

Introduction

We like to welcome you as a new employee at Nikhef

This brochure is meant to introduce you to the institute. It contains a short description of the Nikhef organisation and gives information about how to get started and who can help you with the necessary arrangements.

In this brochure, the conditions of employment are not mentioned. You have received a separate booklet about the conditions of employment from your employer (Nikhef/NWO-I or one of the participating universities). For further questions please contact the Nikhef HR department.

Below you will find a checklist for a tour around Nikhef. You will receive an invitation for an ARBO introduction (working conditions and safety regulations)

Departments

General directorate

Secretariat

Financial Administration

Reception

Mechanical Technology

Electronics Technology

Computer Technology

Occupational Health Department

HRM

Communications

Facilities

We hope you will enjoy working at Nikhef.

Nikhef

The National Institute for subatomic physics (Nikhef) is a collaboration of the Foundation NWO-I, the University of Amsterdam, VU University Amsterdam, Utrecht University, Radboud University Nijmegen, University of Groningen and Maastricht University.

The general director of Nikhef is *Prof.dr. S.C.M. (Stan) Bentvelsen*

Scientific programs

ALICE (CERN)

Program leader Prof.dr. R. (Raimond) Snellings
 Dept. Program Leader dr. M. (Marta) Verweij

ATLAS (CERN)

Program leaders Prof.dr. W. (Wouter) Verkerke
 Dr. F. (Frank) Filthaut
 Dept. Program Leader Dr. I. (Ivo) van Vulpen

Cosmic Rays

program leader Prof.dr. S. (Sijbrand) de Jong (RU)

Detector R&D

program leader Dr. N. (Niels) van Bakel

Dark Matter/Xenon

program leader Prof.dr. M.P. (Patrick) Decowski

Gravitational Waves

program leader Prof.dr. F.L. (Frank) Linde

Grid Computing

program leader Dr. J.A. (Jeff) Templon

LHCb (CERN)

program leader Prof.dr. M.H.M. (Marcel) Merk
 Prof.dr. A. (Antonio) Pellegrino

Neutrino Telescopes

program leader Prof.dr.ir. P.J. (Paul) de Jong

Theoretical Physics

program leader Prof.dr. R. (Robert) Fleischer

Technical groups

Mechanical Technology (MT)

group leader Ing. P.J.M. (Patrick) Werneke

Electronics Technology (ET)

group leader Ing. R. (Ruud) Kluit

Computer Technology (CT)

group leader Dr. R. (Ronald) Starink

Support Departments

Management Section

General director Prof.dr. S.C.M. (Stan) Bentvelsen
 Institute manager Drs. A.J. (Arjen) van Rijn

Personnel Department

head P. (Pieter) van Braam van Vloten, MSc.
 staff E. (Ed) van Willigen

Science Communications

head M. (Martijn) van Calmthout
 staff Ms. Dr. V. (Vanessa) Mexner
 Ms. M. (Martine) Oudenhoven
 Ms M. (Maureen) Voestermans

Science & industry

Dr. J. (Jan) Visser

Secretariat

head Ms. E.C. (Eveline) Schram-Post
 staff Ms. K. (Karin) Matthesius,
 Ms. J.M. (Joan) Berger
 Ms. W.R. (Wijnanda) de Haan-Hekkelman

Financial Administration

head F. (Fred) Bulten
 staff M. (Muzaffer) Pancar
 E.P. (Eric) Woortmann
 Ms. I. (Ilona) Jaeqx

Facility services

head R. (Rens) Klerkx
 staff P. (Peter) Rozen,
 A. (Ahmed) Azhir,
 Ms. M. (Marieke) Hopman,
 A.G.S. (Anton) Mors,
 D. (Daniel) Vreeken,
 M. (Mohamed) Azarfane
 admin. support Ms K. (Karin) Matthesius

Occupational Health

head Ing. A. (Bram) van der Gaag
 staff Drs. ing. N. (Nico) Rem

Facility services

Room key

If your group leader has reported your arrival in time, your room key will be ready for you at the reception desk. In other cases, please contact the Facilities secretariat.

