

**Dean's Instruction No. 2/2013**

***to use fixed telephone lines and mobile operator services  
for private purposes***

*(as amended with effect from 1 September 2013)*

*Pursuant to Article 5(3)(a) of the Organizational Regulations of Masaryk University, I issue the following instruction:*

Article 1

**Subject of modification**

- (1) The subject of this guideline is the establishment of rules for the use of fixed telephone lines and mobile operator services at the Faculty of Informatics (hereinafter referred to as "FI") for private purposes.

Article 2

**Fixed telephone lines**

- (1) A record of landlines and assigned flaps, with the responsible person and cost centre, is kept by the FI Computer Centre (hereinafter referred to as "CVT").
- (2) Responsible persons are obliged to mark each private telephone call either on the keypad of the telephone device before it is made or subsequently (by the 15th day of the following calendar month at the latest) in the "Personal Calling" application (<https://inet.muni.cz/app/telef/hovorne>).

Article 3

**Mobile telephony**

- (1) In terms of securing management functions and ensuring the activities of the faculty, I stipulate that employees in the following positions are entitled to a company mobile phone, or to use the services of a unified mobile operator for MU (hereinafter referred to as "mobile telephony"): dean, vice-dean, secretary, head of departments, head of building management, head of the Computer Centre, head of the dean's office, technician.
- (2) Mobile telephony for business purposes may also be provided to employees who:
  - a) use mobile telephony due to their involvement in an external project, the cost of which is covered by the project's budget,
  - b) shall be authorised to do so at the discretion of the head of the department concerned, the cost of such use being borne by the budget of that department.
- (3) Mobile telephony records, including the assignment of a responsible person and cost centre to each telephone number, are maintained by CVT FI.
- (4) Employees who have been granted the option of using a business mobile telephone are obliged to indicate the use of mobile telephony for private purposes in the

"Personal Calling Fee" application (<https://inet.muni.cz/app/telef/hovorne>) (no later than the 15th day of the following calendar month).

Article 4

**Reimbursement of costs for private use**

- (1) The costs of using fixed telephone lines and mobile operator services for private purposes are covered by FI employees by transferring part of their salary to the Masaryk University SUPO client account.

Article 5

**Final provisions**

- (1) The Secretary of the FI is responsible for the interpretation of the individual provisions of this instruction and its continuous updating.
- (2) Compliance with the instruction is monitored by the FI Economic Department.
- (3) The Instruction shall enter into force on 1 September 2013.

In Brno, 30 August 2013

Michal Kozubek  
Dean FI