



Work Regulations

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WORK REGULATIONS

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Activity owner: HR Manager

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Checked by: Director of Operations and HR

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1. General provisions

1. The Work Regulations apply the provisions of the Labour Code (No. 262/2006 Coll.) and other generally applicable regulations, in particular with regard to the special conditions arising from the mission and internal organization of Moravská vysoká škola Olomouc, o.p.s. (hereinafter referred to as "the employer" or "MVSŮ").
2. These Regulations apply to all employees of the Moravská vysoká škola Olomouc, o.p.s. in an employment relationship as well as other employees performing work for the employer on the basis of agreements on work performed outside the employment relationship (hereinafter referred to as "employees"), unless other provisions of the Work Regulations or the provisions of valid and effective labour law regulations imply otherwise. Areas of the Labour Law respect the following principles:
 - a. The principle of equality,
 - b. non-discrimination (prohibition of discrimination),
 - c. prohibition to abuse the exercise of rights and obligations to the detriment of another party to the employment relationship,
 - d. protection of human dignity,
 - e. establishing and developing labour relationships in accordance with the rules of decency and civil coexistence,
 - f. the principle of equal pay for equal work and work of equal value.
3. All employees are strictly encouraged to comply with the principles of the HR Award defined by the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers and the principles of the MVSŮ Code of Ethics.
4. Employee personal rights and equal treatment for all employees are respected and ensured. Gender 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. Rights and obligations

2.1. Employer's rights and obligations

1. For the work performance of their employees, the employer is obliged to:
 - a. create permanently favourable working conditions in accordance with the employer's long-term development objectives and in compliance with applicable and effective legislation.
 - b. continuously develop employment relations with employees.
2. In particular, the employer shall:
 - a. care for a work culture and work environment to contribute to quality, safe, cost-effective and skilled work performance leading to the beneficial development of the employer,
 - b. establish, maintain, and improve facilities leading to better working conditions.
3. The employer is obliged to update the provisions of these Work Regulations in accordance with applicable legislation, especially, in accordance with similar European standards.
4. Before concluding the employment contract, the employer shall inform the prospective employee of their rights and obligations, the Work Regulations, safety and internal regulations, informed consent to the processing of personal data, working and wage conditions, other terms of the employment contract in which both parties have an interest, such as the length of any probationary period, severance pay, competition clause, duration of the employment relationship, etc.



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5. The employer shall, in accordance with applicable and effective legislation, provide women with special care and protection, guaranteeing their equal status with men, equal working conditions, including remuneration for work, equal training and qualifications, and the opportunity to achieve promotion or other advancement in employment.
6. The employer shall pay special attention to improving and upgrading the qualifications of all employees.

2.2. Employee rights and obligations

1. In their employment relationship, employees are bound with the employer by the valid and effective legal regulations and internal regulations of the employer.
2. All employees have the right to be informed by their immediate supervisor of their tasks and responsibilities, the form of their assignment in the work process, how to proceed in case of an accident, safety at work, and measures and devices to avert potential hazards.
3. Employees are required to read and complete the consent to the personal data processing.
4. Employees are obliged to follow the MVSO Code of Ethics and the principles of the HR Award.
5. Employees shall always act and behave in such a way as not to bring the employer's reputation into disrepute. In particular, they shall:
 - a. perform work personally in accordance with the employment contract or other agreement within the specified time and volume, as instructed by supervisors, always observing work discipline, occupational safety and health regulations and other applicable legal regulations and internal regulations of the employer,
 - b. observe and make full use of work hours, while being available during the workday according to the teaching schedule or as assigned, and report any leaving the workplace during work hours to the supervisor,
 - c. maintain confidentiality, in accordance with generally binding legal regulations, of the facts dealt with in the course of their employment; to maintain confidentiality also in matters which, in the general interest or in the interest of the organisations or persons concerned, require to be kept secret; this obligation shall continue after the termination of the employment relationship, unless this obligation is waived in the prescribed manner,
 - d. approach their work tasks competently, to improve their qualifications or professional level accordingly,
 - e. refrain from actions leading to a conflict of interest, undue advantage, or undue financial gain, including in relation to third parties,
 - f. adhere to the rules of corporate culture, ethical principles and generally applicable rules of communication,
 - g. familiarise themselves with internal company directives and guidelines and keep up to date with any updates on request,
 - h. comply with the employer's regulations and instructions relating to ensuring the safety of the employer's premises or leased premises, to protect the employer's property from damage, loss, destruction and misuse and to ensure its most efficient use and, if necessary, to participate in averting damage,
 - i. keep work areas, equipment, devices and work aids clean,
 - j. carry out work in socially appropriate, non-extravagant clothing appropriate to the nature of the work, to observe taste and good manners.
6. The employee shall be obliged to notify the employer's HR department without delay of any changes in the personal data provided in the Personal Questionnaire, the initiation of criminal proceedings for suspected criminal offences committed over the course of their employment, other circumstances relevant to sickness insurance benefits, parental allowance and income tax, or other data relevant to the establishment, change or termination of the employment relationship, in accordance with generally binding legal regulations. The employee shall bear all consequences resulting from the failure to notify changes in time.



