

What – Who - How? 😊😊😊

Personnel Procedures, Department of Earth Science

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Working hours - Academic staff:

40 hours per week. Monday - Friday 08:00 - 16:00 including a 30 minute unpaid lunch break. Academic positions are considered "free and independent jobs", which means there is no requirement for registration of working hours, and that (except teaching, group meetings, cooperation/lab/project work and other mandatory activities at work) one may schedule working hours by choice. There is no right to overtime pay for academic staff.

Working hours - Technical and administrative staff (T/A-positions):

37.5 hours per week, including a 20 min. paid lunch break. Staff must be available during the lunch break.

Normal working hours (Monday-Friday):

15. May – 14. September: at 08:00 – 15:00

15. September – 14. May: at 08:00 – 15:45

Registering your working hours in UiB's timesheet form (also called the "flexi-form") on a daily basis is mandatory.

Flexitime: All employees in T/A positions at the Department are part of the "flexible work time arrangement" ("flexi time").

Core working hours: the period of time during which all T/A staff **must** be present in the workplace. Core working time is from 09:00 – 14:30, Monday to Friday.

Exterior working hours: the period of time when the beginning and end of working hours may vary from day to day, according to the needs and wishes of the employee. Exterior working time is between 07:00 – 09:00 in the morning and 14:30 – 20:00 in the afternoon/evening, Monday to Friday. One may also work up to 5 hours during weekends. You are not required to work flexible hours outside normal working hours – this is entirely optional. The arrangement means you can "cash out" extra work hours to take time off at your own leisure, as far as your closest work supervisor (usually group leader) allows. However, your leader has the right to refuse time off in cases where your presence is necessary for the Department's activities. Taking time off through the flexi time arrangement must happen in accordance with pre-made agreements between employee and leader. Hours – both extra hours ("plus hours") and hours missing from work ("minus hours") – may be transferred to the next calendar year. The limits are a maximum of 45 plus hours or 10 minus hours from one year to the next. Minus hours beyond 10 hours will be deducted from your wage, and any amount of plus hours beyond 45 will be deleted without compensation.

Taking time off during core working hours: If you want to take time off within core working hours (f. ex. a full or half work day), the time period must be validated by the leader.

Overtime: You will not be paid extra for any overtime (i.e. work outside normal working hours), unless the overtime is specifically required by your group leader/management and the expense has been ascertained and approved by Department management. Otherwise, work outside normal working hours will be registered as "plus time" on the flexi form.

Workplace

Working on a workplace outside the Department's facilities must be in accordance with agreements made with your leader. This also applies in cases where scientific staff wants to perform work in other locations than Department facilities.

Illness

Notify your group leader in the morning on the first day of your sick leave. Technically, there are three "kinds" of sick-leave reporting:

- Sick-leave reported by yourself: Register your absence in PAGA when you get back to work. Use form no. 120 "Syk med egenmelding" According to the Agreement on Inclusive Workplaces (called "IA" in Norwegian) you can provide self-certification of sick-leave for up to 8 days at a time, and up to 24 days total per calendar year.
- Sick-leave with certificate from a medical doctor: send or hand in the certificate to the Department as soon as possible.
- Sick children or babysitter/caretaker: Register your absence in PAGA when you get back to work. Use form no. 470 "Sykt barn/barnepasser"

The IA agreement places extended responsibilities related to following up illness on the employer. The employee has a duty to cooperate with facilitating measures implemented by the Department, where the goal is getting the employee back to work as quickly as possible. After a doctor's certificate must have at least 16 working days before the new self-certificate can be used.

Vacation

Vacation time, like any other leave from work, must be taken in agreement with your supervisor/group leader. When vacation time has been agreed upon, register your vacation days in PAGA. Use the form "Ferie". Deadlines for submitting one's application for summer vacation is May, and December for transferring unused vacation days to the next year (up to a maximum of 14 days). At least 3 weeks of vacation must be taken in the summer period (between the academic semesters), unless otherwise specifically agreed upon.

Leave of Absence: different types

- Parental leave: contact Victoria for guidance and information and before applying. Register your application in PAGA. Use the form "Foreldrepermisjon". Submit documentation (confirmation of expected date of birth and copy of application to NAV for parental support) to Linda. You will receive answer in letter form from the Faculty.
- Father's Leave of Absence: register your application in PAGA. Choose "Fravær" and form 430 "Omsorgspermisjon m/lønn".
- Care-leave (children): register your application in PAGA. Choose "Fravær" and form 435 "Omsorgspermisjon u/lønn".
- Absence for breast-feeding may be granted for up to 2 hours per working day. Register your application in PAGA. Choose "Fravær" and use form 490 "Ammepermisjon m/lønn". If the child is more than 9 months old, please submit to HR a confirmation of the breastfeeding from your doctor/healthcare clinic.
- Leave for various welfare reasons may be granted up to 12 days per calendar year. Register your application in PAGA. Choose "Fravær" and form 510 "Velferdspermisjon m/lønn". Examples of welfare reasons: Habituation in kindergarten, Habituation to SFO, Accompanying children to their first day of school, the first year, Deaths and funeral, close family, Moving to a new address, Marriage (if the wedding day is on a working day). Other purposes will be considered individually, but with equal treatment of employees as the underlying guideline.
- Short term absence in connection with medical, dental, physiotherapy, chiropractic treatment, accompany children to the doctor/dentist, conference hours between home and school/nursery, can be done during working hours without wage deductions. Absence must be reported to your leader. NB! Planning Day in school/kindergarten is NOT included in the welfare reasons.
- Travel and courses: in the context of budgetary allocations from UiB trips and courses, a travel permit is implicit.
- Regarding the employment conditions for post-doctoral research fellows, research fellows, research assistants and residents, absences that give grounds for extension of the position term must be of a duration of at least two consecutive weeks.

Paycheck

In Pagaweb you will find all your paycheck.

Travel expenses

In Pagaweb you will find a form for your travel expenses.

Links

- [PAGAWEB](#)
- [Issue tracker](#)
- [UiB Employee's Handbook](#)
- [Whom at Geo](#)
- [HSE-deviation system](#)
- [Extra professional activities - regulations](#)
- [Welfare offers from the UiB](#)
- [Campus-bus](#)