Employee Handbook

MASARYK UNIVERSITY INSTITUTE
OF COMPUTER SCIENCE

Contents

Welcome to the Masaryk University Institute of Computer Science

This handbook aims at people employed at the Masaryk University Institute of Computer Science (ICS), in particular those who are new here. We hope that the handbook will make it easier for you to find your way around the new environment and will give you useful information on the functioning of the institute, care for staff and practical operational matters.

For the sake of efficiency, we included links to relevant websites and documents where you can find the information you might need.

The handbook for new staff is updated on an ongoing basis. If you have any ideas for improvement, please get in touch with the **HR team**, who prepared this text in cooperation with the ICS management.
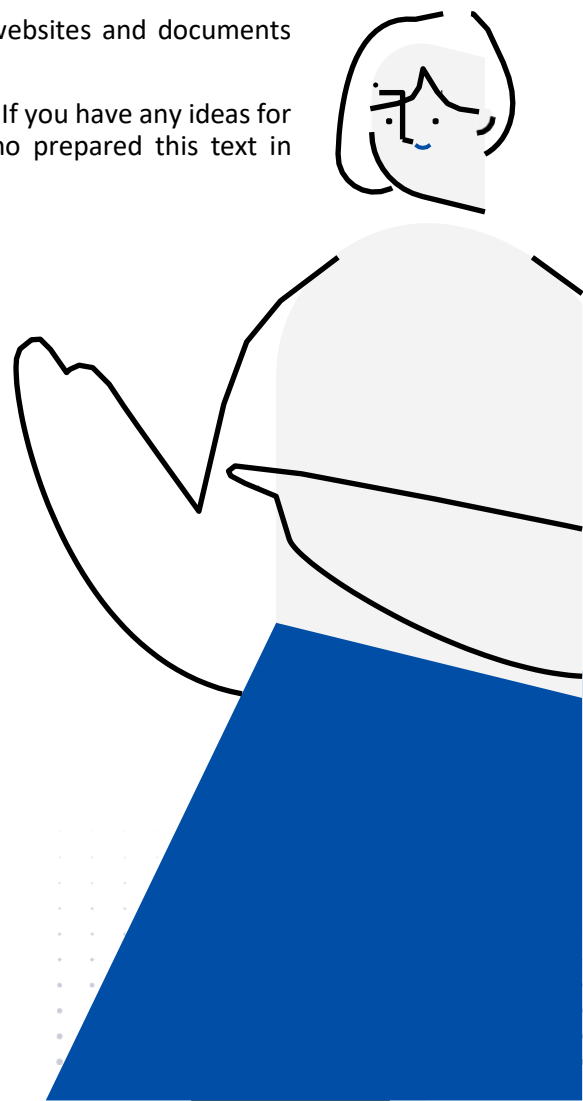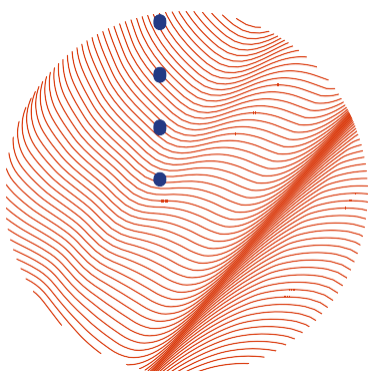
About ICS

Mission

We develop information and communication technologies and facilitate day-to-day operations of people at the university. We operate the key IT infrastructure of the university and develop the enterprise resource planning system. At the same time, we work on our own cutting-edge research, deal with cybersecurity, and help with big data and large-scale computations in diverse fields of science. We have been a technical support and proud part of Masaryk University (MU) for more than forty years.

The mission of Masaryk University is to contribute through its scientific activities, student education and social activities to the high quality and healthy life of all generations, and to a free, cohesive and secure society.

Our values

Ever since its establishment, **Masaryk University** has always respected and adhered to democratic values of a free republic. To this day, such values form the basis of its internal culture and are widely embraced by the academic community.

These values are:

Respect, as the basis of internal culture, solidarity and partnership in all dealings. Respect for the rules ensuring equal opportunities and transparency as well as for the principles of academic ethics.

Freedom, respected and defended as a social imperative. Also, freedom as a principle of internal organization of the university in the form of academic freedom of teaching and research or freedom of choice of students' own curriculum profile and as a principle of institutional autonomy of the university vis-à-vis the state.

Responsibility, emphasising the role of the university as a co-creator of public opinion, a solver of local and society-wide issues and a provider of a public service open to all. This includes the individual responsibility of students and staff reflected in the respect for university rules and the university esprit de corps.

Sustainability

Sustainable research, education and raising awareness within the academic community and the public are key actions for the integration of the relevant principles into all social processes leading to **sustainable future**.

