

# Your Guide to CEITEC MU



<b>Version</b>	2022-07-20
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<b>Document type</b>	Information booklet
<b>Keywords</b>	New employees, Adaptation, Orientation, HR Award
<b>Sensitive document</b>	NO

# WELCOME

Dear colleague,

We greatly appreciate your decision to join the CEITEC Masaryk University research centre (CEITEC MU) in your career path and we believe that this step will have a positive impact on both your professional and personal lives.

We would like to facilitate the first steps as much as possible, to help you find your way around the new environment, and to help you get to know your colleagues, the institute, and your position.

On the following pages, you will find basic information and contacts, which can help you to familiarise yourself with the organisation of CEITEC MU, as well as your basic rights and responsibilities. This will allow you to accomplish your work activities in the best and most efficient way possible.

We wish you a lot of positive energy, new experiences, and success.

Kind regards,



**Jiří Nantl**  
*Director*



**Karel Říha**  
*Deputy Director for Research*



**Martina Pokorná**  
*Deputy Director for Administration*

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**Important:** Some of the links in the text will redirect you to the [CEITEC MU document server](#). To access the server, your university personal number (UCO) and primary password will be requested (you will receive them from your HR Manager during the onboarding process).

# CEITEC MU

## Mission

The mission of CEITEC MU, as a member of the consortium of CEITEC and research institute at Masaryk University, is to enhance the quality of life and human health through scientific research.

## Our Vision Is to Become...

- an internationally recognised research institute in the field of life science
- an interdisciplinary scientific community
- a university research institute that leads by example in the Czech Republic and Central Europe
- a source of inspiration and innovation that stimulates internationalisation in the university environment
- an institute with an open-minded, international, fair, and friendly environment

## Strategic Priorities

- Strong institutional profile
- Leading institution in science
- Excellent working conditions
- Sustainable and effective institute with high-quality management
- Strong and open community

Are you interested in the strategic direction of CEITEC MU? The **CEITEC MU STRATEGIC PLAN** for the years 2021 – 2028 can be found on the document server in the “Strategic Plan” folder [here](#).

## CEITEC MU – General Information

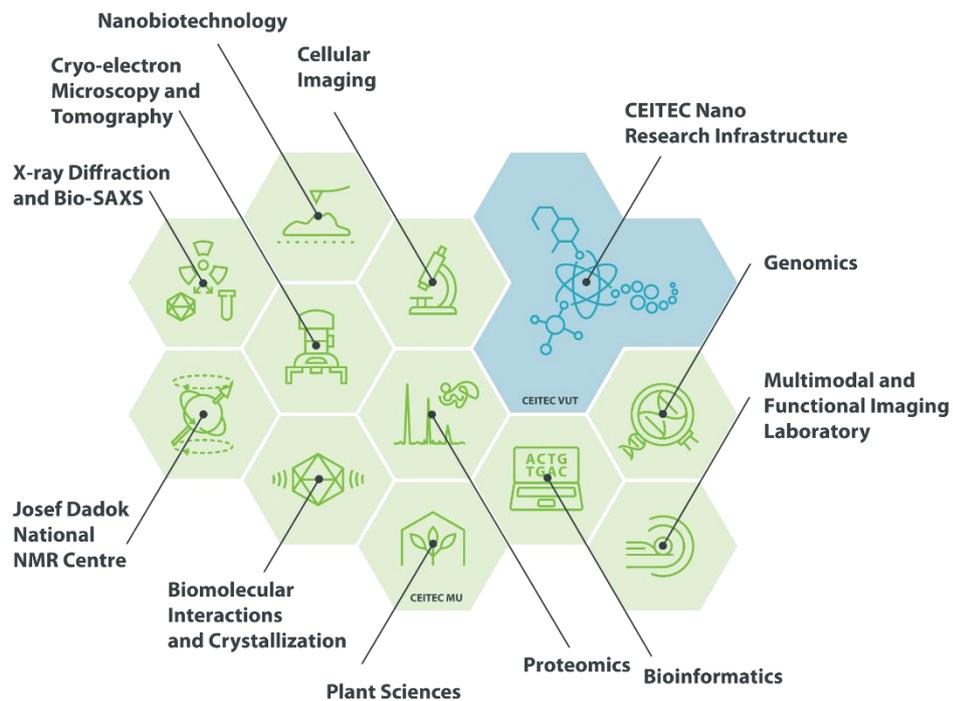
[The Central European Institute of Technology at Masaryk University](#), abbreviated as CEITEC MU, is a Masaryk University research institute, and the largest partner within the CEITEC consortium. The cornerstone of the Institute is its research groups that specialise in the research disciplines of structural biology, plant biology, molecular medicine, and neurosciences.

Figure 1: Research Disciplines at CEITEC MU.



The Institute offers modern [Core Facilities](#) with state-of-the-art infrastructure, available both to its internal users and users from other faculties and institutions.

Figure 2: CEITEC Consortium's Core Facilities.<sup>1</sup>



<sup>1</sup> Except for the CEITEC Nano Core Facility, all laboratories are located at CEITEC MU.

CEITEC MU is a proud holder of the [HR Excellence in Research Award](#), which was granted by the European Commission. This award is given to research institutions that aim to create international and transparent working environments that correspond to international trends in the field of science. The goal of CEITEC MU is to provide a motivational and dynamic international scientific environment, open communication, and equal opportunities for its employees.



HR EXCELLENCE IN RESEARCH

## About Masaryk University

The university was named after the first Czechoslovakian president – Tomas Garrigue Masaryk, and was founded on 28 January 1919 in Brno. Currently, Masaryk University consists of ten faculties, with more than 200 departments, institutes, and clinics that operate on a wide range of academic disciplines and research areas that focus on both natural science and the humanities. With more than 33,800 students, it is the biggest university in Moravia, and the second biggest employer in the South Moravian region. The university offers full-time and part-time bachelors, masters, and doctoral accredited study programs. Courses for lifelong learning are also gaining importance.

## CEITEC Consortium

CEITEC represents a consortium of four universities and two research institutes that focus on the fields of life science, and advanced materials and technologies. The consortium's main mission is to build a key European centre for science and education with high-quality facilities and conditions for the leading scientists in Brno. The consortium was formed in 2011 and its partners are **Masaryk University (CEITEC MU)**, **Brno University of Technology (CEITEC BUT)**, **Mendel University in Brno (CEITEC MENDELU)**, **University of Veterinary and Pharmaceutical Sciences Brno (CEITEC VFU)**, **Veterinary Research Institute (CEITEC VRI)**, and the **Institute of Physics of Materials of the Czech Academy of Sciences (CEITEC IPM)**. The consortium shares their research infrastructure and a joint assessment of scientific excellence by independent professionals every four years.

## CEITEC MU in Numbers

As of 2020 data, there is a total of **460 employees (FTE)** at CEITEC MU. 72% of them are researchers, currently working in 31 research groups. Of the total number of employees, 8% is represented by technical staff represents, and 20% by administrative staff. Foreign researchers account for more than one third of all researchers at CEITEC MU. The Institute manages approximately **CZK 915 million** per year, which consists mostly of realised grants. Twice a year, the institute management issues detailed statistics from different fields such as HR, scientific performance, grants, PhD School etc. These statistics can be found on the document server in the [Reporting and Indicators](#) folder.

Figure 3: CEITEC MU in Numbers (2020)



## Current Information on Events at CEITEC MU

Are you interested in what is going on at our institute? Follow the event invitations and other news from CEITEC MU through various types of informational resources:

- [Web](#) – Comprehensive information on the entire CEITEC consortium. Press releases and articles related to science, research, and life at CEITEC can be found in the following sections: *About Us*, and *News and Press Releases*. On the website, you can also find a [list of events](#) including a [calendar](#), where you can save the event directly to your Outlook calendar.
- **Internal Newsletter** – An overview of the most important topics from CEITEC MU in English are sent automatically each month to your email address. You can find news related to the institute's operation and scientific accomplishments, a list of new publications, grant calls, event invitations, news related to the CEITEC PhD School, and other interesting announcements. Information is always collected through the Heads of Departments near the end of the month. Suggestions can be sent to [newsletter@ceitec.muni.cz](mailto:newsletter@ceitec.muni.cz).
- **Events of the Week** – Weekly table of events filled with invitations to relevant events for employees and University Campus students. If you wish to add an interesting event, please send an email with the event information to [events@ceitec.muni.cz](mailto:events@ceitec.muni.cz).
- **Social Media** – Follow the most important news from CEITEC MU on our profiles that can be found on [Facebook](#), [Twitter](#), [LinkedIn](#), [Instagram](#), and [YouTube](#).
- [IS Bulletin Board](#) – Invitations to some CEITEC MU events; the bulletin board can be added to *Favourites*, thus, you can receive notifications after every event update.

