

MUNI

**INFORMATION FOR NEW
EMPLOYEES OF MASARYK
UNIVERSITY**

MASARYK UNIVERSITY
ŽEROTÍNOVO NÁM. 617/9,
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1. Welcome to Masaryk University!

You have become part of the university that ranks among the most significant educational and research institutions in the Czech Republic. We would like to facilitate your onboarding and therefore we have prepared this handbook, which shall guide you through the university and provide practical advice in the first days of your employment.

Here, you will find not only information about the university structure and its bodies, but also about the organization of a working day and possibilities of leisure time activities. Please read the handbook carefully and if something is not entirely clear, ask your superior for explanation or address the staff of the Personnel Management Office who will be happy to assist you.

Details provided in this document is for information purposes only and shall not constitute any legal claims.

2. About the university

The university, bearing the name of the first Czechoslovak president Tomáš Garrigue Masaryk, was founded in Brno on 28 January 1919. Masaryk University with four founding faculties – Law, Medicine, Sciences and Arts – soon became a renowned academic institution. The university flourished until the closure of Czech universities by the Nazis and the outbreak of World War II. The communist regime that seized power in 1948 did not favour free development, either. The Faculty of Law was abolished for almost twenty years in 1950, the university was under ideological pressure and severely suffered by loss of outstanding academics. During years 1960–1989 the university bore the name of significant 19th century Czech physiologist Jan Evangelista Purkyně. Its original name was resumed as late as in 1990.

The present Masaryk University has ten faculties with more than 200 departments, institutes and clinics, operating in a wide range of sciences and humanities. It is the most sought-after university in the country, the largest university in Moravia and the second biggest employer in the South Moravian Region. The university has an impact on cultural and social life in Brno. It is a founder of Mendel Museum, University Cinema Scala and actively participates in projects supporting the development of the region.

The university offers Bachelor's, Master's and doctoral degree programmes in the full-time and combined form; lifelong learning programmes have been gaining on popularity. Senior citizens have the opportunity to study at the University of the Third Age; children can try Masaryk jUniversity.

The development of material and technical basis involved the construction of the campus as well as the rebuilding and modernizing buildings in the city centre. Several historical buildings were adapted; building technologies were refurbished; auditoriums, laboratories, study rooms and libraries were rebuilt and modernized. One of the most ambitious and successful projects has been the construction of the university campus, where major role is played by CEITEC, the Central European Institute of Technology – a research centre of excellence for Central European region.

Thanks to its dynamic development, Masaryk University is one of the most prestigious educational institutions in Central Europe.

2.1. Our values

Ever since its establishment, Masaryk University has always respected and adhered to democratic values of a free republic. Such values form the cornerstone of the university's culture and are widely shared by the academic community. Our key values are:

- Freedom** respected and defended as a social imperative. Also as a principle of an internal organization of the university in the form of academic freedom of teaching and research or freedom of responsible choice of one's own study path, but also as a principle of institutional autonomy of the university towards the state.
- Respect** as the basis of an internal culture, mutual respect, solidarity and partnership in all negotiations. Respect for the principles establishing equal opportunities and transparency. As well as respect for the principles of academic ethics.
- Responsibility** emphasizing the role of the university as a co-creator of public opinion, a solver of local issues and issues concerning the whole society and a provider of public service open to everyone. Also the individual responsibility of students and employees reflected in respect for university rules and sense of belonging to the university.

2.2. Organizational structure

Masaryk University is structured into constituent parts, which are its faculties, university institutes, other units ensuring educational, scientific, research, development and other activities or provision of information services; purpose-built facilities for cultural and sports activities, for accommodation and catering or for supporting MU operations; and the Rector's Office.

Faculties

[Faculty of Law](#) | [web](#)
[Faculty of Medicine](#) | [web](#)
[Faculty of Science](#) | [web](#)
[Faculty of Arts](#) | [web](#)
[Faculty of Education](#) | [web](#)
[Faculty of Economics and Administration](#) | [web](#)
[Faculty of Informatics](#) | [web](#)
[Faculty of Social Studies](#) | [web](#)
[Faculty of Sports Studies](#) | [web](#)
[Faculty of Pharmacy](#) | [web](#)

University institutes

[Institute of Computer Science](#) | [web](#)
[Central European Institute of Technology](#) | [web](#)

Purpose-built facilities

[Accommodation and Catering Services](#) | [web](#)
[Masaryk University Press](#)
[Management of the University Campus Bohunice](#) | [web](#)

Other units

[Masaryk University Archive](#)
[Language Centre](#) | [web](#)
[Centre for International Cooperation](#) | [web](#)
[Support Centre for Students with Special Needs](#) | [web](#)
[Technology Transfer Office](#) | [web](#)
[Mendel Museum](#) | [web](#)
[Centre for Education, Research and Innovation in Information and Communication Technologies](#) | [web](#)
[University Centre in Telč](#) | [web](#)
[Career Centre](#) | [web](#)
[Pedagogical Competence Development Centre](#) | [web](#)
[Board for Culture and the Arts](#) | [web](#)

Rector's Office

[Rector's Office](#)

The organizational structure is available [here](#).

