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DIRECTOR'S MEASURE 3/2020-
USE OF WORK FROM HOME (HOME OFFICE)
IN THE RECETOX CENTRE

Article 1

Setting up work from home

This Director's Measure is issued in order to address the use of work from home (Home Office, hereinafter "HO") by RECETOX centre employees.

The use of HO in the RECETOX centre is governed by Faculty of Natural Sciences Directive - On the Organisation and Recording of Working Hours in the Faculty of Natural Sciences Masaryk University (https://is.muni.cz/auth/do/mu/Uredni_deska/Predpisy_MU/Prirodovedecka_fakulta/Smernice/SD2019-04/), Masaryk University Directive - Organisation of Working Hours

(https://is.muni.cz/auth/do/mu/Uredni_deska/Predpisy_MU/Masarykova_univerzita/Smernice_MU/SM11-13/Smernice_MU_c.11_2013_-_Organizace_pracovni_doby_ucinna_od_1.7.2019_.pdf?info=1),

and is further specified by this Measure.

- (1) HO in the RECETOX centre serves as an additional, alternative work mode, particularly in order to
 - (i) Provision of activities in extraordinary situations
 - (ii) harmonise the personal and working lives of the centre's employees
- (2) The primary form of work is workplace activity (in the office, laboratory etc.).
- (3) An agreement on working from home is drawn up in writing with all of the RECETOX centre's core employees whose work/job enables the work to be carried out from home, unless a superior decides otherwise.
- (4) The employee submits a request to their superior regarding the specific drawing of HO days via an application in INET/Attendance/Submission of Leave, Home Office, <https://inet.muni.cz/app/dochazka/zadosti>. HO cannot be drawn unless the request is approved by the superior.
- (5) The management, approval and control of the specific drawing of HO by individual employees is the responsibility of their immediate superiors.

Article 2

Use of work from home

- (1) In HO, an employee may only perform activities which are in accordance with their job, and which can be performed at home or remotely, e.g. administration, writing of articles, other work on the PC, participation in online webinars etc.
- (2) The employee must not perform high-risk activities (handling of chemicals, biological agents etc.).
- (3) The control, and compliance with the content and scope of, the work performed by the employee in HO is the responsibility of their immediate superior.
- (4) The employee schedules their HO working hours in accordance with the rules applicable for working hours (i.e. on working days between 6.00 am and 10.00 pm) and their agreement with their superior.
- (5) During their HO working hours, the employee must be available at their work e-mail address, Teams, and work mobile phone number (if they were assigned one); they monitor missed calls on their extension in the office in the INET application https://inet.muni.cz/app/telef/zmeskane_hovory.
- (6) The employee records the time worked in HO in the application for recording working hours in INET (see the manual in the appendix to this Measure). The recording of HO without prior approval in the application INET/Submission of Leave, Home Office is not possible.
- (7) The manager must demonstrably and regularly assign, check and take over the work performed by the employee in HO. In the event of shortcomings in the employee's work performance/results in HO, they must take appropriate measures in good time, including the possible withdrawal from the agreement on working from home.

Article 3

Final Provisions

- (1) I entrust the interpretation of the individual provisions of this Measure to the Head of the RECETOX Human Resources Department.
- (2) This Measure becomes valid and effective on the day of its signing.

In Brno, on 27/10/2020

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prof. Dr. rer. nat. Jana Klánová, Ph.D

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RECETOX Centre Director