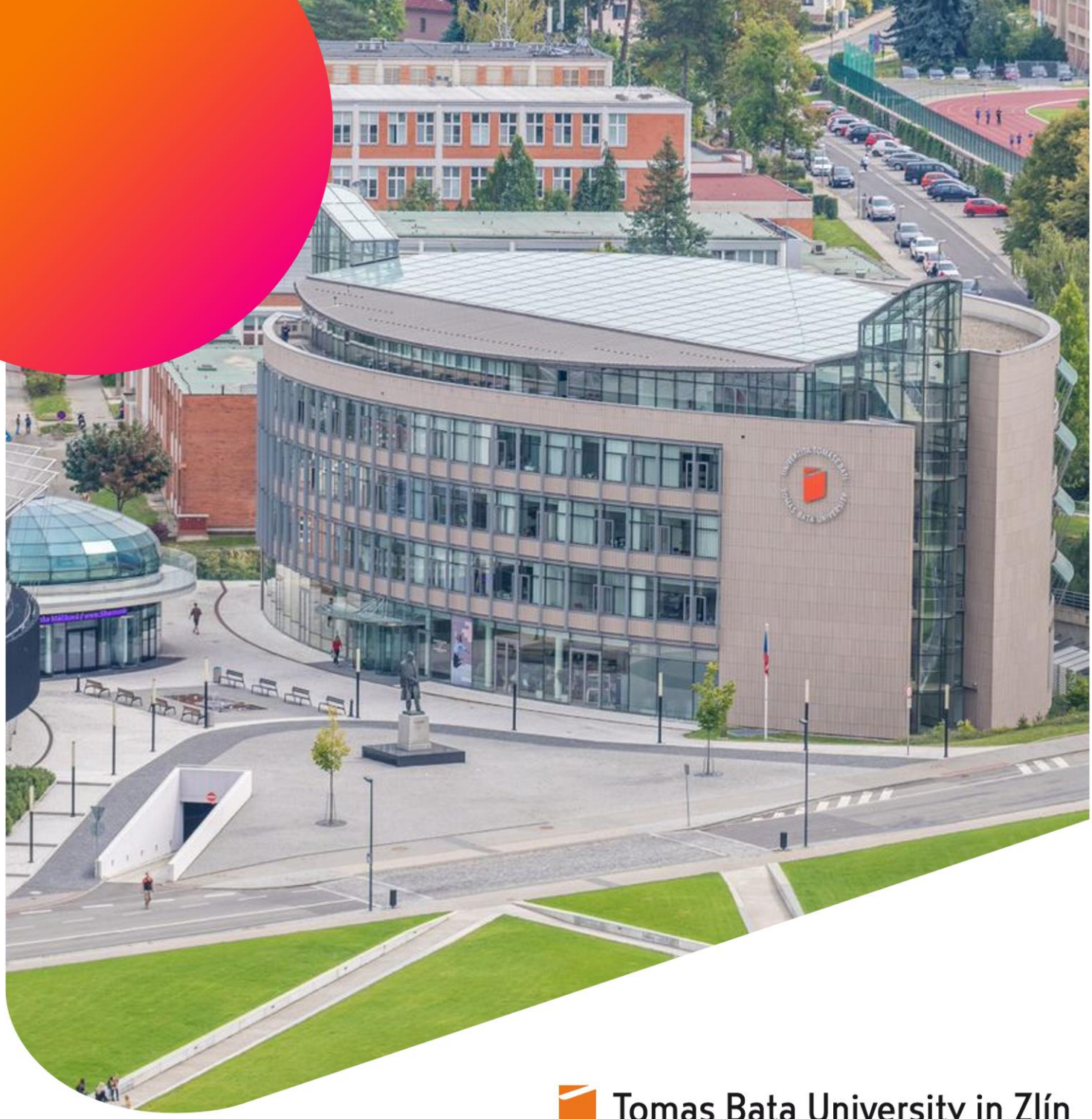

Tomas Bata University in Zlín

Welcome to TBU!

A guide for new employees

/UTBZlin

www.utb.cz/en

Dear colleague,

I am very pleased to welcome you to Tomas Bata University in Zlín. It is my 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.

I 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 higher education institution.

Within its activities, TBU supports also 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.

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

This guide will help you find your way around your workplace and will also make your first working days at the University easier.

Welcome to TBU!

Prof. Milan Adámek
Rector

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1 About the University

Tomas Bata University in Zlín (hereinafter referred to as "TBU") is an open and flexible higher education institution, developed in accordance with five central values: entrepreneurship, openness, usefulness, creativity and responsibility. This is also one of the reasons why TBU counts among the first higher education institutions in the Czech Republic to be awarded the prestigious institutional accreditation.

In terms of student numbers, TBU ranks among medium-sized universities. Almost 10,000 students from the Czech Republic and abroad study at six TBU Faculties. More than 1,000 people are employed at the University.

TBU is located in Zlín, except for the Faculty of Logistics and Crisis Management, which is situated in Uherské Hradiště. The university offers accredited Bachelor's, Master's and doctoral programmes in full-time and part-time mode of study; senior citizens can attend courses provided within the University of the Third Age.

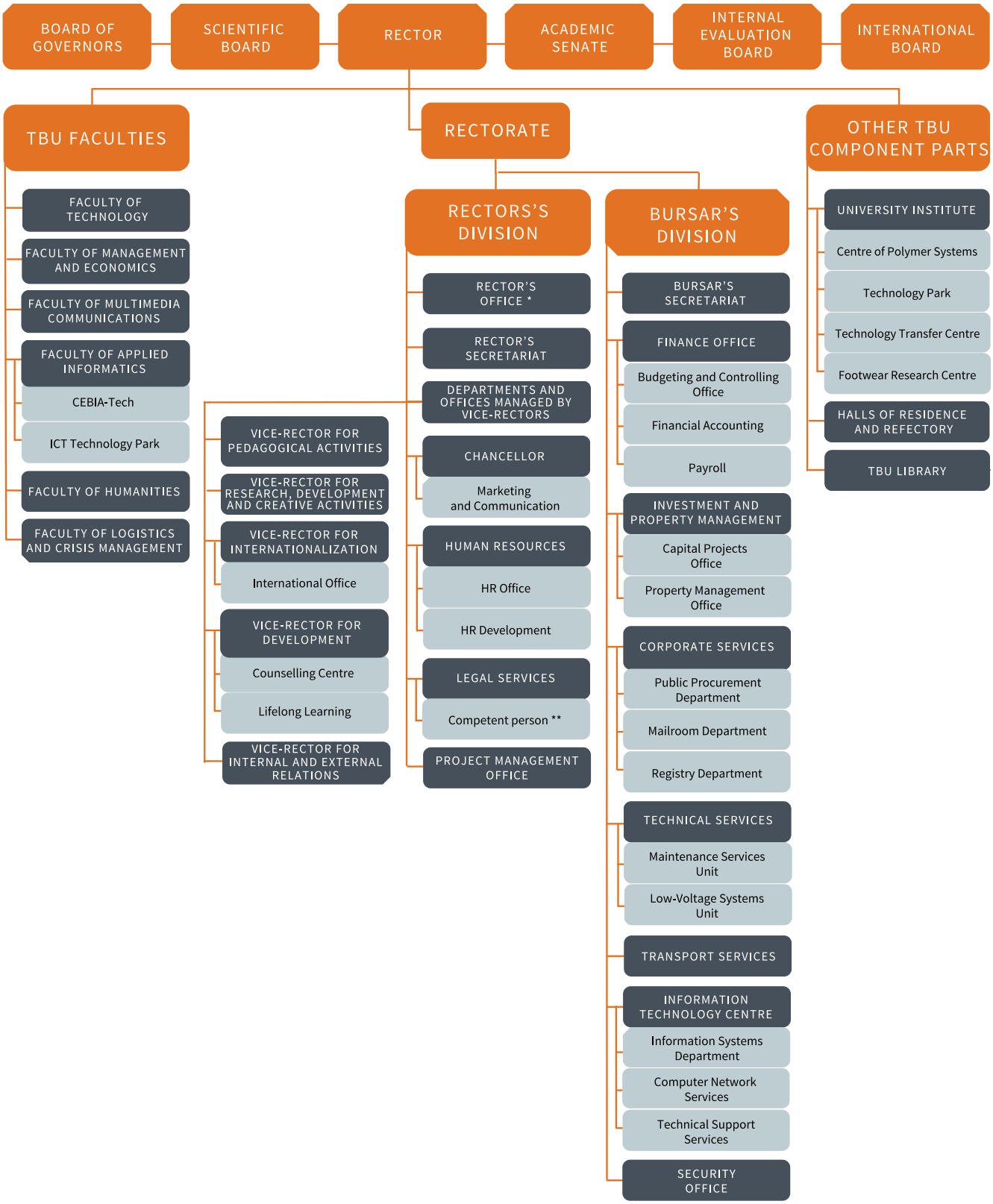
In the area of research, TBU has produced significant results mainly in the area of polymer engineering, applied informatics and creative specializations. TBU research units offer opportunities for the provision of classes to students as well as for collaboration with companies and institutions.

In 2018, two TBU research centres – Centre of Polymer Systems and the Centre for Security, Information and Advanced Technologies CEBIA-Tech earned the reputable HR Award. The HR Award is a guarantee of the European standard of care for employees, openness and transparency of selection procedures and the high quality of the working environment.

1.1 Tomas Bata University in Zlín – identification of the employer

Registered office:	nám. T. G. Masaryka 5555, 760 01 Zlín
TBU Rectorate:	building U13
Telephone:	+420 576 038 120
E-mail:	podatelna@utb.cz
Website:	www.utb.cz
Identification number:	70883521
Tax identification number:	CZ70883521
Data box ID:	ahqj9id

1.2 Organizational chart of TBU



* **Rector's office** (Internal Auditor, –Ombudsperson, Person competent to receive reports in compliance with Act No. 171/2023 Coll., the Whistleblower Protection Act (hereinafter referred to as the "Competent Person"))

1.3 University bodies

1.3.1 Self-governing academic bodies

- Rector

In accordance with the Act No. 111/1998 Coll., on Higher Education Institutions, and on Alterations and Amendments to Other Acts (hereinafter referred to as the "Higher Education Act"), TBU is headed by the **Rector**. The Rector shall be appointed and removed from office by the President of the Czech Republic upon a proposal by the **Academic Senate** of the university. The Rector's term of office is four years; the position of Rector at a particular public higher education institution may be filled by the same person for two consecutive terms of office at the most. The Rector appoints his deputies, **Vice-Rectors**, who can act as his deputies in certain areas. He appoints and removes from office **Deans** (upon proposal by the academic senates of relevant Faculties), **Bursar**, members of the Scientific Board and disciplinary committee, submits the budget of the university, annual economic report and evaluation. The Rector acts and makes decisions in connection with all matters pertaining to the institution, communicates with the public on behalf of the university. The organizational unit of the Rector is called the **Rectorate**.

