

FOR YOUR
NOTICE
BOARD

WELCOME TO NEW STAFF AT AALBORG UNIVERSITY ESBJERG

Hopefully you already feel welcome at Campus Esbjerg and have received assistance with IT access, equipment, etc. It can be difficult to orient yourself in a new environment with many new colleagues and procedures.

In order to facilitate this process we have compiled relevant information for new staff that we hope you will find useful. In addition, please refer to the AAU Manual for further information: handbook.aau.dk

KIND REGARDS

ANDERS SCHMIDT KRISTENSEN - HEAD OF CAMPUS

ELLEN KARLSEN - HUMAN RESOURCES AAU SHARED SERVICE, ESBJERG



AALBORG
UNIVERSITY

ESBJERG

PRACTICAL INFORMATION

ACCESS CARD:

In order to enter the university outside regular opening hours, you must use an AAU Card. Once you have gotten your employee ID number, contact the operation office in room C2.010 to set up a card. Never let others enter with your card. The outer doors are open between 7:00 and 16:30.

ALARM:

It is very important - you must follow instructions on the red signs when an incident occurs.

1. Provide safety
2. Call 112 - If the Fire Alarm is sounding - the Fire Brigade has been alarmed
3. Give first aid
4. Evacuate - to the assembly point
5. Call 9940 7600 to notify AAU Campus Services and management

When you stay on Campus outside regular service hours - please be more careful and safe using all equipment and do not leave it unattended.

IMPORTANT: Do not perform hazardous activities in laboratories on Campus outside regular service hours without notifying your Department or Campus Staff.

CAFETERIA:

The cafeteria serves students and staff at Aalborg University Esbjerg. You can find the cafeteria in the basement of Wing A, Room A140.

Opening hours: Monday-Thursday 7:30-14:30 and Friday 7:30-14.00.

CAMPUS COUNCIL:

The Campus Council consists of the head of campus, section leaders, a representative from the student society, as well as observers, and a secretary.

DEFIBRILLATORS:

You will find three defibrillators at campus. A defibrillator at the main entrance, a defibrillator outside the main entrance and a defibrillator in the C building next to the C2.T2 stairs - level 1.

FACILITY SUPPORT:

You can find the building services staff in the Facility Support office in Room C2.010 (the C2 basement).

HEAD OF CAMPUS:

Anders Schmidt Kristensen, Room B121, askr@et.aau.dk, Tel.: +45 99 40 76 73.

HOLIDAY:

Please check with the department secretary on how and to whom you report holiday in your department.

HOLIDAY HOUSES:

Aalborg University has 5 holiday houses, all located in Northern Jutland, and 1 apartment in Copenhagen. Holiday houses can be rented for reasonable prices by employees. You must have been employed for at least one year at more than 15 hours per week. Learn more here: isu.aau.dk/working-at-aalborg-university/facilities-and-benefits/#368145

ILLNESS:

Please check with the secretary of your section on how to report your own illness and your child's first and second sick day in your department. So that your colleagues know that you are sick and thus not coming to work, please notify your nearest colleague.

INSURANCE:

Unfortunately, Aalborg University Esbjerg is not able to take out insurance so do not leave things of value lying around. It is a good idea to lock your office when you leave it.

IT-START FOR EMPLOYEES

If you are a new employee at Aalborg University (AAU), the page en.its.aau.dk/IT-start-employees will provide you with useful introductions to the most common IT systems and services.

LIBRARY:

Aalborg University Library Esbjerg (AUBE) services students and employees at Aalborg University Esbjerg with information, books, and articles. The library is open 24 hours a day to anyone with an activated AAU Card.

Personal service: Monday, Tuesday, Wednesday, Friday: 9:00-15:30 and Thursday: 9:00-17:00.

All new employees are welcome to book an introduction to the library, the website and the e-resources that the library has access to.

The library can be contacted at tel.: 99 40 76 49 and mail: aube@aub.aau.dk

Library staff: Karin T. Kristensen ktk@aub.aau.dk and Carsten Heine ch@aub.aau.dk

Aalborg University Library website: en.aub.aau.dk

PHOTOCOPYING:

Use your AAU Card to make copies on copy machines. If you have any questions, contact the IT staff at support@its.aau.dk or tel.: 99 40 20 20.

POST:

The university receives regular mail once every weekday about noon – and parcels continuously.

The departments pick up their incoming mail and parcels in C2 (the basement).

The sections have to put outgoing mail in one of the marked, big envelopes.

Post Nord picks up the mail once every weekday after 15:00.

On ordering goods it is important to state the delivery address (Ole Rømers Vej 5), your department, and your name. Remember to state your phone number if the freight company needs a signature.

If students will have to buy something for their projects, the name of the advisor or secretary must be stated on the parcel/mail.

PRINTING:

Printing can be done on the copy machines and printers. See how at en.its.aau.dk/instructions/printcopy. If you have any questions, contact the IT staff at support@its.aau.dk or tel.: 99 40 20 20.

PROGRAMS:

At en.esbjerg.aau.dk/education you can see the courses we offer in Esbjerg.

RELAXATION ROOM:

Room A250 is designed as a relaxation room. Please note that the room is also used as video room. See the rules for using the room on the bulletin board in the room.

ROOMS:

You must book rooms yourself through Outlook. This applies to all seminar rooms, auditoriums and meeting rooms. In Esbjerg we have two meeting rooms: A233 and F114. It is expected that the rooms are left in a nice, clean condition. If you have any questions, send a mail to booking@esbjerg.aau.dk

SENIOR CLUB:

You must be 55 years of age to be a member of the Aalborg University Esbjerg Senior Club. The club organizes various events, and both academic staff (VIP) and technical-administrative staff (TAP) can be members. The chair of the Senior Club is Ditlev Nielsen, ditlevnielsen@gmail.com

SMOKING:

Smoking is only permitted outside in the pavilion at the main entrance. Smoking e-cigarettes is also only permitted outside in the pavilion.

STAFF ROOM:

All employees are welcome to use the staff room A241. Here, there is also a kitchen with refrigerator, oven, microwave and dishwashers. In addition, there is a coffee machine with coffee, tea, hot chocolate, etc. Remember to put mugs, glasses, etc., back in the kitchen if you take them to your office. Everyone who makes use of the common room is obligated to clean up after themselves - **no exceptions** - and empty the dishwasher as well as fill the vending machine for hot drinks.

TELEPHONE:

The main number is 99 40 99 40 (central switchboard in Aalborg). Internal telephone numbers can be found on the website.

TRAVEL REIMBURSEMENT:

When you have been to external meetings, courses, etc., you must fill out a travel reimbursement form. The instructions can be found on this page en.okonomi.aau.dk/travel-and-other-expenses/Guide+for+travellers

UNIFITNESS:

We have a small fitness center that can be used by both students and staff. See en.unifitness.aau.dk for further information.

WORKING ENVIRONMENT COMMITTEE:

The campus has its own Working Environment Committee that in addition to the chair consists of managers/supervisors, members of the various subject groups and a secretary. Additional information about the Campus Working Environment Committee can be obtained by contacting the Head of Campus. Information about the central Working Environment Committee can be found on this page en.inside.aau.dk/committees-councils/main-ohs-committee

**AT THIS LINK YOU CAN FIND MUCH MORE INFORMATION ABOUT CAMPUS ESBJERG:
EN.ESBJERG.AAU.DK/INTRANET/INTRANET-STAFF**