

**Directive of the Director
of Institute of Computer Science of Masaryk University
No. 1/2019**

**ORGANIZATION AND RECORDING OF WORKING TIME AT
INSTITUTE OF COMPUTER SCIENCE OF MASARYK UNIVERSITY**

(effective as of 1 November 2020)

Pursuant to Article 8(6)(c) of the Rules of Organisation of the Institute of Computer Science of Masaryk University, I hereby issue this Directive:

Article 1

Subject Matter

This Directive amends terms and conditions of organization and recording of working time of employees of Institute of Computer Science (hereinafter the "ICS") in line with Act No. 262/2006, the Labor Code, as amended (hereinafter the "Labor Code"), and, furthermore, with MU Status, MU Directive on Working Time Organization at Masaryk University, and with the Collective Agreement.

Article 2

Working Time Management, Meal and Rest Breaks, Overtime Work

- (1) Operation hours at ICS worksites start on workdays at 6:00 a.m. and end at 10:00 p.m. Working time of ICS employees is scheduled during those hours, with the exception of shift working and/or on-call time.
- (2) At ICS workplaces, there is a one-shift working mode usually scheduled into 5-day working week, from Monday to Friday, and shift working mode scheduled into 7-day working week, from Monday to Sunday. The working week begins with the first hour of a first shift. The ICS employees work according to either flexible working time scheduling, regular working time scheduling, or irregular working time scheduling. If the ICS employee works remotely, outside of ICS workplace, they follow the working time set by their respective organization.
- (3) Meal and rest breaks shall be taken no later than after 6 hours of work activity and shall be at least 30 minutes long. Such break shall not be included in the calculation of working time and cannot be provided at the beginning or the end of the working time. Rest breaks between shifts are a subject to the statutory regulations.
- (4) Overtime work is not considered a part of working shift schedules. It is considered work performed exceptionally, ad-hoc. Overtime work is ordered or approved by the supervising employee who is also responsible for recording of such and respecting overtime work limits according to the Labor Code. Working longer than the set weekly working time in order to make up for working hours used for time off provided by the employer shall not be considered overtime work.
- (5) On-call time shall be set by independent schedule. On-call time during which no work activity is performed shall not be recorded as working time. Working during on-call time for longer than the set weekly working time shall be considered overtime work.
- (6) Employees contracted for a work period shorter than 40 hours per week (hereinafter Contract for work or Employment agreement) shall not have their work time not scheduled by the

employer, unless in exceptional instances when such need is determined by the supervisor. Working time shall not exceed 12 hours per day (in 24 consecutive hours) even if Contract of work or Employment agreement is parallel with an employment. The employee shall record the working time after the task completion or at the end of the given month through the electronic system and send it to the Head of the Department, or other work supervisor, who confirms the accuracy of the record by their signature. This does not apply to short-term activities.

Article 3

Flexible Working Time Scheduling

- (1) The flexible working time scheduling applies to employees working in one-shift working mode and includes time blocks of core hours and optional working time. The core hours and flexible working time are scheduled as follows:
 - a) Operation and Economic Division (with the exception of the Cleaning Services): The core hours is set Monday to Friday from 9:00 a.m. to 2:00 p.m.. The flexible working time is set Monday to Friday from 6:00 a.m. to 9:00 a.m. and 2:00 p.m. to 10:00 p.m..
 - b) Professional IT Divisions (with the exception of non-stop worksites): The core hours it set Monday to Friday from 10:00 a.m. to 3:00 p.m.. The flexible working time is set Monday to Friday from 6:00 a.m. to 10:00 a.m. and from 3:00 p.m. to 10:00 p.m..
- (2) Within the flexible working time, the employees themselves can set the start and end of their working time within the set time blocks, taking into account their work duties and that so core hours are observed, with the exception of taking meal and rest breaks.
- (3) In order to maintain workplace function or secure unusual work tasks, the Head of the Department can decide not to apply flexible working time scheduling and set a fixed start and end of the working time.
- (4) The average weekly working time at ICS must be met during the monthly settlement period (i.e. respective calendar month in which working time was scheduled).
- (5) During the settlement period, the employee is required to work entire working time. An employee who does not fulfill the required entire working time due to excused obstacles must complete fulfilling those missing working hours no later than during the following settlement period. Shall further obstacles prevent the employee from doing so, they must complete the extra working hours as soon as possible, unless a different agreement was reached between the employee and their supervisor. Any extra working hours shall not be considered an overtime work.
- (6) Work obstacles on employee's side that affected flexible working hours are not considered work and no remuneration can be claimed.

Article 4

Working Hours Records

- (1) The employer is obliged to keep working time recording (i.e. time spent working not employee's presence at workplace) of individual employees with clearly marked beginning and end of working hours.
- (2) The records of ICS employees working time are recorded in INET application at individual departments. The accuracy, completeness, and authenticity of working time records are a responsibility of the supervisor.
- (3) Electronic working time recording requires co-operation between the employer and the employee - the employee enters in the records the beginning and end of work, potential absence and reasons for such.
- (4) In case of parallel multiple employments, the employee must record each working time record for each employment separately.
- (5) The employee must submit the Working Hours Records form in the INET system no later than the first working day after following the recorded period. By submitting the form, the employee

confirms its accuracy. If extenuating circumstance prevent the employee from submitting the record on time, the employee must do so as soon as the circumstances pass.

- (6) The Head of the Department shall be obliged to check the kept records of working time and confirm their accuracy without any delays after such records are submitted by the employees according to Article 5).
- (7) On-call duty and overtime work is recorded separately. The Head of the Department is responsible for the authenticity of such records.

Article 5

Working from Home

- (1) Working from home is possible upon written agreement between the employer and the employee, if allowed by the character of the work performance and type of work performer by the employee.
- (2) The Head of the Department is entitled to approve working from home without a written agreement if the working from home period does not exceed 32 hours per month.

Article 6

Final Provisions

- (1) The Personal and Wage Office of ICS shall be responsible for the interpretation of this Directive.
- (2) The Institute's Bursar and the Personal and Wage Office of ICS shall be responsible for supervision over the compliance with this Directive.
- (3) This Directive was consulted with Coordination Council of Masaryk University on 29 October 2020.
- (4) This Directive is made in Czech and English. In the event of any disputes as to the terms of this Directive the Czech version shall prevail.
- (5) This Directive shall become valid as of the date of signature hereof.
- (6) This Directive shall become effective as of 1 November 2020.
- (7) This Directive shall replace Directive of the Director of ICS No. 1/2019 from 26 March 2019, effective as of 1 May 2019.

In Brno, on 30 October 2020

prof. RNDr. Luděk Matyska, CSc.
director