

MUNI  
SCI



HR EXCELLENCE IN RESEARCH

## Handbook for Employees Faculty of Science MU



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## Content

<b>1. About the Faculty of Science</b>	<b>3</b>
1.1. Mission and values	3
1.2. Organizational structure	4
1.3. Faculty premises and contacts	4
1.4. What ´s happening at the Faculty	5
1.5. Unified visual style	5
1.6. Basic faculty regulations and standards	6
1.7. Financial control	6
1.8. Intellectual Property	6
<b>2. Personnel issues and employee care</b>	<b>8</b>
2.1. HR Excellence in Research	8
2.2. New employees	8
2.3. Support for international employees	8
2.4. Wage, pay slip, income certificate	9
2.5. Concurrence of employment within the EU/EEA, tax residence	9
2.6. Reporting changes in personal data	10
2.7. Record – Keeping of working hours and absence	10
2.8. Leave submissions	10
2.9. Employee ID card	10
2.10. Medical examinations	11
2.11. Education and development	11
<b>3. Benefits and advantages for employees</b>	<b>12</b>
3.1. Basic benefits	12
3.2. Other benefits for employees	13
<b>4. Operational matters</b>	<b>15</b>
4.1. Primary and secondary password, information systems	15
4.2. Internet access in MU buildings	15
4.3. IT tools for communication and collaboration	16
4.4. Landline (flap) and mobile phone	16
4.5. Business trips - travel authorization forms	17
4.6. Occupational health and safety and fire safety (OHS and FS)	17
4.1. How to prevent damage	18
<b>5. Resume</b>	<b>19</b>
Attachment: Organizational structure and University bodies	20

## Welcome to the Faculty of Science, Masaryk University

This guide is intended for employees of the Faculty of Science, Masaryk University (SCI MUNI), especially for those who are newcomers. We believe that the handbook will facilitate your orientation in the new environment and provide you useful information about functioning of the Faculty, employee care or practical faculty operational matters.

To make the guide as interactive as possible for you, the texts include links to relevant pages or documents where you can find additional information.

The handbook was created in connection with the University brochure for new employees, which provides additional interesting information about the university structure, bodies or events at the University. If you are interested, we recommend you look at it as well. You can also find the basic organizational structure of the Masaryk University in the appendix.

The Handbook for Employees is continuously updated, should you have ideas for additions or questions for clarification, do not hesitate to contact the [Faculty HR Department](#).

We wish you a lot of success and we look forward to our cooperation!

# 1. About the Faculty of Science

[The Faculty of Science of MU](#) is one of the four oldest faculties of the Masaryk University with almost 100 years of teaching tradition. We are **a research-oriented faculty, offering higher education closely connected with basic and applied research and secondary school teaching of sciences:** mathematics, physics, chemistry, biology and earth sciences. We are the most productive scientific unit of Masaryk University and a proud holder of the [HR Excellence in Research Award](#) by the European Commission. You can find more information about research activities on the [faculty website](#), you can also have a look at [the stories of our successful colleagues](#).

At present, we have **over 3,500 students** in all study programs and **more than 1,300 employees**.

[Masaryk University](#), bearing the name of the first Czechoslovak president Tomáš Garrigue Masaryk, was founded in Brno on 28 January 1919. You can read more about the history of MU [here](#). The present Masaryk University has **ten faculties with more than 200 departments, institutes and clinics**, operating in a wide range of sciences and humanities. It is the most sought-after university in the country, the largest university in Moravia and the second biggest employer in the South Moravian Region. The university has an impact on cultural and social life in Brno. It is a founder of Mendel Museum, University Cinema Scala and actively participates in projects supporting the development of the region. The university offers Bachelor's, Master's and doctoral degree programmes in the full-time and combined form; lifelong learning programmes have been gaining on popularity. Senior citizens have the opportunity to study at **the University of the Third Age**, children can try the **Masaryk jUniversity**.

## 1.1. Mission and values

*„Scientia est Potentia“ – there is a power in knowledge.*

The mission of the Faculty, as stated in [the Statute of SCI MU](#) provides higher education in biological, physical, chemical, mathematical, geological and geographic sciences and teaching of these sciences. Through its own scientific, research and other creative activities, it maintains, cultivates, deepens and extends the state of the art in these sciences, including their didactics and use in other sciences.

**The emblem of the faculty** is a double helix in the shape of the letter Y, symbolizing the idea of DNA replication.

The development of the university in the short and medium term is governed by a specifically defined strategic plan, which is expressed in documents - **Strategic plan** of Masaryk University, and therefore the Faculty of Science. You can get acquainted with their content [here](#).

As a part of Masaryk University, we are [committed to its values](#), which form the basis of its internal culture and are widely shared by the university's academic community. These values are:

### **Freedom**

respected and defended as the governing principle of the inner workings of the university in terms of the academic freedom of teaching and research, freedoms such as a students' right to design their own curricula freedom as the principle of institutional autonomy exercised by the university towards the state, and – last but not least – freedom as a social imperative.

### **Respect for rules**

ensuring equal opportunities and transparency regarding the functioning of the institution, as manifested e.g. by internal administrative and economic settings, study-related regulations and the war on plagiarism.



## Responsibility

comprising the university's public role, as exemplified by its function with respect to the creation of public opinion and active participation in public debate as well as its significance as knowledge and technology transfer mediator and public service provider and its position as a university which welcomes both disadvantaged students and members of various minorities. In terms of an inwardly-oriented approach, individual responsibility for the choice and structuring of one's own curriculum forms the basis for the functioning of an open and autonomous study environment.

