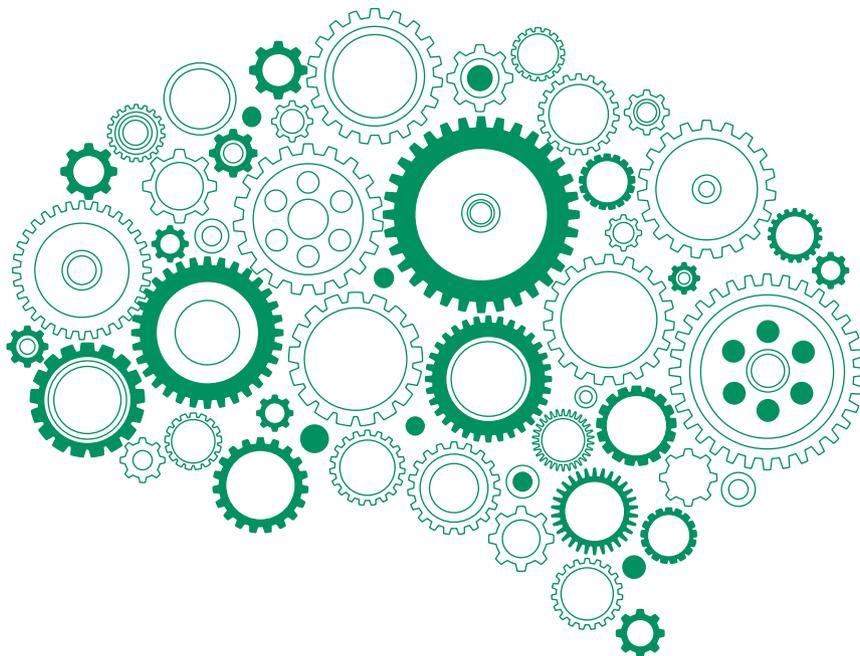


Guide for new employees at the FSS MU



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This guide has been taken from the information brochure for the orientation of new employees at the MU Rector's Office and adapted to the needs of the MU Faculty of Social Studies.

As an academic institution, the Faculty of Social Studies is founded on a high level of interpersonal relationships and takes it for granted that a dignified and respectful environment will be established for its employees.

Throughout this guide, an effort has been made to use gender-neutral language to reflect the gender inclusivity of the faculty.

WELCOME TO THE FACULTY OF SOCIAL STUDIES OF MASARYK UNIVERSITY!

You have just become part of a university that ranks among the foremost educational and research institutions in the Czech Republic. Congratulations!

We would like to make it easier for you to orient yourself in your new job, and so we have put together this guide. It will 'show you the ropes' at the Faculty of Social Studies, and offer some practical advice for your early days at work.

Here you'll find information, for example, on the faculty's structure, its bodies, the organisation of the working day, and on opportunities for enjoying leisure activities. Please read through the guide carefully, and if there is anything you do not fully understand, ask your superior or contact the personnel office for an explanation.

Information in this document is purely indicative, and no legal entitlements can be derived from it.

We wish you great success and look forward to our cooperation together.



Click to play the welcome video of Dean Stanislav Balík.

About the university and its values

Masaryk University was founded on 28 January 1919 in Brno and bears the name of the first Czechoslovak president T. G. Masaryk. Today the university has [ten faculties](#) and two university institutes, with over 200 departments, institutes, and clinics carrying out a prodigious range of research in the academic disciplines of both the humanities and natural sciences. It is the most sought-after university in the Czech Republic, the biggest university in Moravia, and second largest employer in the South Moravian Region. The university also participates in the cultural and social life of Brno, it runs the [Mendel Museum](#), [Scala University Cinema](#) and is a member of projects to support the region's development.

MU offers accredited Bachelor's, Master's and doctoral degree programmes in both full-time and combined studies mode. Courses of lifelong education are gaining in importance. Pensioners can study at the **University of the Third Age**, while children can see what it's like at the **Masaryk jUniversity (MjUNI)**.

The university always respects the democratic values of a free republic. These values and ideals form the basis of its internal culture and are recognised across the university's academic community. They are freedom, respect for rules, and responsibility.

Freedom is respected and upheld as the principle behind the internal organisation of the university in terms of the academic freedom of teaching and research, and a principle of the university's institutional autonomy with regard to the state and societal imperatives.

Respect for rules, equality of opportunity, and transparency in the way the institution functions, manifest, for example, in its internal administrative and economic setup, its study regulations, and its efforts to combat plagiarism.

Responsibility, understood in relation to the external environment, as the public role of the university, highlighting its task as the co-creator of public opinion and as an active participant in public discussion groups, and also as an important actor in transferring knowledge and technology into practice, or as the provider of public services, and as a university that is open to disadvantaged and minority groups. Focusing inward, the elementary principle of a functioning, open, and internally free learning environment is individual responsibility for our own choices and for structuring the curriculum.

The rector stands at the head of the university. You can find an overview of the current composition of all MU bodies [here](#).

About the Faculty of Social Studies

In 1997, the Accreditation Commission of the Czech government and the MU Academic Senate approved the proposal to set up the MU Faculty of Social Studies which had been submitted by the rector Eduard Schmidt and professor Ivo Možný, the latter becoming the faculty's first dean. The Faculty of Social Studies formally began on 1 January 1998.

