

Aarhus University, Roskilde

Information for new employees at the Department of Environmental Science (ENVS)

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WELCOME TO THE DEPARTMENT OF
ENVIRONMENTAL SCIENCE

Dear new colleague,

Warmly welcome to the Department of Environmental Science. I am really glad to include you to our team and I am looking forward to our collaboration.

We know from experience that as a new employee there is a lot of new information to remember and many new impressions that often make it difficult to remember it all. That is why we have written this leaflet, where you can read about how we do things and what expectations we have for you. It is designed as a short guide that you can use as reference whenever you need to brush up on various information. If you have any questions about any of the issues, you are always welcome to contact one of the department secretaries.

It is important to me that you like your job, are good at it and feel comfortable here at the Department of Environmental Science. It is therefore important to me that you know that we do not expect you to be able to do it all from day one and that you ask whenever you are in doubt about anything. At the same time, it is important to point out that life is not just about work. If one always only work hard and has works up a lot of overtime, one might lose ones job satisfaction and eventually ends up being stressed. Therefore, there should always be time for a coffee break, for a walk, a quiet lunch or even take off a day to spend with e.g. ones kids. I think we achieve more when we also remember to unwind. Working over constantly is bad for both you and the department!

My hope is that you will take responsibility for your own job satisfaction. If you can do something today to give yourself or a colleague more job satisfaction, do not hold back. We appreciate good mood.

Once again, I want to wish you welcome.

Enjoy yourself.

Carsten Suhr Jacobsen
Head of Department

1.0 INTRODUCTION TO ENVS –

1.1. EXPECTATIONS TO YOU

As a new employee at ENVS, there are some important issues we would like you to get acquainted to during your first week. We have prepared a list that we would like you to go through point by point, in order to best prepare for your further work here:

- You must set up your email address, cf. your welcome email
- You must add the ENVS intranet as the homepage of your browser (follow the instructions section 1. 13)
- Read this leaflet
- You must always use your Outlook calendar and keep it up to date with meetings, holidays, absences, etc.

1.2. STRUCTURE, ORGANIZATION, SECTIONS

The Department of Environmental Science (ENVS) is a department under the Faculty of Technical Sciences (TECH) at Aarhus University. AU has research facilities and centres, experimental farms and administrations all over Denmark. The main administration and most departments are located in Aarhus. ENVS is located at Campus Roskilde, Risø near Roskilde.

The organization in ENVS consists of a department management, a secretariat and four research sections - three of them with laboratories and experimental facilities.

Each section has a head of section (except Atmospheric Environment, which has two), a number of VIPs (academic staff), and a number of TAPs (technical and administrative staff). The Atmospheric Environment section is subdivided into three groups: the Atmospheric Measurements group, the Atmospheric Emissions group and the Atmospheric Modeling group.

[Read about the sections here](#)

1.3. INFORMATION MEETINGS

Information meetings are held regularly for the entire department. Here, the head of department informs about news, economics and more. Moreover, new employees are presented after which the word is free for anyone. The meetings are booked in the Outlook calendar and includes breakfast (a bun and coffee/tea). These meetings are generally held on the first Wednesday of each month at 9.15 am in the old canteen area.

1.4. COMMITTEE STRUCTURE AND MINUTES OF MEETINGS

ENVS have a number of different committees with different objectives.

[You can read more about the various committees and find minutes from the meetings on our intranet here](#)

1.5. TRANSPORT TO AU ON RISØ

[Here you can see different ways to get to AU, Risø](#)

1.6. ID CARD AND ACCESS TO BUILDINGS

For security reasons, the outer doors are always locked before 8 a.m. and after 4 p.m. On your first day of work, you will receive an ID card with your photo on it from the gatekeeper. This card is used for daily registration entering and leaving Campus Roskilde at Risø and it is also used to open the outer doors of ENVS buildings (after being activated by the staff in the basement (office B0.21). In addition, outside the normal opening hours, you will need to use a code to open the doors.