## 1.2. Organizational structure

Organizational structure of the Faculty of Science is defined by [Statute](#) and [Organizational rules](#) of the Faculty. These documents also set out the scope and powers of individual workplaces or functions. **The Faculty includes 13 departments, 2 other departments and the Dean's Office.** The organizational chart according to the currently valid Organizational Rules of the Faculty is shown below. The structure of a specific workplace can be further modified by its organizational rules, which are available on the [document server of the Faculty of Science, MU](#).

The self-governing academic faculty bodies are the **Academic Senate, the Dean, the Scientific Board, and the Disciplinary Committee.**

The management and internal administration of the Faculty is provided by the **Dean of the Faculty.**

**The Dean's Board and the Extended Dean's Board** are advisory bodies to the Dean. **The Vice-Deans** represent the Dean in designated areas of competence.

In principle, the faculty is always represented externally by the Dean or a person authorized by him/her. The Dean is therefore the only person authorized to conclude contracts on behalf of the Masaryk University.

**Tip:** More information, including an overview of current representatives, can be found on the faculty website <https://www.sci.muni.cz/en/about-us/organisational-structure>.

## 1.3. Faculty premises and contacts

**The seat of the Faculty is Kotlářská 267/2, 611 37 Brno.** The billing/invoice data and operation of the Mailroom are listed on the faculty website in the section [Where to find us](#).

The individual workplaces are located in several premises: in addition to **the complex at Kotlářská**, these are premises in **the University Campus Bohunice** (UCB, Kamenice 5) and in **Tvrdého 12 building**, where the Institute of Physics of The Earth is located.

Behavior at the premises of the Faculty of Science is regulated by [the operation rules of the Faculty of Science MU](#) (for the areal in Kotlářská), or by [the operating rules of the UCB](#).

**Tip:** You can find an interactive map of the Faculty with individual buildings and rooms of the Faculty of Science MU [here](#). Further map applications, building details, geographic information systems and data can be found on the signpost [Geoportal](#) (application Kompas).

Entrance to the common areas of the Faculty requiring access using an employee card (e. g. the bike shed at Kotlářská) or access to the building B17 at UCB (Dean's office) are set for all employees of the Faculty. You can check your granted authorization at <https://is.muni.cz/auth/skupiny/>.

### Opening hours and parking in the area at Kotlářská:

- Operating hours are from 5 am to 9 pm on working days. However, you must have a supervisor's permission to work from 5:00 to 6:00.
- Outside operating hours, employees are required to register at the gatehouse. Academic employees may enter the premises without a special permission, non-academic employees only with the consent of the Head of the department eventually consent of the Faculty Bursar (in case of the Dean's Office employees).

- Parking of vehicles in the Kotlářská premises is possible only with the **permanent permission of the Faculty Bursar**. Short-term entry is possible with the permission of the Faculty Bursar.
- Employees are obliged to park bicycles only in designated places, i. e. in the bike shed, or in stands.

#### **Opening hours and parking in the area at the University Campus Bohunice:**

- Operating hours are from 5 am to 22 pm on working days. However, you must have a supervisor's permission to work from 5:00 to 6:00.
- Outside operating hours, employees are required to register through the [„Reporting presence at the workplace“](#) application. Employees who do not have access to a computer, are obliged to report their stay in UCB outside working hours to the PCO on the 4450 phone extension. Entry of persons into a specific pavilion outside the opening hours is permitted by the pavilion manager.
- Parking in the UCB premises is allowed only to authorized persons, the parking permit is provided by the Faculty Bursar.

You can easily find the **basic contacts of the employees** of the Faculty or Masaryk University, via:

- [Faculty website](#) (only employees of the Faculty)
- [Information system of MU](#) – Section People
- [INET – People and units](#) (you can also look at the possible presence, resp. planned absence of employees (display according to the attendance system for 10 days in advance))
- [MUNI Employee Portal](#)

### **1.4. What´s happening at the Faculty**

The Faculty informs about current events, such as invitations to events, information about research or teaching activities and successes, mainly online via the Faculty website in the [Current News](#) or [Event Calendar](#) sections. Information about Faculty events is provided in both Czech and English. A **faculty newsletter** is also prepared for employees, the archive is available [here](#). You can also look at the faculty's [Facebook](#) or [Instagram](#).

**Important operational information** is sent to employees by an email from the address of the Management of the Faculty of Science MU ([zamprif@sci.muni.cz](mailto:zamprif@sci.muni.cz)) or the Faculty of Science MU ([sci@newsletter.muni.cz](mailto:sci@newsletter.muni.cz)).

**Tip:** You can find out **information about events at MU** through:

- <https://www.muni.cz/en> - news and press releases on the main MU portal,
- <https://portal.muni.cz/> - portal for employees,
- <https://www.em.muni.cz/en> - The printed version is published once a month (10 issues a year) and is available on stands at the RMU reception and the faculties,
- <https://it.muni.cz/en/services/yammer> - an internal communication network for easy sharing and sending information among MU employees,
- [MU Employee Newsletter](#), which is sent regularly to employees via university email.

You can also subscribe to the news if you are interested in, for example, information in the field of [technology transfer](#) or current news from the [MU Research and Development Office](#) in the field of project calls. You can also set up the sending of information statements about events from the MU IS via <https://is.muni.cz/auth/udalosti/index?lang=en;setlang=en>.