- Academic Senate

The Academic Senate (hereinafter referred to as "TBU AS") forms an integral part of the TBU decision-making structure. It is a self-governing representative academic body of the University with competences enshrined in the Higher Education Act.

The TBU AS mainly votes on the candidates to be appointed Rector, on the removal of the Rector from the office, it approves, for example, internal rules and regulations, budget, annual activity reports, strategic plans or the Report on Internal Evaluation of the Quality of Teaching, R&D and Creative and Related Activities of the University.

The number of the members of the TBU AS is set by the Election Rules of the TBU AS at 36, so that each TBU Faculty is represented by four academics and two students. Details regarding the meetings of the TBU AS are set out in the Rules of Procedure of the TBU AS. Meetings of the TBU AS are open to the public.

Publically accessible minutes are taken of the meetings of the Academic Senate, always including all the discussed documents.

- Scientific Board

Members of the Scientific Board are distinguished representatives in fields in which the University carries out teaching, educational, scientific, research, development and other creative activities. Its competences, composition, method of establishment and rules of conduct are set out in the Higher Education Act and the Rules of Procedure of the Scientific Board. The Scientific Board discusses the strategic plan of the public higher education institution, approves degree programmes whose approval does not fall within the competency of the Scientific Board or Artistic Board of a particular Faculty, carries out the scope of activities related to the procedures for the appointment of Professors and in the habilitation procedure to the extent stipulated by the Higher Education Act.

The Scientific Board gives opinion on issues submitted by the Rector. Publically accessible minutes are taken of the meetings of the Scientific Board.

- Internal Evaluation Board

The Internal Evaluation Board carries out activities in the area of quality assurance of educational, R&D, creative and related activities. It focuses on internal evaluation, keeping records of the given area and other scopes of duties to the extent set by the TBU Statute.

- Disciplinary Committee

The Disciplinary Committee considers the disciplinary offences of students of the University and presents the Rector with its proposal for dealing with the offence in question. The term of office of members of the Disciplinary Committee may not exceed two years. The members of the Disciplinary Committee are appointed (and removed from office) by the Rector from among the members of the institution's academic community. Half of the members of the Disciplinary Commission are students. The Disciplinary Committee elects (and removes from office) the Chairperson from among its members.

1.3.2 Other bodies of the University

- Board of Governors

The Board of Governors is a collective body, in which representatives of public life, state administration and self-governing institutions, employers and TBU graduates are represented. The powers, composition, method of establishment and rules of conduct are laid down in the Higher Education Act and the Statute of the Board of Governors approved by the Minister of Education, Youth and Sports. The composition of the Board of Governors exclusively from external members shall guarantee independence in decision-making.

The Board oversees approving particularly the transfer of the ownership rights over movable and immovable property or the creation of a real burden. Moreover, it approves the budget and strategic plan of the University and discusses the annual activity reports of the institution.

- Bursar

The **Bursar** is responsible for the financial management and internal administration of the University and acts on behalf of it to the extent determined by the Rector. The Bursar is appointed and dismissed by the **Rector**.

1.3.3 Advisory bodies and boards

Advisory bodies are established for the coordinated, streamlined and mutually information-based provision of all activities of TBU and its component parts, and for solving conceptual and serious operational tasks.

- University management board
- Rector's Advisory Council (minutes of the meeting of the Rector's Advisory Council)
- International Board
- Ethics Committee (see Chapter 6.4.)
- Ombudsperson (see Chapter 6.3.)
- Cyber Security Management Committee (see Chapter 9.5.)

Other advisory bodies include, for example, Professorial Council, Information and Security Systems Council, Investment Committee, Library and Editorial Council, Intellectual Property Protection Committee, Doctoral Programme Commission, and others.

All advisory boards of TBU in Zlín and their composition are governed by the Rector's Directive No. 27/2023.

1.4 Current management board of TBU

Rector

prof. Mgr. Milan Adámek, Ph.D.
Rector (room No.: 419/U13)

Bursar

Mgr. Petra Jungová, LL.M.
(room No.: 319/U13)

Director of Marketing and Communications

Ing. Andrea Kadlčíková
Director of Marketing and Communications (room No.: 414/U13)

Vice-Rectors

prof. Ing. Petr Humpolíček, Ph.D.
Vice-Rector for Research, Development and Creative Activities (room No.: 416/U13)

Mgr. Lenka Drábková, Ph.D.
Vice-Rector for Pedagogical Activities (room No.: 422/U13)

prof. Ing. Marek Kubalčík, Ph.D.
Vice-Rector for Internationalization (room No.: 427/U13)

Ing. Martina Juříková, Ph.D.
Vice-Rector for Internal and External Relations (room No.: 426/U13)

doc. Ing. Adriana Knápková, Ph.D.
Vice-Rector for Development (room No.: 423/U13)

1.5 Faculties and component parts of TBU

Faculties are headed by **Deans**, who are appointed and removed from office by the Rector on the proposal of the Academic Senate of the Faculty. The Dean serves a four-year term of office, which may be held at the same Faculty for a maximum of two consecutive terms of office. The Dean is represented, to the extent determined by him/her, by the **Vice-Deans**, who are appointed by the Dean as his/her advisors for specific activities. The management and internal administration of the Faculties is managed by **Secretaries**. Within the Faculty, they have a similar function as the Bursar within the university to the extent specified by the measure issued by the Dean. The Secretary is appointed and removed from office by the **Dean**.

1.5.1 Academic Senate of a Faculty

The Academic Senate of a Faculty (hereinafter referred to as the "Faculty AS") is composed of academic staff of the Faculty and students. It is elected by the academic community (students and teachers) at least once every three years. As a body of academic self-government, the Faculty AS has very important rights and competences, and thus significantly participates in the operation of the Faculty, approves proposed internal regulations, distribution and use of funds, annual activity reports, etc. The Faculty AS expresses its opinion in particular on proposals for degree programmes or on the Dean's intention to appoint Vice-Deans or remove them from office.

1.5.2 List of TBU Faculties and component parts

Tomas Bata University in Zlín Faculty of Technology	▪ Faculty established on: 15 April 1969 ▪ Website: ft.utb.cz ▪ Dean: prof. Ing. Roman Čermák, Ph.D. ▪ FT official board
Tomas Bata University in Zlín Faculty of Management and Economics	▪ Faculty established on: 27 June 1995 ▪ Website: fame.utb.cz ▪ Dean: doc. Ing. Michal Pilík, Ph.D. ▪ FaME official board
Tomas Bata University in Zlín Faculty of Multimedia Communications	▪ Faculty established on: 1 January 2002 ▪ Website: fmk.utb.cz ▪ Dean: Mgr. Josef Kocourek, Ph.D. ▪ FMC official board
Tomas Bata University in Zlín Faculty of Applied Informatics	▪ Faculty established on: 1 January 2006 ▪ Website: fai.utb.cz ▪ Dean: doc. Ing. Jiří Vojtěšek, Ph.D. ▪ FAI official board
Tomas Bata University in Zlín Faculty of Humanities	▪ Faculty established on: 1 January 2007 ▪ Website: fhs.utb.cz ▪ Dean: Mgr. Libor Marek, Ph.D. ▪ FHS official board
Tomas Bata University in Zlín Faculty of Logistics and Crisis Management	▪ Faculty established on: 1 September 2009 ▪ Website: flkr.utb.cz ▪ Dean: prof. Ing. Zuzana Tučková, Ph.D. ▪ FLCM official board
Tomas Bata University in Zlín University Institute	▪ Institute established on: 24 June 2003 ▪ Website: uni.utb.cz ▪ Director: prof. Ing. Michal Sedlačík, Ph.D. ▪ UNI official board
Tomas Bata University in Zlín Library	▪ Building: University Centre (U13) ▪ Website: knihovna.utb.cz ▪ Director: PhDr. Ondřej Fabián
Tomas Bata University Halls of Residence and Refectory	▪ Accommodation and catering at TBU ▪ Website: kmz.utb.cz ▪ Director: Bc. Michal Navrátil

1.5.3 Research units and parks

Centre of Applied Economic Research	▪ Building: U2 ▪ Website: https://caev.utb.cz/cs/ ▪ Director: -
Centre of Polymer Systems	▪ Building: U17 ▪ Website: cps.utb.cz ▪ Director: prof. Ing. Vladimír Sedlařík, Ph.D.
Technology Transfer Centre	▪ Building: U11 ▪ Website: uni.utb.cz ▪ Director: Ing. Ivana Bartoníková

Footwear Research Centre	▪ Building: U11 ▪ Website: uni.utb.cz ▪ Director: Ing. Tomáš Sáha, Ph.D.
Centre for Security, Information and Advanced Technologies	▪ Building: U5 ▪ Website: fai.utb.cz/cebia-tech/ ▪ Director: prof. Ing. Vladimír Vašek, CSc.
Research Centre of FHS	▪ Building: U18 ▪ Website: fhs.utb.cz ▪ Director: Mgr. Tomáš Karger, Ph.D.
Technology Park	▪ Building: U11 ▪ Website: uni.utb.cz ▪ Director: -
ICT Technology Park	▪ Building: U56 ▪ Website: fai.utb.cz ▪ Director: doc. Ing. Miroslav Maňas, CSc.

1.6 Internal legislative environment – important documents

Internal regulations, directives, decrees, important documents and information at the university level are available in the TBU internal rules and regulations and the TBU Statute, as the basic legal document of Tomas Bata University in Zlín. Its integral part is the **Code of Ethics** (see Chapter 6.4).

All important documents are available on the TBU Official Board and on the **official boards of relevant Faculties** (see the Table above in Chapter 1.5.2), where important Faculty information on internal rules and regulations, academic year calendar, annual activity reports, strategic plans, elections, etc. are provided.

