

Annex No. 2b

## PRE-EMPLOYMENT INSTRUCTIONS FOR EMPLOYEES PERFORMING WORK IN OCCUPATIONAL RISK CATEGORY 1 OR OCCUPATIONAL RISK CATEGORY 2

### Initial occupational health examination (hazardous work category 1 with occupational hazards or hazardous work category 2)

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.

As you will be performing hazardous work, it is a legal obligation to have an initial examination by a contracted MU occupational health provider. MU's contracted doctor is:

#### MUDr. Věra PŘIBYLOVÁ

Address of the practice: [Slovákova 11](#), 602 00 Brno

The practice is located within 10 minutes on foot from the Česká bus stop, or within 5 minutes on foot from the Smetanova bus stop. The practice is on the 4th floor (elevator), you have to ring the bell at the panel by the door to the waiting room.

**The entrance examination is possible only after prior appointment.** The FI Personnel Office will arrange the appointment or any change of appointment.

Please bring the following for the examination:

- 3 copies of the application for the examination (for you, for the doctor, for the FI),
- a statement of medical records from your registering (i.e. GP) doctor – please contact your GP well in advance of your appointment to obtain a statement of medical records; we will reimburse you for the statement in your first payment,
- glasses/contact lenses, if prescribed by your doctor to correct your vision,
- a sample of your morning urine.

You will have to pay a fee of CZK 550 for the contractual examination, you can pay in the practice by cash or card. We will reimburse you for the receipt issued by the contracted doctor for the examination in your first payment.

### 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 familiarisation 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,
- familiarisation 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.

**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](mailto:pers@fi.muni.cz)

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