### **1.5. Unified visual style**

Visual identity is one of the most important communication tools of every institution and company. Its aim is to strengthen the external and internal identification and presentation and to present the main characteristics and position of the company. The principles of use of MU signs are regulated by [MU Directive No. 2/2015 – Principles of using MU signs](#). It is forbidden to modify,

alter or parody MU signs in any way (applies also to internal use). There is no need to approve the use of the logo for standard university presentations, internal working materials and study purposes.

**Logotypes of the Faculty of Science**, templates of documents and other information can be found at <https://sablony.muni.cz/fakulty/prirodovedecka-fakulta>.

**Tip:** If you have questions about the correct use of the above, you can contact colleagues from the faculty [External Relation, Communication and Marketing office](#).

## 1.6. Basic faculty regulations and standards

At work, all employees follow the regulations that apply to their work. In addition to legal regulations, these are also the regulations of the employer. At the Masaryk University, these are directives, measures and instructions issued either at the level of the Rector (valid for the entire MU) or at the level of the Dean (valid for the Faculty of Science). There is a formal difference between a directive, a measure and an instruction, but from the employee's point of view, the form is not significant. This is a binding regulation that every employee is obliged to respect.

All **faculty and university internal regulations** and standards are published at the Document Server in the MU Information System (IS MU). Documents can also be searched by entering a keyword or directive number.

You can view the standards of the Faculty of Science or other documents at <https://is.muni.cz/auth/do/sci/?lang=en;setlang=en>. These documents usually specify procedures set by university regulations. The documents are stored using a document management system rules and all relevant documents are also available in English.

Overview of **essential faculty documents**:

- [Statute of SCI MU](#)
- [Organizational](#) and [Operation](#) Rules of SCI MU
- [Code of Ethics SCI MU](#)
- [Directives of SCI MU](#)

## 1.7. Financial control

Each purchase and expenditure must be approved as part of the financial control process. The scope of authorizations and responsibilities of MU employees when disposing of public funds, specification of approval mechanisms in preliminary inspection and responsibility for public expenditure are governed by the [MU Directive No. 3/2013 – Financial Control at Masaryk University](#) and within the Faculty of Science directives [Financial control of SCI MU](#).

## 1.8. Intellectual Property

Intellectual property refers to copyrighted works, inventions and other intangible results of human creativity, research and intellectual activity (e.g. know-how). Intellectual property at the university refers to the results of scientific, research, pedagogical and other activities created in the process of fulfilment of working tasks and study assignments.

Within the Faculty of Science, some areas of dedication of R&D results are regulated by the directive [On recordkeeping, affiliation and dedication of results of scientific and research activities at the Faculty of Science MU](#). The field of research ethics is also governed by [Code of Ethics of SCI MU](#).

**Tip:** The Technology Transfer Office has prepared a brief [brochure](#) that answers questions such as what is intellectual property, who is entitled to dispose of it or where to refer on this topic at MU.



## 2. Personnel issues and employee care

### 2.1. HR Excellence in Research

In 2017, the [Faculty of Science MU](#), in the spirit of supporting science and research as one of its priorities, has endorsed principles set in [The European Charter for Researchers and The Code of Conduct for Recruitment of Researchers](#), with the aim to obtain the **HR Award certificate** (HR Excellence in Research logo) which is awarded by the European Commission to Research institutions that implement [The Human Resources Strategy for Researchers](#) (HRS4R). The [Faculty was awarded the HR Excellence in Research certificate](#) in 2018, and is committed to continue in creating **friendly working environment and conditions, providing career development, and establishing transparent recruitment procedures for researchers.**

**Tip:** Check out the website of [HR Award](#).

### 2.2. New employees

To facilitate the process of joining the faculty and adapting to a new role and work environment, we have prepared this Faculty handbook as well as the [New employee checklist](#), which will guide you through the most important operational and administrative steps.

You will receive **a welcome email** from the HR department on the first working day with an overview of the most useful links to the basic university email of employees ([UIN@mail.muni.cz](mailto:UIN@mail.muni.cz)). You can easily check your university mail in the MU IS (section [My Mail IS](#)). Notifications from all information systems or group emails are sent to this basic university email address ([UIN@mail.muni.cz](mailto:UIN@mail.muni.cz)). To ensure that you do not miss important information, IT staff will set up email forwarding from your university email account to [O365](#) on the first day after you join.

During the adaptation process, you will be familiarized with the internal regulations and other faculty and university regulations. On the first day, you will find in your university email ([My Mail IS section](#)) a notification to familiarize yourself with the regulations, along with a link to the application where you will read the documents and confirm your familiarity with them.

The following mandatory initial training sessions are also an integral part of your adaptation:

- [General Health and Safety Training](#) (E-learning IS MU)
- [Laws and Regulations](#) (E-learning IS MU)

Employees taking up a position of supervisors will additionally undergo the following training:

- [General health and Safety Training for Supervisors](#) (E-learning IS MU)
- [Legal Duties of Superior Employees](#) (E-learning IS MU for supervisors)

**Tip:** All information and documents important for new employees can be found in one place in the MUNI Portal, including contacts to the Dean's Office HR staff. Have a look at the [faculty career webpage](#) as well.

### 2.3. Support for international employees

There is an university [Welcome Office \(Centre for International Cooperation MU\)](#), which provides advice and assistance to international employees entering employment for more than 3 months in various aspects of relocation or administrative matters and obligations associated with their stay in the Czech Republic.

**Contacts** and **international employee guide** are available at <https://www.muni.cz/en/about-us/careers/international-employees>.

