



TÖÖINSPEKTSIOON



REMINDER FOR EMPLOYEE



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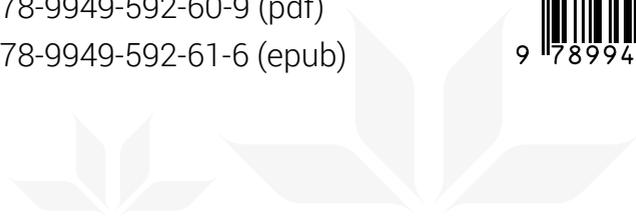




Table of contents

I	BEFORE STARTING TO WORK	5
II	EMPLOYMENT CONTRACT	10
III	AT WORK	14
IV	TERMINATION OF THE EMPLOYMENT CONTRACT	24
V	LABOUR INSPECTORATE	26

What is work?

Work is purposeful and beneficial activity carried out by people. Work may result in a product, service, or cleaner environment. Work may be for or without a pay.

This publication is about work carried out for money.



I BEFORE STARTING TO WORK



Do you want to go to work?

What's the job you would like?

Do you prefer sedentary work,
or would you prefer getting about?

Would you rather work alone,
or do you prefer communicating with people?

Do you need peace and quiet for working,
or are you okay with a noisier environment?

Do you prefer working in the morning,
or are you more of an evening-person?

How long can you work in succession?

What can you do?

Have you finished a school?

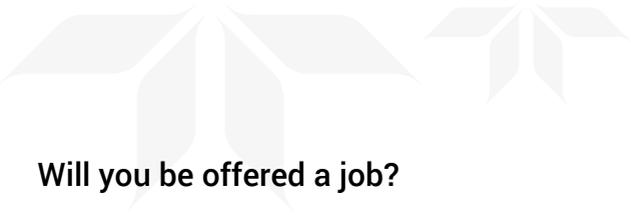
Have you attended some trainings?

Do you have any hobbies?

Are you especially good at something?

You are welcome to contact the Estonian Unemployment Insurance Fund to have your working ability evaluated (**www.tootukassa.ee**).





Will you be offered a job?

Do you have a clear knowledge of who will be your next employer?

Does this company properly pay taxes and wages?

If the company has tax debts, it might also not pay you your wages.

Discuss your wish to get a job with your relatives or friends.

Ask them for advice.

The company's background can be checked using the electronic Commercial Register (www.rik.ee/et/e-ariregister) or credit information (www.krediidiinfo.ee).

Job Interview

Before starting to work and concluding the employment contract, a job interview takes place.

During the job interview you will meet the employer.

The employer is a company.

It is represented by the company's manager or your direct superior.

The employer will explain what will be expected from you.

They will introduce the work tasks and rules that must be followed.

You must also share what do you expect from your new position.

- Be honest!
- Don't hide your skills!
- Don't lie about skills and experience which you don't have.
- Be brave!
- You do not have to answer questions that are not related to your work (too personal questions).

Your special needs

Special needs are disabilities and illnesses that you must cope with every day.

Your special needs are your delicate personal data which others don't have to know about.

Employer must know about your special needs which are connected to your work.

If you constantly need medications or if you have illness attacks, then you must tell the employer about it.



SUPPORT PERSON

When you go to the job interview, you can ask a support person from the Estonian Unemployment Insurance Fund to join you.

The support person helps you to understand the work conditions, and your rights and responsibilities.

The support person may be your friend, colleague, or someone recommended by the Unemployment Insurance Fund.

The support person may guide you during your first working days, primarily instructing and further in-service training.

If necessary, you can use the support person for up to 1,000 hours per year.

The support person will help you, but they will not do your work for you!

Read more on the website www.tootukassa.ee.

II EMPLOYMENT CONTRACT



Employment contract is a document that determines your rights and responsibilities at work.

The employment contract must be concluded before you start working.

The employment contract has two parties: employer and employee. Employer is the company providing work, and its' representative. Employee is you.

The employment contract is always concluded in writing and in two copies.

One copy is for you and the other for the employer.

The employment contract can only be changed later if both parties agree.

Both parties must approve of the contract by signing it.

You must clearly understand what you sign.

If you do not fully understand the contract, then do not sign it!

Be brave and ask, if something remains unclear.

Usually, the employment contract is open-ended.

This means that the contract specified the starting date of working, and not the end.

Fixed-term employment contract determines the start and end date of working.

A fixed-term employment contract may not be renewed more than once in five years.

Fixed-term contracts for performing identical activities may not be concluded more than twice in a row (if the end of one and the beginning of another contract are less than two months apart).

The employment contract determines working time and resting time.

The employment contract marks the salary and salary date.