Masaryk University is aware of its responsibility, aims at the sustainability of its own operations and premises and contributes to the sustainability of the city and regional ecosystems and to the achievement of Sustainable Development Goals globally. More about this topic at **sustain.muni.cz**.
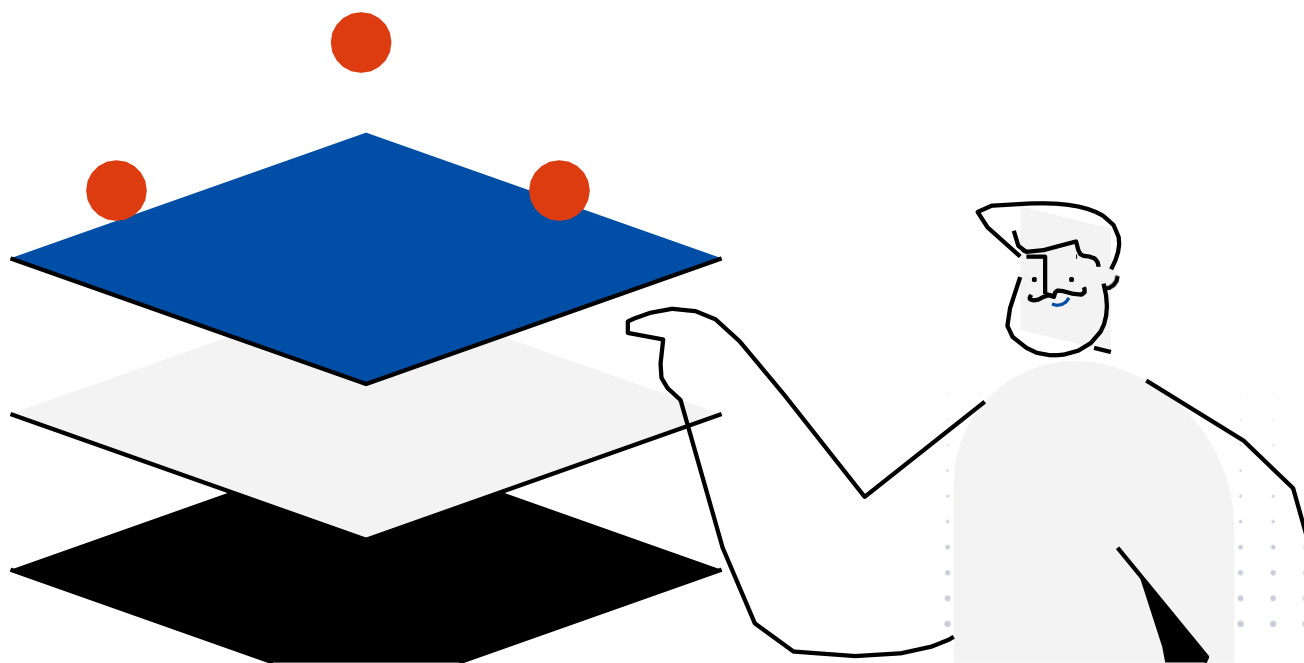
Code of Ethics

The MU Academic and Professional Employee Code of Ethics sets out the basic ethical requirements for the conduct of MU employees in connection with their professional and academic activities, especially in the area of education, research and evaluation or specialized activities. **All academic and professional staff at the ICS are obliged to familiarize themselves with the Code of Ethics and to comply with it.** You can find it at the **website of MU**.

ICS Strategic Plan

The ICS Strategic Plan for 2021–2028 is based on the MU Strategic Plan. Its full text is available at the **ICS website**.

People at ICS

Organizational structure

The firm foundation of the institute is formed by **four specialist divisions**, led by individual division heads:

- **Cybersecurity and Data Management Division** is in charge of operational cybersecurity at MU as well as research and development in this area. It also addresses research data management, promotion of the Open Science initiative at MU and maintenance, development and support for the MU library network and library system.

- **IT Services Division** operates and develops central IT services of the university and provides methodological guidance to the IT community at MU, which provides support to students and staff in teaching, learning and research.

- **Information Systems Division** focuses on the administration and development of the INET enterprise resource planning system, the MU Employee Portal and other services related to dissemination of information and web presentation of MU.

- **IT Infrastructure Division** builds and operates comprehensive e-infrastructure, striving to be an accelerator of modern science and a leader in automation and innovation. It takes care of all data and technical networks, it operates computer and storage infrastructure, identity management systems, scientific computing infrastructure, conducts interdisciplinary research and investigates national and international projects.

- **Operational and Economic Division** is headed by the bursar and addresses financial, personnel, wage, legal and operational issues of the institute.