## Current Information on Events at Masaryk University

MU offers the following communication channels, where you can find up-to-date information on university events:

- [MU Portal](#) – Personalised **portal for MU** employees including useful information from the HR department (e.g., benefits, vacation information, etc.), as well as from the areas of research, education, and project support. This portal is an upgrade to the current portals. **You can log into the portal with your UCO and primary password. (Only available in Czech)**
- [Web](#) – Comprehensive information on MU in one place. Apart from individual worksites and people, you can also find news, event invitations, and press releases.
- [IS Bulletin Board](#) – Bulletin board of MU worksites with invitations, ads, and other news. You can also find information on “1+1 tickets” (buy one get one free) to the University Cinema Scala, located in the city centre. You can add the Bulletin Board to *Favourites* and receive a notification after each update.
- **MU Internal Newsletter** – Information for university employees that is sent automatically to your email address each month.

- **Magazín M** – News from MU. Sign up [here](#) (*sign up is in CZ only*) for the Magazín M newsletter to receive a summary of the most important topics from Masaryk University approximately every two weeks from [em.muni.cz](http://em.muni.cz) and from the scientific section [em.muni.cz/veda](http://em.muni.cz/veda). The printed version of the magazine is available in the racks at the entrances of the university campus at Bohunice, including building E35.
- **Yammer** – A university social network that is dedicated to cooperation across the university, discussions, information-sharing, and community development. We recommend finding a group with your interests or a topic related to your work and registering to it. Then, you will receive updates and messages to your email.
- **Social Media** – News about life at MU can be also found on the relevant social media. Become a fan of the university profiles on [Facebook](#), [Twitter](#), [LinkedIn](#), and [Instagram](#). Popularisation and educational information from different scientific disciplines can be also followed on the Facebook profile called [Milujeme vědu](#) (“We Love Science”) (*in CZ only*).

## Build the “CEITEC” Brand Together with Us

Feel free to contact the CEITEC PR team with any interesting facts, information, news, requests for help with communication of your scientific results or other research outputs, or requests for the provision of promotional items by email at [PR@ceitec.muni.cz](mailto:PR@ceitec.muni.cz). If you are looking for support in organising an event, please send your requests to [events@ceitec.muni.cz](mailto:events@ceitec.muni.cz). Particular contact details can be found on the [Director's Office](#) webpage.

If you need to create any graphic materials, please follow the CEITEC templates or email [PR@ceitec.muni.cz](mailto:PR@ceitec.muni.cz) with any questions.

**The templates of standard document types with CEITEC MU graphics can be downloaded from the CEITEC MU Document Server in the PR and Communication folder [here](#).** In this folder, you can also find a graphic manual, gallery of presentation templates, annual reports, and brochures. Last but not least, please set the correct template of your email signature in your work email (see the template below).

### Official CEITEC Colours

RGB (122, 193, 67)

RGB (202, 230, 180)

RGB (166, 166, 166)

RGB (217, 217, 217)

RGB (148, 223, 236)

RGB (33, 169, 192)

## Email Signature

All CEITEC MU employees are required to use the **email address format**, [name.surname@ceitec.muni.cz](mailto:name.surname@ceitec.muni.cz). Official correspondence is also sent to this address. Each employee is obliged to use a unified email signature:

### CZECH VERSION:

titul. **Jméno Příjmení** | **CEITEC MU**  
Pozice | Výzkumná skupina / pracoviště

**tel:** +420 549 49 **XXXX**, +420 XXX XXX XXX (*mobilní telefon*)  
**e-mail:** [jmeno.prijmeni@ceitec.muni.cz](mailto:jmeno.prijmeni@ceitec.muni.cz)  
**web:** [www.ceitec.cz](http://www.ceitec.cz) | web výzkumné skupiny / pracoviště

Masarykova univerzita  
CEITEC – Středoevropský technologický institut  
Kamenice 5, 625 00 Brno  
Kancelář X/X (*označení budovy / číslo kanceláře, např. E35/134*)

#CEITECScience  
[facebook](#) | [twitter](#) | [instagram](#) | [linkedin](#) | [youtube](#)



### ENGLISH VERSION:

degree. **Name Surname** | **CEITEC MU**  
Position | Research Group / Department

**tel:** +420 549 49 **6789**, +420 XXX XXX XXX  
**e-mail:** [name.surname@ceitec.muni.cz](mailto:name.surname@ceitec.muni.cz)  
**web:** [www.ceitec.eu](http://www.ceitec.eu) | Research Group / Department website

Masaryk University  
CEITEC – Central European Institute of Technology  
Kamenice 5, 625 00 Brno  
Office no. X/X (*building number / office number, eg. E35/134*)

#CEITECScience  
[facebook](#) | [twitter](#) | [instagram](#) | [linkedin](#) | [youtube](#)



