

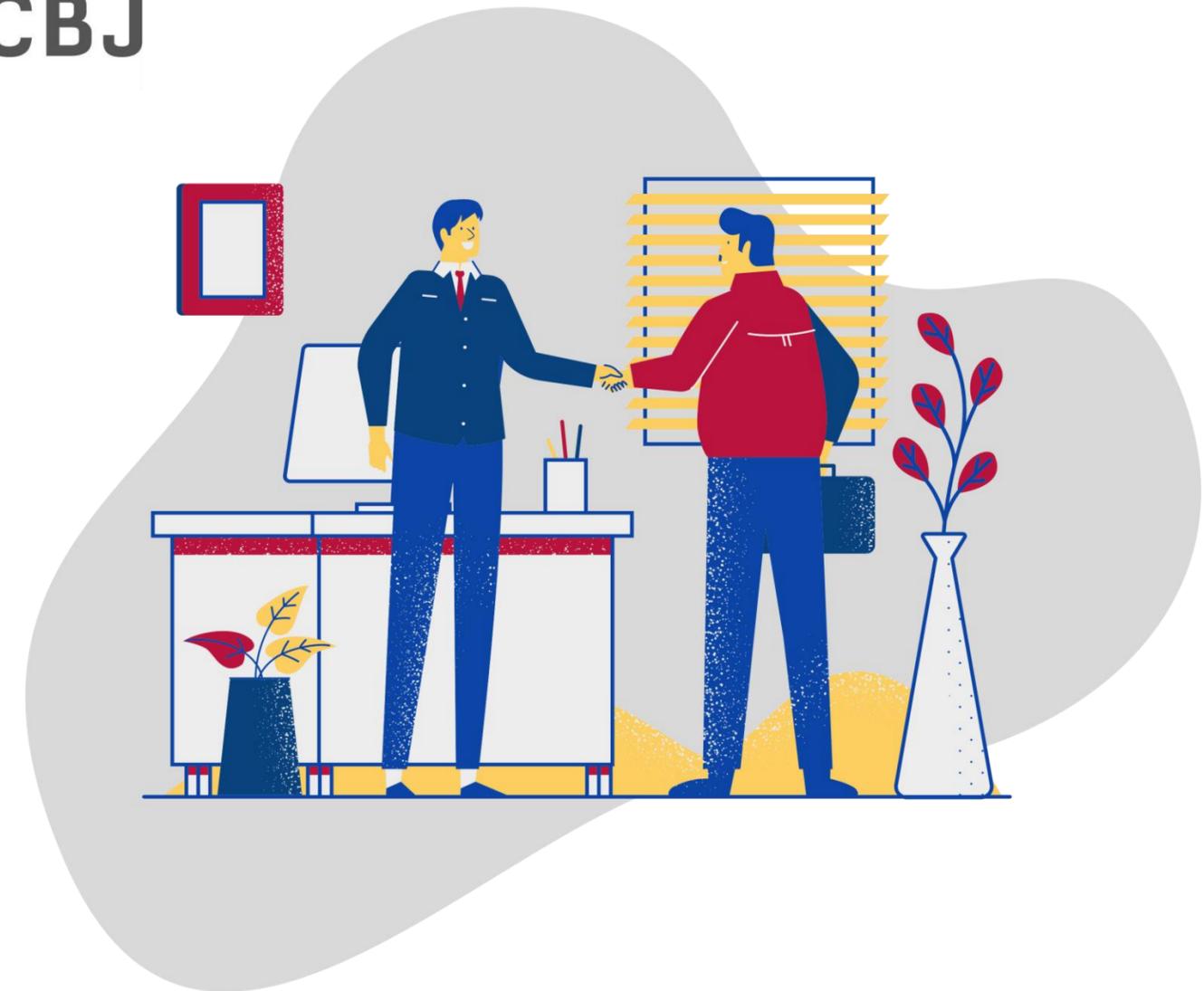
# WELCOME TO NCBJ



# WELCOME

## TO NCBJ

1. Foreword, principles and values
2. Your first day at work
3. Formal aspects of work; working time at NCBJ
4. Information important during the first days of work
5. Benefits you can take advantage of
6. Intranet and the most important regulations
7. Other important contacts and support



