

Dean's Directive No. 7 /2019**SCHEDULING AND RECORDING OF WORKING
TIME ON FACULTY OF EDUCATION OF
MASARYK UNIVERSITY**

(as amended with effect from 1 September 2019)

Pursuant to Section 28(1) of Act No. 111/1998 Coll., on Higher Education Institutions and on Amendments and Supplements to Other Acts (Act on Higher Education Institutions, as amended), I issue this Directive:

Article 1
General provisions

1. **Purpose:** This directive regulates the scheduling and recording of working time for employees of the Faculty of Education of Masaryk University in accordance with Act No. 262/2006 Coll., the Labour Code, as amended, in accordance with the collective agreement and provides for:
 - a. Rules for the distribution of working time
 - b. Rules on the application of flexible working
 - c. Special rules on the distribution of working time for academic staff
 - d. Records of working time
2. **Scope of validity:** employees of the Faculty of Education of Masaryk University
3. **Definition of terms and abbreviations:**
 - INET - Economic and Administrative Information System of Masaryk University
 - Personal care - caring for a family member
 - PdF MU - Faculty of Education, Masaryk University
 - ZP - Act No. 262/2006 Coll., Labour Code

Article 2

Scheduling of working hours

1. The operating hours at the PdF MU workplaces are governed by the PdF MU Operating Regulations. The working hours of PdF MU employees are performed within these hours, except for the work of the cleaner/cleaner and janitor/doorman. The start of the working week is set at 6.00 a.m. on Monday.
2. The weekly working hours are set according to the performance of the work:
 - 40 hours per week for non-academic staff, academic staff, research staff
 - 38.75 hours per week for employees working two shifts
 - shorter working hours, if agreed, are less than 40 hours per week (§ 80 of the Labour Code)
3. Working hours are spread over five working days. Exceptionally, work may be scheduled on Saturdays (for academic staff in accordance with the timetable), provided that the principle that the weekly work schedule (including Saturday work) does not exceed the agreed working hours is observed. Working hours shall be so arranged that the length of the shift does not exceed 12 hours per day. There shall be no less than 11 hours of uninterrupted rest between the end of one shift and the start of the next. During each period of 7 consecutive calendar days, the period of uninterrupted rest shall not be less than 35 hours.
4. After a maximum of 6 hours of work, the employee shall, as a rule, take a meal and rest break (§ 88 of the Labour Code) of at least 30 minutes. In work activities where it is not possible to take the break in full, the break shall be divided so that at least one part of it is at least 15 minutes. The specific conditions for the provision of meal and rest breaks shall be determined by the relevant senior managers for each workplace according to its specific operating conditions. This break shall not be counted as part of working time and may not be taken at the beginning or end of working time.
5. Overtime work is not part of the shift schedule, it is exceptional work. Overtime work is ordered or agreed to by the employee's supervisor, who is responsible for its recording and for compliance with the overtime limits set by the Labour Code. Compensatory time off shall be given in priority for overtime work.

Article 3

Rules on the application of flexible working

1. The faculty has a flexible working time schedule, which includes periods of basic and optional working time. The basic working hours are set from Monday to Friday from 9.00 to 14.00. The employee is required to be at the workplace during basic working hours.
2. Within the framework of the optional working hours, the beginning and end of the shift is chosen by the employee himself, with the beginning of the optional working hours being set at 6.00 a.m. at the earliest and the end of the optional working hours being set by the head of the workplace at each workplace. However, the length of a

shift may not exceed 12 hours on any one day.

3. Employees working under flexible working time arrangements are obliged to complete their average weekly working time within a compensation period which is determined for a period of 3 consecutive calendar months: January to March, April to June, July to September, October to December of the relevant calendar year. For example, within the compensation period, the employee is obliged to work all the working time equal to the multiple of the eight-hour shift and the number of working days of the relevant month. For project-funded employees only, the compensation period is set differently for project reporting purposes, so that the compensation period is normally one calendar month.
4. Interference with work on the part of the employee during flexible working hours shall be treated as performance of work only to the extent that it interferes with the basic working time. To the extent that obstacles to work on the part of the employee have interfered with optional working time, they shall be treated as excused but not as performance of work and shall not be compensated for. Obstacles on the part of the employer shall also be treated as performance of work. The conditions for assessing obstacles to work are governed by the relevant provisions of the Labour Code.
5. If the employee has not worked all the working time falling within the compensation period of 3 calendar months due to the excused obstacles at work, he/she shall be obliged to work this unworked part of the working time in working days by the end of the next calendar month after the compensation period at the latest. The time worked shall not constitute overtime.
6. Flexible working hours do not apply in the following cases:
 - a. on a business trip
 - b. temporary incapacity for work
 - c. the need to secure an urgent work assignment communicated to the employee by his/her line manager or where the employee is expected to be personally responsible for the proper and timely completion of the assignment
 - d. important personal obstacles at work according to § 191-199 of the Labour Code (sick leave and others)
 - e. Obstacles for reasons of general interest pursuant to § 200 -205 of the Labour Code

For these cases, the working hours for a 40-hour week are from 8.00 a.m. to 4.30 p.m. (including meal and rest breaks), unless otherwise specified in a particular case.

