



## 1 **Regulations for officers**

### 2 1 § Officers and terms

3 The association may have officers. Officers are appointed by the board. The employment  
4 relationships of the association's officers are either indefinite or fixed term.

### 5 **01 Selection of officers**

#### 6 2 § Announcement of the open positions

7 Open positions must be publicly announced before they are permanently filled. The  
8 application period must be at least fourteen (14) days and at most thirty (30) days. The  
9 board decides on the opening of the application process.

10 The position is announced on the association's website, in association bulletins, and  
11 possibly through other communication channels as determined by the board.

#### 12 3 § Appointment to a position

13 A person can be permanently appointed to a position only if they have applied in writing  
14 before the application deadline. However, the position may be reopened or the application  
15 period extended if the board deems it necessary for the association's interest.

#### 16 4 § Vacant positions

17 The board may fill a vacant position without a public announcement for up to three (3)  
18 months.

#### 19 5 § Employment contract

20 A written employment contract must always be made with an officer, specifying the terms  
21 of employment in detail.

#### 22 6 § Taking another paid position

23 An officer must inform the board if they take another paid position, except in cases where  
24 the officer's position under these regulations is not active, such as during a furlough.

25 **02 Work hours and compensation**

26 7 § Work hours and reception

27 The length of regular working hours is specified in each officer's employment contract. The  
28 board determines the officers' weekly reception hours and any temporary closures of the  
29 association's office during its term.

30 8 § Compensation

31 The board determines the compensation for positions within the association within the  
32 approved budget.

33 9 § Fringe benefits

34 The board decides on possible fringe benefits for officers and their monetary values within  
35 the approved budget.

36 10 § Payroll date

37 Salaries are paid to officers monthly by the fourth banking day of each month.

38 11 § Overtime compensation

39 Additional, overtime, and Sunday work are compensated according to agreement, either  
40 by granting paid leave during regular working hours or through financial compensation.

41 12 § Travel reimbursement

42 Officers are reimbursed for travel expenses incurred on association business according to  
43 principles set by the board.

44 **03 Termination of employment**

45 13 § Termination of employment

46 Employment ends without notice when the fixed-term officer's contract expires or when  
47 the officer reaches the stipulated retirement age.

48 If an officer is absent from work for more than fourteen (14) consecutive calendar days  
49 without prior notice or a valid reason, their employment is considered terminated unless  
50 they prove acceptable justification within a week after the reason for absence ceases.

51 14 § Dismissal

52 Dismissal follows the provisions set in labor legislation.

## Regulations for officers

53 The board has the right to dismiss an officer, grant their resignation, and determine the  
54 termination of employment. Dismissal must be given in writing. The notice period begins  
55 on the day following the date on which the termination has been officially communicated to  
56 the association or the dismissed officer with proof of receipt.

57 15 § Notice period

58 When the association terminates an officer, the notice period follows labor law, but it is at  
59 least two (2) months.

60 If the officer resigns, the notice period is one (1) month unless otherwise agreed.

61 16 § Retirement

62 An officer may choose to retire between the ages of 63 and 65, following the provisions in  
63 sections 12, 13, and 14. The default retirement age is 65 unless exceptions apply.

64 The board may, upon request, allow an officer to continue working beyond retirement age  
65 for one year at a time, up to three years if their health allows.

66 The officer's pension security is arranged in accordance with TyEL.

67 17 § Salary payment after termination

68 Upon termination of employment, the officer is paid their salary until their last working  
69 day.

70 If an officer dies, their estate is entitled to the officer's salary until the end of the month of  
71 death.

## 72 **04 Social regulations**

73 18 § Annual leave

74 Annual leave accrues based on the number of full calendar months the officer has worked  
75 during the leave year. Months with at least 35 hours of work count towards leave  
76 entitlement.

77 For the purpose of determining the length of annual leave, days that are considered  
78 equivalent to working days under the annual holidays act are also counted as days of  
79 employment.

80 19 § Length of annual leave

81 Officers are entitled to two (2) weekdays of leave per full entitlement month. An officer  
82 whose employment has continued uninterrupted for at least one (1) year by the end of the  
83 holiday entitlement year preceding the holiday season is entitled to two and half (2,5)  
84 weekdays of leave for each full holiday entitlement month. If the calculation of the leave

## Regulations for officers

85 days does not result in a whole number, the fractional day is rounded up to a full leave  
86 day. In case of disputes, the annual holidays act will be applied.