# WELCOME TO NCBJ



*Dear Madam, Sir, Dear New Colleague,*

*Welcome to the National Centre for Nuclear Research. NCBJ is one of the largest and one of the best research centres in Poland. We cooperate with many significant centres in the world's broadly understood nuclear physics field.*

*At NCBJ, you will have the opportunity to gain unique experience and join interesting and ambitious projects. We also provide the opportunity to raise qualifications and scientific development.*

*Our Institute is authorized to award all academic degrees.*

*Below you will find helpful information that will help you start working at the Institute.*

*You may also obtain support at the departmental and central administration levels.*

*Best wishes*

*Dyrektor of NCBJ*

*Prof. dr hab. Krzysztof Kurek*



# WELCOME

## TO NCBJ

Dear Colleague,

We strive to be one of the best research institutes in Poland and among international research institutions. You have a real chance for personal success related to the development of the Institute.

NCBJ is among the European research institutions awarded the “HR Excellence in Research” logo. The EU Commission awards it to the academic and research centres that increase the attractiveness of working conditions for researchers, and provide employees with a transparent recruitment process, stability of employment and the possibility of career development.

For more information, see the European Charter for Researchers [\(here\)](#)

See also the recruitment policy (OTM-R) at NCBJ [\(here\)](#)

# WELCOME

## TO NCBJ

Our internal values, and guidelines for employees and teams at the Institute, are described in the document "HR Strategy for NCBJ". These values include:

**Focus on development** – understood as persistent effort in improving qualifications, knowledge and skills, and constant learning from others and experience.

**Professionalism** – is understood as reliable and constantly updated knowledge, as well as the obligation to achieve satisfying work results, setting the objectives, planning, implementing and accounting for the effects.

**Flexibility in acting and thinking** is the ability to constantly verify and adapt methods and actions and set specific goals according to needs and long-term objectives.

**Cooperation** – is understood as the ability and readiness to engage in collaboration, which considers the common interest and needs while respecting the variety of opinions, styles and attitudes.

You will find the full text of the "HR Strategy ..." [\(here\)](#)

# WELCOME

## NCBJ (ŚWIERK)

HR UNIT– building no 1  
MEDCAL CENTRE - building no 2  
PNT - building no 3  
IT – building no 7  
BHP – building no 14A  
NOMATEN – building no 39  
OR POLATOM– building no 24  
ZdAJ- building no 61 & 90  
CIŚ – building no 88



# YOUR FIRST DAY AT WORK

## 1. MANDATORY INITIAL TRAINING

After signing the contract in the Personnel Administration Department (Świerk, building 1, room 227, 228), you will receive a referral for mandatory training. Report to them on the designated dates.

Health@Safety – building 14A - room 214

Fire Protection – building 28 - room 104

Dosimetry – building 2 floor II - room 89

WSO training: physical protection building 1 - room 110

“RODO” – GDPR training. Ask your supervisor if you will be process personal data. If yes, the Instructions for e-learning training on RODO can be found: [\(here\)](#)



# YOUR FIRST DAY AT WORK

## HOW TO GET YOUR OWN ID PASS?

First, you need to take a picture. Go to the IT department - build. 7, room. 141, make an appointment in advance by phone, ext. 1535. During the week, your ID pass should be available at the Personnel Administration Department - building 1, room 227, 228. You will be informed about it by a colleague from this team.

## 2. ENTRY AND EXIT

### OBTAINING A PERMANENT ID PASS

You will need a one-time pass during the first few days at work. Someone from your new team should pick you up from the Pass Office. Don't forget to stamp the white card at your department (you will get it together with a badge at the Pass Office).



## FORMAL ASPECTS OF WORK; WORKING TIME AT NCBJ

The condition for starting work is to have valid medical examinations and undergo mandatory initial trainings (see above). Each newly recruited NCBJ employee is also required to read the NCBJ Work Regulations, which define the rights and obligations of the employer and employees.