The new Faculty of Social Studies (FSS) took in four departments from the Faculty of Arts: Department of Sociology, Department of Psychology, Department of Political Science, and the Department of Social Policy and Social Work. The launch of the FSS also saw the start of teaching at the newly created Department of Media Studies and Journalism. Over subsequent years the creation of the Department of Environmental Studies and the Department of International Relations and European Studies swelled the number of departments to its final figure of seven. In addition, the FSS is also represented by three research units: the Institute for Research of Children, Youth and Family; the Interdisciplinary Research Team on Internet and Society; and the International Institute of Political Science.



Organizational structure of the FSS

(sorted by the numbering scheme of faculty units)

3.1 **Departments (231000)**

[Department of Sociology](#) (231100)

[Department of Psychology](#) (231200)

[Department of Political Science](#) (231300)

[Department of Social Policy and Social Work](#) (231400)

[Department of Media Studies and Journalism](#) (231500)

[Department of Environmental Studies](#) (231600)

[Department of International Relations and European Studies](#) (231700)

3.2 **Research units (235000)**

[Institute for Research of Children, Youth and Family](#) (235200)

[International Institute of Political Science](#) (235400)

[Interdisciplinary Research Team on Internet and Society](#) (235700)

3.3 **Specialized units (239800)**

[Centre for Information and Communication Technologies](#) (239830)

[Central Library](#) (239840)

[Building Management](#) (239880)

3.4 **Dean's Office (239900)**

[Section Dean's Office](#) (239901)

[Secretariat](#) (239911)

[Personnel Office](#) (239912)

[Office for Studies](#) (239913)

[Finance Office](#) (239914)

[Office for Research and Project Support](#) (239915)

[Office for International Relations](#) (239916)

[Communication Office](#) (239917)

[Office for Strategy](#) (239918)

3.5 **FSS official bodies**

[Dean](#)

[Faculty Bursar](#)

[Senior Management](#)

[Dean's Board](#)

[Scientific Board](#)

[Academic Senate](#)

[Disciplinary Committee](#)

4 Communication at FSS

PEOPLE AT THE FACULTY

To find out information about faculty employees, check out the FSS [website](#). Here you'll find job classifications, phone numbers, e-mail addresses, and the numerical designations of the relevant offices. You can find similar information after logging into the application [INET MU people and units](#) or under the category [People in the Information System \(IS\)](#).

LATEST NEWS AND CURRENT EVENTS AT THE FACULTY

The FSS informs staff and students about what is currently going on, e.g. invitations to events, or information about research and teaching activities, primarily on the faculty website in the section [Current Events](#) or in the [Calendar of Events](#), similarly on the Facebook profiles of the faculty or individual departments.

For its employees, the faculty prepares a monthly newsletter on faculty affairs, which FSS staff receive by e-mail. Employees can regularly find information from the faculty's senior management in the minutes of weekly management meetings, or else on the FSS [official notice board](#).

More information for employees is consolidated on the website [Portal for Employees](#).

Operational matters

P A S S W O R D S

MU uses several information systems, for which, however, due to security reasons, it is not possible to use just one universal password.

Every employee and student at MU has assigned to them their own university identification number (UIN). **The UIN together with the primary password** is automatically generated for new employees by the personnel office on the day they start their employment. This password can subsequently be changed within the Information System ([IS](#)).

The UIN and primary password are used for logging into the two basic applications that MU employees use most frequently. These are the IS MU and the enterprise resource planning system (INET). You use other login details for logging into Office 365 and the [MU Portal](#).

You also receive a **secondary password** from the personnel office when you take up your new position. This is different from your primary password (for better IT security). It is used, for example, to access Wi-Fi or Office 365. The password can be changed in the [IS](#) application.

MASARYK UNIVERSITY INFORMATION SYSTEM

The information system has been operated and developed since 1999 by the MU Faculty of Informatics. It supports the administration of studies, e-learning, communication within the university, and digitalisation.

If you need any help with anything in the IS, get in touch with university support at istech@fi.muni.cz, or with the faculty IS-technician. You can find the updated list of faculty IS-technicians [here](#).

