



Univerzita Palackého
v Olomouci

CATRIN Internal Regulations

CAT-B-21/01-ÚZ02

Regulations on the withdrawal of Benefit Social Funds of the Czech Advanced Technology and Research Institute of Palacký University Olomouc (CATRIN)

Content: These internal regulations specify the possibilities of and conditions for the withdrawal of the Social Fund by employees of the Czech Advanced Technology and Research Institute of Palacký University Olomouc

Guarantor: CATRIN Secretary

Entering into force: 25 June 2021

Taking effect: 28 June 2021

Regulations on the withdrawal of Benefit Social Funds of the Czech Advanced Technology and Research Institute of Palacký University Olomouc (CATRIN)

Article 1

Initial provisions

1. In accordance with the UP internal standard No B3-08/4-SR 'Pravidla tvorby a užití sociálního fondu na UP' (hereafter referred to as the 'UP Internal Regulations') and the methodological guideline of the UP Bursar 'Postup při poskytování příspěvků, darů a návratných bezúročných půjček ze sociálního fondu UP' (hereafter referred to as the 'Methodological Guideline of the UP Bursar'), I issue these regulations, adjusting the terms of contributions, gifts and repayable interest-free loans from the Social Funds of UP in the Czech Advanced Technology and Research Institute of Palacký University Olomouc (CATRIN).

Article 2

Types of contributions and rules for their provision

1. Supplementary pension contribution with government contribution and supplementary pension savings contribution
 - a) CATRIN employees who have been working at UP for a continuous period of at least 2 years on the date of submission of the application for a contribution, while their workload has been at least 70% (i.e. 28 hours per week) for those 2 years, and who fulfil other conditions (i.e. the amount of the employee's own contribution) set by the UP Internal Regulations, may be granted a supplementary pension insurance contribution with a government contribution and a supplementary pension savings contribution of CZK 400 per month. Exceptionally, people with disabilities may receive a contribution at the time of entering into an employment relationship with less than 70% workload.
 - b) The allowance may be granted to an employee monthly, starting in the calendar month following the month in which the employee fulfilled the above conditions including having a valid contract with a pension fund.
2. Private life insurance contribution
 - a) The allowance may be granted under the conditions set out in paragraph 1 of this Article and in compliance with the relevant conditions set out in the UP Internal Regulations.

3. Contribution to culture, sport, physiotherapy, vitamins and vaccination

- a) The allowance may be granted to CATRIN employees who have been working at UP for a continuous period of at least 3 months, while their workload for these 3 months has been at least 70% (i.e. 28 hours per week). Exceptionally, people with disabilities may receive a contribution at the time of entering into an employment relationship with less than 70%.
- b) CATRIN staff can be given a contribution in the calendar month by crediting the sum of CZK 400 per month to an electronic payment card. The allowance will start in the calendar month from which the employee is entitled to it.
- c) This contribution to employees may be provided in the form of renting facilities for social, sporting or rehabilitation purposes.
- d) The allowance may be granted in the form of a one-off ticket or season ticket to cultural, sports and rehabilitation facilities.

4. Bonus given upon special occasions

- a) CATRIN may present a gift to employees in the form of a cash payment between CZK 1 500 and CZK 15 000, depending on the duration of the employment relationship, upon celebrating their 50's birthday or on the first termination of the employment relationship after being awarded a retirement pension or a full disability pension.
- a) The proposal to give such a bonus is processed by the CATRIN HR Office and submitted to the CATRIN Director for approval.

5. Meal allowance

- a) Employees are entitled to a meal allowance in university dining halls or to meal vouchers (or to a general meal allowance—subject to a decision of the CATRIN Director). Employees may choose either only one of these two options or a combination of them.
- b) Meals in university dining halls and the employer's contribution are accounted for in the employee's salary on the basis of data provided by the UP Accommodation and Dining Facilities, which are forwarded to the CATRIN HR Office. These data indicate the number of lunches taken by individual CATRIN employees. The data are automatically transferred to the pay accounting period for the month in which the lunches were taken. The amount of the employer's contribution to catering in university dining halls is determined separately.
- c) Where a meal voucher allowance is granted (even in the case of meal vouchers provided in the form of a meal allowance), an employee shall indicate whether or not they are

interested in receiving that allowance on a long-term basis. This is marked by the secretary of the particular workplace in the system.

- d) In case an employee has signed up for meal vouchers, this allowance will be received in the amount calculated according the attendance sheet for the previous month, reduced by the number of lunches taken in the UP dining hall. The employer's contribution to meal vouchers paid from the financial resources of the particular workplace is 55% of the nominal value of the voucher, which is 100,- CZK/piece.
- e) The amount of the employer's contribution given to employees in the form of a meal allowance is CZK 55.

Article 3

General provisions for contributions

1. Other contribution terms and obligations of both employees and the employer are set out in UP Internal Regulations.

Article 4

Contribution procedure

2. Supplementary pension contribution with government contribution and supplementary pension savings contribution and private life insurance contribution
 - a) In accordance with the Methodological Guidelines of the UP Bursar, an employee concludes a contract (or an amendment to the contract) with a pension fund (or private life insurance contract) containing the employee's agreement with the employer's contribution, and fills in the contribution form (referred to in Annex 1 of the UP Internal Regulations).
 - b) The completed application, approved (signed) by the head of the workplace, shall be submitted by the employee, together with a copy of the relevant contract (or addendum), to an authorised employee of the workplace (usually the secretary). The secretary will draw up a list of workers signing up for the allowance and, together with all supporting documents (i.e. the application and copy of the contract or addendum), will hand it in to the CATRIN HR Office to proceed with the next steps, in accordance with the Methodological Guidelines of the UP Bursar, without delay—at the latest, the last day of the relevant calendar month for which contributions are to be provided for the first time.

2. Contribution to culture, sport, rehabilitation, vitamins and vaccination

- a) The completed application, approved (signed) by the head of the workplace, will be submitted to an authorised member of staff of the workplace, who will draw up a list of applicants for the allowance and will forward this list, together with all individual applications, to the CATRIN HR Office to proceed with the next steps, in accordance with the Methodological Guidelines of the UP Bursar, without delay—at the latest, the last day of the relevant calendar month for which contributions are to be provided for the first time.
- b) An authorised employee of the workplace will draw up a list of employees of the workplace (see Annex 1 of the Methodological Guidelines of the UP Bursar) who are entitled to receive this allowance, by crediting the relevant amount to an electronic payment card in a given calendar month, and will forward this list to the CATRIN HR Office for further processing, as soon as all the facts necessary to grant the allowance in that month are known, but no later than the 25th day of the calendar month for which the allowance is to be granted. An authorised HR Office worker will concurrently process this allowance in SAP each month.
- c) The procedure set out in this paragraph shall apply only to Article 2(3)(a).

Article 5

Final provisions

1. These regulations were discussed with the ZO VOS CATRIN Committee, which approved it on 11 June 2021.
2. These Internal Regulations shall enter into force on the date of publication and take effect on the following day.

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As amended by Amendment 2, effective from 28 June 2021

doc. Mgr. Pavel Banáš, Ph.D., v. r.
CATRIN Director