



Faculty
of Science

**INTERNAL PROVISION OF DEAN OF THE FACULTY OF
SCIENCE**

A-14/8-UZ01

**DEAN´S DECISION A-14/8/RD - ON
GRANTING ALLOWANCES, GIFTS,
AND RETURNABLE LOANS FROM
SOCIAL FUND OF THE FACULTY OF
SCIENCE, PALACKÝ UNIVERSITY
OLOMOUC**

(I. full text)

Content: Full text of Dean´s Decision A-14/8/RD – Granting allowances, gifts, and returnable loans from Social fund of the Faculty of Science, Palacký University Olomouc from 1.9.2014

Drafted by: Head of HR and Payroll Department PrF UP

Force: as of 22. 7. 2019

Effect: as of 1. 9. 2019

THIS TRANSLATION IS OF INFORMATIVE FUNCTION, THE WORDING IS NOT OFFICIAL. CZECH LANGUAGE PREVAILS IN THE CASE OF ANY DISPUTES.

Granting allowances, gifts, and returnable loans from Social fund of the Faculty of Science, Palacký University in Olomouc

Introductory provisions

In compliance with Rector's directive no. B3-08/4-SR „Regulations for creation and usage of Social fund at UP” (hereinafter referred to as “Rector's directive”) and Questor's Methodology guidelines no. B3-08/3-MPK „Course of granting allowances, gifts, and returnable interest-free loans from Social fund of UP” (hereinafter referred to as “Questor's Methodology guidelines”) I issue this decision regulating requirements for granting allowances, gifts, and returnable loans from Social fund of Palacký University in Olomouc at the Faculty of Science.

Article 1

Types of allowances and regulations for their granting

1. Allowance for pension insurance with state contribution

Employees of the Faculty, whose employment contract has been valid to the date of applying for an allowance at least 2 consecutive years and simultaneously their employment in this 2-year period has been at least 0,7 (i.e. 28 hours per week), and who meet the requirements in Rector's directive, may be granted an allowance in the amount of CZK 400,- a month towards their pension insurance with state contribution. An exception has been decided for persons with disabilities, who will be granted an allowance with a lower than 0,7 employment.

The allowance may be paid out to the employee monthly after calculating salary for a month following after the one when he/she met all the above-mentioned requirements, and whose pension insurance contract is still valid.

2. Allowance for private life insurance

Allowance may be granted under conditions given in Section 1 thereof and after having met requirements stated in Rector's directive.

3. Allowance for cultural and sport activities, physical therapy, vitamins and vaccination

- a) CZK 400,- in the form of non-monetary coupons (so called unichecks).
- b) Employer may grant this allowance to employees through renting facilities for cultural, sport or recreational purposes.
- c) The allowance may be paid as a one off entrance ticket or season pass to cultural, sport or recreational facilities.

4. A gift for a significant life or work anniversary

The Faculty of Science may grant a gift at a 50th birthday of the employee and at the first occasion of terminating employment after recognizing a full disability pension or after acquiring right to retirement in the amount of CZK 1.500,- to 5.000,- according to the length of employment. Suggestion for granting a gift is proposed by the HR department and is given to the Dean for approval.

5. Meal allowances

- a) Employees are provided a meal allowance for boarding in UP canteens or by providing meal vouchers. The employee chooses either one of these two options or a combination of both.
- b) Catering in the canteen of UP and the employer's contribution tied to it are charged to the employee's wages on the basis of the documents of the UP and Dormitories Administration, which hands over data on the number of lunches taken by individual boarders from the faculty staff. Data is automatically transferred to the wage accounting period for the month when the canteen lunches were taken. The amount of the employer's contribution to meals in the UP canteen is determined separately.
- c) Meal vouchers allowance is charged in the wage period of the month when the meal vouchers are ready for collection at the employee's workplace. The system of ordering and assignment of meal vouchers is set with regard to the maximum facilitation of the whole process. The employee will indicate whether or not he or she is interested in taking meal vouchers over the long term. This fact is marked by the secretary of the workplace into the system.
If there is evidence of interest in taking meal vouchers, the employee will receive them in the number calculated according to their attendance for the past month, reduced by the number of lunches taken in the canteen of UP. Meal vouchers are provided by the employer and taken over by the employee only in the full number of pieces to which they are entitled. The amount of the employer's contribution to meal vouchers paid from the operation of individual workplaces is 55% of the nominal value of the food voucher, which is 85, - CZK / piece.
- d) In the case of termination of employment, the employee is entitled only to the allowance for meals in the canteen of UP in the last month of employment. The employee will not be given the option of choosing meal vouchers for the last month of employment due to the impossibility of accounting settlement.
- e) In academic year 2019/2020, i.e. starting on 1. 9. 2019 and ending on 31. 8. 2020, resp. starting with the payment date for period 9/2019 and ending with the payment date for period 8/2020, the Faculty will contribute the amount of CZK 20 per 1 meal voucher or 1 meal in the UP cafeteria to the boarding of its employees from the social fund. This allowance is granted to employees who are entitled to meals allowance pursuant to Article 3 (5) of Rector's Directive on Rules of Creation and Use of the Social Fund at the Palacký University Olomouc.

Article 2

Common provisions for granting allowances

Other conditions for granting allowances and obligations of employer and employees are stated in the Rector's directive.

Article 3

Course for granting allowance

1. Allowance for pension insurance with state contribution

In compliance with regulations in Questor's Methodology guidelines the employee signs a contract (resp. an amendment) with a pension fund (event. life insurance

contract) including an agreement with receiving allowance from the employer and fills out an application for granting an allowance (in Amendment no.1 of Rector's directive)

Filled out application approved by the head of the department along with a copy of insurance contract must be turned in to an appointed employee, usually the department's secretary, who assembles a list of applicants for allowance and along with all required documents turns in to the HR department to execute all the necessary steps stated in Questor's methodology guidelines by the last day of the month when the allowances should be granted for the first time.

2. Allowance for cultural and sport activities, physical therapy, vitamins and vaccination

Appointed employee, usually the department's secretary assembles a list of employees who are entitled to allowance in form of non-monetary coupons (unichecks) in the respective calendar month and turns it in to the HR department for further processing. This should be done immediately after all details necessary to grant the allowance, however by the last day of the month when the allowance should be granted. Appointed employee of the department is responsible for entering this allowance into SAP for further processing.

Article 4 Final provisions

1. This decision was discussed with the Board of Basic Organization of Higher Education Trade Unions at the Faculty of Science on 19.8.2014.
2. This decision enters into force and effect as of 1. 9. 2014.
3. Dean's decision no. 2/2009 of 1. 3. 2009 effectively loses its force.

As amended by Amendment no.1 effective since 1. 12. 2015, Amendment no.2 effective since 1. 9. 2017, Amendment no.3 effective since 1. 9. 2018, Amendment no.4 effective since 1. 9. 2019 and Amendment no.5 effective since 1. 8. 2019.

In Olomouci on July 22, 2019

doc. RNDr. Martin Kubala, Ph.D.
Dean of the Faculty of Science