1.7. EMERGENCY PLAN, ALARMS and EVACUATION

[Read about emergency plan, alarms and possible evacuation here](#)

1.8. FIRST AID KIT and DEFIBRILLATORS

First aid kits are available in all buildings. Ask your colleague where the nearest first aid kit is to your office. Also, there are defibrillators placed in the main building and in building 142.

1.9. ENVS INTRANET

The ENVS intranet is the best place to stay updated on what is happening in the department. Here you can find help and information about everything from new employees to budgets for projects as well as minutes from committee meetings etc. Moreover, there is a number of shortcuts with links to frequently used functions.

We recommend that you keep up to date via the intranet on an ongoing basis, e.g. by setting up intranet page as your homepage in your browser (see 1.13).

[You can find ENVS' intranet here](#)

1.10. NEWS AND EVENTS

ENVS intranet also presents the latest news (including presentation of new employees) and an overview of upcoming events.

1.11. OUTLOOK CALENDAR

We use Outlook as a calendar. All employees are obligated to keep their Outlook calendar up to date with meetings, conferences, holidays, etc. Remember to give the secretaries of the ENVS "editor" rights.

1.12. MEETING ROOMS, BOOKING

When you need to book meeting rooms, you do it by using the meeting request in Outlook. At the bottom of the schedule assistant, under "Add rooms", select "Roskilde" in the search box. Here you get the different meeting rooms.

1.13. HOME PAGE SETUP

As an employee at ENVS, we expect you to stay informed on our intranet page. This is most easily done by having our intranet page as your main home page.

Set up using Microsoft Edge:

- [Enter our intranet page](#)
- Drag and drop the padlock onto the small house to set your homepage.

Set up using Google Chrome:

- [Enter our intranet page](#)
- Click on the three dots in the top, right corner
- Select the menu item "settings"
- Scroll down to the menu item "At startup"
- Select "Open a specific page or series of pages"
- Select "Use current pages"

1.14. ADD A PRINTER

- a) Make sure that your computer is connected to the network either via cable or wireless network 'eduroam'.
- b) Find the name of your nearest printer. This is most often marked on the printer with a dymo label. Otherwise, you can ask one of the secretaries or a colleague in the neighboring office
- c) Hold down the Windows key and press R to open the "Run" window.
- d) Type `\\prt11.uni.au.dk` and click 'Open'
- e) Find your printer from the list. You can search for it by typing the name of your printer in the search bar. Double-click your printer and set it to "default" so that you automatically print from this printer in the future.

1.15. OCCUPATIONAL HEALTH AND SAFETY

ENVS has a Local Working Environment Committee (LAMU), which handles safety and working environment issues at ENVS. If you experience any issues with relation to these topics, please contact your LAMU representative for help or guidance.

[You can read more about LAMU and the work of the committee here](#)

1.16. REQUIREMENTS FOR YOU WHO WORKS IN LABORATORIES

Before you begin your work in the laboratories, you must undergo relevant safety instructions.

The instructions are given by a member of the Local Working Environment Committee (LAMU). You will be contacted by someone from LAMU during one of your first days.

1.17. WORKWEAR

If you are to work regularly in a laboratory, workwear will be at your disposal – provided for by the department. This will be clarified during the safety instruction tour (see 1.16).

1.18. OFFICE CONDUCT

- Use the trash can in the kitchen for damp trash, such as banana peel, fruit cores, tea bags, etc.
- Use the large white paper bag in the printer room for waste paper
- Wash your own dishes in the kitchen or use the dishwasher. Be sure to help emptying the dishwasher once in a while
- Wipe off table surfaces if/when you spill/crumble

Thank you for helping keeping our workplace clean.

1.19. LUNCH BREAK

You are entitled to a half-hour paid lunch if you work full-time. Lunch can be brought from home or bought in the RISØ canteen. There is a refrigerator in all kitchens; in addition, most kitchens have a microwave oven to heat food.