*The section below is reserved for the promotion of awards/prizes, if any.*

*Example:*



*The section below is reserved for event promotion, if any.*

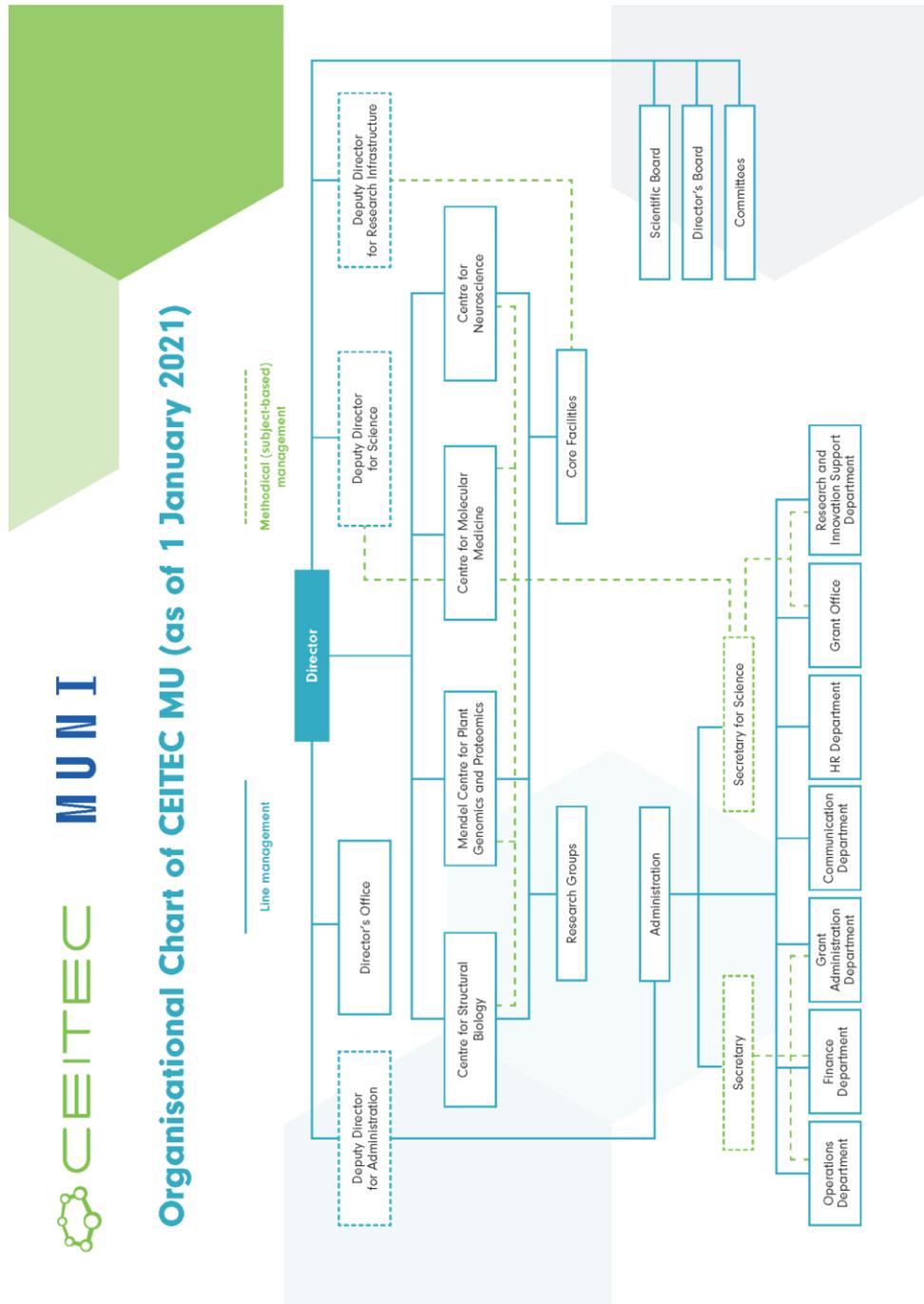
*Example:*

**CEITEC / RESEARCH GROUP IS A PROUD HOST/PARTNER OF RESEARCHERS' NIGHT IN 20XX**



# BASIC INFORMATION ON THE ORGANISATION AND OPERATION OF THE INSTITUTE

## Organisational Structure



The head of the Institute is the Director. The [Management of CEITEC MU](#) includes the Director, Deputy Director for Science, Deputy Director for Administration, and Head of the Director's Office. Apart from the CEITEC MU management, the Director has advisory bodies at his/her disposal, such as the [Scientific Board](#), [Director's Board](#), and [Advisory Committees](#), formed primarily by representatives of the heads of research groups.

In addition to scientific worksites, the Institute has six administrative departments, as well as the Director's Office. Their purpose is to support the operation of the Institute and to provide support for scientific teams. More information on their scope of interests, agendas, and services provided can be found in brief in this brochure, and in detail in the [CEITEC MU Organisational Structure](#).

If you are interested in further details of the operation and management of the Institute, we recommend reading the [Rules of Organisation of Central European Institute of Technology of Masaryk University](#).

## Internal Rules

On the [CEITEC MU Official Notice Board](#), you can find all Measures of the Director of the Institute. As a new employee, you should acquaint yourself with these measures.

In addition to the Institute's internal rules, CEITEC MU also follows the university's regulations, issued by the MU Rector's Office. All internal rules and regulations at the university level are published [here](#) in the MU Information System (IS).

With regard to the amount of regulations, we recommend that you consult with your manager to find out which rules are relevant and important for your particular position.

## Financial Control

CEITEC MU manages public funds, thus financial control plays an important role. Financial control cannot be avoided by anyone wishing to buy something or to go on a business trip. In brief, it means that every purchase (expense) must be approved before its realisation, as well as afterwards. In order to do this, you need to know the financial resource from which you will realise such purchase or service. Each financial resource or "order" has its defined so-called transaction originator and budget administrator. Without approval of these two persons, you cannot move on. A worksite assistant can help you with complying with the financial control rules. Specific rules and procedures are regulated by MU Directive No. 3/2013 [Financial control provision at MU](#). Financial control follows the Act on Financial Control.

# ADMINISTRATIVE WORKSITES AND DIRECTOR'S OFFICE OVERVIEW

Do you need to promptly find out who (and how) can help you with the administrative matters at CEITEC MU? The Heads of the Administrative departments have prepared a new version of the website for you where you can find all important information (available [here](#)). The aim of this “noticeboard” is to clearly and concisely present all individual workplaces, including the contact information of employees and their scope of duties. There is also a section called “[Frequently Asked Questions](#)”, where the most frequent questions, usually asked by our researchers, are answered. We believe that you will find this presentation to be well-arranged and helpful, and will quickly find an answer to your question or the right person that can help you. We will further develop the website so that it becomes a common and pleasant tool that helps all employees.



WITH THE  
NOTICEBOARD,

you won't get lost at CEITEC

[admin-muni.ceitec.cz](http://admin-muni.ceitec.cz)

## HR Department

*“Employees are our priority.”*

**Your primary contact person is always the head of your worksite, whether you are assigned to a research group, Core Facility or administrative department.** Concerning the secondary contact, it is good to know that you can contact your HR manager, who will help you directly or will further recommend a relevant person or information source in which to refer.

**You can contact the HR Department regarding the following:**

- Do you need help with the recruitment of new employees, and ensuring their smooth beginning at CEITEC MU?
- Do you need support with the relocation of foreign staff (Welcome Office)?

- Are you unsure about maternity/parental leave and returning after maternity/parental leave?
- Would you like to process your tax calculation (“daňové přiznání”)?
- Do you have a problem with ordering meal vouchers or planning your vacation?
- Do you need to pick up a new employee card or ITIC (International Teacher Identity Card)?
- Do you need help with setting up your medical examinations (i.e., initial, periodical, emergency)?
- Would you like to report a change to your personal data (e.g., change of address, birth of child, etc.)?

## Contact Details



**Andrea Dvořáková**

*Head of HR Department*

- Email: [andrea.dvorakova@ceitec.muni.cz](mailto:andrea.dvorakova@ceitec.muni.cz)
- Office phone: 549 49 **3841**
- Mobile phone: 770 127 490



**Markéta Jamrichová**

*Deputy Head of HR Department, HR Managers Teamleader, HR Manager*

- Email: [marketa.jamrichova@ceitec.muni.cz](mailto:marketa.jamrichova@ceitec.muni.cz)
- Office phone: 549 49 **6287**,
- Mobile phone: 778 112 986



**Aneta Štefanová**

*HR Manager*

- Email: [aneta.stefanova@ceitec.muni.cz](mailto:aneta.stefanova@ceitec.muni.cz)
- Office phone: 549 49 **8240**
- HR agenda: Administrative Section and Director's Office
- HR agenda: Centre for Molecular Medicine



**Klára Pavelková**

*HR Manager*

- Email: [klara.pavelkova@ceitec.muni.cz](mailto:klara.pavelkova@ceitec.muni.cz)
- Office phone: 549 49 **5063**
- HR agenda: Centre for Molecular Medicine
- HR agenda: Centre for Neuroscience



**Kateřina Alegria**

*HR Manager*

- Email: [lenka.divinova@ceitec.muni.cz](mailto:lenka.divinova@ceitec.muni.cz)
- Office phone: 542 49 **3519**
- HR agenda: Mendel Centre for Plant Genomics and Proteomics



**Veronika Slezáková**

*HR Manager*

- Email: [veronika.slezakova@ceitec.muni.cz](mailto:veronika.slezakova@ceitec.muni.cz)
- Office phone: 549 49 **6119**
- HR agenda: Centre for Structural Biology



**Markéta Bariaková**

*HR Manager*

- Email: [marketa.bariakova@ceitec.muni.cz](mailto:marketa.bariakova@ceitec.muni.cz)
- Office phone: 549 49 **3497**
- HR agenda: Mendel Centre for Plant Genomics and Proteomics



**Kateřina Wolfová**

*HR Specialist*

- Email: [katerina.wolfova@ceitec.muni.cz](mailto:katerina.wolfova@ceitec.muni.cz)
- Office phone: 549 49 **8229**
- Trainings and development agenda



**Radka Pížová**

*Payroll Accountant*

- Email: [radka.pizova@ceitec.muni.cz](mailto:radka.pizova@ceitec.muni.cz)
- Office phone: 549 49 **6326**
- Payroll agenda: CEITEC MU and settling of yearly taxes for employees



**Jana Hamrová**

*Payroll Accountant  
Personnel Specialist*

- Email: [jana.hamrova@ceitec.muni.cz](mailto:jana.hamrova@ceitec.muni.cz)
- Office phone: 549 49 **3680**
- Payroll agenda: CEITEC MU
- Contract Agenda: Work performance agreement, and agreement on work activity

## Personal Data Change

The HR department is also responsible for keeping records of personal data necessary for implementing the payroll and HR agenda. It is necessary that you report all changes as soon as possible via this [form](#). You are fully responsible for any neglect or failure to report any relevant changes.