IS MU Login



Personal ID (učo) or user name

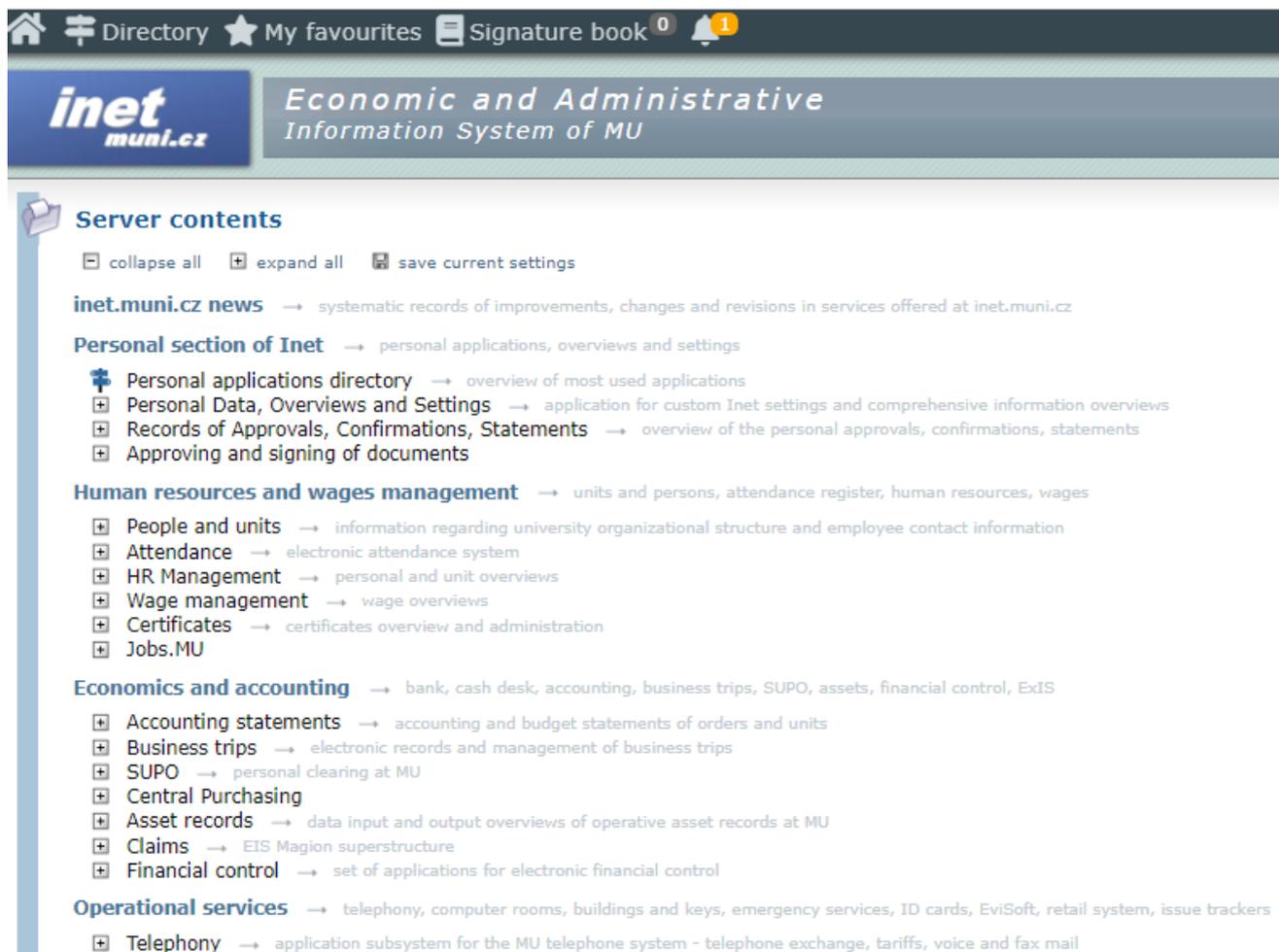
Primary password

[Do you have problems logging in?](#)

[Log in](#)

INET MU - ENTERPRISE RESOURCE PLANNING SYSTEM

This has been developed and is administered by the MU Institute of Computer Science. This operating system assists employees in particular with financial and operational matters in the area of science and research (registering projects), financial and accounting matters (filling in travel authorisation forms, electronically signing documents, etc.), and personnel matters (electronically completing attendance records, e-leave, etc.).



Home Directory My favourites Signature book 0 1

inet
muni.cz

*Economic and Administrative
Information System of MU*

Server contents

collapse all expand all save current settings

inet.muni.cz news → systematic records of improvements, changes and revisions in services offered at inet.muni.cz

Personal section of Inet → personal applications, overviews and settings

- Personal applications directory → overview of most used applications
- Personal Data, Overviews and Settings → application for custom Inet settings and comprehensive information overviews
- Records of Approvals, Confirmations, Statements → overview of the personal approvals, confirmations, statements
- Approving and signing of documents

Human resources and wages management → units and persons, attendance register, human resources, wages

- People and units → information regarding university organizational structure and employee contact information
- Attendance → electronic attendance system
- HR Management → personal and unit overviews
- Wage management → wage overviews
- Certificates → certificates overview and administration
- Jobs.MU

Economics and accounting → bank, cash desk, accounting, business trips, SUPO, assets, financial control, ExIS

- Accounting statements → accounting and budget statements of orders and units
- Business trips → electronic records and management of business trips
- SUPO → personal clearing at MU
- Central Purchasing
- Asset records → data input and output overviews of operative asset records at MU
- Claims → EIS Magion superstructure
- Financial control → set of applications for electronic financial control

Operational services → telephony, computer rooms, buildings and keys, emergency services, ID cards, EviSoft, retail system, issue trackers

- Telephony → application subsystem for the MU telephone system - telephone exchange, tariffs, voice and fax mail

DIFFERENCES BETWEEN THE IS MU AND INET MU

INFORMATION SYSTEM MU (IS)	ENTERPRISE RESOURCE PLANNING SYSTEM MU (INET)
<ul style="list-style-type: none"> — Link available here. — Personal administration in the IS for both teachers and students. — Here you will find, for example: <ul style="list-style-type: none"> – all directives, guidelines, and documents, – document office, – document server with model documents, – file depository for transferring documents, – shopping centre for orders, – minutes from meetings of the FSS management Dean’s Board, – timetable, calendar, voting options, and the dates of meetings in Tuddle. <p>A video guide on working in IS can be found here.</p>	<ul style="list-style-type: none"> — Link available here. — Operating system that especially assists employees with their financial affairs. — Here you will find, for example: <ul style="list-style-type: none"> – information about your attendance, – planning leave, – a site to enter requirements for electronic signatures and getting approval for documents, etc., – how to fill out travel authorisation forms, – completing timesheets, – operational matters. — Project Management Information System (PMIS) <p>You can find an online training video clip on how to use the INET MU system here.</p>

