

# Welcome to teach at Turku UAS!

I hope You could spare a few moments to browse through this leaflet. It contains a lot of useful information to guide You through all the bureaucraties related to your visit here.

## Personal information form

First things first: to get started, please fill in the [personal information form](#). The information is needed for your contract of employment and payment of salary. If your address or bank information change later on, you can use the same form to update your information to Turku UAS.

## Contract of Employment

The contract will be sent to you via Visma Sign, the electronic signing service. The signing itself requires online bank identifiers of a Nordic bank. If you do not have those, please let us know so that your signature can be given using a “draw-in” method. Please download a copy of your contract to yourself after signing. Visma Sign will archive a copy for 30 days and then delete it. If you register a personal account to Visma Sign during these 30 days, Visma will archive your contract for seven years.

## Salary Payment

Please notice that signing the contract alone will not result in salary payment. In addition, you need to [report your hours](#) after the teaching is completed. You will find a QR code as well as a link in your contract of employment to do that and the link is also above in this leaflet. The report can be returned at any time, but the salary is paid in accordance with the salary payment schedule (below). Please notice that the teaching hour for a part-time, fixed-term teacher is 60 minutes and the time also covers preparation and evaluation. If you have your lunch in the middle of the teaching day, this must be taken out of the reported hours, it is not considered as working hours.

## Tax Card

If you have a **Finnish tax card**, please send it by [secure email](#) to HR Services of Turku UAS. The secure email sends you a confirmation email to your own email (the one you gave in the first box when sending the secure email). This confirmation email can easily end up in spam. But, unfortunately, without you clicking the confirmation email, the secure email will not be sent to the recipient.

If you do not have a Finnish tax card, please contact Sinikka Salmi.

## Pay Slip

The pay slip will be available in online bank only. The provider of the pay slip is Tieto and the slip should appear in your online bank on payday at the latest.

## User ID for Turku UAS Network and Electronic Key

If you need access to the TUAS network, please contact the Head of Education and Research of your degree programme (you will find the information below) in order to get a username and password for the Turku UAS computer network. This is rarely necessary if your visit here is short. The same applies for the electronic key.

If any questions arise, please do not hesitate to contact us:

General information: Sinikka Salmi, +358 40 3550 800 or [palkat.taideakatemia@turkuamk.fi](mailto:palkat.taideakatemia@turkuamk.fi)

Performing Arts and Music: Eero Linjama, +358 50 5985 251 or [eero.linjama@turkuamk.fi](mailto:eero.linjama@turkuamk.fi)

Fine Arts ja Master School: Taina Erävaara, +358 50 5985 283 or [taina.eravaara@turkuamk.fi](mailto:taina.eravaara@turkuamk.fi)

Film and Media: Samuel Raunio, +358 40 355 0197 or [Samuel.raunio@turkuamk.fi](mailto:Samuel.raunio@turkuamk.fi)

## Salary Payment Schedule

| Information at Turku UAS | Payment day |
|--------------------------|-------------|
| 14.1.2022                | 31.1.2022   |
| 31.1.2022                | 15.2.2022   |
| 14.2.2022                | 28.2.2022   |
| 28.2.2022                | 15.3.2022   |
| 14.3.2022                | 31.3.2022   |
| 30.3.2022                | 14.4.2022   |
| 13.4.2022                | 29.4.2022   |
| 28.4.2022                | 13.5.2022   |
| 12.5.2022                | 31.5.2022   |
| 31.5.2022                | 15.6.2022   |
| 14.6.2022                | 30.6.2022   |
| 29.6.2022                | 15.7.2022   |
| 12.8.2022                | 31.8.2022   |
| 31.8.2022                | 15.9.2022   |
| 14.9.2022                | 30.9.2022   |
| 29.9.2022                | 14.10.2022  |
| 13.10.2022               | 31.10.2022  |
| 31.10.2022               | 15.11.2022  |
| 14.11.2022               | 30.11.2022  |
| 30.11.2022               | 15.12.2022  |
| 12.12.2022*              | 30.12.2022  |

\*Please comply with other instructions, if given

## Ethical guidelines for teachers

Turku UAS is committed to the ethical guidelines pronounced in the #NOMORE campaign of the Ministry of Education and Culture. All students, teachers and other staff have the right to study and work in a safe environment that supports their wellbeing. Everyone who witnesses harassment has a duty to raise the issue and to intervene in the situation as well as to encourage those concerned to raise the issue of unwanted behaviour. In particular, this applies to managers and teachers.

## What is harassment?

Harassment can be defined as repetitive and systematic inappropriate behaviour that adversely affects or threatens the health and safety of an employee. The different forms of harassment include bullying, mental abuse, name-calling, pressure, exclusion, belittling or ridiculing a person's role or reputation.

**Sexual harassment** is a sexual act committed by touch or in a manner comparable to it in severity which threatens the psychological or physical integrity of a person. Touching includes stroking or squeezing body parts that are generally considered sexual and kissing. Other forms of sexual harassment include unwelcome verbal or non-verbal conduct, such as sexually charged talk, showing sexual imagery or revealing oneself.

**Work discrimination** refers to inappropriate treatment for a discriminatory reason, such as age, gender, belief, illness or other personal factors. Sexual harassment may also meet the criteria of work discrimination if the harasser is the employer or an employer representative.

**Harassment on social media** means, for example, hate speech or bullying on social media or disturbing feedback that involves personal matters.

Not all conflicts and unpleasant situations constitute harassment or inappropriate conduct as referred to in the Occupational Safety and Health Act. However, a type of behaviour can still be irresponsible work behaviour that interferes with and hinders the work community's operations and causes resentment, irritation and a decrease in work motivation in other members of the work community. Irresponsible behaviour may also lead to disciplinary measures being taken, even if it would not be treated as harassment under the Occupational Safety and Health Act. Harassment should also not be confused with measures that arise from the employer's management powers, such powers arising from the law, contract or established practice or appropriate admonition and disciplinary measures, regardless of how unpleasant these might feel.