

**THE COLLECTION OF DECISIONS AND ORDINANCES
OF THE UNIVERSITY OF SOUTH BOHEMIA
IN ČESKÉ BUDĚJOVICE**

No.: R 286

Date: 22 October 2014

**USB Rector's Ordinance
issuing the Organizational Rules of the USB**

Pursuant to Art. 3 2 of the USB Statute, I am hereby issuing the Organizational Rules of the University of South Bohemia in České Budějovice.

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Rector

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Distribution list: members of USB management, Deans of USB faculties, directors of other parts of the USB

The Organizational Rules of the University of South Bohemia in České Budějovice

PART ONE OPENING PROVISIONS

- (1) The Organizational Rules of the University of South Bohemia in České Budějovice (hereinafter referred to as the "USB Organizational Rules") are a basic internal organizational standard of the University of South Bohemia in České Budějovice (hereinafter referred to as the "USB"). All other internal organizational standards are based on and must be in compliance with the USB Organizational Rules. If other internal regulations and measures of the USB regulate a given matter differently than the Organizational Rules, the Organizational Rules do not apply to the relevant matter.
- (2) The USB Organizational Rules define basic principles of organization and management and the division of competences and responsibilities in hierarchical relationships that apply to the entire USB. The Organizational Rules also define tasks and determine mutual hierarchical relationships between executive staff members, the scope of their competence, duties and responsibilities.
- (3) The basic organizational structure of the USB is defined by the USB Statute.
- (4) The internal organizational and management structure of faculties is defined in the statutes of the respective faculties. The internal organizational and management structure of university facilities is defined in the statutes and organizational rules of the respective university facilities. The statute of a Faculty is issued by its Dean, following approval of a draft by the Academic Senate of the respective faculty and the USB Academic Senate. The organizational rules of a university facility are issued by the Rector.
- (5) USB employees must work properly using their best knowledge, abilities and skill, to fulfil instructions issued by their superiors in accordance with legal regulations and to cooperate with other employees in order to accomplish the USB mission and activities set by the USB Statute.

PART TWO DEFINITION OF THE BASIC PRINCIPLES OF MANAGEMENT AND COMMUNICATION AT THE USB

Article 1 Principles of USB Management

- (1) All activities of the USB are governed by legal regulations. Furthermore, the USB follows its internal regulations and standards.
- (2) A department is managed by a single manager (head) who is personally responsible for the department under his/her control fulfilling its tasks. Each employee is immediately subordinated to a single manager, receives instructions from him/her and is responsible for the timely and proper fulfilment of tasks that have been assigned to him/her. In case of a split workload where an employee is subordinated to more than one superior, his/her superiors proceed subject to mutual agreement in relation to any labour law matters (especially business travels, working hours and rest time, holiday, employment termination, etc.).
- (3) Activities performed by any political party and/or political movement are not allowed at the USB. Politically active employees of the USB must perform their political activities exclusively outside their workplace and outside their working hours and refrain from using work equipment and work aids that are in USB possession during such activities.
- (4) Departments will inform each other of their activities, help each other with their needs, and provide mutual professional assistance and support.
- (5) Departments provide technical assistance and support without undue delay and with respect to the needs of the recipient and the purpose for which assistance and support will be used.

- (6) Individual departments provide expert assistance and support upon request or without being requested.
- (7) Proposed measures must always be discussed in advance with all departments that are concerned with the issue in question. Any comments that are raised must always be settled; if a disagreement remains, a joint supervisor decides on the matter.

