



## The Directive for the Commencement and Termination of Employment

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# The Directive for the Commencement and Termination of Employment

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### 1. General provisions

This Directive defines the rules for the implementation of administrative, organizational, and labour-law actions related to the establishment and termination of employment at Moravian Business College Olomouc (hereinafter referred to as MVSO).

This Directive builds on the **Directive for Staff Appraisals and Remuneration Q3-P06-RILZ-001**, that describes the principles for the preparation and implementation of the employee's entry assessment and the assessment of the adaptation period, as well as the rules for determining the salary classification. It is also related to the Regulations on the Selection Procedure for Academic Staff, which formulates the principles of staff selection.

The Directive applies to staff employed by MVSO, i.e. employees of the following categories:

- internal employee – academic staff member (hereinafter referred to as “academic staff”),
- internal employee – administrative staff member, expert staff member or manager (hereinafter referred to as “non-academic staff”),
- external staff member in a non-employment relationship (specific work contracts; hereinafter referred to as “external staff”)

The principles of the HR Award as defined by the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers and the principles of the MVSO Code of Ethics are strictly observed in the commencement and termination of employment and related personnel processes; the personal rights of employees and equal access to all are respected. Equality and gender balance are consistently respected. Any form of discrimination, bullying, mobbing or bossing, whether on the grounds of gender, age, nationality, political or religious affiliation, sexual orientation, disability, social and economic conditions, is inadmissible. All legislative regulations, including GDPR, are also respected.

### 2. Pre-employment activities

#### 2.1. Agreeing on the terms and conditions of employment relationship

Following the decision to hire the selected job candidate, the terms and conditions of the employment relationship are discussed with the employee.

Activity	Output / result, or record on activity	Person responsible	Deadline or comment
Preparation of the form and scope of cooperation proposal, job and salary classification, submission of the proposal to the Director as a document for dealings - always in accordance with the approved <b>Q3-P06-RILZ-002 Salary Scale</b> (see the <b>Directive for Staff Appraisals and Remuneration Q3-P06-RILZ-001</b> ) and results of the selection procedure.	oral proposal	Director of Economics and Operations	Before the jobseeker meets with the Director
Approval of the proposal for the form and scope of cooperation, job and salary classification	oral proposal	Director	
Discussing the proposed form and scope of cooperation, job and salary classification with the selected job candidate, negotiation of the terms and conditions of the employment relationship	Notes taken by the HR Manager or the Director	The Director, or an employee authorized by him	




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2.2. Preparation of the new employee's entry and their employment documentation

Activity	Output / result, or record on activity	Person responsible	Deadline or comment
Contacting the selected applicant (job candidate) and completing a <b>personal questionnaire</b> ; handing over the personal questionnaire to the HR Manager.	Personal questionnaire	HR Manager	Well in advance, approx. 3-5 working days
Forwarding information on the agreed terms of the employment relationship to the HR Manager and recording the necessary information in the <b>Payroll Table</b> or in the <b>Project Staging</b> .	Payroll Table, Project Staging	HR Manager	Well in advance, approx. 3-5 working days
Drawing up an employment contract and wage classification according to the agreed conditions	Employment Contract, Wage Classification	HR Manager	No later than the day before the date of employment
Entry of the incoming employee into the HR information system.	KS program for HR and payroll	Payroll Accountant	No later than the start date
Informing other MVSO employees of the arrival of a new staff member (especially the Service Department Officer, the Payroll Accountant, the secretariat, and the department).	Information e-mail	HR Manager	Well in advance, approx. 3-5 working days
Creating a personnel file	Personnel file	Payroll Accountant	No later than the start date
Preparing the Employee Input/Output Sheet	Personnel file	HR Manager	No later than the start date
Completing the tax declaration	Personnel file	Payroll Accountant	No later than the start date
Request for an initial medical examination	Initial medical examination request form Certificate of medical fitness	HR Manager	Prior the start date
Requirement for workplace preparation - PC, user profile in the internal network, network access data, workplace, access card, keys...	Workplace	HR Manager	Well in advance, approx. 5 working days
Workplace setup - PC, workplace	Workplace	Service Department Officer	Well in advance, approx. 3 working days
Workplace setup – card, keys, telephone...	Workplace	Assistant to the Director of Economics and Operations	Well in advance, approx. 3 working days
Workplace setup – user profile in the internal network, network access data	Workplace	TESCO SW Technical support	Well in advance, approx. 3 working days

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Inclusion in group addresses	MVSO employee group address ( <i>MVŠO_Zaměstnanci</i> ), department group address	Assistant to the Director of Economics and Operations	No later than the start date
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### 3. Activities related to the entry into employment relationship

Activity	Output / result, or record on activity	Person responsible	Deadline or comment
Familiarizing (the employee) with the Employment and Organizational Regulations, the Code of Ethics, the applied HR Award and the quality management system	Confirmation in the entry sheet	HR Manager	Prior signing the contract
Signing of the employment contract, salary classification or other documents	Employment documents	HR Manager	No later than the start date
Filing of education documents,	Personnel file	HR Manager	When needed or appropriate
Credit letter from the previous employer, tax declaration	Personnel file	Payroll Accountant	When needed or appropriate
Registration with a health insurance company and CSSA ( <i>The Czech Social Security Administration</i> )	Health and social insurance registration form	Payroll Accountant	Within 8 working days from the beginning of the employment relationship
Handover of the workplace (office keys, PC, access passwords, access card, ...)	Entry in the Employee Input/Output Sheet	HR Manager Assistant to the Director of Economics and Operations	Start date
OHS and FP training	Attendance sheet, Employee sheet	HR Manager	Start date
Introduction to the workplace and introduction of staff		HR Manager or a supervisor	Within 3 days, usually the first day of work
Creation of a new staff member bio to be published at MVSO website	Bio published at the website	Assistant to the Director of Economics and Operations	Within 3 days
Entry assessment (as per the <b>Directive for Staff Appraisals and Remuneration Q3-P06-RILZ-001</b> )	Employee entry assessment	Supervisor	Within 3 days



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**4. Activities related to the end of the entry period / agreed probationary period**

Activity	Output / result, or record on activity	Person responsible	Deadline or comment
Evaluation of the entry period (as per the <b>Directive for Staff Appraisals and Remuneration Q3-P06-RILZ-001</b> )	Employee entry assessment	Supervisor	No later than 3 days before the expiry of the probationary period

**5. Activities related to the employment termination**

Activity	Output / result, or record on activity	Person responsible	Deadline or comment
Termination assessment (as per the <b>Directive for Staff Appraisals and Remuneration Q3-P06-RILZ-001</b> )	Work assessment (upon request of an employee)	Supervisor, HR Manager	As per requirement
Administration of employment termination – acceptance of notice or agreement on termination of employment	Termination of employment (notice) or Agreement to terminate employment	HR Manager	Before employment termination
Issuing the Input/Output Sheet of the employee and informing affected employees	Employee Input/Output Sheet	HR Manager	Before employment termination
Issuing the credit certificate or other documents	Employment documents	Payroll Accountant	When needed or appropriate
Cancelling the health insurance and CSSA registration	Health and social insurance deregistration form	Payroll Accountant	After employment termination
Accepting the workplace and the assigned work tools (office keys, PC, expiry of access passwords, access card, publications from the library...)	Employee Input/Output Sheet	Service Department Officer	On the day of termination of employment
Removal from group addresses, MVSO website, etc.	group addresses, MVSO website	Assistant to the Director of Economics and Operations	After employment termination

