

**Masaryk University Faculty of Law Instruction No. 8/2023**

**WORK FROM HOME**

*(as amended with effect from 19 October 2023)*

*Pursuant to Section 28(1) of Act No. 111/1998 Coll., on Higher Education Institutions and on Amendments and Additions to Other Acts (the Higher Education Act), as amended (hereinafter referred to as the "Higher Education Act"), I issue this instruction:*

Article 1

**Subject of modification**

1. This guideline regulates the rules for the performance of work from home by non-academic employees of the Faculty of Law of Masaryk University (hereinafter referred to as "PrF MU").
2. Working from home is one of the MU Faculty of Science's measures to support the balance of employees' work, personal and family life.

Article 2

**Agreement to work from home**

1. Teleworking is only possible on the basis of a written agreement (hereinafter referred to as the "Agreement") between the employer and the employee, a model of which is attached as Annex 1 to this Instruction. The agreement shall also specify the related conditions for teleworking.
2. The Faculty Secretary, on the recommendation of the employee's immediate supervisor, decides whether an agreement will be concluded with the employee.
3. An agreement may be negotiated with an employee only if the operational conditions of the workplace, the circumstances of the work and the type of work performed by the employee allow it.
4. The agreement between the employer and the employee is negotiated through INET MU and stored electronically in the employee's personnel file.

Article 3

**Work from home**

1. The scope of work from home is set at 2 working days per calendar month. The extension of this scope in exceptional and justified cases, as well as the scope of teleworking of persons referred to in Section 241a of the Labour Code, is decided by the Faculty Secretary on the recommendation of the senior manager. The scope of teleworking for employees performing their full-time work on projects is decided by their immediate supervisor.

2. Employees shall request specific shifts with home working via the "Leave Submission, Home Office" application in INET at least one day in advance. The employee's line manager is entitled to refuse a request for a specific telework date with due justification.
3. The employee is obliged to record the performance of telework in the Time and Attendance Register application in INET MU
4. The employee works from home at an address agreed with the employer. This is usually the employee's permanent place of residence.
5. The employee shall perform work from home in the same quality, scope and manner as if he/she were performing it at the employer's workplace, informing the immediate superior in a pre-agreed manner of the status of the performance of the assigned tasks. The method of communicating the results of the employee's work shall be determined by the line manager.
6. Unless otherwise agreed, the employee must ensure that he/she is reachable by work email, work telephone via landline forwarding or mobile phone, if available from the employer, during the period of telework.
7. The employee does the work alone and exclusively in person.
8. When working from home, the employee is obliged to comply with the provisions of MU Directive No. 10/2017 Use of Information Technology, as amended, to ensure adequate protection of confidential information and to maintain confidentiality .

#### Article 4

#### **Timetabling of working hours, obstacles at work**

1. The employee shall work from home on pre-approved days during working hours which he/she schedules himself/herself to correspond as closely as possible to the standard working hours of the workplace to which he/she is assigned. Night work (i.e. from 22:00 to 06:00) and overtime work are not permitted.
2. The employee shall comply with the provisions of the Labour Code regarding the maximum length of his/her working shift and weekly working time, the use of breaks, rest between shifts and uninterrupted rest during the week.
3. Unless otherwise specified in the agreement, the employer shall schedule the employee's working hours when using telework for the purpose of providing wage compensation during the employee's incapacity for work into shifts from 8:00 a.m. to 4:30 p.m., including a half-hour meal and rest break, Monday through Friday.
4. Employees are not entitled to wage compensation in the event of other important personal obstacles to work when working from home, except for obstacles expressly listed in the implementing regulation (Government Regulation No. 590/2006 Coll., establishing the scope and extent of other important personal obstacles to work, as amended).

#### Article 5

#### **Health and safety when working from home**

1. Even when working from home, the employee is obliged to comply with all work safety rules and principles as he/she has been informed about them. A recommended list of working conditions related to teleworking is attached to the Agreement (see Annex 1 to this Instruction).
2. The employee will report to the immediate supervisor any deficiencies and defects in the workplace where he/she works from home that threaten or could threaten the employee's safety or health at work and will participate in their elimination to the best of his/her

ability. If the identified deficiencies and/or defects cannot be corrected, the employee shall not be permitted to work from home.

