

## WELCOME PROTOCOL FOR THE STAFF OF THE UNIVERSITY OF BURGOS

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### **Objetives:**

To facilitate the integration of people joining the University of Burgos and the realization of their functions during their first days of work.

### **Justification:**

One of the main lines of action of the *Strategic Plan for Research, Knowledge Transfer and Innovation 2019-2024* is open, transparent and merit-based recruitment. This axis includes different activities that are intended to support the adaptation of researcher recruitment policies to the standards set by the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers. One of these activities consists of defining a welcome protocol for new recruits, which will enable their quick integration into the working and social environment of the University.

Until now, the process has been carried out without following a specific protocol, trying to ensure that the person who joins acquires the necessary knowledge in terms of incorporation, such as risk prevention, building services, the library, etc.

The intention of this protocol is to meet the needs of people who join the University or who change their location at the University, by using a common protocol that generates a rapid, safe and healthy integration.

### **Content:**

#### The PDI Welcome Programme

This is approached through a welcome manual for research staff in digital format on the virtual campus, accessible from the website, which is distributed additionally the day of their incorporation.

#### Objetives:

- Providing a global vision to the candidate.

- To promote the institutional culture: mission, vision, values, code of ethics, etc.
- To achieve a faster, safer and healthier integration of new staff.
- To learn about the University's procedures and services.

## Programa de acogida

### 1. Welcome from the Rector

[https://www.ubu.es/sites/default/files/portal\\_page/files/manual\\_de\\_acogida\\_del\\_personal\\_investigador.pdf](https://www.ubu.es/sites/default/files/portal_page/files/manual_de_acogida_del_personal_investigador.pdf) (Pag. 3)

### 2. Introduction to localization

2.1. Plans: <https://www.ubu.es/mapas>

2.2. Directory: <https://www.ubu.es/la-universidad/organizacion/directorio>

### 3. Introduction to institucional information

3.1. Know the university: <https://www.ubu.es/la-universidad/la-ubu/conoce-la-universidad>

3.2. Web page: <https://www.ubu.es/>

3.3. Management: <https://www.ubu.es/gerencia>

- Personnel management service: <https://www.ubu.es/servicio-de-recursos-humanos> Personnel management (recruitment, appointments, RPT, attendance control, compatibility, merits, integrated management plan...)
- Payroll and social action (payroll, social security, social assistance...)

3.4. Risk Prevention Service:

<https://www.ubu.es/unidad-de-prevencion-de-riesgos-laborales>

- General rules of prevention and protection for all UBU personnel
- Prevention Plan web site: <https://www.ubu.es/unidad-de-prevencion-de-riesgos-laborales/gestion-de-la-prevencion/plan-de-prevencion>

3.5. Equality unit:

<https://www.ubu.es/unidad-de-igualdad-de-oportunidades>

3.6. Health and Safety Committee:

<https://www.ubu.es/unidad-de-prevencion-de-riesgos-laborales/gestion-de-la-prevencion/comite-de-seguridad-y-salud>

#### 4. Training available

4.1. Training according to employee profile and job categorisation

4.2. Training of the teaching and research staff

4.3. Institute for Training and Innovation in Education. IFIE:

<https://www.ubu.es/instituto-de-formacion-e-innovacion-educativa-ifie>

#### 5. Introduction to the first days in your new job

5.1. Introducing the Reference<sup>1</sup> Person who will guide you during the first days of your work.

5.2. Concerning administrative procedures:

- Completion of the necessary forms for the collection of initial data (personal data, form 145 (I.R.P.F), declaration of being informed about the specific/generic risks of the job, request for compatibility (if applicable), or statement of not being affected by it.
- Submission of documentation: Photocopy of the qualification required for access to the job.
- Signature of contract, or administrative or public worker appointment.
- Application for the University of Burgos University Card: <https://www.ubu.es/servicio-de-gestion-academica/servicios-de-gestion-academica/tarjeta-universitaria-inteligente>
- E-mail account, and password to access the Virtual Campus, and profile assignment.

<sup>1</sup>A **Reference Person** is any professional (PAS or PDI) from the Centre, Unit, Service or Department where the new staff joins who can be clearly identified by the new staff in order to communicate any doubts, questions or requests for information during the first few days after joining the Centre, Unit, Service or Department. The identification of the **Reference Person** shall be communicated by the person in charge of the Centre, Unit, Service or Department to the new staff joining them. The **Reference Person** may not always be the same, and may be designated in each case by whoever is considered most appropriate.

