insurance in accordance with Section 3(1) of the Workers' Compensation Act (459/2015), as well as group liability insurance.
- The work try-out will be subject to the regulations of Section 24 of the Working Time Act (872/2019) regarding daily breaks, as well as the regulations of Section 30 regarding the work schedule.
- The work try-out will be subject to Sections 3, 4(1–2), 5(1–2, 4), 6, 7(1–3), 9, 10, 14 and 15, Chapters 5 and 6, Section 21(2), and Sections 22 and 24 of the Act on the Protection of Privacy in Working Life. The work try-out participant will be subject to the same regulations as employees and officeholders in similar duties regarding non-disclosure of information received at work.
- The implementer of the work try-out cannot transfer its obligations prescribed in this agreement to another party.
- The implementer of the work try-out must provide the name of the person participating in the work try-out, the assessment prescribed in Section 57(3) of the Act on the Organisation of Employment Services and terms and conditions of the work try-out agreement to a shop steward or other person representing the employees of the implementer of the work try-out.
- The implementer of the work try-out must report the work try-out participant's days of absence to the payer of the unemployment benefit.

- Helsinki Employment Services will make a decision on cancelling the work try-out agreement if the participant has been absent without permission for five consecutive try-out days or has accumulated so many absences that the objectives set for the try-out cannot be fulfilled. The implementer must also report such absences to Helsinki Employment Services.
- Helsinki Employment Services and the implementer of the work try-out will have the right to cancel the work try-out agreement for reasons other than absences by notifying the other parties involved in writing. However, the cancellation of the agreement cannot be based on discrimination prohibited by law or other inappropriate reasons.

Signatures and names in block letters

Place and date: _____

Signature of the implementer of the work try-out:

Name in block letters and position in the community: _____

Place and date: _____

Signature of the person participating in the work try-out:

Name in block letters: _____

Place and date: _____

Signature of Helsinki Employment Services' representative:

Name in block letters: _____

Copies of this agreement:

1. For the person participating in the work try-out
2. For the implementer of the work try-out
3. For Helsinki Employment Services.