2.3. University bodies

The Rector is the statutory body of the university; the faculty is represented by the dean, the university institute or university facility is headed by the director. Financial affairs and internal administration are managed by the bursar at the university level and by the secretary at the faculty level.

Autonomous and other bodies of MU are:

Academic bodies

- [Academic Senate](#)
- [Rector](#)
- [Scientific Board](#)

Other bodies

- [Board of Trustees](#)
- [Bursar](#)

Consultative bodies

- [Rector's Board](#)
- [Senior Management](#)

Boards and committees

- [Publishing Board](#)
- [Ethics Board](#)
- [Research Ethics Committee](#)
- [Committee for Research Infrastructure Development](#)
- [Finance Committee](#)
- [Accommodation Board](#)
- [Arts and Culture Board](#)
- [Equal Opportunity Panel](#)
- [Editorial Board of the University Magazine MUNI.CZ](#)
- [Information Technologies Board](#)
- [Technologies Transfer Board](#)
- [Students Grants Board](#)
- [Canteens Board](#)
- [Board of Studies of the University Centre in Telč](#)
- [Development Board](#)
- [Board of Studies of the University of the Third Age](#)

An overview of the current composition of all bodies can be found [here](#).

2.4. Senior management

Rector

Vice-Rector for Research and Doctoral Studies

Vice-Rector for Internationalization

Vice-Rector for Personnel and Academic Affairs

Vice-Rector for Education and Quality

Vice-Rector for Student and Alumni Affairs

Vice-Rector for Development, Legislation and IT

Vice-Rector for External Relations and Life-long Training

Bursar

Executive Assistant to the Rector

[prof. MUDr. Martin Bareš, Ph.D.](#)

[prof. RNDr. Šárka Pospíšilová, Ph.D.](#)

[doc. PhDr. Břetislav Dančák, Ph.D.](#)

[prof. PhDr. Jiří Hanuš, Ph.D.](#)

[Mgr. Michal Bulant, Ph.D.](#)

[doc. PhDr. Mgr. Simona Koryčánková, Ph.D.](#)

[doc. JUDr. Radim Polčák, Ph.D.](#)

[doc. Ing. Martin Kvizda, Ph.D.](#)

[Mgr. Marta Valešová, MBA](#)

[Marián Kišš, M.A., Ph.D.](#)

Information about MU management is available [here](#).

2.5. Masaryk University Strategic Plan for 2021–2028

The strategic plan of Masaryk University for the years 2021–2028 is a fundamental conceptual development document determining the heading of our university in education, research, social role and in its infrastructural development for the next years. The plan sets out strategic objectives, key results and indicators and measures to meet the strategic goals in the following six areas:

- Teaching and education
- Research and doctoral studies
- Internal culture and social activities
- Human Resources management and employees development
- Information systems and IT support
- Institution management and infrastructure

You can read the full text of the Strategic Plan [here](#).

2.6. What's happening at Masaryk University

You can read the latest news from MU at <https://www.em.muni.cz/en>. The printed version is published once a month (10 issues a year) and is available on stands at the RMU reception and the faculties. Other portals of MU communication network are:

- <https://www.muni.cz/en> – the main portal of MU presents news and press releases
- <https://portal.muni.cz/> – contains news and provides access to INET, an application where you can manage your working hours, requests for leave, business trips etc. A video guide to [the Employee Portal](#). In the settings, you can turn on English subtitles.
- <https://it.muni.cz/en/services/yammer> – an internal communication network for easy sharing and sending information among MU employees. Working groups can be created in Yammer for the purpose of cooperation and discussion.

You will get the MU Employee Newsletter to your e-mail inbox every month, where you will find information not to be missed.

2.7. People at the university

If you wish to find MU employees and information about their jobs, telephone numbers, e-mail addresses and room numbers, you can visit the [website, MU Information System – section People](#) and application [INET – People and units](#).

