

**Measure of the Director
Of Central European Institute of Technology of Masaryk University
No. 5/2019**

Organization and Recording of Working Time

(as amended, effective as of December 1 2019)

Pursuant to Article 4.6 of the Rules of Organization of the Central European Institute of Technology of Masaryk University, I hereby issue the following Measure:

Article 1

Purpose and Subject Matter

- (1) This Measure determines and amends terms and conditions of organization and recording of working time of employees of CEITEC MU, in line with Act No. 262/2006, the Labour Code, as amended (hereinafter the "Labour Code"), with internal rules of Masaryk University (particularly with the valid MU Directive on Working Time Organization at Masaryk University) and with the Collective Agreement.
- (2) For the purpose of this Measure, the Head of Department shall be understood as a direct superior managing employee.

Article 2

General Rules for Working Time

- (1) One-shift working mode is applied at CEITEC MU.
- (2) The shift length is scheduled not to exceed 12 hours (with the exception of mandatory overtime work) for all employees, and to allow resting between the end of one shift and the start of the following one of at least 11 hours, unless any of the special events occur, where the Labour Code allows shortening of such rest to 8 hours.
- (3) Night work from 10:00 p.m. to 6:00 a.m. is not allowed, with the exception of work performed due to severe operational reasons (emergencies etc.)
- (4) Employees perform work during the working time at Masaryk University worksites or at another agreed place.
- (5) Employee informs the Head of Department on their planned absence at work or departure from the worksite during the core hours (i.e. between 9:00 a.m. and 03:00 p.m.) in advance without undue delay.
- (6) Generally, the project activity is a scheduled or registered activity. Both academic and non-academic staff performing work on a project must register the part of their working time realized within the project framework.

Article 3

One-Shift Working Mode (Flexible Working Time Scheduling)

- (1) The flexible working time scheduling applies for CEITEC MU employees working in one-shift working mode.
- (2) Operating hours at CEITEC MU worksites for such employees start at 6:00 a.m. and end at 10:00 p.m.
- (3) Working time of employees working in one-shift working mode is usually scheduled to 5-day working week, from Monday to Friday, with the exception of business trips and working activities which are, in line with the Labour Code, scheduled for Saturday or Sunday. Therefore, under such circumstances, these days are not the days of the week dedicated to uninterrupted rest.
- (4) For such employees, the uninterrupted rest during the week amounts for at least 35 consecutive hours of the week.
- (5) Flexible working time scheduling includes time blocks of core hours and optional working time. The core hours is set daily from 9:00 a.m. to 03:00 p.m. Possible exceptions shall be approved by the Head of the given Department.
- (6) Within the flexible working time, the employees themselves can set the start and end of their working time, taking into account their work duties, so that the total shift length does not exceed 12 hours (not including overtime work, if any) and so that the basic working time (core hours) is observed. The start of flexible working time is set from 6:00 a.m. until 9:00 a.m. The end of the flexible working time is set from 03:00 p.m. until 10:00 p.m.
- (7) The average weekly working time must be met during the settlement period which is set to calendar quarter. The settlement period shall start on the day when this Measure becomes effective, i.e. on December 1 2019. Within the settlement period, the employee is required to work entire working time. Any extra working hours shall not be considered an overtime work.
- (8) For employees financed from project resources, the settlement period can be set up differently, taking into consideration the specific project reporting obligations. In every calendar month, the employees financed from project resources must work at least the number of hours corresponding to the hours dedicated to the project within the scope of the given FTE.
- (9) A positive difference between the registered working hours during the set settlement period and the number of employee's weekly working time and number of weeks corresponding to the relevant settlement period shall be considered a period of voluntary staying in the workplace for other reasons than work performance. Such period shall not be considered as worked hours if this does not represent overtime work.
- (10) In order to secure unusual work tasks, the Head of Department can decide not to apply flexible working time scheduling and set a fixed start and end of the working time.
- (11) For employees contracted for a work period shorter than 40 hours per week and at the same time working in the flexible working time mode, the rules for flexible working time shall apply accordingly, as determined by the Head of Department.

Article 4

Meal and Rest Breaks

Meal and rest break shall be provided no later than after 6 hours of work activity and shall be 30 minutes long. For employees performing work for 6 hours or less per day, the break shall be provided on individual basis, taking into consideration the work time scheduling and subject to consulting the Head of Department. Such break shall not be included in the calculation of working time and cannot be provided at the beginning or the end of the working time. For academic staff, the break can be shorter during the work activities, where it is impossible to take a break consecutively. The break shall then be divided so that at least one of its parts lasts at least 15 consecutive minutes.

Article 5

Overtime Work, Work at Night, on Weekends, on Holidays

- (1) Overtime work is not considered a part of working shift schedules. It is considered work performed exceptionally. Overtime work is ordered or approved by the Head of Department who is also responsible for recording of such and respecting overtime work limits. Preferably, a compensatory time off shall be provided in exchange for overtime work, if this was agreed upon with the employee. Working longer than the set weekly working time in order to make up for working hours used for time off provided by the employer shall not be considered overtime work.
- (2) If overtime work or work at night, on Saturday, on Sunday, on holidays (business trips included) or performing an on-call time is realized, in order to allow the proper payment to the employee, the Head of Department shall be obliged to submit a request for remuneration claims to the Payroll Office (HR Department) no later than by the end of the calendar month for which the remuneration claims are to be recorded in the accounts so that the salary can be duly cleared and paid out to the employee. If the Head of Department fails to submit the request within the prescribed period of time, the relevant employee will not receive the remuneration payment in the given month. The payment will be made in the month following the submission of the documentation necessary for calculation of the salary for this work. Application forms can be found as Annexes No. 1 and No. 2 of this Measure.
- (3) Salary claims under paragraph 2 above shall be paid solely from the resources of the given worksite, subject to the rules on payment of such salary claims for particular project resources. If project resources cannot be used for salary claims payment (the rules do not allow this), payment of such salary claims shall be performed from institutional resources of the respective worksite.

