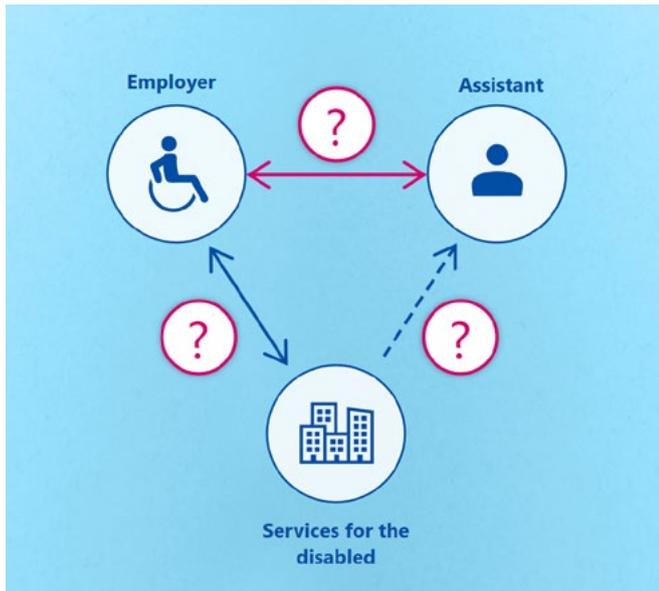
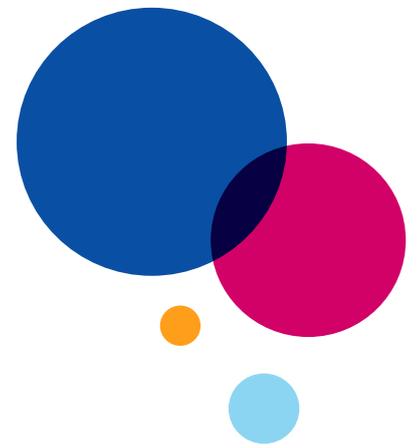


Roles in arranging personal assistance



Assistant – Employer

As the employee, your most important relationship is the relationship with your employer.

The employer-assistant relationship is an employment relationship regardless of the fact that services for the disabled pay the assistant's wages.

The employer has a so-called **general right to supervise**. It gives the employer the right to lead the work and related activities on a general level. The right to supervise is limited and governed by labour legislation, the employment contract and the collective agreement (employers organised under an employers' union).

The assistant's obligation in the employment relationship is to abide by the given instructions. Assistants are under a non-disclosure obligation when it comes to the employer's matters, and this is something that should be written into the employment contract. Personal assistants may not contact services for the disabled about matters concerning the employer without the employer's consent.

Assistant – Services for the disabled

Services for the disabled or the assistance centre have no legal ties to the assistant.

Services for the disabled have no authority over assistants, and they have no right to discuss or disclose employers' matters to them.

An assistant also does not have the right to discuss their employer's matters with services for the disabled or the assistance centre without the employer's consent.

Employer – Services for the disabled

Personal assistance is based on the Act on Disability Services and Assistance and an individual decision on personal assistance, which define how many working hours the employer can use an assistant for and for what purpose. Services for the disabled also have their own administrative regulations related to personal assistance.

Services for the disabled are not a party to the employment relationship. Therefore, **services for the disabled may not be in direct contact with or instruct personal assistants in the employer's matters**, nor can they otherwise dictate any details of the employment relationship.

Services for the disabled have an advisory obligation toward employers. Often, services for the disabled will also arrange for employers, e.g. payroll administration and other services to support being an employer and personal assistance.

This material is part of Varma's work ability support material. How can I succeed as an employer of a personal assistant? Read more: varma.fi/henkilokohtainenapu