2.8. Rector's Office

The Rector's Office provides central services to MU constituent parts and is divided into organizational units (offices). The competence of the offices is defined by MU Organizational Regulations, available [here](#).

2.9. Internal regulations

All internal regulations and standards are published in the Information System of Masaryk University (IS) at the [document server](#). MU internal standards include MU internal regulations, MU directives, bursar's directives, Rector's measures, bursar's measures, Rector's instructions, bursar's instructions and Rector's decisions.

The basic internal regulations and directives are:

- [MU Statutes](#)
- [Organizational Regulations](#)
- [Internal Wage Regulation](#)
- [MU Employment Code](#)
- [Catalogue of Posts](#)
- [Working Hours at MU](#)
- [Financial Control at Masaryk University](#)
- [Collective Agreement](#)

Other internal regulations are available [here](#).

3. Information systems, PC, telephones

3.1. Primary and secondary password

Masaryk University uses several systems which cannot be accessed through a universal password.

UIN and primary password

Each MU employee is assigned a UIN (university identification number). The UIN is generated by the Personnel Management Office and shall be given you together with the password (primary password) on the day of employment commencement. You may change the password in the [IS](#).

The UIN and primary password are used for login to two basic applications:

INFORMATION SYSTEM (IS)	MU ECONOMIC AND ADMINISTRATION SYSTEM (INET)
<ul style="list-style-type: none">- available at https://is.muni.cz/?lang=en – personal administration of the Information System- here you will find e.g. the IS MU Bureau, the document server with templates or the document repository	<ul style="list-style-type: none">- available at: https://inet.muni.cz/?app.setlang=EN- here you will find e.g. information about your hours worked, you can order meal vouchers, plan leave, print pay slips or fill in travel authorization forms

Secondary password

Secondary password should differ from primary password. It is used e.g. for access to Wi-Fi, Open VPN, login to PC, login to a computer in the University Computer Centre (e.g. for training sessions). An employee of the Technical Operations Office (ICT) shall set the secondary password with you. You may change the password in the [IS](#).

Password for PC and network drives The PC password is also set individually in cooperation with an employee of the Technical Operations Office. We recommend setting the same password as the secondary one. The password for access to network drives must be identical to the PC password.

More information about setting and using passwords is on the [Technical Operations Office website](#).

3.2. Internet access in MU buildings

Most MU premises are covered by the university Wi-Fi networks enabling Internet connection on laptops, tablets and mobile phones.

For Internet connection you can use the [EDUROAM](#) network (user name is [UIN@eduroam.muni.cz](#) and password is your secondary password) or MUNI network (user name is UIN and password is your secondary password).

The service is free for all employees and students of MU.

Click [here](#) for more information.

3.3. External services

External services offer communication and cooperation tools, such as mail, calendar or document sharing, that are available for you within the service of Office 365. The Office 365 account is automatically created as [UIN@muni.cz](#), your IT department will help you to create an email address in the form of [lastname@department.muni.cz](#), for example [pesakova@ics.muni.cz](#). In order to synchronize your files OneDrive service is available for personal documents and the Office 365 group is available for group documents, you can use as well IS G Suite or ownCloud to synchronize your files. You can also use the external services of IS G Suite or ownCloud through the [IS MU](#). When you activate Google Apps you will have an account created under the same name you use in the IS ([UIN@muni.cz](#)). The external services are free of charge and its usage is voluntary. For more information about IT services click at website [IT MUNI](#).

If you use Office 365 (you can log in with UIN and the primary password at [o365.muni.cz](#)), you have the option to install a desktop version of MS Office Pro Plus on up to five work/private devices for free. MS Office is always available in the latest version and reactivates every 30 days. It is therefore necessary to connect the device to the Internet during this interval, otherwise the functionality will be reduced. After finishing your studies at MU or after terminating your employment contract, MS Office will be deactivated and will only be available with limited functionality. Instructions for obtaining applications for private devices and terms of use can be found in the [IT catalogue](#).

3.4. Landline and mobile phone

Your job will be assigned a telephone number. Telephone numbers at MU are in the form: **549 49 xxxx**. Extensions to individual employees are listed at <https://www.muni.cz/en>. Private numbers are to be found in [INET](#).

4. MU buildings

You can view MU buildings virtually through the [MU Geoportal](#) – a hub for geographic information systems, map applications, maps and geographic data (developed by Masaryk University or intended for its use).