## 2.4. Wage, pay slip, income certificate

Remuneration of employees is carried out in accordance with the directive [Wages of employees of the Faculty of Science](#), which implements and specifies the [Internal wage regulations of Masaryk University](#).

**Wages** are usually determined by a separate wage statement, which employees receive together with the employment contract. In case the wage is adjusted, a new wage statement is prepared by the faculty HR department, and the employee signs the acceptance of the wage statement.

Your **wage is payable** after the performance of work and no later than in the calendar month following the month in which the wage entitlement or one of its components originated. The wage is paid by the bank transfer to the account specified by you on the employment commencement. **Wage payout dates** are set for each year by a schedule in [INET – HR management](#).

**Tip:** By application in INET, you can set up an [email notification for a new electronic pay slip](#). Furthermore, in the [Wage management section of INET](#) you can also have a look at overviews of your income or the history of your wage statements.

**Tip:** If you need to issue an **Income certificate**, please contact the relevant [Payroll Specialist of the SCI MU](#) with the necessary form - contacts, including the division of agendas according to workplaces, are listed [here](#) (bottom of the page).

## 2.5. Concurrence of employment within the EU/EEA, tax residence

Based on the performance of work within the employment relationship in the Czech Republic, social and health insurance in the Czech Republic is paid from your wage.

**If you are also employed at other employer** within the other member state of the EU, the EEA or Switzerland during your employment in the Czech Republic, you are obliged to apply for the A1 form ("Confirmation on competent jurisdiction in matters of legislation relating social security").

The A1 form determines to which state shall be paid, in case of the concurrent employment, the social and health insurance contributions for your employment in the Czech Republic. You apply for the issuance of A at the relevant social security institution, usually in your home country.

This is a relatively complicated issue, so it is important to **consult any queries in time and report any changes** to the relevant [Payroll Specialist of the SCI MU](#).

**Tip: Tax residency** is determined by individual national regulations, in the Czech Republic it is defined by the Act No. 586/1992 Coll., On income taxes. In case that the national legislation of more than one state considers a person to be a tax resident, his jurisdiction shall be determined by an international double taxation treaty. The information on tax residency is the basis for the tax office and is essential for determining the tax obligations of an individual. **In the state where you are a tax resident, you tax all your (worldwide) income.** In a state where you are a non-resident taxpayer, you only tax your income in that state. In practice, this means that in a country where you are a non-tax resident, your employer will issue a wage tax statement for the relevant tax period after you terminate your employment. You will then include this confirmation in the tax return that you submit in the country of your tax residence. A certificate of tax domicile can be issued to you upon request by the tax office in the country where you are a tax resident. In the Czech Republic, personal income tax accounts for 15% of monthly wage. You can claim a tax rebate by signing the wage tax statement ("pink paper"). In the Czech Republic, you can sign this declaration with only one employer. Therefore, if you are employed by only one employer in the Czech Republic, it is advantageous for you to sign the declaration.

## 2.6. Reporting changes in personal data

Your employment-related documents are registered in the employee's personal file. You can check **basic personnel information online in the [INET application](#)**.

If your **personal data change** during employment, it is necessary to inform immediately the [Faculty HR Department](#), using the [Change Report form](#), because the changes affect the payroll. You are fully responsible for any omissions or failure to notify the relevant changes.

## 2.7. Record – Keeping of working hours and absence

The schedule and procedure for the record - keeping of working hours of employees at the SCI MU is regulated by the directive on [Organisation on Record – Keeping of Working hours at the Faculty of Science MU](#). You will find basic information about:

- the working regimes applied
- rules for the organization of working time of academic employees
- registration procedure (INET application or other method)
- obstacles at work
- rules for working from home (home office)

We recommend you to **familiarize yourself with the directive**, depending on your job position, the schedule of working hours or the procedure may differ.

You will be informed about the rules and procedures for the record - keeping of working hours at your workplace by your supervisor and the attendance responsible person at your workplace. The attendance responsible person also enters the absence data into the system.

**Tip:** The application is used **for electronic registration of [working hours in INET](#)**. You will also see the assigned operating mode here. The employee enters the beginning and the end of work, a break for food and rest, or other records. The attendance record is approved every month, **the employee confirms the correctness no later than the 1st working day of the following month**.

## 2.8. Leave submissions

Leave requests are **primarily submitted electronically** via the INET application - [leave submissions](#), where you will also see your remaining entitlement and the current drawdown overview.

**The leave request may be submitted no later than the day before the date of commencement of leave** specified in the application. The submitted application is automatically sent for approval to your line supervisor employee (approver), you will receive information about the approval/rejection by e-mail.

For exceptional cases, it is also possible to use the paper form for the leave submission (available at the workplace), the documents are then entered into the system by the attendance responsible person of the workplace.

## 2.9. Employee ID card

MU employees receive an employee [ID card](#). The card is used when entering buildings, classrooms, libraries, and other university premises, to identify a person in relation to the catering system, or, for example, to apply a discount at the Scala cinema. Academic employees are issued an ITIC card.

We recommend to apply for this card at any time, if you have not already done so when you joined or you do not hold a valid ISIC or ITIC card.

**An official university photo is required for the employee card.** It is provided by ICS according to the [valid schedule](#) (it is not necessary, if you already have a photo in the IS MU and you want to use it for the card, please notify the HR Generalist).

[Your dedicated HR Generalist](#) will then apply for the card for you, so please inform him/her about getting your picture taken.

