



What to do once employed...

BADGE ISSUE

New research fellows who are interested in Scuola Normale services need a badge, which can be issued, upon request, by Rodolfo Stasi: tel. 050 509244, e-mail r.stasi@sns.it.

In order to have the badge, please remember to bring a passport photo with you or, as an alternative, you can send it by e-mail to r.stasi@sns.it (for example in .jpeg format).

CANTEEN

Scuola Normale offers a dining service to its employees, research fellows included.

In order to access to the dining halls, which are located at Collegio D'Ancona, it is necessary to use the badge. The current rate for research fellows and collaborators is 4 € for lunch and 7,20 € for dinner.

For any further information, you can visit the following website page: <http://www.sns.it/scuola/vita-alla-normale/ristorazione> or contact Michele Padricelli and Lucia Monacci (email area.servizi@sns.it tel. 050 509854 - 050 509312).

ACCOUNT AND EMAIL ADDRESS

The account and the e-mail address with Scuola Normale domain (name.surname@sns.it) are sent to the research fellow's email by the Servizio Infrastrutture. If he/she doesn't receive or lose them, he/she can contact the SNS Helpdesk Service submitting a request online at helpdesk.sns.it.

LIBRARY ACCESS

Access to the library of the Scuola is permitted only using the badge, which enables you to pass the turnstiles, use the storage boxes and get library loans.

If you have problems in gaining access, you can contact the Admittance Office at the following number: 050 509355 or e-mail address: ammissionibiblioteca@sns.it.

ITALIAN FISCAL CODE

Research fellows not in possession of the Italian fiscal code are invited to request it as soon as possible, going to the Revenue Agency (Agenzia delle Entrate). Fiscal code is in fact necessary to open an Italian bank account, to enroll in the National Health Service and in general for every contact with Public Administrations.

In Pisa the Revenue Agency is located in Galleria G.B. Gerace n. 7/15.

INPS SEPARATE FUND

Within 30 days from the beginning of the contract, research fellows have to enroll themselves to the INPS separate fund (Gestione Separata INPS), if they are not already enrolled.

To complete the registration, please connect to INPS website: www.inps.it.

For any information, you can call the INPS contact center at the following number: 803.164. The service is active from Monday to Friday, from 8.00 a.m to 8.00 p.m and on Saturday from 8.00 a.m to 2.00 p.m. The contact center provides information in different languages (German, English, French, Arabic, Polish, Spanish e Russian).

Foreign citizens who have problems with the registration or difficulties in getting the PIN code can contact the Internationalization Office, sending an e-mail to l.defrancesco@sns.it or international@sns.it.

The INPS office in Pisa is located in piazza Guerrazzi n. 1.

What may happen to you...

MATERNITY LEAVE

In case of pregnancy, the interested research fellow must inform promptly the Administration and present to the Documents Registry Office the appropriate form and the medical certificate indicating the estimated date of birth. Consequently, the research fellow will be:

- if necessary, assigned to suitable activities by the occupational doctor of the Scuola (for example in case of potentially dangerous laboratory activities);
- put on maternity leave starting from 2 months before the date birth and for the following 3 months (2+3).

If the research fellow intends to postpone her leave for a month (1+4), she must:

- present her request using the appropriate form, as well as the medical certificate attesting the absence of any risk in the continuation of the working activity;
- meet the occupational doctor of the Scuola who will check the documentation and will certify the absence of risks, authorizing therefore the postponement.

After the childbirth, as soon as possible, the research fellow must send to the Scuola the birth certificate or a self-certification, using the appropriate form. The duration of the contract will be extended for a period equal to the interruption (compatibly with the expiration date of the project related to the collaboration and with the limits fixed by the financing). During the leave, the payment of salary is suspended and the research fellow will receive a maternity allowance by INPS, equal to the 80% of the agreed remuneration.

In order to benefit from the above-mentioned maternity allowance, the research fellow must present her request directly to INPS. Copy of this request must be forwarded to the Scuola.