Besides the five divisions, the ICS consists of research centres (**C4E**, **CERIT-SC**), the Project Department, the ICS Senior Management and the Secretariat, which comprises the HR team that compiled this handbook. All the heads are appointed by the **ICS director**, who is appointed by the **Rector of MU**. The director's board is an advisory body to the ICS director, and its members are the deputy director, the institute bursar, heads of divisions and their deputies, security and data management officer and HR specialist.
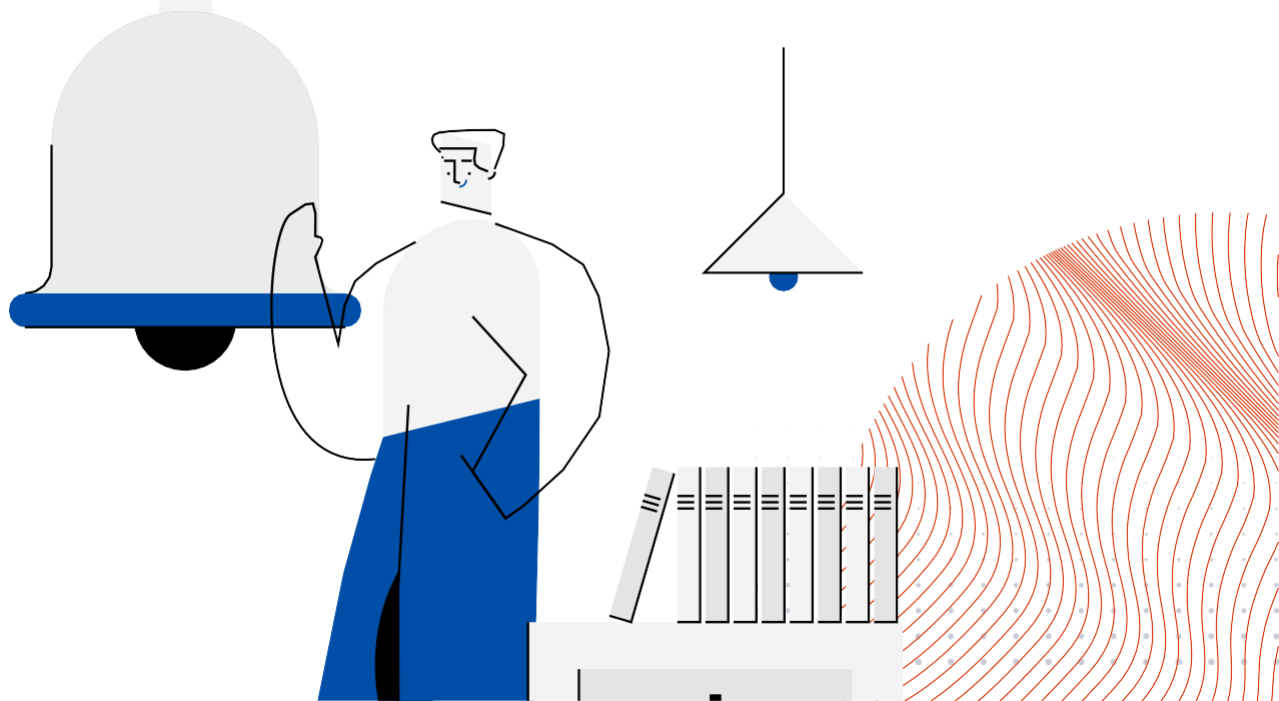
Information sources

There are **three main information systems** that will guide you through your day-to-day work at MU and provide computerized administration:

1) **INET** for personnel, economic, financial and administrative matters;
2) **IS** primarily for issues related to teaching and study at MU. It also includes applications for staff such as the Document Server.
3) **MU Employee Portal**, which aggregates a range of useful information from INET, IS and many other MU systems into one place.

You will learn more in the chapter **Practical issues**.

Communication channels

An **electronic newsletter** is monthly prepared and sent to all employees by the HR team. If you wish to contribute, please send your inputs to **newsletter@ics.muni.cz** always by the 24th day of the month.

The **Calendar of events** will inform you of the upcoming dates of colloquia, social activities and other events planned at the ICS. There is usually one social event a month at the institute, organized by the teambuilding group. You will get an invitation to upcoming teambuilding events to your email inbox via a moderated distribution list at **uvt@ics.muni.cz.**

You can set sources of information about current events at MU and ICS in the **News** application on the Employee Portal, where you will also find notifications of the latest **director's board minutes**.

The **MS Teams COMMUN{IT}Y** is an unmoderated communication channel administered by the IT Services Division, intended for communication of people from IT departments across MU (i.e. from information and communication technology centres affiliated with individual faculties and from other units providing or using IT services within MU). Each MU user has access to **Yammer**, an internal social network provided as part of Microsoft Office 365. You can display and add posts on leisure, teambuilding and social events within the group **ÚVT sobě**.

Our website is a **public source of information** about what's happening at the ICS. Here you will find **interviews with employees** (in Czech only), **organizational structure** and **Strategic Plan** of the institute. The marketing team is responsible for the content of the website, while the HR team takes care of the career sections.

Premises

The ICS units are located at several addresses. Most people work at the **Šumavská centre** (also known as Gotex). The largest part of the Information Systems Division is based at the **Rector's Office of MU** (Žerotínovo náměstí 9); IT Service Desk and the University Computer Centre (UCC) of the IT Services Division are located at **Komenského náměstí 2**.

Contacts

You can find your colleagues according to their workplaces in the **Contacts** application in INET.

You will see the number of their office, which can be entered in the **Compass** application and it will help you find the way to the person you seek. A publicly accessible alternative (e.g. if you need to show someone outside MU where to find a certain room) is provided by the map on **the university website**.

Personnel affairs and employee care

HR Excellence in Research

In 2020, the ICS officially embraced the principles of the European Charter for Researchers aiming to obtain the HR Award, a quality certificate for HR processes. The certificate is awarded by the European Commission to research institutions that implement the **HRS4R** (Human Resources Strategy for Researchers). The ICS obtained the HR Award in July 2021 whereby it undertook to **create high-quality working conditions and provide professional development and transparent recruitment procedures for researchers and other staff**.

Onboarding

This handbook was prepared to make onboarding easier for you. It will assist you in the essential steps related to operations and administration. It is complemented by the key sections of the Employee Portal.

By the second day of the start of employment, the HR department sends a **welcome email** with the list of useful links to the university email address of the employee ([university identification number]@mail.muni.cz).

Further steps include a **welcome meeting with HR, initial training** in areas like in OHS and FS and internal regulations. You will be provided a **basic on-site orientation** by a mentor appointed by your line manager for you to learn about the activities and functioning of your workplace during the onboarding process.