Article 2 Types of USB Management

- (1) Strategic, direct (line), methodical and project management styles are applied at the USB:
 - a) **Strategic management** is a form of managing the USB as a unit. Strategic management involves the preparation of development plans that are essential for the development of the entire USB over a long-term horizon and whose implementation brings a comparative advantage to the USB as a whole in its scope of competences; strategic management involves the accomplishment of the development plans by all USB employees.
 - b) **Direct management** is the authority of an executive employee to determine and delegate tasks to his/her subordinate employees and to organize, check and evaluate their work. Direct management includes all managerial activities, responsibility and competence in both HR and professional scope of authority. Each organizational unit is directly managed by a single manager who is responsible for its proper operations within the meaning of generally binding legal regulations, the USB Statute, internal USB regulations and standards and delegated tasks.
 - c) **Methodical management** defines working procedures and rules for the performance of activities, enabling the controlling body to influence decision-making of the controlled object. This method of management does not have the form of orders, it ensures unity in decision-making and negotiations between the same positions at a lower level. The superiority-subordination relationship only exists at the methodical level, not at the executive one. The departments of the USB Rectorate perform methodical management of professional activities that fall within their scope of authority at a university-wide level. A department formulates a procedure but is not responsible for specific performance of ta activity at a workplace; however, it is responsible for the correctness of procedures it has defined, their compliance with generally binding legal regulations, for checking the performance of methodically managed activities at USB workplaces in an established manner, and for checking whether such procedures are sufficient and effective.
 - d) **Project management** is a form of managing indirectly subordinate employees who are designated to perform tasks under a particular project. Project management results from the nature of individual projects, is time-bounded (throughout the duration of the project) and may not correspond to a permanent organizational structure.
- (2) Competence and/or professional disputes between organizational units are resolved by heads of the units by agreement; if an agreement cannot be reached, the dispute will be decided by the most immediate joint supervisor.

Article 3 Means of Communication within the USB

- (1) When performing tasks, the simplest and most effective form of internal communication is chosen according to the severity of the tasks to be resolved; priority will be given to personal or telephone communication and e-mail.
- (2) A significant means of communication between employees and individual management levels are regular meetings and operational meetings convened by an executive employee to discuss a specific topic.
- (3) Minutes of meetings are takes if necessary (usually in electronic form). Constituent parts of minutes are tasks resulting from a meeting, including deadlines and responsibilities assigned to specific employees. Tasks are assigned only to participants who have been present. In justified cases, tasks may be assigned to employees who are not present at a meeting; in such case, a direct superior must inform an absent employee or his/her deputy as soon as possible

of the task that has been assigned to him/her. For each task, its status (a new task, a task that is being solved, a completed task) and due date is provided in the minutes of the meeting. Completed tasks are deleted from any subsequent minutes of meetings.

- (4) The minutes of meeting are approved by all participants in the meeting using the per rollam procedure. If comments are not made within a given time period, minutes are considered approved. Using the per rollam procedure, approving employees indicate that they understand the tasks that have been assigned to them and that they have sufficient resources (time, material) to accomplish them within the deadline. The minutes are then appropriately published (on the Intranet, on a shared disk, distributed among participants in the meeting by e-mail, etc.).

PART THREE

DEFINITION OF USB ACTIVITIES AND THEIR DIVISION BETWEEN USB ORGANIZATIONAL UNITS

Article 4

Definition of USB Activities

- (1) The basic activities of the USB include:
 - a) educational activities,
 - b) creative activities involving science, research, development and innovation, as well as artistic and other activities.
- (2) Other activities include mainly activities of administrative, technical and specialized nature that are related especially too:
 - a) students,
 - b) employees,
 - c) property,
 - d) funds,
 - e) services.

Article 5

Division of Main Activities Between the USB Organizational Units

- (1) Basic activities referred to in Article 4.1 are provided by the faculties.
- (2) Basic activities are carried out in accordance with legal regulations, decisions by self-governing bodies of the faculties and the USB and USB internal regulations and standards.
- (3) The faculties provide information on their activities to an extent, in a form, and on dates specified in decisions by USB self-governing bodies pursuant to legal regulations, internal USB regulations and standards.

