

**Charles University in Prague, Dormitories and Refectories, Voršilská
1, Praha 1**

Ref. No. 711 /2015
Prague, Oct 30, 2015

DIRECTOR'S PROVISION NO. 23/2015

Working hours in dormitories and refectories

With respect to the Act No. 262/2006 Coll., Labor Code, as amended (hereinafter Labor Code), the working hours in all units of dormitories and refectories are hereby set as follows:

I. Headquarters of Dormitories and Refectories

1. For the employees of the headquarters of Dormitories and Refectories (hereinafter Headquarters), the flexible working hours are set pursuant to § 85 of the Labor Code. The purpose of the flexible working hours is to enable the employees to set the beginning and end of their shift according to their own personal needs, provided their all duties are dealt with. The proposal for the flexible working hours was, pursuant to § 99 of the Labor Code, discussed with the trade unions on April 21, 2015.
2. A buffer period for the flexible working hours is the calendar month, in which the employee sets the beginning and end of the shift, provided the further conditions are met.
3. The obligatory working hours are 40 hours a week. Together with the 30-minute lunch break, the hours are set as follows:
 - Monday through Thursday: 7.15 AM to 4 PM,
 - Friday 7.15 AM to 2.45 PM.
4. The basic working hours, during which the employees of the headquarters (save the 30-minute break for meals and relax) must be present at the workplace, are 9 AM to 2 PM. The optional working hours are set outside this period, i.e. before 9 AM and after 2 PM. The total shift length must not exceed 12 hours.
5. The 30-minute lunch break can be taken by any employee between 10.30 AM and 1 PM; it can't be taken in the beginning or the end of the shift.
6. A senior staff member is entitled to order his/her subordinate to start a shift at a specific time, and/or not to end it before a specific time, within the working hours, for important working reasons. The employee must follow this order.
7. On the last day of the calendar month, the employee must complete all monthly working hours as defined by the valid working hours fund and the working contract of the employee.
8. Every employee is responsible for appropriate reporting of his/her working hours and for the full completion of monthly working hours.
9. The completion of working hours is reported electronically, in a way as defined by the employer.
10. The heads of expert departments continuously supervise and check the working hours of all staff. An appointed staff member of the secretariat of the Dormitories and Refectories' director submits the records for salaries to the salary accounting office.
11. In case the working hours are not completed, unless the reason is the reported problem on the part of the employee or the employer, the incompleteness is considered the breach of the employee's working duties.

12. The flexible working hours don't apply in the following situations:
- During the business trip of the employee;
 - When there's a need to cope with urgent working tasks in a shift whose beginning and end is set firmly, or if the flexible working hours are disabled due to the operational reasons;
 - In the beginning of the shift when working outside the regular workplace, based on the order of the manager, or in the end of the shift in a similar way;
 - In case of important obstacles at work, during which the employees are entitled for the salary compensation (pursuant to § 191 of the Labor Code), or allowances based on the health insurance statement (such as sick leave, care for a sick child, etc.);
 - In case of other important personal obstacles at work, pursuant to § 199 of the Labor Code (such as consultations with the physician etc.);
 - If the employee made a written request for that, in case of a written consent of the employee's line manager;
 - If the employee received a written notice stating his/her flexible working hours were cancelled due to the repeated breach of their rules or reporting;
 - In other cases based on the employer's decision.

II. Dormitories

- The obligatory working hours are 40 hours a week. Together with the 30-minute lunch break, the hours are set as follows:
 - Administration jobs:
Monday through Thursday: 7.15 AM to 4 PM,
Friday 7.15 AM to 2.45 PM.
Lunch break 11.15 to 11.45 AM
 - Maintenance, cleaning, other jobs:
Monday through Friday 6.30 AM to 3 PM.
Lunch break 11.00 to 11.30 AM
 - Continuous shift-based jobs – receptionists etc.:
Day shift: 7 AM to 7 PM
Night shift: 7 PM to 7 AM
Meal breaks: set by the manager of the dormitory according to local conditions

III. Refectories and other catering facilities

- The obligatory working hours are 40 hours a week. Together with the 30-minute lunch break, the hours are set as follows:
 - Administration jobs:
Monday through Thursday: 7.15 AM to 4 PM,
Friday 7.15 AM to 2.45 PM.
Lunch break 11.15 to 11.45 AM
 - Cooks, warehouse staff, cleaning:
Monday through Friday 6.15 AM to 2.45 PM.
Lunch break: set by the manager of the catering facility according to local conditions
 - Cashbox operators, staff of buffets, SKC, café U Rotlevů, and 2-shift jobs:
The working hours and lunch breaks are set by the manager of the catering facility according to local conditions and opening hours.

IV. Lunch (meal) and safety breaks

- 30-minute lunch (or other meal) break (hereinafter "the break") is provided to every employee, in accordance with the Labor Code, no later than after 6 hours of continuous work (4.5 hours in case the employee is under 18).

2. The breaks aren't included in the working hours.
3. There can be no breaks in the beginning and in the end of the working hours.
4. The employees working in the even working mode, with the daily shift not exceeding 4.5 h, aren't entitled to breaks.
5. If a break is divided into parts, at least one part must take at least 15 minutes.
6. If the works can't be interrupted, the employee must be given sufficient time to eat and relax; this time is included in the working hours.
7. If an employee is entitled for a safety break according to special provisions, this break is included in the working hours. If this safety break coincides with the lunch break, the latter is included in the working hours.

V. Final provisions

1. The managers of the dormitory and catering facility must provide the HR department with the list of employees with continuous operations, and employees with even working hours in 2-shift operations, and arrange for regular updates of these lists.
2. The managers of the dormitory and catering facility must perform the regular supervision of the completion of working hours by all employees in their areas of responsibility, and are responsible for the appropriate written reporting thereof (i.e. records of employees entering and leaving the site, duration of breaks, records of employees leaving the site for job-related and other reasons, including holiday, temporary sick leave, care for children etc.).
3. The managers of the dormitory and catering facility also supervise that the employees in their areas of responsibility completed the monthly working hours in the appropriate amount. The signed working hours report must be submitted by the managers of the dormitory and catering facility to the salary accounting department for salary calculation.
4. If operations permit, the employer may allow the employee a different setup of the managers of the dormitory and catering facility, upon the employee's request, for health-related or other serious reasons. In this case, the manager must submit the employee's written request (stating the valid reasons and the manager's own statement) to the director of Dormitories and Refectories.
5. This provision cancels the Director's Provision No. 7/2000 on working hours, from December 29, 2000.
6. This provision is valid and effective as of the day of issue.

Ing. Jiří Macoun
Director

Written by: JUDr. Svobodová, OSÚ – legal department
Distribution sheet: managers of headquarter departments, managers of dormitories, managers of catering facilities