

# **Welcome to DEPARTMENT OF EARTH SCIENCE**



## **Information brochure to new employees**

## *Dear new colleague!*

WELCOME TO the DEPARTMENT OF EARTH SCIENCES

The first few days you will most likely feel quite overwhelmed by the many new faces, locations, and so forth. We hope that this information brochure will be helpful at the start of your stay.

Department of Earth Science (GEO) is the second largest of eight departments at the Faculty of Mathematics and Natural Sciences. The institute has an academic staff of 42 people and 42 employees in technical / administrative functions. In addition, there are more than 80 phd candidates and other temporary academic positions. Our employees come from nearly 30 different countries.

Head of department: [Atle Rotevatn](#)

Deputy Head: [Berit Oline Hjelstuen](#)

Head of administration: [Andrea Grimnes](#)

**There are four research groups at GEO:**

- [Geophysics](#)
- [Geochemistry and geobiology](#)
- [Quaternary Earth Systems](#)
- [Geodynamics and Basin Studies](#)

The Department has **two technical groups**:

- **Laboratories.** Leader: [Ole Tumyr](#), Deputy: Hildegunn Almelid.
- **Field operations, IT and seismic network.** Leader: [Stig Monsen](#), Deputy: Bent Ole Ruud.

Laboratory facilities: <https://www.uib.no/en/geo/53017/laboratory-facilities>





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## 1. Contact information

[Management at Geo](#)

[Administration at Geo](#)

[Mail, invoice and visiting address](#)

## 2. Practical information

### *Keys, mail office supplies, parking and IT.*

**Access cards:** All employees need an ID-card for entering designated buildings and rooms, for printers and copier, and as a lending card at library. The reception/administration will assist you with the procedure to get an ID-card.

**Keys:** Keys for your office can be picked up at the reception desk. At the end of your stay or period of employment, please return all keys and card to the reception.

**Mail:** Put external mail in the appropriate tray (marked "Ekstern post") at the department's reception desk. External mail is dispatched daily from the reception at 09-9:30 am. Employees's incoming mail trays are located in the room opposite the reception (room 3108). Incoming mail is distributed daily at around 12 am. Official departmental letterheads are to be found on TEAMS, in the TEAM "Alle ansatte ved GEO" where you all are members. You will find the letter templates under the menu "Skjema og maler". Remember to give copies of all official correspondence to administration.

**Office supplies:** Office supplies are stored in room 3155. If anything is lacking, tell the reception.

**Orders and purchases:** The department has designated personnel to place orders and make purchases. Make sure you address any orders and purchases to correct appointed person. Norwegian law and regulations on public purchase apply. Procurements that exceeds NOK 100 000,- must be done by central financial services at University of Bergen.  
<https://www.uib.no/en/foremployees/109396/anskaffelser-og-innkjop>

**Telephone:** Use [TEAMS](#) for phone calls. Permanent employees and laboratories have phone numbers.

**Copier/printer:** The copiers are placed in the mailroom (room 3108) and (room 3141) on the third floor, and room 2137B on the second floor [MyPrint.uib.no](#). Use keycard for the copier machines. Does the copier machine ask for puk code? Open your browser and [open here](#).

**Lunchroom:** Our lunchroom “Steinbiten” is at the 2nd floor opposite to the lift (room 2112). K.G.Jebesen enteret har lunsjrom i 4 etg, rom nr 4135. Water, tea and coffee are available in the lunch room and post room (3rd fl). It is not recommended to drink tap water – use the water dispensers. Everyone is expected to tidy up after him/herself. Lunch is generally half hour between 12.00 and 13.00.

**Parking:** Employees and students are encouraged to use public transport and to cycle to work. [Secure bicycle parking](#) is available in several places on the university campuses. Among other things, there is room for 57 bicycles in the bicycle cage in the garage at Realfagbygget (Allégaten 41). There are a few free parking spaces at UiB. The car must be "laundered" form for parking [apply here](#).

**IT-account:** When new employees are registered in SAP (UiB's HR-system), a user account will be created automatically. As new employee you will be notified of this and must then activate the account ([more information](#)). For Unix/Linux accounts, contact Leo Zijerveld og Øyvind Natvik (GEOs IT-personnel).

