



Ref. No. JU/09/02315/21

Vodňany, 30th April 2021

Dean's Measure No. 22/2021
Use of company mobile phones at the FFPW USB

1. An employee can be provided with a company mobile phone with a SIM card or only with a company SIM card (hereinafter referred to as a company mobile phone) and can use mobile operator's services only on the basis of a written application confirmed by the Head of laboratory, the Director of the FFPW USB Institute and approved by the Registrar of the Faculty. See example of the application form in the Annex No. 1.
2. The entitlement to the company mobile phone belongs to: the Dean, Vice-Deans, the Registrar, Directors of Institutes, all Heads of laboratories, workplaces and their assistants. Possible exceptions are considered by the Dean. SIM cards are provided for the use of technological and security GSM devices in the possession of the FFPW USB, which is done at the request of an Administrator of such device or a responsible person.
3. The employee may use the company mobile phone only for the services specified in the approved application in accordance with the point 1 of this Measure. Use of all services is possible only for company purposes and to the extent strictly necessary.
4. Extension of the used services is possible only on the basis of a written application confirmed by the Head of the laboratory, the Director of the FFPW USB part and approved by the Registrar of the Faculty. See the example of the application form in the Annex No.2.
5. The employee is obliged to protect his / her company mobile phone against damage, loss, theft and abuse. Possible loss or theft must be immediately reported to the Information Technology Assistant of the FFPW USB.
6. Company mobile phones cannot be used for paying any other services, e.g., fare, fees or any other paid transactions (telephone numbers 909 xxx xxx). If the employee uses such service of the mobile network operator, payment of the corresponding amount will be settled by him / her.
7. All users of company mobile phones will publish their telephone numbers on the Faculty website.
8. Originals of applications related to the use of company mobile phones are kept in personal file of the employee, the electronic version of the application is recorded by the IT Assistant of the FFPW USB.
9. The IT Assistant of the FFPW USB provides a new company mobile phone and a SIM card in compliance with a general contract of a current mobile network services provider of the University according to the requirements of the applicant within limits approved in the application.
10. Transfer (handing over) of the company mobile phone and the SIM card to another employee of the FFPW USB with the entitlement defined in the point 2 of this Measure is only possible on the basis of approved written application of a recipient



defined in the point 1 of this Measure and it is conditioned by a transfer of property to the recipient.

11. When the entitlement to the company mobile phone according to the point 2 of this Measure expires or the employment is terminated, the employee returns the company mobile phone to a specified person according to the point 10 of this Measure or he / she hands the phone over to the IT Assistant of the FFPW USB. This fact is recorded in the employee's application stored in the employee's personal file.
12. Upon termination of the employee's employment, the record of handing over or returning the company mobile phone and the SIM card is one of the items in the Output Sheet.
13. Cancellation of the telephone number of the company mobile phone, its change or release for transfer to another operator or for private purposes can be carried out only in justified cases and only on the basis of a written agreement of the Registrar of the Faculty.

A part of this Measure is the Annex No. 1: "Application for provision of a company mobile phone and use of services of a mobile operator" and the Annex No. 2: "Request for extension of used services of the mobile operator".

This Measure cancels the Dean's Decision No. 11/2015.

Prof. Dipl.-Ing. Pavel Kozák, Ph.D.
Dean of FFPW USB



Annex No. 1

Application for provision of a company mobile phone and use of services of a mobile operator

In.....On.....

I am applying for:

- provision of a mobile phone including a SIM card
- provision of a SIM card
- provision of a mobile phone without a SIM card

with a possibility to use the following services of a mobile network operator:

- voice services
- SMS
- data – mobile internet (in the Czech Rep.)
- MMS messages
- other services:.....

Justification of the application:

.....
Applicant's name and surname

.....
Applicant's signature

Statement of the Director of the FFPW USB Institute:

I agree / I disagree / I agree with the following comments*
comments:

.....
Name and surname, signature

Statement of the Registrar/Dean of the FFPW USB:

I agree / I disagree / I agree with the following comments*
comments:

.....
Name and surname, signature

Price limit (mobile phone):

.....

Price limit for the service (per month):

.....

Financing from (Cost centre/Type of action/Action/Complex item):

.....

* *delete as appropriate*



Fakulta rybnářství
a ochrany vod
Faculty of Fisheries
and Protection
of Waters

Jihočeská univerzita
v Českých Budějovicích
University of South Bohemia
in České Budějovice
Czech Republic

SIM card number received on

.....
Signature of the recipient

SIM card number returned on

.....
Name and surname, signature of the recipient



Annex No. 2

Request for extension of used services of the mobile operator

In.....on.....

I apply for the possibility of using the following services of the mobile operator:

- voice services
- SMS
- MMS messages
- data – mobile internet (in the Czech Rep.), data package “Mobile Internet 150 MB (LTE)”
- data – mobile internet (in the Czech Rep.), data package “Mobile Internet 400 MB (LTE)”
- data – mobile internet (in the Czech Rep.), data package “Mobile Internet 3 GB (LTE)”
- data – mobile internet (in the Czech Rep.), data package “Mobile Internet 10 GB (LTE)”
- data abroad
- other services:.....

Justification of the application:

.....
Applicant's name and surname

.....
Applicant's signature

Statement of the applicant 's superior:

I agree / I disagree / I agree with the following comments*
comments:

.....
Name and surname, signature

Statement of the Director of the FFPW USB Institute:

I agree / I disagree / I agree with the following comments*
comments:

.....
Name and surname, signature

Statement of the Registrar/Dean of the FFPW USB:

I agree / I disagree / I agree with the following comments*
comments:

.....
Name and surname, signature

Price limit (mobile phone):

.....

Price limit for the service (per month):

.....

Financing from (Cost centre/Type of action/Action/Complex item):

.....

* delete as appropriate, ■ unselected item, ☒ selected item