### This includes, above all, changes to the following data:

- Change of your surname or first name, permanent residence address, temporary residence address, or mailing address
- Change of your health status (incl. pregnancy)
- Birth of child (relevant for mother, as well as father)
- Change of your account designated for salary payment by means of electronic transfer
- Change of data that influences payment of your general health insurance contributions, social security insurance and contribution on state employment policy, or income tax advances
- Decision on wage deductions (e.g., execution procedure, insolvency, etc.)
- Changes to your medical qualifications for execution of work, and your work ability (i.e., disabled)
- Possible concurrence with employment in another EU country, both at the time of establishing your employment with CEITEC MU, and during its existence
- Transfer from full-time to part-time study or interruption of study – information for international employees (please report in advance to Zdenka Bártová - [zdenka.bartova@ceitec.muni.cz](mailto:zdenka.bartova@ceitec.muni.cz) at the Welcome Office)

You can check your personal data online in the [INET](#) application (*login = UCO, password = primary MU password*).

## Welcome Office

*“We help our international colleagues to feel at home at CEITEC and in Brno.”*

Since its beginning, CEITEC MU has placed emphasis on the creation of an international scientific environment. The share of international scientists has already reached 37% (2018), and the first international employees have also been recruited to positions in the administration. Therefore, it is crucial for the institute to provide these people with high-quality services and to facilitate their relocation to Brno, as well as their adaptation to the Czech environment.

The Welcome Office service is provided to international employees and PhD students at CEITEC MU, as well as their family members, even before their arrival to the Czech Republic.

Subsequently, we also take care of foreign employees over the course of their whole stay at CEITEC MU, in the following areas:

- **Entry and residence permit in the Czech Republic:** All necessary information for before and after your arrival, as well during your stay in the Czech Republic
- **Accommodation:** Information and assistance with the search for accommodation
- **Life in Brno:** Information and assistance related to general questions on everyday life in Brno (e.g., bank account, phone, internet, public transport, Czech language courses, schools/kindergartens, sports activities, English-speaking doctors, etc.). Living in Brno comes with responsibilities, such as the mandatory payment for waste collection in Brno. Additional information can be found [here](#).
- **Activities in Brno:** Recommendations and tips for recreational activities and spending free time in Brno and its surroundings

### Contact Details:



**Zdenka Bártová**

*Welcome Office Manager*

- Email: [zdenka.bartova@ceitec.muni.cz](mailto:zdenka.bartova@ceitec.muni.cz)
- Phone: 549 49 3463, 775 473 911
- Building E35, office 1S015
- Useful information, links, documents, FAQ, and feedback from foreign employees can be found on the [CEITEC MU Welcome Office website](#)
- [Yammer](#) online platform for MU International Staff

## Grant Office

*“Your compass in the realm of grant financing.”*

The Grant Office provides CEITEC MU research teams with administrative support for filling out their applications for grant financing. These science support services include the active creation and identification of project/grant possibilities, networking, and project preparation.

**You can contact the Grant Office regarding the following:**

- Do you need a consultation about your grant strategy (personal, and/or research group)?
- Do you need support with the search for opportunities for your research plan funding?
- Do you need support for the preparation of your applications for grant financing?
- Do you want to ensure the filling of your application for grant funding with individual providers?

**Further agenda of the Grant Office includes:**

- Preparation of contractual documents for grant funding provision
- Education in the area of project management and preparation of grant applications (e.g., PhD School, Grants Week, specialised workshops, etc.)

**About the team and where to find the Grant Office:**

The overview of Grant Office staff can be found [here](#). The Grant Office is in building E35, office 1S028.

**If you are interested in Grant Office support, please use the contact address, [grants@ceitec.muni.cz](mailto:grants@ceitec.muni.cz).** Basic information, contacts, and current information on events and workshops can be found at [www.grants.ceitec.cz](http://www.grants.ceitec.cz).

## Grant Administration Department

*“We manage approved projects from A to Z, and we take care of the Core Facilities.”*

At the point where the Grant Office finishes their jobs, the Grant Administration Department takes over. This department provides administrative management and support of projects realised at CEITEC MU in compliance with the provider’s conditions and internal rules of MU and CEITEC MU. Furthermore, the department administers the [agenda related to the operation of Core Facilities](#) at CEITEC MU.

**You can contact the Grant Administration Department regarding the following:**

- Do you need to know the rules of individual grant providers?
- Do you need any information on how to make a change in your project?

- Would you like to know an overview of individual obligations in your realised projects and conditions for meeting them?
- Is there an audit check that will be performed on your project?
- Do you need to use the services of the Core Facilities or, on the contrary, need help with the price calculation for the operation of the Core Facilities?

#### Further agenda of the Grant Administration Department includes:

- Comprehensive agenda related to CEITEC MU projects realisation “from A to Z,” incl. audits and inspections, risk management, methodological interpretation, communication with providers, etc.
- Preparation of budgets of Core Facilities, general overview of Core Facility financing, including planned investments in the infrastructure and calculation of prices for their use
- Coordination of Core Facility involvement in research infrastructure consortia

#### About the team and where to find the Grant Administration Department:

The overview of Grant Administration Department staff can be found [here](#). The Grant Administration Department is in building E35, offices 126, 132 and 134.

## Research and Innovations Support Department

*“We educate, evaluate, assess, and move closer to the use.”*

The Research and Innovations Support Department provides support and services for the Institute in areas of responsible research and open science, evaluation of science, doctoral and post-doctoral studies, training for early-stage researchers, mobility as well as applied research and Innovations.

#### You can contact the Research and Innovations Support Department regarding the following:

- Are you interested in PhD studies at the CEITEC PhD School?
- Do you need nostrification (validation) for an official enrolment?
- Are you a new PhD student and need information regarding the operation of the CEITEC PhD School?
- Do you have any questions regarding scholarships?
- Do you have any questions about your dissertation thesis defence or final PhD exam?
- Are you a CEITEC MU researcher who would like to announce a dissertation thesis topic and accept a PhD student for your team?
- Would you like to introduce a new subject for PhD students?
- Are you a new postdoc at CEITEC MU who would like to learn more information about postdoc community activities?
- Would you like to travel abroad for a scientific internship or, on the contrary, would you like to host researchers on internships at CEITEC MU?

- Would you like to learn about the rules at CEITEC MU for publishing results? Do you need to include an accepted article into a repository or RIV?
- Do you need information about open access, FAIR/Open data or other topics of open science?
- Would you like to be nominated for a scientific award and you are in need of a CEITEC MU recommendation? Are you considering a nomination to a scientific consortium or evaluation panel?
- Are you looking for a mentor for your scientific career?
- Are you interested in the projects of Coordination of Students' Professional Activities?
- Would you like to cooperate with a company? Do you need information about what type of contract to use?
- Do you have a scientific result suitable for commercialisation, but don't know how to progress?
- Would you like to open a spin-off company?

#### Further agenda of the Research and Innovations Support Department includes:

- Comprehensive agenda of the CEITEC PhD School
- Mentoring activities
- Science and performance evaluation for CEITEC MU institute
- Observance of scientific results, transfer of technologies in cooperation with the Technology Transfer Office, and cooperation with the application sphere
- Foreign internships
- Scientific awards
- Open Science and Responsible Research and Innovations (RRI)
- Scientific workshops / Trainings & Research Career Development for early-stage researchers

#### About the team and where to find Research and Innovations Support Department:

The overview of the Research and Innovation Support Department staff can be found [here](#). The Strategy and Science Department is in building E35, office 135.

## Operations Department

*“Your safety and comfort are our priorities.”*

The Operations Department is responsible for the occupational safety and health agenda, legal services, building management, and public procurement.

#### You can contact the Operations Department regarding the following:

- Has there been an injury in your department?

- Are you working on a contract or agreement and are you in need of a lawyer's opinion?
- Do you need to publish a public procurement?
- Is there a problem related to the building?
- Do you need to send or receive mail?
- Key allocation agenda

#### Further agenda of the Operations Department includes:

- Complete management of occupational safety and health issues
- Legal services
- Management of the entire public procurement process
- Building management and cooperation with the management at the University Campus in Bohunice
- Share of IT agenda
- Filing department services

#### About the team and where to find the Operations Department:

The overview of Operations Department staff can be found [here](#). The Operations Department is in building E35, offices 1S066 and 1S017.

## Finance Department

*“Each activity at CEITEC MU will be reflected in our figures.”*

The Finance Department is responsible for all economical and accounting processes at the institute.

#### You can contact the Finance Department regarding the following:

- Do you need a consultation about operational costs for the budget of your worksite/project/order?
- Are you unsure of how to manage your travel order?
- Do you need to find out anything about your worksite assets?
- Do you need help with creating an order and paying an invoice?
- Do you need a refund for a purchase made in cash?
- Do you need help with creating an order for a project/gift/conference/commercial activity/other source of income?
- Are you organising an event and need to issue an invoice for the participants?
- Do you need to change the order from which the costs of your worksite/project were drawn?
- Do you need to account for a project for a specific year/monitoring period?
- Do you need to create a bank account for a project?
- Do you need to find out whether you have already received a project grant?