ACCESSING THE INTERNET IN MU BUILDINGS

Most MU spaces are covered by the university's Wi-Fi connection. To get connected, use the network [ED-UROAM](#) (user name is UIN@muni.cz and the secondary password), or else use the MU network (user name is the UIN combined, once more, with the secondary password). The service is automatic and available free of charge to all MU students and employees.

IT TOOLS FOR COMMUNICATION AND COOPERATION

You can find all information about IT at FSS on these [websites](#). Find out about what services at the faculty are provided by the Centre for Information and Communication Technologies (CICT). Here are contact details for the specific faculty employee at CICT and other important instructions and documents. If you have any particular requirements, we recommend sending them to the common e-mail address cikt@fss.muni.cz and the authorised CICT employee will subsequently sort them out with you.

IT MUNI

Search ...



Čeština

I Need to ... ▾

IT Services ▾

IT News

IT Centres

CIKT FSS MU



CIKT FSS MU

Services

Documents and Manuals

Contacts

About Us

Services Provided by CIKT FSS



[✎ Contact Us](#)

IT Services at MUNI



Overview of Software in PCs



MU Information System Support



MICROSOFT OFFICE 365 AND OTHER EXTERNAL SOFTWARE

MU offers external services as tools for communication and cooperation, for example, mail services, a calendar, or space for sharing documents, all of which are available as part of the Microsoft Office 365 service. An account is automatically created in Office 365 in the format UIN@muni.cz; CICT employees can help you change the e-mail address into the format surname@unit.muni.cz, for example smith@fss.muni.cz.

For synchronising files, the OneDrive service is good for personal documents, while Office 365 is more useful for group documents, although you can also use ownCloud.

The ownCloud service is open source software that has been adapted for the needs of the university. Its advantage lies in storing data on servers of the Faculty of Informatics and not having them administered by third parties. Data are owned exclusively by MU.

External services are available free of charge, and their use is voluntary. You can learn more about IT services on the portal [ITMU](#).

We recommend using Office 365, which serves as the basis for both individual and team work. For example, it offers MS Teams, SharePoint, and other services (use the your UIN and primary password for logging in). As an employee, you have the option to install the desktop version of the MS Office 365 Pro Plus office package on up to five work or private devices free-of-charge. MS Office is always available in the latest version is updated every 30 days. It is therefore necessary to connect to the internet within such intervals, otherwise functionality might be restricted. You can find the conditions of use in these [instructions](#). There are also guidelines for getting applications on private devices. After terminating your activities at MU, your MS Office will be deactivated and thereafter be accessible only in restricted mode.

If you need to connect to the university network, even though you are not on MU premises, you can use your remote access [VPN](#) (Virtual Private Network). Through it you can access MU electronic information resources, whether you are in the Czech Republic or somewhere abroad. You can find out more information [here](#).

CYBERSECURITY

The **MU cybersecurity team** (CSIRT MU) protects and looks after Masaryk University's cybersecurity. The CSIRT MU team does not expect you to be an expert in cybersecurity, but if you do have any serious suspicions about any strange message, or your PC is acting weird, then follow the instructions [here](#). You can find additional easy-to-follow and practical advice in this area [here](#).

If you are interested in receiving training and education in IT security at MU, you can send off the on-line request. More information on training is to be found [here](#).

IT MUNI

Look for... English

I need... IT services IT news IT centers

IT community IT training



Office 365 training, guides and tutorials

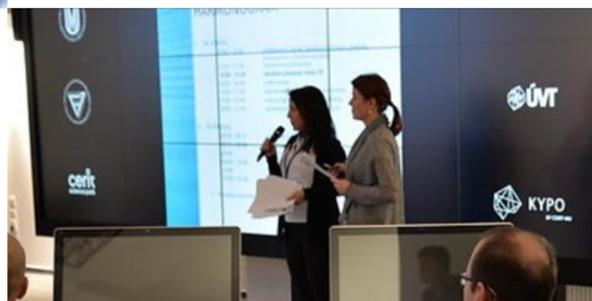
MU has a license for the O365 cloud service package for all employees and students. This package includes services for team communication, document collaboration, cloud storage and much more.

TRAINING ON O365 APPLICATIONS

INSTRUCTIONS AND TUTORIALS FOR O365

Cyber security training

Practical information and easy-to-understand instructions, thanks to which you will gain confidence in cyberspace. This is how you can describe **the course on the basics of cyber security, Kyberkompas**, which was prepared for you by experts from the **CSIRT-MU** security team. The course is intended for all users of Masaryk University and is available online.



If you have any problems connected with IT, you will find some helpful pointers on the [website](#) or you can contact the faculty's CICT by e-mail at cikt@muni.cz.

More information about IT services at MU, including instructions, can be found [here](#).

