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Issued by:	Prof. Ing. Petr Sáha, CSc., Rector
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Signature of authorized person:	Prof. Ing. Petr Sáha, CSc. m. p.

PART ONE BASIC PROVISIONS

Article 1 Purpose of the regulation

- (1) In compliance with the relevant provisions of the Act No. 262/2006 Coll., Labour Code, as amended (hereinafter referred to as "Labour Code"), and the Act No. 111/1998 Coll., on Higher Education Institutions and on Alterations and Amendments to Selected Acts, as amended (hereinafter referred to as "HEA") and the TBU Statute, Tomas Bata University in Zlín (hereinafter referred to as "TBU" or "employer") has issued these TBU Work Regulations (hereinafter referred to as "Work Regulations") for the employees of TBU.

Article 2 Introductory provisions and scope of application

- (1) These Work Regulations specify in more detail the responsibilities of TBU employees and of TBU as the employer in employment relations, ensuing from legal regulations valid and effective on the territory of the Czech Republic. The Work Regulations shall apply to all TBU constituent parts.
- (2) The Work Regulations shall be binding upon the employer and all persons employed by the employer (hereinafter referred to as "employees"). These Work Regulations shall apply to persons who perform work for the employer in accordance with agreements on work carried out in addition to regular employment only if it ensues from provisions of the labour-law regulations, from concluded agreements on work carried out in addition to regular employment or from other provisions of the Work Regulations.
- (3) Labour-law relations of employees shall be regulated by the Labour Code, unless stated otherwise in a special regulation.
- (4) A chief executive who is an immediate superior of an employee shall be defined as a "superior" for the purpose of this Directive.
- (5) Basic rights and responsibilities ensuing from the labour-law relation are also regulated by a contract of employment or an agreement on work carried out in addition to regular employment.

**PART TWO
EMPLOYMENT RELATIONSHIP**

**Article 3
Commencement of, alterations to and termination of employment**

- (1) The commencement of, alterations to and termination of employment shall adhere to the relevant provisions of the Labour Code.
- (2) Upon termination of his/her employment, an employee is obliged to have his/her clearance certificate issued. The clearance certificate shall be issued by the Human Resources office. The clearance certificate shall include the list of the employee's existing liabilities towards the employer or information about the fact that all liabilities have been settled.

**PART THREE
DUTIES OF EMPLOYER AND OF EMPLOYEES**

**Article 4
Employer's duties**

Employer's rights and duties shall be exercised in accordance with generally binding legal regulations.

- (1) In compliance with generally binding legal regulations, the employer is obliged to systematically and constantly create working conditions favourable for the employees' performance of work. This particularly applies to ensuring equal treatment for all employees including the remuneration for their work and equal opportunities for career advancement/promotion.
- (2) The employer is obliged to continuously create and develop employment relations in accordance with generally binding legal regulations.
- (3) Starting from the day when the employment commenced, the employer is obliged to assign work to employees in accordance with the employment contract concluded, pay them salary for the work carried out and observe the remaining working conditions laid down in legal regulations, in the employment contract or in internal regulations issued by the employer.
- (4) Inform the employees about the occupational health service provider who provides occupational health services for employees, about the type of check-ups and examinations related to the work carried out which employees are required to submit to and about the category in which the work carried out by the employees has been included.
- (5) Properly organize occupational safety and health protection and adopt measures aimed at risk prevention in order to create a safe work environment and working conditions, free from health risk.
- (6) If required by the type of work carried out, ensure a free provision of protective work equipment for an employee, and that in compliance with legal regulations.
- (7) Arrange regular staff training in legal and other regulations for the employees so as to ensure occupational safety and health protection, with the staff training aimed to enhance their professional qualification and requirements for the performance of work, which concern the work carried out by the employees and are related to the risks which an employee may encounter at the workplace where the work is being carried out, and systematically require and monitor their observance.