Academic staff should also get familiar with the TBU Study and Examination Regulations.

Definition of terms

Internal rule of a public higher education institution (hereinafter referred to as "PHEI") – a legal rule issued by the PHEI, that regulates the organization and the activities of the PHEI, or the status of the members of the academic community. Its existence is assumed by the Higher Education Act, which shall also stipulate a specific method of its issuance (approval by the Academic Senate, registration by the Ministry of Education, Youth and Sports). The basic internal rules of a PHEI include the Statute of the PHEI, Study and Examination Regulations, Scholarship Regulations, Salary Regulations, etc.

Internal regulation of a PHEI – an internal regulation issued by a body of the PHEI, usually the Rector, or the Bursar. In general, the issuance of internal regulations is not subject to any other approval procedure by other bodies of the PHEI. At TBU, these are the Rector's Directive, the

Rector's Decree, the Bursar's Directive and the Bursar's Decree.

Rector's Directive – an internal regulation, which usually regulates organizational and technical matters of a university-wide nature.

Rector's Decree – an internal regulation, which usually deals with the issues of internal organization (e.g. the number and competences of Vice-Rectors) and the process of operation of the HEI (time off announced by the Rector) and which does not need to be solved by internal regulation. The regulation has a university-wide nature.

Bursar's Directive – an internal regulation issued by the Bursar with relation to organizational matters falling within the competence of the Bursar. It regulates, for example, financial management, etc.

Bursar's Decree – an internal regulation issued by the Bursar, which usually regulates technical matters falling within the competence of the Bursar, e.g. tables of fees, time schedules, etc.

2 Before starting employment at TBU

Before you start your employment with us, we will get in touch with you. It is necessary that you complete a **Personal questionnaire**, so that we can prepare the employment contract and other employment documents for you. In the event that you have another job outside the Czech Republic, you should complete also a Word of Honour on the Concurrence of Employment within the EU/EEA and Switzerland. In addition, it is necessary to present a confirmation of employment (the so-called employment history sheet) from the previous employer.

You will receive all information and documents related to the start of your employment in time from your HR Officer (see the Table below in Chapter 5.1.1), who will accompany you through the entire on-boarding process.

2.1 Personal questionnaire

In order to fully and accurately complete the personal questionnaire, you will need your identity card, health insurance card, document certifying the highest completed education (original copies of the documents must be submitted for inspection). You will also need a list of all previous jobs, so that the period of your professional experience can be taken into account (see the Salary Regulations of TBU in Zlín).

2.2 Getting familiar with TBU internal documents

We will send you a link to TBU internal documents, with which you need to get familiar before the start of employment. These include the Work Regulations of TBU, the Collective Agreement, Code of Ethics, "RED FLAGS" and the internal regulations.

2.3 Pre-employment health check

Mandatory pre-employment occupational medical checks are limited only to work in categories 2, 2 – risk category, 3, 4, or in the case of activities as stipulated in a special regulation.

If you are required to undergo an occupational medical examination, your HR Officer (see the Table below in Chapter 5.1.1) will inform you. You must then return the completed and signed medical certificate to your HR Officer before starting your employment.

In the event that you enter into employment relationship with Tomas Bata University in Zlín, we will reimburse you for the costs incurred in connection with the pre-employment occupational health check according to the Bursar's Decree No. 7/2023.

University doctor:

- **Provider:** Tomas Bata Regional Hospital (Krajská nemocnice Tomáše Bati)
- **Address:** Havlíčkovo nábřeží 600, 762 75 Zlín
- **Contact:** +420 577 552 768
- **Office hours:** Weekdays from 9:00 AM to 2:00 PM

2.4 Signing of all documents

At the HR Office, you will sign the employment contract and other related documents (salary scale and grade according to your job position, job description), and you will obtain a password to the electronic payslip – for more information please see Chapter 5.3.3.

At the Payroll Office, you will also deal with the following issues:

- eligibility for tax relief on child care
- Declaration of the Taxpayer Liable to Personal Income Tax from Dependent Activity
- statement of deductions from your pay – executions, preferential and non-preferential claims
- report the bank account details
- submit your Confirmation of Study Letter, etc.

2.5 Other documents to submit

The following documents must be submitted no later than on the day of commencement of employment:

- Original copy of the employment history sheet from previous job
- Document confirming exclusion from the register of job seekers at the Employment Office
- Decision on entitlement for and the level of inclusion in the Czech Social Security Administration (if you receive a pension or are recognized as a disabled person)

3 Your first day at TBU

All new employees at UTB start on the first working day of the month at 8:00 a.m. The first day at the university is dedicated to completing mandatory training sessions and taking care of other organizational matters. However, there is no need to worry. Everything will be finished by approximately 11:00 a.m., after which you will be able to proceed to your respective workplace.

3.1 Onboarding training

On your first day of work, you will meet the **Human Resource Development** Specialist (for contact details, see Chapter 5.1.2) who will give you basic information about the University. You will take compulsory training on **occupational safety and health** and **fire prevention**, and also the staff training regarding **personal data protection** (the so-called GDPR) and **cybersecurity**.

3.2 TBU Employee Identity Card

Upon start of employment you will be issued with a TBU card – Employee ID Card, which you will use at TBU to prove your identity. The ID card is issued at TBU in Zlín in accordance with the Rector's Decree No. 8/2024, Part Three.

Besides proving your identity, the ID card enables you to use the following internal university services:

- access to the university buildings, selected premises and lecture rooms
- collection of meals and purchases in the facilities of the Halls of Residence and Refectories (payment is made by monthly deduction from salary)
- loan process in the Library
- reprographic services (copying, printing)
- purchase in the Textbook and Souvenir Shop
- discounts with selected partners of TBU – for more information please see Benefits in Chapter 7 or the section Employee on the TBU website

You can collect your ID card from your HR Officer on the day of signing the accommodation contract or within two working days of delivery of the photo.

Issuance of the first ID card is free of charge. Any loss must be reported to the HR Office or to the Information Technology Centre. You will be issued with a new ID card for CZK 300 in accordance with the Rector's Decree No. 8/2024.

An employee, who is at the same time a student of TBU in Zlín, can have either an Employee ID

Card or a Student ID Card.

If need be, please direct your enquiries to prukaz@utb.cz.

3.3 Starting at your new workplace

After arriving in your new workplace you will discuss operational and work-related issues with your superior or with another person in charge.

3.4 Change notification

Your personal data may change over the years, so please report any changes immediately to the

HR Office, or to the Payroll Office. Such changes may include, e.g. change of surname, permanent or temporary residence, a change in the number of children, a change in health insurance company, receiving pension, concurrent employment in another EU/EUA member state or in Switzerland, etc.

If you do not report a change in your health insurance company, you run the risk that your health insurance will not be paid correctly, which would result in monetary penalties for you.

4 Information technology at TBU

Colleagues from the IT offices at the relevant component parts of TBU will help you log in to your computer and connect to the network for the first time. After your admission to work, you will be assigned a work e-mail (surname@utb.cz), university username (login) and password, by means of which you will be able to log in to your computer, e-mail, Electronic Records Management System, etc. You can change your password at portal.utb.cz.

Further information on access to the TBU computer network and university e-mail, including the Directives currently in force – rules for the use of the TBU computer network, can be found on the website of the Information Technology Centre.

Important information and materials related to cybersecurity, safe use of the Internet, websites, e-mail, etc. are available on the website: it-bezpecnost.utb.cz (in Czech only).

If you have any technical difficulties which cannot be dealt with by colleagues from the relevant IT office, please use the TBU helpdesk system. Your request will be quickly delivered to the Information Technology Centre, it will be recorded by the system, including the course of its resolution.

4.1 Wireless network (Wi-Fi)

In the common areas of TBU in Zlín, you can use the **eduroam** wireless network. Eduroam is a secure roaming WiFi infrastructure used worldwide, developed and operated by an international research and educational community. At the present time, it is available on all continents except Antarctica. It enables students, scientists, and staff of participating organizations to access the Internet using only the username and password they use at their home institution. On the ITC website you will find instructions on how to install Wi-Fi and what necessary technical equipment you will need for this. For more information, please contact the ITC staff.

4.2 Telephone

At your workplace or in your office, you will be assigned a fixed-line phone number. Telephone numbers at TBU in Zlín have the following format: 57 603 XXXX. "Extensions" are used within the University, and you should dial only the last four digits to call. You can find and search for phone numbers of other TBU employees on the website: kontakty.utb.cz.

Calls are free of charge within the internal network (calls from the employee's fixed-line phone to the fixed-line phone of another TBU employee, calls from the employee's fixed-line phone to the mobile phone of another employee who has been assigned a mobile phone and whose phone number is registered and paid by TBU).

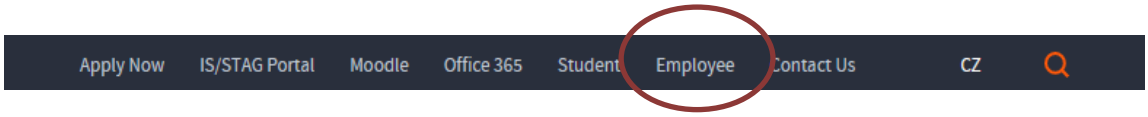
If your component part/Faculty allows you to use a mobile phone including a SIM card for your work, calls from this mobile phone number to the fixed-line phone numbers and mobile phones of other employees are also free of charge.

In the case of calls from a fixed-line phone outside TBU, it is necessary to verify that you are allowed to make calls outside the internal network (e.g. to other fixed lines within the Czech Republic, within the EU, calls to mobile phones, calls to the whole world). If your fixed-line phone is set up correctly, dial "0" before entering the phone number and then enter the entire phone number to which you want to call (outside the Czech Republic, you need to enter the country code e.g. 0042X by dialling " 0 0042X XXX XXX XXX ").