The first issue of the card is free of charge. If the card is lost or damaged, you must request a new card and [pay the full price](#). If the information on the card changes, you must also apply for a new card, but in this case the issue is free of charge. You can submit the application through the HR Department of the SCI MU.

## 2.10. Medical examinations

According to Act No. 373/2011 Coll., On specific health services, employees must undergo an initial occupational medical examination, and subsequently, according to a specified period or according to the situation, a periodic, extraordinary or exit examination. The Faculty HR department will send you to these examinations and will issue a relevant request for an examination:

- if you perform work included in **the first category of work**, without risk to health, you can have an examination with your registering doctor.
- **in other cases**, you must visit the university contract provider of occupational health services – MUDr. Kateřina Kolářová.

The costs associated with the examination, including the costs of an extract from the medical documentation, will be reimbursed at your workplace upon presentation of a medical report and proof of payment, which is issued to the MU address.

### **Information for an examination with MUDr. Kateřina Kolářová (contractual provider)**

- It is necessary to **book the examination online** in advance via the [IS application](#), where you will also find the information you need on opening hours and news.
- **Doctor's Office:** On campus - [Kamenice 753/5](#), 625 00 Brno, building B22, room 303 and room 302 (Bohunice University Campus), 2 minutes walk from the Bohunice Hospital stop.

## 2.11. Education and development

The area of education and development is governed by the Directive No. 2/2023 [Education and Development of Employees at the Faculty of Science of MU](#). The Directive regulates the rules for staff training: methods of identifying training needs, types of training, responsibility for the implementation of individual types of training and their financing, as well as the framework offer for individual types of positions at the Faculty. Employee participation in training is always subject to the approval of the direct supervisor.

The new Faculty section of the Employee Portal - [Education and Development](#), is the place where you will find current opportunities for training and development both at the Faculty and across the University. Current training opportunities are also communicated via email by the Development Specialist.

### 3. Benefits and advantages for employees

Masaryk University provides a number of benefits to employees. Some are defined by the [MU Collective Agreement](#), others represent various benefits for MU employees. You can find an up-to-date overview on [the MUNI portal for employees](#), below are practical instructions for using the benefits.

#### 3.1. Basic benefits

	Description	How to apply
<b>Leave</b>	<p>For <b>non-academic staff 6 weeks in a calendar year.</b></p> <p>By law, it is <b>8 weeks for academics.</b></p> <p>The plan for taking leave for the entire calendar year is processed in the <a href="#">INET</a> no later than April 30 of the relevant calendar year.</p>	<p>You will be asked to fill in your leave plan by email, the plan can be specified on an ongoing basis by taking a leave according to current needs during the year.</p> <p>For more information on <b>taking a leave</b>, see also section 2.8.</p>
<b>Catering employee program</b>	<p>All employees who meet the conditions of entitlement stipulated by the <a href="#">Collective Agreement</a> will automatically receive a <b>meal allowance</b> in the amount of CZK 55 for each day of the month worked (with the exception of business trips).</p> <p>The meal allowance is paid retrospectively for the time worked in order to avoid unauthorized drawing of the allowance (ie in April for the month of March).</p>	<p><b>Entitlement to a meal allowances</b> arises for employees who meet following conditions:</p> <ul style="list-style-type: none"> <li>• work for <b>at least 4 hours a day</b></li> <li>• <b>the scope of the agreed employment is at least half of the set weekly working time</b> (i.e. 20 hours per week).</li> </ul> <p>For employees in multi-shift operations, the condition of hours worked is aliquoted. The condition of the agreed minimum working time does not apply in the case of employees who are employees and at the same time recipients of a retirement pension (see the <a href="#">Collective Agreement</a>).</p> <p>Employees who work in 11-hour shifts and longer will receive two meal allowances, with the part of the second contribution exceeding the legally set limit being subject to levies and taxation on the part of the employee.</p>
	<p><b>Catering is provided for MU employees by SKM MU canteens - the nearest <a href="#">UCB canteen</a> / <a href="#">Kotlářská buffet</a></b></p>	
	<p>To eat in the canteens, you will <b>need an active employee card</b> to top up your credit (the boarder spends his pre-deposit). Lunches are discounted for MU employees.</p> <p>Lunches in the canteens are usually served from 11:00 to 14:00.</p>	<p>Current menus and the possibility of ordering for the following days (always no later than 14:15) can be found in the <a href="#">Webkredit</a> or <a href="#">Mobilkredit</a> application.</p> <p>If you have not ordered, there is a weekly menu or minutes, or the option to buy additional snacks.</p>

<p><b>Contribution to a supplementary pension savings or to a nursery/children's group</b></p>	<p>The employee <b>can choose between the employer's contribution to the pension scheme / supplementary pension savings and the nursery / children's group allowance</b> (you cannot receive both contributions at the same time).</p> <p>The contribution is provided by MU to employees in an employment relationship and <b>is set at 2% of the wage tariff</b> stated in the employee's wage assessment.</p> <p>The provision of a contribution to supplementary pension insurance is regulated by <a href="#">MU Directive No. 7/2013</a>.</p> <p>The provision of the nursery / children's group allowance is regulated by the <a href="#">Methodological sheet</a> of the Personnel Management Department of the MU Rector's Office.</p>	<p>You are entitled to the allowance from the 1st day of the month in which the conditions were met - <b>you can apply from the 1st month of employment.</b></p> <p>The condition for the provision is the <b>conclusion of a supplementary pension insurance contract</b> or a supplementary pension savings contract with <b>an employer's contribution</b> (in the Czech Republic) and proof of its copy to the relevant <a href="#">payroll accountant of the Faculty of Science, MU</a>.</p> <p><b>The nursery / children's group allowance</b> is provided to the employee, not to the child/children. Each employee is therefore entitled to one allowance. An allowance may be given to two employees for one child.</p>
<p><b>Immunization of employees</b></p>	<p>Vaccination (usually against influenza or tick-borne encephalitis) is paid from the social fund of the Faculty and offered seasonally to employees.</p>	<p>The invitation and more detailed information in the case that this benefit is provided, are sent to employees by mass email, responsible is the <a href="#">HR Department of the Faculty of Science, MU</a>.</p>

