



Relief work service staff

Relief work service manager

Kuivalainen Tuula tel. +358 13 681 3219, +358 44 781 3291
tuula.kuivalainen@valtimo.fi

Relief work service coordinators

Härkin Marjut tel. +358 13 681 3240, +358 44 781 3240
marjut.harkin@valtimo.fi

Juntunen Riitta tel. +358 13 681 3208, +358 44 781 3290
riitta.juntunen@valtimo.fi

Pelkonen Erja tel. +358 13 681 3259, +358 44 781 3259
erja.pelkonen@valtimo.fi

Payroll accountants

Sormunen Silja tel. +358 13 681 3232
silja.sormunen@lieksa.fi

Piirainen Anne tel. +358 13 681 3233
anne.piirainen@lieksa.fi

The municipality ofValtimo

Kunnantie 1, 75700 VALTIMO

Company nurses

For those living in the area of Nurmes and Valtimo

Kettunen Tuula tel. +358 13 689 5000

Palsio Seija tel. +358 13 689 5468

For those living in the area of Juuka

Ilvonen Silja tel. +358 13 681 2467

Kallinen Sirpa tel. +358 13 681 2466

Laine Raija tel. +358 13 681 2465



Job orientation of a farm relief worker



*The Pielinen Karelia local unit of the farmers' holiday
and stand-in scheme welcomes you in our midst!*

Welcome to work as a farm relief worker!

Contract of employment

We have prepared these guidelines to help you orient yourself in your job environment.

The contract of employment is prepared in writing and is signed by both the worker and the employer. The contract of employment includes the following details:

- ▶ Personal information
- ▶ Bank account number
- ▶ Weekly working hours
- ▶ Pay
- ▶ Trial period
- ▶ Whether the contract of employment is valid for the time being or for a fixed period

The worker must hand in his or her tax card as well as copies of certificates and testimonials for the purpose of the determination of personal bonuses and holiday entitlements.

The worker must undergo a pre-employment medical examination conducted by a company doctor and present a certificate of health by the date stated in the contract of employment. The worker does not have to pay for seeing the company doctor.

A work shift table is delivered in writing one week before the start of the next period. Staff in the relief work office will guide the worker through the work shift table, showing him/her how to read it and what the markings used mean. They go through the work description, showing how working hours are recorded and other important things.

The employer acquires suitable protective equipment for all relief workers, who can fetch protective equipment from the relief work office as needed. The office also has a good selection of protective gloves, breathing masks, hearing protectors etc. It is worth while learning to use them.

A relief worker is responsible for the maintenance and cleanliness of his or her work equipment. All work equipment must be clean when the worker goes to a farm.

A relief worker is bound by absolute secrecy in all matters related to farmers, other relief workers and relief work administration. He or she must not disclose any information (s)he has received to outsiders. Secrecy will continue after the end of employment.

Work shift table and work descriptions

Working clothes and protective equipment

Secrecy

In case of a very short-term absence (e.g. a flu), you need to get a certificate from a nurse. If your illness lasts longer than a short flu, you have to give a medical certificate to the superior. It is necessary to immediately let the superior know of a sick leave.

If an accident occurs at work, the superior must be informed of it as soon as possible. Also, fill in a notice of accident and attach any receipts for e.g. travel expenses. Remember to keep the notice of accident.

If some damage occurs at work, such as antibiotic milk accidentally flowing into the farm tank, you have to immediately inform the dairy, the superior and the farm of it. If the residents of the farm are not present, submit the information in writing. A damage report is prepared on the damage.

The employee is responsible for seeing to it that a worker obtains sufficient orientation in

- workplace circumstances, correct work procedures and any health hazards connected to the job
- operation of new equipment and machines and methods caused by them
- safety regulations of the equipment and machines used as well as procedures specified in work safety regulations.

Tasks of a farm relief worker

- ▶ The work of a farm relief worker includes animal husbandry tasks during annual holidays. In case of stand-in assistance the work also includes crop cultivation tasks. The work includes:
- ▶ Cattle feeding, milking and other necessary treatment measures as well as other necessary tasks related to running the farm.
- ▶ Attending to the health of the cattle – when animals fall ill and the situation demands, the farm relief worker must call in a vet.
- ▶ Taking care of the cleanliness of cowsheds, filling up fodder storages as well as maintaining necessary equipment and machines in accordance with the instructions given at the farm.
- ▶ Upon completion of the work the farm relief worker reports to the farmer, preferably by preparing a written report on his or her work in helping to run the farm.
- ▶ The work of the farm relief worker only includes the tasks carried out by the person who is on holiday.
- ▶ Evening check-ups can be conducted for instance when farmers are travelling and a cow is expected to calve.

When you fall ill

In case of damage

Job introduction and orientation