5.3. Concerning the working building:

- Evacuation and emergency plan (self-protection manual, evacuation routes...).
- Location of the reception office
- Telephone numbers of general interest in the building.
- Services

5.4. Regarding your unit - department - institute - centre:

- Specific telephone numbers for your unit
- Administrative Secretary's Office
- Internal regulations and structure of the unit
- Information about the facilities for common use (rest areas, canteen...) and general rules.
- Delivery of keys for access if necessary

5.5. Regarding your office or usual working place:

- Presentation of the person in charge of the unit
- Presentation of colleagues
- Assignment of furniture
- Assignment of computer equipment:
  - o Access to UBU's applications
  - o Access permissions to the different computer applications of the UBU.
- Telephone numbers and passwords (photocopiers, printers, etc.), if available.
- Regulations you should be aware of
- Data protection
- If you have any computer problem, you must request technical assistance at:  
<https://www.ubu.es/servicio-de-informatica-y-comunicaciones/catalogo-de-servicios/atencion-de-incidencias-informaticas-centro-de-atencion-usuarios-del-sic>

5.6. Rights and duties of PDI staff. Internal regulations:  
<https://www.ubu.es/servicio-de-recursos-humanos/normativa/propia-de-la-universidad-de-burgos/normativa-propia-ubu-pdi>

## 6. Introduction to PDI services

- Regulation: <https://www.ubu.es/normativa>
- Summary of general services: <https://www.ubu.es/la-universidad/organizacion/servicios-universitarios>

- Medical assistance: <https://www.ubu.es/servicio-de-gestion-academica-0/seguro-escolar/instrucciones-para-recibir-la-asistencia-sanitaria-traves-del-seguro-escolar>
- Library: <https://www.ubu.es/biblioteca>
- Archive: <https://www.ubu.es/archivo-general>
- Cafetería: <https://www.ubu.es/servicio-de-relaciones-internacionales/english-information/international-office/ects-guide-practical-information-about-burgos-and-ubu-foreign-students-and-visitors/ubu-facilities-1>
- Culture: <https://www.ubu.es/cultura>
- University ombudsman: <https://www.ubu.es/defensora-universitaria>
- sports: <https://www.ubu.es/deportes>
- Directory: <https://www.ubu.es/la-universidad/organizacion/directorio>
- Summer school: <https://www.ubu.es/cursos-de-verano-de-la-universidad-de-burgos>
- Print shop: <https://www.ubu.es/escuela-politecnica-superior/informacion-general/recursos-materiales/eps-rio-vena/reprografia>
- Official UBU newsletter: <https://www.ubu.es/normativa/normativa-de-gobierno-de-la-universidad/boletin-oficial-de-la-ubu-boubu>
- Bank office: <https://www.ubu.es/servicio-de-gestion-academica/servicios-de-gestion-academica/tarjeta-universitaria-inteligente/oficina-universitaria-banco-santander>
- Staff representative bodies: Labour unions <https://www.ubu.es/representacion-sindical>
- Protocol: <https://www.ubu.es/unidad-de-protocolo>
- Archive and Registration of information: <https://www.ubu.es/unidad-de-registro-e-informacion>
- Security: <https://www.ubu.es/vicerrectorado-de-infraestructuras-y-nuevas-tecnologias/unidad-de-seguridad-y-servicios>
- IT service: <https://www.ubu.es/servicio-de-informatica-y-comunicaciones/servicio-de-informatica-y-comunicaciones-vic-de-planificacion-servicios-y-sostenibilidad/servicio-de-informatica-y-comunicaciones-centro-de>
- Legal Services (general legislation, regulations applicable to the PDI, Data Protection, etc...): <https://www.ubu.es/asesoria-juridica>
- Information Service: <https://www.ubu.es/servicio-de-estudiantes-y-extension-universitaria/servicios-unidad-de-informacion>
- PDI services: <https://www.ubu.es/servicio-de-recursos-humanos/pdi>
- Transport: <https://www.ubu.es/servicio-de-estudiantes-y-extension-universitaria/servicios-unidad-de-informacion/movilidad-urbana>

## 7. Other relevant information

- University agenda: <https://www.ubu.es/agenda>
- Modern Language Centre: <https://www.ubu.es/centro-de-lenguas-modernas-modern-language-centre>
- Volunteer Programme: <https://www.ubu.es/voluntariado>
- Cooperation programmes: <https://www.ubu.es/centro-de-cooperacion-y-accion-solidaria/programas-y-proyectos-vigentes>
- Environmental responsibility programmes, Corporate Social Responsibility ...: <https://www.ubu.es/ubuverde>
- Services and commercial advantages for the University Community: <https://www.ubu.es/ubuventajas>