3. The employee shall notify the employer of any medical complications that are or may be related to working from home and, if necessary, see an appropriate doctor. The employee shall immediately notify the employer (in particular by e-mail or telephone) of any temporary incapacity for work.
4. At all times, the employee will exercise reasonable care and caution. The employee will refrain from any activity at work that increases the risk of work-related injury at the home work location.
5. The employer shall not be liable for damage suffered by an employee while working from home, unless it is directly related to the performance of the work, nor for damage to private devices and objects used by the employee to perform work from home without the employer's prior consent.

#### Article 6 **Final provisions**

1. I hereby delegate the interpretation of the individual provisions of this instruction and its continuous updating to the Secretary of the MU Faculty of Arts.
2. Compliance with this instruction is monitored by the Personnel Department.
3. The instruction shall take effect on 19 October 2023.

Annex 1 - Model Telework Agreement

In Brno, 18 October 2023

Martin Škop  
Dean

Translated with DeepL-Translator.

Annex 1

**Masaryk University**

with registered office at Žerotínovo nám. 617/9, 601 77 Brno  
represented by Ing. Blanka Přikrylová, Secretary of the Faculty of Law of Masaryk University  
(hereinafter referred to as the "Employer")

a

Ms. **"TitPred" "Name" "Accept" "TitZa"**

UOC **"UCO"**

Locations **"Work"**

PPV number

Byte **"Streets", "PSC" "Posta"**

date of birth **"DNar"**

(hereinafter referred to as "Employee")

conclude this

## **A TELEWORKING AGREEMENT**

### **I.**

#### **1. Subject of the agreement**

Pursuant to Section 317 of Act No. 262/2006 Coll., the Labour Code (hereinafter referred to as the "Labour Code"), the employer and the employee agree on the performance of remote work. The terms and conditions of teleworking are laid down in the employer's internal regulations and in this teleworking agreement (hereinafter referred to as the "Agreement").

1. The parties agree that telecommuting will only be permitted with the approval and to the extent approved by the employee's supervisor.
2. The specific telework arrangements are subject to approval by the employee's line manager.
3. The method and minimum period of notice that an employee will telework shall be determined by the employee's supervisor or the employer's internal regulations. No written form is required for the determination.

### **II.**

#### **Rights and obligations in connection with teleworking**

1. The basic conditions for the performance of telework are laid down in MU Guideline No.11/2013 Organisation of Working Hours and MU Faculty of Arts Guideline No.8/2023 Performance of Telework.
2. The parties to this Agreement agree to the following terms:
  - a) Teleworking hours will not be scheduled for Saturdays, Sundays, public holidays and night time.
  - b) The employee undertakes to comply with the relevant provisions of the Labour Code governing breaks and rest periods when working remotely.
  - c) In connection with the approval of teleworking, it will always be agreed how and when the employee will be available to the employer.

- d) The employer shall not be liable to the employee for damage suffered during the performance of the agreed telework, unless it is directly related to the work performed, nor for damage to the employee's equipment and objects used by the employee to perform telework beyond the scope of the entrusted working means without the employer's consent.
- e) The employee shall ensure that unauthorised persons are fully prevented from accessing the work equipment used and that the data processed is protected.
- f) For the purposes of providing wage compensation for temporary incapacity for work, leave or quarantine, working time shall be deemed to be scheduled on normal working days (Monday to Friday) so that each day is a shift equivalent to one fifth of the employee's weekly working time or on working days which are in accordance with an individual working time schedule, if applicable to the employee.
- g) The employee acknowledges that he/she is not entitled to wage compensation in the event of other important personal obstacles at work (unless otherwise provided for in the implementing legislation or in the case of wage compensation pursuant to Section 192 of the Labour Code); to wages or compensatory time off for overtime work; and that he/she is not entitled to travel compensation in connection with the performance of telework.
- h) The length of the compensatory period is governed by PrF MU Directive No.2/2020 Scheduling and recording of working time at the Faculty of Law of Masaryk University.
- i) In accordance with Section 190a(2) of the Labour Code, the employee and the employer have agreed that the employee is not entitled to reimbursement of all or part of the costs incurred in connection with the performance of telework.