IT Services at MUNI


Networks and Wi-Fi


Information Systems


Accounts, Passwords, ID
Cards


User Support


E-mail, Cooperation, Office
365


Telephone, Audio, Video


Print Services and Top-up
Machines


Libraries and Publishing


PC Study Rooms and
Classrooms


Maps and GIS


Teaching and Learning


Software and Hardware


Web, Webhosting, Marketing


Data Storage


Information Security


Cloud and High Performance
Computing

LAW

MED

SCI

ARTS

PED

PHARM

ECON

FI

FSS

SPORT

FIXED LINE NUMBERS

Phone numbers at MU take the following form: 549 49 xxxx. When making phone calls, you only need to enter only the last four digits; the contact details of employees can be found on the [FSS](#) website. The MU fixed line network enables you to call within the university free of charge. To call external numbers, you need to add a zero in front of the number you are calling (e.g. 0549 497 777).

If you are working from home, it is possible to transfer calls from the fixed line number through to an external number, e.g. to your mobile phone. Practical instructions for doing this can be found [here](#). In [INET](#) you can also set it to send you e-mails about any missed calls.

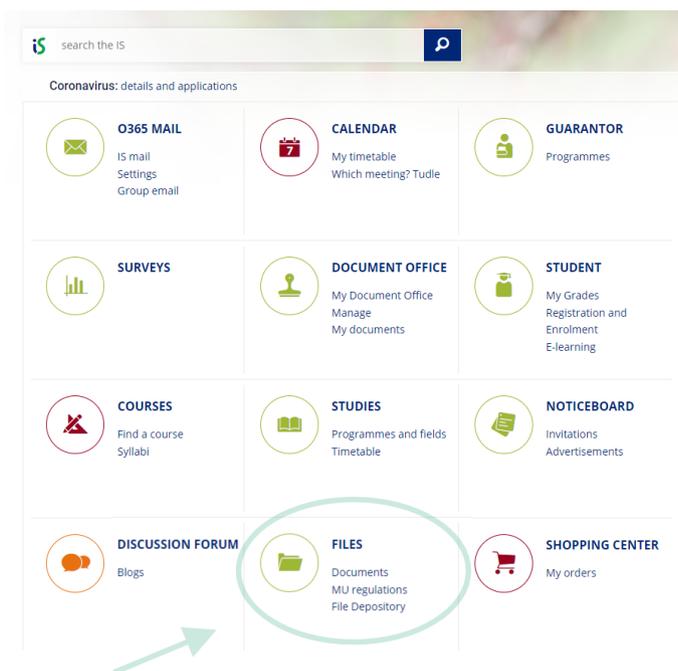
MU Internal regulations

All internal regulations and standards of MU and the FSS are published in the IS MU on the [document server](#).

All employees are subject to the regulations that relate to their work. Besides the legal regulations, there are also the employer's regulations. At MU these are directives, measures, and guidelines, issued either at the level of the rector (applying to the MU as a whole), or at the level of the dean (applying only to the FSS). There are formal differences between directives, measures, and guidelines, although from the employee's perspective these differences are not relevant. They are all binding regulations that every employee is obliged to know and to respect.

The basic regulations are:

- [MU Code of Ethics](#)
- [MU Statutes](#)
- [FSS Statutes](#)
- [Masaryk University Organisational Regulations](#)
- [FSS Organisational Regulations](#)
- [Internal Wage Regulations](#)
- [MU Employment Code](#)
- [Job Catalogue](#)
- [Distribution and Registration of Working Hours at FSS](#)
- [Ensuring Financial Controls at MU](#)
- [Collective Agreement](#)



An e-mail address has been set up at FSS for submitting suggestions and complaints from employees: stiznos-ti@fss.muni.cz. The chair and vice-chair of the academic senate and the personnel manager will help mediate resolutions to complaints and advise how to how best to proceed according to university directives.

INTELLECTUAL PROPERTY AT MU

Intellectual property is regarded as authors' works, inventions, and other intangible results of human creativity, investigation, and intellectual activity (e.g. know-how). At the university they are the results of scientific, research, pedagogical, or other activities arising from the performance of work or study tasks.

Familiarise yourself with the following essential documents:

- [MU Directive on Intellectual Property](#)
- [MU Instruction on the Valuation and Registration of Intellectual Property](#)
- [Rector's Measure Ensuring the Sustainability of Outcomes in Intellectual Property](#)
- [MU Directive on Project Management](#)
- [MU Directive on Personal Data Processing and Protection](#)

The MU Technology Transfer Office has created a [brochure](#) that answers questions like: What is intellectual property? Who is entitled to dispose of it? And, who you can turn to at MU when dealing with this issue.

STRATEGIC DOCUMENTS

- [MU Strategic Plan 2021–2028](#)
- [FSS Strategic Plan 2021–2028](#)

All FSS regulations and other documents can be found on the IS at the [FSS official notice board](#). The essential documents are also available in English.

Personnel matters, employee welfare, and benefits

In 2021, FSS received its **HR Award** certificate from the European Commission for excellence in employee care within a research environment, and committed itself to continuing to create friendly working conditions, to support professional development, and to respect transparency of recruitment procedures.

NEW EMPLOYEES

To ease the onboarding process and adaptation to the new job and working environment, we have put together this faculty brochure. **Mandatory initial training in occupational safety and health and fire safety awaits you**, as does familiarising yourself with the unit to which you have been admitted.

