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I.

Opening provisions

- (1) The purpose of this Guideline is to define, based on the relevant provisions of Act No. 262/2006 Coll, Labour Code, as amended (the 'Labour Code'), the Collective Agreement concluded between Tomas Bata University in Zlín and the Primary Unit of the University Trade Unions at Tomas Bata University in Zlín, as amended (the 'Collective Agreement'), and the Rules of Employment of Tomas Bata University in Zlín (TBU), the basic types of working time for employees of the University Institute (UNI) who are not members of academic staff ('other types of employees') who carry out work activities at UNI and to establish rules for the application of each of the types.
- (2) This Guideline is issued under the relevant provisions of the Labour Code, the Collective Agreement and other TBU internal regulations and standards.

II.

Basic provisions

- (1) For this Guideline, '**working time**' shall refer to the period during which an employee is required to carry out work activities for the employer and the period during which the employee is at the workplace ready to carry out work as directed by the employer.
- (2) An '**even distribution of the working time**' model refers to the distribution in which the employer schedules a fixed weekly working time or, where appropriate, shorter working hours into individual weeks.
- (3) An '**uneven distribution of working time**' model refers to the distribution in which the employer does not distribute the fixed weekly working time or shorter working time, as the case may be, evenly over the individual weeks while the average weekly working time must not exceed the fixed weekly working time or shorter working time, as the case may be, for a period not exceeding 52 consecutive weeks.

- (4) A **'flexible working time'** model (applied within the framework of evenly distributed working time) refers to a combination of basic and optional periods of working time, the beginning and end of which are determined by the employer.
- (5) A **'fixed working time'** model (applied within the framework of evenly distributed working time) refers to working time with fixed start and end times. The length of working time per week must be observed.
- (6) The working time is 40 hours per week. For employees with a three-shift and continuous working arrangement, the working time is 37.5 hours per week. For employees with a two-shift working arrangement, the working time is 38.75 hours per week.
- (7) Any shorter working time may be arranged unless serious operational reasons prevent this.
- (8) This Guideline shall not apply to the recording and allocation of working time in the case of agreements to do work outside the employment relationship.

III.

Scheduling of working time of other types of employees

- (1) A flexible working time is scheduled into a five-day working week, and the working schedule includes periods of basic and optional working times.
- (2) During the basic working time, the employee is obliged to remain at the designated workplace.
- (3) In the context of optional working times, the employee chooses the beginning and end of the working time under the beginning set out in section 5. However, the total duration of a shift must not exceed 12 hours; the rest period between the end of one shift and the beginning of the next shift must be at least 11 hours; and the employee must have at least 35 hours of continuous rest within one week.
- (4) For flexible working time arrangements of other types of UNI employees, the average weekly working time must be completed within a compensation period of one calendar month.
- (5) For other types of UNI employees, the basic working times are set at **9 a.m. to 2 p.m.** Optional working times are set at **6 to 9 a.m. for the beginning and 2 to 10 p.m. for the end of the working time.**
- (6) The flexible working time model shall not be applied:
 - a. Within business trips;
 - b. Within annual leave;
 - c. When it is necessary to make sure that an urgent work task is done within a shift with fixed start and end times;
 - d. If operational reasons prevent its application;
 - e. In times of important personal obstacles at work, Sections 191 and 191a of the Labour Code;
 - f. In other cases specified by the employer.

In such cases, the working time for other types of UNI employees shall be from 7 a.m. to 3.30 p.m., including a half-hour meal and rest break, Monday to Friday, unless otherwise specified in a particular case.

- (7) For part-time employees, the working time distribution shall be applied similarly to full-time employees, with priority being given to work carried out during a basic working time.

IV. Other provisions

- (1) Exceptions may be granted by the UNI Director upon written request.
- (2) The UNI Director shall be authorised to instruct an employee to start work at a specified time or not to finish work before a specified time within the TBU operating hours for important labour/operational reasons.
- (3) Other facts concerning the type of working time not regulated by this Guideline shall be regulated by the relevant provisions of the Labour Code, the Collective Agreement and the TBU Rules of Employment.

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