The Work Regulations and the NCBJ Organizational Regulations you may find on the NCBJ Intranet: [\(here\)](#)



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### **3. WORKING TIME AT NCBJ**

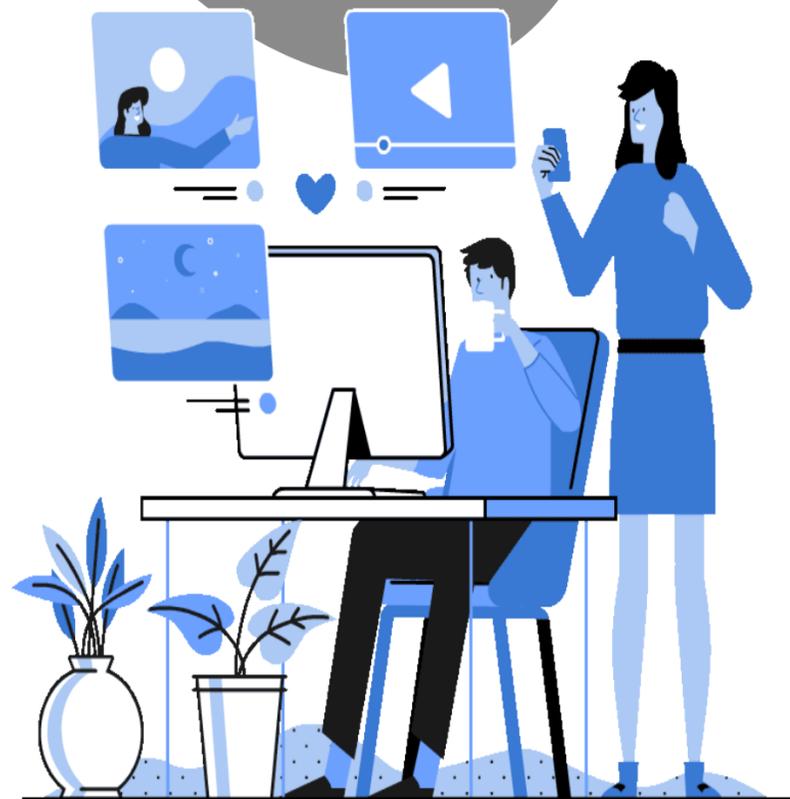
Most NCBJ employees work 8 hours a day from Monday to Friday. They are employed in the basic working time system (single shift system). Work starts at 7:55 am and ends at 3:55 pm.

At NCBJ, task-based working time may also be used in individual cases. In consultation with the supervisor, the employee declares execution of specific tasks within the following months. Then he is not obliged to be at the NCBJ premises daily. The consent to work in such a system is issued by the Director of the Institute with the prior approval of the immediate superior.

More on this subject you may find in the NCBJ Work Regulations

The employee entering and leaving the premises of the Institute is obliged to check the ID card in the electronic access control system reader. This system records the time of entry and exit of an employee.

# INFORMATION IMPORTANT THE FIRST DAYS OF



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## 4. COMPUTER AND EMAIL

Make sure at the secretariat of your department whether an application has been submitted to the IT department for the computer preparation for you. In addition, your e-mail address (firstname.lastname@ncbj.gov.pl) and an account on the computer (your surname and the first letter of your name) will be created. Check out the Regulations for using computer equipment and teletechnical infrastructure on NCBJ equipment. You will find access to its content: [here](#).



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## 5. TELEPHONING - INTERNAL CONTACTS

At NCBJ, you can check the telephone and e-mail contact of each employee in the address database on the Intranet ([here](#))

When calling the internal landline of an NCBJ employee, dial the last 4 digits of the number (without the beginning 22 273 XX XX). When calling outside the Institute a landline or mobile number, precede the telephone number with "0".



## **6. PRINTING**

If you already have your ID pass, you should know that it is not only used to register entries and exits from NCBJ.

With this pass, you can print documents by yourself. There are network printers for employees in each building. You need to put the ID in the printer's indicated place.

Before printing for the first time, contact the IT Department (ext. 1535) and ask them to add your ID to the system.

# BENEFITS YOU CAN TAKE ADVANTAGE OF

## 7. PURCHASE ORDERS

All purchase orders at the Institute must be carried out by the current NCBJ Public Procurement Regulations (detailed guidelines and regulations can be found here).