The employer must guarantee safe and secure working conditions for the employee.

The employer provides the employee with all necessary tools and equipment.

The employment contract is terminated according to law.

IMPORTANT CONDITIONS IN THE EMPLOYMENT CONTRACT:

Working conditions
(working room, equipment)

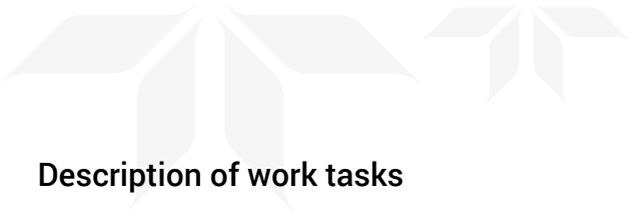
Important conditions in the employment contract

The employment contract lists:

- working conditions,
- work tasks,
- working time,
- workplace,
- salary.

Other conditions that the parties consider as important may also be agreed on in the employment contract.





Description of work tasks

Work tasks are included in the employment contract or job description.

The employer must provide work to the employee.

The employee must work following the employer's rules.

Other contracts concluded for working – service provision contracts

A contract for services is a contract for fulfilling a one-time order.

This means that the order or work completion time has been determined.

Remuneration and conditions must be agreed on separately.

Contract for services may also be provided for free.

The contract for services does not foresee a vacation nor compensations.

The parties to the contract are called contractor and contracting entity.

An **authorisation agreement** is a contract for fulfilling one or several specific tasks.

The parties to the contract are called mandatary and mandator.

With service provision contracts, the worker has less rights and more responsibilities.

Always prefer an employment contract!

III AT WORK





Suitability of work

How to find out whether the job is suitable for you?

Trial day

There are no free trial days.

The employee can be tested during the probationary period.

NB! You may get one trial day without pay to try working at the job only if you are looking for work through the Unemployment Insurance Fund.

The employer may not ask you to do free trial days.

If you work and the company benefits from it, you must receive remuneration (except for the free trial day through the Unemployment Insurance Fund).

Probationary period

Probationary period is for testing the suitability of the job.

The probationary period lasts up to four months.

During the probationary period, both parties can end the employment relationship by notifying the other party at least 15 days in advance.

Other rights and responsibilities apply as usual.

You may wish to leave if the job is hard for you or if you don't like the working environment.

Think carefully before you decide to quit.

It is not easy to find a new job.

The employer may want you to leave if they are not satisfied with your work.

The probationary period is for testing whether the job is suitable for you.

Instruction and training

The employer must organize instruction and preliminary training for the new employee.

It is necessary for you to be able to work well.

The mentor explains your work tasks to you and coaches you during the first days.

You must understand everything clearly because later, you must cope with your work tasks yourself.

If something is not clear, then always ask.

Always accept and participate in all free trainings offered to you by your employer.

Working environment

Workplace

Workplace is where you do your work.

Workplace and the size of it depends on the position.

Stay at your workplace, do not wonder around.

Keep your workplace tidy.

Equipment



EMPLOYEES WITH DISABILITIES

If necessary, the employer is obliged to customize the workplace of a disabled employee and provide you with suitable equipment.

A disabled person must be able to move around freely (restroom, toilet facilities).

Employees with intellectual disabilities or mental disorders usually do not require any special modifications to their workplace nor extra accessories for working.

Equipment is usually provided to you by your employer.

Use it according to instructions.

Do not leave your tools lying around.

If the employer gives you protective equipment then you must surely use it.

Protective equipment is, for example, a helmet, rubber gloves, special clothes, etc.

Protective equipment is for safeguarding your health.

People you communicate with

At work, you must communicate with other people.

- Always be polite!
- Don't chat during work.
- Don't snap at anyone – even if you're feeling down.
- Don't distract others from working.
- Ask for help, if you need it.
- Help others, if necessary.
- Don't do the work of your colleagues for them.

Working and resting time

Working time

Working time is the time when the employee must do their work.

Full-time working time is 40 hours per week or 8 hours per workday.

If the employee works longer than originally agreed, it is overtime work.

The employee must be paid payment for overtime work, or get paid time off as a compensation.

It is also possible to work part-time.

Part-time working time is shorter than full-time working time.

The employer determines when the workday begins and ends, and





the time for lunch and resting breaks.

These must be included in the work organization rules and adhered to.

If the workday exceeds 6 hours, the employee must get at least one 30-minute resting break.

The employer has a right to change the working times, but they should take the employees' interests into account while doing so.

Resting time

Resting time is time for yourself.

Resting time is prescribed by legislation.

During this time you must rest from work: spend time with family, meet friends, engage in hobbies, etc.

