

Code:	SR/36/2019
Category:	RECTOR'S DIRECTIVE
Title:	Rules for Assignment and Use of Flats Provided by the University
Liability:	Tomas Bata University in Zlín
Issue date:	17 December 2019
Effective:	17 December 2019
Issued by:	Prof. Ing. Vladimír Sedlařík, Ph.D., Rector
Prepared by:	Legal Services
In cooperation with:	Director of the HRR
Pages:	3
Appendices:	0
Distribution list:	TBU Employees
Signature of authorized person:	Prof. Ing. Vladimír Sedlařík, Ph.D. m.p.

Article 1

Introductory provisions

- (1) The subject matter of this Rector's Directive is the establishment of rules for the assignment of housing units owned by Tomas Bata University in Zlín, or, if applicable, other accommodation options available in the TBU Halls of Residence intended for accommodation of employees and specified below in this Rector's Directive.
- (2) Tomas Bata University in Zlín (hereinafter referred to as "TBU") owns housing units (hereinafter referred to as "flats provided by the University"), which are primarily intended for accommodation of those employees of TBU who have met the predetermined criteria specified in this Directive. Flats provided by the University can also be used for accommodation of important guests to TBU.
- (3) Flats provided by the University may be used as follows:
 - a) As starter flats for TBU employees; in such case, the maximum possible rental period is 1 year. The submission of an application for such a flat is conditional on the fulfilment of the following requirements by the TBU employee who has submitted the application:
 - i) Workload at TBU 1.0 FTE;
 - ii) Employment is concluded on the basis of a contract of employment.
 - iii) Along with the application, the relevant opinion given by the immediate superior of the employee must be submitted by the employee.
 - b) As a temporary solution, if accommodation of TBU employees is required immediately; in such case, the maximum possible rental period is 1 year. In such case, the submission of an application is also conditional on the presentation of the relevant opinion of the immediate superior of the employee.
 - c) For the purpose of accommodation of important guests or of key employees of TBU, and that for as long as it is strictly necessary.

Article 2
Assignment of a flat provided by the University

- (1) A flat provided by the University may be assigned only upon submission of a written application by a TBU employee.
- (2) A TBU employee may submit an application for the assignment of a flat provided by the University on his/her behalf or on behalf of another person (his/her subordinate employee of TBU/guest to TBU).
- (3) The application must be submitted in writing or, if required, in electronic form for the attention of the Director of the Halls and Residence and Refectory.
- (4) The employee of TBU who has submitted the relevant application (hereinafter referred to as “applicant”) is obliged to duly justify his/her application and to submit all supporting documents/documentary evidence proving the alleged facts in order to demonstrate compliance with the requirements set in Article 1 Paragraph 4) of the Directive. If an applicant applies for the assignment of a flat provided by the University to himself/herself, the relevant opinion of the immediate superior of the employee in compliance with Article 1 Paragraph 4) Letter a) Clause iii) and Article 1 Paragraph 4) Letter b) shall be an essential part of the application.
- (5) The assignment of a flat shall be decided by a Committee composed of the Bursar as the Chairperson of the Committee, the Director of the Halls of Residence and Refectory, and the Ombudsman (hereinafter referred to as the “Committee”), and that as required and within a reasonable period of time after the application was received.
- (6) The Committee is entitled to request the applicant to provide additional information to the application.
- (7) The Committee shall assess as to whether the person to be assigned a flat provided by the University fulfils the criteria specified in Article 1 Paragraph 4). If the Committee considers the application submitted by the applicant acceptable, the Committee shall submit a proposal for the conclusion of an Accommodation Contract along with all other supporting documents to the Rector for decision.

Article 3
Conclusion of the Accommodation Contract, rent, termination of accommodation

- (1) The Accommodation Contract shall be concluded exclusively in writing. Its content arises from the relevant provisions of the Civil Code. The amount of rent is in accordance with the relevant Price List posted on the TBU website, in the section: Halls of Residence and Refectory/Documents.
- (2) In compliance with this Directive, an Accommodation Contract shall be concluded by the Rector.
- (3) The Accommodation Contract can be concluded exclusively for a period of one year; however, for a period of time not longer than the period of employment at TBU. Further details regarding the accommodation are given in the Accommodation Contract.

- (4) If an applicant wants his/her Accommodation Contract to be extended, he/she has to submit a new application for the assignment of a flat provided by the University, and that no later than 3 months before the expiry of the agreed rental period. After a new application has been submitted, the procedure laid down in Article 2 of this Directive shall be followed.
- (5) In the event of termination of the tenancy, the tenant is obliged to vacate the flat provided by the University on the date of termination of the tenancy, and hand the flat over to an authorized representative of TBU.

Article 4
Administration of flats provided by the University

- (1) The “Halls of Residence and Refectory” component part (hereinafter referred to as "HRR") is responsible for ensuring that the flat provided by the University is fit for habitation before the flat is handed over to an employee of TBU.
- (2) Accommodation contracts and amendments thereto shall be drawn up by the HRR in accordance with supporting documents submitted by the Committee and with instructions given by the Rector, and that in compliance with procedures laid down in the relevant internal regulations of TBU.
- (3) The HRR is responsible for ensuring that the flat provided by the University is appropriate for proper use before the flat is handed over to a TBU guest/member of staff. The HRR is responsible for ensuring the unaffected enforcement of rights related to accommodation.
- (4) In case of full occupancy, the HRR shall draw up a waiting list for applicants for staff housing.