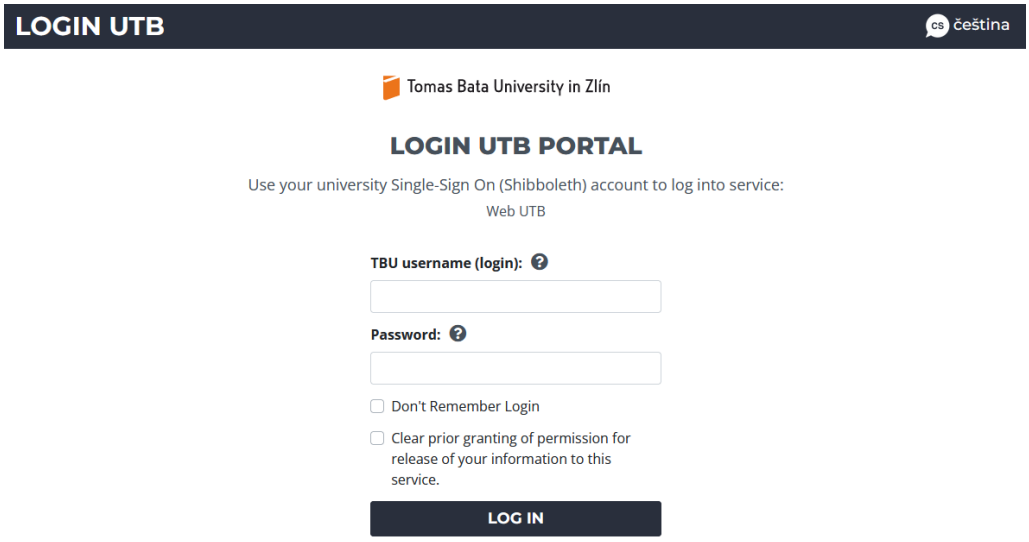
4.3 Logging in to the non-public section of the TBU website

The website of Tomas Bata University in Zlín (www.utb.cz) comprises a public and non-public section. The public section is accessible to all users, including an anonymized form of basic information about TBU. Only after logging in to the Employee section will you be able to access the non-public section of the website, where you will be allowed to view detailed information

corresponding to your role.



In the Employee section you will find a list of the most important links, e.g. available forms, a phone book of TBU employees (after logging in, contacts details of TBU employees will no longer be anonymized), list of internal regulations, link to the Counselling Centre, TBU Nursery School, list of benefits, menu in the TBU Refectories, etc.



4.4 Information systems at TBU

4.4.1 IS/STAG and IS/STAG Portal

The **IS/STAG** is an information system for studies' administration of a higher education institution. It covers functions from the admission procedure to the issuance of a degree certificate. It allows to register full-time and part-time students, lifelong learning participants, as well as participants in the University of the Third Age courses. Users log in to the IS/STAG Portal on the website: stag.utb.cz, similarly as to the university computer network.

The following guide books are available:

- Reference Guide Book to IS/STAG Portal Interface
- Special Guide Book for Teachers

After logging in, teachers are offered the course units taught by them, their examination dates, qualification theses supervised by them, etc. Authorized users are also allowed to change the data, i.e. e.g. announce a new exam date, enter grades from the exam, etc. All operations carried out through authorized access are performed through an encrypted connection (SSL).

For more information please refer to the website of the IS/STAG.

4.4.2 Moodle

Moodle is an e-learning portal used for the creation of e-learning systems and electronic courses; it enables you to enter assignments and tests, to communicate with students. You can log in to the portal at moodle.utb.cz.

4.4.3 SAP IS

TBU uses the **SAP** information system for financial management. The establishment of a new user of the system (assignment of a username, password and access permissions) is requested exclusively by the Secretary/senior executive at the component part. The same procedure applies to changes (e.g. roles and transactions) in case of already established user accounts.

There are over 300 users of the system at TBU, who are divided into professional users (staff of the Finance Office, Human Resources, Investment and Property Management and the Information Technology Centre), key users (on the basis of a proposal by the Secretary/senior executive at the component part are appointed by the Bursar as employees providing basic service and staff training in the given module or additional solution within their component part) and end users (employees of the University).

Users (employees of the University) access the SAP system from the University (internal) network through a client at their workstation. The installation of a client including all its further updates/upgrades is carried out by a member of the technical staff of the relevant component part according to the instructions given by the guarantor from the Information Technology Centre.

Training usually takes place in the case of new users of the system, generally, in the case of all users after the implementation of new or change to the currently used functionalities of the system, and as refresher training.

Instructions and guide books are available in the so-called SAP library system (P:\UTB\SAP\knihovna). Further information is available on the website of the TBU SAP IS (in Czech only).

4.4.4 E-spis – Electronic Records Management System

TBU in Zlín is obliged to carry out the records management function in the electronic records management system, in which all documents are recorded. These include written, visual, audio, digital and other recordings made or processed at TBU, and that throughout the entire life cycle of each document. All the necessary information for working with the Electronic Records Management System (user guides, methodological instructions and staff training records) are

available on the website of the TBU Electronic Records Management System.

4.4.5 HAP IS

The HAP IS is an information system for the evaluation of academic staff. Users can log in on the website: ishap.utb.cz.

4.5 Tools for Publishing

4.5.1 Personal Bibliographic Database Application – OBD

The Personal Bibliographic Database (hereinafter referred to as the "OBD") is available on the obd.utb.cz web page. To log in to the system, a username and a password used for logging in to the university network or the TBU portal should be used.

Please report any problems with the functionality of the OBD by email to obd@utb.cz. Specify the module affected by the problem (OBD, GaP – Grants and Projects module, IGA – Internal Grant Agency) in the subject of the email.

More information is available on the TBU R&D Activity web page.

4.5.2 Other applications

- Anlupa – automatic search tool for open calls for research grants
- Cabell's Journal Whitelists & Blacklist – database of predator journals and publishers
- Turnitin – plagiarism detection service
- Writefull and Grammarly @edu – English-language proofreading tools

5 Personnel and payroll issues

5.1 Human resources

The Human resources includes HR Office (personalni@utb.cz) and HR development (orlz@utb.cz).

5.1.1 HR Office

The staff of the **HR Office** (personalni@utb.cz) deal with all the necessary administrative affairs and provides you with professional advice related to your working life at TBU – preparation of and changes to the employment contract, salary, etc. The offices are located in the building of the TBU Rectorate (building U13).

Name	Position	E-mail	Room	Telephone
Ing. Renata Bartošová	Head of Human Resources	bartosova@utb.cz	216/U13	57 603 **2204**
Ing. Ivana Kučerová	HR Officer for the FHS, FMC	kucerova@utb.cz	218/U13	57 603 **2239**
Ing. Andrea Alice Mádrová	HR Officer for the FaME, FT, HRR	madrova@utb.cz	218/U13	57 603 **2236**
Mgr. Lucie Rošťanská	HR Officer for the UNI – CPS, FLCM, Library	rostanska@utb.cz	214/U13	57 603 **2213**
Marcela Uhříková	HR Officer for the Rectorate, FAI	uhrikova@utb.cz	214/U13	57 603 **2225**

5.1.2 HR Development

The staff of the **Human Resources Development** are in charge of the administration system regarding the selection of new employees, development and education, equal opportunities or the expansion of employee benefits. You can contact the HRD in person in the building of the TBU Rectorate (building U13) or by email to orlz@utb.cz.

Name	Position	E-mail	Room	Telephone
Mgr. Jana Večerková	Head of Human Resources Development	vecerkova@utb.cz	0140/U13	57 603 **2215**
Ing. Tereza Vítková	HRD Specialist – equal opportunities (GEP), expansion of employee benefits, HR marketing	tvitkova@utb.cz	0139/U13	57 603 **2808**
Ing. Martina Zaoralová	HRD Specialist – recruitment (selection procedures), staff education and development	zaoralova@utb.cz	0139/U13	57 603 **3048**

5.2 Payroll Office

The **Payroll Office** is part of the Finance Office. The offices of the payroll accountants are situated in the building of the Rectorate (U13) in rooms No. 153, 162 and 175. The role-based email address of the Payroll Office is mzdova-uctarna@utb.cz.

Name	Position	E-mail	Room	Telephone
Jitka Karalová	Head of Payroll Office, Payroll Accountant for Library	karalova@utb.cz	175/U13	57 603 **2065**
Irena Zuzaníková	Deputy Head of Payroll Office, Payroll Accountant for the FMC	izuzanikova@utb.cz	153/U13	57 603 **2249**
Marcela Kadlčáková	Payroll Accountant for the FaME and FLCM	kadlcakova@utb.cz	162/U13	57 603 **2247**
Bc. Eva Malošíková	Payroll Accountant for the the Rectorate	malosikova@utb.cz	162/U13	57 603 **2241**
Hana Matyášová	Payroll Accountant for the FAI, Cebia Tech and the HRR	sitnikova@utb.cz	175/U13	57 603 **2203**
Hana Navrátilová	Payroll Accountant for the FH	h1navratilova@utb.cz	153/U13	57 603 **2248**
Ing. Helena Svobodová	Payroll Accountant for the FT, UNI, CPS	hsvobodova@utb.cz	153/U13	57 603 **2250**

5.3 Working conditions

Working conditions at TBU are regulated by the Work Regulations of TBU in Zlín and the Salary Regulations of TBU in Zlín; another important document is the Collective Agreement and its Annex.

5.3.1 Working hours, attendance record, annual leave and obstacles to work

The **length of working hours** with full workload (FTE 1.0) is 40 hours per week. Most employees can use flexible working hours with a compensatory period of one calendar week or month. The exact distribution of working hours and work pattern shall be decided on by the Rector, Dean, Bursar or Director of the relevant component part.

The appropriate manner of **attendance record** shall be decided on by the employer. Most of the time, the attendance of TBU non-academic staff is recorded by means of MS Excel on a common disk, accessible from your computer. Completed and signed attendance report shall be sent by internal mail for processing to the authorized TBU employee, who is in charge of the processing of attendance records at relevant TBU component parts.

The **attendance record sheet** for academics and researchers is available on the TBU website (in Czech version only) in the **Employee** section under general forms in accordance with the Rector's Directive No. 14/2019 and 37/2019.

The **request form for annual leave** is available in electronic form on the TBU website in the **Employee** section among the general forms. Employees have to complete the request form for annual leave and have it approved by their superior.

Academic staff are entitled to eight weeks of **annual leave** per calendar year. Other employees are entitled to six weeks of annual leave per calendar year. More information is included in the Collective Agreement. An employee may take annual leave only with the prior written consent of his/her superior.

