



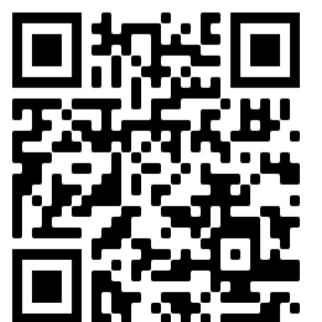
## WELCOME TO PADERBORN UNIVERSITY!

# ONLINE BROCHURE FOR NEW STAFF AT PADERBORN UNIVERSITY

We are pleased to welcome you as a new member of staff. To help you get settled into your new job, we have compiled some information in an online brochure that will serve as a useful orientation guide and also provide you with an initial overview of the university's structures. In addition, you will find practical information on your work or employment contract.

The brochure is available at the following link:

<https://www.uni-paderborn.de/en/information-brochure>



- **A. Welcome from the Vice-President for Operations**
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  - **B. About Paderborn University**
  - Organisational Chart of the University
  - The Five Faculties at Paderborn University
  - Central University Administration
  - Layout Diagram of the University
  - Directions to Paderborn University
  - **C. Information about Your Workplace**
  - Forms
  - First Steps: Checklist for New Employees and Their Colleagues
  - Creating an Employee University Account to Access IT Services
  - Key Management
  - Information about Working Hours
  - Flexitime
  - Holiday Leave / Special Leave / Leave of Absence (Exemption from Work)
  - Sick Leave / Incapacity to Work
  - State Subsidies in the Event of Illness
  - Business Trips and Off-site Work
  - LBV: Payroll Information
  - VBL: German Federal and State Government Employees Pension Fun
  - Alternating Telecommuting
  - Secondary Employment
  - Teaching Loads
  - Teaching Assignments
  - **D. Organisation and Administration**
  - Allocation of Rooms / Short-term Use of Rooms
  - Procurement
  - Invoice Processing
  - Technical Building Equipment – Reporting Service Disruptions and Malfunctions
  - Bringing and Using Personal Items in University Premises
  - Telephone Calls
  - Postal Mail – Shipments – Deliveries
  - Printing, Scanning, Copying
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- **E. Occupational Health & Safety and Environmental Protection**

- Occupational Health & Safety
- Corporate Health Management
- Chemicals and Waste
- University Medical Officer
- Fire Protection and Prevention
- Occupational/Workplace Accidents
- Pet Policy

- **F. Advocacy Groups, Counsellors and Representatives**


- Staff Councils
- Academic Staff Representatives
- Representative for Severely Disabled Persons
- Equal Opportunities Officer
- Equal Opportunities Office
- Protection from Sexual Harassment and Violence
- Representative for Young People and Trainees
- Data Protection Officer
- Contact Person for Addiction-related Issues
- University Alliance Against Depression

- **G. Offers, Programmes and Training for Staff**

- Internal Training, Continuing and Further Education
- Staff Development
- Center for Language Studies
- International Office
- Academic Professional Development Unit
- Competence Centre for Writing (Kompetenzzentrum Schreiben)
- Technology Transfer and Business Start-up Centre at Paderborn University (TecUP)
- Family Service Office
- University Library
- Centre for Information and Media Technology Services (ZIM)
- University Archive
- Press, Communications and Marketing
- Offers from the Studierendenwerk
- University Sports
- Cultural Activities
- Uni Shop



# CONTACT



If you have any further questions, please get in touch with the designated contact persons; they will be happy to assist you by phone or in person. If you have any questions or suggestions regarding the “welcome kit” or the brochure for new members of staff, please don’t hesitate to contact us.

## **Division 4.5**

### **Staff Development and Legal Advice**

Stefanie Jürgehake (division head)  
Tel: 2543,  
E-Mail: [juergehake@zv.uni-paderborn.de](mailto:juergehake@zv.uni-paderborn.de)

Dr. Caroline Wozny  
Tel: 3588,  
E-Mail: [Wozny@zv.uni-paderborn.de](mailto:Wozny@zv.uni-paderborn.de)

Dr. Johanna Braukmann  
Tel: 3587,  
E-Mail: [Braukmann@zv.uni-paderborn.de](mailto:Braukmann@zv.uni-paderborn.de)

Lea Dören  
Tel: 2529,  
E-Mail: [Doeren@zv.uni-paderborn.de](mailto:Doeren@zv.uni-paderborn.de)



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