MU offers its employees a series of fixed benefits, which we will tell you more about shortly. In addition, it also provides lots of other kinds of perks. Up-to-date information can be found at the [Employee Portal](#).

EMPLOYEE CARD

Throughout the duration of employment you will have at your disposal an employee card, which you will use, for example, at the canteen, when entering MU buildings, to receive discounts (e.g. at the Scala cinema), or in the library. Whereas non-academic employees will receive just an employee card, academic staff members will also be using an **ITIC card (International Teacher Identity Card)**.

The first time cards are issued it is free. In order for you to be issued with an employee card it is first necessary to be photographed. This is done at the address: 2 Komenského nám. in [room 139 C](#) (possible every Wednesday and Friday from 10–11 am) or else at 9 Žerotínovo nám. You can make a booking through the INET app. More information is available [here](#).

Once you have been photographed, please contact the faculty's Personnel Office, which will order your card.

If your card gets lost or damaged, you will have to request for another to be issued. If any of the data on your card needs to be changed, then you will also have to request through the Personnel Office for a new card to be issued, although in this case there will be no charge.

WAGE

The method for remunerating employees is described in the [MU Internal Wage Regulations](#). Your wage (set out by your wage statement and your personal performance premium, or else contractually) is paid after the performance of work, at the latest in the calendar month following the month in which the entitlement to the wage or wage component arose. Wages are paid by sending a non-cash payment to the account at the financial institution whose details you gave to the Personnel Office when you started your employment. Pay advice, an overview of income, and a payday schedule are available for employees in the application [INET](#).

WORKING HOURS AND ABSENCE DURING WORK

The distribution and registration of working hours are regulated by this [Directive](#). The application [Attendance](#) in INET is used to electronically register working hours. Into the app, the employee enters especially the start and finish of work, food and rest breaks, and any other information, like working from home. The attendance record is approved monthly, and the employee shall confirm its accuracy at the latest on the first working day of the following month.

Your superior and attendance administrator at the workplace will inform you of the rules and procedures for registering working hours at the unit.

You are obliged to justify every absence from work. If you know a reason for your absence in advance, you are obliged to request your employer for time off in a timely manner. In other cases you are obliged to inform your employer of the reason for your absence from work and its expected duration without any unnecessary delay.

LEAVE (EMPLOYEE BENEFIT)

Employees who are not academic staff members are entitled to 6 weeks' leave during the calendar year, academics are entitled to 8 weeks' leave. The plan of statutory leave for the whole calendar year is processed in [INET](#) at the latest by 30 April of the relevant calendar year.

It is possible to periodically specify your statutory leave according to current requirements during the course of the year. Requests for leave are submitted electronically using the INET application ([Submitting Leave](#)). A request can be submitted at the latest on the day before starting your leave. The submitted request is automatically sent to your line manager, and you will be informed about its approval or rejection by e-mail. In exceptional cases you can also use a paper request form.

WORKING FROM HOME (EMPLOYEE BENEFIT)

According to the Higher Education Act, academic staff members are to perform direct pedagogical activities or work related to pedagogical activities at the faculty. Scientific, research, development, and innovation activities are timetabled by the academic themselves, and are carried out at the place they themselves choose. Non-academic employees have the option to work 2 days a month from home. A request to work from home, which can be found in INET [here](#), must be approved by the line manager on the day before starting to work remotely.



Occupational health and safety and fire safety (OHS and FS)

The issue of OHS and FS is regulated at MU by two directives: [Organization of OHS at MU](#) and [Organization of fire safety at MU](#)

During their onboarding, at the latest on their first working day, every new employee is summoned by e-mail to undertake mandatory training, in the form of e-learning, on occupational health and safety and fire safety. Subsequent employee training is organised within set deadlines according to risk and hazard to health, the valid legal regulations, and the instructions of senior employees. This training is co-ordinated by the Personnel Office.

INJURIES

Immediately report any injury at the unit in INET and to your superior. Professional first aid is provided by MUDr. Věra Přibylová (tel. 545 216 962) during surgery hours, in the event of serious injury by the Emergency Medical Service (tel. 155, from the fixed line 0155).

FIRE

Everyone witnessing a fire is obliged to carry out the necessary measures to rescue any persons at risk, and if possible to extinguish the fire, or prevent it from spreading. For initial response, portable fire extinguishers and wall hydrants are distributed along the corridors. In the event of a fire, it is necessary to act with caution and report every fire to your superior.

OCCUPATIONAL HEALTH SERVICES

According to the Act No. 373/2011 Coll., on specific health services, you will have to undergo initial, periodical, and extraordinary health examinations. You will be sent to these check-ups by the Personnel Office.

If you perform work classified in the first work category, i.e. without risk of any hazard to health, you may complete the occupational health examination with your registered GP. In other cases, you are obliged to visit our contracted provider of occupational health services MUDr. Věra Příbylová.

Costs connected to the examination, including the cost for the statement from the medical documentation, will be paid to you at the faculty cash desk upon the submission of the doctor's report and proof of payment, which must be issued to the MU address.