In the **INET application Employee Adaptation**, you will find the list of administrative and organizational steps to be taken as part of onboarding; you will tick them off when fulfilled.

International staff

Onboarding of international staff is the responsibility of the MU International Staff Office, which is a part of the Rector's Office. Up-to-date information about practicalities is to be found on the website of the **Welcome Office (WO)**.

Wages, pay advice, proof of income

The remuneration of employees is governed by the **Masaryk University Internal Wage Regulations**.

Wages are usually determined by a separate wage statement received by the employee together with the employment contract. In case the wage is to be changed, the ICS Personnel and Wage Office will prepare a new statement and the employee confirms its receipt with their signature.

The wage is paid by bank transfer to the account specified by you on the employment commencement.

Paydays are scheduled for the year ahead in the INET application **HR Management**.

Financial bonuses are not mandatory, are paid twice a year (in June and November) and depend on the decision of the line manager and employee's performance.

Reporting changes in personal data

Your labour documents are kept in your personal file. You can check your main personal data online in **INET**.
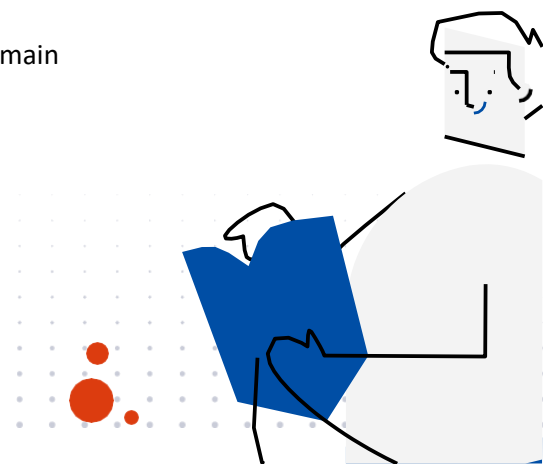
Attendance records

Attendance and absence are recorded in the INET application Here, you can see your working mode. Employees set the beginning and end of their work, meal and rest break and other information as applicable (work from home, medical appointments etc.). Working time records are approved each month and **employees confirm the accuracy of the records by the first working day of the next month**. Your superior will inform you about the rules and procedures for recording your working hours. The working time records are not linked to the Attendance or the Human Resources and Wage Management systems.

If you hold an external position, please contact your superior for advice on the exact procedure.

Employee card

You are entitled to an employee card for the duration of your employment (an electronic ID document of an employee). The employee card may be used in university canteens, to enter buildings, in libraries or for a discount at the Scala cinema.

To get the employee card, have your photo taken (for booking click **here**). When you have had you photo taken, notify the head of the Personnel and Wage Office, and they will get your employee card made.

The first issue of the card is free of charge. If your employee card is lost or damaged, you must apply for a new card and pay its full price. If the details on the card change, you have to apply for a new card, and its issue will be free.

Employee benefits

Basic benefits

Leave

- **Non-academic staff** are entitled to **6 weeks' leave** in a calendar year.
- **Academic staff get 8 weeks of leave** under the law.

The plan of leaves is processed in INET by 30 April for the whole calendar year. You will be asked by the Personnel and Wage Office to make your plan.

Requests for leave are filed electronically through the INET application **Leave Submissions**, where you will see your remaining leave and an overview of leave taken.

The request may be filed at the latest on the day before the start of the leave stated in the request. The request will be automatically referred to your superior and you will be informed of approval/denial by email. The request for leave is binding, whereas the annual plan is not.

Meals

- A **meal allowance** (flat-rate meal contribution) of 55 CZK for each day worked in a month (except for business trips) is automatically given to each employee who meets the conditions stipulated in the **Collective Agreement**. The allowance is paid retrospectively.
- Employees who meet the condition of working at least **4 hours a day** or who have an employment contract for at least half of the regular workload (i.e. 20 hours per week) are eligible for the meal allowance.
- The number of hours worked is proportionately reduced for employees in multi-shift operations.

Supplementary pension insurance contribution

The contribution is provided by MU to all employees with an employment contract and amounts to **2% of the wage rate** specified in the employee's wage statement. The contribution is contingent on the conclusion of a supplementary pension insurance contract or a supplementary pension savings contract (in the CR) with the employer's contribution and submitting its copy to the Personnel and Wage Office. For more information, please contact the **Personnel and Wage Office**.

Other employee benefits

- **Employee mobile plan**
- **MultiSport Card:** The map of activities covered by the card may be found **here**. The card may be ordered at the **Personnel and Wage Office** always by the 11th day of the month.
- **Language courses for staff:** For more information about the courses, visit the website of the **Shopping Centre** in the IS.
- **Libraries:** You will need an employee card to use the services of MU libraries. For more information about the libraries, visit the **MU website**.
- **Discounted tickets to the University Cinema Scala:** Current offer is to be found **in the IS**.
- **Stays abroad:** You will find detailed information about offers of training abroad, dates and requirements on the website of the **Centre for International Cooperation**.
- **Software licences**
- **Free vaccination:** MU employees can be vaccinated against flu and tick-borne encephalitis. More information will be provided by the ICS Personnel and Wage Office.
- **Elánek – a playgroup on campus:** Information about operation and prices to be found on **Elánek's website**.
- **Purchases of ICT technologies within the central purchasing scheme:** Computers, laptops, monitors and docking stations can be purchased for prices listed in INET. If you are interested, please contact **tomas.steffl@mcomputers.cz**.