Guest account short term or accounts for geust researcher long term, please contact [Trine Lise Stjernholm](#).

**IT-support** The central IT-section of the university (<http://it.uib.no/>) is responsible for standard services such as the network, servers and clients, as well as user support (problems should be reported through the BRITA-service: tel. 8 4700 or via the [UiBhjelp](#). IT-support, including purchase of IT-equipment and administration of printers and licences, is provided by IT staff at each department. If you are uncertain as to who is responsible for a particular service, BRITA will direct you to the correct instance.

**Wireless network** Secure wireless network ([Eduroam](#)). Wireless for [guests](#).

**Your Web profile at [www.uib.no](http://www.uib.no):** Employees are strongly encouraged to update their personal profile on web [www.uib.no/user](http://www.uib.no/user)

### *Work hours and presence at work*

**Scientific personnel (Group A and B: professors, associate professors, post doctors, researchers and research fellows)**

Ordinary work hours are 40 hrs/week included 30 min lunch break. Overtime work cannot be compensated by compensatory time for scientific employees, because they don't record/register their work hours.

Opening hours at the University are 08:00-16:00 and core hours 09:00-14:30. Head of department expect that the employees are present at the department during core time.

Absence due to travel, field or other, must be approved and registered before you leave.

**Technical and administrative personnel (group C)**

Ordinary work hours are 37,5 hrs/week included 20 min lunch break

Daily work hours in summer May 15<sup>th</sup>-September 14<sup>th</sup>: 08:00-15:00

Daily work hours in winter September 15<sup>th</sup>-May 14<sup>th</sup>: 08:00-15:45

Technical and administrative personnel must be available for work task during lunch break.

## *Absence (travel, meetings, conferences, field work, illness, leave and holiday)*

### **GEO needs to know who is where:**

- in case of catastrophic events in the area where the employees are
- to give better service in case of inquiries at the department

**Full-day absence** (as travels\*, fieldwork/cruise, professional meeting, seminars, conferences, courses, home office and time off)

- **Have to be reported in advance via [GEO's absence form](#)**
- A business trip/fieldwork etc registered in advance is considered an approved business trip (a travel permit is then granted).
- Travel/field work that is not registered is not approved and this can have consequences for adverse events during travel/field work (insurance settlement, assistance, etc.) Remember to have your travel approved by your supervisor / project manager or group leader before you leave and clarify where the travel costs are to be covered.
- Field and cruise trips, all field and cruise courses, all trips and fieldwork with students and all other trips with five or more participants - must also be reported by the supervisor/project manager via this form [Fields, cruises and group travel](#), **well in advance of departure!**

**Fieldstrip/expeditions/cruise and group travels have to be** reported by the academic leader to the department/UiB well ahead of the trip/cruise/travel. More information on this page: [For employees at GEO | Department of Earth Science | UiB](#)

**Illness** report to administration first day of absence (post@geo.uib.no) / 55 58 36 00 and to your manager (For research fellows and post doctors: your supervisor, for regular employees: group leader.)

When you arrive back to work, you need to 1, fill in the self-certification of absence and 2. Register the absence in the [Self-service portal](#). Certification from doctors normally arrives UiB electronically. If absence extends over 8 days, doctors certification is needed.

[Self-certification](#) cannot be used by newly employed the first 2 months of employment (You will need a sick leave form a doctor).

**Holiday** All employees are entitled to 25 days' vacation each year and you are obliged to take the vacation days you have with pay. Days of vacation must be planned and approved with your supervisor/group leader, before you apply through the [Self-service portal](#). First year of employment you might not have days of paid vacation, however you can apply for vacation days with pay in advance from next year or vacation days without pay. Please be aware that the last year of employment you might need to use all the vacation days with pay that are left, before your contract ends. Please, contact the Head of administration to make a plan for vacation. More information in your [Employees Handbook](#).