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7. Employees are prohibited:
 - a. to work under the influence of intoxicating or addictive substances; at the same time, they are obliged to prevent, especially with regard to students, persons under the influence of intoxicating substances from being on the employer's premises,
 - b. to exceed their competence or their legal authority; they must not take advantage of their employment position or misuse the employer's technical facilities for personal gain or for the benefit of third parties.

2.3. Responsibilities of managers (senior staff)

1. Managers are authorised to assign work tasks to subordinate staff members, to organise, manage and control their work and to give them binding instructions to that effect.
2. In the performance of their duties, managers are obliged to act in accordance with the applicable and effective legal regulations, the Working Regulations, and other internal regulations of the employer.
3. Managers are responsible for:
 - a. managing their entrusted unit or department, its performance and development, cooperating with other workplaces, permanent streamlining of work of the entrusted workplace and ensure the quality of the work provided,
 - b. organising work to ensure that the potential of employees is used efficiently and that working hours and all employer technologies are fully utilized,
 - c. taking care to increase the quality of all processes managed by them while continuously improving the qualifications and professional competences of the staff managed by them,
 - d. supervising the safe and harmless operation of all technologies and avert damage or risk of damage,
 - e. ensuring adherence to work discipline; in the event of breaches of work discipline, propose and take measures to remedy the deficiencies and, within the scope of their competences, draw the consequences and, where appropriate, provide their superiors with the basis for effective sanctions,
 - f. monitoring the advisability or necessity of overtime work,
 - g. ensuring that the employer takes timely and effective measures.

2.4. Violation of obligations arising from legal regulations relating to the work performed

1. The following points are considered as serious breaches of obligations arising from legal provisions relating to the work performed:
 - a. proven presence in the workplace under the influence of alcoholic beverages or other addictive substances or proven ingestion of such substances in the workplace/
 - b. misuse of employer's property for the business or personal use of the employee or third parties,
 - c. misuse of the results of the employer's intellectual activity for the personal benefit of the employee or a third party and any proven serious act against the interests of the employer,
 - d. unexcused absence from work,
 - e. unexcused absence from class, or its unjustified shortening,
 - f. providing false personal data or failing to report substantial changes to such data,
 - g. accepting a bribe in the context of a corrupt act,
 - h. misconduct of a pecuniary nature on the employer's premises,
 - i. failure to observe required working hours,
 - j. damage to the employer's credibility and reputation,
 - k. repeated minor breaches of obligations arising from legal provisions relating to the work performed.



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2. The following points are considered as particularly serious breaches of obligations arising from legal provisions relating to the work performed:
 - a. a property crime against the employer's property,
 - b. repeated damage to the employer's credibility and reputation,
 - c. breach of confidentiality of facts which cannot be disclosed to third parties in the interest of the employer; these restrictions remain binding after the termination of the employee's employment and their breach may give rise to criminal liability or liability for damages.
3. Hearing on breach of obligations arising from legal regulations relating to the work performed:
 - a. breach of legal obligations related to the work performed shall be discussed with the employee by the immediate supervisor; the hearing shall be attended by the HR manager,
 - b. a written record of the hearing shall be made in duplicate and signed by all parties involved; one copy shall be given to the employee and the other shall be kept in the employee's personnel file,
 - c. the record shall contain the following information: personal details of the employee, the place and date of the hearing, a precise description of the breach of the obligations arising from the legal provisions applicable to the work performed, with reference to the Labour Code, the Working Regulations and other internal regulations, and the conclusion of the hearing,
 - d. the breach of the obligations arising from the legislation applicable to the work performed and the outcome of the hearing must be communicated to the Management Board without undue delay.