Article 5 Employees' duties

Rights and duties of employees must be consistent with generally binding legal regulations and with internal rules and regulations of TBU. These include the following duties:

- (1) An employee is obliged to perform work in conformity with the instructions of the employer and his/her contract of employment or another contract, in the appointed working hours, i.e. all types of work corresponding to the type of work agreed upon in the contract of employment, and submit to work discipline and fulfil other duties arising from the employment relationship and specified particularly in the Labour Code and in other legal regulations relating to the work carried out by the employee, specified in more detail in these Work Regulations and/or arising from other TBU internal rules and regulations. For this purpose, an employee is particularly obliged to:
 - a) Work properly, according to his/her skills, knowledge and abilities, follow the instructions given by superiors in accordance with legal regulations; if the employee is convinced that the instruction given by the relevant superior is inconsistent with legal regulations, he/she is obliged to inform a superior at a higher management level about this fact.
 - b) Observe the principles of cooperation with other employees during work and avoid damaging good interpersonal relations at the workplace.
 - c) Know his/her work tasks well, approach the fulfilment of the tasks professionally, constantly develop his/her skills, improve his/her professional capability and qualifications, participate in the staff training prescribed, or submit a proof of passing the qualification examinations prescribed.
 - d) Permanently observe generally binding legal regulations relating to the work carried out, particularly regulations concerning hygiene, fire protection, occupational health and safety, property protection and environmental protection. If necessary, depending on the conditions of the work carried out, an employee is obliged to use protective work equipment provided by the employer.
 - e) Work conscientiously and properly according to their knowledge and skills; keep true, comprehensive and accurate records documenting their work when needed.
 - f) Observe the working hours and organize work in such a manner as to ensure maximum effectiveness as regards working hours and observe the rules regarding the keeping of records of working hours.
- (2) Employees are obliged to avoid acting in contradiction to legitimate interests of the employer. In order to fulfil this duty, employees are particularly obliged to:
 - a) Always act, make decisions and behave in such a manner that the good reputation and legitimate interests of TBU are not damaged/threatened.
 - b) Refuse gifts and other benefits connected in any manner with the work carried out, refrain from any acts that may lead to a conflict of interest; a conflict of interest is defined as such actions or acts of omission which either endanger confidence in the impartiality of an employee or which may be considered as abuse of the employee's position for the purpose of gaining an unjustified advantage or benefit for himself/herself, or another natural person or legal entity. An employee must not refer to his/her position at work in any matters related to his/her private activities, use the TBU logo for his/her own promotional purposes, or enable third parties to use the technical equipment of TBU unless they have duly entered into a contract with TBU in the subject matter in question.
 - c) Avoid using the employer's equipment, means of transport and premises for personal

- purposes; avoid taking the employer's property outside the premises without prior consent of the employer.
- d) Protect the intellectual property of the employer in accordance with the relevant legal regulations as well as internal rules and regulations issued by the employer.
 - e) When processing, collecting and storing personal data, proceed in accordance with the relevant legal regulations valid and effective on the territory of the CR and in accordance with legal rules and regulations issued by the employer.
 - f) Abstain from carrying out any other paid work during working hours paid by the employer.
 - g) Maintain confidentiality about the facts that he/she has learned while carrying out work in compliance with generally binding legal regulations.
 - h) In the event of termination of employment, of a change in the type of work or long-term absence from work due to obstacles to work, return the items entrusted to him/her (work equipment, tools, protective work equipment, etc.) without undue delay.
- (3) In order to ensure safe working conditions, free from health risk, employees are particularly obliged to:
- a) Abstain from alcohol in the workplace during working hours, abstain from work under the influence of alcohol or other addictive substances, and comply with the approved ban on smoking.
 - b) Upon the instructions of an authorized person, submit to a medical examination for determining whether the employee is under the influence of alcohol or other addictive substances. The term "authorized person" refers to superior employees and to employees in charge of occupational health and safety.
 - c) Use protective devices and assigned personal protective work equipment during work, take due care of them and use it well.
 - d) Following a request of the employer, submit to occupational health checks as well as to related actions within the set deadline; submit a document evidencing the result of the medical check-up to the employer without undue delay.
 - e) Inform his/her immediate superior about the place of work during a working day. An employee must be available according to his/her timetable or job description assigned. Any absence from work must be reported to his/her superior in advance. If an employee cannot do so for serious reasons, he/she must report his/her absence and the reasons for such absence as soon as possible.
 - f) Avoid staying on the University premises outside working hours without the consent of the chief executive.
 - g) Submit to all necessary checks concerning items brought in or taken out of the employer's premises.
- (4) Employees are obliged to collaborate with the employer in connection with the fulfilment of duties specified in special legal regulations. For this purpose, employees are particularly obliged to:
- a) Report to the employer without undue delay significant changes to personal data, such as, for example, address, circumstances of importance for health and medical insurance, circumstances affecting income tax, a writ of enforcement of salary deductions, changes influencing the employee's professional skills or health condition.
 - b) Report a change of the health insurance company to the employer.
 - c) Annually submit to the employer an up-to-date confirmation on disability pension received by the employee.
 - d) Inform the employer about the performance of a paid work in two or more EU member countries and participate in the collection of information necessary for insurance contributions to be paid in the relevant country.

