

Work ethics for BMB laboratory technician trainees

Dear laboratory technician trainee

We have been looking forward to welcoming you as a laboratory technician trainee in one of our labs and to engage in a fruitful collaboration, which will give you the experience and technical skills to aim for your education as a laboratory technician.

We put an immense effort into providing you with a high degree of flexibility and freedom while working as a technician trainee in the lab, and in order to have a mutually beneficial collaboration we expect you to follow the work ethics described below.

“Work ethics” are a set of values and requirements centered on the importance of your work at BMB and reflected especially in a desire to maintain a good work environment.

We wish you a happy and fruitful stay in your lab ☺

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Working hours

You are responsible for your own learning, but we will provide you with all the guidance and expertise you wish for.

- As a general rule, a working day is 7.5 hours Monday to Thursday and 7 hours on Fridays (37 hours/week) within normal working hours – i.e. 8-9 to 15.30-16.30. In the flex system a working day is 7.24 hours (37 hours/week).
- Since some experimental setups exceed 7 hours, flexibility is necessary. However, this must be agreed upon with your local supervisor.
- Whenever you exceed 7.5 hours working hours you should try to counterbalance excess hours within the same week. If not, you should make an agreement with your local supervisor.
- Accumulation of hours is not accepted unless agreed upon with your local supervisor, and Jeanett Wiedekam (BMB flextime administrator) must be notified by e-mail by the trainee. Jeanett’s e-mail is jwi@bmb.sdu.dk
- Flexibility goes both ways – so if you need to take some time off (to go to e.g. your grandparents wedding anniversary) this will be possible.

Flextime

All administrative staff work flextime.

- Read carefully the flextime documents that you receive at the welcome meeting with the secretaries.
- Hand in your monthly flextime report to Lisbeth immediately after the end of each month. Jeanett sends a copy of your report to your local supervisor for her/his information (standard routine for administrative staff).

Holiday

You will receive an e-mail from Jeanett explaining the rules for holiday during your

Sickness

If you are sick you must inform Jeanett AND your local supervisor by e-mail in the morning (and if necessary other people depending on your work).

- Inform your local supervisor concerning urgent responsibilities that needs to be taken care of the same day.
- If you are still sick the following day, you do not need to inform Jeanett. However, on the first day you return to work you must send a filled in absentee form to Jeanett (standard routine for all employees).
- If you expect long-term sickness, you must inform Jeanett AND your local supervisor so that she/he can plan accordingly.

Project period

In your project period:

- You will only have a few technician trainee duties in the lab, so you can focus on your own experiments.
- We aim to provide you with all the guidance and help both experimentally and intellectually that you wish for.
- Projects are planned in a way that they can be carried out within normal working hours (including writing).
- You are responsible for planning and organizing your time. Ask your local supervisor for help if needed.
- If you feel inspired, extremely engaged and dedicated you are off course allowed to spend your free time on the project. However, this is “hours of interest” and will not be counted as working hours and cannot be registered in your flextime report.
- If, for some reason, you need to work at home in connection with your report, you must make an arrangement beforehand with your local supervisor, and Lisbeth must be informed by e-mail by the trainee.
- Your local supervisor will usually offer to read a draft of your project and give you feedback. In order to do so, please have a draft ready no later than one week before submission.
- The day before your examination and on the day of examination you may have a free day off (must be registered in your flextime report and acceptance must be obtained by your local supervisor).

I hereby confirm that I have read this document and that I will work in accordance with the described work ethics.

(please sign and send the document to your local supervisor and Jeanett)

Name (trainee)

Date