5. Employment at MU

5.1. Wages

The manner of remunerating MU employees is described in the [Internal Wage Regulation of Masaryk University](#). Your wage (determined through the wage statement and personal evaluation or contractually) is payable after the performance of work and no later than in the calendar month following the month in which the wage entitlement or one of its components originated. The wage is paid by bank transfer to the account specified by you on the employment commencement. The pay slip, income summaries and payment timetable are available in [INET](#).

5.2. Working hours and absence from work

Management and records of working hours are regulated by [Directive No. 11/2013 – Working hours at Masaryk University](#).

You will be informed of rules and procedures for recording your working hours by your superior and person in charge of working hours.

Each absence from work must be justified and if you know of an obstacle to work in advance, you shall ask the employer for leave. In other instances, you are obliged to inform the employer of an obstacle to work and its expected duration without undue delay.

5.3. Business trips and transport

Your immediate superior may send you on a business trip. In case the expenses of the trip are to be settled from purpose-bound funds (e.g. granted toward a research project), the trip must be approved by the employee responsible for such purpose-bound funds (project leader). Before the business trip, you shall fill in the [electronic plan of the trip in the section Travel authorization forms](#) or a printed form.

The conditions of travel expense reimbursement are governed by [Directive No. 13/2017 – Travel allowances](#).

During a business trip abroad, the MU employee has health insurance within the framework of Masaryk University policy. If the employee has the travel authorization form approved, he/she can print out the Health Insurance Card with details of the policy and emergency telephone number <https://inet.muni.cz/app/cestaky/prehled>.

5.4. Occupational medical services

Pursuant to Act No. 373/2011 Coll., on Specific Health Services, you are obliged to undergo an entry, periodic, exceptional or exit medical examination. Your HR department will send you to undergo these examinations. If you are performing work in the first category of work without risk to health, you can undergo occupational medical examinations with your registering doctor. In other cases, you must visit contractual provider of occupational medical services.

MU will cover the costs associated with the examination, including the costs of an extract from the medical records upon submission of a medical opinion and an invoice issued to the address of MU.

You need an extract from your medical records from your GP, and 3 copies of a printed form from your Human Resources Department and morning urine. In the case of a blood draw it is necessary to come empty-stomached.

5.5. Occupational health and safety and fire safety (OHS and FS)

OHS and FS are regulated by two directives of MU: [Organization of occupational health and safety at MU](#) and [Organization of fire safety at MU](#).

Each new employee gets training in the fields of occupational health and safety and fire safety on the commencement of employment. The Personnel Management Office shall inform you of the date of the training. Subsequent training of senior employees takes place every 3 years; for other staff it is 2 years.

Injuries

In the event of an injury, you must promptly notify your superior. First aid is provided by MUDr. Věra Přibylová (*tel. No. 545 216 962*), for serious injuries call an ambulance (*tel. No. 155, from landline call 0155*).

Fire

Everyone who detects fire is obliged to take steps to rescue endangered persons and if possible extinguish the fire or adopt measures to stop the fire from spreading. Halls are equipped with portable fire extinguishers and wall-mounted hydrants.

5.6. How to prevent damage

General recommendation: Not all events can be prevented and therefore it is recommended to conclude liability insurance. Insurance companies offer a wide range of products to cover potential risks.

The most frequent damage occurrences caused by employees at MU include:

1) Loss of entrusted items (laptop, mobile phone, other devices)

Recommendation:

- When on a business trip, do not leave entrusted items in places that are not secure (e.g. in a car). We recommend using safes in the places of accommodation.

- Theft of entrusted items may be prevented by consistently locking rooms where they are deposited and by not leaving them in a car (even if locked).

More details:

- This type of damage arises by loss of an item that was entrusted to the employee pursuant to the Agreement on liability for the loss of entrusted items.
- If the employee has been entrusted certain items, he/she shall be fully liable for their loss except where the employee proves that the loss fully or partly originated through no fault of his/hers.
- Items cannot be entrusted where the employer has not created conditions enabling the employee's liability. Excessively large things (e.g. a car) or things located in places accessible to more persons cannot be entrusted.

What to do in the event of damage:

- If damage originated through theft of things or entrusted items by a third person, the occurrence must be immediately reported to the Police of the Czech Republic and assistance must be provided. (Please note: reporting to the Police shall not lead to a waiver of compensation but it can help in the process of claiming damages from the insurance company).

2) Damage to an item (laptop, mobile phone, other devices)

Recommendation:

- Follow the instructions in the Rules of Building Operation!
- Observe the instructions for use when handling things.
- Damage can be prevented by carrying things in packaging designed for that purpose.

