

## BENEFITS OFFERED AT TBU

Your satisfaction is important to us. We all have to balance work and personal and family life. We know that every minute counts. Therefore, we put emphasis on work-life balance at TBU. At the same time, we are delighted to see our employees' efforts to grow professionally, to upgrade their knowledge, share experience, and move forward.

## WORK – LIFE BALANCE

- 6 weeks of annual leave for non-academic staff
- 8 weeks of annual leave for academic staff
- TBU Nursery School
- Flexible time schedule within set limits
- Part-time employment
- Allowance for pension insurance contribution or allowance intended for benefits

## BENEFITS AND DISCOUNTS

- Contribution for catering services provided in the TBU Refectories
- Employee programme offering telecommunication services to you and your family members
- Discount in Baťa shops
- Discount in Vasky Zlín shop
- VIP programme in HP Tronic shops
- Discount in the Alza Benefit program
- Discount on tickets at Slovákcké divadlo
- Discount at partner online stores
- Discount in OBI shop – Malenovice
- Bikesharing with nextbike, and more...

## TRIPS AND HOLIDAYS

- Portáš university Chalet
- Discount on wellness package at Augustiniánský dům
- Discount on stay at Horský hotel Jelenovská
- Discount on wellness stay at Lázně Luhačovice
- Valachy Resort and Valtice hostel
- Discount at Alexandria (travel agency) and more...

## SELF DEVELOPMENT

- Free library services provided by the TBU Library
- English language courses for academic and non-academic staff
- Staff teaching and training mobilities
- Soft skills courses and IT training courses
- Professional knowledge courses
- Project workshops and other activities
- Sport activities, and more...

## FACULTIES AND OTHER COMPONENT PARTS

- Faculty of Technology
- Faculty of Management and Economics
- Faculty of Multimedia Communications
- Faculty of Applied Informatics
  - Centre for Security, Information and Advanced Technologies (CEBIA-Tech)
- Faculty of Humanities
- Faculty of Logistics and Crisis Management
- Library
- Halls of Residence and Refectory
- University Institute
  - Centre of Polymer Systems
  - Technology Transfer Centre
  - Footwear Research Centre
  - Science and Technology Park

## UNIVERSITY MANAGEMENT BOARD

### » RECTOR

prof. Mgr. Milan Adámek, Ph.D.

### » VICE-RECTORS

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### » DIRECTOR OF MARKETING AND COMMUNICATIONS

Ing. Andrea Kadlčíková



 Tomas Bata University in Zlín

# Welcome to TBU!

  /UTBZlin

[www.utb.cz/en](http://www.utb.cz/en)

Dear colleague,

we are greatly delighted to welcome you to Tomas Bata University. It is our wish that you will enjoy the university environment, and that you will be provided with opportunities to apply your professional skills, and that your work will make you happy.

We believe that with your work and attitudes you can also support the growing reputation of the university, whose goal is to become a reputable multidisciplinary institution which strives to closely link education to R&D and creative activities in all its spheres of action.

Within its activities, TBU also supports the development of the Zlín region, and as one of the few universities in the world, it offers student education in accordance with the principles of responsible entrepreneurship inspired by the business philosophy of Tomas Bata, after whom it has been named.

Within this strategy, the university has been developed as an open international centre of education, which continuously creates transformable creative potential.

Like Tomas Bata, we believe that: **“Nothing is impossible for a determined and knowledgeable person.”**

So welcome to TBU and read some helpful tips, which will make the start of your career path at the university easier.

prof. Mgr. Milan Adámek, Ph.D.  
Rector

## YOUR FIRST DAY AT TBU

The first day at the university will be dedicated to completing mandatory training sessions and handling other organizational matters. However, there is no need to worry. We will go through everything together with you, especially the necessary administrative requirements.

### What should you expect?

- 1.A welcome meeting with a colleague from the **Human Resources Development** Department and an introduction to UTB (basic information, employee benefits, trade unions, etc.; approximately 10–15 minutes).
- 2.Mandatory **Occupational Health and Safety training** and **Fire Safety training** (approximately 60–90 minutes).
- 3.Training on **personal data protection** issues (GDPR; approximately 60–90 minutes).
- 4.**Cybersecurity training** (approximately 30 minutes).
- 5.Issuance of an **Employee ID card** by a colleague from the IT Center. The card will serve as your identification, allow access to university buildings and the library, and enable you to purchase refreshments at university cafeterias or pay for lunch at the canteen.
- 6.**Arrival at your new workplace** – your supervisor or a designated person will discuss operational and work-related matters with you.

## PRACTICAL INFORMATION

### E-MAIL

During the period of your employment, you will use your University e-mail as a communication tool. Your e-mail address will be generated by the ITC – Information Technology Centre.

### CATERING

As a TBU employee, you can use the catering services in any of the TBU Refectories, or take a coffee in any of its cafeterias or in the Restaurant. You will again prove your identity by presenting your chip card. The amount of your purchase will be debited on your card and paid via monthly payroll deductions.

### COUNSELLING CENTRE

Are you dealing with a difficult situation in your life or at work? You can make use of the services offered by the counselling centre. The counselling centre provides free expert consultancy services to all TBU employees – if you need help or advice when dealing with work-related problems, when facing major life decisions or fear of failure, when dealing with tense interpersonal relations, misunderstanding with your close ones, etc.

If you feel stressed by a certain problem, do not hesitate to contact the counselling centre.

(**web:** counselling.utb.cz, **e-mail:** poradenstvi@utb.cz)

### INTERNAL SYSTEM FOR EMPLOYEES

All the necessary information, directives, documents and many others are available in the section “Employee” of the TBU website [www.utb.cz](http://www.utb.cz). After entering your login details, you will be granted access to the internal system of the university.

## DO YOU NEED ADVICE?

Should you have any enquiries regarding the process of on-boarding and your integration into the new workplace, you can contact us at:

### HUMAN RESOURCES DEVELOPMENT

(U 13, office no. 0140, e-mail: [orlz@utb.cz](mailto:orlz@utb.cz), web: [utb.cz/orlz](http://utb.cz/orlz) tel.: 576 032 215).

### HUMAN RESOURCES

(U 13, office no. 214, e-mail: [personalni@utb.cz](mailto:personalni@utb.cz), tel.: 576 032 225).