2.5. Personal data protection

1. The employer handles the employee's personal data in accordance with Act No. 101/2000 Coll., on personal data protection.
2. The employer collects and records personal data of employees to the necessary extent. The data are processed in accordance with the Consent to Personal Data Processing provided by the employee. The data are processed only by persons authorised to do so. Each employee is eligible to inspect their personal records and is entitled to receive an explanation of the contents of its personnel file on request.
3. Every employee has the right to personality protection. Personal data, i.e. information relating to their person, may be disclosed by the employer and their respective employees to third parties only in accordance with the employee's consent to the personal data processing or on the basis of an obligation stipulated by a generally binding legal regulation (e.g. the Criminal Procedure Code or the Labour Code),

3. Working hours

1. Employees are obliged to use their working time effectively within the agreed hours for the benefit of the employer, including availability to other MVSO staff and students (presence at the workplace).
2. Working hours of academic staff are governed by the rules specified in Section 70a of the Act No. 111/1998 Coll., the Higher Education Act as amended.
3. Flexible working hours apply to all non-academic staff in order to make efficient use of working time and meet the staff needs.

3.1. Distribution of working hours for academic staff

- a. The default working shift for academic staff is between 8:00 a.m. and 4:30 p.m. on full-time working days, including a 30-minute meal and rest break.
- b. In case of part-time work, the working hours are also evenly distributed, and default working shift starts at 8:00 and shall be reduced according to the agreed working time.
- c. Employees (academic staff members) are obliged to perform work at the employer's workplace:



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1. when performing their **direct pedagogical activities**, i.e. teaching activities according to the teaching schedule, examination activities according to the examination schedule, consultations according to the set office hours,
 2. in cases of performance of **other activities** related to the operational needs of the department in accordance with the decision of the immediate supervisor or members of the MVSO management, i.e. participation in planned meetings and trainings, public events, activities of a representative and festive nature, meetings of academic bodies.
- d. Academic staff members are entitled to carry out work which they are not obliged to carry out at the workplace during working hours they schedule themselves and at a location they determine (hereinafter referred to as "off-site work"). The off-site work shall be scheduled by the academic staff member on working days, i.e. so that the work is not spread over periods of work on public holidays, periods of work on Saturdays and Sundays and periods of work at night. Off-site work scheduled into periods of work on public holidays, periods of work on Saturdays and Sundays and periods of work at night shall not be work for the benefit of the employer.
- e. In relation to the off-site work carried out pursuant to the preceding paragraph the employee shall be responsible for providing an appropriate working environment. Equipment, and for observing working conditions in accordance with the Labour Code, in particular, the length of working hours, breaks, etc.
- f. An employee who chooses to work in an off-site place is, at the same time, obliged to ensure that such a place meets the occupational safety and health requirements laid down in the relevant legislation and shall maintain it in such a condition.
- g. Costs related to off-site work are not considered to be costs incurred in connection with the performance of a dependent activity and are borne solely by the employee.
- h. The default work shift is determinative for the assessment of employee entitlement to:
1. reimbursement of business trip travel expenses;
 2. reimbursement of wage when taking leave;
 3. reimbursement of public holidays;
 4. cash benefits under the sickness insurance regulations to which the employee is entitled in the event of major personal impediments to work;
 5. additional pay for work on Saturdays, Sundays, and public holidays.

3.2. Rules for the application of flexible working time for non-academic staff

1. Flexible working hours are applied as a flexible working week, i.e. the employee chooses the beginning and end of shifts and is obliged to work the entire weekly working time in the respective week according to the agreed total amount of time. Work on research and development projects may be spread unevenly over a month (four-week working period) if this condition is met.
2. In determining the start and end of flexible working hours, the employee shall take into account in particular the needs of the employer.
3. Bands of working time:
 - a. The core working hours during which the employee is required to be at the workplace are set at 8:00 a.m. to 3:00 p.m. Monday through Friday.
 - b. Flexible hours may be used on weekdays Monday through Friday between 6:30 a.m. and 8:00 a.m. and 3:00 p.m. and 5:00 p.m., and on weekends or public holidays only by order of the employer.
4. Flexible working hours are not applied:
 - a. when employees are on a business trip,
 - b. during periods of personal obstacles to work, during which the employee is not entitled to wage compensation but to benefits under the sickness insurance regulations,



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- c. when operational reasons prevent its application (e.g. scheduled meetings, trainings, events organised by MVSO).