### **III.**

#### **Occupational health and safety rules**

1. When performing telework, the employee is obliged to:
  - a) comply with the legal and other regulations applicable to the work he/she performs, as well as with the instructions concerning the provision of occupational health and safety as laid down by the employer. The regulations and instructions shall be communicated to the employee by his or her supervisor. Teleworking shall not commence before this familiarisation has taken place,
  - b) follow established work procedures and avoid unsafe acts,
  - c) submit assigned electrical appliances (laptop, monitor, extension cords, etc.) to mandatory checks and inspections upon request of the employer, and immediately notify the employer of any defect in these devices,
  - d) report any accident or injury to the employer without delay if it occurred in connection with or directly related to the performance of telework, report the course and consequence of the accident, and provide related documentation (e.g. medical report) without delay.
  - e) take precautions to prevent injury to a third party (household member, visitor, etc.) as a result of their work,
  - f) equip their workplace with a first aid kit for pre-medical first aid (see Annex 3 for a list).
  - g) refrain from any activity that increases the risk of occupational injury or illness to the employee or endangers the life and health of third parties.
2. The employee declares that:
  - a) his/her working environment for the performance of telework meets the conditions for the safe and healthy performance of work and the conditions laid down by the manufacturer of the equipment and facilities used in the workplace,
  - b) the ergonomic layout of his workstation is in accordance with the employer's instructions (see Annexes 1 and 2),
  - c) the electrical network to which the assigned electrical appliances will be connected meets the conditions for safe operation in accordance with the technical standards in force at the time,
  - d) fire protection requirements are properly observed in the building where the specified work activity will be carried out, in particular, there are available material means of fire protection (portable fire extinguishers and fire hydrants) and free escape routes and exits, main locks and switches,
  - e) has at his disposal all the working and other tools he needs to do his job.

3. During the performance of telework, the employee is prohibited from working under conditions that could pose an immediate and serious threat to his/her safety or health, or threaten the occurrence of an emergency, otherwise the employer is not liable for work-related injury or damage.
4. The employer is entitled to carry out inspections in the area designated for the employee's work in order to verify working conditions, the employee's compliance with OSH obligations and, in the event of an accident at work, to determine the causes and circumstances of the accident. The employee is obliged to tolerate such inspection and undertakes to make the premises designated for the performance of his/her work accessible to an authorised representative of the employer.

#### **IV. Final provisions**

1. In connection with the performance of telework, the employee agrees to take such precautions and maintain such procedures as will ensure the protection of intellectual property, confidential or proprietary information.
2. This Agreement may be terminated by notice given by either of the parties to this Agreement without giving any reason, upon 15 days' notice, which notice period shall commence on the first day of the month following the termination of this Agreement.
3. This agreement is concluded electronically.
4. This Agreement shall become effective upon its signature by the last of the parties.
5. The parties declare that they have read this Agreement, understand its contents and enter into it in good faith, in witness whereof they affix their signatures.
6. This agreement replaces all previous teleworking agreements.

**Attachments:**

Annex 1 - Ergonomic layout of the PC workstation

Annex 2 - Working conditions for teleworking

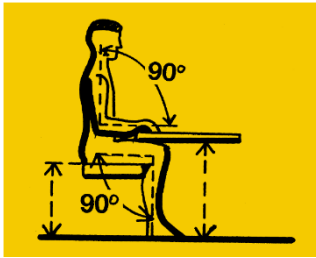
Annex 3 - Contents of the first aid kit

## Workplace ergonomics at the computer

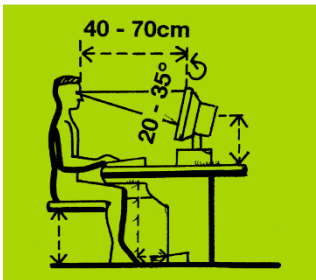
The most common cause of back, shoulder, arm and wrist pain, visual fatigue and various other symptoms is inappropriate workplace layout, equipment and location. Not every computer user is instructed on how to adjust or adapt their workstation to their own body size and the type of work they do. Applying ergonomic requirements can significantly reduce or eliminate these difficulties, ensure work comfort and improve performance.



