



Dean's Directive on Working Hours

Article I

General provisions

1. The working hours of employees are governed by Act No. 262/2006 Coll., The Labor Code, as amended, specifically in § 78- § 99.
2. The purpose of this directive is to define the length, form and schedule of working hours, including the related duties of supervisors at the CTU FEE.
3. The working hours of the academic and scientific staff of the faculty are considered to be individually adjusted working hours and are dealt with separately in Article VII.

Article II

Flexible working hours

1. Flexible working hours are introduced with a compensatory period of one working week, i.e. that the employee is obliged to work in a calendar week (in 5 working days) the entire weekly working time in basic and optional working hours.
2. The purpose of introducing flexible working hours is to enable faculty staff to determine the beginning and end of a work shift over a longer period of time, provided that all work duties are met.
3. **The basic working hours**, during which the employee is obliged to be at the workplace, are from 9.00 am to 3.00 pm. On a working day before a day off, the basic working hours will be from 9.00 am to 2.30 pm. Absence from the workplace at the specified time is subject to the approval of the immediate superior.
4. **Optional working hours**, i.e. the time in which the employee chooses to begin or end his or her working hours is set from 7.00 am to 9.00 am, or from 3.00 pm to 6.00 pm. On a day before a day off, it is set from 7.00 am to 9.00 am and from 2.30 pm to 6.00 pm. Work performed beyond these time periods must be permitted by the relevant supervisor concerning building security, fire prevention and occupational safety.
5. With shorter and shortened working hours, possibly in the case of other weekly working hours (e.g. irregularly scheduled working hours), the length of the sections of basic and optional working hours is determined in proportion to the weekly working hours.
6. A senior manager is entitled, for important work or operational reasons, to order a subordinate to join a shift at a specified time or not to terminate it before a specified

time during business hours, or both, and the employee is obliged to obey.

7. Overtime work is considered to be work performed by an employee on the order of the employer or with his consent over the basic working hours set for the relevant working day, as long as the employee has performed work over the set weekly working hours.

It is not considered overtime work if the employee used the work performed in this way within one week to fulfill the obligation to work the specified weekly working hours.

Article III

Break at work for food and rest

1. A break at work for food and rest (hereinafter a break) in a shift is set for a shift longer than 6 hours. If an employee works overtime in connection with a shift in such a way that continuous work lasts longer than 12 hours, he or she has a second break. In such a case, the employee must have at least 11 hours of continuous rest before the start of his or her next shift.
2. Breaks last for at least 30 minutes. Breaks at work for food and rest are not included in working hours (stipulated by the Labor Code in § 88, paragraph 4).
3. Work breaks for food and rest will not be granted at the beginning or at the end of the working hours.

Article IV

Work from home

1. The employee must comply with the relevant provisions of the Labor Code governing breaks at work and rest periods when working from home. At the same time, the employee must not schedule working hours on Saturdays or Sundays, and between the times 22.00 and 6.00.
2. The staff member must comply with all regulations concerning health and safety at work, including data protection and cyber security, as if he or she were performing work at a workplace designated by the employer.
3. The employee is obliged to keep records of the hours worked (see Article V).
4. The staff member further notes that:
 - a) in connection with the performance of work from home, he or she is not entitled to travel allowances, surcharges, compensatory leave or wages for overtime, Saturdays, Sundays or public holidays,
 - b) the employer is not liable to the employee for damage suffered during the performance of the agreed work in the regime of work from home, if it is not directly related to the performed work, or for the damage to equipment and objects of the employee used by the employee to perform work during home office beyond work equipment without the consent of the employer.

Article V

Records of working hours, obstacles at work and overtime work

1. Each employee is responsible for the correct and complete reporting of his or her hours worked, obstacles at work, overtime and drawing on at least 30-minute breaks in work for food and rest and for proper weekly working hours. Reporting is performed in the manner and procedures specified for the workplace to which the employee belongs.
2. Working hours are reported in the records of working hours according to the actual start and end times of work activities in **whole quarter-hours** (8:00 8:15 8:30 8:45 9:00 9:15, etc.).
3. Heads of workplaces systematically check the observance and use of working hours of all employees assigned to work at their workplaces and are responsible for proper records of working hours (arrival at the workplace, leaving after work hours, organizational breaks and every departure due to work and non-work reasons).
4. The head of the workplace shall ensure that all employees assigned to the workplace managed by him or her work the specified scope of working hours.

Article VI

Cases when flexible working time arrangements are not applied

Flexible working time arrangements do not apply:

- a) for staff members, for whom the nature of the work or a specified schedule of shifts and their beginnings and ends do not allow the employee to choose the length, beginning and end of the shift. These are doorkeepers, locker room attendants, cleaners, etc. For these employees, the regime of regular working hours applies with the schedule of shifts, their length and their beginning and end according to the working hours stipulated by a special regulation or employment contract;
- b) for staff members traveling on business or during a business trip;
- c) at the beginning of a shift outside the regular workplace on the basis of an order from the supervisor or at the end of the shift in the same way on the day in question;
- d) in the case of a staff member who has requested in writing, provided that the superior has given his or her written consent;
- e) in the case of a worker who has been notified in writing for repeated breaches of the rules on flexible working hours and their reporting. In the event of non-compliance with work discipline in the area of compliance with and use of working hours, the procedure will be in accordance with § 52 letter g) and h) and § 55 of the Labor Code.

Article VII

Working hours of academic and scientific staff

1. The working hours of academic staff are governed by special rules with regard to specific work tasks given by legislation and internal regulations of the CTU.
2. Academic staff are obliged to perform work at the employer's workplace or at

another agreed place within the time specified in the schedule, if this results from the performance of their direct pedagogical activities (especially teaching, testing and consulting activities).

3. Other cases in which academic staff are obliged to perform work at the employer's workplace related to direct pedagogical activities (participation in meetings and trainings, meetings of bodies of which academic staff are members, participation in conferences, cooperation with foreign visits, representation and ceremonial activities, etc.) and related to the performance of other scientific, research, development, innovation and creative tasks, shall be determined by the relevant head of the academic institution.
4. The workload of an academic staff member and the scope of his or her scheduled working hours may not be lower than his or her direct pedagogical activity determined by the schedule of teaching and consulting hours.
5. The break for food and rest of an academic staff member may be divided and taken in shorter periods depending on the teaching schedule.
6. The academic staff member himself or herself is entitled to determine a time and place for other work tasks for which the employer does not set a schedule of working hours according to Article VI, points b) and c). At the same time, he or she is responsible for the organization of work outside the workplace, ensuring an appropriate working environment, working conditions stipulated by the Labor Code (maximum length of work shift, observance of breaks at work, rest periods, etc.). Costs incurred in connection with the performance of work outside the workplace are not considered to be costs incurred in the performance of dependent work and are paid by the academic staff member.

This directive enters into force on the day of issue, effective on 12 October 2020. The Dean's directive on working hours (SD_2014_04) is hereby repealed.

In Prague on October 9, 2020

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