Gotex parking

ICS employees who have at least a 0.5 workload may park on the outdoor parking lot B at the Faculty of Informatics. More information on the **MU Employee Portal**.

Main regulations and directives

All employees are obliged to comply with regulations covering their work. This includes both laws and employer's regulations. MU internal regulations include directives, measures and instructions issued either at the Rector's level (applicable to the entire university) or, for the ICS, at the level of the director (applicable to the ICS). The regulations are binding on all employees.

You can inspect directives and other documents on the **Official Notice Board** in the IS.
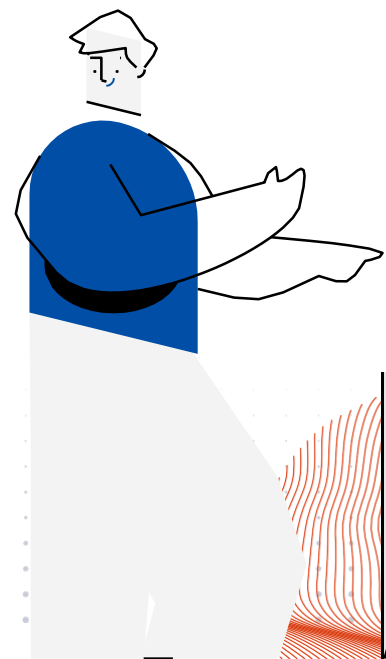
Overview of main documents:

- Organizational Regulations
- Directives
- Measures
- Instructions

The initial training for new employees includes the familiarization with the basic regulations. You will get a notification email asking you to read and confirm the main directives.

Financial control

Management of all funds at MU is subject to

the financial control. The scope of the powers and responsibilities of MU employees in the management of public funds, the specification of approval procedures for preliminary, continuing and follow-up management control and responsibility for expenditure from public funds are regulated by **MU Directive No. 3/2013**. Each expenditure must be approved in advance.

Business trips

Before you start a business trip, you must generate a travel order which is approved by your immediate superior sending you on the business trip. Pre-trip financial control is carried out then. A travel order can be issued electronically in the INET application **Travel Authorisation Forms**.

A travel order should be entered into INET at least **two working days before the trip**, so that the whole approval process is completed, and the travel order does not expire.

The rules of providing travel expenses reimbursement are determined in accordance with the Labour Code and **MU Directive No. 13/2017**. Any questions will be answered by employees of the ICS Financial and Administrative Office.

In case travel expenses are to be reimbursed from earmarked funds (e.g. a research project), you must find out with the project investigator which expenses can be covered by the project budget (pocket money, accommodation limit, air ticket over 500 km etc.).

Please note: tickets can be bought only after the approval by the pre-trip financial control.

After a business trip, an **accounting must be made within 10 working days** of the end of the trip, and the travel order must be handed over to the ICS Financial and Administrative Office. This means the travel order shall be sent electronically via INET plus handed over physically together with receipts. If something is not clear, the travel order can be saved in INET and an employee of the **ICS Financial and Administrative Office** contacted. During a business trip abroad, employees have health insurance within the framework of the Masaryk University policy. If the employee has the travel order approved, they can print out the Travel Insurance Card with details of the policy and emergency telephone number directly in **INET**.

Occupational medical checkups

In accordance with Act No. 373/2011 Coll., on Specific Medical Services, employees have to undergo an initial occupational medical checkup and then a periodic or, if necessary, an exit checkup. You will be sent to these checkups by the Personnel and Wage Office, which will issue a request for the checkup:

- If your job involves work included in the **first category**, (no risk to health) you may pass the occupational medical checkup at your general practitioner.
- In other cases, please visit the university's contractual provider of occupational medical services **MUDr. Věra Přibylová**.

The costs of the checkup including an extract from your health file will be reimbursed at the ICS cash desk after being approved by an HR officer on the basis of a medical report and a receipt issued for the MU's address at Žerotínovo náměstí.

Information about a checkup at MUDr. Věra Přibylová's office.

- An appointment must be made in advance through the **IS application for ordering examinations and vaccinations**.
- Address: Slovákova 11, Brno. The office is located on the 4th floor.
- Office hours and contact details can be found on the doctor's website.

OHS and FP

On the commencement of employment, each new employee completes training

in occupational health and safety and fire protection through **e-learning**, to which the employee will be invited by email. Employees are also trained by their managers directly in their **workplaces** and, as the case may be, take other training courses focused on OHS. **Follow-up training** is completed depending on risks to health, applicable legal regulations and managers' instructions.

Injuries

In the event of an injury, you must promptly notify you superior as well as Ing. David Jati (who communicates with the Šumavská building management). **First aid is provided by MUDr. Věra Přibylová (tel. 545 216 962)**. In serious emergency, call 155 for an ambulance.

Fire

Everyone who detects fire is obliged to take steps to rescue endangered persons and if possible extinguish the fire or adopt measures to stop the fire from spreading.

Advising staff on damage prevention

All ICS employees are obliged to prevent damage to the property of the employer. Each employee must inform their superior of impending or arisen damage without delay.