More details:

- The employee is liable to the employer for damage caused to the employer by breaching the employee's obligation when performing work tasks or in direct relation to them.
- Fault of the employee is proved by the employer. Fault may be intentional or negligent.

What to do in the event of damage:

- Report the damage to the superior as soon as possible.

3) Expired air ticket or accommodation booking due to missing the connection

Recommendation:

- The plan of a business trip should allow sufficient time between connections. An adequate time reserve is half of the planned time of travel between two places.

What to do in the event of damage:

- Try to prevent further damage. Inform your superior without undue delay.

5.7. Employee card

You are entitled to an employee card for the duration of your employment. The first issue of the card is free of charge. You need a photograph in order to be issued the card. You can have the [photo taken at the Institute of Computer Science](#) at Komenského nám. 2, [room 139 \(139 C\)](#) on the ground floor to the right on Wednesdays and Fridays from 10:00 to 11:00 or at the Faculty of

Sports Studies at Bohunice Campus in building A34 [room 206](#) every first Wednesday of the month from 13.00 to 14.00.

When you have the photo, contact the Personnel Management Office which shall arrange for the card.

If your employee card is lost or damaged, you must apply for a new card and pay its full price. If the details on the card change, you also apply for a new card, whereas it shall be free. File the application at the Personnel Management Office.

The employee card is used for the cafeteria, entry to the building, in the library or for discounts (e.g. in the Scala Cinema).

5.8. Employee's personal file

The personal file contains all your documents related to the employment. For the purpose of wage payment, we need to be promptly informed in case any of the below changes occur. Please notify us of any changes as soon as possible: you shall bear full personal liability for potential omission or failure to report the changes.

The important changes include e.g.:

- change of surname or first name
- change of permanent address or address of residence if not identical
- change of mailing address if not identical to the permanent or other address
- birth of a child (applies to both parents)
- change of the account for the transfer of wages
- change of details affecting payments of health insurance
- change of details affecting payments of social security insurance premiums and contributions to the state employment policy
- change of details affecting advance payments toward income tax
- writ of execution by deduction from wages
- changes in medical fitness for work
- changes in ability to work (people with disabilities)
- concurrent employment in another EU country both at the time on MU employment commencement and in its course

You can check your personal data online in [INET](#).

6. Financial control

Each purchase and expenditure must be approved as part of the financial control process. The scope of powers and responsibilities of MU employees when disposing of public funds, specification of approval mechanisms in preliminary inspection and responsibility for public expenditure are governed by [MU Directive No. 3/2013 – Financial Control at Masaryk University](#).

7. Education

7.1. Internal education

For issues of education related to your job contact your supervisor. Consult your professional development with your supervisor in particular when preparing your annual individual development plan, which is part of the staff evaluation process. The offer of internal courses is available [here](#).

7.2. Language courses for staff

The language school at the Faculty of Arts offers language courses for employees at discounted prices. More information is available at [MU Shopping Centre](#).

8. International Staff Office

[Centre for International Cooperation](#)

Guide for employees, students and guests from abroad

<https://www.muni.cz/en/about-us/careers/international-employee-guide>

- Support for all international visitors before, during and after working/study stay in the Czech Republic.
- The central point of contact within the university and outside (e.g. registration at the Czech Social Security Administration, HR department, Dual Career Service, childcare etc.)

Other support includes:

- Permission to enter and stay in the Czech Republic: all the necessary information before and after arrival and during the actual stay in the Czech Republic.
- Accommodation: information, advising, assistance in seeking accommodation.
- Life in Brno: information and advising about everyday life in Brno (e.g. bank account, phone, Internet, public transport, driver's license / car, foreign language, sports activities, doctors speaking other languages).
- What to do in Brno: recommendations and tips for recreational and leisure activities in Brno and vicinity.
- Networking and integration: special events focussed on networking and integration for yourself and your family!

Contact person: PhDr. Sylvie Pospíšilová (pospisilova@czs.muni.cz, tel. No. 549 49 7721)

9. MU visual style

Visual identity is one of the most important communication tools of every institution and company. Its aim is to strengthen the external and internal identification and presentation and to present the main characteristics and position of the company. The principles of use of MU signs are regulated by [MU Directive No. 2/2015 – Principles of using MU signs](#).

It is forbidden to modify, alter or parody MU signs in any way (applies also to internal use). There is no need to approve the use of the logo for standard university presentations, internal working materials and study purposes. MU logotypes and components, templates for use and other information on the MU visual style are at <https://sablony.muni.cz/>.

