



1 **Guidelines for employee worktime tracking**

2 **01 Purpose**

3 The purpose of this document is to clarify employee time tracking and guidelines for the
4 practices. In addition, this document clarifies what is classified as work time and what is not.
5 This document does not cover all cases and problems; outside of the document should be
6 settled case by case.

7 **02 Employee time tracking**

8 Employee time tracking is done with an Excel base. Work time will be tracked every 30
9 minutes.

10 An employee will note the month's work times in the Excel base, and the chair of the board will
11 check the time tracking at the end of the month.

12 Work time can be evened out between the weeks of the month. At the end of the month, the
13 weekly hours will be added together and checked to see if the sum exceeds the agreed
14 monthly working hours. The hours exceeding monthly work hours will be reimbursed as
15 additional work or overtime.

16 The work time equalization hours are two months. The employee can exceed weekly work
17 hours during some weeks, as long as monthly hours are not exceeded. Only after the monthly
18 work hours are exceeded are the additional work hours used.

19 The employee must be informed at least two (2) weeks prior to work tasks that require them
20 to be present. Employees have the right to decline any tasks presented later than that.

21 **03 Separation of work time**

22 The following tasks can be counted into work time:

- 23 • Tasks mentioned in the contract of employment and the duties of the position.
- 24 • Representation of the association, which requires presence.
- 25 • Times when the employee is required to be present.
- 26 • Meetings where the employee is present.

27 The employee and the chair, and the vice chair of the board will agree upon what is classified
28 and tracked as work time. In unclear situations, the decision of what is defined as work time
29 and free time is made by the board of the Association of Economics Students in Turku. The
30 employee must be part of the association's activities only during work hours.

31 The employee has a possibility to participate in the activities of the board and committee
32 outside of work hours, but they cannot be required to participate.

33 **04 Additional work**

34 All work that exceeds the hours in the employees' contract is counted as additional work.
35 Additional work is compensated for by normal work hours. The employee is not required to do
36 additional work. Additional work must be agreed upon by the employee and the employer.
37 Additional work is approved by the chair of the board. Additional work cannot be done without
38 the acceptance from the employer. The employee must approve all additional or overtime work
39 beforehand. The employee is not required to ask for approval in the following cases:

- 40 • Work-related incoming call or contact
- 41 • Work-related emergency that requires immediate action

42 **05 Overtime at work**

43 All work that exceeds 8 hours a day or 40 hours a week is defined as overtime. Overtime is
44 paid according to the working time law. Diurnal overtime will be paid by an increase of 50 %
45 during the first 2 hours and by 100 % during the following hours. Overtime should also be
46 agreed upon beforehand and require approval by the employee and employer.

47 **06 Salary**

48 The employee is paid a fixed monthly salary. Additional work is paid 7,5 € / hour and overtime
49 is paid according to the working time law (see point 05). Fixed monthly salary is paid even if
50 the monthly working hours are not met, if all duties and tasks mentioned in the contract are
51 done.

52 **07 Other**

53 During work hours, the employee must be fit and able to work.