1.20. BREAD AND CAKE ARRANGEMENTS

There are various arrangements in the various sections concerning, e.g. Friday breakfast and/or cake. Contact one of the secretaries for more information about these arrangements.

1.21. CANTEEN

As we do not have our own canteen at ENVS, you may use DTU's canteen at Campus Risø. Opening hours: 8.00-13.30. Location of the canteen: See overview map under section 2.0

1.22. ENVS STAFF SOCIAL CLUB, GAIA

The staff social club, GAIA, organises various activities throughout the year. [Further information can be found HERE where you can also find information about registration \(in Danish\)](#)

1.23. CULTURAL OFFERS AT AU ROSKILDE

[At AU Roskilde there are various offers, which you can read more about here](#)

1.24. TIME REGISTRATION OF WORKING HOURS IN PROMARK

In ENVS, we use time registration to register working hours. It is therefore very important that you register your working hours in the ProMark system timely and no later than by the end of each month. As an exception to this, the first month of your employment, you have to register your hours in this [Excel sheet](#). When the first month has passed, one of the secretaries will invite you to an introduction to ProMark.

1.25. FLEXIBLE WORKING HOURS (Flex)

ENVS has flexible working hours. The normal daily working hours are 7 hours and 24 minutes (e.g. from 8:00 to 15:24). [For TAP employees, a flexitime agreement has been agreed upon, which you can read more about here \(in Danish\)](#)

1.26. HOLIDAY RULES – Saving up holidays and special holidays

Like the rest of Denmark, ENVS and AU have transitioned to the so-called 'concurrent' holidays. This means that you will earn an ongoing 2.08 holiday day per month during the holiday year, which runs from 1 September to 31 August. This corresponds to 25 (work) days of holiday – 5 weeks – per holiday year. The earning takes place regardless of which monthly number of hours you are employed. You are responsible for coordinating holidays with your Head of Section and also register holidays held on an ongoing basis in ProMark. In addition to the ordinary holidays, you earn five 'special holidays' in a calendar year. [You can read more about the holiday rules on AU's website here](#)

1.27. DAYS OFF WITH PAYMENT (PUBLIC HOLIDAYS)

In addition to the usual public holidays, AU employees can take time off with payment on the following days: Christmas Eve (24 December), New Year's Eve (31 December) and Constitution Day (5 June).

[You can see a full list of public holidays and days off here](#)

1.28. ILLNESS

If you fall ill, you must call in sick to ENVS on the first day of illness in the morning (start of working hours). To do this, you send an email to the mailbox: Envs.illness@envs.au.dk (called: *Envs Report Illness* in Outlook's address book). If, for some reason you do not have the opportunity to send an email, you can call one of the secretaries instead. The secretary will then send the email on your behalf to the illness-email. The Secretariat will also make sure that your head of section is notified that you are ill. Of course, you are always welcome to contact your head of section yourself and any other colleagues you would like to inform.

When you have recovered from your illness and back to work again, you must send a recovery message to the same email as mentioned above. Note! Remember to register your sick days in Promark. If you are ill during a change of month, the secretariat will register your illness days for you.

[You can read more about your employment relationship and illness on the employee page here](#)

1.29. SICKNESS ABSENCE, FREQUENT OR PROLONGED;

In case of frequent absence, four periods during a period of six months, or a sick period of ten days, you will be invited for an interview with your immediate head of section. The purpose of the conversation is to uncover whether there are conditions at the workplace that are the reason for the absence, or whether there are personal circumstances that must be taken into consideration.

[Read more about sick leave here](#)

1.30. PSYCHOLOGICAL COUNSELLING

All employees at AU have access to psychological counselling in connection with work-related problems.

[You can read more about psychological counselling here](#)

1.31. WORKZONE JOURNALISING

All documents and communication relating to research projects, including PhD projects and other cases must be journalised in the WorkZone platform. Course certificates etc., must be journalised on your personal case. All ACs will receive an introduction to Workzone. Contact one of the secretaries for further information. The recommended browser for WorkZone is Microsoft Edge.