- e) Employees who carry out concurrent paid work in another EU/EEA member country or in Switzerland are obliged to participate in the collection of information necessary for insurance contributions to be paid in the relevant country and cooperate with the employer in order to ensure a due fulfilment of responsibilities of the employer arising from the relevant European legislation and in order to minimize the damage probability, particularly:
- I. Employees who perform concurrent work (i.e. employment, self-employment or another type of paid work) in a different EU/EEA member country or in Switzerland, are obliged to immediately inform the employer about this fact (i.e. within three working days).
 - II. Furthermore, employees are required to immediately inform the employer ((i.e. within three working days) about any other fact or change in the facts submitted earlier which could result in a change in applicability of social security legislation to the employee.
 - III. In the event that a situation specified in Paragraph I and/or II of this Clause occurs, the employee is obliged to take all steps leading to the issuance of a confirmation on the applicability of social security legislation (form A1) by the relevant social security institution in the country of the employee's permanent residence without delay and submit it to the employer without undue delay.
 - IV. Should an employee fail to meet his/her responsibilities listed in Paragraph I and/or II of this Clause, the employee is liable for the damage incurred by the employer in this manner, in compliance with the Labour Code, including the damage incurred by the employer in connection with the retroactive determination of applicability of social security legislation of another EU/EEA member country or of Switzerland to an employee (i.e. particularly for damage consisting in double contributions paid to the health insurance system of this member country of the EU/EEA or of Switzerland, and all fees and sanctions arising as well as the legal representation costs paid by the employer in the Czech Republic and abroad connected with the payment of contributions to health and social insurance systems).
 - V. Employees who carry out concurrent paid work in a different EU/EEA member country or in Switzerland are required to get acquainted with the Regulation of the European Parliament and of the Council (EC) No. 883/2004 on the Coordination of Social Security Systems issued on 29 April 2004.
 - VI. Specification of responsibilities of the employee connected with the performance of an occupational activity in another EU/EEA member country or in Switzerland which is given in the contract of employment concluded between the employee and the employer shall preferably apply; this Article shall adequately apply in the extent which is not specified in the contract of employment signed by the employee.
- (5) Employees are required to report the following to the superior without delay:
- If an employee finds out that any of the instructions given is inconsistent with legal regulations or regulations issued by the employer and relating to the work carried out by the employee.
 - If damage has occurred or if damage to health, property or environmental damage may occur, as well as any defects that may cause damage.
 - If there are any obstacles which hinder an employee's ability to fulfil the instructions given or tasks imposed in a regular and a timely manner.
- (6) A breach of the above-mentioned responsibilities is considered a breach of duties arising

from legal regulations relating to the work carried out by the employee. When assessing a breach of duties arising from legal regulations relating to the work carried out by an employee, and especially when the employer assesses whether duties have been neglected in a particularly gross manner, the employer must act together with trade union representatives and assess each case individually, taking into consideration all circumstances of the incident (i.e. the employee concerned, results of his/her work, time and circumstances of the breach of duties, etc.).