#### Further agenda of the Finance Department includes:

- Processing of accounting documents
- Inventory of assets
- Financial statements
- Documentation for audits and supervisory authorities
- Reports on operational fund usage at worksites
- Administrative support for scientific worksites

#### About the team and where to find the Finance Department:

Finance Department staff work in various buildings. The main office is located in building E35, in office 1S031. The complete list of contact details can be found [here](#).

## Communication Department

*“We inform, organize events, teach the public to love science.”*

At CEITEC MU we do excellent science and we make sure that it is known far and wide. To do this, we use various communication tools, such as websites, social networks, unified visual style and events.

#### You can contact the Communication Department regarding the following:

- Events organisation - Are you organising either scientific or non-scientific event? Please contact the Communication Department via email [events@ceitec.muni.cz](mailto:events@ceitec.muni.cz).
- Do you have an interesting topic for PR and communication? Would you like to contribute to the internal communication within the institute? Please email [pr@ceitec.muni.cz](mailto:pr@ceitec.muni.cz).

#### Further agenda of the Communication Department includes:

- Providing internal and external communication, including communication with the media
- Management of the unified visual style of CEITEC MU
- Preparing graphic design and audiovisual materials
- Maintenance of the CEITEC webpage and social media (Twitter, Facebook, LinkedIn, Instagram, and YouTube)

#### About the team and where to find the Communication Department:

Our office is located in building E35, office 1S027. The complete list of contact details can be found [here](#).

## Director's Office

*“We are your partner who connects you to the management, institute, and its surroundings.”*

The Director's Office provides support for activities of the Director, as well as the Scientific Board and advisory bodies. It also manages internal and external communication and institutional relations of the institute.

### You can contact the Director's Office regarding the following:

- Do you need to obtain the Director of the Institute's signature?
- Do you need to make an appointment with the Director or schedule his presence at an event?
- Do you need to submit a material to be consulted by the institute management or other bodies of the institute?
- Do you need to obtain basic data about the institute (e.g., data from the areas of HR, finance, grants or scientific results)?
- Are you interested in internal standards of the institute and their influence on the operation of your worksite, or you personally?
- Do you need to send an official letter and use the data box (“datová schránka”)?

### Further agenda of the Director's Office includes:

- Coordination, processing, and evaluation of the execution of the strategic plan of the institute
- Management of the yearly plan of management activities, including its monitoring
- Coordination of standardised reporting of the institute
- Management and administration of the internal legislation of the institute and documentary service
- Strategic partnerships and institutional relationships
- Relationships and communication within the scope of the university, as well as the CEITEC consortium
- Providing external communication, including communication with the media

### About the team and where to find the Director's Office:

The overview of Director's Office staff can be found [here](#). The Director's Office is in building E35, offices 166, 167 and 168.

If you are unsure about whom to contact, please email [info@ceitec.muni.cz](mailto:info@ceitec.muni.cz).

# WORKING CONDITIONS

## Onboarding

You will receive information regarding onboarding formalities from your HR manager via email. Your first working day will begin with a meeting with your HR manager, where all of the employment documents will be handed over to you. Then, you will be introduced to your new workplace, where your supervisor will take over the process.

## Organisation of Working Time, Attendance, Vacations, and Timesheets

### Basic Information on Working Hours

- Weekly working time is set at 40 hours (for full-time employment).
- Recording of the employee's working time is reported through an electronic application in the information system, [INET](#). Each employee is obliged to fill in and confirm the timesheets within a prescribed deadline. The employee's manager then approves the timesheets of employees working at his/her worksite. The rules for the recording of working time are determined in the [Measure of the Director No. 2019/05 Organisation and Recording of Working Time](#). For further information on the recording of working time, please contact the relevant HR manager.
- After arrival and before departure from work, all employees also have to sign in at the book of arrivals and departures, which can be found at the reception of the employee's workplace, and which serves to monitor employees' presence at the worksite.
- The operating hours at MU worksites are from 06:00 to 22:00 on workdays. This is determined by the Operating Rules of the University Campus at Bohunice.
- All available vacation days must be used within the given year.
- It is necessary for **all administrative workers** to be available and present at their workplace **from 09:00 (at the latest), and to not leave before 15:00** on workdays (unless, of course, they attend a business meeting at a different location than their workplace). The time period before or after this is flexible. It is only necessary to observe the length of the contracted working time, which is usually 8 hours + lunch break (8,5 hours in total). In exceptional cases, if you need to leave the workplace for a personal reason during the time period of 09:00 – 15:00, it is necessary to report this to your manager and obtain his/her approval.

## Attendance and Vacations

At the beginning of each year, you will be required to fill in your vacation plan electronically. Then, you can ask your manager for a specific period for your vacation through the [INET](#) information system (see Figure 4 below).

More information on vacations can be found in the [Employee Benefits](#)

Figure 4: Preview of vacation request in the INET Information System.



## Work Obstacles (Taking Care of a Family Member, Inability to Work, and Other Obstacles)

Please inform your manager and worksite assistant immediately on your eventual inability to work or need to take care of a family member. Also, without undue delay (within three days, at the latest) deliver the documents related to this work obstacle directly to your worksite assistant. As of 1<sup>st</sup> January 2020, the policy regarding documents related to work obstacles changed in the Czech Republic. Employees no longer need to submit paper documents, and are now able to submit e-Sick Leave Forms to their employer from the Czech Social Security Administration. To make sure that the inability to work is properly registered, **the employee has to communicate the following information to the doctor:**

- His/her employer – ATTENTION: this is Masaryk University, not CEITEC
- Birth identification number
- International employees must also provide their health insurance registration numbers. If they do not have this number, their birthdates can be used instead.

## Reports on Hours Worked (Timesheets)

The obligation to hand in timesheets (i.e., report on hours worked) applies to all employees whose remuneration is paid from project resources, where this obligation is specified. The form for filling in timesheets can be found [here](#). Detailed instructions will be provided by to relevant employees by an authorised employee of the Grant Administration Department. The Grant Administration Department staff list can be found [here](#) (If you are not sure whom to contact with a possible query, please contact the head of the department, Ms. Alice Valterová).

Figure 5: Preview of timesheet form in the [INET](#) information system.

The screenshot displays the 'Timesheet' application interface. At the top, there is a navigation bar with links for 'News', 'Personal', 'HR management', 'Economics', and 'Operation'. The 'Research' link is circled in red. Below this, there are sub-links for 'InfoSources', 'About Inet', and 'Index'. The left sidebar contains a 'Research' menu with 'ISEP' circled in red, and a 'Links' section. The main content area is titled 'Timesheet' and includes a search criteria section with a 'Period' dropdown set to 'February 2016' and an 'Employment' dropdown. Below this, there is a 'Role' dropdown set to 'Time sheet'. The main data entry section is titled 'Monthly project data entry' and contains two tables. The first table, 'Projects and roles information', has columns for 'Project Title', 'Workload', 'Hours', 'Role Title', 'Workload', 'Hours', and 'Completed'. The second table, 'Time sheet', has columns for 'Project', 'Activity', 'Role', 'Hours', and 'Description'. The 'Description' column in the 'Time sheet' table is circled in red.

Timesheets should be generated after the closing of salaries each month – on the 8<sup>th</sup> day of the following month, at the earliest. The necessity of printing and signing timesheets is determined by the rules of a specific project. Therefore, please follow the instructions from your project manager (from Grant Administration Department).

### Working hours records

The working hours record is accessible through the [INET](#) information system in the section HR Management → Attendance → Working hours.

There is prepared a so-called schedule from which the beginning and end of work are loaded into the system, as well as lunch break. This data can be manually edited by the employee. There is the 1 month balancing period in which is necessary to have same number of hour worked as the working time fund for the given month.

Data such as vacation, business trip, illness etc. are automatically read from the Leave Schedule.

It is necessary to confirm the Working hours record by “confirmation button” at the end of month and then the whole Working hours record is automatically sent for approval to your Manager.

