

BENEFITS OFFERED AT TBU

Your satisfaction is important to us. We all have to balance work and personal and family life. We know that every minute counts. Therefore, we put emphasis on work-life balance at TBU. At the same time, we are delighted to see our employees' efforts to grow professionally, to upgrade their knowledge, share experience, and move forward.

WORK – LIFE BALANCE

- 6 weeks of annual leave for non-academic staff
- 8 weeks of annual leave for academic staff
- TBU Nursery School
- Flexible time schedule within set limits
- Part-time employment
- Allowance for pension insurance contribution or allowance intended for benefits

BENEFITS AND DISCOUNTS

- Contribution for catering services provided in the TBU Refectories
- Employee programme offering telecommunication services to you and your family members
- Discount in Baťa shops
- Discount in Vasky Zlín shop
- VIP programme in HP Tronic shops
- Discount on tickets at Slovácké divadlo
- Discount on tickets at Národní divadlo
- Discount in OBI shop – Malenovice
- Bikesharing with nextbike, and more...

TRIPS AND HOLIDAYS

- Portáš university Chalet
- Discount on wellness package at Augustiniánský dům
- Discount on stay at Horský hotel Jelenovská
- Discount on wellness stay at Lázně Luhačovice
- Valachy Resort and Valtice hostel, and more...

SELF DEVELOPMENT

- Free library services provided by the TBU Library
- English language courses for academic and non-academic staff
- Staff teaching and training mobilities
- Soft skills courses
- IT training courses
- Professional knowledge courses
- Project workshops and other activities
- Sport activities, and more...

FACULTIES AND DEPARTMENTS

- Faculty of Technology
- Faculty of Management and Economics
- Faculty of Multimedia Communications
- Faculty of Applied Informatics
- Faculty of Humanities
- Faculty of Logistics and Crisis Management
- Library
- Halls of Residence and Refectory
- University Institute
- Centre of Polymer Systems
- Regional Research Centre CEBIA – Tech

UNIVERSITY MANAGEMENT BOARD

» RECTOR

prof. Mgr. Milan Adámek, Ph.D.

» VICE-RECTORS

prof. Ing. Petr Humpolíček, Ph.D.

Vice-Rector for R&D and Creative Activities

Mgr. Lenka Drábková, Ph.D.

Vice-Rector for Pedagogical Activities

doc. Ing. Marek Kubalčík, Ph.D.

Vice-Rector for Internationalization

Ing. Martina Juřiková, Ph.D.

Vice-Rector for Internal and External Relations

doc. Ing. Adriana Knápková, Ph.D.

Vice-Rector for Development

» BURSAR

Ing. Silvie Vodinská

» DIRECTOR OF MARKETING AND COMMUNICATIONS

Ing. Andrea Kadlčíková



 Tomas Bata University in Zlín

Welcome to TBU!

  /UTBZlin



www.utb.cz/en

Dear colleague,

we are greatly delighted to welcome you to Tomas Bata University. It is our wish that you will enjoy the university environment, and that you will be provided with opportunities to apply your professional skills, and that your work will make you happy.

We believe that with your work and attitudes you can also support the growing reputation of the university, whose goal is to become a reputable multidisciplinary institution which strives to closely link education to R&D and creative activities in all its spheres of action.

Within its activities, TBU also supports the development of the Zlín region, and as one of the few universities in the world, it offers student education in accordance with the principles of responsible entrepreneurship inspired by the business philosophy of Tomas Bata, after whom it has been named.

Within this strategy, the university has been developed as an open international centre of education, which continuously creates transformable creative potential.

Like Tomas Bata, we believe that: **“Nothing is impossible for a determined and knowledgeable person.”**

So welcome to TBU and read some helpful tips, which will make the start of your career path at the university easier.

prof. Mgr. Milan Adámek, Ph.D.
Rector

YOUR FIRST DAY AT TBU

The first day at the university is about dealing with organizational issues and participating in compulsory training. Nevertheless, there is nothing to worry about. We will provide you with advice and support, particularly regarding all the necessary paperwork.

What should you expect?

1. Welcome to TBU meeting with colleague from Human Resources Development.
2. Compulsory training on occupational safety and health and fire prevention.
3. Staff training regarding personal data protection (GDPR).
4. Signing of your employment contract – our HR officers will help you deal with all the administrative paperwork related to the commencement of your employment (building U13, office No. 214 and 218). Issuance of your ID card – at the ITC / Information Technology Centre (building U13, office No. 226). The card will enable you to prove your identity, it will give you access to the university buildings, to the Library; you can pay with the card for your purchase in the TBU cafeterias or for your lunch in the Refectory.
5. Signing of the declaration of the taxpayer and submitting your bank account number at the Payroll Office (building U13, office No. 153, 175).
6. Starting at your new workplace. You will discuss operational and work-related issues with your superior or with another person in charge.

PRACTICAL INFORMATION

E-MAIL

During the period of your employment, you will use your University e-mail as a communication tool. Your e-mail address will be generated by the ITC – Information Technology Centre.

CATERING

As a TBU employee, you can use the catering services in any of the TBU Refectories, or take a coffee in any of its cafeterias or in the Restaurant. You will again prove your identity by presenting your chip card. The amount of your purchase will be debited on your card and paid via monthly payroll deductions.

COUNSELLING CENTRE

Are you dealing with a difficult situation in your life or at work? You can make use of the services offered by the counselling centre. The counselling centre provides free expert consultancy services to all TBU employees – if you need help or advice when dealing with work-related problems, when facing major life decisions or fear of failure, when dealing with tense interpersonal relations, misunderstanding with your close ones, etc.

If you feel stressed by a certain problem, do not hesitate to contact the counselling centre.

(U 3, office no. 215, e-mail: poradnak@utb.cz, tel.: 576 032 019).

INTERNAL SYSTEM FOR EMPLOYEES

All the necessary information, directives, documents and many others are available in the section “Employee” of the TBU website www.utb.cz. After entering your login details, you will be granted access to the internal system of the university.

DO YOU NEED ADVICE?

Should you have any enquiries regarding the process of on-boarding and your integration into the new workplace, you can contact us at:

HUMAN RESOURCES DEVELOPMENT

(U 13, office no. 0140, e-mail: orlz@utb.cz, tel.: 576 032 215).

HUMAN RESOURCES

(U 13, office no. 214, e-mail: personalni@utb.cz, tel.: 576 032 225).