### 3.2. Other benefits for employees

	Description	How to apply
<p><b>Vodafone employee tariff</b></p>	<p>MU employees can use the <a href="#">Vodafone employee program</a> and negotiate a tariff for up to 5 sim cards under advantageous conditions. details of the price offer can be found <a href="#">here</a>.</p> <p>Prices are valid for 2 years, even if the employee terminates the employment earlier.</p>	<p>Orders can be processed via the <a href="#">Vodafone web portal</a> by entering the UCO and filling out personnel data. The list of MU employees to register with Vodafone is always provided by RMU at the beginning of the month. If the employee is not yet registered, he can obtain a prepaid card from Vodafone, which will be converted to an employee tariff after registration.</p> <p>SIM cards can also be used by the employee's family members. For enquiries about employee tariffs for family members, please contact Vodafone Support on 800 777 791 (weekdays 8 am – 5 pm only).</p>
<p><b>Multisport card</b></p>	<p>The employee pays 890 CZK / month for the card. With the MultiSport card, the employee has free access (in some facilities at an additional cost) to selected sports and relaxation facilities.</p> <p>It is also possible to order an adult companion card for each Multisport card (CZK 1600 CZK / month) and up to three children's cards up to the age of 15 (500 CZK / month).The complete list of organizations where you can apply for the card can be found <a href="#">here</a>.</p>	<p>A multisport card can be purchased by any employee employed at MU (regardless of the amount of time worked) and must be ordered by the HR Department <b>by the 11th day of the month.</b></p>

<b>Discounted language courses</b>	<p>The language school at the Faculty of Arts offers discounted language courses for employees.</p> <p>MU employees can take advantage of a 15% discount on English courses at the P.A.R.K. Language School.</p>	<p>More information on the course offer is published at <a href="#">the MU Shopping Center</a>.</p> <p>Please present this <a href="#">voucher</a> upon registration.</p>
<b>FSpS commercial exercises for employees</b>	<p>For those interested in regular sports, the Faculty of Sports Studies offers regular commercial exercises.</p>	<p>The offer of courses is available <a href="#">here</a>.</p>
<b>Libraries</b>	<p>The MU library system consists of faculty libraries, central specialized libraries, as well as partial and branch libraries located in more than 40 locations in the city of Brno and one workplace in Telč.</p>	<p>MU employees can use the <a href="#">libraries</a> free of charge (an employee card is required for registration, see section 3.8).</p>
<b>Psychological counselling for employees</b>	<p>All employees with at least 0.5 working hours or more can benefit from up to 3 free consultations with a psychologist.</p>	<p>You can book a consultation using the online <a href="#">form</a>. Detailed information on employee counselling can be found on <a href="#">MUNI Employee Portal</a>.</p>
<b>Stays abroad</b>	<p>Employees have the opportunity to gain knowledge or specific know-how from experience and examples of good practice available at foreign institutions. The selection procedure takes place according to the requirements of individual programs.</p>	<p>More information on training opportunities abroad, dates and requirements can be found on the website of <a href="#">the Centre for International Cooperation</a>.</p>
<b>Software licenses</b>	<p>The university offers various programs for study or work use. Some can also be installed on your personnel computer, others are functional on MU computers only.</p>	<p>Overview of licenses and more details at <a href="https://it.muni.cz/en/services/software">https://it.muni.cz/en/services/software</a>. Menu tip: <a href="#">MS Office Pro Plus</a> (see also section 4.3 for details)</p>
<b>Children's groups for MUNI parents</b>	<p>SCI MUNI employees can place their children in three children's groups.</p>	<p>Further information can be found under the links for each Children's Group below. <a href="#">Elánek Komenského</a> <a href="#">Elánek Campus</a> <a href="#">KinderGarten Campus</a></p>

## 4. Operational matters

### 4.1. Primary and secondary password, information systems

**UIN and primary password** Each MU employee is assigned a UIN (university identification number, UČO). The UIN is generated by the HR Department and shall be given to you together with the password (primary password) on the day of employment commencement.

**Secondary password** Secondary password should differ from primary password. It is used e.g. for access to Wi-Fi, Open VPN, login to PC, login to a computer in the University Computer Centre (e.g. for training sessions).

You may change both the passwords in the IS.

MU uses several information systems to manage important agendas. To log in, you will mainly use the UIN and the primary password within the unified login system.

#### **INFORMATION SYSTEM MU (IS MU)**

- <http://is.muni.cz/>
- Here you can find, for example, an office, a document server with document templates, a file depository for handing over documents, work safety training, a message board, regulations agreement, etc.

#### **MU ECONOMIC AND ADMINISTRATION SYSTEM (INET)**

- <https://inet.muni.cz/>
- Here you will find, for example, information on your attendance, submitting leave requests, payslips, travel orders, etc.