The Scuola will pay to the research fellow an integration of the INPS maternity allowance, up to the fee established in the contract.

Finally, for any information concerning the early maternity leave from work, the parental leave or for any further clarification, the research fellow can contact the Human Resources Office.

INTERRUPTION FOR ILLNESS

In case of temporary impossibility due to reasons of health which cause the interruption of the activity for a significant period of time, research fellows must inform promptly the Human Resources Office to have the useful information.

CHANGE OF RESIDENCE AND FURTHER MODIFICATIONS

Research fellows must inform promptly the Administration about possible changes of residence and/or domicile, bank account and in general about any other detail or condition which might affect the contractual relationship and the remuneration.

WORKING OUT OF THE SCUOLA

In accordance with art.11 of *Regulations for conferring grants for research*, research fellows carry out their research activities usually in the Scuola buildings, depending on the research program; for this reason they have access to buildings, tools, resources and related services.

Part of this research activity could be executed out of the Scuola in accordance with the Regulations, or in case of job trips or scholarships issued by other institutions to

complete the research program abroad.

If research fellows intend or need to carry out their activity not in Pisa for a significant period of time, and aside from the above mentioned cases of job trip or scholarship abroad, they must communicate their intention (as well as the reason, the place and the period) to the Human Resources Office, in order to obtain the approval of the scientific coordinator of the project and the authorization.

EXTERNAL ACTIVITIES

With the exception of activities as per art. 4, par. 4 of *Regulations for conferring grants for research*, research fellows can carry out external activities provided they don't affect the achievement of the research program, don't cause conflict of interests and don't undermine the Scuola. For this reason, the research fellow must inform promptly the scientific coordinator of the project in order to obtain his/her authorization.

Collaborations with journals and external activities as speakers in seminars, conferences and conventions are compatible with the research contract, provided they are not carried out as teaching or supplementary teaching courses.

TERMINATION OF THE CONTRACT

In case of withdrawal from the contract, research fellows must inform promptly the Administration presenting the appropriate form to the Documents Registry Office.

It may be useful knowing that...

RESEARCH CONTRACTS RELATED TO EUROPEAN PROJECT

For any issue concerning the European project possibly related to the contract, you can contact the Research Office sending an e-mail to ricercaeuropea@sns.it.

SALARY AND FISCAL TREATMENT

For any information concerning the salary and fiscal treatment, research fellows can contact Cristina Cappelli, the person in charge of the Salary Office (e-mail c.cappelli@sns.it, tel. 050 509750). The salaries of these research contracts are exempt from taxes, but are subject to social security deductions.

ASSISTANCE TO EUROPEAN AND NON-EUROPEAN CITIZENS

For assistance regarding the obtainment/renewal of the stay permit, for information concerning health insurance, for clarifications related to the registration at the Municipality and in general for any further information, foreign research fellows can contact Elisabetta Terzuoli and Emanuela Brustolon (e-mail: international@sns.it tel. 050 909319, 050 509043)

Every form mentioned in the present guide can be consulted and downloaded from the website of the Scuola at the following link: <http://wwweng.sns.it/scuola/istituzionale/amministrazione/protocollo/documents/>

Research fellows are invited to consult the *Regulations for conferring grants for research*, available on the website of the Scuola at the following link: <http://www.sns.it/scuola/governo-e-istituzione/statuto-e-regolamenti/regolamenti-risorse-umane/personale-docente-e-ricercatore>

For any further information, please contact the Human Resources Office and in particular: Claudia Sabbatini, the person in charge of the office (050 509726 – c.sabbatini@sns.it)
Paola Guarguaglini (050 509723 paola.guarguaglini@sns.it)
Valentina Senesi (050 509549 valentina.senesi@sns.it)

THE BUILDINGS OF THE SCUOLA

1) Carovana: it's the main building of the Scuola. Here you can find the Library, the Research Office, the Internationalization Office

2) Castelletto: here you can find most of the administrative offices of the Scuola, among them the Human Resources and the Salary Office

3) D'Ancona: where you can find the dining halls