Prevention of sexual harassment

The MU Institute of Computer Science condemns all forms of sexual and gender-based harassment and violence and expects employees to treat each other with respect, consideration and dignity and to respect each other's rights. The ICS intends to protect its employees from unwanted behaviour in the form of sexual harassment, sexual coercion, unwanted sexual attention, inappropriate verbal comments and application of gender stereotypes.

The ICS shall not tolerate sexual harassment and is ready to use adequate means of its prevention as well as appropriate sanction. Adequate sanction imposed on staff outside of criminal procedure includes reprimand, withdrawal of performance premium for a certain period or immediate termination of employment. The same means may be accordingly applied in the case of a wilful false accusation of sexual harassment. Detailed information about forms of sexual harassment and gender-based violence as well as recommendations on how to deal with them can be found on the **Employee Portal**.
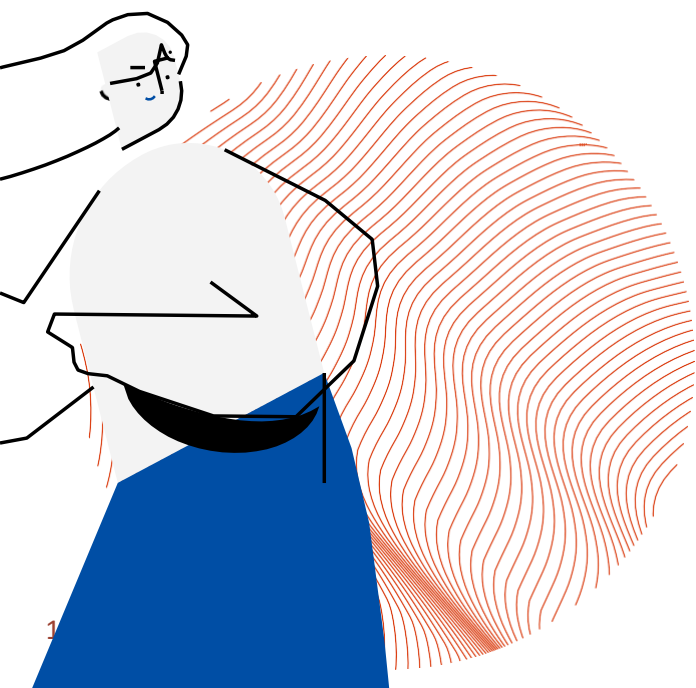
Practical issues

IT MUNI website

You will find an overview of MU IT services with all important information including instructions for use at https://it.muni.cz/en. Current information and news about IT at the university are also published there.

In case you have not solved a problem and you have not found help at IT MUNI, please contact our ServiceDesk, which operates 24/7. This can be done via online chat at IT MUNI or at the email address it@muni.cz.

Information systems

MU uses several information systems to manage its tasks. You will log in to these systems using your UIN (university identification number – UČO) and the primary password.

INET enterprise resource planning system

Information about attendance, requests for leave, pay advice, travel orders and other things are managed in INET.

MU Information System (IS MU)

The system includes the document server with templates, the document repository, OHS training courses, notice board etc.

Both these systems are easily accessible from the MU Employee Portal, which serves as a gateway to all university systems, i.e. IS, INET and Microsoft 365 with various applications, e.g. Outlook, OneDrive, SharePoint or Forms. The portal also enables access to internal information, documents and guidelines to different situations related to life and work at the ICS, including links to the ICS departments.

Primary and secondary password

UIN and primary password: Each employee of MU has a UIN (university identification number – UČO), which is assigned to them on the execution of the employment contract or at the latest on the day of employment commencement.

Secondary password: The secondary password should differ from the primary password. It is used e.g. for access to Wi-Fi, VPN or login to the PC.

You may change both passwords in the **Password** application in the IS.

Beware of scam emails! Remember your passwords and do not disclose them to anyone. No one will ever want to know them. If yes, it is an attacker who is trying to get your password and abuse it. Find out more about the basics of cybersecurity at the **cybercompass**.
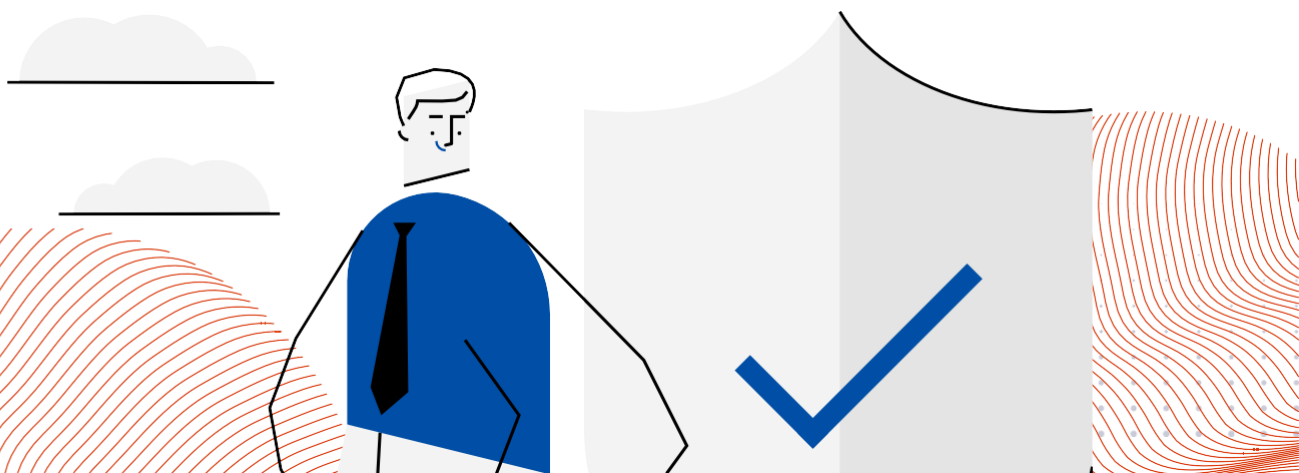
Internet access

Most MU premises are covered by the university Wi-Fi networks enabling internet connection on laptops, tablets and mobile phones.