In the event of absence at the workplace due to **obstacles to work**, such as incapacity to work due to an illness or injury, care for a family member, absence due to quarantine, etc., please inform your chief executive without undue delay.

5.3.2 Remuneration

The rules governing remuneration, i.e. inclusion in salary scales and categories, granting and specification of the amount of all types of extra pays and bonuses are specified in the Salary Regulations of TBU in Zlín and in the Collective Agreement. Salary is paid in arrears, namely by

cashless transfer to the employee's account specified at the Payroll Office. The **paydays** are set by the University separately for each year. The paydays are listed on the TBU website in the **Employee** section – Cash Office.

5.3.3 Electronic payslip

Upon start of employment, all employees obtain a password from their HR Officer, which enables them to view their electronic payslip. The electronic payslip for the given calendar month is sent to the employee's TBU e-mail.

The payslip is in a compressed form; the file is protected by a password, which can contain numbers and lowercase letters (without diacritics). There is no limit to the number of attempts to enter the password.

More detailed information about electronic payslips is available in the Bursar's Directive No. 6/2025, as amended.

5.3.4 Personnel portal

The portal with personnel data is available to all TBU employees (with a concluded employment contract) on the website: dokumenty.utb.cz under **Personnel data** after the user logs in. The data recorded in the SAP information system for financial management, HR and AM/IM modules are divided into three areas – **Personal file, Work-related data, Payroll data.**

5.4 Periodical/extraordinary/job leaving occupational health examination

Pre-employment medical examinations are mandatory only for positions classified in categories 2, 2 (increased-risk category), 3 or 4, or where required for activities specified by applicable legislation.

The periodical health examination is carried out in accordance with the Decree on occupational health services. The work category and the occupational health hazard are the decisive criteria. More details are specified in Rector's Directive No. 8/2024, as amended.

The **extraordinary occupational health examination** is carried out in order to assess the health status of the employee if there is a reasonable presumption that the employee has experienced a loss or change of medical fitness for work or if there is an increase in the level of risk.

The **job leaving occupational health examination** is carried out in order to assess the current health status of the employee upon termination of performance of work tasks.

You will be notified by your HR Officer about the necessity to undergo the health examination in a timely manner.

5.5 Trade-union association at TBU

There are two trade union organizations at Tomas Bata University in Zlín: the BO of UTUA of TBU (Basic Organization of the University Trade Union Association of Tomas Bata University in Zlín) and the TUE of TBU (Trade Union of Employees of TBU in Zlín).

The statutory body of this organization is the Committee of the BO UTUA of TBU:

Contact the Basic Organization of the University Trade Union Association of TBU in Zlín:

- **Chairperson:** Ing. et Ing. Jiří Konečný, Ph.D.
- **Telephone:** +420 576 038 062
- **E-mail:** konecny@utb.cz
- **Room No.:** H1/182.19

Contact the Trade Union of Employees of TBU in Zlín:

- **Chairperson:** Ing. Pavlína Egner, Ph.D.
- **E-mail:** oozutb@seznam.cz

More information about trade unions can be found on the TBU website in the Employee section.

6 Internal culture and the university work climate

Our joint goal is to create a pleasant working environment at the University. However, sometimes there may be situations when you do not feel comfortable at the workplace, you are facing a hostile atmosphere or you have problems in communicating with some of your colleagues or students, and you would like to discuss this situation with someone. We have established procedures at the University in a manner enabling you to have someone to discuss these situations/feelings/problems with; together you will be able to find ways that will help you deal with the situation or at least improve it.

There are several ways to do this. You can use the means of formal and informal communication as specified in detail in the leaflet What should I do if…

6.1 Equal opportunities

Equality of opportunity plays a key role in the functioning, structure and culture of the institution. At TBU in Zlín, we are committed to promoting equal opportunities and equal treatment in all processes carried out at the University – in the area of management, institutional and personnel policy, as well as equality in values and standards we profess as a university.

The principles of equal opportunities policy at TBU are defined in the Rector's Directive No. 7/2020. These basic principles are further described in the **Gender Equality Plan** – **GEP**. The full text of the Plan is posted on the utb.cz/gep web page.

6.2 Counselling Centre

Within its competences, the Counselling Centre provides psychological and social counselling and legal advice.

Psychological Counselling – contact details

- **Address:** Štefánikova 5670, 760 01 Zlín 1, (building U18, room No. 121)
- **Contact:** Mgr. Martin Krajča - m1krajca@utb.cz
- **Contact:** Mgr. Alice Kutnarová **-** poradnak@utb.cz
- **Contact:** Mgr. Zuzana Čechák Tomášková – poradnac@utb.cz
- **Contact:** Mgr. Zuzana Zlámalová - poradnaz@utb.cz
- **Contact:** Mgr. Lukáš Řiháček - poradnar@utb.cz
- **Web:** poradenstvi.utb.cz

Centre for Special Needs Students – contact details

- **Address:** nám T. G. Masaryka 5555, 760 01 Zlín (building U13, room No. 157)
- **Tel.:** +420 576 032 262, +420 576 032 265
- **E-mail:** spporadenstvi@utb.cz
- **Web:** poradenstvi.utb.cz

6.3 TBU Ombudsperson

The position of Ombudsperson was established at the University in 2019 as an independent mediator for dealing with complaints, initiatives and dismissal of employees. Within her competence, she provides student and employees with continuous support.

Ombudsperson – contact details

- **Mgr. Daniela Sobieská**
- **Address:** nám. T. G. Masaryka 5555, 760 01 Zlín (building U13, room No. 0141)
- **Tel.:** +420 576 032 311

- **E-mail:** ombudsman@utb.cz

6.4 Ethics Committee

6.4.1 TBU Ethics Committee

The TBU Ethics Committee, as an advisory body to the Rector, is in charge of receiving and dealing with complaints submitted in terms of compliance with the TBU Code of Ethics. The full text of the Code of Ethics is included in the Appendix 4 to the Statute of TBU in Zlín. The REC Rules of Procedure are included in the Rector's Directive No. 9/2025.

The person to decide on the composition of the TBU Ethics Committee is the Rector on an "ad hoc" basis; the Rector shall provide that the members of the Committee appointed by him/her do not have a conflict of interest in relation to the matters under discussion.

Contact email address:

- **E-mail:** eticka-komise@utb.cz

6.4.2 Research Ethics Committee (REC)

The Research Ethics Committee (REC) is comprised of the Research Ethics Committee for Humanities, Social Sciences and Health Sciences as well as of the Research Ethics Committee for Biomedical Research. Complete information can be found on the website utb.cz/ekv. The Statute of the Research Ethics Committee is included in the Rector's Directive No. 4/2026; the REC Rules of Procedure are included in the Rector's Directive No. 5/2026.

6.5 Dealing with complaints

We want as much as possible to prevent crisis situations happening through education of employees and students, which is why we organize educational events on the topic of crisis intervention and inappropriate behaviour during classes and on the topic of social security at TBU.

If necessary, do not hesitate to contact the persons below.

- **Ombudsmanka:** Mgr. Daniela Sobieská
- **Counselling Centre:** poradenstvi.utb.cz
- **Vice-Rector for Development:** doc. Ing. Adriana Knápková, Ph.D.
- **Human Resources Development:** Mgr. Jana Večerková

You can also use formal means and in the case of a complaint related to compliance with the principles of the **TBU Code of Ethics**, contact the Ethics Committee by email to: eticka-komise@utb.cz.

You can also submit your complaint to the Dean/Director of the relevant component part who will deal with it.

When dealing with complaints, it is possible to proceed in accordance with the TBU Work Regulations or according to the scheme shown in Chapter 13.

7 Benefits at TBU in Zlín

The list of employee benefits is posted and continuously updated on the website of TBU in the section Employee after logging in.

7.1 Catering at TBU

If you work half-time or more (FTE of at least 0.5 – i.e. a shift of at least 4 hours per day and more), you are entitled to lunches subsidized by the employer. You are entitled to one subsidized meal in the TBU catering facilities per every working day when you are not on a leave, on a business trip longer than five hours, or on a sick leave. Before taking lunch, you should present your Employee ID Card, with which you will also pay for lunch.

You can monitor the status of your own catering account and view the menu for the current week in the WebKredit system. Each employee concludes an agreement with TBU in Zlín on deductions from salary within the employment contract for the purpose of cashless payment of meals – lunches can only be paid cashless in the TBU catering facilities.

The number of main meals taken each month must not exceed the number of shifts you work during this period. If the entitlement for the controlled period is exceeded, you will have to pay the full price of all meals taken over the entitlement.

7.1.1 The ordering system

The ordering system ensures the availability of the ordered meal during the serving period. Meals for the following days can be ordered via a terminal (presentation points located in the atrium and at the exit of the U4 canteen and in front of the U5 canteen) or through the web interface (UTB Menu). Orders can be modified or cancelled by diners up until the set order deadline.

Meals are always ordered for a specific serving location for which the menu is displayed. For operational reasons, ordered meals must be collected at the same serving location for which the

order was placed. A so-called meal exchange is also available, allowing diners to offer their ordered meals for purchase to others even after the ordering deadline.

Important information: To save an order at the Presentation Point, please place your ID card on the scanner one more time.

Instructions for ordering of meals via the ordering system by means of the Presentation Point are posted here; instructions on the use of the ordering system by means of the WebKredit web application are posted here.

However, the HRR cannot guarantee the availability of all meals throughout the entire meal time to those diners who do not want to use the ordering system and prefer to order their meal on site.

If you have any questions, please contact:

- IT department of the HRR (it@kmz.utb.cz)
- Head of Catering Services (menza-u4@utb.cz)

7.1.2 Catering in Zlín

At TBU, catering services are provided in the following facilities:

- Cafeteria U2 Mostní
- Refectory U4 Univerzitní
- Refectory U5 Jižní Svahy
- Restaurant U13
- Garni Restaurant

Current opening hours are available on the website of the Halls of Residence and Refectory.

7.1.3 Catering in the Centre of Polymer Systems (CPS) – meal delivery service

If you want to have lunch from the TBU Refectory delivered to the CPS building (U17), it can be ordered seven days in advance (no later than Sunday of the preceding week). If so, please contact the Assistant to the Director of the CPS to gain access to the online order form.