1.32. PURE

PhD students and employed researchers have a personal profile in PURE, which is an IT system designed to collect, maintain and display data related to research production. All scientific articles and work-related activities must be recorded here. Please remember to update your profile with a short text about your research/PhD project as well as your CV.

[You can find the PURE website here](#)

1.33. PURCHASES

Aarhus University is subject to a number of rules and a procurement policy. This means that purchases must be made through existing purchase agreements. [You can read more about purchasing here](#) (in Danish)

1.34. CREDIT CARD

All employees at ENVS who are employed to work more than 18.5 hours per week are offered an AU credit card. The card can be used for work related purchases, incl. travels. One of the secretaries will help you order a credit card in connection with your startup.

It is important to always keep your receipts for all purchases done with the AU credit card. The receipt must contain information about what has been purchased, the date and the amount. [You can read more about credit cards and the rules for it here](#)

1.35. REJSUD (travel booking system)

RejsUd is a system used by the public authorities for travel expenses, reimbursements for driving in your own car and bookkeeping of all purchases by AU credit cards. All employees at AU are automatically registered in RejsUd.

[You can find RejsUd here](#)

On the ENVS intranet front page under Shortcuts, you can also find a link for easier access to RejsUd.

[Log in to RejsUd/IndFak with Single Sign On \(SSO\) here](#)

You are always welcome to contact Charlotte Spang (csp@envs.au.dk) if you have any questions.

1.36. TRAVEL AND TRAVEL INSURANCE

All AU employees must have a CWT travel profile and be registered in RejsUd to use CWT's travel portal for booking airline tickets.

[Read about Airline Tickets/CWT travel agency here](#)

Read about travel insurance and how to print a travel insurance card here:

Aarhus University is subject to the Danish State's [self-insurance scheme](#) (in Danish). This means that AU may not take out any kind of insurance, but is juxtaposed with having taken out insurance. In the event of damage, AU therefore bears the financial risk itself, and expenses are covered by the individual department, centre, administrative unit, etc. [Read about travel insurance here](#)

1.37. CARS

[To be updated]

1.38. PHONES

The main phone number for AU is 8715 0000. We use Microsoft Teams for telephone calls (you need a headset to use Teams for telephoning). If you need a mobile phone, please contact your Head of Section first. [Read about telephoning via Teams here](#)

1.39. ONLINE COURSE IN RESEARCH INTEGRITY

AU requires that all academic staff must attend a mandatory online course in research integrity and freedom of research.

If you are part of that particular group of employees, you will be sent an invitation from the secretariat.

PhD students complete the course in connection with their Introduction Day for PhD students shortly after employment.

[You can read more about research practice and freedom here](#)

1.40. DCE REPORT TEMPLATES

All products from the professional consultancy within the environmental field are published as publications from DCE, which contains the following series:

- Scientific Report from DCE - Danish Centre for Environment and Energy, Aarhus University
- Technical Report from DCE - Danish Centre for Environment and Energy, Aarhus University
- Academic Note from DCE - Danish Centre for Environment and Energy, Aarhus University

A specific DCE Report Template must always be used. The report template is not installed automatically. You need to do this yourself (both on your desktop and laptop) by following these simple instructions:

1. Close Word
2. On the O drive, find the folder
`O:\TECH_DCE-Information\DCE_Rapportskabelon`
3. Double click `Installer_DCE_RapportSkabelon.cmd` and tap the return button a couple of times

Note: For Academic Notes

The file used for the professional notes is downloaded from here: `O:\Tech_DCE-Information\DCE_Notatskabelon`.

In PURE, all DCE series are registered under the "Advisory" category.

