WELCOME TO

NTNU
Norwegian University of
Science and Technology

Faculty of Information Technology,
Mathematics and
Electrical Engineering

Information for new employees at our faculty
We are very pleased to welcome you to the Faculty of Information Technology, Mathematics and Electrical Engineering. This brochure is a guide for new employees and we hope it will be of use to you.

The Faculty

The Faculty of Information Technology, Mathematics and Electrical Engineering is one of seven Faculties at the Norwegian University of Science and Technology (NTNU). The Faculty has a total of 565 employees and about 3 200 students.

The Faculty consists of six departments located at Gløshaugen:

Department of Computer and Information Science (IDI) Gløshaugen tel. (735) 93440
Department of Electrical Power Engineering Gløshaugen tel. (735) 94210
Department of Electronics and Telecommunications (IET) Gløshaugen tel. (735) 94400
Department of Engineering Cybernetics (ITK) Gløshaugen tel. (735) 94376
Department of Telematics (ITEM) Gløshaugen tel. (735) 94324
Department of Mathematical Sciences (IMF) Gløshaugen tel. (735) 93520

Management

The Faculty is led by the Dean with delegated letter of attorney from the board at NTNU. The Departments is led by Heads of Departments with equivalent delegated letter of attorney.

The Faculty administration carries out the following tasks:

The Secretariat for the Faculty board/archive is responsible for reception and archive services at the Faculty.

The Student administration/student tutoring is responsible for student tutoring, action in connection with student regulations and supplementary regulations, curriculum and changes in curriculum.

The Personnel Office deals with administrative tasks within the Faculty regarding employment, leave of absence, and questions regarding wages and pension.

The Finance Office deals with finance, planning and budgets.

The Faculty administration could be reached at telephone (735) 9 42 02 or at adm@ime.ntnu.no

All new employees will be offered introduction courses by the Personnel Department at NTNU.

Working hours: working hours for technical and administrative employees are from 0800 to 15.45. Summer time runs from 1 May until 1 September, during which working hours are from 08.00 to 1500. Working hours for academic employees are also 37.5 hours per week as well. Employees should be at their place of work during working hours, unless the work has to be done elsewhere for technical reasons. In such cases, this must be done with the consent of the leader of the Department or Faculty and in accordance with established rules about absence.

Time off from work/overtime: NTNU does not have a fixed policy regarding registration of working hours. Remuneration is not normally paid for working more than 37.5 hours per week. However, occasionally there will be a need for overtime work. This can be taken as time off from work by prior arrangement. If the overtime is required by the management, the employee may also be eligible for
overtime pay. For more information, contact the leader of your Department or the personnel office at the Faculty.

**Vacation:** 25 days a year. Summer holidays are usually taken during the period from May until September. Employees who are over 60 have the right to 5 extra days vacation per year. Employees earn 2.08 days of vacation per month. It is possible to transfer up to 14 days of vacation from one year to another. There is a special application form for this.

**Change of workplace:** The employee must apply to his own Department for permission. Transfer of workplace occur when skilled tasks which are a part of the job specification are executed outside NTNU. This must be agreed in advance with the leader of the Department. Before sanctioning such a move, the leader of the Department must consider the situation at the Department as well as the employee's own working situation. The Department can consent to transfers of up to 5 days. If the absence lasts more than 5 days, the transfer has to be sanctioned by the Faculty.

**Local wage talks:** (Hovedtariffavtalens pkt. 2.3.3.) Employees can apply for an increase in wages both through the Department and through their trade union. Applications through trade unions should be sent from the employee to each trade union. Applications through the Department are sent by the Department to the Faculty. The Faculty gives priority to the applications, and do participate in the negotiations with the trade unions. The university and the trade unions carry out negotiations every autumn.