Both of these information systems are easily accessible from the [MUNI Portal for employees](#), which serves as a gateway to all university systems, IS, Inet, but also [Office 365](#) with a range of applications such as outlook, sharepoint, forms. The MUNI Portal also offers access to internal faculty information, documents and guides for various situations related to life and work at the Faculty and the University, including quick directions to individual departments of the Dean's Office.

In the MUNI Portal for Employees at the link [here](#) you can find videos with recordings from training sessions that can help you work with IS MU, Inet and Office 365.

**Tip:** If you need an IT advice, try to check the website <https://it.muni.cz/en>. You can also contact the [faculty ICT department](#) or the person responsible for the ICT agenda at your workplace.

**Tip:** Remember your passwords, don't share or write them to anyone (no one will ever ask you to) and if they do, it's an attack trying to get your password.

### 4.2. Internet access in MU buildings

Most MU premises are covered by the university Wi-Fi networks enabling Internet connection on laptops, tablets and mobile phones.

For Internet connection you can use the EDUROAM network (username is [UIN@eduroam.muni.cz](mailto:UIN@eduroam.muni.cz) and password is your secondary password) or MUNI network (user name is UIN and password is your secondary password). The service is free for all employees and students of MU.



If you need to be connected to the university network, even if you are outside MU, you can log in remotely using a [VPN](#) (Virtual Private Network). As a result, you can access, for example, MU electronic information sources, whether you are in the Czech Republic or abroad. More information is available [here](#).

### 4.3. IT tools for communication and collaboration

External services offer communication and collaboration tools, such as mail, calendar, or document sharing space, available through [Office 365](#). An account in the Office 365 service is automatically created for you in the form of [UIN@muni.cz](#), the ICT department can add an e-mail address in the form of [surname@workplace.muni.cz](#).

OneDrive for personal and Office 365 for group documents is available for file synchronization, and you can also use file synchronization via [IS](#) G Suite or ownCloud. Through the MU IS you can use external G Suite or ownCloud services. After turning on the G Suite service, an account will be created for you under the same name as you use in the IS ([UIN@mail.muni.cz](#)). External services are available free of charge and their use is voluntary.

**Tip:** If you use the Office 365 service (you log in with your UIN and primary password at [o365.muni.cz](#)), you have the option of installing the desktop version of the MS Office 365 Pro Plus office suite **on up to five free work / private devices**.

MS Office is always available in the latest version and is reactivated every 30 days. It is therefore necessary to connect the device to the Internet in this interval, otherwise the functionality will be limited. After leaving MU, MS Office will be deactivated and will be available only in the mode with limited functionality. Instructions for obtaining applications for private devices and conditions of use can be found in the [IT catalog](#).

### 4.4. Landline (flap) and mobile phone

As part of the preparation for the hiring of a new employee, a landline/flap, or a business mobile phone, is provided for you by the workplace in cooperation with the [Technical and Operational Office](#).

#### Landline (flap)

Telephone numbers within MU have the following form: **549 49 xxxx**. More information on selected landline functions, redirection options, etc. can be found [here](#).

You will be informed about the establishment of the flap by an authorized employee of the [Technical and Operational Office of the SCI MU](#), who will prepare a landline/flap on the basis of the application of the responsible person (you do not ask for the damper as an employee, but it is provided within the preparation of the start of work by the authorized person of the workplace according to the needs of the workplace).

You can easily find the flaps of certain employees of MU at the [faculty](#) or [university](#) webpages.

You can find more information on landline functions [here](#).

**Tip:** You can see your assigned telephone numbers in [INET](#).

#### Business mobile phone

In accordance with the needs of the workplace, the employee can also be provided with a business mobile number. The application is again processed by the responsible person of the workplace, based on the instructions and approval of the supervisor. You can find detail information about [mobile phones](#) at website IT MU.

Until 2021, Vodafone is currently the MU mobile service provider.

**Tip:** In addition to their own service tariff, employees can also take advantage of special [employee offers for family members](#).

#### 4.5. Business trips - travel authorization forms

When going for a business trip, it is necessary to create **a travel authorization form**, which is approved by a direct supervisor, who sends you on a business trip, and subsequently there is conducted also a financial control of costs before the trip. It is possible to issue a travel authorization form:

- electronically in INET – application [Travel authorization forms](#)
- eventually by filling out [a paper form](#)

When entering travel authorization form in Inet, it is appropriate to enter it **at least two working days before the trip** so that the whole approval process runs properly and the travel order does not lapse.

In case the expenses of the trip are to be settled from purpose-bound funds (e.g. granted toward a research project), it is important to find out before the trip, what can be paid from the project (pocket money, accommodation limit, ticket over 500km, etc.).

**Be careful when buying travel documents before the trip** - they must be purchased **only after approval by the financial control**.

The conditions of travel expense reimbursement are governed by [Directive No. 13/2017 – Travel allowances](#).

Any questions will be answered by the secretaries of the department and employees of [the Finance Office](#) of the SCI MU, who take care of travel allowances within their agenda.

**After realization of the business trip, it is necessary to settle it within 10 working days** from its end and submit the travel authorization form to the Finance office of the MUNI SCI, unless agreed differently. Handover means both electronic sending in the Inet system and submission of the travel authorization form physically together with travel documents via the department's secretaries.

**Tip:** In case of any ambiguity, the travel authorization form can be saved continuously in the Inet and you can contact a responsible employee of [the Finance Office](#) of the SCI MU.