Article 6

Division of Other Activities between USB Organizational Units

- (1) Other activities under Art. 4.2 are provided by the USB and relevant university facilities at the USB Rectorate level and the Deans' Offices and relevant faculty workplaces at the faculty level.
- (2) Other activities include, in particular, administrative, economic and operational activities that result from the main USB mission within the meaning of the Higher Education Act and the USB Statute and are necessary for its fulfilment and proper operations of the USB.
- (3) Other activities are divided into the following areas:
 - a) Administration of learning and teaching matters,
 - b) Administration of science and research,

- c) Organization and management,
 - d) Development,
 - e) Human resources and the protection of personal data;
 - f) Funding,
 - g) Asset Management,
 - h) Investment,
 - i) Operational matters,
 - j) Legal affairs,
 - k) Control area,
 - l) Internal and external relations,
 - m) Areas arising from the Higher Education Act and other generally binding legal regulations (archives, filing services, occupational safety and health, fire protection, civil defence, and others),
 - n) Services (information technology services, audio-visual services, library services, publishing and editorial services, accommodation and catering services, and others).
- (4) To ensure other activities, the Rector, the Deans of the faculties and the Bursar issue internal regulations and standards.

PART FOUR USB MANAGEMENT STRUCTURE

Article 7 Basic Rules of USB Management

- (1) The Rector directly manages the Deans, the Vice-Rectors, the Bursar and the Chancellor as well as other positions at the USB Rectorate that are specified in the USB Organizational Rules.
- (2) Vice-Rectors directly manage Vice-Rectors' Sections with respect to activities that defined in the Organizational Rules of the USB Rectorate, and executive employees of university facilities if the Organizational Rules of the USB Rectorate define so, and they methodically manage Vice-Deans in corresponding fields.
- (3) The Bursar directly manages departments that are subordinated to him/her with respect to activities defined in the Organizational Rules of the USB Rectorate and executive employees of university facilities if the Organizational Rules of the USB Rectorate defines so, and he/she methodically manages faculty secretaries.
- (4) The Chancellor directly manages departments that are subordinated to him/her with respect to activities defined in the Organizational Rules of the USB Rectorate and executive employees of university facilities if the Organizational Rules of the USB Rectorate define so.
- (5) A Dean directly manages Vice-Deans of the relevant faculties, the faculty Secretary and other positions at the faculty are specified in the Faculty's Organizational Rules. At his/her discretion, a Dean may delegate direct management of faculty workplaces to Vice-Deans and/or the faculty Secretary; the mandate must have the form of a faculty's internal standard.
- (6) Executive employees at university facilities are directly managed by the relevant university facilities; organization and management relationships are defined by organizational rules of these facilities.
- (7) Executive employees of workplaces at the USB Rectorate directly manage the relevant workplaces at the USB Rectorate, and if applicable, methodically manage employees of faculties and university facilities if the Organizational Rules of the USB Rectorate specify so.
- (8) The Rector and Vice Rectors, the Bursar and the Chancellor together with deans strategically manage the USB as a whole.

Article 8
Executive Employees

- (1) Executive employees are employees who are entrusted with the management of a department at any organizational level, are entitled to determine and delegate tasks to their subordinate employees, organize, manage and check their work, and provide them with binding Instructions.
- (2) Each department manager (head) decides separately on all matters related to the scope of the work of his/her department unless he/she has delegated the competence to (a) subordinate employee(s) or if his/her superior reserves the right to decide on a given issue.
- (3) Every department manager is responsible for the proper functioning of the department that has been entrusted to him/her and for fulfilling obligations imposed on the department that has been entrusted to him/her by the Organizational Rules of a constituent part of the USB under which the department falls in terms of organization. The department manager is mainly responsible for fulfilling obligations that arise under legal and internal regulations and standards, for managing funds that have been entrusted to him/her and for the results of the work of his/her department.
- (4) The department manager defines the rules of substitution when performing work and fulfilling tasks by subordinate employees. For the purposes of substitution, employees must inform each other about the status and progress of unfinished work and tasks and to provide each other with necessary documents.
- (5) An executive employee is also entitled to impose work tasks on employees in departments that are subordinated to him/her. As soon as possible, the executive employee must inform the manager of the relevant department of such task and of that fact that it is being performed.
- (6) Executive employees regularly check the fulfilment of tasks by their subordinates with the aim of ensuring timely and quality performance of tasks and eliminating any causes of deficiencies. Executive employees inform their supervisors of any serious findings during inspection that they have made.

