

Work trial agreement

The employment authority may refer an individual client to a work trial at a workplace in order to investigate career choices and career options, or to support their return to the labour market. The work trial is based on the client's service needs. The work trial can start once the employment authority has approved the work trial agreement.

Contract number				
Work trial organiser	Business ID	Number of employees in an employment or public-service relationship		
Address	Postal code	Town	Telephone	
Person responsible for the guidance and supervision of the person participating in the work trial	Telephone	Email address *)		
Person participating in the work trial	Personal identity code	Telephone		
Email address *)				
Address	Postal code	Town		
Unemployment benefit payer				
Employment authority	Telephone	Address	Postal code	Town
Are the tasks such that the organiser of the work trial requests the submission of a drug test certificate referred to in section 6 of the Act on the Protection of Privacy in Working Life (759/2004)? ☐ No ☐ Yes Do the tasks fall under the Act on Checking the Criminal Background of Persons Working with Children (504/2002)? ☐ No ☐ Yes Are the occupational health care action plan and workplace survey referred to in the Occupational Health Care Act (1383/2001) prepared and up to date? ☐ Yes ☐ No, why not?				
The employment authority, the work trial organiser and the person participating in the work trial have entered a work trial agreement as stipulated by the Act on the Organisation of Employment Services (380/2023) under the following conditions:				
1. The work trial is organised ☐ to clarify career choices and career options ☐ to support reintegration into the labour market				
2. Objectives of the work trial (personalised description):				
3. Tasks performed by the person participating in the work trial during the trial (personalised description):				

4.	The work trial takes place on	/	20	-	/	20	(maximum duration 6 months)
5.	Weekly and daily duration of the work trial: days/week hours/day The work trial takes place on the following days of the week (e.g. Monday to Friday or Mon, Wed, Fri): Work trial hours (e.g., as a rule, from 9 am to 3 pm, one week of evening work from 5 pm to 7 pm):						
6.	Work trial site						
7.	The work trial organiser is responsible for guidance and supervision of the participant throughout the work trial.						
8.	At the end of the work trial, the work trial organiser agrees to providing the employment authority with an assessment of the suitability of the work trial participant to the work, profession or field and, if the work trial has been organised to support reintegration to the labour market, of the need to develop working life skills and competencies. If the feedback is submitted with the KUNTA6.90 form, the employment authority will provide it to the work trial participant.						
9.	If necessary, the employment authority has the right to investigate the conditions on the work trial site.						
10.	Other necessary conditions set by the employment authority for the work trial or its participant:						

*) The employment authority only sends email in encrypted form.

The legal status of the person participating in the work trial and the obligations of the work trial organiser during the trial are determined by the Act on the Organisation of Employment Services, Chapter 6, sections 55-60, as follows:

- A person participating in a work trial does not have an employment relationship with the work trial organiser or the employment authority.
- The Act on Equality between Women and Men (609/1986) and the Non-Discrimination Act (1325/2014) applies to a person participating in a work trial.
- The organiser of the work trial is responsible for the occupational safety of the person participating in the work trial in accordance with the provisions of the Occupational Safety and Health Act (738/2002) and the Young Workers Act (998/1993). The employment authority organises group liability insurance for those participating in a work trial. A compensation for an accident occurring during or an occupational disease resulting from a work trial is provided from state funds on the same basis as compensation for occupational accidents and diseases under the Occupational Accidents, Injuries and Diseases Act (459/2015), unless the individual in question is entitled to at least equal compensation under other legislation.
- The provisions on daily rest periods, defined in section 24 of the Working Hours Act (872/2019), and the provisions on work schedule defined in section 30 apply to the work trial.
- Section 3, sections 4(1) and (2), sections 5(1, 2 and 4), section 6, section 7(1–3), sections 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 apply to the work trial.
- The work trial organiser cannot transfer their obligations arising from this agreement to another party.

- The work trial organiser shall inform the shop steward or any other person representing the employees of the work trial organiser of the name of the person participating in the work trial, and the terms and conditions of the work trial agreement.
- The work trial organiser must report the work trial person participant's days of absence to the unemployment benefit payer.
- The employment authority makes the decision to terminate the work trial agreement if the person participating in the work trial has been absent without permission for five consecutive trial days or if the number of absences otherwise prohibit meeting the objectives set for the work trial. The work trial organiser must also report the employment authority of such absences.
- The employment authority and the work trial organiser have the right to terminate the work trial agreement for a reason other than absences in writing to the other parties. However, the termination may not be based on grounds for discrimination prohibited by law / other inappropriate reasons.

Contract signatures and printed names

Place and date	Signature of the work trial organiser, printed name and position in the community
Place and date	Signature and printed name of the person participating in the work trial
Place and date	Signature and printed name of the employment authority/representative of the employment area

Copies of this agreement: 1. Person participating in the work trial 2. Work trial organiser 3. Employment authority