10. Benefits

MU provides its employees with a number of permanent benefits, which are described in more detail here. In addition, MU also provides a number of different benefits – detailed information on current benefits can be found on the employee portal <https://portal.muni.cz/>.

10.1. Meal allowance

Employees who work at least four hours a day and who have at least a half-time employment contract (20 hours per week) are entitled to meal allowances. For employees who do shift work, the number of hours necessary to work to receive the allowance is reduced in proportion to shift length. The minimum working hour condition does not apply to employees who are working and at the same time collecting old-age pensions (see [Amendment No.2 to the Collective Agreement](#)).

MU contributes to employees' meal expenses in the form of a **meal allowance** of 55 Kč for every day worked in a month (with the exception of business trips) if the conditions listed in the preceding paragraph are met.

Employees who work shifts that are 11 hours or longer will receive two meal allowances, the second of which, if it surpasses the legally established limit, will be subject to deductions and taxation.

MUNI (ACS) canteens and snack bars

Catering for students, MU employees and the public is provided by MUNI canteens. Vegetarians, as well as vegans or vitarians can choose a meal from the varied menu of [Veggie bar](#), which is located on the first floor of the Academic Canteen Moravské náměstí.

You will need an active employee card and an account in the KREDIT system of meals ([read more](#)). There are two types of accounts: a deposit account (where you are spending the deposited amount) or a credit account (where you pay through SUPO subsequently for meals eaten during the month).

Canteens are open for lunch from 11:00 to 14:00 o'clock. Menus can be found and orders placed (always by 14:15) in the app [Webkredit](#) or on your mobile in the [Mobilkredit](#) app.

10.2. Leave

The leave of non-academic staff is 6 weeks per calendar year. The plan of leaves is made in [INET](#) by 30 April for the whole calendar year.

The dates may be changed according to the current situation. A request for leave is filed electronically through INET ([Leave submissions](#)). The request may be filed at the latest on the day before the start of the leave. The request shall be automatically referred to your superior and

you shall be informed of approval/denial by e-mail. A paper request may be filed in exceptional cases.

10.3. Time off work related to working with youth

Since January 2021, pursuant to Section 203 of the Czech Labour Code, employees have been entitled to time off for activities as leaders of camps for children and/or youth, or as deputies to such people for economic matters or health care affairs, or as group leaders, wardens, instructors, or health service workers in camps for children and/or youth; and for similar activities at sporting events for children and/or youth. The time off must be appropriate to the activity and not exceed three weeks per year, provided that there is no serious operational reason on the part of the employer to prevent this, and on the condition that the employee regularly volunteered to work with children or youth at least one year before taking this time off. This condition does not apply in the case of camps for physically disabled children and youth.

An employee is entitled to at most one week of time-off pay per calendar year (five workdays), and only if it is for an event organized by a legal entity that has been registered in the public register of legal and physical persons for at least five years and if its main focus is work with children and youth. The employee must provide evidence of this to the employer. If an employee requests more than **one week (five workdays)** off, the additional time off will not be paid.

An application for time off to work with children and youth can be downloaded [here \(only in Czech\)](#).

Pursuant to the Labour Code (Sections 203 and 203a) and the conditions of the District Social Security Administration, which reimburses the employer for the wages paid during the time off, an employee applying for this type of time off must submit, in addition to the application itself, the following documents:

- Confirmation/declaration (or another official document) about having regularly volunteered with children or youth – this confirmation is also part of the application and can be used if the organizer of the activity does not have its own document (the condition of having regularly volunteered does not apply in the case of camps for disabled children and youth).
- An extract from the Register of Schools and School Facilities or an extract from the Register of Economic Subjects: the organizer must be a legal entity registered in a public register and must have been working with children and youth as its main activity for the last five years.
- A copy of the articles of association of the public-benefit company, if it is a public-benefit company.
- Confirmation of having volunteered at a camp or other event for children and youth – this confirmation can be found in Appendix 2 of the request for time off. It can be used if the organizer does not have its own document.

The process for submitting these documents may differ at each economic unit. Your HR department can provide up-to-date information.

10.4. Supplementary pension insurance contribution

The contribution is provided by MU to all employees with an employment contract and amounts to 2 % of the wage rate specified in the employee's wage statement. The contribution is contingent on the conclusion of a supplementary pension insurance contract or a supplementary pension savings contract with the employer's contribution and submitting its copy to the payroll department. The entitlement to the contribution originates since the first day of the month in which the conditions were met. Other conditions for the contribution toward supplementary pension insurance are regulated by [MU Directive No. 7/2013 – Rules of granting contributions toward supplementary pension insurance and supplementary pension savings](#).