Surgery of the contracted provider MUDr. Věra Příbylová:

- **Address:** ul. Slovákova 11, Brno (max. 10 min. walk from the tram stop Česká, 5 min. walk from the trolleybus stop Smetanova)
- **E-mail:** ordinaceslovakova@seznam.cz – in the CC, please enter pribylova00@seznam.cz.
 - **Phone:** 545 216 962
 - [Website](#) (only in Czech, we are sorry) of the surgery, showing the surgery's opening hours, substitute doctors, etc.

Examinations with the contracted provider of occupational healthcare must be booked in advance using the [IS application](#). Please differentiate between those dates designated just for taking blood samples and those just for examinations.

For your initial medical examination, you will need to take with you a statement from your registered GP's records, 3x printed forms from the Personnel Office, and a morning urine sample. During the taking of blood samples, it is necessary to attend the appointment on an empty stomach.

Meals (employee benefit)

Employees become entitled to a contribution towards meals provided they perform work for a period of at least 4 hours daily, and provided they have an employment relationship with the university whose scope is at least half of the standard weekly working hours (i.e. 20 hrs. a week). For employees working multi-shift operations, the condition of worked hours is reduced by an aliquot amount. The condition for a minimal extent of working hours does not apply in the case of employees who simultaneously receive an old-age pension (see the [Collective Agreement](#)).

In accordance with the Act on Income Taxes, the employer provides a contribution to meals in the form of a monetary contribution, amounting to 55 CZK (per working day), regularly each month in the employee's pay.

CANTEENS AND ACCOMMODATION AND CATERING SERVICES

You can use the meal allowance, for example, at MU canteens.

Canteens serve lunch from 11 am to 2 pm. In the [Webkredit](#) application you will find the current menu, and you can also order food here for the days ahead.

Education (employee benefit)

In matters of additional education that relate to your job, turn to your superior for support, or you can contact the faculty co-ordinator for education. Matters of professional development should be consulted with your superior when processing your annual individual development plan, which is part of the staff evaluation process.

The FSS provides its employees with an annual contribution of 4,000 CZK towards development and education. You can find the rules for the provision of contributions [here](#).

As part of MU, for your future development you can take advantage of the services offered by the [Competence Development Centre](#) (CERPEK).

CONCESSIONARY LANGUAGE COURSES

The language school at the Faculty of Arts offers employees reduced-price language courses. More information on the offer of courses is published at the [MU Shopping Centre](#).

On its **Employee Portal**, MU offers training for new employees in areas like GDPR, Office 365, Records Management or INET. Training is offered online, or you can play a recorded version. More information is available [here](#) (the trainings are available only in Czech for now, sorry).

 Masaryk University

Trainings for Employees

We are sorry, but the trainings are available only in Czech (for now). If you are interested in training in English, please [contact us](#). In case of multiple interest, we will try to arrange the training. Thank you.

Take part in training

Choose from a range of training courses and register. You can also have an invitation sent to your calendar.

The training is open to all MU employees, but please consider the organiser's recommendation as to whether the training is suitable for you. If you have questions about the content of a particular training, please contact the trainer directly.

Look at the records

For trainings that have already taken place, you can **view a recording of the training and download related materials at any time**.

[RECORDS OF TRAININGS](#)

Contact

If you have any ideas for further training or suggestions for the content of this page, please do not hesitate to contact [Vašek Štefela](#) at stefela@rect.muni.cz

We will also be glad if you let your colleagues know about our training courses. Thank you!

Supplementary pension insurance contribution (employee benefit)

This contribution is provided to MU staff working in an employment relationship, and is set at the amount of 2% of the wage rate stated in the employee's wage statement. Its provision is conditional upon having entered into a supplementary pension insurance agreement, or an agreement on supplementary pension savings with an employer contribution, and to have submitted a copy of the agreement to the payroll office. The entitlement to the contribution starts from the first day of the month in which the above conditions were met. Additional conditions for the provision of supplementary pension insurance are regulated by this [Directive](#).



Advantageous mobile rates also for family members (employee benefit)

Every employee is entitled to up to 5 SIM cards, which can also be used by their family members. A contractual relationship thereby arises directly between Vodafone and the employee, who is responsible for payment of the service. Take a look at the [current offer](#) (only in Czech, we are sorry) of the employee rate, which can be ordered independently at vodafone.cz/muni (by entering your UIN and only in Czech, we are sorry). If you have any questions about employee rates for family members, please contact Vodafone support at the number 800 777 791 (only on working days, 8 am–5 pm).



Leisure-time activities (employee benefit)

SPORT

The Faculty of Sports Studies offers regular commercial exercise to those interested in sports. The offer of courses is available [here](#) (only in Czech, we are sorry). Another benefit is the MultiSport card, which you can register for through the link [here](#) (only in Czech, we are sorry).

You can learn more information from the faculty's Personnel Office.



LIBRARIES

The MU library system comprises 10 faculty libraries, central specialised libraries, and 113 subject-specific libraries spread over more 40 localities in Brno and one unit in Telč. As an MU employee, you can use [libraries](#) free of charge.

The FSS library is located on the ground floor of the faculty; up-to-date information on events can be found at the library's [website](#).

SCALA UNIVERSITY CINEMA

Upon presenting their employee cards, MU employees can take advantage of reduced admission prices of 1+1 free of charge at selected events at the Scala cinema. Offers for such events are publicised on the [Noticeboard](#) (only in Czech, we are sorry) in the IS, where you can also set it to be automatically sent notifications of upcoming events.