3.3. Working hours planning and monitoring

1. Employees are obliged to plan their presence at work as well as their off-site work within the scope of their agreed time.
2. Employees are required to use the "MS Outlook Calendar" tool to plan and record work and attendance at the workplace and other work duties:
 - a. Academic staff shall clearly mark the hours of work at the employer's workplace or the time of physical presence at the workplace in the calendar and shall mark the dates of teaching, examinations, office (consultation) hours, and meetings.
 - b. Non-academic staff shall indicate and justify any absence from the workplace during fixed working hours and shall also indicate the dates of meetings in the calendar.
3. The working time schedule should always be planned in advance so that the information for the following working week is always available no later than Friday.
4. Academic staff are obliged to set their office hours for students or colleagues of at least 15% of the working time according to the agreed working hours, preferably divided into two working days. At least 50% of this time must be reserved for students. Meetings or student examinations may be scheduled in the remaining time. Office hours must be set for the teaching, credit and examination periods. Employees must ensure that office hours are observed unconditionally; in very exceptional cases, office hours may be excused, subject to the offer of an adequate substitution.
5. Non-academic staff are obliged to ensure full observance of the established office hours; in exceptional cases, office hours may be cancelled, subject to the offer of an adequate substitution.
6. If a non-academic staff member does not have a justified absence from the workplace listed in their calendar (or, in exceptional cases, if their absence is not excused in advance in another demonstrable form) and is not available at the workplace, their absence is considered unexcused.
7. In order to share information, employees are required to make their calendar available in "read-only" mode in accordance with the rules set out in the Directive for Internal Management and Communication.

3.4. Keeping records of working time

1. Non-academic staff are obliged to keep a Record of Employee Attendance on the intranet, which they update according to reality within the scope of statutory working time. The Employee Attendance Record must record the start and end of work, the start and end of breaks and other relevant facts.
2. Academic staff are obliged to fill in their attendance in the "Statement of Work of an Academic Staff member".
3. Employees who perform work on the basis of agreements other than employment relationship are required to record their hours in the timesheet "Statement of hours worked".
4. The immediate superior is authorised to certify the attendance record on the appropriate form and shall certify by his/her signature that the form has been correctly completed in accordance with the facts.
5. The completed form must be signed by the employee and forwarded to the immediate supervisor for approval at the end of the month. The latter shall check the form and forward it to the payroll accountant.
6. For the purpose of reporting activities on grant and development projects, hours worked should be reported in accordance with the relevant project manager's instructions.
7. The employee is responsible for the distribution of working time so that the weekly working time is observed within the scope of the agreed working hours. Should an employee be required to work at the workplace



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outside of the established initial work shift (for example, due to teaching or testing schedules), the employee shall take compensatory time off during the same work week.

3.5. Work breaks

1. After an employee's continuous work for six hours at the utmost, the employer is obliged to provide the employee a work break for meal and rest.
2. The meal and rest break is set at 30 minutes.
3. In exceptional cases, an employee may exceed the 30-minute time limit, always by agreement with the immediate supervisor.
4. Meal and rest breaks provided shall not be counted as working time.

4. Work leave

4.1. Obstacles to work

1. An employee shall notify their supervisor in advance or without undue delay as soon as the work obstacle occurs. It shall normally be proved by a certificate from the competent institution and, if the obstacle is proved, the employee shall be granted leave.
2. Work obstacles on the non-academic staff side shall be treated as work performance in the use of flexible working time only to the extent that they necessarily interfere with basic working time. To the extent that they interfere with flexible working time, they shall be treated as excused but not as performance of work and shall not be compensated.
3. Work obstacles on the non-academic staff side shall be treated as work performance to the extent that they interfere with default working shift.
4. If the legislation establishes the exact length of the necessary period for which the employee is entitled to work leave in the event of obstacles on the employee side, the entire period shall be regarded as performance of work. In this case, a period of one day shall be deemed to correspond to the average length of the working shift resulting from the fixed or, where appropriate, shorter weekly working time of the employee concerned.
5. If the obstacle to work is due to illness or accident, the employee shall report this circumstance to their immediate superior without delay or arrange for the superior to be informed, and at the same time submit a document issued by a medical authority. The procedure for claiming sickness insurance benefits shall be in accordance with the relevant regulations.