The secretariat is usually responsible for equipping the department with office supplies. The responsible person fills in the relevant document, the so-called "demand" („zapotrzebowanie”). Then they forward it to the Procurement Division. This department can be found in Świerk, building 28, room 115, ext. 1577.

## 8. TRANSPORT

NCBJ provides employees with free bus transport to and from work. You can find a detailed list of routes and stops (on the Internet) on the NCBJ website: [\(here\)](#)

It's good to be at the bus stop approx. Ten minutes before departure time.

If you have any questions, please get in touch with the Bus Transport Dispatcher:  
bus.dyspozytor@swierk.pl, tel. 516 008 815 or ext. 1626.

# BENEFITS YOU CAN TAKE ADVANTAGE OF

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## 9. CANTEENS

There are two canteens in NCBJ where you can do small grocery shopping and eat lunch at lunchtime. The first canteen „BAR56”- is located next to the Pass Office, the second is located in the POLATOM building.



# BENEFITS YOU CAN TAKE ADVANTAGE OF

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## 10. GROUP LIFE INSURANCE

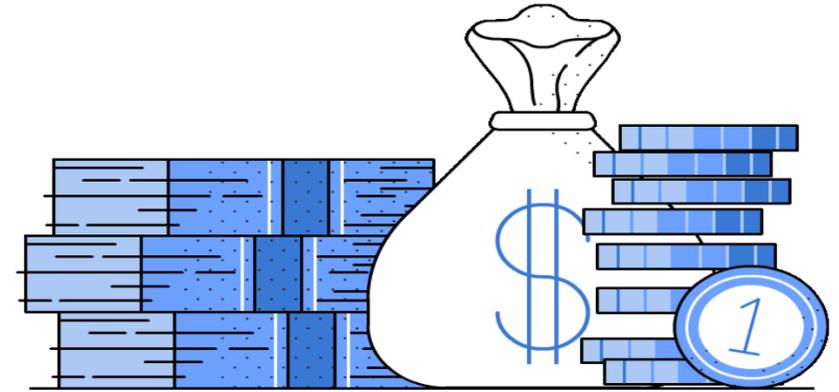
NCBJ allows employees to purchase additional insurance - Group life insurance.

If you have any questions, please get in touch with the Payroll Department.

In building no: 1, room 204, tel ext. no: 1073



# BENEFITS YOU CAN TAKE ADVANTAGE OF



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## 11. SOCIAL FUND - ZAKŁADOWY FUNDUSZ ŚWIADCZEŃ SOCJALNYCH (ZFŚS)

All NCBJ employees can use the material and financial benefits of the Social Fund (ZFŚS). Financial resources from this fund are allocated to material assistance granted to persons in a difficult life situation, occasional benefits, loans for housing purposes, or holiday subsidies, the so-called "Grusza".

The rules for granting financial benefits and any other information on this subject can be found in the regulations of the Social Fund ([link here](#)). For practical information on this subject, contact the Personnel Administration Department.

# BENEFITS YOU CAN TAKE ADVANTAGE OF



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## 12. NCBJ LIBRARY

Świerk, building 39., room 156 (2nd floor)

The reading room is usually available from Monday to Friday,  
from 9:00 to 14:00.

If you have any questions, please contact the Library  
Manager Ewa Korpikiewicz-Sadoch ext. 2316, e-mail:  
[Biblioteka@ncbj.gov.pl](mailto:Biblioteka@ncbj.gov.pl) or  
[Ewa.KorpikiewiczSadoch@ncbj.gov.pl](mailto:Ewa.KorpikiewiczSadoch@ncbj.gov.pl).

