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MINISTRY OF EDUCATION,
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OSTRAVSKÁ
UNIVERZITA

THE ORGANIZATIONAL REGULATIONS OF THE UNIVERSITY OF OSTRAVA

Approved by the Academic Senate, University of Ostrava: 21 January 2019

Registered by the Ministry of Education, Youth and Sports: 6 March 2019

Valid from: 6 March 2019

Effective from: 6 March 2019

The Ministry of Education, Youth and Sports registered the Regulations on Study and Examinations at the University of Ostrava in accordance with Section 36, Subsection 2, Act no. 111/1998 Sb. on higher education institutions and on amendments and supplements to some other acts (the Higher Education Act) on 6 March 2019 under ref. no. MSMT-7933/2019.

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Mgr. Karolína Gondková
Head of the Higher Education Department

PART ONE

GENERAL PROVISIONS

Article 1

Introductory provisions

1. The Organizational Regulations of the University of Ostrava (hereinafter referred to as the "Organizational Regulations") regulates, in accordance with Act No. 111/1998 Coll., on Higher Education Institutions and on Amendments and Supplements to Some Other Acts (Higher Education Act), as amended (hereinafter referred to as the "Act") and with the Statute of the University of Ostrava, the details in the field of the organization and management at the University of Ostrava (hereinafter referred to as the "UO").
2. Organizational Regulations are internal regulations of the UO.

PART ONE

Management System and Organizational Structure at the UO

Article 2

Managerial Employee

1. The managerial employee (hereinafter referred to as "Manager") is the employee who is authorized, at individual management levels, to define and assign the work tasks, to organize, manage and control the work and to give the binding instructions to at least one directly subordinate employee (hereinafter referred to as "subordinate").
2. In addition to the rights and duties stipulated by the Regulations on Working Practices of the UO, the manager is particularly obliged:
 - a) to manage, organize and control the work of the subordinates and regularly evaluate their work activity in accordance with the Regulations on the Career System of the UO;
 - b) to acquaint himself/herself continually with the legislation, internal regulations of the UO and the orders of the Rector and/or the Dean, relating to his/her work and the work of his/her subordinates (hereinafter referred to as "employer internal regulations"), and to acquaint his/her subordinates with the rights and duties relating to those regulations;
 - c) to ensure the compliance with legal and other provisions by his/her subordinates;
 - d) to forward the information to the subordinates on behalf of the employer;
 - e) to acquaint the subordinates with the new working procedures, tools, work equipment and the corresponding regulations;
 - f) to verify the level of the professional knowledge of the subordinates and to supervise their professional competences and fulfilment of the qualification prerequisites and requirements;
 - g) to create the conditions for the subordinates' professional training;
 - h) to ensure the remuneration of the subordinates in accordance with the Labour Code and with the relevant employer internal regulations;
 - i) to supervise the proper performance of the subordinates' duties and deduce the consequences from the breach of their duties;
 - j) to notify the subordinate without undue delay of a breach of his/her duties arising from