7. For employees providing essential maintenance and cleaning services, a weekly working time schedule is applied, whereby these employees work during the week according to a schedule set by the head of the workplace according to operational needs and according to the agreed hours.
8. The distribution of working hours of part-time non-academic staff is determined by the Head of Department.

Article 4

Special working time rules for academic staff

1. The Head of Department shall schedule the academic staff member with regard to the type of work agreed with him/her in the employment contract:
 - a. direct teaching activities (mainly teaching, testing and consulting activities)
 - b. scientific, research, development and innovation, artistic or other creative activity, the nature of which does not normally permit the performance of work outside the employer's workplace

All tasks must be carried out in such a way as to ensure the smooth running of the academic year and to meet other conditions resulting from the requirements of the providers of financial support.

2. Other cases in which academic staff are obliged to perform work at the employer's workplace related to direct teaching activities (participation in meetings and training sessions, meetings of the body of which academic staff are members, participation in conferences, cooperation with foreign visitors, activities of a representative and ceremonial nature, etc.) and related to the performance of other scientific, research, development, innovative and creative tasks shall be determined by the relevant head of the academic department.
3. The employer shall schedule academic staff into shifts only for that part of the specified weekly working time during which the activities referred to in Article 4(1) and (2) are performed.
4. The remaining parts of the working time of academic staff members are scheduled by the employee himself/herself and the possibility of working from home is agreed upon according to the rules of the relevant Masaryk University directive on the organisation of working time, while a written form of agreement on home working is not a requirement in this case.
5. The employer shall establish a written schedule of the academic staff member's working time in the area of teaching, and shall demonstrably schedule other scheduled working time in accordance with this Directive. The employer shall communicate the written timetable (or any change to it) to the staff member at least two weeks before the start of the period for which the working time is scheduled, unless another time for communicating the timetable is agreed with the academic staff member.
6. Project work is generally an activity that is not scheduled by the employer. In the case of special conditions related to its registration, the head of the relevant department and, in the case of university-wide projects, the senior manager/project director shall decide.

Article 5

Records of working time

1. Employees' working time is recorded via an electronic application in the INET system, unless otherwise specified by the head of the workplace for operational or technical reasons (e.g. janitor/doorman, cleaner/housekeeper).
2. In the records, the employee records in particular:
 - a. start and end of work
 - b. a break for food and rest

- c. other records - obstacles at work, leaving/arriving from/at the workplace during working hours (doctor's appointments, work meetings, training and other activities outside the employer's premises), absence due to personal obstacles, interruptions in work, work errands, work from home, start and end of overtime
 - d. absences due to holidays and business trips, unless these data are generated from INET records
3. The employee is obliged to keep a daily record of working hours and to on the 1st working day of the following month to confirm its accuracy. The employee shall justify the period of interruption of working time in a manner to be determined by the relevant senior manager.
4. The supervisor of the managerial employee is obliged to check the working time records and their compliance with the facts and to approve the records by the 2nd working day of the following month.
5. The immediate superior of the manager is responsible for ensuring that records of working time, start and end of shift, overtime, on-call and night work are kept

Article 6

Final Provisions

1. Related documents:
 - Organisational Regulations of the Faculty of EDUCATION MU
 - Masaryk University Directive No. 11/2013 Organisation of Working Hours
 - Act No. 262/2006 Coll., Labour Code
2. Control and update: The control and update is carried out by the Head of the Personnel Department of the Faculty of Education MU.
3. The Head of the Personnel Department of the MU Faculty of Education is responsible for the interpretation of this Directive.
4. This Directive repeals Dean's Instruction No. 1/2016.
5. The requirements of the providers of support for research, development and innovation projects concerning, in particular, the performance of work tasks on the project, the maintenance of the project work report, etc., are not affected by this Directive.
6. This Directive shall enter into force on the date of its publication.
7. This Directive shall enter into force on 15 August 2019.

Brno, 15 August 2019

doc. PhDr. Jiří Němec Ph.D.

Dean