7.1.4 Catering in Uherské Hradiště

The catering facility in Uherské Hradiště is situated in the building UH5 (Company Václav Hrabec, s.r.o.). Opening hours are from 10:30 to 13:30. There are ten meals to choose from every day. The daily menu can be found on the menicka.cz website.

7.1.5 Entitlement to subsidized meals

In the event that the Refectories are closed, e.g. during Christmas holidays or during summer,

employees are entitled to obtain luncheon vouchers.

7.2 Work-life balance

TBU has been seeking to focus on the issue of reconciling personal and professional life for several years. Our goal is to avoid a situation where our employees have to face the difficult choice between prioritizing their family or their professional activities, and also to find a manner how to reconcile these two important fields of life.

Where the operation of a constituent part allows it, flexible working hours (flexible start and end of working hours) have been introduced. TBU makes extensive use of part-time jobs, we offer six weeks of annual leave for non-academic staff, eight weeks of annual leave for academics, as well as the possibility of taking unpaid leave in addition to annual leave.

Where operational conditions allow, employees may work from home in accordance with the Rules Governing the Working from Home Policy (the so-called home office); see Rector's Directive No. 24/2026.

An important asset for parents among employees is the existence of the TBU Nursery School.

7.3 TBU Nursery School

In the first place, the TBU Nursery School is intended for children of TBU employees and students, but it can also be attended by children whose parents are not affiliated with the University. Currently, the TBU Nursery School has three classes, two of those have a heterogeneous age structure (children of 2 to 5/6 years of age) and one class which has a homogeneous age structure, is attended by pre-school children and focuses on the preparation of children for starting primary school (with a capacity of 13 pre-school children).

The opening hours of the Nursery School are from 6:45 to 17:00.

Nursery School – contact details

- **Address:** nám. T. G. Masaryka 3050, 760 01 Zlín (building U12)
- **Tel.:** +420 733 593 651
- **E-mail:** qocna@utb.cz
- **Website:** new.qocna.utb.cz

Payment of the nursery school fee for a child admitted to the TBU Nursery School is made by salary deduction. The form **Agreement on Salary Deductions for a Child in the TBU Nursery School** is posted in the section **Employee – Forms – Payroll.**

7.4 Staff development

7.4.1 Education and courses

TBU offers its employees the opportunity for self-development and education.

- Courses of English for academic and non-academic staff
- Soft skills courses
- IT skills courses
- Specialist skills courses
- Project workshops and others

You will obtain information about opportunities for further education from your chief executive, or from the Human Resources Development staff (orlz@utb.cz). The current offer is available on the HRD website.

7.4.2 Staff mobility

When employed at TBU, you have the opportunity to pursue further education abroad. You can teach at a university abroad, extend your qualifications, see "how it is done elsewhere", draw some inspiration or improve your foreign language skills. **Erasmus+** is a programme that focuses on higher education and professional education offered by higher education institutions. The programme is designed for students, teachers and other employees. You can find all the information about mobility on the web page: https://www.utb.cz/en/university/international/staff-teaching-and-training-mobilities/outgoing-mobilities/. Information on teaching placements and training offered within the Erasmus+ programme is provided separately. Application deadlines are usually set for the month of January. The offer also comprises **other academic mobility options** funded by other programmes such as CEEPUS, AKTION, etc.

For detailed information please contact the **Vice-Rector for Internationalization** (international@utb.cz), or Faculty coordinators.

7.5 Pension insurance contribution, long-term investment product (so called DIP) or allowance intended for benefits

Those employees are eligible for the allowance for pension insurance contribution or allowance intended for benefits or long-term investment product (DIP) who have been employed at TBU continuously for at least **one year** and their workload is 1.0 of the weekly working hours set (i.e. the sum of workloads arising from all employment relationships). The amount of the contribution is CZK 700 per month. More information, e.g. about exemptions or about the procedure for

submission of a request, can be found in the Rector's Directive No. 31/2026.

The application form can be found on the TBU Employee website or in the **Rector's Directives**.

7.6 Social events

TBU continuously organizes various social events for its employees, students and the general public, namely Lighting Up of the TBU Christmas Tree, fundraising events, gala ball, exhibitions, seminars, conferences, sports matches of TBU sports teams. The schedule of social events can be found at utb.cz/kalendar.

7.7 University-owned chalet Portáš

The university-owned mountain chalet Portáš is located near the tourist centre Kohútka near Nový Hrozenkov, in close proximity to the Slovakian border. The chalet offers accommodation for all employees and their family members in the beautiful countryside of the Javorníky mountains. Booking is quick and easy. The booking procedure is described on the TBU website in the section **Employee - Benefits - University Chalet Portáš** – Accommodation booking.

Contact details – booking of accommodation at the university-owned chalet Portáš

- **Chalet manager:** spravce-U8@utb.cz
- **Accommodation officer:** info-tpo@utb.cz
- **Website (booking):** portas.utb.cz

7.8 TBU University Sports Club

The list of sports activities offered at TBU is available on the TBU website. The following membership fees have to be paid:

- Students of TBU in Zlín – CZK 700
- Employees of TBU in Zlín – CZK 700
- Graduates and partners of TBU in Zlín – CZK 1,000

7.9 Library

The Library of Tomas Bata University in Zlín is building a **specialized collection of technical literature** with the aim of fulfilling the information needs of the educational, scientific and research activities of TBU. The Library carries out the central acquisition, processing, provision of access, maintenance and protection of the library collections for the University. The Library

comprises five smaller departmental libraries containing collections of scientific and technical literature.

The Library's collection includes printed documents as well as electronic information resources. The collection comprises:

- Books (monographs, dictionaries, encyclopaedias, textbooks, conference proceedings, guide books, studies, almanacs)
- Specialist journals and daily newspapers
- Academic qualification theses
- Sound and audiovisual documents

Academic qualification theses up to and including 2006 are archived in printed form, theses recently submitted are available only in electronic form. There is a growing number of electronic information resources, electronic books and journals that are available online in the TBU computer network or by remote access for students and employees of the University including the Full Text Finder linking service. The thematic profile of the Library covers the fields of study offered by TBU in Zlín and is continuously updated. The Library's collection also includes publications registered as long-term loans for the needs of TBU employees. The development and administration of the Library's collection is the responsibility of the Department of Collections.

The website of the Library is knihovna.utb.cz.

The Library also offers a number of electronic information resources at: http://ezdroje.k.utb.cz/, which can also be accessed from home via the so-called remote access. A number of key databases for the individual scientific fields are available, as well as a huge number of electronic journals and electronic books. Besides many other services, the Library also has specialized software for citations of technical literature; if required, you can meet the employee who specifically focuses on this issue.

The University Press is also a component part of the Library, which is not only in charge of the production of a large part of the TBU publishing plan, but also provides printing and binding of Bachelor's and Master's theses during the period when academic qualification theses are submitted. More information can be found at: https://nakladatelstvi.utb.cz/

Another integral component part of the Library is the Bata Information Centre, which focuses on systematic research into all Bata-related topics. The Centre's activities do not produce only websites, but also numerous publications or bibliographies of Tomas Bata. More information can be found at: http://tomasbata.org/

8 Communication at TBU

We inform you about news regarding services for employees, events at the University, opportunities for further education, benefits and other novelties through the Newsletter, which you will receive every month in your work mailbox.

All information and documents are available on the website of TBU in the Employee section. News of the Faculties and component parts can be found on relevant websites and social networks (they are listed individually on the websites of Faculties and component parts in the so-called footers).

- TBU on Facebook
- facebook.com/UTBZlin/

- TBU on Instagram
- instagram.com/utbzlin/

- TBU on LinkedIn
- linkedin.com/school/tomas-bata-university/

- TBU on Youtube
- youtube.com/c/UniverzitaTomaseBatiVeZline

- TBU on Twitter
- twitter.com/UTBZlin

8.1 Mark of TBU

The document concerning the TBU mark is part of the TBU regulations and directives and of the Statute of TBU in Zlín. Formal logos are used in official communication and during administrative activities.

Situations where it is mandatory to use the full logo, namely if:

- this is set out in regulations and directives.
- the logo is used during administrative activities.
- the logo is used in an official presentation of the University.

8.2 Logo usage guidelines

The TBU logo usage guidelines are posted on the https://vizual.utb.cz/english/ web page. The full graphic design manual describing the unified visual identity of TBU and of its component parts, approved by the Marketing and Communications department of Tomas Bata University in Zlín, is available for download on the same website. Contact Mgr. Tomáš Halamík (halamik@utb.cz) if you have questions concerning the logo usage.

8.3 Use of work email

In employee-employee, employee-student, employee-other person communication, we use exclusively the assigned work email, which is in the following format: surname@utb.cz.

8.4 Signature in email

No strict rules governing the signature have been established at TBU because many variant forms are needed. Therefore, we only focus on the font selection. In standard correspondence, the TBU Text font or the Arial font can be used. Colour and size are optional. To make it simple and easy, you can copy and overwrite the template below. Lines in the signature can be removed or added as you need.

Name Surname
Post/Position
Office, unit, department
Tomas Bata University in Zlín
Faculty

Tel.: +420-555-555-555 | **Mobile:** +420-739-555-555
E-mail: surname@utb.cz | **Website:** www.utb.cz
Address: nám. T. G. Masaryka 5555, 760 01 Zlín
Room No.: U6/542

Example:

Adam Novák
Vice-Dean for Happiness
Office of Vice-Deans
Tomas Bata University in Zlín
Faculty near the Refectory

Tel.: +420-555-555-555 | **Mobile:** +420-739-555-555
E-mail: novak@utb.cz | **Website:** www.utb.cz
Address: nám. T. G. Masaryka 5555, 760 01 Zlín
Room No.: U6/542

8.5 Addressing persons in academic environment

Addressing people in the academic environment can be rather confusing at first glance. When speaking or writing to academic staff/researchers/members of the management board of the University, you should address them by adding their highest academic/scientific degree before their surname (e.g. Prof. Novák, Assoc. Prof. Nováková, Dr. Novák, etc.). When addressing other employees (administration and technical staff members, etc.), you should use Mr/Ms and their surname.

9 Safety at TBU

9.1 Security Office

The Security Office provides a coordinated and systematic approach to security across the entire University. Its responsibilities also include establishing security measures, managing risks, and cooperating with external institutions.

