



BIULETYN PRAWNY
UNIwersytetu Mikołaja Kopernika w Toruniu

Rok 2020; poz. 368

ORDER No. 30

of the Chancellor of the Nicolaus Copernicus University in Toruń

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

Pursuant to art. 10 of order No. 188 of the Rector of the Nicolaus Copernicus University in Toruń of 15 September 2020 on preventing the spread of SARS -CoV-2 among community members of the Nicolaus Copernicus University in Toruń Toruniu (Biuletyn Prawny UMK of 2020, item 309 as amended) in connection with the Regulation of the Council of Ministers of 9 October 2020 on the establishment of specific restrictions, orders and prohibitions in connection with the state of epidemic (Dz.U. of 2020, item 1758 as amended)

it is ordered as follows:

Article 1

In the period in which the area covering the seat of the University is the red zone within the meaning of the Regulation of the Council of Ministers of 9 October 2020 on the establishment of specific restrictions, orders and prohibitions in connection with the state of epidemic (Dz.U. of 2020, item 1758 as amended) 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

In the period referred to in art.1, 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

In the period referred to in art.1, 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

In the period referred to in art.1, 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

Approved monthly work schedules referred to in art.1, art.2, art.3, art. 4 shall be forwarded to the relevant department of human resources for inclusion of the said schedules in the employee file

Article 7

In matters not regulated in this order, the provisions of order No. 28 of the Chancellor of the Nicolaus Copernicus University in Toruń 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 shall apply (Biuletyn Prawny UMK of 2020, item 310).

Article 8

The order becomes effective as of 19 October 2020.

CHANCELLOR

Dr Tomasz Jędrzejewski