Article 6

Chief executives' duties

- (1) Chief executives are only entitled and obliged to enter into such legal actions that arise from their legal status, authority or post set by the internal organizational regulations/rules. When holding their office, chief executives are entitled and obliged to proceed in accordance with generally binding legal regulations, and are particularly entitled and obliged to specify and impose work tasks upon their subordinates, organize, manage and monitor their work and give them mandatory instructions for this purpose.
- (2) Furthermore, chief executives are particularly entitled and obliged to:
 - a) Organize work in such a manner that working hours and TBU equipment and facilities are used as efficiently as possible, and the quality of the activities carried out is improved.
 - b) Pay attention to the qualification growth and professional skills of their subordinates as regards the work carried out.
 - c) Propose and implement measures aimed to remove shortcomings if a duty arising from legal regulations relating to the work carried out by an employee has been breached, or take appropriate action against the employee found to breach the aforementioned duty, or submit documents to his/her superior, who is entitled to take appropriate action against the employee found to breach a duty arising from legal regulations relating to the work carried out by the employee in accordance with the internal legal regulations of TBU.
 - d) Acquaint the employees with rules, regulations and requirements relating to their work, to work with technical equipment, machines, instruments and tools, and provide them with the necessary work equipment.
 - e) Ensure and monitor that computer technology is equipped solely with such software that is used for performing work tasks and that has been purchased and is used in accordance with the relevant commercial agreements and licence terms and conditions.
 - f) Regularly participate in the inspection of the observance of regulations relating to fire protection, occupational safety, environmental protection, or other important regulations relating to the work carried out by employees.
 - g) Ensure that and monitor whether employees do not misuse the employer's equipment for personal purposes, including computer technology and information media.
 - h) Regularly assess the results of the employees' work, appreciate their initiative, professional effort and excellent work performance by subordinate employees,
 - i) Make sure that employees are assigned to work and to workplaces according to their abilities and health condition, refuse to allow that an employee carries out work whose performance is in contradiction with legal regulations, internal rules and regulations issued by the employer and aimed to ensure occupational safety and health protection, or contrary to a medical certificate, including overtime work.
 - j) Ensure that financial resources of the employer entrusted to chief executives are spent in an efficient manner.

- k) Fulfil obligations arising from application of rules for recording of work shifts. Regularly check the observance and recording of working hours of subordinate employees in accordance with the rules specified in internal rules and regulations issued by the employer.
 - l) Determine when his/her subordinate employees should take annual leave in such a manner that the employees take the full amount of annual leave in the calendar year in which the annual leave entitlement arose, unless the employee's personal reasons or urgent operational reasons prevent them from doing so. When determining the period of annual leave, it is necessary to take into consideration operational reasons of the employer as well as legitimate interests of the employee.
 - m) Forbid the presence of an employee in the workplace without a valid medical certificate; also, forbid the presence of an employee under the influence of alcohol or other addictive substances.
 - n) Refuse to allow that an employee carries out work/activities and/or operates equipment without due instruction/training.
 - o) Create suitable conditions for employees who have a physical disability.
 - p) Inform groups of employees concerned by prohibited work and workplaces about the relevant legal restrictions and, at the same time, ensure that the said groups of employees do not carry out prohibited work or stay at prohibited workplaces or in controlled zones.
 - q) Ensure, in collaboration with the occupational physician, medical supervision in the workplace.
- (3) Stocktaking shall be done every time when work is handed over to another employee, including responsibility for entrusted items of value.

Article 7 Handover of work

- (1) When handing over work to another employee (change in job position, termination of employment), an employee is obliged to:
- a) Inform his/her superior about the progress of tasks assigned to be performed by the employee and convey to him/her a written list of unfinished tasks with a notice identifying important tasks/cases if there is a danger of delay.
 - b) Convey to the appointed employee all important documents related to the work handed over and to tasks as well as property owned by the employer that has been entrusted to the employee or property which the employee is in possession of, and make a final settlement of deposits given to the employee.
 - c) Hand over items entrusted to the employee by the employer for the purpose of carrying out the work agreed upon, work equipment and personal protective equipment.
- (2) When work is being handed over, a record must be written which must include the following information:
- a) Name, surname and job position of the employee handing over and employee taking over,
 - b) Name, surname and job position of the superior,
 - c) Date of takeover and handover of work,
 - d) Information on facts listed in Paragraph 1 Letter a),
 - e) Errors and defects detected in the work handed over,
 - f) Other information in accordance with the superior's decision,
 - g) Signatures of the employee handing over and of the employee taking over and of their

superior.

- (3) A record shall be made in triplicate. Both the employee handing over and the employee taking over the work shall receive one copy thereof; one copy shall be deposited with the chief executive.

PART FOUR RIGHTS AND RESPONSIBILITIES OF ACADEMIC AND RESEARCH STAFF

Article 8 Rights and responsibilities of academic staff

- (1) Academics are entitled to:
- a) Participate in dealing with issues related to the principal activity of the employer.
 - b) Use particularly laboratories, teachers' offices, lecture rooms, libraries, computer centres as well as other technical and information facilities of the employer free of charge in order to perform their work tasks and support their professional development.
 - c) Carry out scientific/research/artistic work in their field of expertise, participate in the implementation of scientific and research tasks, publish the results of their work and otherwise improve their professional level.
- (2) Academics are, in addition to the responsibilities stipulated by general legal regulations and by Part Three of the Work Regulations, required to:
- a) Carry out educational activities and constant scientific/research/artistic work in their field of expertise. Activities of the academic staff are specified in detail in Appendix 3 to the TBU Salary Regulations.
 - b) Fulfil tasks ensuing from their participation in/membership of TBU professional and governing bodies/boards.
 - c) Carry out other tasks related to educational or scientific/research activities.

