

**Directive of Faculty of Economics and Administration
of Masaryk University
No. 1/2019**

**on the organisation and record-keeping of working hours
at the Faculty of Economics and Administration**

Pursuant to Section 28 (1) of Act No. 111/1998 Coll. on Universities and a change and amendment to certain other acts (the University Act), as amended (hereinafter referred to as the "University Act") I hereby issue this Directive:

Article 1

Subject matter of the Directive

1. The subject matter hereof is to determine and supplement conditions for organising working hours and record-keeping of working hours of employees of the Faculty of Economics and Administration in compliance with Act No. 262/2006 Coll., the Labour Code, as amended (hereinafter referred to as the "Labour Code"), internal regulations of the Masaryk University (especially with the valid MU Directive – "Organisation of Working Hours at Masaryk University") and the Collective Agreement.
2. Individual provisions of the Directive concern employees with a fixed weekly working time of 40 hours per week. It shall be used accordingly to employees with agreed shorter working hours, based on the decision of the head of the workplace.
3. For the purposes of this regulation, a head of the workplace means a senior supervisor.

Article 2

General Rules for Working Hours

1. A one-shift and continuous working regime is used at the Faculty of Economics and Administration and employees work at even or uneven distribution of working hours.
2. Working hours at the workplaces of the Faculty of Economics and Administration start at 6.00 a.m. and end at 10.00 p.m. on working days.
3. Night work from 10.00 p.m. to 6.00 a.m. is not allowed, except for employees working in continuous working regime and with the exception of work for serious operational reasons (accidents, etc.) and ordered overtime work.
4. Employees work within working hours at the Masaryk University workplaces, except work from home.
5. Overtime work is not part of the shift schedule; it is an exceptionally performed work. The head of the department who is responsible for its recording and compliance with the limits of overtime working hours orders or gives the consent to work overtime. A compensatory leave is preferably provided for overtime work, if agreed with the employee. Overtime work is not considered to be a situation when an employee works in excess of the weekly working hours to compensate for the take-off that the employer granted them.

6. The positive difference between the reported working hours per calendar month and the multiple of the weekly working hours of the employee is considered to be the period of voluntary stay at the workplace in another way than by work performance, not the time worked if it is not overtime work.
7. If overtime, night, Saturday, Sunday, public holiday or duty time work was performed, the head of the department shall file an application to the wage accountant for wage claims by no later than the end of the calendar month for which wage claims should be accounted so that the wage of the employee can be properly accounted for and paid.
8. Failure to observe working hours will be considered an unexcused absence with all legal consequences.
9. Working from home is governed by the Masaryk University Directive on Organization of Working Hours. For non-academic employees, the Faculty Secretary decides on the possibility to work from home at the request of the employee.

Article 3

One-shift Working Regime

1. The one-shift working regime is applied to all employees except for selected employees of the Building Management.
2. The working hours of these employees are usually scheduled for a 5-day working week from Mondays to Fridays, with the exception of work activities that are scheduled for Saturday or Sunday in accordance with the Labour Code, which is not a day of uninterrupted weekly rest in that circumstances (for academic workers in compliance with the teaching schedule).
3. Employees are individually evenly scheduled working hours, and employees set the beginning and end of working hours in agreement with the head of the workplace, provided that:
 - a) the beginning of working hours is between 6.00 a.m. and 9.00 a.m. (except for the employees of the Centre for Information and Communication Technologies and the Scientific Information Centre);
 - b) the duration of work performance may not exceed 12 hours;
 - c) the agreed working hours fund is fulfilled in average over a week;
 - d) the working hours of employees are fully covered by the working hours of the workplace.

Article 4

Continuous Working Regime

1. The continuous working regime is applied to selected employees of the Building Management.
2. The working hours of employees working in a continuous working regime are usually scheduled for 7-day working week from Mondays to Sundays.
3. The head of the workplace schedules the working hours unevenly into individual weeks, with the average weekly working hours not exceeding the set weekly working hours for the settlement period, which is limited to 26 consecutive weeks. In the event that the Collective Agreement defines a longer settlement period, this period is governed by the Collective Agreement.
4. Employees are familiarized with the schedule of working hours for the entire settlement period or its change at least 2 weeks before its commencement, unless otherwise agreed.

