

Faculty of Social Studies of Masaryk University Measure No. 8/2021

***Principles of providing personal development allowance
of FSS employees***

(as amended effective from May 1, 2021)

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

**Article 1
Subject of the measure**

1. The subject of this measure is the establishment of the principles for the provision of an employer's contribution for the education and personal development of employees of the Faculty of Social Studies.
2. For the purposes of this Measure, an employee is defined as a regular employee with a valid employment relationship at the FSS with a minimum of 20 hours per week, from which 12 or more consecutive calendar months have elapsed and is not in a notice period.
3. An FSS employee is entitled to a contribution of CZK 4,000 per year for his/her personal development. The allowance may only be paid in the form of a non-monetary benefit to the employee, i.e. a monetary payment to the personal development provider on the basis of a tax receipt issued to employer's organisation. The source for the payment of the allowance is the Operational fund, created from the central resources of the Faculty.
4. The focus of the personal development must be related to the position performed (Comply with the provisions of §6 (9) and §24 (1), (2) of Act No. 586/1992 Coll., on Income Taxes.)
5. The amount of the contribution is assessed for each calendar year separately. The unused amount shall not be carried over to the next calendar year.

**Article 2
Personal development of academic and non-academic staff working in research**

1. An academic staff member shall submit to his/her immediate supervisor at the regular workplace an application for a personal development allowance (Annex 1) with a brief justification of the chosen training course. Supported training activities are in particular aimed at developing pedagogical and scientific knowledge and skills, the development of soft skills and foreign language courses at various levels.
2. The original of approved application will be forwarded by the employee to the FSS EO ordering point, where a binding order will be issued and subsequently sent to the course provider.

Article 3
Personal development of other non-academic staff

1. A non academic staff member shall submit to his/her immediate supervisor at the regular workplace an application for a personal development allowance (Annex 2) with a brief justification of the chosen training course. Supported training activities are in particular aimed at professional competence courses, English language courses at various levels or different types of soft skills.
2. The staff member shall forward a copy of the approved application to the FSS EO ordering point, where a binding order will be issued and subsequently sent to the course provider

Article 4
Final provisions

1. I hereby delegate the implementation of this measure to the Vice-Dean for Studies.
2. This measure shall be monitored by the Vice-Dean for Studies in the case of academic staff and non-academic staff working in research and the Bursar Faculty in the case of other non-academic staff.
3. This measure shall enter into force on the date of publication.
4. This measure shall come into force on May 1, 2021.

In Brno, April 20, 2021

prof. Ph.Dr. Stanislav Balík, Ph.D.
Dean of the FSS

Czech version of the contract is legally binding.