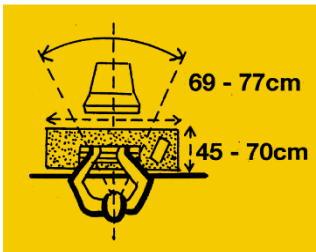
- If you can influence the location of your workstation in the office space, etc., require that it be chosen in a location that does **not create reflections from light sources** (light fixtures, windows, and other bright surfaces).
- Make sure that the conditions are in place for your optimal working position, which is determined by the type of work seat, the height of the desk top, sufficient space for your lower limbs, the location and features of the monitor, the type and location of the keyboard and other devices used. Adjust the **height of the seat** and the **inclination of the backrest to match a comfortable sitting position**, taking into account your body dimensions. (Optimal seat height is 40 cm - 45 cm above the floor).



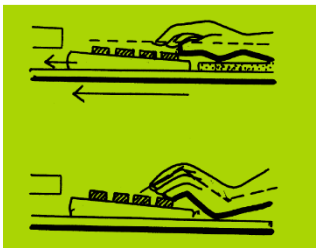
- If the height of the desk top is not adjustable when working sitting, then for our population it should be about 72 cm above the floor, for women of smaller stature a few cm less. If the height of the desk top is adjustable, then it should be adjusted to your body height.
- To check the suitability of the height of the board above the floor, when you are seated, it should be the same as the height of your elbow when your upper arm and forearm are at a 90° angle.
- This principle also applies to the standing working position.



- Position the **monitor** so that the centre of the screen is about 20-35° below the horizontal axis of the eyes and the top edge of the monitor is slightly below the horizontal plane of the eyes.
- Determine its distance from your eyes between 45 and 70 cm by the size of the characters on the screen. If you work with a computer most of the time, place the monitor in the centre of your field of vision.
- Do not use a monitor that exhibits defects such as floating, jumping lines, characters, large differences in brightness, or other eye-straining defects.



- The space for the lower limbs must allow you to sit comfortably, with the possibility of stretching both legs and changing their position using the footrest, with variable inclination and position on the floor.
- Place the keyboard in a position where it is within reach when used for long periods of time (the maximum forward reach is 50 cm for men, 44 cm for women, 77 cm to the sides for men and 69 cm for women). Use a **gel pad** to support the forearm to prevent the arm from bending at the wrist.



- Place the document holder as close to the monitor as possible to prevent a lot of head rotation. Position and adjust the additional desk lamp so that it illuminates the documents and keyboard and does not shine directly into your eyes.
- Fatigue from sitting at the computer for long periods of time can be reduced by varying the position of your torso, i.e. alternating between upright, slightly reclined and prone positions. This will relieve muscle tension, improve blood circulation and reduce pressure in the intervertebral discs.



- If you use a computer for a long time, you can prevent eye fatigue, physical discomfort and other adverse effects by interrupting your work, e.g. **by taking breaks of about 2 hours, lasting 5-10 minutes**, during which you do not stay at your workstation (moving around the workplace, other visually demanding work, etc.).
- A suitable part of the breaks is to perform relaxation exercises on the most stressed parts of the body (cervical spine, upper limbs and thoracic spine).

Sources: Government Decree No. 361/2007 Coll., laying down conditions for occupational health protection, CSN EN 29241 Ergonomic requirements for office work with display units. Ergonomic requirements for work with display units - brochure. Published by SZU Prague, 2nd edition 2000.



Authors: PhDr. Oldřich Matoušek, CSc., MUDr. Jaroslav Baumruk, reviews: MUDr. Bohuslav Málek, drawings: Dana Fragnerová; Published by the State Institute of Health, Šrobárova 48, Prague 10, in the company České centrum zdraví, s. r. o., Palackého 355, Tábor, typesetting: Jiří Bílek, GEOPRINT, Krajinská 1110, Liberec; 1st edition, Prague 2001, © State Institute of Health

