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| **Obsah obrázku černá, tma  Popis byl vytvořen automaticky**Křížkovského 8, 771 47 Olomouc, Company Registration number 61989592 |
| **AGREEMENT TO COMPLETE A JOB**under § 75 Labor Code |
| Faculty/Facility:  | SPP code:  | Source:  |
| **Palacký University Olomouc, represented by** [enter a name](hereinafter referred to as “Employer”) |
| and |
| First name, surname, title |   |
| Date of birth |   |
| Residing at | Street, house number, postcode, city, country |
| (hereinafter referred to as “Employee”) |
| **CONCLUDE THIS AGREEMENT TO COMPLETE A JOB** |
| **I. Subject-matter of the agreement** |
| Agreed type of work |   |
| Place of work |   |
| Agreed period of this agreement | Date from – Date to |
| Agreed scope of work | Enter the number of hours |
| Scheduling of working hours (for example, on these working days daily hour from – to, on these days in week/month from – to, or enter other type of working hours): |
|   |
| Authorized person to take over the work done |   |
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| **II. Amount and terms of payment** |
| 1. The Employer shall remunerate the Employee for work done in the amount of CZK enter amount of money for state for which period.
2. The renumeration shall be paid on the basis of a statement of work done.
3. The renumeration may be adequately reduced if the work done does not meet the agreed terms.
4. The renumeration shall always be paid on the basis of a written statement of work done upon which the takeover of work duly done is confirmed by an Employee entrusted by the Employer with these tasks.
5. The renumeration as stated in Paragraph 2 of this article shall be paid as a single payment or in installments based on statements of work done, in the nearest payroll period after submitting a written statement of work done.
6. The Employer and the Employee agree that the renumeration shall be sent via bank transfer to the bank account stated by the Employee in the Personal Profile Form which is an obligatory document for the conclusion of this agreement.
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| **III. Further provisions** |
| 1. The Employer is obliged to create such working conditions for the Employee that are suitable for due and safe work performance, and to instruct the Employee in regulations related to the agreed job and in occupational safety and health regulations prior to commencement of the job. The work performance must not exceed 12 hours during 24 consecutive hours.
2. The Employer undertakes to schedule the Employee's working time in advance and in writing (see Article I. Scheduling of working hours). By signing this agreement, the Employee agrees to the scheduling of working hours at least 24 hours before the start of the work shift or the period for which the working hours are scheduled.
3. The Employee is obliged to perform work as stated in this agreement under instructions of the Employer, to observe legal regulations and internal regulations and policies of the Employer related to the performed work and to follow 23occupational safety and health regulations which the Employee has been acquainted with.
4. If the Employee is sent on a business trip in relation to the work under this agreement, the Employer shall reimburse their travel expenses in accordance with Labor Code and employer’s internal regulations and policies. For this purpose, the Employee´s regular workplace shall be set as follows:

Enter the workplace address1. If the Employee fails to complete the agreed work in the agreed period as stated in Article I, Paragraph 3, the Employer is entitled to withdraw from this agreement. If the Employer fails to create the working conditions for the Employee as stated in Article III, Paragraph 1, the Employee is entitled to withdraw from this agreement and has the right to compensation for damages which resulted from that. The withdrawal from the agreement must be done in writing and must be delivered to the other party of this agreement.
2. Other provisions:

The Employee agrees to pick up in person at the Employer's Personnel Department the employment certification issued by the Employer at the termination of this agreement. |
| **IV. Final provisions** |
| 1. This agreement will expire at the end of the agreed period stated in Article I, Paragraph 3.
2. This agreement may be terminated prior to the agreed period by:
	1. a written agreement of both parties as on the agreed date,
	2. a unilateral written notice for any reason or without giving a reason, with a 15-day notice period starting on the day of delivery of the notice to the other party,
	3. an immediate cancellation but only in cases where the immediate cancellation of employment relationship is permitted by the Czech Labor Code. An immediate cancellation of the agreement must be done in a written form.
3. Other rights and obligations of the Employer and the Employee are governed by respective legal regulations, namely the Czech Labor Code and regulations connected with the Higher Education Act and other internal regulations and policies of the Employer.
4. This agreement is done in two identical copies, one received by the Employee and the other one by the Employer.
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| In Olomouc on: enter the date |
| ………………………………..Signature of the Employee | ………………………………..On behalf of the Employer |
| The agreement has been proposed by Enter the name | ………………………………..(signature) |
| For Personnel Department (correctness of the agreement) | ………………………………..(signature) |