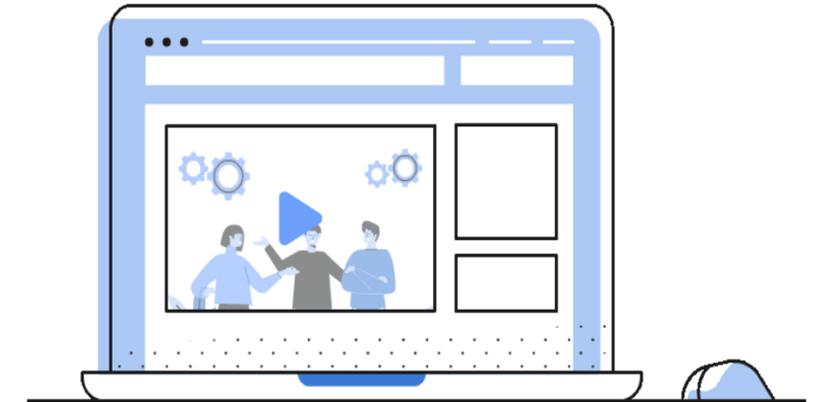
# INTRANET AND THE MOST IMPORTANT REGULATIONS

## 13. INTRANET

On the NCBJ INTRANET, in addition to information on current events, you will find all necessary documents, descriptions of internal procedures, and job offers. Only employees logged in to the NCBJ network have access to the Intranet.

If you would like to use the Intranet outside the NCBJ network, you must send an application with an explanation of your need, with a request for a VPN, to the IT department at: [helpdesk@ncbj.gov.pl](mailto:helpdesk@ncbj.gov.pl).

In the request, provide your mobile phone number to which authorization messages will be sent. After receiving confirmation from the IT department and a link to log in, you can use the Intranet. Enter your login (lowercase letters) and password for the NCBJ domain.



## WORK REGULATIONS, ORGANIZATIONAL REGULATIONS, COLLECTIVE LABOR AGREEMENT (ZUZP) AT NCBJ

NCBJ Work Regulations define the rights and obligations of the employer and employees. There you will find all information related to work discipline, rules for payment of remuneration, or the holiday entitlement. You will also find information about the annual appraisal talks carried out by direct superiors with employees and guidelines related to Occupational Health and Safety. [\(here\)](#)

The NCBJ Organizational Regulations define the detailed organisation and the rules of NCBJ functioning. There you will find an organisational structure with descriptions of individual departments. [\(here\)](#)

Collective Labour Agreement (ZUZP) is an internal source of legal regulations, including the principles of remunerating employees - [\(here\)](#)

### NCBJ Organizational Structure

You may expect essential and ongoing support from your supervisor, department secretariat and the team where you just started your work.

# OTHER IMPORTANT CONTACTS AND SUPPORT

In addition, you may get information and support from secretariats in the Personnel Administration Department and the HR team.

**SECRETARIATS (here)**

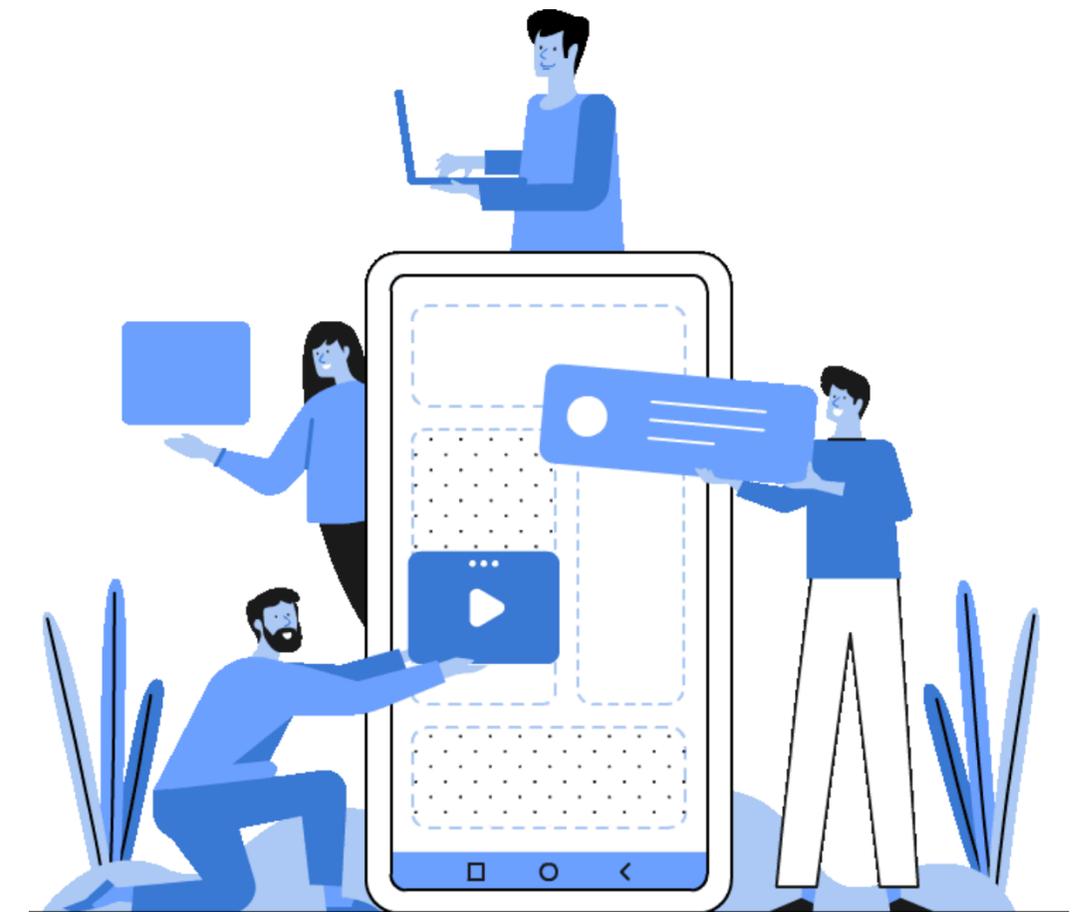
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## **Agnieszka Gliszczyńska:**

