



Dean's Decision No. 12/2015

Procedure for hiring new employees at the FFPW USB

I. Procedure for hiring new employees at the Faculty of Fisheries and Protection of Waters, University of South Bohemia in České Budějovice (hereinafter referred to as the "FFPW USB"):

1. An employee is always hired at the FFPW USB through a selection procedure. Exceptions are considered on the basis of an application submitted by a Director of a relevant Institute or the Registrar/Dean of the Faculty.
2. An immediate superior of a new employee who is to be hired specifies requirement for filling in a vacancy to a Director of a relevant Institute/the Registrar. The director of a relevant Institute/the Registrar are obliged to consider broader connections and consequences related to hiring a new employee (especially sustainability of the position, accordance of the scope of work assignments with a planned employment level, ensuring resources for financing an employee, if a full-time employment is necessary and whether it cannot be satisfied from internal sources).
3. In case that the position is approved by a Director of a relevant Institute/the Registrar, an immediate superior of a new employee who is to be hired will provide materials for creation and distribution of an advertisement and material support of this new employee to a Human Resources Officer via a Director of a relevant Institute/the Registrar. On the basis of these materials, a Human Resources Officer prepares the advertisement and submits the application for invitation to a selection procedure for discussion to the Dean's Collegium.
4. After the Dean's Collegium has discussed the advertisement for the position and the Dean has approved it, a Human Resources Officer asks an immediate superior of a new employee who is to be hired to provide information on the exact location of a given employee at the Faculty premises and possible personal protective equipment to the Head of the Faculty Management Office and next, he/she informs the external IT Administrator about the need of technical equipment.
5. A Human Resources Officer consequently ensures distribution of information about the vacancy, he/she gathers incoming materials of applicants,



communicates with the applicants and an immediate superior of a future employee and prepares a selection procedure from an administrative point of view, including appointment of a Committee, securing the process and coordination of individual phases. Composition of the Committee is suggested by an immediate superior and a Director of a relevant Institute/the Registrar and it is approved by the Dean.

6. A Human Resources Officer discusses details concerning commencement of the employment with a selected candidate and equips the candidate with all documents required for record-keeping. A Human Resource Officer ensures completion of these documents and acquaints a newly hired employee with the Work Rules of the USB and other binding regulations. A Human Resources Officer provides a newly hired employee with basic information concerning the Faculty operation. If agreed by the Director of an Institute/the Registrar, a Human Resources Officer may authorize another professionally competent person of an Institute to which a new employee is hired to perform these tasks for him/her.
7. A Work and Wage Officer prepares an employment contract and a wage assessment for a newly hired employee on the basis of materials provided by a Human Resources Officer. Next, he/she ensures registering a new employee with relevant authorities and sends off an application form for the issue of an employee's USB card. A Human Resources Officer describes the content of work and completes all documents in such a way that everything is ready on the day of commencement of the new employee's job at the latest. At the same time he/she ensures signatures on these documents.
8. On the day of commencement of the employment, a new employee delivers his/her photograph to a Human Resources Officer. Next, a Human Resources Officer ensures that the employee is photographed for the purpose of posting his/her photo on the FFPW USB websites and as far as academic and research workers are concerned, he/she ensures creation of their CV and a publication list in compliance with the standards of the FFPW USB. A Human Resources Officer delivers information about the newly hired employee to the external IT Administrator three working days before commencement of the new employee's job at the latest for the purpose of insertion and publication of the new employee's contact data within a particular organization file and display of the above-mentioned information on the day of commencement of the new employee's job on the Faculty websites. Next, he/she provides the new employee with an email address and access passwords into the electronic system in cooperation with the external IT Administrator. The external IT Administrator hands these data over to the new employee on the day of his/her commencement of the employment together with the technical equipment.



9. A Human Resources Officer ensures H&S and FP trainings or alternatively a driving training course for drivers of officer's cars on the day of commencement of the employment.
10. An immediate superior of the newly hired employee (or his/her authorized representative) is obliged to carry out an introductory training in the workplace on the day of commencement of the new employee's job and he/she must make a record of this training. Without the introductory training in the workplace, the new employee cannot enter the laboratories and other workplaces except for the office premises. An immediate superior of the newly hired employee (only Heads of laboratories or Heads of a relevant workplace) submits an application to the Head of the Faculty Management Office on the basis of which the pre-determined access within the Faculty's premises is activated.
11. A Human Resources Officer or his/her authorized representative visits the storage room with the office equipment with the new employee where the employee is equipped with all necessary office supplies. If a given position requires so, a Human Resources Officer contacts the Head of the Faculty Management Office who immediately equips the employee with the PPE in accordance with a current Dean's Decision.

At the FFPW USB, an employee cannot start performing his/her work unless:

- he/she has passed an initial medical examination confirming his/her medical fitness;
- a valid employment contract and a wage assessment have been signed;
- he/she has passed H&S and FP trainings;
- he/she has been acquainted with the valid USB Work Rules and other binding regulations;
- he/she has undergone the introductory training in the workplace and has been equipped with the PPE (applies to activities carried out in laboratories and other research workplaces).

II. Procedure for hiring Ph.D. students of the FFPW USB into employment (part-time employment):

1. When hiring students of the Ph.D. studies, the process of an open selection procedure is replaced by an admission to the Ph.D. studies.
2. The Director of an Institute or his/her authorized representative hands over the information concerning the exact location of the student within the Faculty premises as well as possible provision of personal protective equipment to the Head of the Faculty Management Office three working days from the decision on admission of



the student at the latest. Next, he/she informs the external IT Administrator about the need for technical equipment.

3. Before the student commences his/her Ph.D. studies, an Officer for Ph.D. studies and foreign activities provides with all documents necessary for the record-keeping (including sending off the application form for issuing the student's USB card) and he/she ensures completion of the documents for the needs of commencement of the study.

Further procedure is similar to the provisions defined in Article I, sections 6 to 12.

At the FFPW USB, an employee – a Ph.D. student – cannot start performing his/her work unless:

- he/she has enrolled for the study;
- he/she has passed an initial medical examination confirming his/her medical fitness;
- a valid employment contract and a wage assessment have been signed;
- he/she has passed H&S and FP training;
- he/she has been acquainted with the valid USB Work Rules and other binding regulations;
- he/she has undergone the introductory training in the workplace and has been equipped with the PPE (applies to activities carried out in laboratories and other research workplaces).

If a foreign employee commences his/her employment at the FFPW USB, an Officer for Ph.D. studies and foreign activities helps him/her with filling in the documents for the immigration police or alternatively with dealing with the police on the basis of raised request (during office hours).

In case that a newly hired employee wants live in any of the buildings that are administered by the Faculty it is necessary that a Human Resources Officer (or an Officer for Ph.D. studies and foreign activities) contacts the Head of the Faculty Management Office and informs him/her about this request, which must be done immediately after such request has been raised. The Head of the Faculty Management Office discusses details concerning accommodation with the new employee, informs him/her about the conditions of use of the accommodation unit, draws up the contractual documents and hands over the keys or other possible equipment belonging to the accommodation unit to the employee.

This Dean's Decision invalidates the Registrar's Decision No. 2/2013.

This Dean's Decision comes into effect on 4th March 2015.

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Dean of FFPW USB