4.2. Leave without pay

1. Leave without pay may be granted only in the following exceptional cases:
 - a. for the period of parental leave (during this period the state is the payer of health insurance.);
 - b. for other serious reasons, in particular to take care of important personal matters that cannot be dealt with outside working hours and the employee is no longer entitled to leave;
 - c. during a study mobility abroad.
2. Leave without pay leave is approved by the Director of Operations and HR upon request of the employee recommended by the immediate supervisor. An agreement is then made with the employee to grant leave without pay. The agreement to grant leave without pay shall include an arrangement for payment of health insurance premiums. The payroll accountant is responsible for calculating the health insurance premium.
3. When leave is taken without pay, no social insurance contributions are payable; this is excluded time (i.e. it does not count towards the worked time for the retirement pension).



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4. The assessment base for health insurance premiums is the minimum wage. The assessment base for health insurance premiums shall be calculated on the pro rata part of the minimum wage attributable to each calendar day of leave without pay. The employee's health insurance premium shall be calculated at 13,5 % of this assessment base.
5. In case of granting leave without wage compensation, 1/3 of the premium must be paid by the employee, the payment of the remaining 2/3 of the premium is agreed in a written agreement on granting leave without pay.

4.3. Rest leave (leave with pay)

1. The employer shall grant employees rest leave of the duration in accordance with the applicable provisions of the Labour Code. As of 1 January 2018, the amount of leave shall be five (5) weeks per calendar year for administrative and organisational staff and eight (8) weeks per calendar year for academic staff.
2. The employer determines the duration of the leave. The employer shall determine the use of leave according to a leave plan (usually for the whole year) so that the employee can take leave before the end of the calendar year.
3. The leave plan is drawn up by the managers of department and other organisational units. The leave plan shall be approved by the Director of Operations and HR. In determining the leave plan, both the operational interests of the employer and the legitimate interests of the employee shall be taken into account.
4. When leave is granted in several parts, at least one part of the leave must be at least 2 weeks in total, unless the employee and the employer agree otherwise.
5. Academic staff are required to take a minimum of 75% of their rest leave during the summer holidays. Any exceptions may be decided by the Director or the Director of Operations and Business within the scope of delegated authority.
6. The employer is entitled to order leave to all employees for operational reasons (especially between holidays, public holidays and in times of emergencies).
7. Leave outside the leave plan may be taken by agreement between the employee and their immediate supervisor, depending on the performance of work tasks.
8. If an employee has been unable to take their leave by the end of the calendar year (for urgent operational reasons or due to obstacles at work on the employee side), the employer is obliged to determine the employee's leave so that it is taken by the end of the following calendar year at the latest. Untaken leave should be taken by 31 March of the following year at the latest. If the employer does not determine the use of leave by 30 June of the following calendar year at the latest, the employee also has the right to determine the use of leave. The employee shall give the employer at least 14 days' written notice of the taking of leave unless the employee agrees with the employer on a different period of notice. For compelling reasons, such carry-over leave may be ordered to be taken until the end of the following year.
9. If the leave cannot be taken even by the end of the following calendar year because the employee has been declared temporarily unfit to work or because of maternity or parental leave, the employer shall be obliged to determine the period of leave to be taken after the end of these obstacles to work.
10. Prior to taking leave, the employee shall complete a leave request form, which shall be submitted to the immediate supervisor for approval and attached to the attendance record at the end of the relevant month. The employee shall also record the use of leave on the Employee Attendance Record Form.

5. Remuneration for work

1. Employee wage is determined by the employer in a separate "Wage Statement" document in accordance with the applicable wage regulations and internal regulations pursuant to Section 113 of the Labour Code.
2. The Wage Statement is not a part of Employment Contract.
3. Premium and functional bonus are non-claim wage components. The Director decides on their award upon the proposal of the Manager.



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4. Wages are payable after the work has been performed, no later than in the following calendar month, unless otherwise agreed in the employment contract or agreement on work performed outside the employment relationship.
5. The pay-out date is the 15th day of the calendar month at the latest.
6. The employee's wage is paid into a bank account.
7. At the time of the monthly payroll, the employer is obliged to provide the employee with proof of the wage components and the deductions made from the wage.
8. Employees receive proof of payroll components and payroll deductions made electronically to a private email that they have submitted in writing to the payroll accountant along with a password and signature.