Resting time begins after the end of the workday and ends before the start of the next workday.

Holiday

Each year, you are entitled to a paid holiday of at least 28 days.

If you have partial or no working ability, the length of your holiday is 35 days.

You are first entitled to a holiday when you have worked for at least 6 months.

Holiday is meant for preparing for the following working period.

The holiday must certainly be used – even if you are not feeling tired.

If you want a holiday, notify your employer at least 14 calendar days in advance.

Medical examination and occupational health doctor

The employee must go through medical examination by the occupational health doctor if:

- the workplace has loud noise or much dust;
- the workplace has an extremely high or very low temperature;
- they come into contact with hazardous or toxic chemicals while working;
- the work is physically demanding;
- they work in a forced position or make forced movements;
- they spend more than half of the working time working at a computer.

You must definitely have your health checked if you develop an ill feeling while working.

You must be honest about your health and working conditions when you talk to the occupational health doctor.

The occupational health doctor keeps your personal data, which is unrelated to work, confidential.

The employer is informed only about such health problems and special needs that influence your work.





The medical examination must take place during the working time and at the employer's expense.

After the medical examination, the occupational health doctor may give recommendations on adjusting the workplace.

The suggestions by the occupational health doctor must be followed.

If necessary, your working conditions will be changed and working equipment replaced.

Salary

If you are working full-time, you are entitled to get at least the minimum wage.

SALARY

Full-time work is 40 hours per week or 8 hours per day.

In 2016 the minimum wage is:

- 430 euros per month.
- 2,54 euros per hour

Taxes shall be discounted from your salary.

The employer must pay additional remuneration if the employee works during night, public holiday, or does overtime.

If the employee has done a good job, the employer might also pay bonuses.

The employee has a right to receive the pay slip.

WHAT IS VOLUNTARY WORK?

Voluntary work is working free of charge in order to help someone.

You can do voluntary work during your free time.

Working for free at your own workplace is not voluntary work.

Salary is paid on payday.

The employer determines a date when salaries are paid.

In general, salary is paid on employee's bank account.

Salary must reach the bank account on the payday.

Favour a bank transfer, not cash!





Your responsibilities

- Arrive to work on time.
- Do your work during the work time and at your workplace.
- Use your break for resting.
- Follow your employer's orders.
- Cooperate with other employees.
- Take care of your appearance.
- If something distracts you from working (loud radio, someone's behaviour, etc.), then tell your employer about it.
- If you fall ill, then inform your employer immediately – phone or send an email.
- Consult your mentor or employer if you have any questions.

Each employee is a representation of their work.

IV TERMINATION OF THE EMPLOYMENT CONTRACT





Open-ended employment contract can only be terminated within the law.

This means that the employment contract is terminated extraordinarily.

A fixed-term employment contract ends with the end date.

If you wish to quit your job, you must notify your employer at least 30 days in advance.

You must explain why do you wish to leave your job.

The employer can extraordinarily terminate the employment contract when you can not cope with your work or if you behave badly.

When the employment contract is terminated, the employer must pay the employee the earned salary and compensation for unused vacation days.

Redundancy

Redundancy means that the employment contract is terminated because the employer can no longer give work to employees on the agreed conditions.

It is not allowed to lay off a pregnant woman, a woman who is currently on the maternity leave, or an employee who is entitled for a maternity leave.

When an employee is laid off, the employer must pay them a remuneration in the amount of one month's salary.

When you leave your workplace, you may only take along your personal belongings.

V LABOUR INSPECTORATE





If you are not satisfied with your employer's decisions, you may consult the Labour Inspectorate.

The Labour Inspectorate exists to assist both the employee and the employer.

The Labour Inspectorate does not punish but helps to find solutions.

The Labour Inspectorate deals with questions related to occupational health care, safety, and working relations.

Disputes between the employer and employee are solved by the **labour dispute committee**.

It is faster and cheaper than turning to court.

Labour Inspectorate's infoline 640 6000 operates each workday, 9:00 to 16:30.

The lawyer can also be consulted by sending an email with your questions to jurist@ti.ee.

Unemployment Insurance Fund

The Unemployment Insurance Fund helps you in finding a job and assessing your skills.

More information on the infoline 15501 and at **www.tootukassa.ee**.

Questions about Working Life?

The Labour Inspectorate knows the answers!

LOOK

at the website of the Labour Inspectorate of Estonia at **www.ti.ee**

CALL

the lawyer's hotline at **640 6000**
Mo-Fri 9:00–16:30 9.00–16.30

USE

the client portal **eti.ti.ee**

WRITE

jurist@ti.ee

INVITE

a working environment consultant to your company, free of charge. Further information **www.ti.ee**



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