



Ref. No.: JU/09/02902/21

Vodňany, 1. 6. 2021

## **Dean's Measure No. 25/2021 Homeworking at the FFPW USB**

Following the valid Rector's Measure R 421 to perform the work of employees of the University of South Bohemia in České Budějovice outside the employer's workplace - Homeworking, the Dean of the FFPW USB issues updated Measure to perform the agreed work fully or partially outside the FFPW USB workplace (hereinafter homeworking).

### **I.**

This Measure regulates the procedure, principles and rules for the application of the form of work performance for employees who have agreed with the employer to work fully or partially outside the USB workplace.

Any employee of the FFPW USB can apply for the homeworking through an application, which must be approved by the Head and the Dean of the Faculty on the appropriate form, which example is attached to this Measure. Use of homeworking will be possible based on a duly completed and signed application.

The applicant submits the request for approval of HW to the Faculty Personnel Officer to prepare an Amendment to the Employment Contract. Except for a change in the place of work, the other provisions in the employment contract will not be changed by this Amendment.

### **II.**

Before starting homeworking, the employee agrees with his/her immediate superior on how to report the time worked, take over the work performed, ensure the correct handling of personal and sensitive data and secure them against misuse. Furthermore, they agree on other necessary matters in order to fully ensure the fulfillment of the tasks of the workplace at which the applicant is organizationally included.

Their heads, i.e. heads of individual sections and directors of institutes are responsible for the use of homeworking and ensuring the operation of individual organizational units of the FFPW USB.

The employee who uses homeworking may be recalled to the workplace in urgent, unexpected situations if his/her presence is necessary to maintain the operation of the Faculty.

### **III.**

The employee will perform homeworking at the address specified in the Amendment to the Employment Contract on the use of homeworking. Homeworking can be used only in the territory of the Czech Republic.

During homeworking, the employee must use only the employer's work aids (laptop, telephone, etc.) for remote access.

### **IV.**

According to the Dean's Measure No. 12/2020 Determining, scheduling and securing the records of working hours for employees of the FFPW USB, working hours are determined in the form of an even flexible schedule. The non-academic worker schedules his/her working hours at the time of homeworking, while he/she is obliged to be available to the employer via information and



telecommunication technologies on working days from 9:00 am to 2:00 pm and perform the agreed work outside the workplace in such quality, quantity and manner as he/she would perform it at the employer's workplace. The remaining part of the working time (the length of the set weekly working time is 40 hours per week - for a full-time workload of 1.00) is scheduled by the employee him/herself. When scheduling working hours, the employee will comply with the provisions of the Labor Code concerning the maximum lengths of his/her work shift and weekly working hours, taking breaks at work, rest between shifts, and continuous rest during the week. During the period of homeworking, employees are not entitled by law to compensation for overtime work or compensation for work on public holidays, nor compensation for selected other important personal obstacles at work.

#### V.

According to the Dean's Measure No. 12/2020 Determination, scheduling and securing the records of working time of the FFPW USB employees, the employee is obliged to record the beginning and end of work and a break for food and rest in writing or electronically in a separate form "Working time records". If the employee used homeworking in a given month, this fact must be reflected in this form. The employee enters the use of HW in the note.

#### VI.

The employee must comply with all regulations concerning health and safety at work in the same way as if he/she was performing work at a workplace designated by the employer.

When concluding the Amendment to the Employment Contract on the use of homeworking, the employee will be trained in legal regulations to ensure safety and health at work (OSH). The training will be in the scope and level of the type of work that the employee performs for the employer. The employee is obliged to refrain from all activities that increase the risk of an accident at work or an occupational disease or endanger the health of third parties.

#### VII.

The employee is entitled to a meal allowance when working from home, provided that he/she has worked at least 3 hours in accordance with the employer's instructions within the written and approved application for homeworking.

#### VIII.

The Amendment to the Employment Contract for the use of HW can be concluded for a maximum period of one year. The Amendment can be extended, even repeatedly, but always only for one year.

The Dean's Measure takes effect on 1<sup>st</sup> June 2021.

This Dean's Measure cancels and replaces the originally issued Dean's Measure No. 28/2020 Homeworking at the FFPW USB in connection with the current situation of COVID 19.

„Homeworking – approval of work from home for the FFPW USB employees“, see link <http://www.frov.jcu.cz/cs/pro-zamestnance-menu/zadanky-formulare>.

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