Article 9 Rights and responsibilities of research staff

- (1) Researchers are entitled to:
- a) Participate in dealing with issues related to the development of their specialization, scientific, professional and artistic activities.
 - b) Use particularly laboratories, teachers' offices, lecture rooms, libraries, computer centres as well as other technical and information facilities of the University free of charge in order to perform their work tasks and support their professional development.
 - c) Carry out scientific/research/artistic work in their field of expertise, participate in implementation of research projects, publish the results of their work and otherwise improve their professional level.
- (2) Researchers are, in addition to their responsibilities stipulated in general legal regulations and in Part Three of the Work Regulations, required to:
- a) Develop their scientific and research activities in order to support the development in their specialization and fulfil the TBU creative policy.
 - b) Regularly submit the results of their scientific/research work to their superior for assessment, and publish the results of their work.
 - c) Collaborate with academic staff in scientific and educational work.

- d) Carry out other tasks related to scientific and research activities.

PART FIVE
WORKING HOURS, OBSTACLES TO WORK AND ANNUAL LEAVE

Article 10
Use of working hours

- (1) It is the Rector, Dean, Bursar or the Head of the respective component part who shall decide, within the scope of his/her competence, on the schedule of working hours and shift work pattern (regular schedule of working hours with fixed shifts, shift work, flexible working hours, irregular schedule of working hours, individual working time flexibility), taking into consideration the needs of the constituent part (its operation) and the type of work carried out, while maintaining the length of uninterrupted breaks between shifts in compliance with the relevant provisions of the Labour Code.
- (2) It is the chief executive concerned who shall decide on a suitable manner of recording of employee attendance and shifts worked.
- (3) TBU buildings open at 6.00 a.m. and close at 10.00 p.m. each working day. Working hours of the employees are carried out within this period, except for continuous pattern of work (shift work). In justified cases (pedagogical surveillance, research work, etc.), the Dean of the Faculty/Head of the component part is entitled to grant an extension of the working hours.
- (4) Employees are entitled to a 30-minute meal and rest break after 4.5 hours of uninterrupted work at the latest. This break is not included in the working hours. The length of breaks at particular constituent parts must be specified by the relevant chief executive.
- (5) Failure to observe the working hours may be regarded as absence without leave (unauthorized absence). It is the employer (by mutual consent with the relevant trade-union body) who decides whether it is a case of absence without leave or not. Unauthorized absence is, at the same time, a breach of obligations arising from legal regulations related to the work carried out by the employee and has a direct influence on the curtailment of annual leave and on the payment of compensatory salary if selected obstacles to work occur.
- (6) The schedule of working hours of academics and the period of their working activity at the workplace ensue from the time schedule of their teaching duties, scientific and other related tasks and, as long as the conditions of operation enable the following, the employer shall guarantee that the performance of the above-mentioned professional duties and the working hours are continuous.
- (7) Following a written request, the employer may exceptionally grant an employee unpaid leave, provided that the employee has already exhausted his/her annual leave. Before an employee is granted unpaid leave, the employer is obliged to conclude a written agreement with him/her concerning a total settlement of the amount corresponding to the health insurance contributions and the mode of payment of this amount, since the employer is obliged to cover the health insurance during the period for which the employer has granted an employee leave without compensation for salary (§ 9 of Act No. 48/1997 Coll., on Public Health Insurance and on Alterations and Amendments to Selected Acts, as amended).

Article 11
Overtime work and night work

- (1) In case of employees with shorter working hours, the work exceeding the stipulated working hours is regarded as overtime work.
- (2) Overtime work does not refer to cases when an employee is making up time taken as a leave that has been granted to him/her by the employer at the employee's request or when an employee is making up the working time that has been cancelled due to unfavourable weather conditions.
- (3) A failure to obey an order to work overtime may be qualified as a breach of duties ensuing from legal regulations related to the work carried out by the employee.
- (4) Night work refers to work carried out between 10 p.m. and 6 a.m.

