



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

Number: R 497

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### **Rector's Ordinance on the determination of working time and its recording at the University of South Bohemia in České Budějovice**

#### **Article 1**

##### **Non-academic and scientific staff**

- (1) The length of the fixed weekly working time is set at 40 hours per week. The working hours for the employees of the Rectorate of the University of South Bohemia in České Budějovice (hereinafter referred to as the 'Rectorate') are set from 7:30 am to 4:00 pm. The working hours at faculties are set by the dean and by the director at non-faculty constituent parts. Employees are granted a meal and rest break of 30 minutes after a maximum of 6 hours of continuous work unless the dean or the director of a non-faculty constituent part grants more.
- (2) An employee may request an exception from the set working hours. The employee's immediate supervisor shall approve the exception using the prescribed form attached hereto. An exception may be granted so that the start of the shift is between 6:00 am and 9:00 am and the end of the shift is between 2:30 pm and 5:30 pm, and the 40-hour work week and meal and rest breaks are observed, unless otherwise specified by the dean or director of the non-faculty constituent part.
- (3) The supervising employee is responsible for the regular recording of working time and for ensuring that the hours worked are observed.
- (4) Records of working time are to be maintained by the employee in the working time recording application. The employee is to enter the information concerning the working time and the supervisor is to approve the record by the 3rd working day of the following month.

#### **Article 2**

##### **Academic staff**

- (1) According to Section 70(1) of Act No 111/1998, on Higher Education Institutions, academic staff are professors, associate professors, adjunct professors, assistant professors, senior lecturers, lecturers, and researchers who are employees of a higher education institution performing both teaching as well as creative activities under employment according to the type of the agreed upon work.
- (2) In the case of full-time employment of the full-time equivalent of 1.0, the length of the fixed working time is 40 hours per week. In justified cases, shorter working time may be agreed with the employee under the provisions of Section 80 of Act No 262/2006, the Labour Code, as amended (hereinafter referred to as the 'Labour Code').





- (3) The Rector or the dean decides on the distribution of working hours and the working regime within the limits of his/her competence. Within this framework, taking into account the needs of the workplace (operation) and the nature of the work performed, he/she shall determine the working time schedule for academic staff, i.e. the working hours when the academic staff member is obliged to work at the workplace or at another agreed location for the performance of direct educational activities (according to the instruction schedule, set tutorial hours, examination schedule, etc.), or for the performance of other activities related to direct educational activities as decided by the supervising employee (meetings, public events, etc.).
- (4) An academic staff member is entitled to perform work for which he or she does not have a working time schedule as referred to in paragraph 3 during the working hours he or she schedules and at a place he or she designates.
- (5) In the case of work under subsection 4, the academic staff member is responsible for the organisation of work, ensuring an appropriate working environment and compliance with the working conditions stipulated by the Labour Code (e.g. length of working time – up to 12 hours, work breaks, length of uninterrupted rest between shifts, etc.). Costs incurred by an academic staff member solely in connection with the performance of work pursuant to paragraph 4 are not considered to be costs incurred in connection with the performance of dependent work and are to be borne by the academic staff member.
- (6) For the purposes of assessing entitlement of academic staff to:
  - a) travel allowances for business travel,
  - b) salary compensation when on annual leave,
  - c) compensation for wages when taking indisposition leave,
  - d) pecuniary benefits under the sickness insurance regulations to which the staff member is entitled in the event of significant personal impediments to work,
  - e) leave of absence in whole days to which the staff member is entitled because of an impediment on his part,
  - f) additional pay for work at night, on Saturdays, Sundays, and public holidaysa default shift pattern of Monday–Friday (or on a day off according to the academic staff member's schedule, with the possibility of compensatory time off) from 7:30 am to 4:00 pm (for the full-time equivalent of 1.0 and including meal and rest breaks; for shorter working hours, the default shifts shall be reduced pro rata according to the length of the shorter working hours agreed) is set.
- (7) A rebuttable presumption is used for the purposes of granting a meal allowance under Article 7.4 of the collective agreement: Unless proven otherwise, an academic staff member is presumed to have worked all of the working time under his/her employment within five days.
- (8) Under Section 348(6) of the Labour Code, impediments to work on the part of the employer or employee are regarded as a performance of work to the extent to which such impediments affected the original work shift in the case of employees. An exception to this is flexible working time, where obstacles to work on the part of the employee are treated as the performance of work only to the extent that they affected the basic working time (to the extent that they affected the optional working time, they are not regarded as the performance of work and wage compensation is not provided) – this, however, does not apply in the case of temporary incapacity for work, where the employee is compensated for wages in accordance with Section





192 of the Labour Code.

- (9) Overtime work is overtime work only if the employee performs work in excess of the fixed weekly working time resulting from a predetermined working time schedule and outside the scope of the working shift schedule and solely on the order of the employee's supervisor or with his/her consent. There must be serious operational reasons for ordering overtime work.
- (10) Working time records are recorded in the form of a timetable (in the student information system). At the same time, academic staff members enter the direct teaching activities and activities related to direct teaching activities not included in the schedule, business travel and other such activities in the application for recording working time.

### **Article 3** **Interim and final provisions**

- (1) The recording of working time in the working time recording application is to be introduced at the Rectorate, the Academic Library, the Centre of Information Technologies, the British Centre, the Goethe Centre, the preschool facility, and the Publishing House from 1 April 2022. At faculties and non-faculty constituent parts, it will be introduced upon agreement with the management of the faculty or non-faculty constituent part. Until the introduction of recording in the working time recording application, the existing internal standards, i.e. the Rector's Ordinance No R 420 dated 31 January 2020, or the internal standards of the unit concerned, shall be followed at the relevant constituent parts.
- (2) The Rector's Ordinance No R 86 dated 22 May 2007 and the Rector's Ordinance No R 407 dated 25 September 2019 are hereby rescinded.
- (3) This ordinance enters into force on the day of its publication in the collection of decisions and ordinances of the Rector in the public part of the USB website and it takes effect on 1 April 2022.

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Rector

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Distribution list: REC employees, deans of faculties, directors of non-faculty constituent parts

Annexes:

Annexe No 1 Request for a change of working hours – Form