To connect to the Internet, you can use the **EDUROAM** primary network (user name is **UIN@muni.cz** and password is your secondary password) or the MUNI secondary network (user name is UIN and password is your secondary password). The service is free by default for all people employed or studying at MU.

If you need to be connected to the university network when you are outside of MU premises, you can use remote login via the **VPN** (Virtual Private Network). This will enable you to access e.g. electronic information resources of MU.

IT tools for communication and cooperation

You are entitled to communication and cooperation tools, such as Outlook, calendar or document sharing as part of Microsoft 365 external services. A Microsoft 365 account is automatically established for you in the form **UIN@muni.cz**. The IT department may add an email address in the form **surname@workplace.muni.cz**. Electronic mail and MS Teams are used as main communication tools at the ICS.

You can install the desktop version of MS 365 Apps for large organizations to up to five devices for free (login by the UIN and primary password at **o365.muni.cz**). After your affiliation with MU ends, MS 365 will be deactivated and will only be available as web applications with limited functionality. Instructions for obtaining applications for private devices and terms of use can be found in the **IT catalogue**.

The external services of G Suite and ownCloud can be used via the IS MU. When you activate G Suite, you will have an account created under the same name you use in the IS (UIN@mail.muni.cz). The external services are free of charge and voluntary. You will find more information about IT services on the IT MUNI portal.

Landline

Your unit in cooperation with facility management will get a telephone extension for you ready; if necessary, you will get a mobile phone too.

Phone numbers at MU are in the form **549 49 XXXX.** The extension is prepared upon a request by a person in charge or an officer of the ICS Personnel and Wage Office, and you will be informed when it is ready.
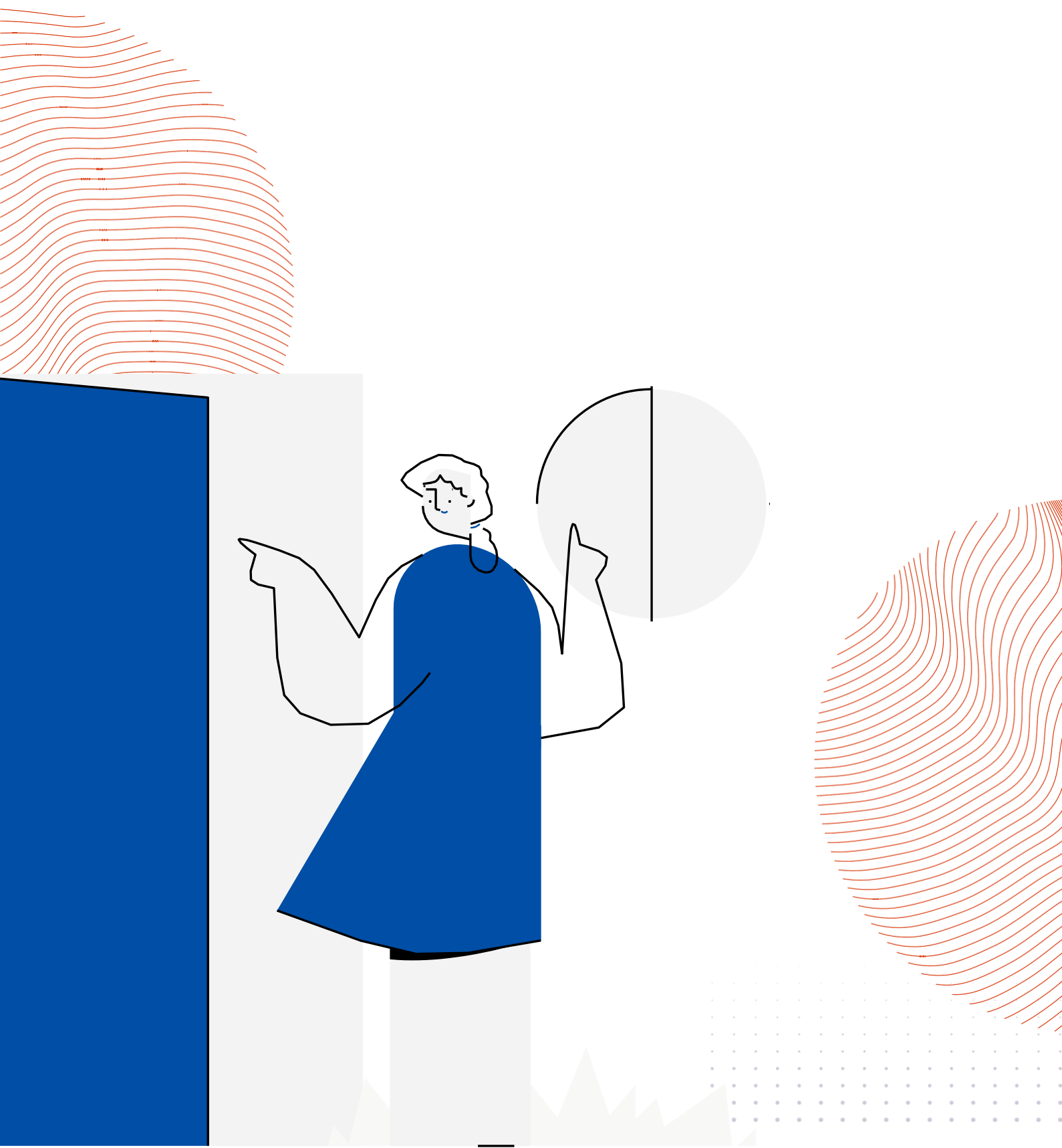
Business phone

