

Annex No. 2a

PRE-EMPLOYMENT INSTRUCTIONS FOR STAFF PERFORMING WORK IN JOB CATEGORY 1

Initial Occupational Medical Examination

You must have an initial occupational health examination **before signing your employment contract**, no later than the working day before the date of your start date.

Please have the examination by your **GP**. Bring the **application form to the doctor** - 3 copies (for the doctor, you and the FI). Please make an appointment with the doctor well in advance (if the GP will have a long holiday or very long appointment times, etc.). If you are unable to have the examination before your start date, please contact the FI Personnel Office immediately.

We will reimburse you in your first paycheck for **the receipt issued by the GP** for the occupational health examination. Please ask the practice to state on the receipt:

- Your name and surname,
- the text: 'examination for Masaryk University, registration number: 00216224'.

Signing the Employment Contract and Payroll

The HR assistant of the FI Personnel Office will arrange a meeting with you to sign the employment contract and other onboarding documents so that the meeting will take place after the entrance examination.

To sign the employment contract, please bring:

- a doctor's certified request for an occupational health examination,
- proof of payment for the occupational health examination,
- ID card (to verify the information provided),
- health insurance card (if you are insured in the Czech Republic, to verify the information provided),
- proof of the highest completed education (vocational certificate, school leaving certificate, university diploma or other proof of higher education) - MU graduates do not need to provide this proof.

The meeting does not include initial OSH and FS training or familiarization with internal regulations, as:

- the initial training on occupational health and safety and fire protection is conducted electronically via e-learning; detailed information for completing it can be found in the information email sent to your work email on the day of arrival,
- familiarization with important internal regulations is also provided electronically; details can be found in the information email sent to your work email on the day of your start date.

After signing the employment contract, you will be attended by a **payroll accountant**. Please prepare for the meeting with the payroll accountant:

- details of your bank account with a bank in the Czech Republic - account number and bank code,
- a certificate of employment (employment record) from your previous employer.

The payroll accountant will also discuss the application with you:

- basic tax rebate (you are automatically entitled to the basic tax rebate, you need to sign an income tax declaration),
- other tax allowances and the documentation you need to claim the allowances,
- FI contribution of 2% of the tariff component of your salary to your pension scheme.

If you wish to claim additional tax credits, please prepare the following documents:

- Children's birth certificates (if you are claiming tax relief for children) and a certificate from your spouse/partner's employment stating that he/she does not claim the relief,
- proof of education (if you are a student under 26 or a full-time PhD student under 28),
- proof of a disability pension.

If you do not have the necessary documents yet, please provide them to the payroll accountant during your first month of work.

A list of all tax allowances is provided in Section 35ba of Act No. 586/1992 Coll., on Income Taxes, as amended.

You can also consult your payroll accountant on the correct procedure in the event of concurrent employment within the EU/EEA and Switzerland.

Note on determining jurisdiction under social security legislation in the event of concurrent employment in the EU/EEA and Switzerland

As you work in the Czech Republic, your wages are subject to social security and health insurance in the Czech Republic. If, after you start working in the Czech Republic, you will have concurrent employment in another EU/European Economic Area (EEA) state or Switzerland (i.e., you will have another employer), you must initiate the process of securing an A1 form (Confirmation of Jurisdiction under Social Security Law).

The A1 form is used to determine to which EU/EEA/Switzerland state social and health contributions arising from employment in the Czech Republic will be paid in the event of concurrent employment. If there is overlapping employment, please contact your payroll accountant as soon as possible for more information.

If you have any questions or concerns, please do not hesitate to contact us.

[Personnel Office of the FI MU](#)

email: pers@fi.muni.cz

(You can find us in offices B511 and B502a on the 5th floor of Building B.)