Article 12 Obstacles to work

- (1) In order to be granted leave for the reason of obstacles to work an employee is obliged to request the leave from his/her superior in advance. If an obstacle to work is not known to an employee beforehand, he/she is obliged to inform the employer about it without undue delay, no later than within 24 hours, and notify him/her (his/her superior) of the expected length of its duration. If an employee is absent from work for health reasons (particularly in case of incapacity for work due to sickness or injury, absence from work due to quarantine, nursing care of a family member), he/she is obliged to notify the employer of this fact in the shortest time possible.
- (2) An employee must provide evidence of an obstacle to work and of the length of its duration in the manner specified by a senior executive of the relevant constituent part.

Article 13 Annual leave

- (1) Annual leave (annual leave entitlements, amount of annual leave, time when annual leave is taken, payment of compensatory salary for the annual leave taken) is regulated in § 211 to 223 of the Labour Code, in the Higher Education Act and in the Collective Agreement. An employee may take annual leave upon prior written approval of his/her superior only.
- (2) Unless agreed upon otherwise in the Collective Agreement, the basic amount of annual leave is four weeks per calendar year; the amount of annual leave of academics is eight weeks per calendar year.
- (3) The employer may, following an agreement with the relevant trade union body, determine collective leave-taking, if this is necessary due to operational reasons.

PART SIX SALARY

Article 14 Salary and pay date determination

- (1) All employees are required to check their salary slips and inform the Payroll department about any underpayments or overpayments detected and, if applicable, about other discrepancies.
- (2) The Payroll department shall provide an employee, upon his/her request, with information regarding the calculation of the employee's salary, or, if required, enables the employee to view documents used for the calculation of the salary in question.

**PART SEVEN
BUSINESS TRIPS AND REIMBURSEMENT OF TRAVEL EXPENSES**

**Article 15
Business trips**

- (1) An employee who is a single parent and looks after a child younger than 15 years may be sent on a business trip only provided that he/she agrees to it.
- (2) Before the commencement of a business trip, an employee is obliged to submit a duly completed "Business Trip Approval Form" in order to have it signed and, immediately after the completion of the business trip, he/she must inform his/her superior on the result of the trip and submit documents concerning the trip taken, i.e. in particular a fully completed form evidencing the travel allowances, documents for the claim for the compensation of expenses and a written report on the result of a business trip abroad.

**Article 16
Travel allowances**

- (1) An employee is entitled to reimbursement of travel expenses corresponding to the duration of the business trip in compliance with § 151 et seq. of the Labour Code.
- (2) Other detailed information relevant to business trips, travel policy and payment of the reimbursement of related travel expenses shall be specified in the relevant Directives and Decrees issued by the Bursar.

**PART EIGHT
EMPLOYEE CARE**

**Article 17
Types of employee care**

- (1) The employee care provided by the employer shall involve:
 - a) Corporate healthcare services (occupational physician),
 - b) Corporate catering services,
 - c) Fulfilment of tasks related to occupational health and safety and fire protection,
 - d) Creation of conditions for recreation of employees and of their family members, contribution to their self-fulfilment outside the workplace, cultural and sporting development,
 - e) Provision of other employee benefits depending on currently valid agreements concluded with partner institutions of the employer.
- (2) The employer shall fulfil the above-mentioned tasks particularly in accordance with the activities agreed upon and listed in collective agreements.

**Article 18
Corporate catering services**

- (1) Corporate catering services may be provided to employees who are employed by TBU, i.e. who have entered into a contract of employment, in compliance with § 33 of the Labour Code. The employer shall provide catering services to employees during a work shift, and that during a work shift of at least 4 hours. Detailed conditions of the corporate services

- provided are specified in the Collective Agreement.
- (2) In order to use catering services offered in a facility run by the employer, an employee shall use his/her Employee ID Card. The Employee ID Card is used to identify the employee and to make payments.
 - (3) The number of meals taken by an employee per month must not exceed the number of shifts done by the employee during the said period. If the claim for the monitored period (at least twice per year) is exceeded, the meals taken by the employee beyond limit shall be charged at the full price.