6. Workplace

1. The place of work is usually agreed in the employment contract as the employee's workplace, i.e. the employer's offices or teaching premises.
2. Moravská vysoká škola Olomouc, o.p.s. is located in the premises that are equipped with a camera system with recording capability.

6.1. Employee ID card

1. In order to ensure the internal security of the employer, an electronic access control system (hereinafter referred to as "EAC") is used for access to internal premises and other used areas.
2. Employee ID card (s hereinafter referred to as "smart card") is connected to a specific employee name in the EAC and including a registration mark, internal EAC marking.
3. The smart card is non-transferable and is intended only for the person to whom it was issued for the purpose. Lending the smart card to another employee or person is strictly prohibited. Violation of this obligation will be dealt with as a violation of legal obligations related to the work performed.
4. Each employee is assigned only one smart card, or in exceptional cases more than one - the decision to grant an exception is made by the Director and the deputy building manager.
5. For the full functionality of each smart card, it is necessary to keep it in an intact condition (unbroken, unbent, clean chip and appearance), the responsibility for the fully functional state is entirely on the person to whom the smart card was issued.
6. The chip card is worth CZK200. Loss or destruction of the card before the 2nd year of use is fully covered.

6.2. Electronic data storage

1. Employees shall use K, M, W drives to store electronic data.
2. None of the drives is an employee's private file.
 - a. The employee and the employee's immediate supervisor have access to K drive,
 - b. The M and W drives are accessed according to the organizational structure and approved access by the appropriate managers

6.3. Meals taken by employees

1. The employer shall contribute to the catering of employees in the form of a meal allowance, which shall be paid according to entitlement in arrears with the wages for the relevant calendar month.
2. The amount of the contribution is CZK50 per day worked, during which the employee worked at the workplace for at least 5 hours.
3. The entitlement to the contribution arises when the employee is employed. Any exceptions may be granted by the Director.



7. Employee qualification

1. Employee shall be obliged to continuously improve their qualifications for the performance of the work agreed in the employment contract; improvement of qualifications shall also mean its maintenance and refreshing.
2. If an employee improves their qualifications in their own interest, without regard to the needs and interests of the employer, the employer shall not provide them with work concessions and material security. In such a case, the employee shall notify their supervisor and arrange for study leave. It is entirely up to the employer to decide whether or not to grant the leave; if so, the employee is obliged to work a set number of hours within the week. The performance of work tasks is of the highest priority.
3. If the employee upgrades their qualifications in the interest of the employer, the employer may conclude an agreement with the employee, whereby the employer undertakes to enable the employee to upgrade their qualifications by providing work concessions and material security and the employee undertakes to upgrade their qualifications and to remain in the employment relationship after the qualification upgrading for an agreed period of time - but not longer than 5 years, or to reimburse the employer for a pro rata share of the costs related to the qualification upgrading, even if the employee terminates the employment relationship before the qualification upgrading. An agreement may also be concluded for the qualification upgrading if the estimated costs amount to at least CZK 75,000.
4. The employer shall ensure the development, maintenance and refreshing of employees' qualifications through the training system.

8. Employee complaints, notifications, and suggestions

1. If an employee feels aggrieved or shortened in their rights from the employment relationship, they should contact the HR manager, in case of misconduct and unethical behaviour of MVSO employees in the field of pedagogical process, R&D, as well as manifestations of discrimination, bullying, mobbing, or bossing, they should contact the Ethics Committee.
2. Complaints, notifications, or suggestions shall be made orally or in writing.
3. The HR Manager shall discuss the complaint, notice or suggestion in the field of employment law with the Director of Operations and HR or the Director, as appropriate. After discussing the complaint, notice or suggestion, the HR Manager shall inform the complainant of the outcome of the discussion.
4. Every MVSO employee and student is entitled to lodge a complaint to review a violation of the Code of Ethics. The complaint shall be submitted orally or in writing to the Chair of the Ethics Committee, who is responsible for reviewing the complaint within 30 days. After reviewing the complaints to the Ethics Committee, The Chair of the Ethics Committee shall submit a proposal for a decision to the Rector.
5. The Ethics Committee is obliged to inform the complainant of the status of the proceedings, i.e. whether the complaint has been accepted, is being addressed or resolved, but not of the outcome.
6. The minutes of the Ethics Committee meetings are confidential and are made available to the Rector, the Director, the HR Manager and the members of the Committee. The minutes of the discussion of the violation or unethical conduct shall be kept in the personnel file of the employee concerned.
7. No action shall be taken against the complainants because they have lodged a complaint.