**Laws and regulations for the appointment at NTNU** (see [http://www.ime.ntnu.no/personal](http://www.ime.ntnu.no/personal))

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**Wages:** The fixed salary is paid on the 12th. of each month. Payment of travel funds, salary advances and other payments are made 3 times a month. The wages office (Lønnsavdelingen) at NTNU is responsible for all payments.

**Tax return:** For questions concerning taxes etc. employees should contact the Tax Office directly. Trondheim Tax Office’s telephone number is: 73 83 45 00. Employees send their tax return to the wages office at NTNU.

**Leave of absence:** Parents have the right to leave of absence with full pay for 44 weeks (or 80% wages up to 54 weeks) in connection with the birth of a child. In addition, there are other arrangements in connection with birth and care leave. To benefit from this arrangement, the employee must have been in employment for 6 out of the last 10 months. Please note that 3 weeks leave of absence before the birth and 6 weeks leave of absence after the birth are reserved for the mother, while 6 weeks are reserved for the father.

**When a child is sick:** Employees who care for children under 12 have the right to 10 days leave of absence per calendar year when a child or child-minder is sick. The right to leave of absence may be extended in particular cases.

**Illness**
When you are ill and absent from work for 8 days or less, you must send in a written notification of absence called an “egenmelding”. In order to have a right to use ”egenmelding” the employee must have been employed for at least two months. You can use this right for maximum 24 days during a 12
months period. Later you must have a notification from a doctor. In the event of illness, the employee has the right to full pay for up to one year.

**Compassionate leave:** It is possible to apply for leave with full pay for a total of 10 working days per year, or, alternatively, 50% for up to 20 working days (for instance: in the event of serious illness in the immediate family, funeral, helping a child settle in to kindergarten/school etc.).

**Sabbatical year:** Academic employees may apply for a sabbatical year every 5th year. Contact your Department for more information.

**Insurance**
NTNU provides “industrial accident insurance” for its employees. You can obtain free travel insurance by using personal membership of the Diners Club. NTNU covers this fee.

NTNU also provides “group life insurance” for its employees. Contact the Personnel Office at the Faculty for more information.

**Economy:** Departments may have different arrangements for paying travel expenses for their employees according to their budgets. Contact the leader of your Department about this.

General information can be found at NTNU’s web-site: [http://www.ntnu.no](http://www.ntnu.no) and at the Faculty’s web-site: [http://www.ime.ntnu.no](http://www.ime.ntnu.no)

Universitetsavisa is the University’s information paper and is to be found at [http://www.universitetsavisa.no](http://www.universitetsavisa.no) You can also find information at web-site NETTOPP: [http://nettopp.ntnu.no](http://nettopp.ntnu.no)

**Travel agency:** The University uses *VIA Travel AS*. NTNU has an agreement with VIA Travel whereby if you book your tickets, or if you book a ticket for someone else (for example guest lecturers and external examiners) through VIA Travel, NTNU will receive a reduction in the price and also a percentage of the profits. Phone.: 73 55 22 00. [https://innsida.ntnu.no/lenkesamling_vis.php?katid=34](https://innsida.ntnu.no/lenkesamling_vis.php?katid=34)

**The switchboard:** is located at Gløshaugen with internal telephone number 99. The switchboard can help you find telephone numbers, both internal and external, and put calls through to you. This information is also available on NTNU’s web-site.

SiT *Tapir* book shop at Gløshaugen. SiT Tapir’s telephone number: 93220. Opening hours: 0800 – 1600. You will also find a post office and a grocery shop at Gløshaugen


**ID card:** All employees at NTNU are obliged to have an ID-card issued by NTNU which is used as an admission card where this is required, library ticket etc. Employees must wear their card so that is visible before 7.00 AM and after 8.00 PM on weekdays; before 8.00 AM and after 2.00 PM at Saturdays and all day on Sundays and public holidays. The cards are produced by Tapir Printing Office at Gløshaugen, which also takes the photographs for the cards after consultation with the person in charge of ID cards in the department.