## Workload Limits

The maximum possible workload at Masaryk University amounts to 1.2 FTE (this applies to employment relationships, as well as agreements outside of the scope of the current employment relationship). A CEITEC MU employee can only exceed the workload of 1.0 at MU if a different type of job is agreed upon in a separate work agreement (an agreement outside of the scope of the current employment relationship), and it should be clarified whether it is related to a manager position or scientific activity.

## Remuneration Payment

Your total gross salary consists of a salary tariff (which is determined by your work position) and a personal assessment amount (a variable component of your salary). Your salary will be paid monthly, after the work is completed, in the following calendar month. **Payday is usually between the 12<sup>th</sup> and 15<sup>th</sup> day of the month.** We pay out the salaries by means of electronic payment – we send it to the bank account given to the payroll accountant by the employee after the commencement of your employment. Your payslip is sent electronically to your email address at CEITEC MU. Both the income overview and payday schedule can be found in the [INET](#) application. More information can be found in the Masaryk University [Internal Wage Regulations](#).

## Employee Assessment

One of the pillars of the CEITEC MU HR policy is a regular assessment interview between the employee and his/her manager in order to manage the employee's work performance. It is in the form of an open conversation, which aims to provide valuable feedback from both sides. The interview takes place once per year. Each employee has a right to ask his/her manager for another assessment interview throughout the year as well.

## Business Trips and Payment of Travel Reimbursements

Some employees are sent on business trips by their direct supervisors. Prior to each business trip, you will need to get approval by a budget administrator and transaction originator by filling out the travel plan in INET in the [Travel Orders Management](#) section. Your worksite assistant can help you to fill out the form, as well as finalise the form after you return from the business trip.

If you use the possibility of free meals (breakfast, lunch, or dinner) during your business trip in the Czech Republic, the amount of money allotted for the meals will be deducted from your meal allowance. Meal allowance for travel abroad is set every year by the Decree of the Ministry of Finance, in line with Section 189 (4) of the Labour Code. Flat-rate travel reimbursements are paid in the employee's salary for the respective calendar month in which the travel reimbursements were settled. With an approved travel order, it is possible to request a cash advance for travel costs. You can collect it at the Rectorate (RMU) Cash Register in Czech or foreign currency, or request that the amount is sent to your bank account. Only Czech koruna can be sent to your bank account. After the business trip, you are required to return

the unused cash advance to the RMU Cash Register. For that reason we do not recommend using the cash advance for personal shopping.

During the approved business trip abroad, you are covered by health insurance through Masaryk University. After receiving an approved travel order, you can print out your [International Insurance Card](#) (including information about the insurance agreement and an assistance telephone number) from the INET system.

Terms and conditions for travel reimbursements are specified in the [MU Directive No. 13/2017 – Travel Reimbursements](#).

## A1 Form for the Purpose of “Dispatch”

If you are leaving for a business trip abroad that is longer than one week, we recommend taking the A1 form, issued for the purpose of “Dispatch” with you. The A1 form (which can be downloaded [here](#), *in Czech only*) serves for control abroad by immigration offices/alien police (checking for illegal workers) and proves that the employee was sent by his/her employer to work in a different country and that he/she has social security in the Czech Republic. The form must be filled out and filed by each employee in advance at CSSZ Brno (the office has a month to issue the form), second floor, office 221, Veveří 5, 660 20 Brno, tel.: 541 516 140. Further information is available [here](#).

## Process of Submitting and Handling Complaints and Suggestions

If you find yourself in a situation with a high level of discomfort that requires formal assistance and cannot be solved with your manager or his/her supervisor, you have the option to submit an official complaint or suggestion to the institute/university management. More information can be found [here](#).

## Sexual Harassment

Sexual harassment is generally understood as uninvited, inappropriate, and offensive behaviour with sexual subtext, which is perceived by an individual as undesirable. It does not necessarily need to involve only physical contact, and certainly not sexual intercourse. Sexual harassment can also come in the form of psychological pressure (such as different treatment based on gender, materials showing women or men as sexual objects, inappropriate comments about one’s body and looks, dirty jokes, humiliating or embarrassing comments, attention in the form of harassing emails or unsolicited sexual suggestions, etc.). You can find information about how to proceed in the event of sexual harassment and who you can consult regarding your situation [here](#).

# EMPLOYEE BENEFITS

## Vacation

Employees who are not academic staff are entitled to 6 weeks of vacation per a calendar year. Academic staff are entitled to 8 weeks of vacation. Vacation requests are submitted online through the [INET](#) application. Requests can be submitted one day before vacation commencement, at the latest. The submitted request will be automatically sent to your line manager for approval. You will be informed by email about his/her approval/rejection.

## Cash Allowance for meals

The Cash Allowance for meals has been introduced at MU from May 2021, it is a form of benefit when you receive the relevant amount of money directly into your salary instead of a meal voucher or a meal voucher card.

Cash allowance for meals is provided to employees that have a minimum workload of 20 hours per week.

This contribution is paid together with the salary for a specific month (i.e. for January it is paid together with the salary in the February payment period).

## Supplementary Pension Contribution

The pension contribution is provided to all contracted employees **on top** of their salary, which is **2% of the salary tariff** specified in the employee's salary assessment. A prerequisite for providing this contribution is filling out of an agreement for the supplementary pension scheme or an agreement on additional pension savings with the employer's contribution, and providing its copy to the Payroll Department (Contact: Radka Pížová, [radka.pizova@ceitec.muni.cz](mailto:radka.pizova@ceitec.muni.cz), tel. 549 49 6326). Employees are eligible for this contribution on the first day of the month in which the conditions were met.

Terms and conditions for the provision of supplementary pension contributions are specified in the MU Directive No. 7/2013 - [Rules for providing of supplementary pension contributions and additional pension savings to Masaryk University employees.](#)

## Multisport Card

The range of benefits offered to employees also includes the sport and relaxation program - [MultiSport](#). This program allows a regular visit to the network of sport clubs for monthly fee. This benefit is on a voluntary basis, price for MU employees is 550 CZK per month, which is deducted from employee's

salary. More information about the Multisport card find [here](#) or directly on the [provider's website](#). Order your MultiSport card for the following month by the 11<sup>th</sup> of the month at your human resources department ([HR@ceitec.muni.cz](mailto:HR@ceitec.muni.cz)).

## Career Development and Education

We recommend that you familiarise yourself with the [CEITEC MU Career System](#), which defines possibilities for career development and progress within the institute, and includes all types of positions – scientific, technical, and administrative.

### Education

For questions on education related to your work activities, please contact your manager or head of your department. A calendar of trainings and courses for scientific staff can be found [here](#). Offers for more courses organised by the university (such as first aid courses) are available [here](#) (*in Czech only*).

### Internship Abroad – Erasmus+

As our employee, you have the option to acquire knowledge or specific know-how from experiences and examples of good practice that are available abroad through the Erasmus+ program. The selection process always takes place in spring (March – April). Information on individual programs and activities for non-academic employees can be found on the [Centre for International Cooperation](#) website.

### Discounted Language Courses

The language school associated with the Faculty of Arts offers discounted language courses to our employees. Further information about the offered course can be found at the [Shopping Centre](#).

## Work-Life Balance Policy

CEITEC MU aims to be an employer that offers an open-minded, international, fair, and friendly work environment. One of our means for achieving this is to offer working conditions that provide our employees with a work-life balance. The “WLB Policy” defines and offers a total of 17 specific tools. We recommend that you read about them, and, if they are relevant and useful for you, take advantage of them. The “balance” can mean something different for everyone. The complete list of all available WLB tools can be found [here](#).

## Childcare provider – Elánek

There is a daycare group for children provided by Elánek Kindergarten for MUNI employee's children. Elánek Kindergarten is located 1 km from Campus area. The daycare group is for children aged 18 – 36 months.

The kindergarten has started providing the service in September 2020 and has capacity 12 places. There is an expectation that most parents will use only certain days and limited hours, so the group is able to provide care for about 25 to 30 children. Thanks to the fact that Elánek received subsidies from European funds, the price for MUNI employees is about the third of the standard price. Detailed information can be found directly on the [Elánek website](#) (*currently in Czech only*).

## Home Office

For selected work positions, we offer the possibility to work from home. This benefit can be used only after individual agreement with your manager. For non-academic positions, there is a prerequisite – to conclude a written agreement between the employee and the institute, which specifies the conditions for work performance from home or your favourite coffee place. More information on home office rules can be found [here](#).