Article 9
Delegated Competence

- (1) A department manager may delegate a portion of his/her competence to his/her subordinates. This is without prejudice to the executive employee's responsibilities.
- (2) Competences specified directly in the Higher Education Act and competences related to proposals for the awarding and changing salaries, personal bonuses, and other wage and remuneration components may not be delegated.
- (3) Delegation of competence to a subordinate employee must be carried out in the form of a written mandate and may not interfere with generally applicable legislation and/or internal USB regulations and standards.
- (4) A written mandate must include the extent and duration of the delegated competence as a minimum and must be notified to the supervisor and to the HR Department. A power of attorney can be issued where appropriate.
- (5) The supervisor may decide differently on the delegation, he/she may cancel or delegate the competence to another employee.
- (6) An employee to whom part of the manager's competence has been delegated, acts independently and with his/her own responsibility in the extent determined by the respective manager.
The employee and his/her superior inform each other of the progress and status of main activities and other important circumstances.
- (7) Delegated competence may be changed or revoked at any time. If a power of attorney has been issued, the recipient of the power of attorney (the other contracting party) must be informed of any change to and/or cancellation of substitution.

Article 10
Substituting the Manager

- (1) At the time of his/her absence, the manager is substituted by his/her deputy to a pre-defined extent. The deputy is an employee of the department who has been authorized in writing.
- (2) The written mandate must include the extent and duration of the substitution as a minimum and must be notified to the supervisor and to the HR Department. A power of attorney can be issued where appropriate.
- (3) The manager's supervisor can decide on substitution differently, especially by appointing another deputy.
- (4) The manager who is being substituted may reserve decisions on particularly important matters or the deputy may postpone such decisions until the substituted manager returns as long as the nature of the issue permits and it does not cause any damage.
- (5) The scope of deputy's competences may not include any competence related to the awarding and changing of salaries, personal bonuses and other wage and remuneration components.
- (6) Both the deputy and the substituted manager are informed of the progress and status of main activities and other important circumstances.
- (7) Substitution can be changed or cancelled at any time. If a power of attorney has been issued, the recipient of the power of attorney (the other contracting party) must be informed of any change to and/or cancellation of substitution.

Article 11
Definition of the Rules of Communication with the Ministry of Education, Youth and Sports and Other State Administration Bodies

- (1) USB executive employees act on behalf of the USB with the Ministry of Education, Youth and Sports and other state administration bodies at the following levels:
 - a) the Rector at all levels,
 - b) the Vice Rectors, the Deans, the Chancellor and the Bursar down to the deputy level.
- (2) USB employees must immediately inform their direct superior of any results of negotiations.

Article 12
Advisory Bodies

- (1) The Rector, the Bursar, the Chancellor, the Deans and executive employees of university facilities can establish their advisory bodies to deal with current and complex factual issues.
- (2) An advisory body is established by a written decision defining the purpose and the scope of work of the advisory body, its personnel composition and its forms of work (outputs).
- (3) Advisory bodies are established as permanent (such as claims and liquidation committees) or temporary (such as an inventory-taking committee or a public contract evaluation committee).
- (4) If an employee who is not subordinated to the founder of an advisory body is to be appointed as a member of the advisory body, his/her appointment must be preceded with consent by the relevant manager.

**PART FIVE
FINAL PROVISIONS**

**Article 13
Binding Nature of the USB Organizational Rules**

- (1) The USB Organizational Rules are binding on all USB employees.
- (2) USB executive employees are required to familiarize their subordinates with USB Organizational Rules and make sure the rules are being observed.

**Article 14
Changes to the USB Organizational Rules**

- (1) Suggestions for changes and additions to the Organizational Rules must be submitted in writing to the Chancellor.
- (2) Changes to the USB Organizational Rules are submitted for approval by the Chancellor to the Rector.

**Article 15
Effectiveness**

The USB Organizational Rules become effective on the day when they are issued via a Rector's Ordinance.