### **Flexible hours/time off**

The technical/administrative staff has an agreement for flexible working hours and may also be able to take the time off. Record working hours and time off in my time in the [Self-service portal](#). The time off must be scheduled and arranged with the nearest supervisor

**Leave of absence** (parental leave, welfare, etc.) can be applied for, through the [Self-service portal](#). Please contact the department HR consultant for more information.

\* More information about travel and travel insurance can be found in your [Employee Handbook](#) and on this page: [Travel | Employee Pages | UiB](#)

Travel settlement: After the journey has been completed, send the expense through the [Self-service portal](#). Permanent and temporary employees of the UiB can apply for the EuroCard credit card for travel outlay. When using the credit card from EuroCard, travel insurance is included in the card. Read more about the insurance conditions her: [Travel protection with Eurocard Gold | Eurocard | Eurocard](#).

## ***Health, safety and environment (HSE)***

It is mandatory for all employees to familiarize themselves with [the HSE-regulations at the university, and at GEO](#).

**The safety officer** (Verneombud/VO in Norwegian) is [Siv Hjorth Dundas](#) the deputy is [Leo Zijerveld](#) (2020-2021). Check link above for other HSE-personnel at GEO.

### **Next of kin**

The department wishes to have information on your next of kin – please fill out the info into [Self-service portal](#).

### **Access to laboratories**

“Declaration of received info regarding safety in the laboratory” must be signed before access to laboratories is given. Please contact Ole Tumyr, for further information: [ole.tumyr@uib.no](mailto:ole.tumyr@uib.no) .

<https://www.uib.no/en/geo/114561/employees-geo#access-to-our-labs>



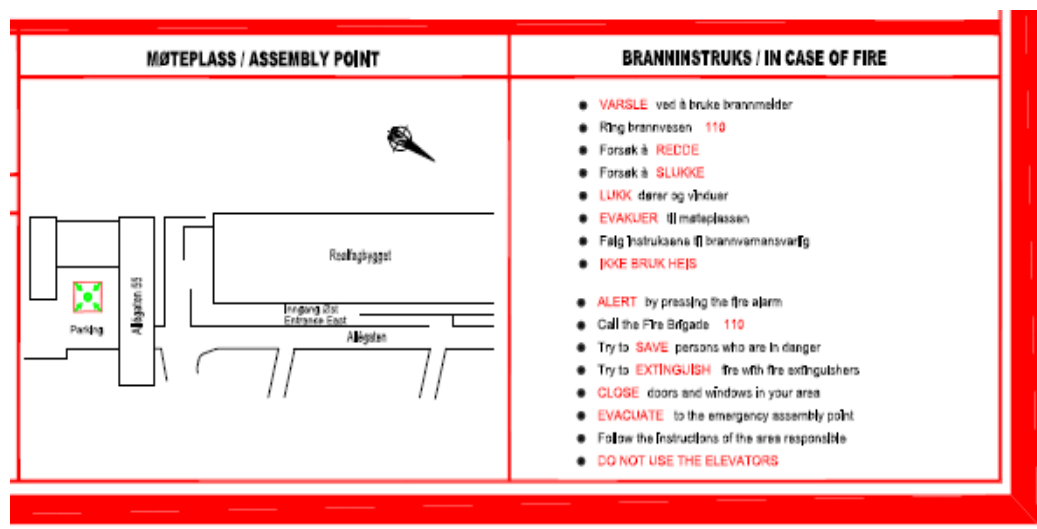
### Incident report system

Employees and students report HSE non-conformities environment in UiBs digital [deviation system](#). Such deviations are all unwanted events and/or conditions that have led to or may cause harm to people, environment and equipment/materials.

### Fire

In the case of a fire alarm leave the building immediately and assemble on the south side of the Science Building (down the stairs- pass the pool). Under the roof outside the Department of Physics. Use the stairs! If possible, lock the office door.

### Evacuation and meeting point:





### 3. What's up at Department of Earth Science

The Department of Earth Sciences (GEO) aims to develop new knowledge of the Earth's structure, formation history and driving forces for its dynamic behavior.

#### Studies

GEO offers education at Bachelor's, Master's and PhD levels in geosciences. In the study you are introduced to very topical topics such as energy, resources, climate, environment and geohazards.