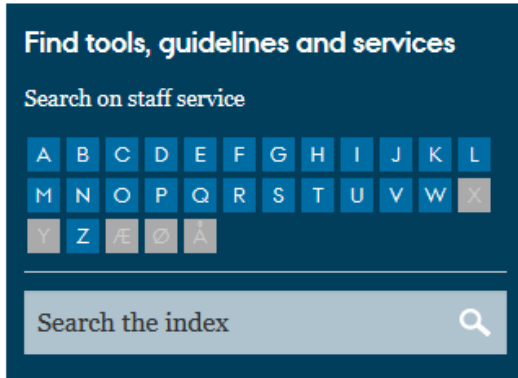
All rapport types must contain a preface, as well as Danish and English summaries.

[More information about templates can be found here](#) (in Danish)

1.41. MORE INFORMATION

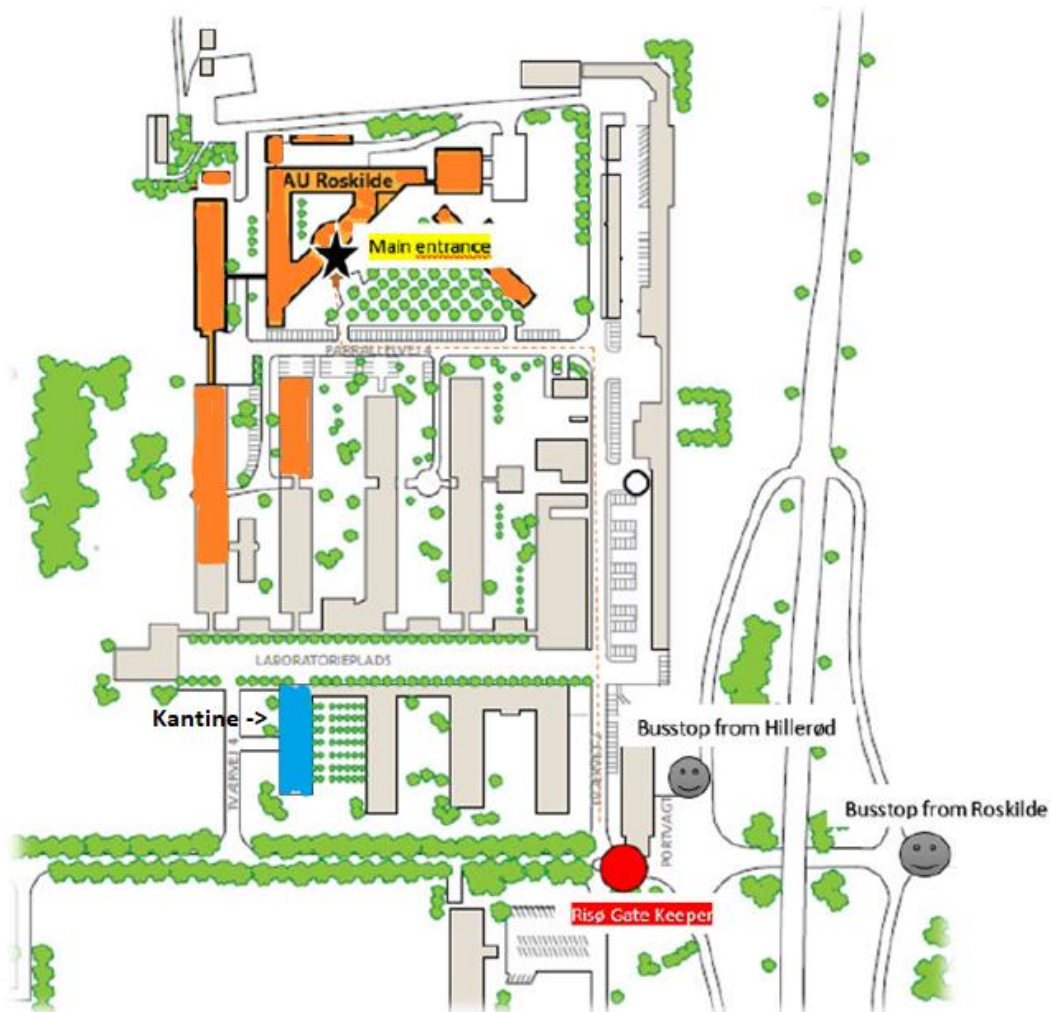
The ENVS intranet offers you much more information. Find the blue box "Find tools, guidelines and services". Here you can find links to further information on everything from holidays, leave, cars, digital tools and many more topics.

