Reference number: /2023

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| **Palacký University Olomouc, Křížkovského 8, 771 47 Olomouc, Business Identification No. 61989592**, | | | | |
| integral part of UP: |  | | | |
| Represented by: |  | | | |
| (hereinafter referred to as the “Employer”) | | | | |
| Employee: | |  | Date of Birth |  |
|  | | *[Surname, First name(s), Title(s)]* |  | |

**Information for Employees on Rights and Obligations Arising as a Consequence of** **Agreement to Perform Work and/or Agreement to Complete a Job**

In accordance with Section 77a of the Czech Labour Code (hereinafter referred to as “Labour Code”), we hereby inform you on those rights and obligations which are a consequence of employment performed outside of the employment not set forth in the Contract of Employment.

Rights and obligations of the Employee and Employer are governed according to relevant legal regulations, in particular the Czech Labour Code (No. 262/2006 Coll.), the Higher Education Act (No. 111/1998 Coll.), Palacký University (hereinafter referred to as “UP”), internal regulations and policies, and the UP Collective Agreement. The policies and the collective agreement are available at the managerial employee, at the UP personnel department and on the UP website. From internal regulations, internal policies mentioned above and the UP Collective Agreement, we summarize here your basic rights and obligations:

1. **The Procedure of Terminating legal relationship** established by Agreement to Complete a Job or Agreement to Perform Work, including the length of the notice period, is stated in Section 77 Paragraph 5 of the Labour Code.
2. **The personal development** of the employees is governed by Sections 227 to 235 of the Labour Code.
3. **The Working Hours** are established in accordance with the Section 74 of the Labour Code. In the case of Agreement to Perform Work, Section 76, Paragraph 3 of the Labour Code is applied as well. **The Work Timetable** is established by the UP Employment Code or the decision of the Employer according to Section 81 of the Labour Code, or as stated by Section 85 of the Labor Code (flexible working hours), or Section 317 of the Labor Code (Employee not working at the Employer’s workplace).
4. **The period of rest and breaks at work for meal and rest** are stated in Sections 88 to 92 of the Labour Code.
5. **The UP Collective Agreement** is concluded between UP management and representatives of individual trade union organizations conjoined in the UP Coordinating Trade Union Council. Individual integral parts of UP (faculties, higher education institutes and facilities) may, within the framework of the UP Collective Agreement, conclude their own collective agreements. The text of the collective agreement is available on the UP website.
6. **The Employee’s obligations** are set forth in the Labor Code, mainly in Sections 301 and 302, and they are described in more detail in the UP Employment Code. In accordance with the obligations stated above, **the Employee is required to keep all information** learned while carrying out the work for the Employer **confidential** since providing such information may harm or damage the business or assets of the Employer and/or violate the legitimate interests of the Employer or Employees.
7. **Social security contributions:** the employer pays the employee's social security contributions (social security premiums regarding pension and sickness insurances, and state employment policy contributions) and general health insurance premiums) to the account of the social security administration locally competent pursuant to Section 7 of Act No. 582/1991 Coll., on the Organisation and Implementation of Social Security, as amended. Provided that the Employee is sent on a business trip abroad, to the member of EU, EEA or Switzerland, the joint application of the Employer and the Employee for the issue of the A1 certificate shall be filed by the Employer with the District Social Security Administration and the sickness insurance will be paid in the Czech Republic.
8. **Other rights and obligations:** Surcharges under Sections 115, 116 and 118 of the Labour Code are only due to the employee if the employer schedules the working hours in such a way that the aforementioned provisions apply, unless otherwise agreed in the agreement.

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| In Olomouc on |  |  | | |
|  | | |  |  |
| Signature of the Employee | | |  |  |