Facilities secretariat, e-mail facilities@nikhef.nl

Access key

You need an access key to enter the building and the bicycle shed. You get authorisations for those parts of the building for which you need access. If your group leader has reported your arrival in time, your access key will be ready for you at the reception. If the access key hasn't yet been made, the Secretariat Office will produce one after obtaining permission from your group leader.

Secretariat Office e-mail secretariat@nikhef.nl

Office supplies

For office supplies, please contact the reception desk. They will show you the way. At the reception desk you can get the room key and a take-out list. There is a reasonable supply, but if you need special items, please contact

Muzaffer Pancar, e-mail m.pancar@nikhef.nl)

Mail

Mail handling will change during the renovation. Please keep an eye out for announcements about this.

Most employees have a mailbox opposite the coffee corner in the main hall. If there is mail for you, it will be placed in your mailbox on the day of arrival. You can also use these mailboxes for messages to colleagues, invitations, etc. Outgoing mail has to be put in the outgoing mailbox ('uitgaande post'). The Technical and Facilities services will provide postage.

e-mail facilities@nikhef.nl

Your workplace

For Nikhef it is important that everybody has a healthy and pleasant workplace. If you have special wishes or need adaptations to your workplace you can report this to the Safety Department. Nico Rem, room H054, tel. 5189, e-mail n.rem@nikhef.nl

Nameplates and mailboxes

The back office will make a name plate for your office door and will also make a mailbox for you.

Karin Matthesius, Secretariat, e-mail kmatt@nikhef.nl

Computing facilities

Network login, software and hardware

If you require a Nikhef computer account this will be requested for you by your group leader prior to your arrival at Nikhef.

The Help Desk of the CT department is in charged with everything related to the hardware within the institute, including the purchase of all computer equipment and software and the operation of the communication facilities.

For questions about the account, and other ICT related questions, please contact the Nikhef Helpdesk

Tel. no. 2200, e-mail helpdesk@nikhef.nl

Translated with www.DeepL.com/Translator (free version)

Communications

Telephone

A list of internal phone numbers of all Nikhef employees can be found in the Nikhef [telephone directory](#). The directory can be found on the Intranet.

Nikhef website

The Nikhef website contains information about the organisation, the technical departments and current scientific projects, employee's phone numbers and e-mail addresses, meetings, calendars, etc.

<http://www.nikhef.nl/>

For questions or remarks about the website's content, please contact the Science Communications Group editorial staff: *Martijn van Calmthout*, e-mail marcalm@nikhef.nl

For technical questions regarding the website please contact the webmaster.

e-mail webmaster@nikhef.nl

In the online telephone directory your photo can be displayed alongside your e-mail address, room number and telephone number. To have your photo taken for the picture gallery, please contact: Secretariat *Joan Berger*; e-mail jberger@nikhef.nl

Any other business

Reimbursement of expenses

If you have made expenses related to your work or department/group, such as study costs, travel expenses (excluding commuting), books, etc. and you have the authorisation of your group leader or the Personnel Department, you can get a reimbursement. Requests for reimbursement can be filed via the online administrative system UBW via :

https://ubw.unit4cloud.com/nl_fom_prod_web

English manuals can be found in UBW. If you have questions about the this system please contact the head of the Financial Administration, Fred Bulten.

Fred Bulten, e-mail fred.bulten@nikhef.nl

Please note that requests for foreign travel need to be filed via UBW previous to your trip.

Nikhef has an ongoing travel insurance so this doesn't need to be closed separately.

Absence due to illness

Absence policy

The Nikhef absence policy is characterised by recognising everybody's own responsibility in deciding to report ill, and –later on– report recovered. Therefore no doctor will visit you at home.

Occupational physician

It is the occupational physician's task to assess the health of employees and to prevent health problems as far as they are related to the working situation or working conditions. The occupational physician will pay extra attention to employees with frequent absence and long term (two weeks or longer) illnesses.

The occupational physician can be consulted on request. If you want to make an appointment you can contact the HR department of Nikhef. You can also be called by the occupational physician him / herself. If you cannot or will not answer this call, you have to inform the occupational physician and the Personnel & Organisation department (P&O) as soon as possible: P&O, e-mail pz@nikhef.nl.

