

**Measure of the Director of Central European Institute of Technology of Masaryk
University No. 4/2019**

Jobs Systemisation at CEITEC MU

(effective as of 1 December 2019)

Pursuant to Article 4.6 of the Rules of Organisation of the Central European Institute of Technology of Masaryk University, I hereby issue the following Measure:

Article 1

Subject Matter

This Measure determines the rules and procedure for setting out the systemisation of jobs within CEITEC MU (hereinafter the "Institute") within the framework of the Institute's organisational structure, as determined by separate Measure of the Director No. 3/2016 CEITEC MU Organisational Structure in accordance with the Rules of Organisation of the Institute.

Article 2

Principles of Jobs Systemisation

- (1) The jobs systemisation determines in a binding manner the number and characteristics of the planned jobs of employees employed by the Institute.
- (2) A job, except for functional positions of managing employees established by the Rules of Organisation of the Institute, shall be established by means of its incorporation in the jobs systemisation; the opposite procedure is used for job cancellation.
- (3) A job can only be filled if it is systemised and vacant.
- (4) The jobs systemisation is determined and changed by the director's decision that is also used after each change of the systemisation to announce the complete updated version of the jobs systemisation.

Article 3

Systemisation Rules

- (1) Unless otherwise stipulated in this Article, a job is always systemised with a planned workload corresponding to the determined weekly hours of work according to the Labour Code (1 FTE).
- (2) A job of the head of a research group may be systemised with a planned workload lower than 1 FTE, but in any event at least 0.5 FTE, provided that this is a job where concurrent employment is expected with the job of:
 - a) the director, deputy director or head of the research centre;
 - b) the head of another worksite within the scientific worksites structure;
 - c) an academic staff of another part of MU, head of a clinic of a university hospital or in another healthcare facility of a similar nature;

- (3) With the exception of the case specified in paragraph 2 above, a job may be systemised with a planned workload lower than 1 FTE, provided that it is justified by the nature of the given job and the needs of the Institute.
- (4) The lowest permissible number of systemised jobs in a research group, including the job of the relevant managing employee, is 5 FTE. For the purpose of calculation and evaluation of the compliance with the lowest permissible number of systemised jobs in a research group, the PhD student positions are calculated in the same amount of 1 FTE regardless of the actual workload.
- (5) The lowest permissible number of systemised jobs at other worksites within the scientific worksites structure, including the job of the relevant managing employee, is 2 FTE.
- (6) The highest permissible number of systemised jobs at all types of scientific worksites, including the job of the relevant managing employee, is 15. This limit can be temporarily increased by the director's approval in the event of existence of important grants in the implementation period. Nevertheless, an eventual limit increase of the highest permissible number of systemised jobs does not imply an increase in the demands for laboratory and office spaces allocation and, at the same time, it cannot clash with the work rules pertaining to occupational safety and health protection of the particular research group.
- (7) The provisions of paragraphs 4 through 6 shall not apply to the newly established scientific worksites for a period of three years after their establishment.
- (8) The requirements stipulated in paragraphs 4 through 6 shall be deemed fulfilled in the case of joint scientific worksites with another part of MU or with another research organisation (public research institution, university hospital or a similar healthcare facility) based on a written agreement with the Institute regulating shared utilisation of the capacities of the institutions for the performance of the given scientific activities and distribution of the outputs and results of such activities, provided that the given worksite as a whole meets these criteria within the scope of the shares of all participating institutions.

Article 4

Systemisation Procedure

- (1) The jobs systemisation is processed, administered and recorded by the HR department.
- (2) The jobs systemisation consists of the jobs plan that specifies the numbers of jobs, with the determination of the corresponding planned workloads in each category in line with the Career system (Measure of the Director No. 9/2018 Career System), itemised on the basis of the Institute's organisational structure as determined by a separate measure.
- (3) A supplementary part of the jobs systemisation is:
 - a) A functional scheme of jobs, depicting the categorisation of individual jobs and the functional relationships among them within the Institute's organisational structure; the functional scheme is prepared by the HR department in compliance with the Institute's Rules of Organisation and the applicable jobs systemisation; and

