



BIULETYN PRAWNY

UNIwersytetu Mikołaja Kopernika w Toruniu

Rok 2021; poz. 83

ORDER No. 6

of the Chancellor of the Nicolaus Copernicus University in Toruń

of 26 February 2021

on the rules of functioning of the administration of the Nicolaus Copernicus University and the manner of performing professional duties by employees who are not academic teachers in the period from 1 March 2020 to 30 June 2021

Pursuant to art. 11 of order No. 51 of the NCU Rector of 26 February 2021 on preventing the spread of SARS -CoV-2 among community members of the Nicolaus Copernicus University in Toruń (Biuletyn Prawny UMK of 2021, item 82) in connection with the Regulation of the Council of Ministers of 21 December 2020 on the establishment of specific restrictions, orders and prohibitions in connection with the state of epidemic (Journal of Laws 2020, item 2316 as amended)

it is ordered as follows:

Article 1

Administrative staff shall provide work on a rotating basis, i.e. alternating between one day's work on the premises of the University and one day's remote work. The monthly work schedules of the administrative units, including a permanent division of staff into two teams which excludes contact between them, shall be approved by the chancellor or the vice-chancellor for Collegium Medicum at the request of the heads of these units.

Article 2

Librarians shall provide work on a rotating basis, i.e. alternating between one day's work on the premises of the University and one day's remote work. Monthly work schedules of the organisational units, including a permanent division of staff into two teams which excludes contact between them, shall be approved by the director of the University Library at the request of the heads of these units.

Article 3

The service staff shall provide work on the University premises in shifts. Monthly work schedules of the administrative units in which the service staff are employed, including a permanent division of staff into teams, which excludes the possibility of contact between them, shall be approved by the chancellor or the vice-chancellor for Collegium Medicum at the request of their heads

Article 4

The engineering and technical staff shall provide work on a rotating basis, i.e. alternating between one day's work at the University and one day's remote work unless the dean or director of another university organisational unit in which engineering and technical staff are employed establishes another system of work resulting from securing its proper functioning. Monthly work schedules of engineering and technical staff shall be established by the dean or director of another university organisational unit.

Article 5

1. In justified cases, the chancellor or vice-chancellor for Collegium Medicum may change the system of work referred to in art.1 and art.3 for an administrative unit or for an employee.
2. In justified cases, the Director of the University Library may change the work system referred to in art.2 for an organisational unit or for an employee.

Article 6

1. Approved monthly work schedules referred to in art.1-4 shall be forwarded to the relevant department of human resources for inclusion of the said schedules in the employee file.
2. If an employee performs remote work, the employee's direct superior is required to define the scope of the employee's duties performed as part of the remote work and supervise their performance.

Article 7

1. Employees are obliged to keep their personal contacts at work to a minimum. It is an obligation to use e-mail and telephone to ensure the necessary communication.
2. Employees are obliged to cover their mouths and noses with a mask in the University premises. This order does not apply if there is one person in the room, or more than one person for whom the room is a permanent place of work and no other persons are temporarily present.
3. The maximum allowed number of customers staying in the same room at the same time may not be more than one person per customer service station, excluding persons carrying out customer service tasks.

Article 8

1. Heads of administration and organization units in which employees are employed shall ensure that workstations are arranged in such a way that the distance between NCU employees performing work on the premises of the NCU is at least 1.5 m.
2. Heads of administration and organisation units in which employees are employed shall ensure that the telephones of those employees performing remote work are switched to those employees working at the premises of the University and shall establish forms of regular contact with employees performing remote work.

Article 9

1. Paper correspondence, in particular invoices, bills, business travel documents addressed to the university central administration units shall be submitted to the Mail Office (*pl. Kancelaria*) in the Toruń campus and to the CM Mail Office (*pl. Kancelaria*) in the Bydgoszcz campus. Correspondence should be collected after first obtaining information by telephone.
2. Paper correspondence addressed to organizational units and other units of administration must be submitted in designated receptions located in the main offices of the said units.

3. Paper correspondence from units located in Toruń outside the university campus in Bielany shall be collected and transported to the Mail Office (*pl. Kancelaria*) by a designated employee of the Procurement and Transport Department after telephone notification.
4. A direct superior shall provide the persons receiving correspondence with personal protective equipment in the form of masks and disposable gloves and hand disinfectant.

Article 10

1. Where there is a need for personal childcare in the event of the closure of a nursery, children's club, kindergarten, or school attended by a child due to the SARS-CoV-2 virus threat, this circumstance may justify the absence of the employee from work during the period indicated in separate regulations. In the event of the above, the employee shall be obliged to send a scan of the relevant statement (forms available on the website of the Payroll Department and of the CM Payroll Department) by e-mail to dplace@umk.pl in the Toruń campus and to place@cm.umk.pl in the Bydgoszcz campus.
2. The provision shall apply accordingly in the event of the need to take personal care of children if a child is not admitted to a nursery, children's club, kindergarten, or school due to an infection.
3. In the cases referred to in art. 1 and art. 2, the employee may be instructed to work remotely.

Article 11

The following orders shall be repealed:

- 1) order No. 28 of the NCU Chancellor of 15 September 2020 on the rules of functioning of the administration of the Nicolaus Copernicus University and the manner of performing duties by employees who are not academic teachers in the period from 1 October 2020 to 28 February 2021 (Biuletyn Prawny UMK of 2020, item 310 as amended);
- 2) order No. 30 of the NCU Chancellor of 19 October 2020 on the rules of functioning in the red zone of the administration of the Nicolaus Copernicus University and the manner of performing duties by employees who are not academic teachers (Biuletyn Prawny UMK of 2020, item 368).

Article 12

The order becomes effective as of 1 March 2021.

C H A N C E L L O R

Dr Tomasz Jędrzejewski