**Tip:** During a business trip in abroad, the MU employee has health insurance within the framework of Masaryk University policy. If the employee has the travel authorization form approved, he/she can print out **the Health Insurance Card** with details of the policy and emergency telephone number <https://inet.muni.cz/app/cestaky/prehled>.

#### 4.6. Occupational health and safety and fire safety (OHS and FS)

The directive [Occupational Health and Safety at SCI MU](#) summarizes this topic, please go through it. OHS and FS are also regulated by two directives of MU: [Organization of occupational health and safety at MU](#) and [Organization of fire safety at MU](#).

**Tip:** Each new employee gets training in the fields of occupational health and safety and fire safety on the commencement of employment in the form of **e-learning**, to which you will receive an email invitation. Furthermore, new employees are trained **directly at the workplace** by the supervisor or a Fire and Safety Protection Prevention Officer, or, depending on the needs of the workplace, they undergo further professional training focusing on health and safety.

**Subsequent training of employees** is carried out within the set deadlines according to the risks and threats to health, valid legal regulations and according to the instructions of the supervisor.

**Tip:** You can check the status and validity of completed e-trainings in the [IS MU](#).

## **Injuries**

In the event of an injury, you must **promptly** notify your supervisor. First aid is provided by MUDr. Věra Příbylová (*tel. No. 545 216 962*), for serious injuries please call an ambulance (*Tel. No. 155, from landline call 0155*).

## **Fire**

Everyone who detects fire is obliged to take steps to rescue endangered persons and if possible extinguish the fire or adopt measures to stop the fire from spreading. Halls are equipped with portable fire extinguishers and wall-mounted hydrants.

### **4.1. How to prevent damage**

All employees are obliged to prevent damage to the employer's property and to avert this damage, if it is obvious that the damage of serious importance clearly exceeds what needs to be done to avoid it. Whether the damage is imminent, occurs or has already occurred, the employee is obliged to immediately inform his supervisor about this fact.

In accordance with the law, the employee is also liable to the employer for the damage he causes to him. If this damage is caused by negligence, the amount of compensation paid by the employee is limited to four and a half times his average earnings. The employee is obliged to compensate the damage caused intentionally or under the influence of alcohol and addictive substances in full.

## 5. Resume

If there is something you did not find in the Handbook, or you would need to know more about the issue, feel free to ask your supervisor, colleagues or our [HR Department](#).



Data source: Faculty archive

## Attachment: Organizational structure and University bodies

Masaryk University is structured into constituent parts, which are its faculties, university institutes, other units ensuring educational, scientific, research, development and other activities or provision of information services; purpose-built facilities for cultural and sports activities, for accommodation and catering or for supporting MU operations; and the Rector's Office. The organizational structure is available [here](#).

### Faculties

[Faculty of Law](#) | [web](#)  
[Faculty of Medicine](#) | [web](#)  
[Faculty of Science](#) | [web](#)  
[Faculty of Arts](#) | [web](#)  
[Faculty of Education](#) | [web](#)  
[Faculty of Economics and Administration](#) | [web](#)  
[Faculty of Informatics](#) | [web](#)  
[Faculty of Social Studies](#) | [web](#)  
[Faculty of Sports Studies](#) | [web](#)  
[Faculty of Pharmacy](#)

### Other units

[Masaryk University Archive](#)  
[Language Centre](#) | [web](#)  
[Centre for International Cooperation](#) | [web](#)  
[Support Centre for Students with Special Needs](#) | [web](#)  
[Technology Transfer Office](#) | [web](#)  
[Mendel Museum](#) | [web](#)  
[Centre for Education, Research and Innovation in Information and Communication Technologies](#) | [web](#)  
[Central Management Structure of the CEITEC Project](#) | [web](#)  
[University Centre in Telč](#) | [web](#)  
[Career Centre](#) | [web](#)  
[Competence Development Centre](#) | [web](#)

### Rector's Office

[Rector's Office](#)

### University institutes

[Institute of Computer Science](#) | [web](#)  
[Central European Institute of Technology](#) | [web](#)

### Purpose-built facilities

[Accommodation and Catering Services](#) | [web](#)  
[Masaryk University Press](#)  
[Management of the University Campus Bohunice](#) | [web](#)

**The Rector** is the statutory body of the university, information about MU management is available [here](#). The faculty is represented by **the Dean**, the university department or university facility is headed by the Director. Financial affairs and internal administration are managed by **the University Bursar** at the university level and by **the Faculty Bursar** at the faculty level.

**Autonomous and other bodies of MU are listed below**, an overview of the current composition of all bodies can be found [here](#):

#### Academic bodies

- [Academic Senate](#)
- [Rector](#)
- [Scientific Board](#)

#### Other bodies

#### Boards and committees

- [Publishing Board](#)
- [Ethics Board](#)
- [Research Ethics Committee](#)
- [Committee for Research Infrastructure Development](#)
- [Finance Committee](#)

- [Board of Trustees](#)
- [Bursar](#)

**Consultative bodies**

- [Rector's Board](#)
- [Senior Management](#)

- [Accommodation Board](#)
- [Arts and Culture Board](#)
- [Equal Opportunity Panel](#)
- [Editorial Board of the University Magazine MUNI.CZ](#)
- [Information Technologies Board](#)
- [Technologies Transfer Board](#)
- [Students Grants Board](#)
- [Canteens Board](#)
- [Board of Studies of the University Centre in Telč](#)
- [Development Board](#)
- [Board of Studies of the University of the Third Age](#)