[At the top right of our intranet page](#)



Should there be a topic that you cannot find here, you are welcome to ask one of the secretaries or your head of section for help.

2.0 MAP OF AU ROSKILDE



3.0 DATA PROTECTION AT ENVS

DATA PROTECTION

GDPR distinguishes between personal data and particular sensitive personal data.

Particular sensitive personal data: This information must be protected and stored securely and must be deleted after 30 days. Particular sensitive personal data are: racial or ethnic background, politic, religious or philosophical beliefs, trade union, sexual orientation, health conditions, genetic and biometric data.

CPR numbers & confidential data, cf. the Danish Public Administration Act, are always handled as particular sensitive personal data.

General personal data: All other information, e.g. name, address, date of birth, title, family relationship, citizenship, etc. must be stored securely and erased immediately after use.

YOU ARE ALLOWED TO PROCESS PERSONAL INFORMATION

It is often legitimate for us to process personal data as part of our tasks. This means that you are allowed to have personal data on your computer drive if the personal data is relevant for you in your day-to-day work. This also means that it is of course still legal to have, for example, CPR numbers of employees if you are in the process of e.g. hiring. However, the information must normally be deleted from your PC when the employment is no longer current or journalised in WorkZone.

KEEP YOUR DATA SAFE

You must ensure that personal information is stored on the university network drive or in a secure system. In this way, you ensure that the information is stored securely and that you have a backup in case of an accident. We have two types of network drives:

- A personal drive where only you have access (U)
- A shared drive, where several people have access (O).

If personal information is stored in a folder on a shared drive, it is important that only staff who have a legitimate need to access the stored personal information have access to the folder on the drive. Furthermore, the shared folder should be **password protected** if there is particular sensitive personal information.

CLEAN UP

1. Clean up your mailbox
2. Clean up your network drive
3. Clean up your desktop on your computer
4. Clean up your physical desktop
5. Clean up your mobile devices.

When you have finished processing data, it must either be deleted or stored securely in professional systems or in WorkZone according to current regulations.

RESEARCH DATA (PERSONAL DATA)

Have an agreement on how you process data and make an internal review on au.dk

The storage of data must be systematic

Store data securely

Use data for the agreed purpose only and nothing else

Dispose of data safely when the project is completed or when involved partners want their data to no longer be used.

Read more at:

[GDPR: Personal Data and Research \(au.dk\)](#)

EMAILS

Avoid sending sensitive or confidential personal data over the open Internet (mail programs, Snapchat, Messenger, etc.).

You are allowed to send emails with sensitive or personal information, as long as it takes place in a **closed network** that meets the security requirements. AU's email system meets these requirements, and it is therefore allowed to send emails with sensitive or confidential personal data to all **au.dk** email addresses.

If you are sending an email that contains personal information, insert the following text by default in **the email signature**: *"Please note that this email contains personal information. This means that you must ensure that personal information is not unnecessarily accessible to others, and that the information is deleted immediately when the information is no longer necessary in relation to the purpose or purposes for which it is processed."*

LOCK YOUR COMPUTER

Lock your computer whenever you leave it unattended. You do this by pressing the **Windows key and L**.

[You can also set your computer to lock automatically](#)

E-LEARNING COURSE ABOUT HANDLING PERSONAL DATA

AU has purchased an e-learning course, which is mandatory for everyone working with personal data, including researchers, union representatives, health and safety representatives, managers and administrative employees.

[The course on personal data rules can be accessed here](#)