10.5. Immunization of employees

Employee benefits include vaccinations, which are paid for from each economic unit's social fund. Most economic units reimburse the costs associated with **tick-borne encephalitis** and **influenza vaccinations** administered by a [contractual provider of occupational health services](#) or by other general practitioners. In the latter case, costs not exceeding those associated with receiving a vaccine from a MU contractual provider of occupational medical services shall be reimbursed.

If an employee elects to get a vaccine from a contractual provider of occupational medical services, the costs of administering it will be billed to an economic unit or MU.

If an employee decides to be vaccinated by their general practitioner, they will pay the full cost directly to the general practitioner. The HR or economic department of the employee's workplace (according to practices at each faculty/institute) will reimburse the costs. On presentation of a doctor's certificate, the employee will be reimbursed the appropriate amount in accordance with the collective agreement, that is, the maximum price corresponding to the price of the vaccine from the contractual provider of occupational medical services. The receipt for vaccination issued by a general practitioner must include the full identification of the service provider, including identification number, the name of the employee, the name of the service being billed and that the service was provided for MU, the date, and the amount (if multiple services are provided, a breakdown must be included). The receipt must also clearly indicate that the service was paid for; employees may pay for vaccines administered by general practitioners either in cash or by card (if the general practitioner accepts cards).

Prices of vaccinations from contractual providers of occupational medical services

- **Kateřina Kolářová** (for [the Faculty of Medicine](#))
- **MUDr. Věra Přibyllová** – you will find the current [price list here](#) (in Czech only)

Because this benefit is not offered universally across MU, please inquire whether you are eligible for this benefit **by contacting the HR department of the unit you work for**.

11. Leisure activities

11.1. Sports

The Faculty of Sports Studies organizes commercial sports courses. The offer is [here](#).

11.2. Libraries

The MU library system consists of 9 faculty libraries, central specialized libraries and 113 smaller and specialized libraries located in more than 40 places in Brno, and of one library in Telč. As an MU employee, you are entitled to use the [libraries](#) free of charge.

11.3. University Cinema Scala

With their employee card, MU employees are entitled to discounted tickets to certain events in Scala. The offer is posted on the [Noticeboard in IS](#). You can set [automatic notifications of upcoming events](#).

11.4. University Centre in Telč

The University Centre in Telč (UCT) offers educational events of Masaryk University faculties in the Vysočina Region, organizes lifelong learning programmes and responds to educational needs of the region, providing seminars, conferences and summer training courses.

About 80 events (seminars, conferences, lectures, exhibitions and others) take place at UCT annually, about a third of them are residential, with accommodation on the premises. Click [here](#) for more information.

11.5. Stays abroad

Employees have the opportunity to gain knowledge and specific know-how from experience and good practice at institutions abroad through various programmes. The selection procedure is organized depending on requirements of the individual programmes. More information about training programmes, dates and eligibility criteria for non-academic staff are to be found on the website of [Centre for International Cooperation](#).

11.6. Masaryk University Press

Munipress is one of the largest specialized publishing houses in the Czech Republic, annually publishing more than 400 scholarly publications and books aimed at general public. The Munipress offer is to be found at <https://www.press.muni.cz/en/>.

11.7. Mendel Museum

MU operates Mendel Museum, which has three tours for visitors, organizes exhibitions and events for the public, programmes for schools and the Museum Night or the Night of Scientists. More information at <https://mendelmuseum.muni.cz/en/>.

11.8. Promotional merchandise

MU operates the university shop Scalanterie at Moravské náměstí 127/3, Brno, where you can buy MU merchandise or buy online at <https://munishop.muni.cz/en>. You can follow <https://www.facebook.com/scalanterie/> for new items.

12. Intellectual property at MU

Intellectual property refers to copyrighted works, inventions and other intangible results of human creativity, research and intellectual activity (e.g. know-how). Intellectual property at the university refers to the results of scientific, research, pedagogical and other activities created in the process of fulfilment of working tasks and study assignments.

We recommend reading a brief [guide](#), which answers the questions about intellectual property, who is entitled to use it or who to address in IP issues at Masaryk University.