The Office takes a comprehensive approach to the management and coordination of activities related to cyber security, information security and physical security, the protection of soft targets, and crisis management. It is also responsible for occupational health and safety and fire safety and prevention.

9.1.1 Occupational safety and health protection (OHS) and fire prevention

OHS

Pursuant to Act No. 262/2006 Coll., Labour Code, the employer is obliged to ensure the safety and health protection of employees at work with regard to risks to their life and health associated with the performance of their work.

The employer shall ensure protection against risks and harmful factors in the working environment by means of technical, technological and organisational measures and the provision of personal protective equipment.

Fire prevention

In the event of a fire, it is necessary to follow the Fire Alarm Guidelines and the Evacuation Plan, which are posted in all buildings and available at all TBU constituent parts and sports grounds. Regulations and guidelines for fire safety in buildings and workplaces are set out in Rector's Directive No. 16/2023 Organization of Fire Protection at TBU in Zlín including Annex 1, Annex 2 and Annex 3.

The related administrative tasks are handled by the Officer for Occupational Safety and Fire Prevention and training is provided as part of the initial onboarding training.

Contact us:

- **Officer for Occupational Safety and Fire Prevention:** Ing. Lenka Kouřilová
- **Tel.:** +420 576 038 020

- **Mobile:** +420 602 777 230
- **E-mail:** bozp-po@utb.cz
- **Room No.:** U13/554

9.1.2 Physical security

At TBU, we consider the issue of physical security to be very important. On this topic, we offer you a presentation and an educational video by the Czech Police entitled Run, Hide, Fight!

They include only precautionary information in the event of a crisis situation as described in the materials above. Contact the Physical Security Manager for further information.

Contact us:

- **Physical Security Manager:** Ing. Lukáš Kotek
- **Mobile:** +420 739 624 808
- **E-mail:** mfb@utb.cz

9.1.3 Cybersecurity

Cybersecurity is about protecting information, devices and assets. It includes measures to protect networks, information systems and users from cyber threats. Key elements of cybersecurity include tools, technologies, processes and policies that are used to prevent, protect and manage the security of computer systems and technologies against attacks.

Cyber security incidents in TBU's information systems and networks are dealt with by the staff of the Information Technology Centre.
The Cyber Security Management Committee (utb.cz/vkb) is an advisory body charged with the overall management and development of an important information system at TBU. Its scope of competence is described in detail in the Rector's Directive No. 6/2023 Statute of the Cyber Security Management Committee, as amended by Amendment No. 1 (Rector's Directive No. 12/2025).

Contact:

- **Mgr. Petra Jungová, LL.M.,** Bursar
- **prof. Ing. Marek Kubalčík, Ph.D.**, Vice-rector for Internationalization
- **Ing. Bc. Kateřina Skřejpková,** Cyber Security Manager
- **Mgr. Monika Hrabáková,** Head of Information Technology Centre
- **Mgr. Petr Bernatík,** Head of Legal Services

- **Ing. David Malaník, Ph.D.,** Employee

The person in charge of the information security management system at TBU is the Cyber Security Manager (manazer-kb@utb.cz). His rights, duties and responsibilities are described in detail in Rector's Directive No. 7/2023 Status of the Cyber Security Manager.

Contact us:

- **Cyber Security Manager:** Ing. Bc. Kateřina Skřejpková
- **E-mail:** manazer-kb@utb.cz

Guidance on reporting cyber incidents is available at: https://www.utb.cz/en/university/about-the-university/structure/advisory-boards/committee-for-cyber-security-management/cyber-incident-reporting/. Each report should include a detailed description of the problem. Security incidents can be reported by e-mail to abuse@utb.cz. You can also contact us by phone at +420 576 032 526 (regular administrative issues, 8:00 – 14:00 on working days.).

Educational materials related to cyber security are available on the website (https://www.utb.cz/en/cyber-security/) in the Fundamentals of Cyber Security section.

9.2 Social safety

Social safety can be defined as an *ideal situation at a place where the behaviour and actions of all the persons present are naturally guided by the principles of collegiality, integrity, equality, respect, openness and attention to others, and where any form of undesirable behaviour, intimidation, aggression, bullying or discrimination is considered unacceptable,* regardless of whether it regards students or employees at the university.

At TBU, we see the area of social safety as an essential part of our efforts to create an open, safe, fair and ethical academic environment not only for all students and employees, but also for those who pay a visit to the university or cooperate with the institution. We want to create a friendly environment and climate in the academic world to maximize academic freedom and develop students' and employees' talent.

A socially safe university environment is an environment in which:

- each person has a safe place to study and work,
- people treat each other with respect and dignity,
- each person is given an opportunity to develop his/her talent,
- there are people/centres/counselling centres that provide support and help to those who are facing concerns, dilemmas, dealing with complaints or problems affecting their academic or work performance,

- there are clearly defined boundaries of behaviour, transparent and accessible processes, and penalties imposed on those who violate such rules.

Undesirable behaviour

- discrimination (direct and indirect),
- sexualized and gender-based harassment/violence,
- bullying (unconscious, deliberate, pathological),
- cyberbullying,
- workplace bullying (mobbing, bossing, staffing),
- stalking.

The concept of "social safety" may also include other negative phenomena, the list of which is by no means final (e.g. plagiarism, malicious gossip, humiliation, swearing, sabotage, etc.).

We require and expect all individuals at TBU (students and employees), including persons who visit TBU, contractual partners and other persons engaged in any activity at TBU, to treat each other in a collegial, mutually respectful, considerate and polite manner.

The options for dealing with complaints are described in Chapter 6 Internal Culture and Climate at TBU.

9.3 Personal data protection

The processing of personal data at TBU is governed by the Rector's Directive No. 9/2018, No. 11/2024 and No. 2/2019. Detailed information on the issue, contact details for the Data Protection Officer, the blank request form or frequently asked questions can be found on the University's website in the Personal Data Protection section.

Contact us:

- **Data Protection Officer:** Mgr. Petr Bernatík
- **Tel.:** +420 576 032 324
- **E-mail:** dpo@utb.cz
- **Room No.:** U13/534

Employees are familiarized with the issue of personal data protection during the first day of employment.

9.4 System of Warning Signals - "RED FLAGS"

As a recipient of public funds, TBU is obliged to implement tools in its internal control system to ensure that it effectively prevents situations that could lead to serious irregularities, i.e. fraud, corruption, double funding, conflicts of interest or other types of incidents that would contravene Regulation (EU) No. 2021/241 of the European Parliament and of the Council of 12 February 2021.

Every TBU employee is obliged to familiarise him/herself with the Rector's Directive No. 7/2024 System of Warning Signals – "RED FLAGS" and, if necessary, to report to his/her immediate superior any threatened or existing conflict of interest in the performance of his/her duties.

9.5 Reporting breaches of EU law

In accordance with Directive (EU) 2019/1937 of the European Parliament and of the Council of 23 October 2019 on the protection of persons who report infringements of the EU law, Tomas Bata University in Zlín has established an internal whistleblowing system.

The system is intended for the reporting of cases of possible breaches which have come to the attention of the whistleblower in the course of his or her work and which, in the whistleblower's opinion, have endangered or damaged the public interest in the areas listed in the Directive, e.g.:

- In the field of public tenders,
- Prevention of money laundering and terrorist financing,
- Protection of the financial interest of the European Union,
- Protection of internal order and security, life and health,
- Security of electronic communication networks and information systems.

Detailed information on how to file a report can be found on the TBU website in the Reporting of EU Law Breaches section. The rules for reception of reports on possible unlawful conduct through the TBU internal reporting system and for dealing with such reports in compliance with the law are set out in the Rector's Directive No. 40/2024.

10 TBU - miscellaneous

10.1 TBU Cash Office

If you need to reimburse small expenses or get an advance for small purchases and expenses associated with business trips, please visit the Cash Office. The necessary forms can be found on the TBU website in the section for employees, in the financial forms.

Please visit the Main Cash Office if you need to collect or return cash.

Main TBU Cash Office – contact details

- **Address:** nám. T. G. Masaryka 5555, 760 01 Zlín (building U13/136)
- **E-mail:** pokladna@utb.cz
- **Tel.:** +420 576 032 112
- **Opening hours in the building U13:**

Day	Opening hours
Monday	8:30 – 11:00, 13:00 – 14:30
Tuesday	8:30 – 11:00, 13:00 – 14:30
Wednesday	8:30 – 11:00, 13:00 – 14:30
Thursday	8:30 – 11:00, 13:00 – 14:30
Friday - Sunday	Closed

- **Opening hours in the building U13 on paydays:** 8:30 – 11:00, 13:00 - 14:30

10.2 TBU Mail Room

The main TBU Mail Room is situated in the building of the Rectorate (U13), on the ground floor (on the left, behind the reception area). The Mail Room provides everything necessary for the reception and registration of documents. The Mail Room is also a dispatch office within the E-spis Electronic Records Management System.

TBU Mail Room – contact details

- **Address:** nám. T. G. Masaryka 5555, 760 01 Zlín (building U13/137)
- **E-mail:** podatelna@utb.cz
- **Data box:** ahqj9id
- **Tel.:** +420 576 038 120
- **Fax:** +420 576 032 121

10.3 Purchases

Do you need to buy office supplies, IT equipment or other equipment for your workplace? Purchasing at TBU is part of activities of the Corporate Services and the Public Procurement Department, which oversees administration of public tenders. Procedures and processes related to purchasing at the University are primarily governed by the Public Procurement Act – Act No. 166/2023 Coll. More information is provided in the Bursar's Directive No. 3/2024 and in a number of Bursar's Decrees – No. 6/2024, No. 7/2024. The circulation and processing of accounting documents adheres to the Bursar's Directive No. 3/2023, No. 9/2023. If you need to buy something on behalf of TBU, you must contact your supervisor first, who will tell you what to do.

Each constituent part orders office supplies from the TBU supplier separately; please contact your superior if you need office supplies.

10.4 TBU promotional items

The official showroom is available at new.be.utb.cz. In addition to trendy clothes, you will find there promotional items such as handbags, stationery or small items that can be put on your desk.