Article 6

Work Obstacles

- (1) Flexible working time scheduling in line with Article 85 (5) of the Labour Code shall not be applied on business trips, need of securing of an urgent working task during the shift, at time of important personal obstacles and if operational reasons prevent it. If the flexible working time is not applied, the scheduling of working time shall be set to individual working day shifts performed from 8:00 a.m. until 04:30 p.m., with 40 working hours per week (meal and rest breaks at work included). In individual cases, the start and end of the shift can be set or agreed differently.
- (2) With respect to the flexible working time scheduling, work obstacles on employee's side are classified as work performance only within the scope where they interfere with the core hours. This does not apply to obstacles determined as an exact length of the necessary period of time-off to which the employee is eligible or for situations where the work activity is realized by employees' representatives. For these

purposes, a period corresponding to the average length of employee's shift under the determined weekly working time or agreed shorter working time shall be considered as one day of work.

Article 7

Working Time Recording

- (1) The records of employee working time shall be recorded through electronical application in the INET information system. Every employee makes records in this application on his/her own. In the event of amendment of the records in this application by a different person, such person must be authorized by the Head of Department or another responsible person.
- (2) In the records, the employee shall enter especially:
 - a) Beginning and end of work (working hours);
 - b) Provided meal and rest breaks.
- (3) The employee is obliged to keep records of his/her working time according to the reality and confirm (approve) accuracy of such records in the INET information system, no later than on the first working day of the following month.
- (4) The Head of Department shall be obliged to check the kept records of working time and their accordance with the reality and authorize the records in INET information system no later than on the second working day of the following month.
- (5) Employees performing an on-call time shall record the time worked during the on-call time and also the on-call time. The employees record the period of on-call time through special records based on instructions of the Head of Department.
- (6) The Head of Department shall be responsible for cogency of the working time records, including the home-office work, start and end of the working hours, overtime work, on-call time work and night work of employees and for the accordance of such records with the reality.

Article 8

Home-Office Work

- (1) The Director of the Institute decides on the possibility of home-office work based on the recommendation of the Head of Department.
- (2) Home-office work can be agreed on with the employee if allowed by operational conditions of the worksite, circumstances of the work performance and type of work performed by the employee.
- (3) Home-office work is possible only upon a written agreement of the employer and the employee. The request for conclusion of such agreement shall be submitted by the employee to the Head of Department. The written agreement shall be drafted by the HR department based on request of the Head of Department.
- (4) When working from home, the employee shall schedule a specific part of working time by himself/herself, at a place determined within the scope of place of work performance agreed upon with the employer in the home-office work agreement.

Article 9

Final Provisions

- (1) The Head of Department shall be responsible for setting the work mode, scheduling the working time, cogency of working time records and submitting the documentation necessary for settlement of salary claims.
- (2) Other rights and obligations of the employees regarding the working time are set forth in the valid Masaryk University Directive "Working Time Organization at Masaryk University".
- (3) The Head of HR department shall be responsible for the interpretation of this Measure.
- (4) The Deputy Director for Administration shall be responsible for the supervision over the compliance with this Measure.
- (5) This Measure shall become valid as of the date of signature hereof.
- (6) This Measure shall become effective as of December 1 2019.

Annexes: No. 1 – Application for salary claims for night work, work on Saturday, Sunday and on holiday and for on-call time work
 No. 2 – Application for salary claims for overtime work

In Brno, on 5.11.2019

Jiří Nantl
Director

Annex No. 1

Application for Salary Claims for Night Work, Work on Saturday, Sunday and on Holiday and for On-Call Time Work

- Night work**
- Work on Saturday and Sunday**
- Work on holiday**
- On-call time work**

Salary component number	<input type="checkbox"/> 210 – Saturday, Sunday <input type="checkbox"/> 211 – Night <input type="checkbox"/> 212 – Holidays <input type="checkbox"/> 240 – On-call time
Order number	
Activity number	
Faculty account number	
Work costs	

University ID number (UČO)	Surname, name	Hours to be paid	Period

Date of payment: with the salary for

Applicant:
(if different from the approving person)

Approving person (Head of Department):

Record of preliminary management control on of expenses prior to obligation commencing within the meaning of relevant provisions of Act No. 320/2001 Coll., on Financial Control, and Decree No. 416/2004, Coll., on implementation of the Act on Financial Control.

Transaction Originator:	Budget administrator:
Identified deficiencies: see annex	Identified deficiencies: see annex
On:	On:
Transaction Originator signature:	Budget administrator signature:

Application for Salary Claims for Overtime Work

Wage unit number	201
Order number	
Activity number	
Work costs	

University ID number (UČO)	Surname, name	Hours to be paid	Period

Date of payment: with the salary for

Applicant:
(if different from the approving person)

Approving person (Head of Department):

Record of preliminary management control on of expenses prior to obligation commencing within the meaning of relevant provisions of Act No. 320/2001 Coll., on Financial Control, and Decree No. 416/2004, Coll., on implementation of the Act on Financial Control.

<i>Transaction Originator:</i>	<i>Budget administrator:</i>
<i>Identified deficiencies: see annex</i>	<i>Identified deficiencies: see annex</i>
<i>On:</i>	<i>On:</i>
<i>Transaction Originator signature:</i>	<i>Budget administrator signature:</i>