## ***Working conditions for teleworking***

<b>Criterion</b>	<b>Required values</b>
Floor area and space per employee	<ul style="list-style-type: none"> <li>• Min. 2 m<sup>2</sup> of undeveloped area;</li> <li>• Min. 5 m<sup>2</sup> including furniture and equipment;</li> <li>• Min. 15 m<sup>3</sup> at a ceiling height of 3 m;</li> <li>• Min. ceiling height 2.5 m for an area of less than 100 m<sup>2</sup> ;</li> <li>• Possibility to see into adjacent rooms;</li> </ul>
Floor and cable routing	<ul style="list-style-type: none"> <li>• The floor is slip-resistant, flat, allowing smooth movement of equipment and devices, easy to clean;</li> <li>• Leave cables in such a way as to prevent tripping or falling.</li> </ul>
Forced ventilation and local exhaust	<ul style="list-style-type: none"> <li>• Ensure a sufficient supply of fresh air,</li> <li>• Heating the air in winter;</li> </ul>
Air flow temperature and humidity	<ul style="list-style-type: none"> <li>• In summer, the optimum temperature is 24.5°C;</li> <li>• In winter, the optimum temperature is 22°C;</li> <li>• Relative humidity* 40-60%;</li> </ul>
General lighting	<ul style="list-style-type: none"> <li>• Illuminance* minimum 300-500 lx;</li> <li>• Artificial lighting with shades or milky cover to diffuse light against direct eye illumination;</li> <li>• Reflected light is not reflected from surfaces (desk, mirror, monitor) into the worker's eyes;</li> </ul>
First aid kit equipment	<ul style="list-style-type: none"> <li>• The contents of the first aid kit correspond to the approved MU list (Annex 3);</li> </ul>
Documents and documents	<ul style="list-style-type: none"> <li>• Sufficient contrast between background and characters</li> </ul>
Machinery and technical equipment	<ul style="list-style-type: none"> <li>• Use according to the manufacturer's instructions, work procedures set by the employer or according to the local operating and safety regulations;</li> <li>• Machines and technical equipment are checked before use and during work, cleaned after use, refilled with operating fluids, or disconnected from energy sources;</li> </ul>
Working mode	<ul style="list-style-type: none"> <li>• The basic conditions for teleworking are set out in Article 5 of MU Directive No.11/2013 "Organisation of working time".</li> <li>• A short break (micro-break) to reduce mental or sensory strain, the load on small muscle groups - the frequency of the break is set by the employee (usually after 2 hours of work) for a few minutes (5-10 minutes);</li> </ul>

Working conditions for the performance of work are in accordance with Government Regulation No.361/2007 Coll., laying down the conditions for occupational health protection, as amended.

\* meter on request for loan at the RMU Operations Department, Petr Brabec, kl. 5810, brabec@rect.muni.cz

\*\* indicative measurement is possible e.g. with the Sound Meter app



## ***First aid kit equipment***

for teleworking

Item name	Quantity
<b>Medicines</b>	
Septonex (or other suitable disinfectant)	1 piece
Painkillers (Paralen, Ibalgin)	1 pack
Eye drops (e.g. Occusept)	1 pack
Charcoal	1 pack
<b>Dressing material</b>	
Sterile gauze 7,5 x 7,5 cm	3 pcs
Textile coil patch 2,5 cm x 2 m	1 piece
Pillow patch	0,5 m
Elastic bandage 10 cm x 5 m	1 piece
<b>Medical supplies</b>	
Scissors	1 piece
Gloves (latex)	3 pairs
<b>Other</b>	
First Aid Manual	
Injury information sheet, pencil	

**IT IS STRICTLY FORBIDDEN TO PLACE ANY OTHER ITEMS OR MEDICINES NOT LISTED IN THIS LIST IN THE FIRST AID KIT!**

<b>Ambulance service</b>	(0) 155		
<b>Medical emergency service - adults,</b> Trauma Hospital in Brno, Ponávka 6	(0) 545 538 538	Mon -	17 - 07
<b>Medical emergency service - dental,</b> Trauma Hospital in Brno, Ponávka 6	(0) 545 538 421	Fri	24/7
<b>Children's Medical Emergency Brno, Černopolní 9</b>	(0) 532 234 935	So	24/7
<b>Clinic - MUDr. Věra Příbylová,</b> provider of occupational health services, Slovákova 11, 602 00 Brno	(0) 545 216 962	No	24/7
		holidays	24/7

The contents of the first aid kit for teleworking approved by the PLS provider, MUDr. Vera Pribylova on 27.07.2023

CHECKING THE FIRST AID KIT

