

Organization of working hours at the Faculty of Economics and Administration of MU

(as amended with effect from 10 January 2024)

Pursuant to Section 28(1) of Act No. 111/1998 Coll., on Higher Education Institutions and on 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

Introductory provisions

- (1) The Directive specifies the rules laid down in the currently applicable Labour Code (Act 262/2006 Coll., Labour Code, as amended, hereinafter referred to as the "Labour Code"), internal regulations of Masaryk University and the Collective Agreement of Masaryk University.
- (2) The aim of this is to create conditions for the effective organization and performance of activities of individual units, to establish rules for the use of flexible work modes respecting the individual needs of units and employees of the Faculty of Economics and Administration of MU (hereinafter referred to as "ECON MUNI").
- (3) For the purposes of this Directive, academic units shall mean the units referred to in Article 2(1)(a), (b) and (c), with the exception of the CIKT and SVI units of the Organizational Regulations of the Faculty of Economics and Administration.
- (4) For the purpose of this Directive, non-academic units are defined as the units listed in Article 2, paragraph 2, letter d) of the Organizational Regulations of the Faculty of Economics and Administration and the units of CIKT and SVI.

Article 2

Timetabling, breaks, rest periods

- (1) At ECON MUNI, a single-shift and continuous working regime is applied with an even or uneven distribution of working hours.
- (2) The opening hours at ECON MUNI units start at 6:00 a.m. on weekdays and end at 10:00 p.m.
- (3) The work is performed at Masaryk University's units or at another agreed location.
- (4) Night work between 10:00 p.m. and 6:00 a.m. is not permitted except at units with a continuous work schedule and when working for serious operational reasons.
- (5) This Directive shall apply adequately to working hours shorter than the working hours laid down.
- (6) Breaks and rest periods are governed by the provisions of the Labour Code.

Article 3

Work overtime

- (1) Overtime work is not part of the shift schedule, it is work done on an exceptional basis. Overtime work is ordered or approved in advance by the Head of Department, who is responsible for its recording and for compliance with overtime limits.
- (2) Compensatory time off for overtime work shall be granted on a priority basis by agreement.

Article 4

Single-shift working regime with flexible working hours

- (1) At ECON MUNI, a single-shift working regime with flexibly scheduled working hours is applied at all non-academic units, with the exception of units where the nature of the activity does not allow it, namely:
 - a) Building Management
- (2) The head of a non-academic unit may apply to the Faculty Bursar for an exception to the single-shift working regime with flexible working hours.
- (3) The fixed part of the working hours is set on weekdays from 9:00 a.m. to 3:00 p.m., on Fridays from 9:00 a.m. to 2:00 p.m.
- (4) The optional part of the working hours is determined by the working hours of ECON MUNI as specified in Article 2(2) of this Directive, i.e. from 6:00 a.m. to 10:00 p.m.
- (5) The employee is obliged to work the specified amount of working hours in a given month, if this is not possible, the compensation period is 12 weeks.
- (6) If, for serious reasons on the employee's part, it is not possible to work the specified amount of working hours within the specified period, the missing hours must be worked after the obstacle has been removed.

Article 5

Single-shift working regime with fixed working hours

- (1) The single-shift, fixed-hour working arrangements shall apply to the units referred to in Article 4(1) and to non-academic units for which the Faculty Bursar has approved fixed-hour working arrangements.
- (2) The start and end of working hours shall be determined by the head individually or for the whole unit within the limits of the hours of work laid down in Article 2(2) and the fixed hours of work laid down in Article 4(3).
- (3) The stipulated amount of working hours must be worked in a given month; if this is not possible, the compensation period is 12 weeks.

Article 6

Single-shift work schedule with uneven working hours

- (1) ECON MUNI has a single-shift working regime with unevenly distributed working hours at the Building Management that provide cleaning.
- (2) Working hours are scheduled from 6:00 a.m. to 2:30 p.m. (morning shift) and from 1:30 p.m. to 9:00 p.m. (afternoon shift).
- (3) The superior shall inform the employee of the shift schedule at least two weeks in advance unless otherwise agreed.
- (4) The schedule of individual shifts is published on a shared drive.