**Newly employed PhD-students** have 3 months to seek admission to the PhD program. Please contact your study consultant [Anders B. Kulseng](#) for supplementary information: [Anders.Kulseng@uib.no](mailto:Anders.Kulseng@uib.no). PhD students who have questions related to their studies should contact their primary supervisor. For more general questions of more study administrative nature, please contact [Anders.Kulseng@uib.no](mailto:Anders.Kulseng@uib.no).

#### Science

The Research activities at the department of Earth is organized into four research groups: Geophysics, Geodynamics and Reservoir Studies, Geochemistry & Geobiology, and Quaternary geology & Paleo climate.

In addition, the department have [Interdisciplinary Research Coordinators](#)

If you want to find a specific competence at the department you can use this link: [Find a researcher by Geo](#)

#### Research Facilities

GEO owns and operates a number of research laboratories with a wide Range of modern equipment for different types of analysis and laboratory testing. Read more [here](#).



## GEO are partner in centre:

[iEarth \(Coordinated at GEO,UiB\)](#)

[Centre for Deep Sea Research \(Coordinated at GEO,UiB\)](#)

[Bjerknes Centre for Climate Research/Centre for Climate Dynamics \(SKD\)](#)

[Norsk senter for Geothermal Energi \(CGER\)](#)

[FME \(Centre for environment-friendly energy research\)](#)

[ARCEX](#)



## For Scientific Staff

### Registration of scientific publications in Cristin

Cristin

All scientific employees at the institute are responsible for registering their scientific publications in the database Cristin (Current Research Information SysTem In Norway). Research activities can be registered within categories such as:

- Journal article
- Conference contribution or scholarly presentation
- Book
- Report/dissertation
- Part of a book/report
- Translation work
- Media contribution

<https://www.cristin.no/as/WebObjects/cristin.woa/6/wa/registrering?la=no>

The final deadline for registration is the 1st of February (for last year)

### Project proposal support

GEO offers support to its employees' project proposal through the [research coordinator](#) LinLing Chen. The research coordinator provides information and practical help in finding funding opportunities, preparing project proposals, budgeting and contracting. Information can be also found on [GEO website](#).

**Social gatherings** ---- To be updated

## Intern information at GEO

### GEO news (GEO-Nyheter)

Internal newsletter (in a combination of English and Norwegian) is sent out by e-mail every Friday around lunchtime. The archive of previous issues can be found on TEAMS under the TEAM «All employees at GEO». Feel free to send in a contribution to [post@geo.uib.no](mailto:post@geo.uib.no).

**Kalenderen på instituttets hjemmeside** ([Upcoming events for Department of Earth Science | University of Bergen \(uib.no\)](#)) tip: More events are published on the Norwegian site than on the English version).

### Information meetings

The department has information meetings about once a month in Aud. 5 or Aud 1 from 12.15-13.00. Reminder will be announced on web and on e-mail.

**The department's website for employees at GEO** provides an overview of internal routines and internal information: [For employees at GEO | Department of Earth Science | UiB](#)

«**For alle ansatte ved GEO**» a TEAM in TEAMS where all employees are members. Files and templates, the department only shares with employees at GEO, are collected here (archive for GEO Nyheter, minutes from meetings, letter templates etc).

Also follow the UiB's key pages for employees: <http://www.uib.no/foransatte> and the [faculty's](#) pages.

## 4. Useful links for employees at UiB:

For personal info from employee sides to UiB; <http://www.uib.no/en/foremployees>

- Work support – Human resources HR here you find info like [employee handbook](#) (info as [New at UiB](#), [Contracts](#) / [working hours](#), Salary, [travel and absence](#), [pension, loans and insurance](#), etc.
- [Holiday](#), [flexitime](#), [Broadband](#) etc
- [Self-service portal](#) - paycheck, record your vacation, absence and leave, filling out travel expense and record kin information, telephone etc.
- [The HSE-Gateway](#), Security, [Fieldwork/research cruises](#), [Physical activity](#), etc
- [Competence development](#), [training](#) etc.
- [Welfare](#), Cultural events, welfare and leisure, cabins etc