- the legislation and employer internal regulations relating to the work performed, to inform him/her about the inaccuracy of his/her conduct and to establish the corrective measures. In case of a serious or repeated breach, to initiate the written notice of the dismissal possibility, or of the employment termination or, alternatively, the immediate employment cancellation;
- k) to create the favourable working conditions and to ensure the health and safety protection at work;
 - l) to ensure that the subordinates are assigned to the work and workplaces with regard to their abilities and health, not to allow the subordinate to perform a work being in the conflict with the legislation, with the health and safety protection employer internal regulations or in conflict with a medical opinion, including overtime work;
 - m) to ensure adoption of timely measures to protect the employer's tangible and intangible property, and to inform the subordinates about them;
 - n) to identify and monitor the risks that may arise in his/her competence area, to take measures to eliminate or minimize those risks, or, alternatively, to report the existence of risks to his/her manager;
 - o) to ensure the economic spending of financial funds entrusted to him/her by the employer;
 - p) in case the results, industrial property objects or other facts are subject of the employer's business secret, the manager, at whose workplace the business secret is used, is obliged to state the range of the facts considered to be the business secret, to specify the access rights to the business secret to the concerned employees, to inform the relevant employees about the facts considered to be the business secret, to inform them of their duties in protecting them, including the consequences of the breach of those duties, to adequately ensure the business secret confidentiality;
 - q) to take the measures to ensure the employer to be entitled to perform copyright (for employee works) or to provide sub-licenses to a third party in all cases where the law, the grant provider or the contract between the employer and the third party stipulates that the copyright related to the results should belong to the employer;
 - r) to fulfil the duties related to the application of the rules for recording hours worked, to regularly supervise the working hours observance and records of hours worked of the subordinates according to the rules set by the internal regulations of the employer;
 - s) to determine the vacation to the subordinates in order to deplete it in the calendar year in which the entitlement for vacation arose, unless it is impeded by the obstacles to work on the employee's side or urgent operational reasons. In determining the vacation, the employer's operational reasons and the legitimate interests of the employee must be considered.
3. The manager is instructed to perform an indicative examination in case his/her subordinates are suspected of being affected by alcohol or other addictive substances, by means of a breath test or saliva or sweat collection.
 4. The manager at higher position supervises the manager at lower position.
 5. The manager is responsible for the task performance of his/her subordinates.
 6. On the termination of employment or on function dismissal, the manager is obliged to hand over his/her agenda to his/her successor, if he/she is known, or to his/her superior. This handover is recorded into protocol.

Article 3
Deputizing of the manager

1. The manager, in his/her absence, may be represented in his full scope by his/her permanent deputy. The authorization for the permanent deputizing is carried out by the respective manager of the represented person. The authorization to depute the Rector is carried out by the Rector. The authorization to depute the Dean is carried out by the Dean. If the permanent deputy is not appointed, the manager himself is responsible for the performance of the function of the directly subordinate manager in his absence. The Rector and the Dean must always appoint his/her permanent deputy.
2. In special cases, particularly in the absence of the manager as well as of his permanent deputy, or in case of non-existing permanent deputy, the respective manager designates a sufficiently competent employee, by one-time written authorization, to deputize.
3. The decisions on important matters, where the nature of the matter permits so, may be reserved by the deputized person, or postponed until the deputized person returns. In such cases, the deputy shall make the validity of his decision conditional upon confirmation by the deputized person. If there is a danger of delay, the deputy shall establish a connection with the deputized person or, alternatively, shall contact the superior.
4. The immediate superior of the deputized person may, if necessary, usually in the case of a deputized person longer absence, order the handover and acceptance of the deputized person's agenda. At the same time, he/she shall also determine the hand-over protocol contents.

Article 4
Levels of the Management

The managers are classified to the management levels, as follows:

- a) at the first level, there is the Rector;
- b) at the second management level, there is the Dean and the manager directly subordinated to the Rector, according to the Statute of the UO or the Rectorate Organizational regulations;
- c) at the third level, there is the manager directly subordinated to the manager of the second level;
- d) at the fourth level, there is the manager who manages at least one subordinate and is not listed under a) to c).

Article 5
System of the Management

At the UO, the management system can be:

- a) hierarchical,
 - b) project,
 - c) methodical.
2. In the hierarchical management system, there is only one line of superior - subordinate relationship.
 3. The project management system distinguishes between superiority in the assigning and in the control of work directly related to the project, and in the other employment-legal relations.
 4. In the project management system, the project manager gives instructions and supervises the employees only in matters directly related to the project.

5. The hierarchical management system shall apply to the project management system only in cases which are not specified in Paragraph 4 (e.g. a leave request).
6. The methodical management system is defined as the setting of binding rules and procedures in the area of competence of the respective manager, by which the relevant employees are subsequently bound.