Article 7

Continuous working mode

- (1) At ECON MUNI, a continuous working regime is applied at the units providing information services in the Building Management.
- (2) The working hours are divided into two twelve-hour shifts, from 5:00 a.m. to 5:00 p.m. and from 5:00 p.m. to 5:00 a.m.
- (3) The superior shall notify the shift schedule at least two weeks in advance, unless otherwise agreed.
- (4) The schedule of individual shifts is published on a shared drive.

Article 8

Rules for the organization of working hours of academic units

- (1) Academics are obliged to be at the employer's unit or other agreed location at the times specified in the teaching schedule (mainly teaching, consulting hours) and in other cases specified by the head of the unit (performance of research and other tasks requiring presence at the unit, participation in meetings, training sessions, etc.).
- (2) The employer shall allocate to academic staff in shifts only that part of the fixed weekly working hours in which the activities referred to in paragraph 1 of this Article are carried out. The working hours schedule shall be represented by the teaching schedule or, where appropriate, by the designation of other times when the presence of the academic staff member at the unit is necessary, as the case may be.

Article 9

Flexible organization of working hours for non-academic staff

- (1) If the operational and organizational conditions of the unit allow it, the employer shall, at the employee's request, allow suitable adjustments to working hours, namely:
 - b) different working hours during the working day, week or month,
 - c) part-time work,
 - d) a greater extent of remote working than that provided for in Article 11(3).
- (2) Flexible adjustment of working hours for a period longer than one month may be authorised by the Faculty Bursar on the basis of a reasoned written request from the staff member recommended by his superior.
- (3) Adjustments to working hours shall be approved for a maximum period of one year. If there are serious reasons, the employer is entitled to decide to terminate the flexible working arrangements. An exception to this is the agreement of a part-time employment relationship in an employment contract or an agreement to amend the employment contract.

Article 10

Organization of working hours of carers

- (1) If the operational and organizational conditions of the unit allow it, the employer shall, at the request of the person concerned, allow suitable adjustments to working hours, restoration of the original weekly working hours and remote working in particular:
 - a) pregnant employees,
 - b) caring for children under 15,
 - c) long-term carers of a person who is considered dependent on the help of another natural person under a special legal regulation.

Article 11

Remote work

- (1) Remote working by a non-academic employee is possible if the operational conditions of the unit and the type of work to be performed allow it.
- (2) The conditions under which remote work is possible are agreed in a written agreement.
- (3) The maximum number of remote work days is two days per calendar month.
- (4) In justified cases, the superior may approve a higher level of remote work.
- (5) Approval for remote work on individual days must be requested electronically in advance in the INET information system.

- (6) The employee is required to record the performance of remote work in the INET timesheet.

Article 12

Records of working hours

- (1) Records of working hours are kept in the INET information system in the Attendance module.
- (2) Employees are required to keep records of their working hours according to reality and to confirm their accuracy at the end of the month. The Head of the unit or their delegate shall confirm the accuracy of the data within the time limits laid down.
- (3) The use of the auto-populated timesheet is approved by the superior, either individually or for the whole unit.
- (4) Where there are serious reasons for doing so, the Faculty Bursar shall approve a different method of recording the working hours of non-academic units.
- (5) The Head of the unit shall decide on other recordings of the scheduled part of the working hours of academic staff (Article 8) in justified cases.
- (6) The positive difference between the reported and the scheduled working hours for a calendar month shall be treated as voluntary time at the unit other than by performing work, unless it is overtime.

Article 13

Taking leave

- (1) Leave accrued in a calendar year must be taken by the end of the calendar year in which the right to leave accrued.
- (2) If the leave has not been exhausted due to an obstacle to work on the employee's part or for urgent operational reasons, a request may be made in writing to the superior to carry over to the following year. The decision to carry over is made by the Dean for academic staff and by the Faculty Bursar for non-academic staff.

Article 14

Final provisions

- (1) I hereby delegate the interpretation of the individual provisions of the Directive to the Head of the Personnel Office.
- (2) Compliance with this Directive shall be monitored by the Faculty Bursar.
- (3) This Directive falls under the methodological management area: personnel and payroll.
- (4) This Directive was discussed with the union on December 21, 2023.
- (5) This Directive cancels the Masaryk University Faculty of Economics and Administration Directive No.1/2019 effective from 1 March 2019.
- (6) This Directive shall enter into force on the date of signature.
- (7) This Directive shall enter into effect on 10 January 2024.

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