10.5 Business trips in the Czech Republic and abroad

Prior to leaving for a business trip, you need to have the business trip approved by your superior – use the form posted in the section Employee – Forms – Economic (Business trip approval form in the SAP system). Requirements to be fulfilled when an employee is sent on a business trip and reimbursement of travel expenses are governed by the Bursar's Directive No. 14/2018 and the Bursar's Directive No. 6/2024 - Reimbursement of Travel Expenses Paid to Employees under Act No. 262/2006 Coll., Labour Code, as amended, and the annually updated Bursar's Decree regulating the amount of meal allowances and compensation when an employee uses his/her own car when travelling on business. The quality and registration of mobility abroad is governed by the Rector's Directive No. 22/2024. Before departure and after returning from a mobility period abroad, it is necessary to fill in the evaluation form.

Prior to a business trip abroad, it is also mandatory to arrange travel insurance through the TBU Cash Office – and that by using the Travel Insurance form. Travel insurance adheres to the Bursar's Directive No. 6/2018 and the Bursar's Directive No. 2/2023 "Travel Insurance Including Amendments".

In special cases, you can use a TBU official car when travelling on business; in accordance with the Bursar's Directive No. 11/2015, an employee can book a TBU official car. To book a TBU official car,

please refer to the autodoprava.utb.cz web page. Before using a TBU official car, the employee is required to attend staff training for service car drivers, which is provided by the employer.

10.6 Halls of Residence

The University offers accommodation for students, employees and the public near the town centre in three Residence Halls, namely in single, double and triple rooms, in the MSI accommodation facility and in the Garni Hotel. The **accommodation of employees** is governed by the **Rules for the Assignment and Use of Flats Provided by the University**. These are described in the Rector's Directive No. 36/2019.

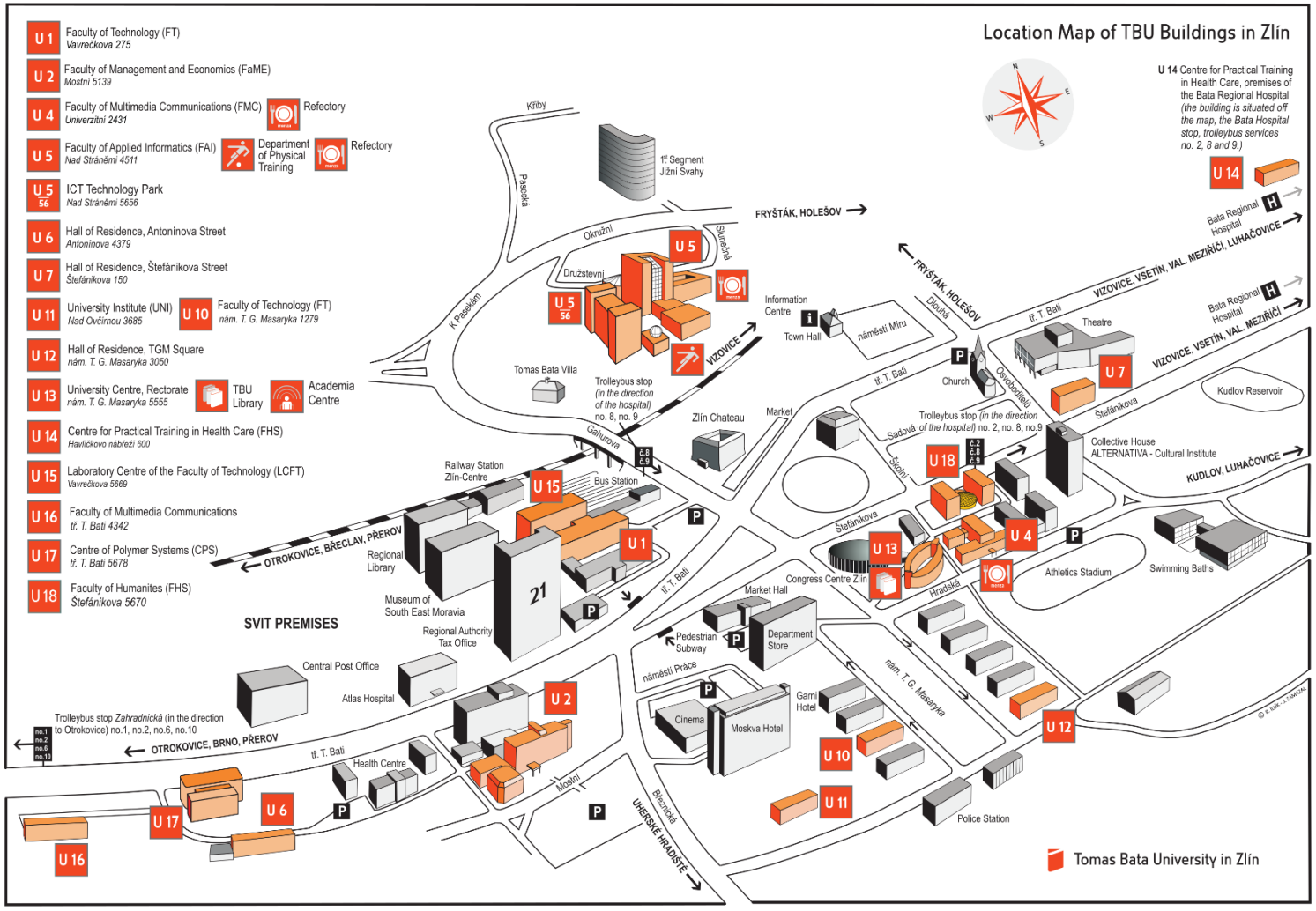
11 TBU buildings and facilities

The management of the administration and comprehensive operation of TBU buildings and facilities is provided by the Technical Services staff (TPO). The Technical Services include the joint maintenance department, transport services department, low-current system department and space management department.

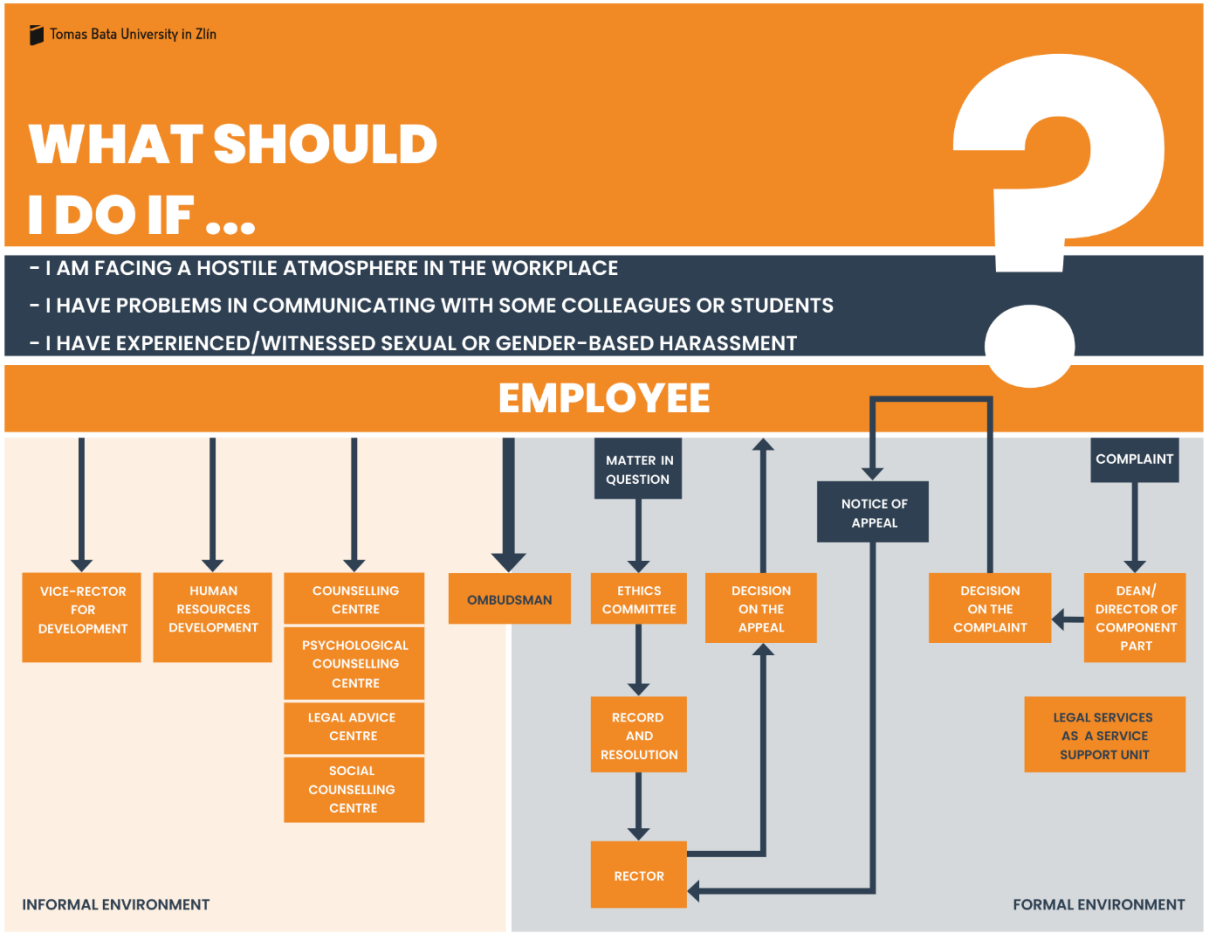
If you discover any malfunction/defect, please use the helpdesk system to report it. The Technical Services staff deal with problems related to electric power, water, heating, arrange cleaning services, joinery, etc. The system will record your problem and will send you a confirmation that your request has been accepted. To keep the helpdesk system running efficiently, it has been divided into individual buildings to which the request applies.

Please send requests to the relevant emails (eg. rt-tpo@utb.cz); and kindly include the room number in the subject of your e-mail and describe the defect in the message.

12 Location map of TBU facilities



13 How to proceed if…



Contacts: Ombudsman: ombudsman@utb.cz, Ethical Committee: eticka-komise@utb.cz, TBU Counselling Centre: see website, Vice-rector: prorektor-rozvoj@utb.cz, Human Resources Development: orlz@utb.cz

14 Conclusion

If there is something you did not find in the guide book or you would like to know more about, we would be pleased if you contact us either by e-mail to orlz@utb.cz or in person in the office of the Human Resources Development in the building U13.

We hope that you will enjoy your work at TBU!

Human Resources Development staff

Tomas Bata University in Zlín