## Other Provided Benefits

### Events for Employees and Their Family Members

Every year, you can look forward to informal events that are dedicated to all employees and their families such as Children's Day, Saint Nicholas Day, and the Christmas party. You will always receive invitations to your CEITEC MU email, and you can also find the information in the monthly internal newsletter.

### MS Office License for Private Devices

Employees and students can obtain a license for select software, including installation packages for their personal use at home. You can obtain the license after agreeing to the license conditions in the [INET](#) information system. Further information can be found [here](#).

### Sports

For those interested in sports, the MU Faculty of Sports Studies offers [regular sports courses](#) (*the website is in Czech only*). The Faculty of Sports Studies is located at University Campus in Bohunice.

### University Cinema Scala

Upon presentation of their employee card, MU employees can take advantage of discounted prices for select events at the Scala cinema, such as the 1+1 offer. Offers are published on the [IS Bulletin Board](#) (*in Czech only*) and could be sent to employee emails as well. You can set [automatic email notifications for published events](#) (*in Czech only*).

### Libraries

The MU library system consists of 9 faculty libraries, specialised libraries in the city centre, and 113 additional libraries that are located in more than 40 places in Brno and at one worksite in Telč. As a MU employee, you can use these [libraries](#) free of charge.

### **Educational and Recreational Centre in Telč**

For all MU employees, the Centre in Telč offers a 10% discount on overnight accommodation. Further information can be found [here](#) (*most information is available only in Czech*).

### **Vodafone Employee Program**

This employee program is available for all MU employees, regardless of whether or not they use a mobile work phone. Each employee is entitled to 5 SIM cards. Services can be ordered [here](#), (*the website is available in Czech*) by each employee individually. Use your UCO as the requested code.

### **Raiffeisen Bank Employee Program**

As a long-term cooperation, Raiffeisen Bank has been providing a discounted offer for all MU employees. This offer includes not only very favourable bank account conditions, but other banking, credit, and savings products as well. You can sign up for the services at all Raiffeisen Bank offices upon presenting your employee card, [through this link](#) or by emailing [CompanySales@rb.cz](mailto:CompanySales@rb.cz). The branch in Campus Square in Bohunice has English-speaking staff.

# IT SUPPORT AND SERVICES

## Primary and Secondary Passwords

Masaryk University uses various systems in which you need to have different passwords.

### UCO and Primary Password

Each MU employee has a designated UCO (university personal number). Each UCO is generated by an HR manager, and you will receive it with your primary password on your first day of work. Afterwards, you can change your password in the [IS](#) application.

The UCO and primary password can be used for login in two basic applications:

#### [MU Information System \(IS\)](#) – Personal Administration of Information System

- Here, you can find the document management system (“Úřadovna”), the CEITEC MU [document server](#), documents storage for other university employees or students, contacts for students and employees of MU
- Login = UCO, password = primary password (you will receive this from your HR manager during the onboarding process)
- Set your email in the form of [UCO@mail.muni.cz](mailto:UCO@mail.muni.cz) (we recommend setting mail forwarding of your work email in the form of [name.surname@ceitec.muni.cz](mailto:name.surname@ceitec.muni.cz))

#### [MU Economic-Management System \(INET\)](#)

- Here you can find information about your attendance, order your meal vouchers, plan your vacation, print out your payslips, fill out travel orders and timesheets, manage personal data, etc.
- Login = UCO, password = primary password (you will receive this from your HR manager during the onboarding process)

MU Portal – entry gateway to both portals (INET and IS) – unification portal

### Secondary Password

The secondary password should be different from the primary password. It can be used, for instance, to log into Wi-Fi, VPN, Email O365, your PC, a PC in the Central Computer Study (e.g., during trainings), and the canteen lunch ordering system. The secondary password can be set in the [IS](#) application, or an employee of the Centre for Information Technologies (CIT) can help you to set up your password (requests for CIT staff shall be made via [INET](#), in the [iHelp](#) application).

## Password for PC and Network Drives

A password for your PC can be also set individually with the assistance of a CIT employee. We recommend using the same password as your secondary password. Password access to network drives must be the same as the PC password.

## CEITEC MU Email Address

CEITEC MU employees have an email address in the following form: [name.surname@ceitec.muni.cz](mailto:name.surname@ceitec.muni.cz). Your HR manager will request the creation of your CEITEC MU email address before you begin working. Your MU email address (in the form of [UCO@mail.muni.cz](mailto:UCO@mail.muni.cz)) will be forwarded to your CEITEC email address (in the form of [name.surname@ceitec.muni.cz](mailto:name.surname@ceitec.muni.cz)), so that the emails sent to both addresses will come to one email box (which can be viewed using the is.muni.cz interface or Outlook, depending on your preferences). To set up an email client, please contact CIT IT support (see below).

Remote email access can be found [here](#) (login = UCO@muni.cz), and then you will be redirected to the unified university login, where your UCO and primary password shall be entered.

## IT Support

The Centre for Information Technologies of Management of the University Campus at Bohunice (CIT SUKB) provides full IT support for end-users at the CEITEC MU worksite located at the Bohunice campus.

Basic IT support services include the management of user computers, printers, and post-warranty service, the configuration of network outlets and phones, and mail account management in Office 365.

### System Request for IT services (Helpdesk)

If you have a request for IT support, please enter it online via the [IT Request System in INET](#). After entering the request, a technician will contact you.

#### Contact:

[Helpdesk INET](#)

Email: [cit@ukb.muni.cz](mailto:cit@ukb.muni.cz)

Hotline phone number: 549 49 2919 (7:00–15:30)

Location: Pavilion B22, 2<sup>nd</sup> floor

Website: <http://cit.ukb.muni.cz> (*in Czech only*)

The helpdesk (“Hotline”) is a remote support technology on the phone. The service is available from 7:00 to 15:30 Monday through Friday, and its purpose is to solve urgent cases or provide solutions to minor problems. If you would like help with your computer configuration, please download the [CIT Remote Help](#) application (*in Czech only*) and contact the helpdesk.

## Internet Access within MU Buildings

The majority of Masaryk University premises are covered by the university Wi-Fi network signal, enabling internet connection from laptops, tablets, and mobile phones.

The **EDUROAM** network (username is **UCO@muni.cz** and password is your **secondary** password) or **MUNI** network (username is **UCO** and password is your **secondary** password) can be used for connection.

The service is available to all MU employees and students automatically, and free of charge. Further information can be found [here](#).

## Telephone

A telephone number will be allocated to your workplace. Telephone numbers within MU have the following form: **549 49 xxxx**. Extensions for individual MU employees can be found on the [MU website](#). Personal telephone charges are shown in the [INET](#) application. When making calls outside of Masaryk University, you must dial 0 before the phone number. To install a phone line, please contact your worksite assistant.

## External Services

External services include tools for communication and cooperation such as email, calendars, and document sharing. A service for file synchronisation with IS is also available. You can use external services such as Google Apps or OwnCloud via MU IS. After turning on the Google Apps service, a profile will be created with an identical name to the name you use in IS. External services are available free of charge, and their usage is voluntary. Further information on external services can be found [here](#) (*in Czech only*).

If you would like to use the external service O365, you can install the desktop version of MS Office on up to 5 private devices free of charge (see section [Other Provided Benefits](#)

). The most recent version of MS Office is always available, and is reactivated once every 30 days. During this 30-day period, you have to connect your device to the Internet, or its functionality will be limited. After termination of your work at MU, your MS Office account will be deactivated and you will only have access to a limited account. Instructions for obtaining applications for your personal devices and their terms of use can be found [here](#) (*in Czech only*).

# FURTHER INFORMATION

## Initial Medical Examination

Before starting work at CEITEC MU, it is mandatory for new employees to have an initial medical examination, which can be performed by the company doctor, MUDr. Věra Příbylová, or by your general practitioner. Employees assigned for work that has an increased risk level must do their initial medical exam *with the company doctor only*. **The initial medical examination must be performed before the start of employment. Further information can be found in the introductory email that will be sent by your HR manager before you begin employment.** After the examination, your employer will reimburse the costs for the examination once you provide a receipt to your HR manager.

**The company doctor has an office in the city centre.** You must bring the following to your medical examination: a summary of your patient record kept by your general practitioner, 3 copies of a form provided to you by your HR manager, and morning urine (you can purchase the container at any pharmacy). You should not eat in the morning before the exam (if a blood test will be performed). You can schedule your medical examination online [here](#).

