



Welcome!

employee guide



Medical University of Lublin
Al. Raławickie 1
20-059 Lublin

www.umlub.edu.pl

The Medical University of Lublin brings together many employees who have different qualifications, skills and views on life. Despite these differences, we always care about respect for diversity and for each other. We are keen to engage in social dialogue, even on sensitive issues, and we strongly oppose mobbing and all other forms of discrimination.

This **Welcome!** guide was created in order to effectively introduce employees to the reality of work, but also to familiarise them with the organisational culture, communication style and the spirit of our University.

The guide contains information on the formal duties of the employee, but also content that will make it easier to start working at MUL.

Welcome to the Medical University of Lublin!

NEW HIRE FORMALITIES

Human Resources and Social Affairs Department

Staff supervisor:

Room (Collegium Novum building, Al. Raławickie 1)

e-mail:

Tel.

Please provide the following documents to the Human Resources and Social Affairs Department:

1. all received and legibly completed **employee documents** (forms attached)
2. **employment certificates** from previous workplaces – photocopies (originals for review)
3. **documents confirming periods of education** (certificates, diplomas, etc.)
4. **documents confirming entitlement to a pension or a disability certificate** – photocopies (originals for review, if applicable)
5. **certificate of completion of doctoral studies** (if applicable)
6. **original information from the National Criminal Register (KRK)**
 - the information on how to obtain a certificate from the National Criminal Register is available on the KRK website:
<https://www.gov.pl/web/gov/uzyskaj-zaswiadczenie-z-krajowego-rejestru-karnego>
 - the certificate can be submitted in paper or electronic form; please send electronic certificate with a qualified electronic signature via the e-Delivery (**address: AE: PL-35480-47595-UIHIS-33**) or ePUAP (inbox address: **/UMLUB/SkrytkaESP**)
7. **medical certificate** of health issued on the basis of a referral
 - testing location:
Allmedica sp. z o.o.
21 Kazimierza Przerwy-Tetmajera Street, 20-362 Lublin
 - Please contact us by phone to schedule your appointment, the helpline is open Monday to Friday from 7:30 a.m. to 8:30 p.m.
 - Tel. **22 610 10 10 ext. 7**

MANDATORY TRAININGS

8. GENERAL OHS INITIAL TRAINING AND OCCUPATIONAL RISK ASSESSMENT

- **Labor Protection Department**

Mateusz Urban, Eng.

Natalia Piecak, Eng.

Krzysztof Budka M.Sc. Eng.

Tel. **81 448 51 45**, e-mail: bhp@umlub.pl

- **online training** (only for administrative and office employees):

- please review the training materials posted on the MUL website: <https://umlub.edu.pl/pracownik/bhp>: General Health and Safety Initial Training Program, Occupational risk assessment
 - **complete the test** and send the filled in document to: bhp@umlub.pl
 - a **certificate** of completion of the training and review of the occupational risk assessment will be sent back by e-mail the next working day, please **print** the documents in colour*, sign them and forward to the HR and Social Affairs Department

- **on-site training** (for other employees):

- **room 10** – ground floor (Student Dormitory No. 1, ul. Chodźki 11) Monday, Wednesday, Friday, at 8-10 a.m.
 - on-the-job training is carried out by the immediate superior – the head of the organizational unit

9. FIRE SAFETY TRAINING

- **on-site training** or upon telephone arrangement - online training

Security Department

Grzegorz Markiewicz, e-mail: grzegorzmarkiewicz@umlub.pl, Tel. **601 731 514**

Andrzej Sławacki, M.Sc. Eng., e-mail: andrzej.slawacki@umlub.pl, Tel. **607 069 744**

Tel. **81 448 51 46**

room 10 – ground floor (Student Dormitory No. 1, ul. Chodźki 11)

Monday, Wednesday, Friday, at 8.00 – 9.30 a.m.

- please contact us by phone or e-mail to report the need for training

10. TRAINING IN THE FIELD OF PREPARING THE UNIVERSITY TO ACT IN EMERGENCY SITUATIONS AND GENERAL SELF-DEFENSE OF THE POPULATION

- **online training**

Security Department

Marcin Hus, MA

Jarosław Kubiak, MA

room 141 - 1st floor, access by the staircase behind the cafeteria (Collegium Novum building, Al. Racławickie 1),

Tel. **81 448 51 48-49**

Magdalena Zawadzka, MA

room 49 – access by the staircase behind the cafeteria (Collegium Novum building, Al. Racławickie 1)

