

Information for new members of staff

Dear colleague,

welcome to our institute!

Please consider the following directives, to ensure that everything runs smoothly:

1. **Introducing yourself:** please introduce yourself to all members of staff via email or personally.
2. **Information:** at the secretary's office information is gathered. Thus, you are asked to provide the secretaries with all important information. That way the secretaries will be more likely to be able to answer arising questions.
3. **Absenteeism:** if you are or will be absent please inform one of the secretaries. This applies for vacations, illnesses and official journeys (which have to be discussed with the project leader in advance):
 - a. **Vacations:** as an employee of the Technical University of Vienna, you are entitled to have five weeks of vacation. You are asked to discuss the dates of vacation with Schahram and inform the secretaries as soon as possible. The five weeks have to be consumed before the contract terminates and will not be paid out. The vacation file, which has to be filled in by you and given to one of the secretaries, can be found at the following link:
<http://www.tuwien.ac.at/ud/formulare/pers2/Urlaubsmeldung.pdf>
 - b. **Illnesses:** please inform the secretary's office on the first day of your illness – otherwise you might get problems with the insurance company. In case it is likely that the illness will force you to be absent for more than two days, please let us have a copy of the doctor's certificate. You can send it by fax to the secretary's office (58801-18491)
 - c. **Official journeys:** an official journey has to be applied for two weeks before the journey is taking place at the latest and it has to be approved by Schahram and the head of the institute (Thomas Eiter). As soon as you have returned from the journey, you are supposed to bring all of the supporting documents concerning the journey to the secretary's office.
4. **Working for a project:** timesheets have to be kept for all the work done for a project. They have to be signed and need to be given to Margret.

5. **Library:** every member of staff can borrow books from our library. By the help of a library search facility, you can search for a book's title, its author or keywords. Please fill in the form "Entlehnschein", which can be found in the library or the secretary's office and give it to Gudrun. Please return the book to Gudrun as soon as you do not need it anymore.

6. **Papers and other publications:** all of the publications composed by members of the staff have to be fed into the publication data base of the TU Vienna. Thus, members of staff are supposed to feed every publication into this data base and give a copy of the paper to Gudrun. The copy includes: the cover page, the page which shows the ISBN code, the page on which it is confirmed that the paper has been reviewed, the paper itself/the article/the contribution. Additionally, Gudrun has to be informed about the title, the medium of publication, the event, the authors, the editor, the lecturer and the exploratory focus.

7. **Telephone cards:** each member of staff is provided with a telephone chip card shortly after commencement of duties. The prefix 02 has to be used for official calls made out of the Technical University, the prefix 03 has to be used for private calls at low costs. The costs for private calls will be docked from the salary.

8. **Emails and fax:** all of the institution's email addresses follow the pattern: [name]@infosys.tuwien.ac.at. The fax machine can be found in the secretary's office. Preselect 02 before you type in the fax number of the addressee. You can only leave out the 02 if you send the fax to fax machine of the Technical University.

9. **Printer:** the printer can be found on the third floor, in the hall. There you can print A3 and A4 sheets. It is also a copy machine, which you can use whenever you want to.

10. **Pigeon-holes:** each member of staff has a pigeon-hole in the secretary's office which is used for exchange of information.

11. **Office equipment:** office equipment can be found in the cupboard next to the pigeon-holes. In case you need anything you cannot find there, please tell one of the secretaries, who will buy the requested equipment as soon as possible.

12. **Kitchen:** the dishes have to be put into the dishwasher. Please do not pile dishes but place them side by side in the dishwasher.

13. **Coffee machine:** the coffee machine can be used by everyone. You can choose between different sorts of coffee. Each tab costs 50 Cents. Milk and sugar do not have to be paid in addition. Please make sure that the frame is below the tab. You are asked to make a line beside your name on the tally sheet next to the coffee machine according to which you will be asked to pay for the coffee consumed by you every 4 to 5 weeks. Please pay Gudrun for the coffee when you are asked to do so.

14. **Termination of contract:** please hand back all of the keys, the telephone chip card, the service certificate and laptops of the TU.