Article 6

Organizational Structure of the UO

1. The organizational structure of the UO consists of:
 - a) subdivisions of the UO,
 - b) a systemized position.
2. The UO is subdivided into the constituent parts specified in Article 15 of the Statute of the UO.
3. The constituent parts of the UO may be subdivided into the following organizational units, with respect to the range and variety of activities performed:
 - a) division,
 - b) unit/faculty department / institute/clinic/science centre,
 - c) department/centre;
 - d) office,
 - e) other organizational units stated by an order of the Rector or of the Dean.

PART TWO

Systemization of the Working Positions

Article 7

Systemized position

1. A systemized position is a working position which the constituent parts of the UO need for the realization of their educational and creative activity (hereinafter referred to as the "main activity") and complementary or supportive activities.
2. The systemized position is defined by:
 - a) the systemized position name;
 - b) the systemized position type;
 - c) the qualification prerequisites of the systemized position;
 - d) the main activities description of the systemized position;
 - e) stated weekly working time.
3. The name of a systemized position briefly and appropriately describes the systemized position in terms of the main work field, and, alternatively, in terms of organizational classification. The systemized position name and the total amount of stated weekly working time for the given systemized position is specified in the organizational regulations of the relevant constituent parts of the UO, issued by the Rector or the Dean in the form of an order.
4. The up-to-date list of systemized position types, related corresponding qualification prerequisites and the main activities descriptions of the systemized position are stated in the

Article 8

Principles of Systemization

1. UO employees with an employment contract, regardless the amount of stated weekly working time, must be assigned the systemized position.
2. The fulfilment of the minimum qualification prerequisites for the given systemized position is the condition for the employee to be assigned the relevant systemized position.
3. When assigning an employee a systemized position, the most difficult activity of the employee is considered. Occasionally or exceptionally performed work activities are not considered when being assigned on a systemized position.
4. The list of up-to-date systemized positions in the hierarchical structure (hereinafter referred to as "systemization") is stated in the organizational regulations of the relevant constituent part of the UO, issued by the Rector or the Dean in the form of an order.
5. Systemization is primarily based on the strategic plan of the UO or the faculty, on the plan for its realization for the given calendar year, or on another strategic material.

Article 9

Procedure for the Systemized Position Creation and Revocation

1. The Rector or the Dean decides on the creation and revocation of a systemized position by updating the relevant organizational regulations.
2. The manager of the relevant workplace submits usually a proposal to create or to revoke a systemized position.
3. The proposal for the creation of the systemized position must contain the formalities in accordance with Article 7 Paragraph 2, the reasons for the systemized position creation, and the indication of the source of funds for the wage and for other costs related to the systemized position creation and keeping, as well as the information on the proposed systemized position estimated duration.
4. The proposal for the revocation of the systemized position must contain the identification of the systemized position to be revoked, including the reasons for its revocation, the identification of the systemized position to which the tasks of the revoked systemized position will be transferred and the indication of the possible costs resulting from the systemized position revocation.

Article 10

Procedure for the Recruitment to the Systemized Position

The recruitment to the systemized positions takes place in accordance with the Regulations on Recruitment Procedures at the UO.

PART THREE

Temporary and Concluding Provisions

Article 11

Temporary Provisions

The constituent parts will update the respective organizational rules in accordance with these Organizational Rules within three months after these ones take effect.

Article 12

Concluding Provisions

1. These Organizational Regulations were approved in accordance with Section 9, Subsection 1b), point 3 of the Act, by the Academic Senate of the UO on 21 January 2019.
2. These Organizational Regulations become valid in accordance with Section 36, Subsection 4 of the Act on the day of its registration by the Ministry of Education, Youth and Sports.
3. These Organizational Regulations become effective on the date of its registration by the Ministry of Education, Youth and Sports.

prof. MUDr. Jan Lata, CSc.
rector