87  
88 During the annual leave period, the officer is entitled to their regular salary.

89 The salary for the annual leave period is paid before the leave begins.

90  
91 20 § Timing of the annual leave

92 Annual leave must be granted between June 1st and September 30<sup>th</sup>. With the officer's  
93 consent, the annual leave period or part of it may be taken at another time, but no later  
94 than the end of April of the following calendar year. The board decides on the scheduling  
95 of the annual leave.

96 21 § Leave compensation

97 Upon the termination of employment, the officer shall be paid holiday compensation in  
98 accordance with the provisions of the annual holidays act, taking into account the officer's  
99 annual leave. However, compensation shall be calculated based on the same criteria as the  
100 length of the annual leave.

101 22 § Sick leave

102 An officer is entitled to receive their full salary for a period of sixty (60) days within the  
103 same calendar year if they have been granted sick leave due to an illness or accident  
104 confirmed by an acceptable medical certificate, provided that the illness or accident did not  
105 occur under circumstances that, according to the employment contracts act would prevent  
106 the payment of salary.

107  
108 If sick leave exceeds the aforementioned period, an employee who has been in the  
109 association's service for at least one (1) year is entitled to receive seventy-five (75)  
110 percent (%) of their salary for the portion of sick leave days exceeding sixty (60) days  
111 within the calendar year. Additionally, they are entitled to receive sixty (60) percent (%)  
112 of their salary for the portion of sick leave days exceeding one hundred eighty (180) days  
113 from the start date of the sick leave.

114 23 § Maternity, paternity, and parental leave

115 An officer is entitled to maternity, paternity, or parental leave for the period corresponding  
116 to the maternity, paternity, or parental allowance granted under the health insurance act  
117 due to pregnancy, childbirth or childcare. Additionally, the employee has the right to take  
118 childcare leave until the child reaches the age of three (3). However, childcare leave is  
119 subject to the condition that the other parent is not simultaneously exercising their right to  
120 childcare leave.

121 An officer may take parental leave in a maximum of two (2) periods, with each period  
122 being at least twelve (12) working days in length.

## Regulations for officers

123 The officer must notify the employer of their intention to take parental leave, including the  
124 start date, duration, and division of the leave, if possible, one month before the expected  
125 date, but no later than two (2) months after the child's birth. Paternity leave must be  
126 reported to the employer no later than one month before the expected due date.

### 127 24 § Unpaid and paid leave

128 An officer may be granted unpaid or, for a special reason, paid leave upon request.

129 The decision on unpaid and paid leave is made by the board.

130 The board appoints a temporary substitute for the position if necessary.

### 131 25 § Deduction of receivables from salary

132 If the association has a receivable from an officer based on the employment relationship  
133 such as payroll error, an overpaid travel expense advance, or another reason, the  
134 receivable shall be deducted from the officer's salary during payroll processing, provided  
135 that it is undisputed. However, no more than one-fourth of the officer's monthly salary  
136 may be deducted at a time

### 137 26 § Officer registry

138 A registry of officers must be maintained, containing information relevant to their terms of  
139 employment.

## 140 **05 Qualifications and tasks of officers**

### 141 27 § Qualification requirements

142 A specific qualification requirement for officer is a good familiarity with the operations of  
143 Turun Kauppateiden Ylioppilaat ry.

144 A board member cannot serve as an officer of the association.

### 145 28 § Selection criteria

146 The selection criteria for officers must be decided before the position is announced as  
147 open.

148 The selection criteria must be stated when the position is announced.

149 The board is responsible for determining the selection criteria.

### 150 29 § Job duties

151 The job duties of employees are defined in the officer contract.

152 **06 Other regulations**

153 30 § Amendment of the rules during the term

154 An officer who has been selected for a position in the association before the association  
155 meeting has approved this officer document must, within one (1) month of the approval of  
156 this document, inform the board in writing that they do not accept application of this  
157 document during their term. Otherwise, they will be subject to the provisions of this  
158 document.

159 In addition to this document, the employee must also follow the association's statutes,  
160 work regulations, and other documents in their duties.

161 31 § Additions and amendments

162 Additions and amendments to this employee document are decided by the association's  
163 meeting with a two-thirds (2/3) majority of the votes cast.

164 32 § Empowerment

165 This document was approved at the association's meeting on 8<sup>th</sup> of November 2022.