Tel. **81 448 50 19**

- training materials are available at the MUL website:
https://umlub.edu.pl/pracownik/sytuacje_nadzwyczajne
- please acquaint yourself with the materials:
 - Universal self-defense of the population
 - Guide for times of crisis and war
 - Preparation of hospitals for the defense needs of the state
 - Counter-terrorism security in public buildings
- after reviewing the materials, please contact us by phone or in person to conduct an interview to verify your knowledge of the training content
- please **print** and fill in BLOCK CAPITALS:
 - **personal questionnaire** for the purposes of the universal defence obligation, and
 - **statements** on reading the materials on general self-defense of the population (prints can be found on <https://umlub.edu.pl/> in the training material section)
- please provide the completed documents to room 49 or 141 or send to the General Office of the MUL with the note *"Security Department, room 49 or 141"*

AFTER SIGNING THE CONTRACT

After signing the contract, please contact the following units:

11. Science Department (if applicable) to submit

- field and discipline statements
- statements regarding the inclusion in the number of N
room 234 - 2nd floor (Collegium Novum building, Al. Racławickie 1)
Tel. **81 448 50 39**

- employees of research-didacting groups and research groups are requested to contact us within **14 days** from the date of signing the employment contract

12. Department of Payroll Settlements and Civil Law Contracts in order to submit a PIT-2 declaration, bank account number, get information about group insurance **room 312** - 3rd floor (Collegium Novum building, Al. Racławickie 1) Tel. **81 448 52 40, 43 – 44, 46**

13. HelpDESK, e.g.: in order to set up an e-mail account

Tel. **81 448 55 55**

e-mail: helpdesk@umlub.pl

Internet platform: www.helpdesk.umlub.pl

! In the event of absence from work/ not using the e-mail account for more than 365 days, the account is blocked. Please contact IT Infrastructure Department in the IT Center to unlock your account.

IMPORTANT INFORMATION

➔ GENDER EQUALITY PLAN OF THE MEDICAL UNIVERSITY OF LUBLIN

The Medical University of Lublin has introduced **Gender Equality Plan** as an important element of the University's work. It is a set of activities aimed at promoting gender equality in research and innovation institutions.

Please read the content of this Plan and information on the implementation of its provisions, materials are available at <https://umlub.edu.pl/>.

➔ GENDER EQUALITY AND ANTI-MOBGING ACTIVITIES

Mobbing, discrimination, stalking and sexual harassment as adverse events/effects are considered condemnable in the academic community of MUL. Everyone is obliged to oppose these phenomena and support activities aimed at counteracting and eliminating them from the University's academic environment.

If you notice or experience discrimination or behavior that is a manifestation of mobbing, it is advisable to talk to your supervisor in the first place, but you can also submit written information in the form of a complaint:

- in person: **HR and Social Affairs Department**
Anna Gosik, MA
Marta Wójcik, M.Sc. Eng.
Room 17 – ground floor (Collegium Novum, Al. Raławickie 1)
Tel. **81 448 53 20, 81 448 52 49**
- by e-mail: rownosc@umlub.pl

➔ DECLARATION OF AVAILABILITY OF THE MEDICAL UNIVERSITY OF LUBLIN

The University of Medical Sciences in Lublin is an open and friendly place for everyone, especially for people with special needs, therefore the University has an Accessibility Strategy and employees receive training on this subject. The aim of such activities is to strengthen the University's accessibility in the architectural, digital, communication, information and educational areas.

Please familiarize yourself with the MUL Accessibility Strategy and undergo mandatory training in this area. Information about the details of the training is sent to the e-mail address of each new employee.

Confirmation of the training should be sent immediately after its completion to the address e-mail: marta.wojcik@umlub.pl

➔ ACADEMIC PSYCHOLOGICAL AND EDUCATIONAL AID – APPiE

Applicants to APPiE can count on professional support and psychological help focused on solving the problem.

In order to apply to APPiE, please fill in the form at <https://appie.umlub.pl/>

GOOD TO KNOW

→ LOCATIONS

The University buildings are located in various places in the city. The main seat of the University authorities – **the Rector's Office** is situated at Al. 1 Raławickie, where administrative matters are handled. A map with the locations of all University buildings is available at <https://umlub.edu.pl/>

→ EZD

It is an ICT system used in MUL for electronic documentation management, enabling it to perform office activities, document the course of administrative matters as well as to collect and create electronic documents. The access to the system can be found at Intranet.

→ PRINTING

In some buildings, there are printers on individual floors with the possibility of printing materials after loading the Employee Smart Card. In order to obtain such a card, please report to the HelpDESK. A short training on the use of the card will be carried out by a designated person from this department.

→ TELEPHONES

- within MUL units: on the phone keyboard, please select only the last four digits of the phone number,
- external calls: please precede the phone number by typing 9 on the keyboard

→ ORDERS

Orders, e.g. for office supplies, are prepared by persons designated for this task from individual units.

→ EMPLOYEE PORTAL

Administrative and HR and pay roll information can be found at <https://intranet.umlub.pl/>.

→ PARKING

UMLub employees have the opportunity to use company parking lots situated in various locations. Please read the Regulations for using parking spaces of the Medical University of Lublin.

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HR and Social Affairs Department
81 448 52 49, 81 448 53 20