

CHECK LIST FOR A FIXED-TERM EMPLOYEE

1. There must be a legal reason for every fixed-term employment that needs to be set out in the employment contract. Always check the justification for the fixed-term status stated in your employment contract. Is it correct?
2. Save all your employment contracts and certificates of employment. Make sure to also save all written conversations regarding your employment contract that you have had with your employer. You will need your employment contracts if there is ever a need to negotiate your employment relationship with your employer.
3. Do not rest your career solely on verbal agreement or hallway conversations. An oral contract is legally binding, but in practice it is difficult to prove. Always request to have an employment contract in writing and in good time before the employment starts. A draft of an employment contract should be available soon after hiring. A written contract does not show a lack of trust, but it is a sign of professionalism.
4. Remember that you can negotiate your employment contract. It may be worth requesting, for instance, that a fixed-term employment contract is concluded for the entire duration that the justifiable reason is valid. For example, if you are substituting a person who is going to be absent for two years, the employment contract should be made for two years – not for a few months at a time.
5. You shouldn't hesitate to talk to your employer about making your employment relationship permanent. Proactivity in bringing up the topic is the key.
6. Don't hesitate to contact the shop steward or the Union to assess whether there has been a justifiable reason for your fixed-term employment contracts.
7. Know your rights. You can find information about fixed-term employment relationships and universities' collective agreements on the FUURT website.

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WHY NOT PERMANENT

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