13. Annexes

Annex No. 1: Short description of records service at Masaryk University

Annex No. 2: Management structure of Masaryk University

Annex No. 1: Description of records service

General provisions

This document concisely describes the records service at Masaryk University and is based on the Document Management Rules (MU internal regulation). The Document Management Rules set out uniform rules for handling documents and for the shredding process. The aim is to clearly define the tasks of the records service at MU under Act No. 499/2004 Coll., on Archiving and Records Service, and on modification of certain acts, Decree No. 259/2012 Coll., on details of records service, and other legal regulations. The Document Management Rules are binding on all MU employees.

The records service is maintained in the electronic form in the IS MU Bureau enabling electronic management of both digital and analogous (printed) documents. The RMU Division of Records Service is in charge of the system administration. Each unit has at least one employee appointed to work with the IS MU.

Document receipt

Mail rooms have been established for the receipt of delivered documents at the Rector's Office, all faculties and also at other constituent parts of MU if necessary. The mail room accepts all delivered documents regardless of their form and delivery method. A document that was handed over in person outside the mail room (e.g. during personal talks, business trip etc.) is considered a delivered document as well. The employee who took over such document is obliged to refer it to the mail room for registration.

The mail room also contains the electronic mail system enabling the receipt of digital documents. In case such official document was sent to an electronic address that has not been published by MU as the mail room address, the employee concerned shall refer such digital document (with all parts) to an employee of the mail room. The digital document is then treated as a digital document delivered to the electronic mail system.

Marking of documents

The document or its envelope is marked with a delivery stamp and a unique identifier and after registering is handed over for processing. The same applies to a document received outside the mail room. Each delivered document that is subject to registration must be marked with the delivery stamp. The envelope is not opened in the mail room and is given to the addressee unopened in case the address on the envelope contains the first name and surname of a natural person or the first name and surname of a natural person is written before the name of the organization. If the addressee finds out after opening that the consignment is an official document, he/she shall arrange for its registration.

Registration of documents

The main instrument for the registration of delivered documents and documents created at MU is the IS MU. Documents are registered and assigned numbers in the IS MU in the order of delivery or according to the time of creation.

Reference number

Each document receives a reference number. The reference number includes:

- a) serial number of its record in the IS MU within a calendar year,

- b) calendar year in which the document is registered,
- c) acronym of the author (MU) and the relevant MU constituent part,
- d) unique file number.

Distribution and circulation of documents

The document registered in the IS MU is referred to the relevant unit for processing. The distribution of delivered documents is made through the IS MU.

Processing of documents

There is a rule that each matter has to be processed separately. Processing means making a proposal, its approval, preparation, signing and dispatching. Documents to be processed are usually distributed by the senior employee.

After processing, the document is attached an instruction to be filed, file code and shredding code, retention period, date and signature of the employee who processed the document. In case the receipt of the document is just acknowledged, a note is made below the delivery stamp and an instruction to be filed, file code and shredding code, retention period, date and signature of the employee are attached. If the document is processed in another way than by dispatching a decision in the printed form, a note is made on the document.

All documents concerning one matter are joined into a file. The file has to be created both physically and electronically in the IS MU.

The employee appointed to work with the IS MU shall enter all the information concerning the processing of the document into the IS MU. The processing person is obliged to give such information to the employee working with the IS MU.

File and shredding codes, retention period

File codes identify groups of documents according to their content. File codes are contained in the Filing and retention schedule of MU, which forms an annex to the Document Management Rules.

The shredding code expresses the value of a document based on its content and identifies the way to treat the document in the shredding process. A file is marked with the shredding code of the document whereby it was processed.

Dispatch of documents

The dispatch office is in charge of dispatching documents. Documents are usually dispatched on the day when they have been delivered to the office.

Storage of documents

The processed documents are stored in the filing cabinet (storage places at the individual departments used for the storage of documents that need to be at hand) of the relevant unit for the necessary period (usually 3 months).

The documents are stored in the filing cabinet in accordance with the Filing and retention schedule. When storing the documents, they cannot be divided into “delivered” and “sent”.

Upon lapse of the necessary time for keeping the processed documents at the department, the documents shall be transferred to the registry on the basis of a handover certificate.

Shredding process

Shredding process is a set of acts made as part of the planned disposal of documents that are after their retention period not necessary for MU or they are not used consistently. Their importance is assessed at the same time. The shredding process is governed by binding shredding regulations valid at the time of the origination of the document. The shredding process takes place once a year for the entire constituent part (e.g. a faculty). It is forbidden to destroy an official document outside the shredding process.

Annex No. 2: MU management chart