Article 19

Occupational health and safety and fire protection

- (1) Knowledge and observance of regulations aimed to ensure occupational health and safety is an integral and permanent part of duties of all employees.
- (2) In compliance with generally binding legal regulations, the employer shall arrange staff training at all levels of management and permanently, via chief executives, demand and supervise the observance of regulations concerning occupational health and safety and fire protection. These provisions adequately apply also to the activity of academics and students during classes.
- (3) Chief executives are responsible for occupational health and safety at the constituent parts they are in charge of. The Occupational Safety Officer is responsible for keeping the required records of industrial injuries (§ 105 of the Labour Code).
- (4) The responsibility for equipping the individual component parts with a first-aid kit is carried out by the secretaries of the relevant faculties, by the Head of the Technical Services department at the Rectorate and by financial managers of the respective component parts at other component parts of TBU. The Technical Services department in collaboration with the Occupational Safety Officer is responsible for providing fire extinguishers and other protective devices, also personal protective equipment, if applicable, to TBU component parts. Detailed specification of responsibilities is included in the relevant internal regulations issued by the employer,
- (5) For the purposes of occupational health and safety, employees are particularly obliged to:
 - a) Use protective devices and personal protective equipment while working, take care of them and use them well.
 - b) Participate in training courses/events organized by the employer for the purpose of occupational health and safety.
 - c) Take examinations and submit to medical examinations as stipulated in the relevant legal regulations.
 - d) Submit to a blood alcohol test or a test determining the presence of another addictive substance in blood, and that following a request of the chief executive,
 - e) Inform his/her superior or the supervisory body in charge of occupational safety and technical equipment about shortcomings and defects that might endanger the safety at work or cause danger to health, and, if possible, participate in their removal.
 - f) Immediately notify the superior of all industrial injuries suffered, including minor injuries. In the event that an employee has witnessed an industrial injury, he/she is obliged to provide first aid and instantly inform the relevant chief executive about the matter.

Article 20

Working conditions for female and juvenile employees

- (1) In compliance with generally binding legal regulations, female and juvenile employees shall be provided with enhanced care and protection by the employer.
- (2) Female employees must not carry out work that is physically inadequate for them and might be detrimental to their health, particularly such work that could put their role as a mother at risk. The employer is obliged to constantly improve the work environment of female employees.
- (3) In compliance with generally binding legal regulations, the employer particularly guarantees women that they are treated equally in comparison to other employees, i.e. men, and guarantees them equal working conditions including remuneration for work, professional training and opportunities for job promotion and career advancement.

PART NINE DAMAGE CAUSED

Article 21 Damage prevention

- (1) Each employee is obliged to behave in such a manner as to avoid causing damage to health or property, or making an unjust profit at the expense of the employer.
- (2) If there is a danger of damage, an employee is obliged to notify a chief executive of the matter, in particular the superior. If intervention is needed immediately in order to ward off damage, an employee is obliged to intervene. He/she is not obliged to intervene if an important circumstance prevents him/her from doing so or if, by intervening, he/she runs the risk of endangering himself/herself or other employees.
- (3) The employer is obliged to guarantee such working conditions for his/her employees that enable them to carry out their work tasks in a due manner and without causing danger to health or property.

Article 22 Employer's responsibilities

- (1) Employer's liability for damage is regulated in § 265 et seq. of the Labour Code.
- (2) Employer's liability for damage to items left behind:
 - a) Within an employment relationship, the employer shall be responsible to the employee for damage to those items that the employee has left behind with the employer when performing work tasks or in direct connection thereto at a place determined for this purpose or at a place where such items are usually stored (locked office, locked locker, etc.).
 - b) The employer shall be fully liable for items that are usually not carried to work by employees (larger amounts of money, jewellery and other items of value) and that an employee has deposited with the employer. "Depositing" refers to storing items upon signing in a safe determined for this purpose.
 - c) In case of items that are not usually carried to work by employees (larger amounts of money, jewellery and other items of value) and that the employee has not deposited with the employer, the employer is only liable for a value not exceeding the amount of money defined by labour-law regulations.
- (3) The damage compensation claim shall be dismissed in the event that an employee fails to inform the employer about the damage without undue delay, no later than within 15 days of the day when the employee detected the damage.
- (4) In a letter requesting compensation for the damage incurred, an employee must specify all

circumstances of importance so as to allow an objective consideration of the case. He/she must particularly specify the following information:

- a) Description of the item lost/damaged/destroyed.
 - b) Circumstances under which the loss/damage/destruction occurred.
 - c) Amount of money that he/she claims as a compensation for the damage incurred.
 - d) Evidence which he/she can present to substantiate his/her statement and claim.
 - e) Opinion given by his/her superior.
- (5) An employee of TBU addresses his/her request to the TBU Human Resources office or to his/her superior.

