

Faculty of Economics and Administration, Masaryk University, Directive No. 3/2023

Systemisation of jobs
Faculty of Economics and Administration of Masaryk University

(as amended with effect from 1 January 2024)

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

Article 1

Subject of modification

- (1) This directive follows the Organizational Regulations of the Faculty of Economics and Administration of Masaryk University (hereinafter referred to as ECON MUNI) and regulates the rules and procedure for the systemisation of jobs at ECON MUNI.

Article 2

Principles for the systemisation of jobs

- (1) The systemisation determines the number and characteristics of jobs at ECON MUNI. The characteristics of job positions are given in MU Directive No. 3/2018 Catalogue of Job Positions (hereinafter referred to as the Catalogue of Positions).
- (2) The Dean of the Faculty decides on the inclusion or exclusion of a job in and from the systemisation in the form of a measure of the Dean.
- (3) A selection procedure may be launched and an employment relationship concluded only for a job which is listed in the systemisation and which will be vacant on the date of the planned establishment of the employment relationship. The exception is set out in Article 5 of this Directive.
- (4) The systemisation of jobs is established and updated by a measure of the Dean.

Article 3

Systemisation rules

- (1) The systemisation is processed individually for each ECON MUNI unit.
- (2) The systemisation states the following:
 - a) position title,
 - b) amount of working time,
 - c) the period for which the job is established:
 1. a fixed-term job,
 2. a fixed-term job with the possibility of renewal for an indefinite period - tenure track,
 3. a permanent position,
 - d) job identification number.

Article 4

Creation of systemisation

- (1) The job systemisation is prepared by the Personnel Office in cooperation with the heads of individual units.
- (2) The systemisation of jobs is made up of:

- a) the number of jobs according to the individual positions listed in the Catalogue of Positions, according to the departments listed in the Organisational Regulations of the Faculty of Economics and Administration of MU.
 - b) the scheme of superiority and subordination of individual positions.
- (3) A proposal to create or abolish a job is made by the head of the unit.
- (4) If the transfer is between units, the head of the unit to which the job is to be transferred shall submit the proposal.
- (5) The job proposal must include:
- a) job title according to the Catalogue of Positions,
 - b) job description,
 - c) the amount of working time,
 - d) justification for the creation of the new job,
 - e) the type of job referred to in Article 3(2)(c) of this Directive,
 - f) the date the job was established.
- (6) The proposal to abolish the job must include:
- a) job title according to the Catalogue of Positions,
 - b) the reason for cancelling the job,
 - c) an indication of the job to which the ongoing activities will be transferred,
 - d) the date the job was terminated.
- (7) A job may also be created, abolished or transferred by amending the organisational regulations or by a measure of the Dean.
- (8) Updates of the establishment plan are made regularly on 1 July and ad hoc in the event of changes.

Article 5

Scientific positions outside the systemisation

- (1) Outside the systemisation, the Dean of the Faculty may decide on the admission of employees to jobs:
- a) for time-limited projects paid for by grant and earmarked funds,
 - b) visiting professor,
 - c) visiting scientist,
 - d) collaborating scientist.
- (2) The Dean's decision includes the assignment of these employees to one of the Faculty's departments.

Article 6

Final provisions

- (1) I hereby delegate the interpretation of this Directive to the Head of the Personnel Office.
- (2) This Directive belongs to the methodological management area Personnel and payroll.
- (3) This Directive shall enter into force on the date of signature.
- (4) This Directive shall enter into effect on 1 January 2024.

Annexes:

Annex 1: Proposal for the inclusion/exclusion/transfer of a job to/from the systemisation

prof. Mgr. Jiří Špalek, Ph.D.
Dean
signed electronically