- b) description of each job (job description) prepared by the HR department in co-operation with the competent managing employee and approved by such managing employee.
- (4) The proposal for a job establishment or cancellation is usually submitted by the managing employee of the relevant worksite through the competent line manager. The proposal for a job transfer from one worksite to another is submitted by the managing employee of the worksite to which the job is to be transferred, based on an agreement with the managing employee of the affected worksite, through their nearest common superior line manager.
- (5) The proposal for the job establishment must contain:
- a) the characteristics of the proposed job and its functional categorisation based on the criteria specified in paragraph 2 above;
 - b) the proposed job description;
 - c) specification of the source of financing the salary and other related costs associated with the establishment and maintenance of the job and the corresponding proposed duration of the job;
 - d) other particulars prescribed by the form to be prepared and distributed by the HR department.
- (6) The proposal for the job cancellation must contain:
- a) specification of the job to be cancelled and the reasons for the proposed cancellation of the job;
 - b) specification of the job(s) to which the tasks performed by the job to be cancelled are proposed to be transferred;
 - c) specification of any costs associated with the job cancellation;
 - d) other particulars prescribed by the form to be prepared and distributed by the HR department.
- (7) With the exception of the cases specified in paragraph 4 above, a job may be cancelled as a consequence of a change of the organisational structure implemented by means of a separate measure, provided that such measure so stipulates, or as a consequence of the director's decision on reducing the number of employees employed by the Institute.

Article 5

Scientific Positions Outside the Systemisation Framework

- (1) Outside the scope of the jobs systemisation, the following scientific positions may be created at the Institute:
- a) a position of a visiting professor or a visiting scholar;
 - b) a position of a fellow.
- (2) The scientific positions specified in paragraph 1 above shall be established and cancelled by the director's decision who shall also determine their functional categorisation within the Institute's structure.
- (3) The holders of the scientific positions specified in paragraph 1 above may, but need not, be employed by the Institute as employees or in a different form of employment relationship in compliance with any other regulations that may apply to them.

Article 6

Filling of Systemised Jobs

- (1) Unless otherwise stipulated in this Article, a systemised job is filled with one employee with a full-time workload planned in the systemisation for this particular job.
- (2) A job of a managing employee may always be filled only with one employee and no person may execute more than one managing employee position, with the exception of:
 - a) concurrent executions of positions of:
 1. the director or deputy director and the head of the research group;
 2. the head of the research centre and the head of the research group;
 3. the head of the research group and the head of another worksite within a period of three years after the establishment of such worksite;
 - b) cases where the managing employee is temporarily appointed to execute another management position.
- (3) A job may be concurrently filled with several employees among whom the workload planned for such job according to the systemisation is divided, provided that such arrangement:
 - a) was set up within the scope of substituting an employee during his/her maternity or parental leave or within the framework of support measures adopted as a part of the process of the employee's return from maternity or parental leave;
 - b) is justified by specific conditions resulting from the source of financing the salary and other related costs of the given job within the scope of the budget of the given worksite in compliance with the Institute's budget rules or by any other material operational needs of the Institute.
- (4) When filling jobs within a research group, the competent managing employees are obliged to ensure that the average workload of an employee employed in a research group is equal or higher than 0.8 FTE, whereby workloads of PhD students or persons on maternity or parental leave are not included in this calculation.
- (5) The workload at junior positions (i.e. "PhD Student", "Postdoc") should represent at least 50% of the overall number of FTEs within the given research group.

Article 7

Jobs Systemisation Processing

- (1) The jobs systemisation shall be processed in line with the actual state by the HR department annually on 1 September the latest.
- (2) The jobs systemisation of the administrative department in its updated version shall be issued by the HR department and approved by the Deputy Director for Administration.
- (3) The jobs systemisation of the Director's office in its updated version shall be issued by the HR department and approved by the Director.

Article 8

Common and Final Provisions

- (1) The Head of HR department shall be responsible for the interpretation of this Measure.
- (2) This Measure revokes Measure of the Director 4/2016 on job systematization at CEITEC MU.
- (3) The Head of HR department shall be responsible for the supervision over the compliance with this Measure.
- (4) This Measure shall become valid as of the date of signature hereof.
- (5) This Measure shall become effective as of 1 December 2019.

In Brno, on 4.11.2019

Jiří Nantl
Director