Article 23 Employee's responsibilities

- (1) An employee is responsible to the employer for:
 - a) Damage which the employee has caused due to a breach of the employee's duties during the performance of work tasks or in direct connection thereto,
 - b) Breach of the duty to ward off damage,
 - c) Deficit in the items entrusted to an employee which the employee is accountable for in compliance with the agreement concluded and with his/her responsibilities,
 - d) Loss of items in the employee's care.
- (2) Liability agreements are concluded by the TBU Rector, or by an employee authorized in writing by the TBU Rector, particularly when it is necessary for the employee to assume responsibility for cash, items of value, goods, stock material or other items of value entrusted to him/her that he/she is accountable for. The agreement may be concluded in compliance with conditions specified in the relevant generally binding legal regulation. An employee is liable for the loss of items of value entrusted to him/her by the employer in accordance with a written confirmation. The employer is obliged to evidence the employee's fault, with the exemption of cases specified in § 252 and 255 of the Labour Code.
- (3) The amount of the damage caused shall be defined by the employer in accordance with the result of the compensation committee enquiry. Afterwards, the employer must discuss the amount of the damage with the employee and inform him/her about the result, usually no later than one month of the day on which the damage was detected and the person responsible for the damage was found. The employer is obliged to discuss the amount of the compensation claim for damage if it exceeds CZK 5,000 as well as the content of the agreement specifying the manner of reimbursement with the trade union body.

Article 24 Compensation committee

- (1) The legal regulation regarding the compensation for damage is included in the Labour Code (§ 248 to 275).
- (2) Members of the compensation committee shall be appointed and removed from office by the Rector. The committee is in charge of delivering opinions, preparing proposals and supporting documents for the Rector in order to allow him/her to arrive at a conclusion.
- (3) The compensation committee is in charge of dealing with all requests, complaints and information relevant to the occurrence of damage (compensation for damage) for which an employee (Article 23, Paragraph 1), or the employer (Article 22, Paragraph 1) bears responsibility, and also of damages incurred by the employer and inflicted by a third party or occurring in consequence of other unavoidable events (natural disasters). The committee

shall not take decisions on eligibility for compensation for damage in case of an industrial injury or an occupational disease.

- (4) Each employee is obliged to cooperate with the compensation committee and provide it with complete, accurate and truthful information for the purpose of objective consideration of the case.
- (5) The Director of the TBU Halls of Residence and Refectory shall set up a compensation committee whose sphere of competence applies to the departments of the Halls of Residence and Refectory.

PART TEN MISCELLANEOUS PROVISIONS

Article 25

Complaints, notices, observations and suggestions submitted by employees

- (1) Employees may submit complaints, notices, observations and suggestions to a senior executive of the relevant TBU component part included in the organizational structure.
- (2) The complaint procedure shall be initiated upon an employee filing a complaint. The complaint procedure shall include findings of fact, consideration and issuance of a decision concerning the matter. A written decision must be sent to the complainant by a senior executive of the relevant component part within the deadline specified below.
- (3) The common deadline for resolving of complaints is 30 calendar days and it starts to run on the day following the day on which an employee filed the complaint. In justified cases, the deadline may be extended by another 30 calendar days. A senior executive of the relevant component part is obliged to inform the complainant in writing on the extension before the expiry of the common deadline.
- (4) Employees may file a notice of appeal against a decision concerning a complaint to the attention of the TBU Rector within 15 days of receipt of a written decision. The decision on the appeal shall be issued by the TBU Rector within the deadline specified in Paragraph 3. A decision taken by the Rector is not subject to appeal.

PART ELEVEN FINAL PROVISIONS

Article 26

- (1) Legal actions and decisions taken in compliance with the relevant provisions of the Work Regulations shall be taken by chief executives within the scope of their competences and duties ensuing from the Statute, from organizational rules and from these Work Regulations.
- (2) All employees must be acquainted with the Work Regulations as well as with alterations and amendments thereto. The Work Regulations must be publicly available to all employees at the workplaces and in the information system, and must be filed with all chief executives and at the Human Resources office.
- (3) While implementing measures in accordance with the Work Regulations, chief executives shall respect the entitlements of the trade union bodies ensuing from general legal regulations.
- (4) The trade union bodies gave a consent to these Work Regulations on 10 September 2018.
- (5) The Rector's Directive No. SR/1/2007 shall be abolished and replaced by this Directive.