Reporting yourself ill and recovered

If you are ill, you need to report this to your direct supervisor/manager. If reporting to your department is difficult or not possible, you can also report to the receptionist (tel. 020-592 5008). You have an obligation to do everything possible to recover as quickly as possible.

Personnel & Organisation department, tel. 020-592 5120, e-mail absent@nikhef.nl

Keeping in touch with your colleagues during illness

Please contact your colleagues regularly in order to inform them about your recovery and to keep yourself posted up.

Personnel Department

P&O can provide information about conditions of employment, pension plans, insurances, work and residence permits and housing. Also with questions about education, career perspective and job performance you are welcome at the HR Department.

HR Department, e-mail pz@nikhef.nl

Occupational Health and Safety

Safety, health and well-being

Nikhef values good working conditions and finds these important. A safe, healthy and comfortable working environment contributes to a good place to work.

The ARBO (Occupational Health & Safety) law states that employer and employee have a joint responsibility for safety, health and well-being. The employer has to offer good working conditions.

The employee is responsible for his/her own safety and for that of others. You are required not to risk your own safety or that of colleagues, and to use machines, tools etc. according to instructions, with the use of protective material. Ask your group leader for more information!

Personal safety equipment can be obtained from the Safety Department.

Bram van der Gaag, e-mail b.van.der.gaag@nikhef.nl

Nico Rem, e-mail n.rem@nikhef.nl

Emergency brigade

Nikhef has an emergency brigade consisting of fire guards and first aid personnel. In case of fire, an accident or a catastrophe, dial the WCW alarm number (tel. **5008**). During office hours the personnel at the reception desk of InterXion (Science Park 121), and after office hours the WCW-security service, will call the first aid service.

WCW alarm number, tel. 5008

There is an automatic fire alarm system in the Nikhef buildings. This system calls the fire guards. If the situation requires the buildings to be evacuated, go outside and wait for instructions. Do not leave the premises.

In many spots in the building there are maps of escape routes and emergency exits. Also, there are fire extinguishers. In case of fire, activate a fire alarm, and then call **5008**. If there is no answer, call the national alarm number **112**. If there is no direct danger for you, warn colleagues and close doors and windows. In case of a small fire, try to extinguish it with a fire extinguisher. If you are not involved in the fire extinction, leave the building. Do **not** use the elevator.

WCW alarm number, tel. 5008. National alarm number, tel. 112

Reception

The reception can be reached via tel. nr. 2163

Security/Access

The WCW area is being guarded by a security service. During working days you can leave the premises until 19h00. If you work during weekends or after 19h00 you have to notify the security service, tel. 3000, stating your access key number. They will then activate your access key so you can open the gates to the premises.

WCW security, tel. 3000, e-mail security@wcw.nl

Restaurant

The personnel restaurant is situated on the 1st floor of the CWI building. The restaurant is open during weekdays from 11h45 until 13h45.

The staff association

You have the possibility to join the staff association (*personeelsvereniging*). The staff association organizes various activities such as the Easter lunch, the herring party, the ice cream party, the wine party and the 'Sinterklaas' coffee. Membership fee is € 12,- per year. NWO-I employees can join by applying for an automatic deduction of € 1,- per month, per the date of entrance.

The application form can be collected with Fred Bulten. If you are not a NWO-I-employee, you can join the staff association by paying €12,- at the Financial Department.

Nikhef Works Council

The Nikhef Works Council (NOR) represents staff interests. There is a regular meeting with management about (future) policy and the performance of the institute. Members are elected once every two years. Employees who are employed by one of the Nikhef partners for more than three months are eligible and have electoral rights. For questions and information you can contact the chairman of the Works Council, dr. T.A. (Tritsan du Pree).

NOR e-mail norsecr@nikhef.nl

The Nikhef PhD Council

The Nikhef PhD Council represents the interests of PhDs and postdocs, and is formed by voluntary members from all departments of Nikhef. There are regular internal meetings, and council members are guests in the meetings with the Education Committee. More information can be found on <https://www.nikhef.nl/phdcouncil/>