5. The work week of these employees starts at the hour corresponding to the start of the first shift in a calendar week.
6. A continuous weekly rest period for these employees shall be at least 24 hours, with a total period of this rest being at least 70 hours for a period of 2 weeks.

Article 5

Special Rules for Organizing Working Hours of Academic Staff

1. Academic staff is required to perform work at the employer's workplace when they are required to perform their teaching duties (in particular teaching, consulting hours) to perform other scientific, research and creative tasks, and in other cases specified by the head of the workplace, as necessary, (participation in meetings, training etc.).
2. The employer shall only allocate to shifts the part of the fixed weekly working hours of the academic staff in which the activities referred to in paragraph 1 are carried out. The schedule of working hours is represented by a schedule of teaching duties, or by specifying other times when the presence of academic staff at the workplace is necessary according to the circumstances.
3. As regards the remainder of the working hours of academic staff, it is considered that the possibility of working from home has been agreed upon, with the written form of a home office agreement not being a condition.

Article 5

Break for Food and Rest

1. A meal and rest break is provided no later than after 6 hours for 0.5 hour (not included in working hours). A break for food and rest cannot be provided at the beginning and end of working hours.
2. Selected employees of the Building Management, for whom work cannot be interrupted, are given a reasonable time to eat and rest and this period is included in the working hours.

Article 6

Working Hours Records

1. Each faculty workplace keeps records on working hours in the INET information system in the "Attendance" module. Records in this module are made by an authorized employee of the workplace.
2. Recording the working hours of employees is reported through the "Working Hours Records" module in the INET information system, unless otherwise agreed with the Secretary of the Faculty for operational or technical reasons.
3. Every employee shall keep data on the commencement, termination, or interruption of work performance, on breaks at work, work from home, periods of absence from work, including reasons, business trips, holidays, overtime work, time off, leave, sickness, obstacles in work, etc.
4. The employee shall keep records of working hours according to the facts and to confirm their correctness by the 1st working day of the following month. The head of the workplace shall approve the records by the 2nd working day of the following month.
5. If a different method of recording working hours is determined by the head of the workplace and with the approval of the Faculty Secretary than by means of the "Working Hours Records" module, then the head of the workplace shall ensure:

- a) comprehensive (e.g. documentary) form of working hours records with all data identical with the electronic records with a prescription of workplace employees' names in the alphabetical order,
 - b) reconciliation of data recorded in a comprehensive (e.g. documentary) form with working hours records in the Attendance module and electronic submission of a monthly record in the Attendance module.
6. For employees who have an agreement on working activity, the head of the workplace shall ensure that employees' time of work during duty is recorded and at the same time the duty work time held by employees.
 7. The employee shall inform the head of the workplace about the planned absence from work or leaving the workplace in advance without an undue delay; if this is not objectively possible, they shall inform the deputy head of the workplace or other authorized person as soon as possible.
 8. The head of the workplace is responsible for the conclusiveness of working hours records, including work from home, the beginning and end of shift, overtime work, duty work and night work of employees and its compliance with reality.

Article 8

Final Provisions

1. The head of the workplace is responsible for determining the working regime, working hours scheduling, conclusiveness of working hours records and handing over the documentation for payroll accounting.
2. Other rights and obligations of employees regarding working hours are regulated by the current Directive of Masaryk University – "Organization of Working Hours at Masaryk University".
3. This Directive cancels and replaces the Dean's Directive No. 6/2009, becomes effective and valid on the date of signing.
4. I authorise the Human Resources Manager to interpret individual provisions of this Directive.
5. Compliance with this Directive is supervised by the Faculty Secretary and the Human Resources Manager.

Annexes:

- No. 1 – Request for wage claims for night work, work on Saturday, Sunday and public holiday and for work duty
No. 2 – Request for wage claims for overtime work

Brno, 01/03/2019

prof. Ing. Antonín Slaný, CSc. in his own hand
Dean

This instruction has been considered and approved by
the Basic Trade Union of ESF MU
on 01/03/2019
RNDr. Luboš Bauer, CSc. in his own hand