

Familiarisation with the regulations - help for employees

1. What is the Regulations Agreement app for?

- Section 301(c) of Act No. 262/2006 Coll., the Labour Code, imposes an obligation on employees to "to observe the statutory provisions relating to the type of work carried out by them; to observe other regulations relating to the type of work performed by them provided that they have been duly acquainted therewith".
- The application prevents penalties in the context of inspections by the Labour Inspectorate. It records the demonstrable familiarisation of employees with the regulations.
- The application is accessible to all persons logged into the MU IS and provides a comprehensive overview of the regulations with which the person should be familiar.

Application Administrator: the person who decides 1) **what** regulations and 2) **who** should be made aware of them.

Addressee: The person who is to be familiar with the regulation and who is to acknowledge familiarity.

2. How exactly does sending out alert emails work?

- Addressee who has a regulation to read in the app will receive an email alert. So far, it is used to make all FI employees aware of general regulations (the application uses the Person Groups in the IS MU - group 1433:fi-predp-zam).
- The addressee is required to read the regulation and confirm his/her familiarity with the document by clicking "I have read and understood the content of the document". Familiarity can only be confirmed after opening the specific attached regulation. All this within the time limit set by the application administrator. If the addressee with the application has more than one regulation to read, a notification is sent with the frequency of the shortest set time limit.
- A maximum of **3 reminder emails are always sent:**
 - The first message is sent when the regulation is loaded into the application:
 - the second one after the expiry of the deadline set by the application administrator for the reading of the regulation (only in case the addressee has not yet confirmed reading),
 - a third after the expiry of another identical deadline (if the addressee has still not confirmed) - the text of the email indicates the most stringent deadline and the corresponding prompt (e.g.: 'This is the third and final prompt').
- If the addressee does not confirm that the regulation has been studied even after the three deadlines, information is sent to the application administrator who included the regulation in the application. The application administrator has the possibility to manually invalidate the records of the sending of the prompts, so that the sending of the notification emails is repeated.

3. Who is the administrator for FI?

- So far the FI uses only for familiarization with general regulations for all FI employees, the administrator of the FI application is **Lenka Bartošková** (bartoskova@fi.muni.cz).

List of regulations included in the Regulations Agreement

1) Regulations for familiarisation in the first working week

MU Directive No. 10/2009 Organization of OHS at MU
MU Directive No. 4/2005 Organization of Fore Safety at MU
Dean's Directive No. 1/2022 Scheduling and Recording of Working Time at FI MU
MU Directive No. 1/2023 Protection of Rights
Measure of the Dean No. 10/2023 Onboarding and Adaptation Process
at the Faculty of Informatics of Masaryk University
MU Directive No. 1/2018 Personal Data Processing and Protection
MU Employment Code
Dean's Directive No. 1/2020 Operating Rules of the Botanická 68a Premises
Union Contract
Organizational Regulations of the FI MU
Masaryk University Internal Wage Regulations (III. final version)
Dean's Instruction No. 1/2020 on certain provision of the Internal Wage Regulations
MU Directive No. 7/2013 Rules of the Provision of Supplementary Pension Insurance and
Supplementary Pension Savings Contributions for Employees of MU
MU Directive No. 13/2017 Travel Expenses Reimbursement
MU Directive No. 10/2017 Use of Information Technology
MU Directive No. 9/2017 Administration of Information Technology
Dean's Instruction No. 2/2013 on use of fixed Telephone Lines and Mobile Operator Services for
Private Purposes

2) Regulations for familiarisation in the second working week

MU Directive No. 3/2018 Catalogue of Posts
MU Directive No. 6/2017 Registration and Publication of Contracts
MU Directive No. 5/2017 Staff Evaluation
MU Directive No. 6/2016 Project Management
MU Directive No. 2/2016 Document Management Rules
MU Directive No. 9/2013 Damage Control and Damages
Dean's Directive No. 4/2017 Operation of the Camera System
Measure of the Dean No. 1/2023 Conclusion and Registration of Contracts at the Faculty of
Informatics
Measure of the Dean No. 2/2023 Use of the Faculty of Informatics Credit Card
Measure of the Dean No. 3/2023 Selection Procedure Rules
Dean's Instruction No. 1/2023 on Financial Control
Measure of the Faculty Bursar No. 1/2015 on use of the Auditoriums