9. Business trips (or journeys outside regular workplace) and reimbursement of travel expenses

1. A business trip is a temporary assignment of an employee by the employer to perform work outside the agreed place of work.
 - a. An employee's business trip is approved by their immediate supervisor in the following extent: purpose, duration, means of transport, expected outcome, expected cost, advances.



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- b. The employee is required to take the utmost care for personal safety and economy while on a business trip; good representation of the employer is also required.
- c. Should an employee be sent by the employer on a business trip abroad, the employer is obliged to take out travel insurance for the employee before the trip.
- d. Reimbursement of expenses granted to employees shall be governed by special regulations; travel may be undertaken after a travel order has been issued and signed and reimbursement made after the completion and settlement of the travel.
- e. If necessary, the supervisor authorized to approve the business trip shall discuss with the employee the circumstances of the special supplemental insurance. Reimbursement of such insurance, if any, shall be approved by the appropriate supervisor.

9.1. Use of an employee's motor vehicle for official purposes

1. The use of an employee's motor vehicle for official purposes is not allowed.

10. Occupational health and safety

1. The Business and Operations Director and senior employees at all levels of management are responsible for compliance with occupational safety and health (hereinafter referred to as OSH) tasks within the scope of their responsibilities and authority.
2. The employer shall ensure that all employees at all levels of management are trained in occupational health and safety standards and regulations in accordance with applicable legislation.
3. Knowledge of and compliance with occupational health and safety regulations is an integral and permanent part of all employees' job responsibilities.
4. The OHS officer familiarises the employee with the generally applicable legal regulations and internal guidelines upon joining. The OHS training shall also be carried out within the statutory time limits.
5. Training of senior staff is carried out by a qualified external trainer within statutory time limits.
6. All employees are permanently obliged to promptly alert managers to identified deficiencies in the area of occupational health and safety and fire protection, to take initiative in averting hazards and preventing damage.
7. The Fire Alarm Guidelines and Evacuation Plan are posted in hard copy in the office and teaching areas. All staff and students are informed of the organisation, aids and procedures for protecting health and averting damage by posting instructions and are given updates of these instructions by appropriate forms of training or orders.
8. The activity of staff and students in case of emergencies is applied to the necessary extent.
9. Employees are required to report all accidents, including minor injuries, that occur to them or others at the employer's workplace to their immediate supervisor immediately.
10. Employees are required to conduct at work and other activities at the employer's premises in such a way that they do not cause fire or other damage.

10.1. Provision of occupational health services

1. Provision of occupational health services is detailed in the organisational directive Q3-P06-RILZ-006-02.
2. The employer shall ensure the provision of occupational health services in accordance with applicable laws and regulations. The aim is to monitor the development of the employees' health status and medical fitness within the framework of measures to ensure health protection at work.



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3. The HR manager is responsible for compliance with the tasks in the provision of occupational health services and arranging the examinations. The HR manager issues the request for the examination. He shall inform the staff member in advance of the appointment.
4. Every employee is obliged to undergo an initial, periodic or exit medical examination within the statutory time limits. The HR manager shall decide whether the staff member shall have the examination by his general practitioner or by a contracted medical establishment.
5. Ordinary medical examinations are provided for in accordance with the law as follows
 - a. for administrative and organisational staff under the age of 50 - every 6 years,
 - b. for academic staff under the age of 50 - every 4 years,
 - c. for administrative and organisational staff over 50 years of age - every 4 years
 - d. for academic staff over 50 years of age - every 2 years.

11. Property safety and compensation for damage

11.1. Handling of entrusted property

1. The employer shall always entrust the employee with property (especially property that is portable and can be handled outside the workplace) against signature.
3. The management of the property entrusted to employees falls under the responsibility of the Director of Operations and HR and their department.