UNIVERSITY CENTRE TELČ

University Centre Telč (UCT) provides study and educational opportunities in the Vysočina Region to MU faculties, offering programmes as part of lifelong education and responding to the educational needs of the region. Seminars, conferences, and summer educational courses are held here.

Every year about 80 events are held at UCT (seminars, conferences, lectures, exhibitions, etc.). Find out more information [here](#).



Stays abroad (employee benefit)

Masaryk University places considerable emphasis on international exchange programmes for teachers, researchers, other employees, and students, and maintains bilateral relations with foreign universities. To learn more information about opportunities for training and taking trips abroad, about dates and eligibility requirements, head to the website of the [Centre for International Cooperation](#). Doubtless, you will want to take advantage of this offer of foreign trips, and so draw upon the experience and examples of good practice from abroad.



Business trips and transport

Immediate supervisors send people on business trips. In those cases where the cost of a business trip should be reimbursed from specially earmarked funds (e.g. from a research project), it is also necessary to get the approval of the employee responsible for using such funds – the project investigator. For the purpose of business trips, you will need to fill in an [electronic form for the trip plan](#) (in the section Administration of Travel Authorisation Forms in INET), which will be automatically sent for approval to your superior and the employees of the Finance Office.

The conditions for providing travel expenses reimbursement are governed by the [Directive on Travel Expenses Reimbursement](#).

During business trips abroad, the employee has health insurance as part of the MU health insurance policy – for each approved travel authorisation, the employee may print out a foreign health insurance card, containing details of the insurance policy and a helpline number.

Personal employee files

Personal files are used for recording employment documents. Because the changes below have a direct bearing on payroll administration, it is essential that you immediately inform the Personnel Office, using INET, of any such changes. It is in your own interest to notify as soon as possible all changes; if particular changes are forgotten about or not notified, you shall bear full responsibility for the consequences.

Of particular concern are changes to the following personal details:

- change of surname or first name,
- change of permanent residence and change of domicile, if the latter is not identical to the address of your permanent residence,
- change of correspondence address, if it is not identical to your permanent address or other domicile,
- the birth of a child (applies to both parents),
- change to the account designated for the payment of wages by non-cash transfer,
- change of details having a bearing on the levy of general health insurance contributions,
- change of details having a bearing on the levy of social security contributions and the contribution to state employment policy,
- change of details having a bearing on the levy of advance tax on income,
- decision ordering enforcement by wage deduction,
- changes in medical fitness for work,
- changes in capacity for work (person with a registered disability),
- possible concurrent employment in another EU member state.

You can check your personal information online in the application [INET](#).

Financial control

Every purchase and expense must be economical, compared against market research, and approved as part of financial control. The extent of the MU employees' competence and liability when handling public funds and their liability for expenditure from public funds is regulated by the [Directive on Ensuring Financial Controls at MU](#).

Standard and commonly available goods (like office supplies, toners, and cleaning products) are purchased centrally through the application [Shop](#), where you will also find a methodology for using the central purchases application.

More information on orders and purchases can be found on the faculty website under the tab Employee/ Finance.

MU visual style

Visual identity is one of the most important communication tools of every institution. Its aim is to strengthen a given institution's identification, both externally and internally, and to present its core characteristics and values. The principles for using MU signs are regulated by a [Directive](#) (only in Czech, we are sorry).

The visual and graphic elements of MU may not be modified, changed, or parodied in any way (this rule also applies in relation to internal matters). Use of the logo for standard university presentations, internal work materials, or study purposes does not require any approval. You can find MU logotypes and templates to use, as well as other information on the FSS Unified Visual Style [here](#). If you have any questions, feel free to consult the faculty's Communication Office, or you can try and get your question answered on the faculty website under the tab Employee/Promotion and External Relations.



Centre for International Cooperation and the Mobilities Division

They look after foreign employees and students coming to MU on work or exchange programmes.

Support includes:

- Permits to enter the Czech Republic and stay on its territory: all essential information about your arrival and departure, as well as your actual stay in the Czech Republic.
- Accommodation: information, consultation, and help in your search for accommodation.
- Life in Brno: information and consultation on everyday life in the city (e.g. bank accounts, phones, internet, public transport, driving licences and cars, foreign languages, sports activities, and multilingual doctors).
- Activities in Brno: recommendations and tips for recreational activities and free time in the city and the surrounding area.
- Networking and integration: specially organised events focused on networking and social integration for you and your family.

Contact person for foreign employees

PhDr. Sylvie Pospíšilová (pospisilova@czs.muni.cz, tel. no. 549 49 7721)

20 Instruction to employees on damage prevention

All employees are obliged to prevent the property of the employer from being damaged. Whether damage is imminent or has already occurred, the employee is obliged to report such fact immediately to their superior.

The employee is also legally liable for any damage that the employee causes to employer. If such damage is caused due to negligence, the amount of indemnity paid by the employee is limited to four-and-a-half times their average earnings. The employee is liable in full for damage caused deliberately or when under the influence of alcohol or addictive substances.



CONCLUSION

If there is any information that you have not found inside this guide, or should you wish to learn more about a particular topic, feel free to ask your superior or your colleagues, or get in touch with the faculty's Personnel Office.

We hope you enjoy your time at our faculty!