If the job requires, an employee may be provided a mobile number. It is arranged by a person in charge upon instructions and approval by the manager.
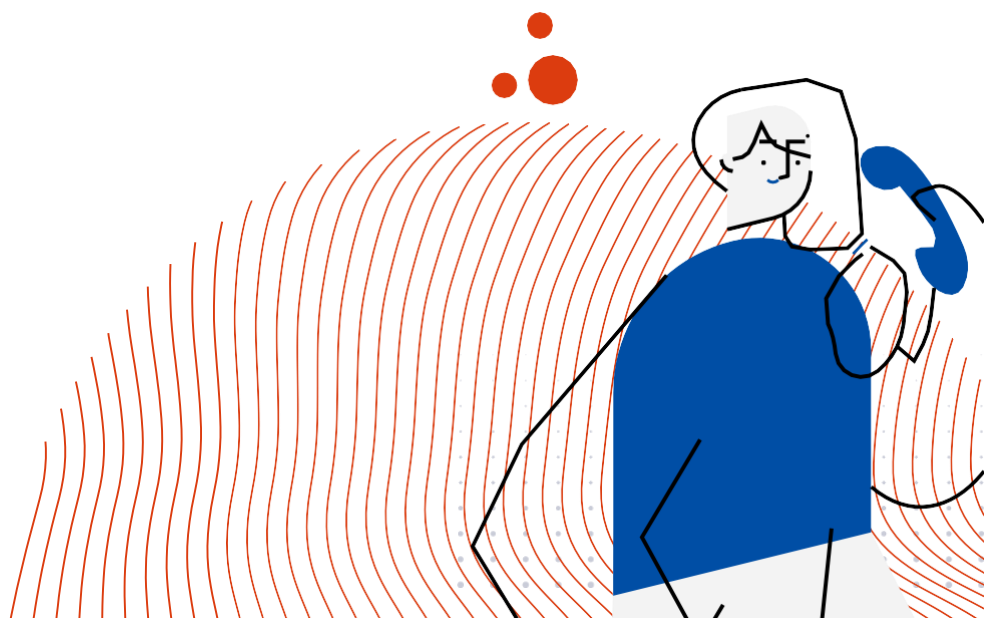
Conclusion

If there is anything you have not found in this handbook or you wish to know more, do not hesitate to address your superior or get in touch with the ICS **Personnel and Wage Office**.

MU organizational structure

Faculties

- Faculty of Law
- Faculty of Medicine
- Faculty of Science
- Faculty of Arts
- Faculty of Education
- Faculty of Economics and Administration
- Faculty of Informatics
- Faculty of Social Studies
- Faculty of Sports Studies
- Faculty of Pharmacy

Other units

- Masaryk University Archive
- Language Centre
- Centre for International Cooperation
- Support Centre for Students with Special Needs
- Technology Transfer Office
- Mendel Museum
- University Centre Telč
- Career Centre
- Competence Development Centre

University institutes

- Institute of Computer Science
- Central European Institute of Technology

Purpose-built facilities

- Accommodation and Catering Services
- Masaryk University Press

Management of the University Campus Bohunice

Masaryk University has ten faculties with more than 200 departments, institutes and clinics, operating in a wide range of sciences and humanities.

MU is headed by the Rector appointed by the President of the Republic on the proposal of the MU Academic Senate. Deans, who lead the faculties, directors of institutes and heads of other units and purpose-built facilities answer directly to the Rector.

ICS organizational structure

Management and secretariate:

- Project Department

Operational and Economic Division

- Personnel and Wage Office
- Financial and Administrative Office
- Investment and Public Tender Office
- Technical and Operational Office

Cybersecurity and Data Management Division

- CSIRT-MU Team
- Technological Development
- Proactive Security
- Threat Management

IT Infrastructure Division

- Data and Technical Networks
- Automated Infrastructure Systems
- Secure Digital Identities

Information Systems Division

- Information Systems Administration
- Information Systems Development
- Project Coordination and Communication

IT Services Division

- IT Service Desk and UCC
- User and Services Technical Support
- Central and System Administration
- Design and Communication
- Development and Data Analysis
- IT Service Management

CERIT SC

- Core Facilities
- Open Science
  - EOSC CZ Secretariat
  - Library Information Centre
  - Data Management
- Research Groups
  - Jiří Filipovič's Research Group
  - Matej Pivoluska's Research Group
  - Tom Rebok's Research Group
- BioMedAI Centre

C4E

SUPO Accounting Centre

Yours,
HR team

MASARYK UNIVERSITY INSTITUTE
OF COMPUTER SCIENCE