- Fundamental Research Department (DBP)
- MARIA Reactor Operations Division (DEJ-EJ2)
- PhD Studies (DS-SD)
- Interdisciplinary Division for Energy Analyses (DIZ)
- Director

## **Dominika Lis:**

- International Scientific Agency (NOMATEN)
- Communication and Promotion (DS-SK)
- Training and Education Division (DS-SE)
- IT Division (DE-IT)
- Nuclear Equipment Division (HITEC) (DI-ZdAJ),
- Project Management Department (DI-ZI), Technology Transfer
- Division (DI-ITT), Constructional Projects Division (DI-IA), Science and Technology Park (DI-PNT)



## OTHER IMPORTANT CONTACTS AND SUPPORT



### **Klaudia Kałowska:**

- Nuclear Equipment & Technology Department (DTJ)
- Deputy NCBJ Director for Economy (DE - EZ, EA)
- Department of Complex Systems (DUZ)
- Security Protection Department (DJ- secretary, LPD, JE)
- Nuclear Facilities Operations Department (DEJ-EJ3)
- Director Proxies (D)
- Financial Accounting Division (KF), Payroll Division (KR)
- Centre of Excellence NOMATEN

## OTHER IMPORTANT CONTACTS AND SUPPORT



**Magdalena Jędrkiewicz**  
**Head of HR Unit**



**Dorota Syrkiewicz**  
**HR Partner**



**Anna Sawińska**  
**HR Partner**

As the Human Resources Management Department (HR Department), we report directly to the Director of the Institute and support him in shaping and implementing the HR policy of NCBJ and improving processes in the field of employee management. We support the management of the Institute by participating in HR processes. Our tasks include, in particular: comprehensive support for the implementation of recruitment processes in NCBJ, organisation and conduct of training courses, organisation of competitions for scientific positions and student and graduate internships in cooperation with the Scientific Secretary, participation in (indirect) evaluation and motivating employees by creating solutions and consulting.

## OTHER IMPORTANT CONTACTS AND SUPPORT

In addition, you may get information and support from secretariats in the Personnel Administration Department and the HR team.



**Monika Madigan**

**Welcome Point Coordinator**



**Barbara Paprocka**

**Hospitality Manager MAB NOMATEN**



**Monika Dembowska**

**Doctoral School Coordinator**

The primary purpose of NCBJ Welcome Point is to support the international community. We guide and help researchers coming to NCBJ worldwide and develop their careers at the NCBJ. We help them with the process of relocating to Poland. We also assist our employees and doctoral students in everyday life at NCBJ.