### Doctor's Contact Information:

MUDr. Věra Příbylová

Slovákova 11, 602 00 Brno (4<sup>th</sup> floor)

Phone number: 545 216 962

*The waiting room is closed, you have to ring the bell to enter.*

## Employee Card and Photographs

**Employee photographs** are used for employee cards and the MU website (if you agree). They are provided by the Institute of Computer Science, Komenského nám. 2 (former building of the Faculty of Medicine), office 139C, ground floor on the right, on Wednesdays 10:00-11:00 and Fridays 10:00-11:00. Alternatively, employees can visit the University Campus at Bohunice, at the MU Faculty of Sports Studies, building A34, office 206 on the first Wednesday of every month, 13:00-14:00. Current information on employee photographs can be found [here](#).

### CEITEC Website Employee Photographs

Employee photos for the CEITEC website are taken by CEITEC PR staff every first Thursday of month from 10:00-11:00 in office E35/1S027 (contact: Jitka Hodálová, [jitka.hodalova@ceitec.muni.cz](mailto:jitka.hodalova@ceitec.muni.cz), ext. **4179**).

After having your photographs taken, ask your HR manager for your **employee card**. Your first card will be issued free of charge and allows for access to the building of your worksite. Should the basic activation be insufficient for entry to other worksites, the card will be further activated by the authorised person of the administration team of the respective worksite (most often the worksite assistant). Please contact your HR manager to request further access.

You can also use your employee card to top up money at the canteen cash register that can be used to pay for your lunches in the canteen (getting lunch for discounted employee prices), and you can use it for discounts in Brno (e.g., Scala cinema, and the library).

If your employee card is lost or stolen, you have to apply for the issuance of a new card and pay the full price for it (CZK 220 for employee card, CZK 380 for ITIC card). If data on the card changes, you need to apply for the issuance of a new card as well. In this case, the card will be issued free of charge. Contact your HR manager to submit the request.

## Occupational Safety and Health and Fire Prevention (OHP & FP)

It is a requirement that each new employee shall be trained on occupational safety and health, and fire prevention. The training is done online via an e-learning application. Further information can be found in the informational email sent by your HR manager before the start of your employment.

### Injuries

If you are suffering from a work-related injury, please report this without undue delay to your manager. It is always necessary to report injuries to the OHP & FP manager (contact: Barbora Loučková,

[barbora.louckova@ceitec.muni.cz](mailto:barbora.louckova@ceitec.muni.cz), 777 926 63). All injuries must be recorded to the injuries information sheet, which can be found in first-aid kits or with your manager, as well as on [IS MUNI](#). In the case of severe injuries, call emergency medical services (phone: 155, **0155** from a landline).

### First-Aid Kit Locations

The first-aid kits in building E35 can be found at the reception desk or in the cabinets above the fridges in all kitchens. In building E26, the first-aid kit can be found in the kitchens as well. In the other buildings, the first-aid kits can be found in the central corridor behind the partition doors.

### Fire

Anyone who notices a fire is responsible for taking the necessary steps to rescue people in danger, and, if possible, for extinguishing the fire or taking the necessary measures to prevent it from spreading. There are portable fire extinguishers and wall hydrants (only for firefighters) located in corridors.

All fires shall be reported by phone to the central protection desk (tel.: 549 49 **2929**) or to emergency services (tel.: 150, **0150** from a landline).

## Cash Desk

The cash desk can be found on the ground floor of building E35, room 1S013. At the cash desk, you can collect your salary, financial advances for your business trips, payments of regular or extraordinary advances, and you can settle minor expenses. All transactions will be made in **Czech koruna only**. Contact person: Klára Smejkalová ([klara.smejkalova@ceitec.muni.cz](mailto:klara.smejkalova@ceitec.muni.cz), tel. 549 49 **7425**).

### Service Hours:

Tuesday 13:00–15:00

Thursday 10:00–11:00

The cash register for foreign currency is located on the fourth floor of the Rector's Office building in the city centre. The exact address of the Rector's Office can be found [here](#). Contact information: tel. number 549 49 **5762, 4081**. Service hours: Monday–Friday 12:00–14:00. Further information can be found [here](#).

## Filing Room

The filing room provides the following services: receipt and registration of both external and internal mail and packages; distribution of packages to individual departments or employees; picking up and delivery of mail from the CEITEC MU worksite, building E35, and building B22 to individual worksites, including the MU Rector's Office (delivery takes place every workday).

The filing room can be found in building B22 (red campus entrance, across from the shopping centre), office 115, ground floor of the MU main entrance next to the MU reception.

For individual worksites, the delivery and receipt of mail is realised by particular worksite assistants.

## Office Supplies

The distribution and registration of office supplies is ensured by individual worksite assistants. The necessary IT equipment (e.g., computer, laptop etc.) must be approved by the employee's manager, and its handover is conditional upon the employee's signature. The purchase is paid from a specific worksite budget and the budget source must be approved by the manager.

## Booking Meeting Rooms

Meeting rooms are booked by worksite assistants through an online reservation system. If needed, the Director's Office assistant may ask for a reservation change and transfer the original reservation to a different room (particularly for official visits and Director's events). We would like to ask all employees to book meeting rooms solely via the worksite assistant who has access to the system and books meeting rooms according to the number of participants. Above all, this rule needs to be followed for room 211 in building E35, which serves primarily for representation purposes and has the biggest capacity. All rooms are equipped with white boards and markers.

### In Building E35, the Following Meeting Rooms Are Available

Basement	Meeting room 2S087 (facilities: projection; capacity 16 persons)
Ground floor	Meeting room 1S065 (capacity 8 persons)
Ground floor	Meeting room 1S102 (facilities: projection; capacity 17 persons)
1 <sup>st</sup> floor	Meeting room 129 (capacity 8 persons)
1 <sup>st</sup> floor	Meeting room 145 (facilities: projection, videoconference; capacity 27 persons)
2 <sup>nd</sup> floor	Meeting room 211 (facilities: projection, videoconference; capacity 32 persons)

### In Building E26, the Following Meeting Rooms Are Available

2 <sup>nd</sup> floor	Meeting room 222 (facilities: projection, PC, videoconference; capacity 27 persons)
3 <sup>rd</sup> floor	Meeting room 329 (facilities: projection on interactive whiteboard, PC; capacity 23 persons)

The aforementioned capacity applies for the original room setting if chairs are placed around the table in the room. The meeting room capacity can be increased if a theatre setting is used instead.

## Building Management

The [Management of the University Campus at Bohunice](#) (*in Czech only*) provides all maintenance and management of CEITEC MU buildings, their premises, and technical equipment.

### Reporting Technical Defects (Electronic, Water, Gas, Air Conditioning, Heating)

Any defect of any service in the building (heating, air conditioning, water pipes) or defects in building and interior facilities shall be immediately reported to the Management of the University Campus at Bohunice. Common defects shall be reported by department assistants or laboratory managers (if the defect occurs in the laboratory) via [Defects Reporting](#) (UCO + secondary password).

Emergency conditions, such as a person stuck in an elevator, water leakage, etc. must be immediately reported to the central reception desk, ext. 2929. Afterwards, it is necessary to inform the CEITEC MU [Operations Department](#) in order to prevent any further damage.

### **Presence at CEITEC MU Worksites in the University Campus Buildings in Bohunice**

The hours of operation of the University Campus in Bohunice are from 06:00. to 22:00 Monday-Friday. Written consent from the employee's manager and the CEITEC MU Director is necessary for entry outside of these dedicated working hours (students need the consent from their supervisor too). A worksite [presence outside of working hours permit](#) shall be filled with the help of your worksite assistant, and handed over to the OHP & FP manager (contact: Barbora Loučková, [barbora.louckova@ceitec.muni.cz](mailto:barbora.louckova@ceitec.muni.cz), 777 926 63).

Please call the central reception desk, ext. 4450 or 2929, and report yourself when entering (and exiting) the worksite after working hours. Please report your name, building number, office room number, and worksite telephone extension.

### **Parking for CEITEC MU employees at Buildings E26 and E35**

Heads of research groups and Core Facilities, as well as and one representative of the given worksite have access to the parking lot in front of building E35 (behind the gate). For administrative worksites, access is reserved only for the department managers. For access to the parking lot in front of buildings E26 and E35 it is necessary to use your employee card, ISIC, or ITIC. For more information regarding parking access please contact HR.