11.2. Employee's liability for damages incurred over the course of work performance

1. The employee shall be liable to the employer for damage caused by them in the performance of their work tasks or in direct connection therewith.
2. If the damage was caused by negligence, the employee shall pay the actual damage. However, the compensation shall not exceed 4.5 times the average monthly earnings.
3. Special liability:
 - a. mitigated - liability for failure to fulfil obligations to prevent damage.
 - b. aggravated - liability for shortfalls in entrusted values which the employee is obliged to account for under a material liability agreement. A material responsibility agreement must be entered into by any employee who has assumed responsibility for cash, valuables, goods, supplies or other items of value entrusted to them and for which they are required to account.
 - c. liability for the loss of items entrusted to the employee upon signing a respective acceptance form.
4. In the case of mitigated liability, the compensation for damages is up to a maximum of 3 times the average monthly earnings.
5. In cases when special aggravated liability or liability for the loss of entrusted items are applied, if the employee is proven to be at fault, there are no restrictions on the amount of compensation.
6. For employees who are responsible for company property on the basis of a Material Liability Agreement or a Liability Agreement for the loss of entrusted items (the insurance company may pay up to 90% of the amount claimed).

11.3. Employer's liability for damage sustained by the employee

1. The employer shall be liable to his employee for damage (harm) sustained by the employee in performance of working tasks or in direct connection therewith by the employer's breach of statutory obligations.
7. Special liability
 - a. for damage arising from industrial injuries and occupational diseases,



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- b. for damage to things usually brought to work which the employee has deposited in the course of or in direct connection with the performance of their duties in a place designated for that purpose or in a place where they are normally deposited. The employer shall be liable up to CZK 10,000 for items which the employee does not normally take to work and which the employer has not taken into custody. However, the employee must report the right to compensation to the employer without undue delay, at the latest within 15 days of becoming aware of the damage,
 - c. for damage suffered by the employee in averting damage imminent to the employer.
8. Allocated spaces for the assessment of damage to deferred items shall be determined as follows:
- a. personal belongings are to be stored in lockers in the offices or in designated areas, otherwise directly in the offices, which must be locked when leaving;
 - b. bicycles must be stored in a lockable bike room in the basement of the building and properly secured against theft.

12. Final provisions

1. In the event of a breach of the obligations arising from the legal regulations relating to the work performed or any other violation of the provisions of these Working Regulations, the employee who has violated work discipline will be dealt with by their supervisor in accordance with the applicable and effective regulations, a record of the matter will be made, and appropriate proceedings will be initiated through the employer's authorities concerned.
2. The Work Regulations are binding for all employees.



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Record of updates

Page (Annex)	Subject of change	Updated by	Date
8	Specification of the reference to the Directive for internal management and communication	Sedláčková	6.10.2014
1	Updating the document in connection with the change in the MVSO organisational structure	Kolaříková	1.9.2015
12,13	Modification of point 12. Provision of occupational health services	Vitoslavská	1.9.2015
1, 10	Page 1 modification, point 7 modification – Company catering	Vitoslavská	23.3.2016
11	article 7 - points 11-13 modification	Vitoslavská	23.6.2016
11	article 7, point 4 modification	Vitoslavská	21.11.2016
	Completing the document with paragraph 14. Employee ID card	Vitoslavská	5.9.2017
	Completing the document with point 2.2 to require the employee to provide a photograph	Vitoslavská	5.9.2017
	Modification of point 5.3 - increase in the number of vacation days for administrative staff as of 1.1.2018	Vitoslavská	5.9.2017
6	Completing the document with point 3 - title change, information about the camera system added, some activities moved	Vitoslavská	14.2.2018
1-16	A comprehensive update, especially in terms of working time distribution in relation to the amendment of the Labour Code and the Higher Education Act.	Sedláčková, Vitoslavská	31.7.2019
9,10,11,12, 13,14	Change of job titles: Deputy Director of Economics and Operations – now Business and Operations Director. Deputy Business Director – now Business Director	Gärtnerová	9.4.2020
	Addition of information regarding catering Beata Updates in relation to the HR Award	Vitoslavská	9.9.2020
	Updating the article on Employee meals; change of job titles according to the new organisation structure	Vitoslavská	18.2.2021
7, 10-12	Flexible working hours adjustment; addition of information on sending pay slips electronically; modification of the use of the employee's motor vehicle for official purposes; modification of the amount for the smart card	Vitoslavská	15.10.2021



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