

Introduction for new employees at ACES

Valid from 11.10.2020*

To be completed in conjunction with all new appointments.

This also applies to visitors working at ACES on a regular basis or for a period of more than one week.

Name:

Personal identity number:

Address:

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Telephone:

Job title:

Employment/visiting period:

Supervisor/mentor:

Telephone extension:

Room no.:

Contact person (name, relationship, telephone number):

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This page should be submitted to the unit administrator on the first working day with a copy to head of administration.

* Carina Nymark is the owner of this document.

Introduction for new employees at ACES – Checklist

Name:

Supervisor/mentor:

Mentors are responsible for ensuring that all new employees meet everyone on the list. The list should be signed and submitted to the unit administrator within five weeks.

			Responsible individual	Sign
As soon as the decision to employ is taken	1.	Inform the head of unit and unit administrative officer. For thesis students pass on a valid e-mail address.	Group leader/Appointer	
	2.	Appoint a mentor	Group leader	
	3.	Complete information regarding the appointment: https://intranet.aces.su.se/ • Computer, pass card and keys are ordered via ACES IT support resp. superintendent. For thesis students also inform about valid e-mail address.	Administrator	
	4.	Send SU's information link to new employees from abroad: www.su.se/english/staff/relocation/planning-your-stay	Group leader/Appointer/Mentor	
	5.	For PhD-students: Make sure peer mentor has been appointed	Mentor	
Prior to first working day	1.	Information to the work group that a new employee is starting	Group leader/Mentor	
	2.	Check that a workplace has been prepared	Group leader	
	3.	Prepare working tasks for the first days	Group leader	
	4.	Prepare telephone, telephone number, mailbin and SUKAT account	Administrator	

			Responsible individual	Sign
Day 1	1.	Welcome by colleagues	Group leader/Head of unit	
	2.	Presentation of head of department and head of unit	Group leader/Mentor	
	3.	Presentation of colleagues at the unit	Head of unit/Group leader/ Mentor	
	4.	Send email to ACES AcesAll@aces.su.se attach photograph	Group leader/Mentor	
	5.	Show the new employee around common areas (seminar halls, lunchroom, resting room, changing room, waste room, storage areas)	Mentor	
	6.	Read and sign the data security form in the folder ACES shared (H): IT-Support\New Employee forms	Mentor	
	7.	Submit the signed data security form and sign out a computer and user information NB: Valid ID required	Epitech/Mentor	
	8.	Telephone	Administrator	
	9.	Access to Intranet and creation of personal page	Mentor	
	10.	Sign out a pass card and key (from the Service Centre, Södra Huset D, 4th floor)	Mentor	
	11.	Fill in home address and contact person on the intranet (does not apply to all units)	Mentor	
First week	1.	Presentation of other units and their employees	Head of unit/Group leader/ Mentor	
	2.	HR administration procedures: <ul style="list-style-type: none"> • Holidays and other leave • Reporting sick • Primula • Reporting secondary employment • Occupational healthcare • Salary payment 	Administrative officer/Mentor	

			Responsible individual	Sign
		<ul style="list-style-type: none"> • ALFA agreement • Insurance, incl. unemployment insurance • Working hours and common break periods • Fitness activities and benefits 		
	3.	<p>Information (show/introduce):</p> <ul style="list-style-type: none"> • Notice boards • Intranet: https://intranet.aces.su.se/ • Support procedure (via SU Intranet) • Printer (incl. colour and poster printers), scanner, copying, fax • Storerooms (office supplies, glassware, chemicals, solvents) • Postal services • Ordering and invoicing procedures • Car rental • Staff meetings • Staff representatives, committee chairs and ombudspersons • Waste management, recycling • SU's website • SU's course for new employees • Governing documents at Stockholm University – Rules & Regulations https://www.su.se/english/staff/organisation-governance/governing-documents-rules-and-regulations • SU's environmental policy documents and the ACES Environmental Policy & Action Plan • Sustainable Campus https://www.su.se/sustainablecampus/ • Library and access to journals and e-books • Access to webmail https://webmail.aces.su.se and other electronic resources available off campus • Systematic work environment management, presentation of safety representatives, Work environment and Equal Opportunities Committee 	Mentor	

			Responsible individual	Sign
		(RALV), procedure for investigating harassment <ul style="list-style-type: none"> Alcohol Policy 		
	4.	Review of alarms: <ul style="list-style-type: none"> Fire and evacuation alarm Intruder alarm Lift alarm WC alarm Resting room alarm 	Superintendent/Safety representative/ Evacuation officer	
	5.	Safety information: <ul style="list-style-type: none"> Important telephone numbers (supplied list) Emergency exits, evacuation routes, assembly points and evacuation signs Fire extinguishers, smoke detectors Fire hoses Fire blankets Emergency showers, eyewash stations First aid kits Defibrillators Information on the intranet Application for risk assessment training, biosafety course or other relevant course (to Hanna) Safety data sheets. KLARA, <i>Bretherick's Handbook of Reactive Chemical Hazards</i> (e-book available from Stockholm University Library) Personal protective equipment in laboratories Working alone Safety regulations Checklist for working off campus Incident reports (SAMIR); serious incidents WITHIN 24 HOURS to the head of unit or safety officer (0708-740808) Information on pregnancy and nursing 	Superintendent/Safety representative/ Evacuation officer	
	6.	Laboratory procedures: <ul style="list-style-type: none"> Weighing room procedures Washing room procedures Waste management Quality handbook 	Mentor/Laboratory manager	

			Responsible individual	Sign
		<ul style="list-style-type: none"> List of standards Chemicals list Chemical storage regulations Laboratory procedures 		
	7.	Inform IT Support via the support function on the intranet about send lists, for example young scientists, group mail lists a s o.	Group leader/Mentor	
	8.	Procurement procedures	Mentor/Procurement coordinator	
	9.	For PhD-students: Peer mentor contacts the new employee.	Peer mentor	
	10.	<p>During the Covid-19 epidemic:</p> <ul style="list-style-type: none"> Take a look at the RALV documents, spring 2020. Available on the intranet under <i>Staff/Work Environment and equal rights</i>. Take part in Feelgood's digital education: "<i>How to work from home</i>". Available on the intranet under <i>Staff/Work Environment and equal rights</i>. 	Mentor	
Within four weeks	1.	<p>Information:</p> <ul style="list-style-type: none"> SU's organisation ACES' organisation The unit's organisation and operations Information system, staff meetings Any quality system, lab-data system Document <i>Before you leave ACES</i> 	Head of unit Head of unit Head of unit Mentor Mentor Mentor	
	2.	Postdocs shall give a 5-10 minute presentation of their work to affected researchers	Head of unit/Group leader/ Mentor	
Within three months	1.	Postdocs and early career researchers shall prepare a professional development plan. This plan shall be discussed with the research group leader/mentor and head of unit		

Date of completion:

Signature of employee:

Signature of mentor:

Signature of administrative officer: